

**Menston Parish Council**  
**Parish Council Meeting**  
**Thursday 27<sup>th</sup> April 2023 at 7.05pm**

**MINUTES**

**Present:** Councillors Philip Moore (Chairman), Marilyn Banister, Gordon Metcalfe, Jamie Needle, Dale Smith and Jo White

**Clerk:** Catriona Hanson

**2023/075 Welcome and introduction from the Chairman of the Parish Council**  
Councillor Moore welcomed everyone to the meeting.

**2023/076 To receive any apologies for absence**  
Apologies for absence were received and accepted from Councillor Goodith White

**2023/077 To receive any disclosures of interest or requests for dispensation**  
The following disclosures of interest were noted:  
Councillors Needle - member of Climate Action Menston  
Councillor Banister – Non-pecuniary interest in Streetspace, member of Climate Action Menston and Menston Area Nature Trust  
Councillor Smith – District Councillor, member of Menston Cricket Club, Kirklands (Menston) Trust, Menston in Bloom, Menston Community Association, Menston Library committee, Climate Action Menston, MANT, Menston Retired Men’s Forum, Menston Christmas Lights, Menston Heritage Group, Scout supporter and Menston Primary School Governor.  
Councillor Metcalfe – member of Menston Cricket Club

**2023/078 Public consultation and question time**  
Seven members of the public were present.

Francesca Bridgewater advised the meeting that the option to purchase a plot of land on Otley Road expires on 26<sup>th</sup> May. The Parish Council agreed to seek some expert advice and discuss this matter at their next meeting on 18<sup>th</sup> May.

John Stones from Menston Cricket Club gave an update on the building work for the new pavilion at Menston Cricket Club.

**RESOLVED:** to pay the final instalment of £25,000 to Menston Cricket Club

**Resolved:** Councillor Moore

Adele Fletcher spoke about a proposal to install a play street on Menston Drive. It was agreed that the Parish Council would write to Leeds City Council’s Highways and ask whether they would consider replacing the missing bollards and agree to the proposal to turn Menston Drive into a play street.

Peter Cochrane raised a suggestion about the possibility of funding a community bus. Councillor Smith explained that he has been in touch with WYCA about bus services and the possibility of extending the bus route up Derry Hill.

**2023/079 Minutes of previous meeting and progress report**

**RESOLVED:** that the minutes of the Parish Council meeting on 30<sup>th</sup> March 2023 be accepted as a true and accurate record.

**Proposed:** Councillor Moore

### **2023/080 Finance**

- Monthly salary invoice
- Room hire and Library cleaning – Kirklands Trust (£346.50)
- Office rent – Catriona Hanson (£208)
- Bradford Council – Christmas lights features (£960)
- Annual subscription – YLCA (£889)

**RESOLVED:** to pay these invoices

**Proposed:** Councillor Moore

To note the payment of £400 to Smallprint – Coronation banners and leaflets

To consider the following grant applications:

The Beeches - £500 towards events and activities for residents of The Beeches and Menston residents

Menston in Bloom - £1,000 towards planting costs

**RESOLVED:** to approve these grant applications

**Proposed:** Councillor Moore

**RESOLVED:** A grant application for £3,000 towards the purchase and associated legal costs for Weston Woods, Otley by Menston Area Nature Trust was not approved.

**Proposed:** Councillor Metcalfe

Councillor Smith asked the Clerk to check whether there are any conditions attached to the three-mile maximum distance from the Parish boundary eligibility criteria for anyone interested in standing as a parish councillor.

### **2023/081 To accept the Parish Council's bank reconciliation report for 2022-23**

**RESOLVED:** to accept the bank reconciliation

**Proposed:** Councillor Moore

### **2023/082: To review and adopt the Parish Council's Asset Register 2022-23**

**RESOLVED:** to accept the asset register

**Proposed:** Councillor Moore

### **2023/083 To review and adopt the Parish Council's Risk Assessment 2022-23**

**RESOLVED:** to accept the risk assessment

**Proposed:** Councillor Moore

### **2023/084 To receive an update about a proposal to purchase and install some 'Welcome to Menston' signs**

Councillor Jo White agreed to research the costs associated with some new signs and to bring this back to the next meeting.

### **2023/085 To receive an update about the Coronation celebrations**

Councillor Metcalfe gave an update about the events and activities which have been planned to celebrate the coronation. The working party has been busy planning events. Flags and bunting have been erected, the coronation spoons have been delivered and labelled, the newsagents shop at Four Lane Ends will be decorated and used to hand out the spoons. Various bands have agreed to play and craft activities have been organised. A church service is taking place on the Sunday morning, followed by a fancy dress competition and "keep yuppy" football competition. Volunteers will be staffing the traffic barriers and organising the handing out of the coronation spoons. The Fairfax Club has agreed to provide refreshments to the volunteers and band members to a maximum of £10 per person – paid by voucher. As part of The Big Help out on Monday, Menston Cares is holding a tea party at

Kirklands, Menston Bowling Club is running a free session for anyone interested in trying to play bowls for the first time and the Scouts and Guides will be painting benches and clearing away leaves and detritus from paths.

Nigel Cawthorne has successfully applied for a £200 grant from Bradford Council towards the costs.

An application to the Coronation fund had been received from the residents of Oakridge Avenue and it was agreed to donate £50.

Councillor Moore thanked Councillor Metcalfe for organising the celebrations for the village.

**2023/086 To receive an update about the May 2023 Parish Council elections**

Councillor Moore advised the meeting that six candidates will be elected unopposed. It was agreed that the decision to fill the vacant seat by co-option will be discussed at the May Annual Parish Council meeting.

Councillor Moore thanked Councillors Metcalfe and Needle for their advice, commitment, hard work and years of service to the Parish Council and village of Menston.

**2023/087 To discuss the list of no mow areas in Menston**

The Parish Council discussed the list of potential no mow areas in Menston. Councillor Jo White had contacted a representative from Ellar Gardens. A survey of residents found that the majority of those who replied wanted to retain the level of grass cutting from previous years. It was agreed to ask Bradford Council's Parks Department whether an area of grassland between the paths and tennis courts in Menston Park could be left as unmown.

**2023/088 To receive an update from a representative from the Friends of Menston Park**

Councillor Jo White gave an update. Menston in Bloom is considering planting a rose garden in the park.

**2023/089 To agree a response to Bradford Council's Emergency Planning Team**

It was agreed to review the original request.

**2023/090 to receive an update about the memorial fund for Peter Finlay**

Councillor Smith gave an update. Councillor Metcalfe has produced a draft design which Councillor Smith agreed to circulate and Menston Arts Group has also agreed to produce some possible designs.

**2023/091 to receive an update from the Kirklands (Menston) Trust**

Councillor Jo White gave an update about the recent Kirklands (Menston) Trust meeting which took place on 20<sup>th</sup> April. The Centre now has bookings for every weekend until the end of June with most weekends having multiple events booked. The Trust is looking at the budget for replacement windows. The meeting also discussed proposals to refurbish the downstairs toilet.

**2023/092 To receive an update about the purchase of a defibrillator at Kirklands**

The Clerk explained that the organisation which provides first aid training for Kirklands has provided information about the defibrillator which they use. Councillor Metcalfe advised that the defibrillator will need a dedicated electrical supply from the electrical board. The Clerk thanked Councillor Metcalfe for his advice.

**2023/093 To receive an update from the Menston 2025 Heritage Group**

Councillor Banister gave an update. The group has been meeting regularly and work is ongoing.

**2023/094 To receive an update about the Wharfedale Greenway**

It was agreed that a replacement nominee from the Parish Council would be sought at the next meeting.

**2023/095 Leeds Bradford Airport – to receive an update**

Councillor Banister gave an update about the recent consultation on the Airspace Change proposals. A hyperlink for the survey has now been added to the website and Councillor Bob Felstead is encouraging a 'yes' response.

**2023/096 To receive an update about highways issues**

The Parish Council discussed the footpath on Bingley Road and it was agreed that the Clerk would contact Simon D'Vali objecting to the footpath on the south side of Bingley Road and asking why a footpath on the north side has not been built as approved. The meeting noted that the CIL funds for this footpath have already been provided by the developer.

**2023/097 To receive an update about the ACV applications**

Councillor Smith gave an update about the former Co-op premises on Main Street. Councillor Needle gave an update about The Malt Shovel. It was agreed that the Parish Council would submit an ACV for these premises and would clarify the terms of the current legal agreement with the solicitors.

**2023/098 Chairman's remarks and correspondence**

Councillor Jo White raised some concerns about The Red Land at the junction of Croft Park and Main Street which had been offered to the Parish Council by the owner. The Clerk had forwarded the details to the Head of Asset Management at Bradford Council and asked whether they might be interested in taking over the management of the land. There had been no reply. Councillor Moore agreed to forward the Bradford Council contact details to the landowners.

**2023/099 To consider any items to be held in closed session**

None.

**2023/100 Agenda items for the next meeting**

To fill the Parish Council vacancy by co-option  
Option to purchase a plot of land on Otley Road  
To find a replacement nominee for the Wharfedale Greenway Group

**2023/101 Date of next meeting**

It was agreed that the next meeting – the Annual Meeting of the Parish will take place on Thursday 18<sup>th</sup> May 2023 starting at 7.05pm. This will be followed by the Annual Parish Council meeting.