

**Menston Parish Council**  
**Annual Parish Council Meeting**  
**Thursday 18<sup>th</sup> May 2023 at 7.10pm**

**MINUTES**

**Present:** Councillors Philip Moore (Chairman), Marilyn Banister, Dale Smith, Chris Steele, Goodith White and Jo White

**Clerk:** Catriona Hanson

**2023/102 Election of the Chairman of Menston Parish Council for 2023/24**

**RESOLVED:** that Councillor Moore be elected as Chairman of the Parish Council for 2023/24

**Proposed:** Councillor Goodith White

**2023/103 Declaration of Acceptance of Office**

Councillor Moore read and signed the Declaration of Acceptance of Office

**2023/104 Election of the Vice Chairman of Menston Parish Council for 2023/24**

**RESOLVED** that Councillor Goodith White be elected as Vice Chairman of the Parish Council for 2023-24

**Proposed:** Councillor Jo White

**Seconded:** Councillor Steele

**2023/105 Election of the Chairman of the Planning Committee for 2023/24**

**RESOLVED:** that Councillor Banister be elected as Chairman of the Planning Committee for 2023/24

**Proposed:** Councillor Jo White

**Seconded:** Councillor Goodith White

**2023/106 Election of the Vice Chairman of the Planning Committee for 2023/24**

**RESOLVED:** that Councillor Jo White be elected as Vice Chairman of the Planning Committee for 2023/24

**Proposed:** Councillor Goodith White

**Seconded:** Councillor Moore

It was noted that the Parish Councillors had all signed their Declarations of Acceptance of Office in the presence of the Clerk before the meeting started.

**2023/107 Welcome and introduction from the Chairman of the Parish Council**

Councillor Moore welcomed Councillor Steele and members of the public to the meeting.

**2023/108 To receive any apologies for absence**

None.

**2023/109 To receive any disclosures of interest or requests for dispensation**

The following disclosures of interest were noted:

- Councillor Moore – Menston Action Group
- Councillor Banister – Non-pecuniary interest in Streetspace, member of Climate Action Menston and Menston Area Nature Trust
- Councillor Smith – Member of Menston Cricket Club, Kirklands (Menston) Trust, Abbeyfield Trustee, 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 Steele – Ward Councillor, MANT trustee, Menston Community Association trustee, member of Climate Action Menston and member of the Labour Party
- Councillor Goodith White – Menston Cares, Climate Action Menston, Menston Area Nature Trust, St Stephens School Bradford (school governor), Menston Memorial Cottage Charity
- Councillor Jo White – Member of Menston Cares, Friends of Menston Park, Volunteer with Menston Community Fridge

### **2023/110 Public consultation and question time**

Seven members of the public were present.

A member of the public advised the meeting that he had approached Ilkley Community Transport and they have a vacancy should there be a need. Councillor Moore thanked the local resident and it was agreed that this matter would be brought back to the next meeting. It was agreed that information about the existing bus services could be publicised in the village newsletter and on the website.

### **2023/111 Minutes of previous meeting and progress report**

**RESOLVED:** that the minutes of the Parish Council meeting on 27<sup>th</sup> April 2023 be accepted as a true and accurate record.

**Proposed:** Councillor Moore

### **2023/112 Finance**

To note the receipt of £22,761.30 (CIL transfer from Bradford Council)

To agree to pay the following invoices:

- Monthly salary invoice
- Kirklands Trust:
  - Menston Family and Friends Hub monthly meetings (£810)
  - Library cleaning (£192)
  - Coronation meeting (£21.00)
  - MPC internal audit meeting (£10.00)
  - MPC AGM meeting (£45.00)
- Bradford Council – Christmas lights (£800 – includes VAT)
- Quallsafe.com – defibrillator and cabinet (£1,800 – includes VAT) – it was resolved to agree this payment in principle
- To reimburse the Clerk for 24 hours work for the Kirklands (Menston) Trust – February to May 2023 – it was noted that this fee will be reimbursed to the Parish Council by Kirklands (Menston) Trust

**RESOLVED:** to pay these invoices

**Proposed:** Councillor Moore

### **2023/113 To consider the following grant applications:**

- NSPCC - £400 for hall hire – it was agreed to ask the NSPCC to provide more information and a copy of their accounts
- Menston Cameo Lunch Club - £550.35 towards the cost of a lunch for elderly local residents

**RESOLVED:** to approve the application from Menston Cameo Lunch Club

**Proposed:** Councillor Moore

**2023/114 Fields on Otley Road - To consider supporting MANT with their proposed purchase of land on Otley Road by agreeing to contribute to any monies raised.**

Councillor Banister advised the meeting that she is seeking a legal opinion and this should inform the Parish Council's decision as to a reasonable contribution. The Parish Council agreed to authorise Councillor Banister to request details of the landowner from the Land Registry.

**RESOLVED:** to hold an extraordinary meeting of Menston Parish Council on 24<sup>th</sup> May at 7.00pm to discuss this item

**Proposed:** Councillor Moore

**2023/115 Menston Parish Council Annual Return 2022-23**

**RESOLVED:** to approve the Parish Council's Annual Governance Statement and the Annual Return for the year 2022-23 Section 1

**Proposed:** Councillor Moore

**2023/116 Menston Parish Council Annual Return 2022-23**

**RESOLVED:** to approve Section 2, the Accounting Statements

**Proposed:** Councillor Moore

**2023/117 Menston Parish Council Standing Orders**

**RESOLVED:** To re-adopt the Standing Orders

**Proposed:** Councillor Moore

**2023/118 Menston Parish Council Financial Regulations**

**RESOLVED:** To re-adopt the Financial Regulations

**Proposed:** Councillor Moore

Councillor Banister and Councillor Steele volunteered to become members of the Finance Sub-Committee

**2023/119 Parish Council vacancy**

**RESOLVED:** To agree to fill the Parish Council vacancy by co-option

It was agreed that the Parish Council would agree a procedure for co-option and would publicise the vacancy on the notice board and website.

**2023/120 To receive an update about a proposal to purchase and install some 'Welcome to Menston' signs**

Councillor Jo White asked the Parish Council to identify some potential locations for some signs which can be discussed at the next meeting.

**2023/121 To discuss the Parish Council's concerns about bus services and routes**

Councillor Smith advised the meeting that the West Yorkshire Combined Authority has not responded to his inquiry about buses going up Derry Hill.

**2023/122 To receive some feedback about the Coronation celebrations**

Nigel Cawthorne gave an update. The celebrations had gone very well and the participants and local residents had enjoyed the events. It was agreed that the Parish Council would investigate how many children may still not have received a Coronation spoon. It was agreed that the Parish Council would refer to Gordon Metcalfe for his view about the further distribution of spoons.

Councillor Moore thanked Nigel Cawthorne, Gordon Metcalfe and the other members of the Coronation Working Group for organising the celebrations.

**2023/123 To receive an update from a representative from the Friends of Menston Park**

Councillor Jo White agreed to contact Bradford Council's Parks Department and ask whether they would be willing to carry out a consultation with Menston residents about the types of play equipment they would like to see in the park and to draw up a design. Councillor Jo White agreed to liaise with the Friends of Menston Park about the proposal.

**2023/124 To agree a response to Bradford Council's Emergency Planning Team**

Nigel Cawthorne agreed to contact Bradford Council's Emergency Planning Team to ask whether they still require the pro forma to be completed.

**2023/125 to receive an update about the memorial fund for Peter Finlay**

Councillor Smith gave an update. He has received a number of suitable designs and now looking for a contractor.

**2023/126 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 17<sup>th</sup> May. The Trust welcomed a new Trustee – Elaine Hughes. The Centre has received bookings for summer holiday clubs and are now starting to look at attracting an after-school club. The meeting had a discussion about decommissioning the stairlift and accommodating any events whose participants are not able to climb the stairs in a ground floor meeting room. The Trust is also investigating the potential of introducing car-charging points which will provide electric vehicle charging for local residents and earn some revenue.

**2023/127 To receive an update from the Menston 2025 Heritage Group**

Councillor Banister gave an update. The group's next meeting will take place on 12<sup>th</sup> June.

**2023/128 To nominate a representative on the Wharfedale Greenway group**

Councillor Banister agreed to represent the Parish Council.

**2023/129 Leeds Bradford Airport – to receive an update**

Councillor Banister gave an update. The last meeting of the Airport Consultative Committee took place in March. The minutes for this meeting now include an acceptance that the airport had breached the night-time flying quota. The next meeting will take place soon.

**2023/130 To receive an update about highways issues**

It was agreed that the Parish Council needs to re-establish communications with Simon D'Vali about highways issues and the safer pedestrian crossing on Main Street. Councillor Jo White raised concerns about the state of the white lines on Bingley Road. Councillor Moore agreed to contact Mr D'Vali.

Councillor Steele advised the meeting that he and Councillor Bob Felstead have a meeting arranged with Mr D'Vali.

Councillor Banister advised the meeting that she had recently carried out a traffic monitoring exercise to analyse traffic flows on Leathley Road and Low Hall Road.

The meeting discussed problems with pedestrian access to St John's View, off Bingley Road. The original application included a pathway through to Meadowcroft. Councillor Banister agreed to contact

**2023/131 To receive an update about the ACV applications**

Councillor Smith gave an update. The current listing for the ACV for the Malt Shovel expires on 17 September 2024. Councillor Smith agreed to contact Bradford Council about re-instituting this, if necessary.

**2023/132 Chairman's remarks and correspondence**

Councillor Moore had received some correspondents from residents in Cleasby Road complaining about their cellars flooding in the last six months and being considerably wetter than usual. Yorkshire Water have investigated the problem and concluded that this is ground water. Councillor Moore had advised the residents to contact Bradford Council's Drainage Department and the Ward Councillors.

A letter of thanks for the recent grant to The Beeches had been received from Judith Knaggs.

**2023/133 To consider any items to be held in closed session**

None.

**2023/134 Agenda items for the next meeting**

It was agreed to retire recurring items from the Parish Council agenda and bring them back by exception.

It was agreed to re-introduce reports from Menston Community Association and Climate Action Menston on future agendas

It was also agreed to include an item on agreeing to reimburse Parish Councillors for the purchase of ink cartridges and photocopying paper.

Ilkley Community Transport

**2023/135 Date of next meeting**

It was agreed that an Extraordinary Meeting of the Parish Council will take place on Wednesday 24<sup>th</sup> May at 7.00pm in the Chevin Room.

The next meeting of Menston Parish Council will take place on Thursday 29<sup>th</sup> June at 7.05pm in the Wharfe Room.