



Menston Parish Council Parish Council Meeting Thursday 25th April 2024 at 7.15pm

MINUTES

Present: Councillors Philip Moore (Chairman), Marilyn Banister, Lisa Greer, John Houlihan, Chris Steele, Dale Smith and Jo White

Clerk: Catriona Hanson

2024/072 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed Councillor Houlihan to his first meeting as a Parish Councillor. It was noted that Councillor Houlihan had signed the Declaration of Acceptance of Office in the presence of the Clerk before the meeting started.

2024/073 To receive any apologies for absence

None.

2024/074 To receive any disclosures of interest or requests for dispensation

In addition to the declarations of interest made at the Annual Parish Council meeting, Councillor Smith declared that he was supporting all groups which have applied for grant applications from the Parish Council.

2024/075 Public consultation and question time

Four members of the public were present at the meeting.

2024/076 Variation of the agenda

RESOLVED: to bring forward the item about funding defibrillators.

Proposed: Councillor Moore

2024/077 To consider funding two additional defibrillators in Menston

Brian Firth and Andrew Bodkin gave a presentation about their organisation, Public Access Defibrillators UK, and the risks involved with maintaining defibrillators and ensuring that these are adequately insured.

The Parish Council agreed to carry out a mini-audit of the current defibrillators in Menston and to bring this back to the next meeting for discussion and to delay the consideration of any additional defibrillators in the village until this has been completed.

Councillor Moore thanked Mr Firth and Mr Bodkin for taking the time to attend the meeting and giving such a comprehensive presentation.

2024/078 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting on 21st March 2024 be accepted as a true and accurate record.

Proposed: Councillor Moore

2024/079 Finance

To note the receipt of £131,152 (Precept for 2024-25)

To note the following payments:

- The monthly salary invoice
- £1,070 – electrical costs for Xmas Lights (£1,070 donated by Menston Christmas Lights)
- YLCA – Planning training (£50)

To agree to pay the following invoices:

- Kirklands Trust – Room hire charges - £69 and Library cleaning - £104.95
- Bradford Council – Christmas Lights - £4,812 (includes £802 VAT)
- Office rent October 2023 to March 2024 (£208)
- Information Commissioners Office – annual subs (£40)
- Yorkshire Local Councils Associations – annual subs (£936)
- The Clerk – stationery (£62.75)

RESOLVED: to pay these invoices

Proposed: Councillor Moore

To consider a grant application for £2,000 from the Friends of High Royds Memorial Garden for repairs to the wall surrounding the garden

Quentin Mackenzie spoke in support of this application.

RESOLVED: to provide a grant of £1,000 and to encourage the Friends of High Royds Memorial Garden to apply for a further grant should the need arise.

Proposed: Councillor Smith

Councillor Moore thanked Mr Mackenzie for his presentation.

To consider a grant application for £780 from Menston Community Association for a shed to store equipment

Cheryl Thornton spoke in support of this application. After discussion it was agreed that Ms Thornton would look for an alternative location for the shed before any further discussions take place.

Councillor Moore thanked Ms Thornton for her presentation.

To consider sponsoring Menston Show

RESOLVED: to donate £100 to Menston Show in sponsorship

Proposed: Councillor Smith

2024/080 To elect a Vice-Chairman of the Planning Committee

RESOLVED: to elect Councillor Greer as Vice-Chairman of the Planning Committee

Proposed: Councillor White

Seconded: Councillor Moore

2024/081 To nominate a representative to the Menston Memorial Cottage Charity

Councillor Greer agreed to accept as a Nominee from the Parish Council

2024/82 Local Access Forum

Councillor Banister advised the meeting that she has volunteered to act as the Parish Council representative on the Local Access Forum.

2024/083 To accept the Parish Council's bank reconciliation report for 2023-24

RESOLVED: to accept the Parish Council's bank reconciliation report 2023-24

Proposed: Councillor Moore

2024/084 To review and adopt the Parish Council's Asset Register 2023-24

RESOLVED: to adopt the Parish Council's Asset Register 2023-24

Proposed: Councillor Moore

2024/085 To review and adopt the Parish Council's Risk Assessment 2023-24

RESOLVED: to adopt the Parish Council's Risk Assessment 2023-24

2024/086 Increasing the number of Parish Councillors

After discussion it was agreed not to pursue this matter.

2024/087 To receive an update about the Airspace change process and what, if any, next steps there might be for the Parish Council

Councillor Banister advised the meeting that the process has now reached stage two.

2024/088 To receive an update on the park and travellers access

Councillor Banister gave an update. John Flinn has now produced a draft design for a path around the park which will be submitted to Brian Dobson for his consideration. Once agreement has been reached the Parks Group will make further inquiries about the costs. Councillor White gave an update about the memorial garden - Menston in Bloom are working up a design for Ally's garden. It was suggested that this might include the Peter Finlay Memorial Bench.

It was agreed that the Menston Parks Group via Councillor Banister would liaise with Brian Dobson about the park proposals.

2024/089 To receive updates about any recent meetings of the following groups:

- **Menston Community Association** – Cheryl Thornton advised the deadline for the next newsletter is 30th April and it was agreed that Councillor Moore would include an update about the play equipment in the park and the summer play sessions being funded by the Parish Council in his article.
- **Kirklands Menston Trust** – Councillor White gave an update. Ed Brundle has advised the Trust that he wishes to retire as both the Chairman and a Trustee by the end of October. Following a successful bid, a full energy review has now taken place and the Trust is awaiting the final report. A new Trustee, Howard Woods, was appointed at the last meeting.
- **Climate Action Menston** – Councillor Banister gave an update. The next meeting on 30th April will discuss travel and transport. The AGM will take place in May.
- **Wharfedale Greenway** – Councillor Banister gave an update. The project is currently working on a business case.

2024/090 To receive updates about the following projects:

- **Barn Close paved area** – Councillor Greer agreed to take over this project.
- **Traffic proposals for Menston** – Councillor Steele gave an update. The consultation has now finished and Simon D'Vali will be holding a meeting with the Ward Councillors once the local elections have taken place.

2024/091 To agree to deposit the paper copies of the Parish Council and Planning Committee minutes 2008 – 2020 with the West Yorkshire Archive Service

It was agreed that the Clerk would check the legal requirements for keeping paper copies of the minutes.

2024/092 To receive an update from the pay review sub-group

There was no update.

2024/093 Chairman's remarks and correspondence

The Clerk asked members of the Parish Council to update their Registers of Interest

2024/094 Any future agenda items

Allotments

Any update on Menston Scout Hut

Welcome to Menston signs

2024/095 Date of next meeting

It was agreed that the Annual Meeting of the Parish will take place at 19.05 hours on Thursday 30th May. This will be followed by the Annual Parish Council meeting.