



Menston Parish Council
Annual Parish Council Meeting
Thursday 30th May 2024 at 7.20pm

MINUTES

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

Clerk: Catriona Hanson

2024/096 Election of the Chairman of Menston Parish Council for 2024/25

RESOLVED: that Councillor Moore be elected as Chairman of the Parish Council for 2024/25

Proposed: Councillor Steele

Seconded: Councillor White

2024/097 Declaration of Acceptance of Office

Councillor Moore read and signed the Declaration of Acceptance of Office

2024/098 Election of the Vice Chairman of Menston Parish Council for 2024/25

RESOLVED that Councillor Banister be elected as Vice Chairman of the Parish Council for 2024-25

Proposed: Councillor Moore

Seconded: Councillor Smith

2024/099 Election of the Chairman of the Planning Committee for 2024/25

RESOLVED: that Councillor Greer be elected as Chairman of the Planning Committee for 2024/25

Proposed: Councillor Moore

Seconded: Councillor Steele

2024/100 Election of the Vice Chairman of the Planning Committee for 2024/25

RESOLVED: that Councillor Houlihan be elected as Vice Chairman of the Planning Committee for 2024/25

Proposed: Councillor Smith

Seconded: Councillor Moore

2024/101 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting.

2024/102 Variation to the agenda

RESOLVED: to take the presentation from the representative of the West Yorkshire Lord Lieutenant's Office as the next item.

Proposed: Councillor Moore

2024/103 To receive a presentation from David Pearson, the representative from the Office of the Lord Lieutenant in West Yorkshire

Brigadier Pearson explained that he is one of 60 deputies from the Office of the Lord Lieutenant of West Yorkshire and gave a presentation about the work of the Office. Councillor Moore thanked Brigadier Pearson for his presentation.

2024/104 To receive any apologies for absence

None.

2024/105 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 White – Member of Menston Cares, Friends of Menston Park, Volunteer with Menston Community Fridge

2024/106 Public consultation and question time

Two members of the public were present at the meeting.

John Durkin attended the meeting to give an update about his search for evidence of ownership of the Scout and Guide hut. Mr Durkin was asked to keep the Parish Council updated by email and the Clerk would invite him to a future meeting when there is some more news to report.

Sue Rix advised the meeting that a long-standing member of staff at Menston Primary School, who was also involved in organising celebrations for the late Queen's Diamond Jubilee, will shortly be retiring. It was agreed that the Parish Council would present her with a leaving gift. Mrs Rix agreed to contact the headteacher for more details.

Mrs Rix also asked whether the Parish Council is aware of the status of the Meadowlea Children's Home. Councillor Steele agreed to make inquiries with Bradford Council's Children's Services.

2024/107 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the extraordinary meeting held on 23rd April and the meeting held on 25th April 2024 be accepted as a true and accurate record of the meetings.

Proposed: Councillor Moore

2024/108 Finance

To note the following payment:

- The monthly salary invoice

To agree to pay the following invoices:

- Kirklands Trust – Room hire charges (£61.50) and Library cleaning (£104.95)
- Kirklands Trust – Room hire for the Family and friends hub (£256.50)

RESOLVED: to pay these invoices

Proposed: Councillor Moore

To consider a grant application for £651 from Menston Show

RESOLVED: to approve the grant application

Proposed: Councillor Moore

2024/109 Menston Parish Council Annual Return 2023-24 - to approve Section 1, the Parish Council's Annual Governance Statement.

Proposed: Councillor Moore

2024/110 Menston Parish Council Annual Return 2023-24 - to approve Section 2, the Accounting Statements

Proposed: Councillor Moore

2024/111 To re-adopt the Standing Orders and Financial Regulations

Proposed: Councillor Moore

2024/112 To agree to register the Parish Council with Action for Communities in Rural England

It was agreed that the Parish Council will register with ACRE.

2024/113 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 she is unable to attend the next meeting on 3rd July. Councillor Greer agreed to check her availability for this date.

2024/114 To receive an update on the park and travellers' access

Councillor Banister gave an update. She has not yet received a response to her email to Brian Dobson about the proposals to restrict access. Councillor Steele agreed to chase this up.

2024/115 To receive an update about the Welcome to Menston signs

An email had been received earlier in the day from Andrew Solomon. It was agreed to add this to the agenda for the next Parish Council meeting and Councillor White agreed to circulate the designs.

2024/116 To receive updates about any recent meetings of the following groups:

- **Menston Community Association** – Cheryl Thornton's proposal for a storage area for Community Association equipment is due to be discussed at the next meeting of the Kirklands Trust on 19th June.
- **Kirklands Menston Trust** – Councillor White gave an update. The Trust are now considering the introduction of zoned heating by using smart thermostatic radiator valves and also the replacement of all the fluorescent tubes with LED lights.
- **Climate Action Menston** – Councillor Banister gave an update. The AGM took place in May. Climate Action Menston and the Menston Community Association have now organised a Ladies Clothes Swap on 15th June at Kirklands.
- **Wharfedale Greenway** – there was no update.
- **Menston Parks Group** – Councillor Banister gave an update. A local resident had submitted an inquiry about the proposal to use rubber mulch as a safety surface in the play area. This inquiry has now been forwarded to Bradford Council for a response. There has been a delay in signing off the proposals for the new play area equipment and Councillor Steele agreed to chase this up. It was agreed that the Parish Council will provide an update for local residents on the Facebook page.
Councillor Banister gave an update about the Peter Finlay memorial bench. She is now waiting to be put in touch with Peter Finlay's family to discuss the proposals.
Councillor Steele gave an update about a proposal for the hire of the tennis courts in the park to be administered by the Lawn Tennis Association. The Parish Council were not in favour of this proposal and Councillor Steele agreed to take this up with Bradford Council.

2024/117 To receive updates about the following projects:

- **Barn Close paved area** – Councillor Greer has arranged a site meeting with the owner.
- **Traffic proposals for Menston** – the Parish Council discussed the current proposals. Councillor Steele agreed to contact Simon D'Vali and request some information about which traffic measures are subject to consultation and which are not.

2024/118 To agree to deposit the paper copies of the Parish Council and Planning Committee minutes 2008 – 2020 with the West Yorkshire Archive Service

RESOLVED to deposit paper copies of the minutes from 2008 to 2020 with the West Yorkshire Archive Service and to produce three digital copies of the minutes which will be lodged with the Menston Archive.

Proposed: Councillor Moore

2024/119 To receive an update from the pay review sub-group

There was no update.

2024/120 Chairman's remarks and correspondence

2024/121 Any future agenda items

Allotments – Councillor Steele agreed to continue to ask if the land next to the graveyard could be used for allotments

Welcome to Menston signs

2024/122 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 27th June 2024