



Menston Parish Council Parish Council Meeting Thursday 25th July 2024 at 7.05pm

MINUTES

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

2024/138 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting.

2024/139 To receive any apologies for absence

Apologies for absence were received from Councillors Greer and White and Mrs Hanson.

2024/140 To receive any disclosures of interest or requests for dispensation

Councillor Smith declared that he is a governor at Menston Primary School in addition to his other interests. Councillor Banister declared her membership of St John's Church.

2024/141 Public consultation and question time

Sue Rix was present at the meeting and thanked Councillor Banister for the presentation to Heather Searle on her retirement. A picture has been sent to the Parish Council and could be used in Menston News. It was noted that the deadline for any articles for the newsletter is 31st July.

2024/142 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting held on 27th June be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

It was noted that Councillor Bob Felstead had sent an email on 4th July about the work on Moor Lane/Hillings Lane breaching planning regulations. It was unclear whether a letter has been sent to the Chief Executive or Councillor Leader, Susan Hinchcliffe with a time line. Councillor Steele has written to Richard Hollinson (Assistant Director – Planning, Transportation and Highways) asking for an update.

2024/143 Finance

To note the following payments:

- The monthly salary invoice
- £54.60 to Councillor Greer for the purchase of a gift

To agree to pay the following invoices:

- Kirklands Trust – Room hire charges (£208.50) and Library cleaning (£104.95)
- To agree to renew the Parish Council's insurance policy (£818.46)

RESOLVED: to pay these invoices

Proposed: Councillor Moore

- To make a contribution of £100 towards the decorating costs for the Heritage Room.

RESOLVED: to amend the proposal to £530 for decorating and £100 for a contribution to the DIY tasks (Total contribution of £630 to Kirklands Trust to organise the work).

Proposed: Councillor Smith

Carried unanimously

2024/144 To approve the Parish Council's quarterly financial update

RESOLVED: to approve the quarterly financial update with a request that a line be added to show the cash balance less the committed spend on CIL – currently £426,380.47.

It was noted that the first £113,517.17 of CIL funding expires next year and currently only £87,030.00 has been spent (i.e. £26,487.17 from this tranche of the funds is still available).

2024/145 To consider the following grant applications:

- Kirklands (Menston) Trust - £18,045 – replacement windows

RESOLVED: that this grant application meets the necessary criteria and will be funded from the Parish Council's CIL funds

- Menston Primary School - £5,280 – to fund 'My Happy Mind' – the school's mental health and wellbeing programme

RESOLVED: that this grant application is approved, but that the school is asked to provide information on the uptake this year. Councillor Smith suggested that the report which is sent to the School Governors would show the uptake and so the Parish Council could request that this is shared with them.

- Menston Retired Men's Forum - £500

RESOLVED: to approve this grant application.

- St John's Church – £2,000 towards maintenance of the churchyard

Councillor Banister explained that the application has been amended and now totals £600.

RESOLVED: to approve a grant application of £600

- To agree to pay £643 for some additional functions for the website

RESOLVED: to agree to fund the additional functions.

2024/146 Neighbourhood Plan

RESOLVED: to agree to engage Jamie Wilde from Design Yorkshire to act as a consultant for the Parish Council's Neighbourhood Plan.

2024/147 Assets of Community Value

It was agreed to ask Bradford Council to renew the following assets of community value which are due to expire on 17th September 2024:

Menston Arms, Scout/Guide land at Low Hall Road and the Malt Shovel.

Councillor Smith expressed concern that he had received the letter of notification and it was agreed that the request for renewal should be made by the Clerk.

2024/148 To consider any budget implications for Menston Library as a result of Bradford Council budget discussions.

Councillor Steele informed the Parish Council that there is a consultation on the future of opening hours of Bradford Council run libraries, but not community libraries.

2024/149 To receive an update about the Airspace change process and what, if any, next steps there might be for the Parish Council

It was noted that the most recent meeting of the Airport Consultative Committee did not include an item about the Airspace change process on the agenda and so there is no update. Councillor Greer had attended the meeting in place of Councillor Banister.

2024/150 To receive an update on the park and travellers' access

Councillor Steele reported that he had been unable to get a response from Brian Dobson and agreed to try again. Councillor Banister agreed to create a timeline and Councillor Steele agreed to call into the office at Northcliffe Park, as well as sending an email. It was

noted that the outstanding issues to be resolved are: Prevention of travellers' access – gates and mounds; Approval of the circuit path; and Memorial Garden revamp by Menston in Bloom.

Weeds on the pavement side of the highway are a Highways responsibility – Councillor Steele agreed to follow this up with Highways.

2024/151 To receive an update about the Welcome to Menston signs

The Clerk had emailed Andrew Solomon and ask him to come to Menston for a meeting to discuss possible locations and any other requirements. Mr Solomon has not responded.

2024/152 To receive updates about any recent meetings of the following groups:

- **Menston Community Association** – none.
- **Kirklands Menston Trust** – the Trust have asked the Parish Council for a formal response to the proposed conditions set out for the siting of the garage for Menston Community Association storage and it was agreed to add this to the agenda for the next Parish Council meeting. Ed Brundle has resigned as Chairman and Councillor White will now chair the meetings. The Trust has two vacancies for trustees. The Trust is looking at differential rates for village and commercial events and a marketing strategy.
- **Climate Action Menston** – the recent meeting covered air source heat pumps, batteries and solar, Just Transition at Leeds University and no-fly holidays. Work is ongoing with Otley 2030 and Climate Action Ilkley with regards to travel hubs and bike hire.
- **Wharfedale Greenway** – there has been no recent meeting. The Friends of Wharfedale Greenway will be attending Menston Show on 14th September.
- **Scouts and Guides HQ** – Councillor Houlihan had spoken to Naomi McMorn about the fund raising and charity status.

2024/153 To receive updates about the following projects:

- **Menston Parks** – Councillor Banister had circulated an email to the Parish Council with an update about the tennis courts. It does not now look as though there is any likelihood of a MUGA being built in the park.
- **Peter Finlay memorial** – this is now awaiting a go-ahead from Bradford Parks department.
- **Barn Close paved area** – a quote has been received for the tree removal. It was agreed that quotes for conveying the land to the Parish Council as a gift could now be obtained. Councillor Greer offered to obtain some quotes
- **Traffic proposals for Menston** – the 20mph signs will be installed before the cushions. A consultation will be due for the other work: outside Menston Primary School, Bingley Road/Main Street and Cleasby Road/Main Street junctions. Councillor Steele will ask for the white line at the Bingley Road junction to be renewed, due to the high risk of near misses.
- **Allotments** – Councillor Steele will contact the new Head of Service at Bereavement Services about the land beyond the churchyard.

2024/154 To receive an update from the pay review sub-group

Councillor Moore agreed to arrange a meeting of the sub-group.

2024/155 Chairman's remarks and correspondence

It was agreed that the Parish Council would submit the following news items for the next edition of Menston News:

Councillor Moore – Heather Searle retirement with an accompanying photograph

Councillor Steele – a traffic update

Councillor Banister – an update about the playground and park

Councillor Moore – an article about the Remembrance Service and Christmas lights switch on.

2024/156 To consider any items to be held in closed session

None.

2024/157 Any future agenda items

- A formal response to the Kirklands Trust proposed conditions set out for the siting of the storage facility for Menston Community Association storage

2024/158 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 29th August 2024. Councillors Houlihan and Moore gave their apologies in advance for this meeting.