



**Menston Parish Council  
Parish Council Meeting  
Thursday 26<sup>th</sup> September 2024 at 7.05pm**

**MINUTES**

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

**2024/181 Welcome and introduction from the Chairman of the Parish Council**

Councillor Banister welcomed everyone to the meeting.

**2024/182 To receive any apologies for absence**

Apologies for absence were received from Councillor Moore and Mrs Hanson.

**2024/183 To receive any disclosures of interest or requests for dispensation**

Councillor Steele declared an interest in the grant application from Menston Area Nature Trust.

**2024/184 Public consultation and question time**

None.

**2024/185 Minutes of previous meeting and progress report**

**RESOLVED:** that the minutes of the Parish Council meeting held on 29<sup>th</sup> August 2024 be accepted as a true and accurate record of the meeting.

**Proposed:** Councillor Steele

**Seconded:** Councillor Greer

**2024/186 Finance**

**To note the following payments:**

- The monthly salary invoice

**To approve the following payments:**

- Kirklands - £798.78 (library cleaning £108.53, heritage room decoration £550, heritage room handyman work £100, Heritage Group room hire £40.25)
- Kirklands -£598.50 (Family and friends hub room hire)
- PKF Littlejohn- £756 includes VAT (external audit fee)
- Dark White Digital (website providers) -\$149 per year to install a pro version of the Events section of the website which needs upgrading
- To Dysons for Library newspapers £55.20

**RESOLVED:** to pay these invoices

**Proposed:** Councillor Banister

**To note the receipt of £1,432.81 (VAT refund)**

**External audit** – to note the response from the external auditors raising no matters of concern

**2024/187 To agree the meeting dates for 2025**

**RESOLVED:** to agree these dates.

**Proposed:** Councillor Banister

**2024/188 To consider a grant application from Menston Area Nature Trust**

A grant application for £1,380 had been received from Menston Area Nature Trust (MANT).

**RESOLVED:** to approve the grant application

**Proposed:** Councillor Banister

**2024/189 To finalise the arrangements for Remembrance Sunday**

It was agreed that Councillors Greer and Smith would meet with Heather Norreys to finalise arrangements for the service on 10<sup>th</sup> November. Councillor Smith agreed to invite representatives from Menston Primary School, Menston Scouts and Guides and Guiseley School to the service. Councillor Greer agreed to invite representatives from St Mary's School. It was agreed to also hold a service on 11<sup>th</sup> November, as a service on Armistice Day is appreciated by some people. It was also agreed to invite members of the clergy to officiate on both days. Councillor Smith offered to make inquiries with the Scouts about a Bugler to play at the service and Councillor White offered to make contact with a piper to also play. It was agreed to ask Councillor Moore to order an additional poppy wreath for a member of the armed services to lay at the service and to ask the Clerk to make a booking at Kirklands for the service on 9<sup>th</sup> November 2025 and produce a process for the Remembrance services going forward.

**2024/190 To receive an update about the Welcome to Menston signs**

There has been no progress with this matter and it was noted that Andrew Solomon has now retired from Bradford Council. Councillor Steele agreed to chase this up with Bradford Highways.

**2024/191 To receive updates about any recent meetings of the following groups:**

- **Menston Community Association** – it was noted that discussions about the size of the proposed storage unit at Kirklands are still ongoing. Councillor Houlihan offered to check whether planning permission is required.  
The Community Association's AGM will be held on 6<sup>th</sup> October from 1.30 – 4.00pm and village groups will be given the opportunity to promote their activities. Councillor Houlihan agreed to attend for Menston Parish Council and will cover neighbourhood planning, heritage and parks. Councillor Banister will provide a poster to display.
- **Kirklands Menston Trust** – Councillor White gave an update from the most recent meeting of the Trustees. A grant of £22,000 to replace the lighting and zone the heating has now been received. The Trust had agreed not to pursue the Community Energy Yorkshire grant as the building requires work on the roof, which must take place before the Trust can consider the installation of solar panels. The Trust is also advertising for additional staff.
- **Climate Action Menston** – have now met with Kath Clark from Bradford Council about climate action. They are a small team funded by low emissions zone payments and will keep the CAM informed about their plans.
- **Wharfedale Greenway** – the steering group met on 17<sup>th</sup> September and a working group facilitated by the Friends of Wharfedale Greenway will look at each section and the business case. Otley Golf club has now agreed to become involved. The old railway line into Otley will not now be used due to the roundabout and it is intended that the route will make use of an underpass on the Otley/Burley Road.
- **Airport Consultative Committee** – met on 4<sup>th</sup> September. The Airspace change gateway failed to get to Stage 2 and so another application will be made in February 2025. The report will also need to consider aircraft using Doncaster airport. The airport is currently working with Travel Trade and will be hosting the national Airport Consultative Committee meeting. Business at the airport is going well with more traffic and they intend to challenge Leeds City Council about the outcome of the Certificate of Lawful Existing Use or Development (CLEUD) relating to night-time flights and landings.
- **Local Access Forum** – has not met.

- **Heritage Group** – the room at Menston Library is now ready and the next meeting will take place on 30<sup>th</sup> September.

**2024/192 To receive updates about the following projects:**

- **Menston Parks and travellers access** – Councillors Banister and Steele met the maintenance team on 26<sup>th</sup> September and scoped out the fencing and gate. The gate must be metal and this will be funded by Bradford Council.
- **Play area refurbishment** – work started on 23<sup>rd</sup> September and will take eight weeks. The Parish Council's contribution is £20,000.
- **Peter Finlay memorial and Menston Park circuit path** – there is no clear decision on whether the Parish Council can proceed with these proposals and Councillor Banister agreed to chase this up.
- **Barn Close paved area** – a quote of £950 plus VAT for legal costs and Land Registry fees has been received. Chevin Trees have quoted for the removal of the tree and roots. Councillor Greer agreed to liaise with Menston in Bloom about design ideas for this area and will prepare a proposal for discussion at the next Parish Council meeting.
- **Traffic proposals for Menston** – the signs have been ordered. The police and bus companies are now being consulted on the proposals for the three junctions.
- **Assets of community value** – Councillor Smith and the Clerk have submitted the applications for The Menston Arms, Malt Shovel and Low Hall Road garages to Bradford Council.

**2024/193 Summer play in the park 2025**

**RESOLVED:** to commission Bradford Council Parks Department to run four play in the park sessions in July and August 2025 at a cost of £770 per session.

**Agreed unanimously.**

**2024/194 Moving to a gov.uk domain name**

The Clerk has now submitted an application to the Government Digital Service and has yet to receive a response. It was agreed that the Parish Council will use the same webhost as the village website and that Councillor Houlihan will transfer ownership of the village website to the Parish Council.

**2024/195 Chairman's remarks and correspondence**

The Clerk had received an email from Ilkley Town Council inviting Parish Councils in the LS29 area to joint three monthly meetings to discuss local issues. These meetings would be attended by the Chair or another councillor from each Parish Council and minuted by the Clerks in turn. It was agreed to ask the Clerk to respond that the Parish Council is interested in being part of this group.

**2024/196 To consider any items to be held in closed session**

None.

**2024/197 Any future agenda items**

Bank signatories – to discuss whether the Parish Council requires two authorisations for bank transactions.

Kirklands – grant application for improving the drains for the public toilets

List of defibrillators

Emergency planning

**2024/198 Date of next meeting**

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 31<sup>st</sup> October 2024.