



**Menston Parish Council
Parish Council Meeting
Thursday 31st October 2024 at 7.05pm**

MINUTES

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

2024/199 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting and thanked Councillor Banister for chairing the September Parish Council meeting which he was unable to attend.

2024/200 To receive any apologies for absence

Apologies for absence were received from Councillors Banister and Steele

2024/201 To receive any disclosures of interest or requests for dispensation

Councillor Smith declared an interest in the variation to the grant application from Menston Primary School.

2024/202 Public consultation and question time

One member of the public was present at the meeting and explained that a golden ash tree planted by the Lord Mayor of Bradford Council in 2001 (Councillor Richard Wightman) to commemorate the late Queen's Golden Jubilee is now suffering from ash-dieback disease. It was agreed that the Clerk would contact Bradford Council and ask if they will remove the tree as it is now becoming very fragile and dangerous.

2024/203 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting held on 26th September 2024 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

2024/204 Finance

To note the following payments:

- The monthly salary invoice
- £25 to the Royal British Legion for a poppy wreath

To approve the following payments:

Kirklands (Menston) Trust – £334.04 (room hire £117, library cleaning £217.04)

RESOLVED: to pay this invoice

Proposed: Councillor Moore

2024/205 To approve the Parish Council's quarterly financial update

RESOLVED: to approve the quarterly financial update.

Proposed: Councillor Moore

2024/206 Bank signatories – to discuss whether the Parish Council requires two authorisations for bank transactions

It was agreed that the Clerk would contact the Parish Council's bank and make inquiries about authorisations above a certain financial level and use of the account's App for authorising transactions.

2024/207 To agree to authorise up to £100 for refreshments to celebrate the Park re-opening on 22nd November

RESOLVED: to agree to authorise up to £100 for refreshments.

Proposed: Councillor Moore

2024/208 To consider a grant application from St John's Church (£480) for replacement tarmac on sloping access path to the church

RESOLVED: to approve this grant application

Proposed: Councillor Moore

2024/209 To consider a request for a variation to a grant approved for Menston Primary School

RESOLVED: to agree to this variation to the original grant approval.

Proposed: Councillor Moore

2024/210 To consider a grant application from Kirklands (Menston) Trust for £4,000 towards remedial work to the drains

RESOLVED: to approve this grant application

Proposed: Councillor Moore

2024/211 Defibrillators – to consider any additional locations

After a discussion it was agreed that the Clerk would contact the Fairfax Club to ask if they would be interested in having a defibrillator located on their premises for public use and Councillor Greer agreed to provide the Clerk with contact details for residents' associations at The Homestead, the Bellway housing estate and Clarence Drive.

2024/212 To finalise the arrangements for Remembrance Sunday

Councillor Moore gave an update about the arrangements:

Councillor Moore has been in touch with the Revd Jo Glenwright.

The Orders of Service will be produced by Smallprint.

Councillor White has been in touch with a piper

Councillor Smith has been in touch with Naomi McMorn about a bugler

Councillor Smith has made contact with Guiseley School who already have a commitment on 11th November, but have expressed an interest in attending in 2025

Councillor Greer confirmed that representatives from St Mary's School will be attending

The Clerk confirmed that representatives from the Lord Lieutenant's Office will be attending on both days.

Councillor Greer gave an update about refreshments.

It was agreed that Councillors Moore and Smith would each take a turn to lay the Parish Council wreath and that the Parish Council would issue a formal invitation to the Chair of MCA.

2024/213 To receive an update about moving to a gov.uk domain

The Clerk gave an update and Councillor Houlihan agreed to contact a representative from Easyspace.

2024/214 Emergency plan – to nominate a Parish Council representative to liaise with Bradford Council's Emergency Planning Team

Councillor Smith offered to represent the Parish Council.

2024/215 To agree to ask Bradford Council to re-paint the Bus Stop sign on the highway on Station Road

It was agreed that the Clerk would contact Bradford Council with this request.

2024/216 To ask Bradford Council to provide a new sign for Menston Park

Councillor Banister has asked Bradford Council to provide a new sign.

2024/217 To formally request the Lawn Tennis Association to upgrade the tennis courts in Menston Park

Councillor Banister has been in touch with the Lawn Tennis Association who have responded to say that they have sent an independent consultant to understand whether the site needs additional capital works and, if so, whether this is eligible for investment. The Lawn Tennis Association will be opening the tender process later this month and aim to have an operator in post from Spring 2025. They have also been working with Bradford Council to agree communications about the move to gated access and charging.

2024/218 To receive an update about the Welcome to Menston signs

It was noted that Councillor Steele has agreed to chase this up with Bradford Highways.

2024/219 To receive updates about any recent meetings of the following groups:

- **Menston Community Association** – it was noted that Menston Community Association will need to submit a planning application for the storage unit. Cheryl Thornton was advised that the MCA could submit grant applications for both the planning application and also for MCA's insurance renewal for the Parish Council to consider.
- **Kirklands Menston Trust** – Councillor Smith advised the meeting that the recent set of accounts received from the Trust are, as yet, unaudited and he requested that they not be circulated more widely.
- **Climate Action Menston** – will be holding a "Green Drinks" get together at the Malt Shovel on 27.11.24 at 8pm.
- **Wharfedale Greenway** – routes from Menston are being looked at. Funds may be needed for a survey of commuters to find out their views on routes etc.
- **Airport Consultative Committee** – the next meeting will take place on 4th December at 2pm. Councillor Greer agreed to attend.
- **Local Access Forum** – there is a meeting next week and Councillor Banister has asked that the gates on Occupation Lane at the Pump house are on the agenda.
- **Heritage Group** – the archive papers are now in the library and members of the group are now considering the purchase of a computer and software. The next meeting will take place on 12/11/24.

2024/220 To receive updates about the following projects:

- **Menston Parks and travellers access prevention** – the play areas will be opening shortly and Councillor Banister is in communication with Bradford Council about an opening ceremony on 22nd November and local school children have been invited to take part. The Parish Council is still waiting for a decision from Bradford Council about the budget for the travellers' access prevention.
- **Peter Finlay memorial and Menston Park circuit path** – Councillor Banister has been in touch with Bradford Council about the circuit path and they have responded to say that they cannot take this on yet, but it is in the pipeline. Councillor Banister has asked if Menston in Bloom can do the soft landscaping. Councillor Greer advised the meeting that John Flinn is looking at a design for the Peter Finlay memorial.
- **Barn Close paved area** – Councillor Greer gave an update. She has now received three quotes for the legal work. Menston in Bloom have indicated that they can only do planting, but not landscaping. It was noted that the Parish Council will need to contact the insurance company to check whether the current policy covers this acquisition.

RESOLVED to accept the quote from RDC Solicitors.

Proposed: Councillor Greer

Seconded: Councillor Smith

- **Traffic proposals for Menston** – there is no update.

- **Assets of community value** – It was noted that the three applications for The Menston Arms, Malt Shovel and Low Hall Road garages to Bradford Council have now been approved.

2024/221 Chairman's remarks and correspondence

Councillor Moore advised the meeting that he and the Clerk have been copied into some correspondence to Network Rail by a local resident. It was agreed that no action needs to be taken,

2024/222 To consider any items to be held in closed session

None.

2024/223 Any future agenda items

Menston Parish Council precept for 2025/6

2024/224 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 28th November 2024.