



**Menston Parish Council
Parish Council Meeting
Thursday 28th November 2024 at 7.05pm**

MINUTES

Present: Councillors Philip Moore (Chairman), Marilyn Banister, Lisa Greer and Dale Smith (until 8.20pm)

2024/226 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting.

2024/227 To receive any apologies for absence

Apologies for absence were received from Councillors Houlihan, Steele and White.

2024/228 To receive any disclosures of interest or requests for dispensation

Councillor Smith declared his membership of the Kirklands Trust in relation to the discussion about a possible craft market at Kirklands.

2024/229 Public consultation and question time

One member of the public advised the meeting that she had made contact with an organisation called Real Markets about organising a craft market in the Kirklands car park on the third Saturday of each month. Councillor Smith recommended approaching the Kirklands Trust in the first instance and that other venues in the village are available.

A resident from Meadowcroft raised concerns about cyclists using the footpath from the St John's Estate to Meadowcroft. It was agreed to ask Councillor Steele to contact the developers and ask them to install 'A' frames at each end of the footpath. Concerns were also raised about a disabled parking space in Meadowcroft which is frequently used by other vehicles. It was agreed to ask Councillor Steele if he could take this matter up with Bradford Council's Parking Service.

Councillor Bob Felstead advised the meeting that David Kirkpatrick has now taken over from Simon D'Vali at Bradford Highways. He also gave an update about bus travel – fares will now be raised to £3 and there are proposals to re-introduce some local bus services.

2024/230 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting held on 31st October 2024 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

2024/231 Finance

To note the following payments:

- The monthly salary invoice
- £395 printing costs – Remembrance Services
- £37.27 refreshments – Remembrance Services
- £120 – poppy wreaths – Remembrance Services
- £400.80 – new domain name and hosting charge for £10 years

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

To note the following receipts:

Menston Library Warm Space - £500

Neighbourhood Planning grant - £9,948

2024/232 To accept the Parish Council Parish Council budget and precept recommendation for 2025-26

It was agreed to accept the budget for 2025-26.

RESOLVED: to increase the precept for 2025-26 per Band D equivalent to £58.00

Proposed: Councillor Greer

Seconded: Councillor Smith

2024/233 National pay award 2024/25

RESOLVED: to implement the national pay award for 2024/25, backdated to 1st April 2024.

Proposed: Councillor Moore

2024/234 To consider the following grant application

£3,000 – Menston Methodist Church, Cornerstones Café

RESOLVED: to approve this grant application as a CIL grant

Proposed: Councillor Smith

Seconded: Councillor Greer

2024/235 Bank signatories – to discuss whether the Parish Council requires two authorisations for bank transactions

It was agreed to introduce a second level of authorisation for all Parish Council bank transfers. The Clerk agreed to contact the existing signatories to check their access requirements.

2024/236 Defibrillators – to consider any additional locations

Councillor Greer advised the meeting that she had been in touch with the Fairfax Club who have expressed an interest in having a defibrillator installed. She will continue to contact local residents' associations.

2024/237 To receive an update about moving to a gov.uk domain

The Clerk gave an update. The Parish Council has now purchased the domain name and arrangements are needed to update the current website and email addresses.

2024/238 Emergency plan

Councillor Smith has made contact with the Bradford Council's Emergency Planning Officer and is waiting for a response to his inquiries. He has also been in touch with Baildon and Burley Parish Councils about whether they have emergency plans.

2024/239 To agree to ask Bradford Council to re-paint the Bus Stop sign on the highway on Station Road

The Clerk has forwarded this request to Bradford Council.

2024/240 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.

2024/241 To receive updates about any recent meetings of the following groups:

- **Kirklands Menston Trust** – Councillor Smith advised the meeting that a new system to control the heating at Kirklands by zones has now been installed. The Trust is very grateful for the grants from the Parish Council towards the replacement windows and drain repairs.

- **Climate Action Menston** – the next meeting will take place on 26th February and will include a presentation from Incredible Edible from Todmorden.
- **Wharfedale Greenway** – a consultation at the station will be investigating whether people travel from Otley to Menston to catch the trains.
- **Airport Consultative Committee** – the next meeting will take place on 4th December at 2pm. Councillor Banister is now available to attend.
- **Local Access Forum** – will be looking at the gates on Occupation Lane at the Pump House.
- **Heritage Group** – members of the group are now considering the purchase of a computer, software and internet access.

2024/242 To receive updates about the following projects:

- **Menston Parks and travellers access prevention** – the Parish Council is currently waiting for sign-off for the play areas. The circuit path is still on hold until work on the play areas is complete. Councillor Banister agreed to chase progress on the memorial bench.
- **Barn Close paved area** – Councillor Greer gave an update. Both solicitors are now in contact.
- **Traffic proposals for Menston** – work should take place before Christmas which includes consultation about the proposals for the Cleasby Road/Main Street and Main Street/Bingley Road.

2024/243 To agree a response to the consultation about enabling remote attendance and proxy voting at local authority meetings

The Parish Council agreed a response.

2024/244 Chairman's remarks and correspondence

The following matters of correspondence have been received:

- **Request for grit bins on the St John's Estate** – Councillor Greer agreed to take some photographs of the existing bins (currently filled with builders' detritus) which can be forwarded to Bellway with a request to take action to empty them.
- **Mud from building works on Moor Lane** – it was agreed to liaise with Councillor Steele about providing contact details to the complainant.
- **Lighting on the footpath between Brooklands the The Fox** – it was agreed to ask Councillor Steele to raise this matter with Bradford Council's Lighting Team.

2024/245 To consider any items to be held in closed session

None.

2024/246 Any future agenda items

A review of the Parish Council's grant application process

2024/247 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 30th January 2025.