



**Menston Parish Council  
Parish Council Meeting  
Thursday 24<sup>th</sup> April 2025 at 7.05pm**

**MINUTES**

**Present:** Councillors Philip Moore (Chairman), Marilyn Banister, Lisa Greer, John Houlihan and Jo White

**2025/055 Welcome and introduction from the Chairman of the Parish Council**

Councillor Moore welcomed everyone to the meeting.

**2025/056 To receive any apologies for absence**

Apologies for absence were received and accepted from Councillors Chris Steele and Dale Smith.

**2025/057 To receive any disclosures of interest or requests for dispensation**

None.

**2025/058 Public consultation and question time**

Two members of the public were present at the meeting. Councillor Bob Felstead spoke about a problem caused by the recent installation with a speed table on Leathley Road which has been sited across the driveway entrance to one of the properties and has made access difficult.

Councillor Banister raised the issue of the installation of dropped kerbs making the pavement too narrow for people using mobility scooters and Councillor Felstead recommended contacting Andy Fisher in Bradford Highways.

The other member of the public spoke about the forthcoming event to make the 80<sup>th</sup> anniversary of VE Day and the Parish Council agreed to set aside a budget of £200 for the event.

**2025/059 Minutes of previous meeting and progress report**

**RESOLVED:** that the minutes of the Parish Council meeting held on 27<sup>th</sup> March 2025 be accepted as a true and accurate record of the meeting.

**Proposed:** Councillor Moore

**2025/060 To accept the Parish Council's bank reconciliation report for 2024-25**

**RESOLVED:** to accept the Parish Council's bank reconciliation report for 2024-25

**Proposed:** Councillor Moore

**2025/061 To review and adopt the Parish Council's Asset Register 2024-25**

**RESOLVED:** to adopt the Parish Council's Asset Register 2024-25

**Proposed:** Councillor Moore

**2025/062 To review and adopt the Parish Council's Risk Assessment 2024-25**

During discussion of the risk assessment it was noted that the Parish Council notice board is in need of repair - Councillor Houlihan agreed to look at the notice board.

The Clerk advised the meeting that the Parish Council laptop would need replacing and it was agreed that a suitable replacement should be identified by the Clerk.

**RESOLVED:** to adopt the Parish Council's Risk Assessment with the points raised noted

**Proposed:** Councillor Moore

## **2025/063 Finance**

The Parish Council noted the receipt of the Parish Council precept for 2025-26 (£146,102)

### **To note the following payments:**

- The monthly salary invoice
- Smallprint - £390 (Menston heritage trail leaflets)
- Dysons - £130.50 (Library newspapers, funded by Menston Library)

### **To approve the following payments:**

- Kirklands (Menston) Trust - £108.53 (library cleaning) and £192.11 (room hire)
- Information Commissioner's Office - £52 (annual renewal)
- YLCA - £989 (annual fees)
- Kirklands (Menston) Trust - £810 (Menston Family and Friends Hub monthly meeting room hire April 2025 – March 2026)

## **2025/064 To consider the following grant applications**

- Burley Parish Council - £637 contribution to Duke of Edinburgh Award Scheme
- Menston Show - £613.50 (room hire at Kirklands)
- Menston in Bloom - £3,895.65 (replacement planters)
- Menston Cares - £600 (leaflet printing)

**RESOLVED:** to award the full grant application to Burley Parish Council for the Duke of Edinburgh Award Scheme and to Menston Cares for the leaflet printing – Councillor White agreed to contact Menston Cares and ask about their future plans for producing a leaflet. Although the Parish Council agreed in principle to fund the replacement planters for Menston in Bloom it was agreed to ask if they are able to obtain a second quote. It was also agreed to ask Menston Show for a copy of their accounts before considering their grant application at a future meeting.

**Proposed:** Councillor Moore

## **2025/065 To consider setting up a savings account**

Councillor Greer advised the meeting that she had been in touch with Keith Bonney to ask his advice about possible savings accounts.

## **2025/066 To receive an update from the working party reviewing the Parish Council grant application process**

It was agreed to defer this until the following meeting.

## **2025/067 To receive an update about the Emergency Plan**

It was agreed that Councillor Moore would contact Councillor Smith; the Clerk will circulate the pro-forma and also invite a representative from Bradford Council's Emergency Planning Office to a future Parish Council meeting.

## **2025/068 To receive updates about any recent meetings of the following groups:**

- **Kirklands Menston Trust** – Councillor White advised the meeting that the Trustees have been looking at the refurbishment of the Wharfe Room, kitchen and the library toilet and also security and CCTV. Councillor Greer gave an update about the suggested new sound system for Kirklands. The meeting discussed the proposed storage unit at Kirklands and it was agreed that Councillor Greer would draft a letter to the Trust about the storage unit. The Parish Council agreed to set up a separate meeting with some representatives from the Trust to discuss finance and strategic direction.
- **Climate Action Menston** – Councillor Banister gave an update. The AGM will take place on 21<sup>st</sup> May and will discuss the Otley Repair Café and Ilkley Thingery.

- **Local Access Forum** – the next meeting will take place on 7<sup>th</sup> May and Councillor Banister is unable to attend.
- **LS29 Meeting** –Councillor Banister attended the last meeting on 15<sup>th</sup> April. The meeting discussed the Local Access Forum and also the lack of trains into Bradford. The meeting may contact Northern about this.
- **Menston Heritage Group** – Councillor Banister gave an update. The group has set up links to Bradford 2025. Councillor Banister will be speaking to Naomi McMorn about the Scouts designing and producing some items which can be launched and sold at Menston Show. Bradford 2025 is keen to hold a musical event in the Wharfe Valley and is currently looking for a suitable venue. A leaflet by the Heritage Group has now been produced and is being distributed.

#### **2025/069 to receive any updates:**

- **The Peter Finlay memorial bench** - Councillor Banister agreed to contact John Flinn about the design and to circulate his proposal.
- **Circuit path** – Councillor Banister advised the meeting that CBMDC have visited the park and will be providing costings in a few weeks time for the circuit path.
- **Barn Close** – there was no update.
- **Traffic proposals** – there was no update.
- **Defibrillators** – Councillor Moore had contacted a resident from The Homestead who had agreed to make inquiries whether any of the residents would be willing to host a defibrillator.
- **Welcome to Menston signs** – it was agreed to defer this until the next meeting.
- **Menston Scout Hut** – Councillor Greer had attended a recent meeting and gave an update.

#### **2025/070 Chairman's remarks and correspondence**

None.

#### **2025/071 To consider any items to be held in closed session**

None.

#### **2025/072 Any future agenda items**

None.

#### **2025/073 Date of next meeting**

It was agreed to bring forward the next meeting of the Parish Council to 15<sup>th</sup> May 2025 at 7.05pm.

There was no further business and the meeting closed at 9.15pm