

**MINUTES OF THE ANNUAL MEETING OF  
CROSS ROADS PARISH COUNCIL  
HELD AT 7.00PM ON WEDNESDAY 16<sup>TH</sup> MAY 2024  
AT ST. JAMES CHURCH HALL, ALBION STREET, CROSS ROADS**

**Present:** Cllr Arana, Cllr Cotton, Cllr Anderson, Cllr Clarke, Cllr Senior and Cllr Robertshaw.  
District Councillors Poulsen  
PCSO Sheehan (7.24-7.38pm)  
Mags Smith, Clerk  
3 Members of the Public

**01.24 Election of Chair for 2024/25**

Cllr Arana was proposed by Cllr Cotton and seconded by Cllr Robertshaw.

**Resolved:** That Cllr Tito Arana was duly elected as Chair and signed the Declaration of Office.

**02.24 Election of Vice Chair for 2024/25**

Cllr Cotton was proposed by Cllr Arana and seconded by Cllr Anderson.

**Resolved:** That Cllr Sarah Cotton was duly elected as Vice Chair and signed the Declaration of Office.

**03.24 Apologies** – Apologies and reasons for absence approved from Cllr Underwood and District Councillors Brown and Herd

**04.24 Recording of Council meetings**

The right to record, film and to broadcast meetings was read and noted.

**05.24 To record any disclosures of interest on the agenda.**

Cllr Arana declared an interest in agenda item 26.24 as a member of the bowling club.

**06.24 To approve the Minutes of the Parish Council meeting held on Wednesday 15<sup>th</sup> April 2024.**

**Resolved:** The Minutes of the meeting held on 15<sup>th</sup> April 2024 were approved.

**07.24 Public Participation.**

A member of the public had noted that it was proposed to put electric in the public toilets. As the toilets are only open in the lighter months they felt the considerable cost would be disproportionate and not necessary.

Another member of the public reported bags of dog waste being put between a neighbour's fence and the school wall, there is a bin nearby so why would they do this. The Dog Warden cannot prosecute unless it is seen happening, however, if someone sees it happen and knows where the culprit lives, they can go have a word with them.

**08.24 Invited Guests**

- **Report from District Councillors**

Cllr Poulsen reported that a new Bradford Mayor was sworn in on Tuesday. Cllr Brown is on the Keighley Area Committee. Highways will be approving works in June/July, although work wouldn't happen for at least another year.

- **Report from West Yorkshire Police NPT**

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Date:

PCSO Sheehan reported the crime figures including 3 criminal damage (2 being domestic related), 1 Drug offence, 1 theft of stone, 2 other thefts, 1 stolen vehicle and 2 domestic thefts.

A speed watch had been carried out. The mobile speed van had been seen in the area which was welcomed. PCSO Sheehan wasn't aware of this as she had been told no when requesting one. She is still awaiting the cost of a speed gun.

She suggested using Smart Water to mark property, especially bikes.

## **09.24 To consider any planning applications received.**

### **09.24.01 New Planning Applications**

24/01191/FUL - Demolition of existing cattle mistal; construction of replacement agricultural building with an added extension (retrospective) | Green Head Farm Nelson Street Cross Roads Keighley.

**Resolved:** There were no objections to this application but the Parish Council would prefer that applications are submitted initially rather than retrospectively.

24/01363/FUL - External changes to West elevation | Buildings At Follifoot Farm Bingley Road Keighley

**Resolved:** No objections to this application

24/01684/HOU - Detached garage to front - 9 Heathcote Rise Haworth

**Resolved:** No objections to this application

24/01587/CLP - Rear dormer - 25 Heathcote Rise Haworth

**Resolved:** No objections to this application

### **09.24.02 Planning Applications granted – None**

### **09.24.03 Planning Applications refused – None**

### **09.24.04 Any other Planning matters.**

## **10.23 Financial Report.**

### **To approve the Financial Report and Payment Schedule for May**

Current account Balance	09/04/2024	£58,708.05		
Reserve account Balance	09/04/2024	£20,103.71		
St James Church (Apl room hire)	15/04/2024	40.00	IB009	22
Yorks Hygiene Supplies Ltd	10/04/2024	39.12	IB010	29
YLCA (new cllr training)	24/04/2024	70.20	IB011	33
M. Smith (Fasthosts email)	28/04/2024	6.00	IB012	25
Account-Ant Ltd (Internal Audit)	27/04/2024	240.00	IB013	32
	Total	£395.32		

**Resolved:** That the Financial Report and Payment Schedule for May 2024 was approved.

## **11.24 To note the Annual Internal Audit Report. - Noted**

## **12.24 To approve the Bank Reconciliation Statement for 2024/25**

**Resolved:** That the Bank Reconciliation Statement for 2024/25 was approved.

## **13.24 To approve the Annual Governance Statement (Section 1) for 2024/25**

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Date:

- Resolved:** That the Annual Governance Statement (Section 1) for 2024/25 was approved.
- 14.24 To approve the Annual Accounting Statement (Section 2) for 2024/25**  
**Resolved:** That the Annual Accounting Statement (Section 2) for 2024/25 was approved.
- 15.24 To approve the publication of documents required by Account & Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for smaller Local Councils.**  
**Resolved:** That the publication of documents required by Account & Audit Regulations 2015 was approved.
- 16.24 To review and approve Standing Orders and the newly revised Financial Regulations supplied by NALC**  
The review of the Standing Orders and Financial Regulations was deferred until the next meeting as the newly revised Financial Regulations had only just been received.
- 17.24 To review and approve the use of Bank Transfer and Direct Debit payments.**  
**Resolved:** That the use of Bank Transfer and the Direct Debit payments are approved for another year.
- 18.24 To review policies and adopt any new ones.**  
**Resolved:** That the policies were reviewed and approved along with the new policies of lone working and Dignity at work policies.
- 19.24 To approve two Councillors to conduct the Internal Audit for this year.**  
**Resolved:** That Cllrs Anderson, Clarke and Robertshaw would conduct the Internal Audit quarterly.
- 20.24 To approve a member and the Clerk to carry out risk assessments on the PC's assets.**  
**Resolved:** That Councillors Cotton, Anderson and Robertshaw would attend the risk assessment course and carry out the risk assessments.
- 21.24 To consider subscribing to Scribe for Parish Council accounting.** (Details circulated).  
**Resolved:** Following a discussion, approval was given to go with the Premium Scribe package which gives both phone and zoom support at an initial cost of £299 for set up and then £42+VAT monthly.
- 22.24 To consider the quote from Npowergrid to investigate if power can be installed for the public toilets.**  
Having taken over the public toilets the Parish Council would like to refurbish them. It was thought that electric to the buildings would facilitate lighting, heating and hand driers. It was agreed to investigate the Community ownership fund for grants. A quote of £660 + VAT had been received from Npowergrid to investigate if power could be installed.  
**Resolved:** That the quote from Npowergrid to find out if power can be installed is approved.
- 23.24 To approve Cllr Robertshaw's request to go on various training courses.**  
**Resolved:** It is important that Councillors take training courses and the request from Cllr Robertshaw to go on various courses was approved.

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Date:

- 24.24 To consider the Woodland Trust offer of free trees. – Cllr Robertshaw**  
Cllr Robertshaw reported that the Woodland Trust are giving free trees of different varieties.  
**Resolved:** That Cllr Robertshaw would look into the amount of trees and variety and come back to Council with a proposal.
- 25.24 To receive an update on parking bollards at the entrance to Cross Roads park.**  
We are still awaiting a cost for the parking bollards and Highways approval.
- 26.24 To consider planting in the planters in the park. – Cllr Arana**  
Now that the Friends of the Park group has dissolved, there is £800 left which they have agreed to give to the Parish Council for planting the planters in the park. A cost of £1,100 has been given.  
**Resolved:** That the shortfall of £300 towards the planting in the park is approved. The Bowling Club is very popular and the green has 26 cuts @ £30 a cut totalling £780. They ask if the Parish Council would be willing to cover the cost?  
**Resolved:** That the Parish Council will cover the cost of £780 for the cutting of the grass at the Bowling green.
- 27.24 To consider Village Noticeboards – Cllr Cotton**  
Cllr Cotton advised that the noticeboard by the Park is too small for all the Parish Council documents. It is proposed that this noticeboard be moved to a different position in the village and a large noticeboard mounted on legs be placed by the wall at the Ladies toilet entrance. Two quotes had been received both in the area of £1600 in total.  
**Resolved:** That the original noticeboard be moved and a new larger noticeboard is placed by the entrance to the Ladies toilets.
- 28.24 To receive an update on parking issues. – Nothing new to report.**
- 29.24 To receive an update on grit bins – Awaiting approval of locations**
- 30.24 To receive an update on the bleed kit. – The bleed kit and cabinet have been ordered and permission given to place it on the Memorial Hall wall next to the defibrillator.**
- 31.24 Correspondence and items brought forward by the Chair.**
- **KTC walking festival - noted**
- 32.24 Date of next meeting. Tuesday 19<sup>th</sup> June 2024**  
Dates for future meetings:  
17<sup>th</sup> July 2024  
No meeting in August  
18<sup>th</sup> September 2024  
16<sup>th</sup> October 2024  
20<sup>th</sup> November 2024  
18<sup>th</sup> December 2024  
15<sup>th</sup> January 2025  
19<sup>th</sup> February 2025  
19<sup>th</sup> March 2025

There being no further business the meeting closed at 20.46

Signed:

Date: