

**You are summoned to attend  
The Annual Meeting of  
Cross Roads Parish Council to be held on  
Thursday 21st May 2025 at 7.00pm  
in St. James Church Hall, Albion Street. Cross Roads**

**AGENDA**

- 01.25 Election of Chair for 2025/26**
- 02.25 Election of Vice Chair for 2025/26**
- 03.25 Apologies**  
To note any apologies and approve the reasons for absence.
- 04.25 Recording of Council meetings**  
The right to record, film and to broadcast meetings of the Parish Council is established under the Openness of Local Government Regulations 2014. Those who attend a public meeting should expect to be recorded. Any request from a member of the public not to be recorded can be conveyed to the Clerk and the request will be respected by those making a recording.
- 05.25 To record any disclosures of interest on the agenda.**  
To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting.
- 06.25 To approve the Minutes of the Parish Council meeting held on Tuesday 16<sup>th</sup> April 2025**
- 07.25 Public Participation.**  
At this point any members of the public who have joined the meeting can bring forward issues.
- 08.25 Invited Guests**
- Report from District Councillors
  - Report from West Yorkshire Police NPT
- 09.25 To consider any planning applications received.**
- 09.25.01 New Planning Applications - None**
- 09.25.02 Planning Applications granted – None**
- 09.25.03 Planning Applications refused – None**
- 09.25.04 Any other Planning matters.**
- 10.25 Financial Report.**

## CROSS ROADS PARISH COUNCIL

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

Current account Balance 15.05.2025 £49,873.44  
Reserve account Balance 15.05.2025 £20,647.52

|  |            |        |       |    |
|--|------------|--------|-------|----|
| BCW Products (Toad signs)              | 22/04/2025 | 222.46 | IB008 | 35 |
| St. James Church (room hire)           | 16/04/2025 | 40.00  | IB009 | 23 |
| P. Bastey (wildflower area in park)    | 30/04/2025 | 120.00 | IB010 | 27 |
| Gordon Ellis (6 x pagoda & fixings)    | 24/04/2025 | 575.83 | IB011 | 27 |
| Account-Ant (internal audit)           | 25/04/2025 | 300.00 | IB012 | 32 |
| Fasthosts (24/3 & 24/4)gov.uk email    | 04/05/2025 | 14.40  | IB013 | 26 |
| Unity Trust bank charge                | 30/05/2025 | 6.00   | DD    | 38 |
| Starboard Systems (scribe sub)         | 01/05/2025 | 50.40  | DD    | 21 |
| BT phone bill                          | 22/05/2025 | 69.74  | DD    | 26 |
| Steve Thorpe (mowing in park inv 8602) | 28/04/2025 | 86.40  | IB14  | 27 |

**Total £1485.23**

- 11.25 To note the Annual Internal Audit Report and consider actions going forward.**
- 12.25 To approve the Bank Reconciliation Statement for 2024/25**
- 13.25 To approve the Annual Governance Statement (Section 1) for 2024/25**
- 14.25 To approve the Annual Accounting Statement (Section 2) for 2024/25**
- 15.25 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.**
- 16.25 To approve ring fenced items for 2025/26**
- 17.25 To review and approve Standing Orders and the Financial Regulations (previously circulated)**
- 18.25 To review and approve the use of Bank Transfer and Direct Debit payments.**
- 19.25 To review policies and adopt any new ones.**
- 20.25 To approve two Councillors to conduct the Internal Audit for this year.**
- 21.25 To approve a member and the Clerk to carry out risk assessments on the PC's assets.**
- 22.25 To consider quotes for autumn planting.**
- 23.25 To consider the bowling green grass cutting.**
- 24.25 To update and consider details for the Coat of Arms.**
- 25.25 To consider a response to the PSPO consultation.**

12<sup>th</sup> May 2025

Signed: *Margaret Smith*,  
Clerk to Cross Roads Parish Council  
Email: [clerk@cross-roadsparishcouncil.gov.uk](mailto:clerk@cross-roadsparishcouncil.gov.uk)

## CROSS ROADS PARISH COUNCIL

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- 26.25 Correspondence and items brought forward by the Chair.
- 27.25 *To approve the exclusion of the Press and Public in accordance with Schedule 12 of the Local Govt Act 1972 for the next confidential item.*
- 28.25 Staffing
- 29.25 Date of next meeting. Wednesday 18<sup>th</sup> June 2025

12<sup>th</sup> May 2025

Signed: *Margaret Smith*,  
Clerk to Cross Roads Parish Council  
Email: [clerk@cross-roadsparishcouncil.gov.uk](mailto:clerk@cross-roadsparishcouncil.gov.uk)