

**MINUTES OF THE ANNUAL MEETING OF  
CROSS ROADS PARISH COUNCIL  
HELD AT 7.00PM ON WEDNESDAY 21<sup>st</sup> May 2025  
AT ST. JAMES CHURCH HALL, ALBION STREET, CROSS ROADS**

**Present:** Cllr Arana, Cllr Cotton, Cllr Anderson, Cllr Clarke, Cllr Senior, Cllr Robertshaw and Cllr Underwood.  
District Councillors Poulsen and Herd  
Mags Smith, Clerk  
7 Members of the Public

**01.24 Election of Chair for 2025/26**

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 2025/26**

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

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

**03.24 Apologies** – No apologies were received.

**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.**

No disclosures of interest were received.

**06.24 To approve the Minutes of the Parish Council meeting held on Wednesday 16<sup>th</sup> April 2025.**

**Resolved:** The Minutes of the meeting held on 16<sup>th</sup> April 2025 were approved.

**07.24 Public Participation.**

A member of the public had brought a petition to improve the junction on Hebden Road following latest accident at 7.30am. They needed 1500 signatures to bring to a meeting and were already at 800. A link to change.org would be sent so that anyone could sign it. The Parish Council thanked the resident for taking the petition on and wished them well. A member of the public was hoping the Police would be attending as they wished to ask about the damage to a local business which had seen them install shutters. The attack on the business happened in broad daylight and the windows were attacked with axes and crowbars. It took 45 minutes for the Police to arrive and then it was one WPC who attended.

It was noted that planning permission was required to install the shutters which hadn't been obtained and enforcement had been notified but it was hoped retrospective permission would be given.

A representative from the Toad Patrol were presented with the toad patrol signs the Parish Council had purchased on their behalf and thanked them for their actions in ensuring the toad population were safe.

**08.24 Invited Guests**

• **Report from District Councillors**

Cllr Poulson reported on her week which had included lunch with the King and Cllr Herd becoming Keighley Mayor. A meeting about the proposed wind turbines on the moor was disappointing as the company heading it could not give answers to various questions asked.

Signed: Cllr Arana

Date: Parish Council Meeting 18<sup>th</sup> of June 2025

The Youth Hostel had new owners and was being painted cream, this was a protective paint as the stone was in a poor state.

- **Report from West Yorkshire Police NPT**  
In the absence of the Police no report was given.

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

**09.24.01 New Planning Applications - None**

**09.24.02 Planning Applications granted – None**

**09.24.03 Planning Applications refused – None**

**09.24.04 Any other Planning matters. - None**

**10.23 Financial Report.**

**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**

**Resolved:** That the Financial Report and Payment Schedule for May 2025 was approved.

**11.24 To note the Annual Internal Audit Report. – Noted and actions would be taken to upload the policies to the website.**

**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**

**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, the dates being 3<sup>rd</sup> June to 14<sup>th</sup> July 2025

**16.25 To approve ring fenced items for 2025/26**

At present there were still invoices outstanding from last year for the work at the park entrance and the Christmas lights. There would be funds ring fenced for the regalia. A new supplier has to be found for the remaining street signs so the costs are not known.

- 17.25 To review and approve Standing Orders and the Financial Regulations**  
Cllr Cotton suggested the amount of £2000 on page 8 be increased to £4000.  
This and the Standing Orders and Financial Regulations were approved.
- 18.25 To review and approve the use of Bank Transfer and Direct Debit payments.**  
**Resolved:** That the Direct Debits were approved.
- 19.25 To review policies and adopt any new ones.**  
Apart from the Complaints policy which Cllr Cotton will review, all the other policies were approved; Data Protection, Transparency and Accessibility Statement.
- 20.25 To approve two Councillors to conduct the Internal Audit for this year.**  
**Resolved:** Cllr Anderson and Cllr Robertshaw would undertake the Internal Audit checks in October.
- 21.25 To approve a member and the Clerk to carry out risk assessments on the PC's assets.**  
**Resolved:** That Cllr Cotton would review the risk assessments along with the Clerk.
- 22.25 To consider quotes for autumn planting.**  
A cost hasn't been received yet so the item is deferred.
- 23.25 To consider the bowling green grass cutting.**  
**Resolved:** That the price of £780 is approved to cut the grass at the bowling club.
- 24.25 To update and consider details for the Coat of Arms.**  
There were 3 options to decide on the Letters Patent. Option 1 was included in the price that has already been paid, Option 2 would include 3 crests at £750 and Option 3 produced on vellum would be £2,300  
**Resolved:** That Option 1 was approved.  
Cllr Arana suggested a presentation once the Coat of Arms is completed this would cost approx. £300 for the representative of the College of Arms to attend and £250 buffet a total of £550  
A vote was taken; 3 in favour, 2 against and 2 abstentions  
**Resolved:** That a presentation would take place not exceeding £550.
- 25.25 To consider a response to the PSPO consultation.**  
There had been little support in the village from the Police to carry out speed checks even though a speed gun was now housed at the Contact Point in Haworth. Cllr Herd would chase this up.  
**Resolved:** That Cllr Cotton would fill in the online survey on behalf of the Parish Council, Members could also respond to the consultation in their own right.
- 26.25 Correspondence and items brought forward by the Chair.**  
No items were brought forward.
- 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.**  
**Resolved:** That the Press and Public were excluded from this part of the meeting and left at 20.06.
- 28.25 Staffing**  
Following interviews with the two candidates, one was chosen.  
There would be an increase to 2 hours and they would work from the office one day a week.

**Resolved:** That the successful Clerk chosen by the Interview panel would be contacted. If they accept the position they would attend the June meeting with the outgoing Clerk who would leave at the end of June.

**29.25 Date of next meeting. Wednesday 18<sup>th</sup> June 2025**

With no further business to transact, the meeting was closed at 8.30pm