

# Cross Roads Parish Council

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BD22 9DL

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Dated: 4<sup>th</sup> of September 2025

## NOTICE OF A PARISH COUNCIL MEETING

To all members of the Parish Council,

You are respectfully summoned to attend the Ordinary Meeting of Cross Roads Parish Council to be held in St James Church Hall, Albion Street, Cross Roads BD22 9DL on **the 17<sup>th</sup> of September 2025** to transact the business set out in the agenda.

Signed: *Jill Davis*

Jill Davis 04/09/2025

\*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

### CROSS ROADS PARISH COUNCIL MEETING

Ordinary Meeting of the Parish Council – Wednesday 17<sup>th</sup> of September 2025 @ 7.00pm

#### AGENDA

1.	58/25	<b>Chairman's Opening Remarks</b>
2.	59/25	<b>Apologies for Absence:</b> a) To receive any apologies: b) To approve reasons for absence given by Councillors.
3.	60/25	<b>Recording of Council Meetings:</b> 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.
4.	61/25	<b>Declaration of Disclosable Pecuniary and Other Interests:</b>
5.	62/25	<b>Dispensations for Disclosable Pecuniary Interests:</b>
6.	63/25	<b>Minutes:</b> a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 16 <sup>th</sup> of July 2025
7.	64/25	<b>Public Participation:</b> a) For members of the public to ask questions and/or make statements regarding matters within the parish b) To receive a report from District Councillors c) To receive a report from west Yorkshire Police NPT d) To receive a report from additional invited guests
8.	65/25	<b>Planning Matters:</b> a) For the council to consider making representations on new planning applications 25/02997/FUL – Land North of North Light Place. BD22 8FD. 9 dwellings. Expiry Date 21/09/2025 a1) Supporting Paper for planning application number 25/02997/FUL b) To inform the council of planning applications that have been granted 25/02046/LBC – GRANTED 04/08/2025 15, Haworth Road, Cross Roads BD22 9DL. c) To inform the council of planning applications that have been refused d) For the council to consider any other planning matters

		<p>d.1) For the council to consider engaging Mike Dando planning consultant to support with 25/02997/FUL and to approve the relevant costs (Financial Regulations 5.10) maximum £200.00</p> <p>d.2) For the council to discuss and consider any actions from the update concerning the Calderdale Energy Park.</p>
9.	66/25	<p><b>Employment Matters:</b></p> <p>a) For the council to approve in accordance with Section 151 of the Local Government Act 1972(d) Jill Davis as the Responsible Finance Officer to Cross Roads Parish Council – annual requirement.</p> <p>b) For council to consider approving the additional hours for the clerk July – 3.5 hours</p> <p>c) For the council to consider approving the additional hours for the clerk August – 9 hours</p> <p>d) For the council to note the clerk's holiday 22/09/2025 – 2 weeks'</p> <p>e) For the council to note the automatic NJC cost of living pay increases for 2025 -2026 have been agreed</p> <p>f) For the Chair to sign Bradford Community Payroll's form to implement the cost of living pay increases.</p>
10.	67/25	<p><b>Administration Matters:</b></p> <p>a) For the council to consider approving the proposed draft policies and forms</p> <p>b) For the council to consider approving all Councillors to be members of the Finance Working party</p> <p>c) For the council to consider approving the draft Terms of Reference for the Finance Working Party</p> <p>d) For the council to consider approving having no PC meeting in December 2025 to allow for the Finance Working party meeting to take place</p> <p>e) For the council to consider a Cllr to join the negotiating team for the Charter Planning Protocol of the Local Council Liaison Group.</p> <p>f) To consider approving the Chairman's Booking Form and to consider resolving for the Chairman to determine which events he will attend on behalf of the Parish Council.</p> <p>g) For the council to review annually the Councillor Code of Conduct</p> <p>h) For the council to note the YLCA checklist of documents and policies</p> <p>i) For the council to consider approving the meeting dates for 2026</p> <p>j) For the council to approve the opening of an Amazon Prime Account</p>
11.	68/25	<p><b>Village Matters:</b></p> <p>a) For the council to consider actions from the update from Cllrs Arana and Senior concerning the historic street signs (please also see 14.m)</p> <p>b) For the council to consider the quotation for the filling of the Grit Bins £633.60</p> <p>c) For the council to consider approving the cost of an Herb planter for the parish and to agree a maximum costing</p> <p>d) For the council to ratify an additional pad for The Bronte defibrillator (Financial Regulations 5.8) £186.00</p> <p>e) For the council to ratify a replacement pad for the Bocking WMC defibrillator (Financial Regulations 5.8) £80.80 (another pad will need to be ordered)</p> <p>f) For the council to consider approving the November planting cost of £844.00</p> <p>g) For the council to ratify a replacement handle for PA £16.99</p> <p>h) For the council to consider any actions from the supporting paper concerning the Remembrance Day event</p> <p>i) For Cllr Arana to update the council concerning the Coat of Arms</p> <p>j) For the council to consider approving the cost of lanyards for Cllrs and staff and if approved agree on a budget</p> <p>k) For the council to consider approving appointing Safe guarding Officer's to act on behalf of the council when required and approve any training in line with the role</p>
12.	69/25	<p><b>Reports: Cllrs &amp; Clerk:</b> and to consider any actions</p> <p>a) To consider any actions from the Cllr's reports</p> <p>b) To consider any actions from the Clerk's report which has been circulated</p>
13.	70/25	<p><b>Receipt Matters: August &amp; September 2025</b></p> <p>a) 17/07/2025 £20,000.00 transferred from the current account to the instant access account</p> <p>b) 11/08/2025 HMRC VAT Reclaim received - £2,133.66</p>
14.	71/25	<p><b>Financial Matters:</b></p> <p>a) For the council to consider approving Heelis &amp; Lodge as the Internal Auditor for 2025/2026 (Financial Regulations 5.10) £285.00</p> <p>b) To approve the bank reconciliation for April - June 2025</p> <p>c) For the council to approve the bank reconciliation for July 2025</p> <p>d) For the council to approve the bank reconciliation for August 2025</p> <p>e) For the council to note the current bank balances as per the bank statements dated 31/08/2025 Instant Access Savings Account £40,768.29 T1 Current Account £17,762.53</p> <p>f) For the council to ratify the annual Microsoft charge £84.99 (Financial Regulation 5.8)</p> <p>g) For the council to approve the Chairman's Allowance of £350.00 as indicated in the 2025-2026 budget (Section 15(5) of the Local Government Act 1972)</p> <p>h) For the council to consider approving two gift cards, to be funded from the Chairman's Allowance, in recognition of two members of the public who have provided support to the Parish Council</p> <p>i) For the council to ratify the payment of £139.20 to 123Connect Limited for the 2-year gov.uk domain name</p> <p>j) For the council to ratify the annual insurance payment for the lock up of £319.01</p> <p>k) For the council to note the annual s137 expenditure limit for 2025 -2026 is £10.81 per elector</p> <p>l) For the council to consider approving the purchase of a business mobile phone approximate cost of £100.00 with a pay as you go monthly charge of approximately £5.00 per month – supporting paper attached</p> <p>m) To update the council with the year – to date expenditure v budget and to consider any actions</p> <p>n) For the council to consider approving Jill Davis expenses September 2025 £596.08</p> <p>o) For the council to consider approving Jill Davis expenses September2 2025 £146.59</p>

		<p>p) For the council to considering approving the amendments in the procurement section of the Financial Regulations</p> <p>q) For the council to consider approving the clerk to have Delegated Authority concerning Financial Regulations</p>																																																																																																																								
<b>15.</b>	<b>72/25</b>	<p><b>Payments To consider approving (July, August &amp; September 2025)</b></p> <p><b>R=Retrospective. The council may wish to consider approving the invoices en bloc</b></p> <table border="1"> <thead> <tr> <th>No:</th> <th>Name:</th> <th>Reason:</th> <th>Subtotal:</th> <th>VAT:</th> <th>Total:</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Steve Thorpe and Son Gardening Ltd</td> <td>Invoice 8683 – Gardening Work</td> <td>£648.00</td> <td>£129.60</td> <td>£777.60</td> </tr> <tr> <td>2.</td> <td>Steve Thorpe and Son Gardening Ltd</td> <td>Invoice 8701 – Gardening work</td> <td>£1503.00</td> <td>£300.60</td> <td>£1803.60</td> </tr> <tr> <td>3.</td> <td>Steve Thorpe and Son Gardening Ltd</td> <td>Invoice 8702 – Gardening work</td> <td>£978.00</td> <td>£195.60</td> <td>£1173.60</td> </tr> <tr> <td>4.</td> <td>Steve Thorpe and Son Gardening Ltd</td> <td>Invoice 8706 – Gardening Work</td> <td>£121.50</td> <td>£24.30</td> <td>£145.80</td> </tr> <tr> <td>5.</td> <td>Jill Davis - Expenses</td> <td>June, July and August 2025 Defib pads x 2, Microsoft payment, mileage, replacement handle)</td> <td>£534.59</td> <td>£61.49</td> <td>£596.08</td> </tr> <tr> <td>6.R</td> <td>Worth Valley Publishing Limited</td> <td>Full Colour article</td> <td>£225.00</td> <td>£45.00</td> <td>£270.00</td> </tr> <tr> <td>7.R</td> <td>Unity Trust Bank</td> <td>Service Charge 31/07/2025</td> <td>£6.00</td> <td></td> <td>£6.00</td> </tr> <tr> <td>8.R</td> <td>Unity Trust Bank</td> <td>Service Charge 31/08/2025</td> <td>£6.00</td> <td></td> <td>£6.00</td> </tr> <tr> <td>9.</td> <td>Unity Trust Bank</td> <td>Service Charge 30/09/2025</td> <td>£6.00</td> <td></td> <td>£6.00</td> </tr> <tr> <td>10.R</td> <td>Mrs M Smith</td> <td>Fasthost Payment (28/07/25)</td> <td>£6.00</td> <td>£1.20</td> <td>£7.20</td> </tr> <tr> <td>11.R</td> <td>City of Bradford</td> <td>Supply &amp; Installation of Bollards</td> <td>£3718.00</td> <td>£743.60</td> <td>£4461.60</td> </tr> <tr> <td>12.R</td> <td>BT</td> <td>Monthly charge – July 2025</td> <td>£41.95</td> <td>£8.39</td> <td>£50.34</td> </tr> <tr> <td>13.R</td> <td>St James Church</td> <td>Room hire – July 2025</td> <td>£40.00</td> <td></td> <td>£40.00</td> </tr> <tr> <td>14.</td> <td>St James Church</td> <td>Room Hire – September 2025</td> <td>£40.00</td> <td></td> <td>£40.00</td> </tr> <tr> <td>15.R</td> <td>G. Moore &amp; Company</td> <td>Annual insurance payment</td> <td>£319.01</td> <td></td> <td>£319.01</td> </tr> <tr> <td>16.R</td> <td>BT</td> <td>Monthly charge – August 2025</td> <td>£41.95</td> <td>£8.39</td> <td>£50.34</td> </tr> <tr> <td>17.</td> <td>BT</td> <td>Monthly charge – September 2025</td> <td>£41.95</td> <td>£8.39</td> <td>£50.34</td> </tr> <tr> <td>18.</td> <td>Jill Davis - Expenses</td> <td>September 2025 (2 new pads for the Moore defib and Fasthosts cost)</td> <td>£122.99</td> <td>£23.60</td> <td>£146.59</td> </tr> <tr> <td></td> <td></td> <td><b>TOTAL</b></td> <td><b>£8399.94</b></td> <td><b>£1550.16</b></td> <td><b>£9950.10</b></td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.	Steve Thorpe and Son Gardening Ltd	Invoice 8683 – Gardening Work	£648.00	£129.60	£777.60	2.	Steve Thorpe and Son Gardening Ltd	Invoice 8701 – Gardening work	£1503.00	£300.60	£1803.60	3.	Steve Thorpe and Son Gardening Ltd	Invoice 8702 – Gardening work	£978.00	£195.60	£1173.60	4.	Steve Thorpe and Son Gardening Ltd	Invoice 8706 – Gardening Work	£121.50	£24.30	£145.80	5.	Jill Davis - Expenses	June, July and August 2025 Defib pads x 2, Microsoft payment, mileage, replacement handle)	£534.59	£61.49	£596.08	6.R	Worth Valley Publishing Limited	Full Colour article	£225.00	£45.00	£270.00	7.R	Unity Trust Bank	Service Charge 31/07/2025	£6.00		£6.00	8.R	Unity Trust Bank	Service Charge 31/08/2025	£6.00		£6.00	9.	Unity Trust Bank	Service Charge 30/09/2025	£6.00		£6.00	10.R	Mrs M Smith	Fasthost Payment (28/07/25)	£6.00	£1.20	£7.20	11.R	City of Bradford	Supply & Installation of Bollards	£3718.00	£743.60	£4461.60	12.R	BT	Monthly charge – July 2025	£41.95	£8.39	£50.34	13.R	St James Church	Room hire – July 2025	£40.00		£40.00	14.	St James Church	Room Hire – September 2025	£40.00		£40.00	15.R	G. Moore & Company	Annual insurance payment	£319.01		£319.01	16.R	BT	Monthly charge – August 2025	£41.95	£8.39	£50.34	17.	BT	Monthly charge – September 2025	£41.95	£8.39	£50.34	18.	Jill Davis - Expenses	September 2025 (2 new pads for the Moore defib and Fasthosts cost)	£122.99	£23.60	£146.59			<b>TOTAL</b>	<b>£8399.94</b>	<b>£1550.16</b>	<b>£9950.10</b>
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<b>16.</b>	<b>73/25</b>	<p><b>Christmas 2025:</b></p> <p>a) For the council to consider the quotations for the installation of the Christmas lights £6184.20 - Charlestown</p> <p>b) For the council to consider the photo for the Christmas card</p> <p>c) For the council to consider approving the quotation for the purchase of the Christmas tree £960.00</p> <p>d) Fo the council to considering approving the quotation for the installation and removal of the Christmas tree (awaiting quote 2024/2025 actual £960.00 Green Tidy Tree Care</p> <p>e) For the council to approve the quotation for the Christmas cards from Imprint Keighley £19.50 +VAT</p>																																																																																																																								
<b>17.</b>	<b>74/25</b>	<p><b>Date of the Next PC Meeting: Ordinary Meeting 15<sup>th</sup> of October 2025 @ 7.00pm.</b></p> <p>St James Church Hall, Albion Street, Cross Roads. BD22 9DL.</p>																																																																																																																								