

Cross Roads Parish Council

Office B
68 Haworth Road
Cross Roads
BD22 9DL

Email: clerk@cross-roadsparishcouncil.gov.uk
Website: www.cross-roadsparishcouncil.gov.uk

Dated: 9th of October 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 15th of October 2025** to transact the business set out in the agenda.

Signed: *Jill Davis*

Jill Davis 09/10/2025

*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 15th October 2025 @ 7.00pm

AGENDA

1.	75/25	Chairman's Opening Remarks:
2.	76/25	Apologies for Absence: a) To receive any apologies: b) To approve reasons for absence given by Councillors.
3.	77/25	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.
4.	78/25	Declaration of Disclosable Pecuniary and Other Interests:
5.	79/25	Dispensations for Disclosable Pecuniary Interests:
6.	80/25	Minutes: a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 17 th of September 2025
7.	81/25	Public Participation: 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. Paul Naylor – Bradford Council. To inform the council of Bradford Council's operational plan.
8.	82/25	Planning Matters: a) For the council to consider making representations on new planning applications a.1) Planning reference – 22/01141/FUL Submission of details required by condition (3) sectional drawings of planning permission. Hallcroft 46 Haworth Road Cross Roads Keighley West Yorkshire BD22 9DL Extension requested – No reply to date a.2) Planning reference - 25/03155/OUT Outline planning application for residential development of land for construction of two dwellings requesting consideration of access. Buildings Cross Roads Keighley BD21 5QE On Land Off Bingley Road. Extension requested. No reply to date. b) To inform the council of planning applications that have been granted c) To inform the council of planning applications that have been refused

		d) For the council to consider any other planning matters																																																																																										
9.	83/25	Employment Matters: a) For the council to consider approving the clerk's overtime for September 5.5hrs																																																																																										
10.	84/25	Administration Matters: For the council to note the following documents have been uploaded to the website and placed on the noticeboard a) Annual Accounts 2024/2025 - Notice of Conclusion of Audit b) Annual Accounts 2024/2025 - External Auditor's Certificate and Report and for the council to consider any actions c) Annual Accounts 2024/2025 - AGAR Sections 1 and 2 d) Annual Accounts 2024/2025 - The External Auditor's correspondence																																																																																										
11.	85/25	Village Matters: a) For Cllr Arana to update the council concerning the Coat of Arms b) For the council to discuss vandalism in the park/parish and to consider any actions c) For the council to consider any actions concerning the street sign project including the Hardgate Lane signage quotation received of £310.00 d) for the council to consider selling of the old street signs (Cllr Underwood) e) For the council to consider the dates for the closure of the public toilets f) For the council to note PA's monthly report re the public toilets																																																																																										
12.	86/25	Reports: Cllrs & Clerk: and to consider any actions a) To consider any actions from the Cllr's reports b) To consider any actions from the Clerk's report																																																																																										
13.	87/25	Receipt Matters: September 2025 30/09/2025 – Unity Trust Bank Interest £211.48																																																																																										
14.	88/25	Financial Matters: a) For the council to consider approving the bank reconciliation for September 2025 b) For the council to note the Unity Trust Instant Access bank balance -30/09/2025 £40,979.77 c) For the council to note the Unity Trust T1 Current Account bank balance – 30/09/2025 £8,547.08 d) For the council to approve the External Auditor's Invoice £378.00 e) For the council to approve the invoice 8759 Steve Thorpe and Gardening £172.80 f) Fo the council to approve the annual ICO Data Protection Fee of £52.00 g) Fo the council to ratify the following payments under the financial regulations: Bradford CPA Ltd salaries and related costs £3455.87 – 5.12i Bradford CPA Ltd salaries and related costs £250.00 – 5.12i Bradford Council Party in the Park £770.00 – Previously approved h) For the council to consider Play in the Park 2026 quotation £850.00 (budget 2026/2027) i) For the council to approve a bank transfer to the T1 current account of £3,500.00 (October – December 2025) j) For the council to note the actual v budget September 2025																																																																																										
15.	89/25	Payments To consider approving (October 2025) R=Retrospective. The council may wish to consider approving the invoices en bloc <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>PKF – External Auditor</td> <td>Annual Audit Invoice</td> <td>£315.00</td> <td>£63.00</td> <td>£378.00</td> </tr> <tr> <td>2.</td> <td>Steve Thorpe and Son Gardening Ltd</td> <td>Invoice 8759 – Gardening work</td> <td>£144.00</td> <td>£28.80</td> <td>£172.80</td> </tr> <tr> <td>3.</td> <td>Unity Trust Bank</td> <td>Service Charge 31/10/2025</td> <td>£6.00</td> <td></td> <td>£6.00</td> </tr> <tr> <td>4.</td> <td>St James Church</td> <td>Room Hire – October 2025</td> <td>£40.00</td> <td></td> <td>£40.00</td> </tr> <tr> <td>5.</td> <td>Jill Davis - Expenses</td> <td>October 2025 Expenses</td> <td>£307.14</td> <td>£18.52</td> <td>£325.66</td> </tr> <tr> <td>6.</td> <td>BT (Direct Debit)</td> <td>Broadband/phone – October 2025</td> <td>£41.95</td> <td>£8.39</td> <td>£50.34</td> </tr> <tr> <td>7.R</td> <td>Bradford CPA Ltd</td> <td>Salaries and related costs (3 months)</td> <td>£3425.87</td> <td>£30.00</td> <td>£3455.87</td> </tr> <tr> <td>8.R</td> <td>City of Bradford</td> <td>Party in the Park Event</td> <td>£770.00</td> <td></td> <td>£770.00</td> </tr> <tr> <td>9.R</td> <td>Bradford CPA Ltd</td> <td>Payroll – Outstanding payment</td> <td>£250.00</td> <td></td> <td>£250.00</td> </tr> <tr> <td>10.</td> <td>ICO</td> <td>Annual Data Protection Fee</td> <td>£52.00</td> <td></td> <td>£52.00</td> </tr> <tr> <td>11.</td> <td>Charlestown Ltd</td> <td>Invoice 12874 – installation of Christmas Lights</td> <td>£3498.15</td> <td>£699.63</td> <td>£4197.78</td> </tr> <tr> <td>12.</td> <td>Yorkshire Christmas Trees</td> <td>Christmas Tree</td> <td>£800.00</td> <td>£160.00</td> <td>£960.00</td> </tr> <tr> <td>13.</td> <td>Mr M Dando</td> <td>Preparation of planning report</td> <td>£162.50</td> <td></td> <td>£162.50</td> </tr> <tr> <td></td> <td></td> <td>TOTAL</td> <td>£9812.61</td> <td>£1008.34</td> <td>£10820.95</td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.	PKF – External Auditor	Annual Audit Invoice	£315.00	£63.00	£378.00	2.	Steve Thorpe and Son Gardening Ltd	Invoice 8759 – Gardening work	£144.00	£28.80	£172.80	3.	Unity Trust Bank	Service Charge 31/10/2025	£6.00		£6.00	4.	St James Church	Room Hire – October 2025	£40.00		£40.00	5.	Jill Davis - Expenses	October 2025 Expenses	£307.14	£18.52	£325.66	6.	BT (Direct Debit)	Broadband/phone – October 2025	£41.95	£8.39	£50.34	7.R	Bradford CPA Ltd	Salaries and related costs (3 months)	£3425.87	£30.00	£3455.87	8.R	City of Bradford	Party in the Park Event	£770.00		£770.00	9.R	Bradford CPA Ltd	Payroll – Outstanding payment	£250.00		£250.00	10.	ICO	Annual Data Protection Fee	£52.00		£52.00	11.	Charlestown Ltd	Invoice 12874 – installation of Christmas Lights	£3498.15	£699.63	£4197.78	12.	Yorkshire Christmas Trees	Christmas Tree	£800.00	£160.00	£960.00	13.	Mr M Dando	Preparation of planning report	£162.50		£162.50			TOTAL	£9812.61	£1008.34	£10820.95
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16.	90/25	Date of the Next PC Meeting: Ordinary Meeting 19th of November 2025 @ 7.00pm. St James Church Hall, Albion Street, Cross Roads. BD22 9DL. Please note there is No PC Meeting in December 2025																																																																																										