

Cross Roads Parish Council

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Cross Roads
BD22 9DL

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

Dated: 13th of November 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 19th of November 2025** to transact the business set out in the agenda.

Signed: *Jill Davis*

Jill Davis 13/11/2025

*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 19th of November 2025 @ 7.00pm

AGENDA

1.	91/25	Chairman's Opening Remarks:
2.	92/25	Apologies for Absence: a) To receive any apologies: b) To approve reasons for absence given by Councillors.
3.	93/25	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.	94/25	Declaration of Disclosable Pecuniary and Other Interests:
5.	95/25	Dispensations for Disclosable Pecuniary Interests:
6.	96/25	Minutes: a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 15 th of October 2025
7.	97/25	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
8.	98/25	Planning Matters: a) For the council to consider making representations on new planning applications b) To inform the council of planning applications that have been granted Proposal: Submission of window details required by Condition 3 of planning permission 22/01141/FUL Hallcroft, 46, Haworth Road, Cross Roads, Keighley. West Yorkshire Permission Approved c) To inform the council of planning applications that have been refused d) For the council to consider any other planning matters 1) For the council to note the communication received from Calderdale Energy Park concerning the Scoping Opinion from the Planning Inspectorate
9.	99/25	Employment Matters: a) For the council to consider approving the clerk's overtime for October 14.5 hours

		b) For the council to note the clerk's annual leave dates																																																												
10.	100/25	Administration Matters: a) For the council to consider approving the ICO Model Publication Scheme																																																												
11.	101/25	Village Matters: a) For Cllr Arana to update the council concerning the Remembrance Sunday service b) For Cllr Arana to update the council concerning the Coat of Arms if applicable c) For the council to consider any actions concerning the street sign project (Cllr Senior) d) For the council to consider approving the Christmas card list and to consider any other actions for Christmas 2025 e) For the council to consider any actions from the supporting paper concerning the area between Haworth Road and Lees Bank Road f) For the council to note the date of the Play in the Park event will be Tuesday the 11 th of August 2026 g) For the council to consider any actions from the supporting paper concerning CCTV																																																												
12.	102/25	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.	103/25	Parish Council Vacancy: a) For the council to note that the vacancy can be filled by co-option b) For the council to consider the draft Co-option Policy and any further actions. c) For the council to consider the closing date for the vacancy – suggestion 31 st December 2025 (no PC meeting in December) d) For the Council to note the Co-option Poster																																																												
14.	104/25	Receipt Matters: October 2025 NIL																																																												
15.	105/25	Financial Matters: a) For the council to consider approving the bank reconciliation for October 2025 b) For the council to note the Unity Trust Instant Access bank balance -31/10/2025 £37,479.77 c) For the council to note the Unity Trust T1 Current Account bank balance – 31/10/2025 £5707.00 d) For the council to consider approving Jill Davis's expenses £163.56 with £91.50 to be approved from the Chairman's allowance e) For the council to note the actual v budget October 2025 f) For the council to consider a member to check the internal controls for 2024 -2025 along with Cllr Anderson g) For the council to note the S137 expenditure for 2025 -2026 per elector is £11.10 (error 14.k 17/09/2025 PC meeting and minutes) h) For the council to consider approving the Responsible Finance Officer to have the delegated authority to approve payments for any further invoices for November 2025 and payments for December 2025 i) For the council to discuss how the transfer of funds are to be actioned (Cllr Clarke)																																																												
16.	106/25	Payments To consider approving (November 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>Steve Thorpe & Son</td> <td>Mowing in the parish. Invoice 8818</td> <td>£180.00</td> <td>£36.00</td> <td>£216.00</td> </tr> <tr> <td>2.</td> <td>St James' Church</td> <td>November – Room Hire</td> <td>£40.00</td> <td></td> <td>£40.00</td> </tr> <tr> <td>3.</td> <td>BT</td> <td>Monthly Charge – November 2025</td> <td>£41.95</td> <td>£8.39</td> <td>£50.34</td> </tr> <tr> <td>4.</td> <td>BT</td> <td>Monthly Charge – December 2025</td> <td>£41.95</td> <td>£8.39</td> <td>£50.34</td> </tr> <tr> <td>5.</td> <td>Unity Trust Bank</td> <td>November 2025 Charge</td> <td>£6.00</td> <td></td> <td>£6.00</td> </tr> <tr> <td>6.</td> <td>Unity Trust Bank</td> <td>December 2025 Charge</td> <td>£6.00</td> <td></td> <td>£6.00</td> </tr> <tr> <td>7.</td> <td>Jill Davis</td> <td>November 2025 Expenses</td> <td>£150.98</td> <td>£12.58</td> <td>£163.56</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>TOTAL</td> <td>£466.88</td> <td>£65.36</td> <td>£532.24</td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.	Steve Thorpe & Son	Mowing in the parish. Invoice 8818	£180.00	£36.00	£216.00	2.	St James' Church	November – Room Hire	£40.00		£40.00	3.	BT	Monthly Charge – November 2025	£41.95	£8.39	£50.34	4.	BT	Monthly Charge – December 2025	£41.95	£8.39	£50.34	5.	Unity Trust Bank	November 2025 Charge	£6.00		£6.00	6.	Unity Trust Bank	December 2025 Charge	£6.00		£6.00	7.	Jill Davis	November 2025 Expenses	£150.98	£12.58	£163.56									TOTAL	£466.88	£65.36	£532.24
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17.	107/25	Date of the Next PC Meeting: Ordinary Meeting 21st of January 2026 @ 7.00pm. St James Church Hall, Albion Street, Cross Roads. BD22 9DL. Please note there is No PC Meeting in December 2025																																																												
18.	108/25	Temporary exclusion of press and public: Pursuant to the Public Bodies (Admission at Meetings Act 1960. (The Public and Press be excluded due to the confidential nature of the business to be discussed). Vote Required																																																												
19.	109/25	Employment Matters: a) For the council to consider any actions from the verbal report provided by the clerk concerning employment matters																																																												