

Cross Roads Parish Council

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BD22 9DL

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Minutes of an Ordinary Cross Roads Parish Council Meeting Held at 7.00pm on Wednesday, 15th of October 2025 at St. James Church Hall, Albion Street, Cross Roads BD22 9DL.

Councillors Present: Cllr Arana (Chair), Cllr Cotton, Cllr Anderson, Cllr Clarke, Cllr Senior and Cllr Underwood

Absent Councillors: Not Applicable

Officers: Jill Davis (Clerk/RFO)

Other Attendees: 6 members of the public

1.	75/25	Chairman's Opening Remarks: Cllr Arana opened the meeting at 7.00pm and welcomed everyone. Cllr Arana delivered the following report: There has been a lot of work achieved in Cross Roads during the year. Thank you to the New Edgers and Weeders for all the hard work through the summer. The Council noted the resignation of Mr. David Robertshaw from the Parish Council. Cllr Arana explained that Mr. Robertshaw had decided to step down due to other commitments, including participation in half marathons. The Parish Council recorded its sincere thanks to Mr. Robertshaw for his support and hard work over the past 18 months, noting that it has been a pleasure to work with him. St James Church on the 19 th of October were running a Messy Church event in the afternoon.
2.	76/25	Apologies for Absence: a) To receive any apologies. All members of the council in attendance. b) To approve reasons for absence given by Councillors Not applicable
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: No declarations offered.
5.	79/25	Dispensations for Disclosable Pecuniary Interests: No dispensations requested.
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 17th of September 2025 Resolved. The council approved the minutes. The minutes were signed by Cllr Arana.
7.	81/25	Public Participation: a) For members of the public to ask questions and/or make statements regarding matters within the parish Several members of the public were in attendance to alert the Parish Council to the current incidents in the parish. Concerns were raised about the damaged flower beds and the bench in the park. Lots of noise in the park in the evening and concerns of antisocial behaviour

Three incidents occurred on the 11th of October during the night and an Audi A3 car had been stolen. Several incidents have been reported to the Police and PCSO's

A member of the public asked – would it be of interest to the community to have a list of where there were CCTV cameras and ring doorbells in the village.

A member of the public asked if CCTV could be placed in the park and informed the council that there is CCTV that can be used for night time recording to deter the ongoing behaviours.

Cllr Arana thanked all the members of the public for raising concerns regarding the incidents in the village recently. Cllr Arana asked everyone in attendance to report:

Antisocial behaviour

All incidents

Any information that the Police can use

To the Police and the PCSO's. The more information the Police receives, the more intelligence that they have.

Also to utilise the local Facebook pages in the village.

Cllr Arana informed everyone that the bench had been reported to Bradford Council.

Cllr Arana addressed the questions concerning CCTV.

He explained that Bradford Council owned the park and ultimately it would be the Bradford Council's decision on any measures it would want to take.

However, the Parish Council understood the concerns of the residents and asked a member of the public to supply the information regarding CCTV to the clerk.

The Parish Council also requested the clerk to gather information on the legalities around CCTV and to have that available for the next meeting.

Cllr Arana explained that the Parish Council would need to look at costings, legalities and potential discussions with Bradford Council and it would not be a quick process.

A member of the public informed the council of his concerns concerning the ongoing traffic works near to the Bocking Working Men's Club and that work had not been completed for several days.

Cllr Arana explained that work was being carried out, but sometimes there are more than one contractor And/or agency involved and that sometimes it slows down the work being completed.

A member of the community group who have been working to make the junction of Brow Top and Hebden Road safer was in attendance. The member of the community group explained that the next Bradford Council meeting was the 23rd of October. Cllr Poulsen explained that the community group had been successful at the first Bradford Council meeting and the meeting of the 23rd of October was to discuss the issues in more details and will provide an update after that.

Cllr Arana thanked the member of the community group for updating the Parish Council.

b) To receive a report from District Councillors

Apologies received from Ward Cllr Herd.

Ward Cllr Poulsen relayed Ward Cllr Brown's apologies.

Ward Cllr Paulsen delivered the following report:

She had been made aware of someone/some people who had painted the shelter in the park with anti – vandal green paint.

Confirmed that Bradford Council had not organised the anti-vandal paint at the shelter.

Confirmed that Bradford Council have sealed off the shelter until the anti – vandal paint has been removed.

Confirmed that no one has come forward with information of who had painted the shelter.

The PCSO's have confirmed that no information has been received concerning the shelter.

Apologies from the Ward Cllrs concerning Remembrance Sunday as the Ward Cllrs attend five services on the day.

Cllr Poulsen left the meeting at 19.47pm due to a prior commitment

c) To receive a report from West Yorkshire Police NPT

Apologies received from PCSO's Mann and Sheenan

Cllr Arana delivered the PCSO's report:

Due to rest days and shift patterns both PCSO's are unable to attend

There has been no recorded crime relevant to Neighbourhood Policing from 08/09/2025 – 10/09/2025

The PCSO's stressed that the recorded crime does not mean that they have received no calls for other crimes which would include domestic and mental health, but mean's that there has been no calls concerning burglaries, thefts and public order offences.

No information can be provided concerning the damage to the flower beds in the park as there is no CCTV available.

The PCSO's encourage members of the public to please report any antisocial behaviour and incidents to the Police via 101/999 or West Yorkshire's online reporting tool.

The PCSO's will be patrolling the park as usual

d) To receive a report from additional invited guests. Paul Naylor – Bradford Council. To inform the council of Bradford Council's operational plan.

Cllr Arana welcomed Paul Naylor from Bradford Council.

Mr Naylor delivered the following report:

He was a part of the Highway delivery unit team, and the team were making plans for the winter operation which commence on the 20th of October

The team look after grit bins, highways and gully's and requested to double check if gully's are blocked

		<p>before calling Bradford Council as sometimes gulley's had not been blocked and their time could be utilised elsewhere.</p> <p>Confirmed that the legal orders had been signed for the double yellow lines in the village.</p> <p>Bradford Council run a Snow Warden Scheme for volunteers who can help with salt distribution in areas of concern mitigating the need for grit bins.</p> <p>Confirmed that he could be contacted via email if needed.</p> <p>Mr Naylor left the meeting at 19.47pm</p>
8.	82/25	<p>Planning Matters:</p> <p>a) For the council to consider making representations on new planning applications</p> <p>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</p> <p>Extension requested – No reply to date</p> <p>The council noted the planning application – as the application has been granted prior to the Parish Council meeting.</p> <p>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.</p> <p>The clerk informed the council that an extension had been granted. The council discussed the planning application and agreed to object to the planning application for the following reasons:</p> <p>The planning application represents over development of the site.</p> <p>The new access arrangements give rise to significant highway safety concerns.</p> <p>No elevations, photographs or design details have been provided to allow meaningful assessment of the visual impact of the development.</p> <p>b) To inform the council of planning applications that have been granted</p> <p>No applications have been granted.</p> <p>c) To inform the council of planning applications that have been refused</p> <p>No applications have been refused.</p> <p>d) For the council to consider any other planning matters</p> <p>No items were discussed.</p>
9.	83/25	<p>Employment Matters:</p> <p>a) For the council to consider approving the clerk's overtime for September 5.5hrs</p> <p>Resolved. The council approved the motion. Clerk to action.</p>
10.	84/25	<p>Administration Matters:</p> <p>For the council to note the following documents have been uploaded to the website and placed on the noticeboard</p> <p>a) Annual Accounts 2024/2025 - Notice of Conclusion of Audit</p> <p>b) Annual Accounts 2024/2025 - External Auditor's Certificate and Report and for the council to consider any actions</p> <p>c) Annual Accounts 2024/2025 - AGAR Sections 1 and 2</p> <p>d) Annual Accounts 2024/2025 - The External Auditor's correspondence</p> <p>The council noted the documents, and the clerk informed the council that further advice would be sought concerning some of the observations from the External Auditor's Certificate and Report.</p>
11.	85/25	<p>Village Matters:</p> <p>a) For Cllr Arana to update the council concerning the Coat of Arms</p> <p>Cllr Arana informed the council that the Coat of Arms was nearing completion. Several Cllrs would be visiting on the 30th of November to hopefully collect the coat of arms from the College of Arms in London. Cllr Arana explained that the cost of the trip would be paid by individual Cllrs. Cllr Clarke thanked Cllr Arana for all his hard work.</p> <p>b) For the council to discuss vandalism in the park/parish and to consider any actions</p> <p>There was no discussion as the item had been discussed in the public participation session.</p> <p>c) For the council to consider any actions concerning the street sign project including the Hardgate Lane signage quotation received of £310.00</p> <p>The council discussed the item and approved the following:</p> <p>Resolved: The quotation for the Hardgate sign stand at £310.00. Clerk to action.</p> <p>Resolved. For two letters to be written to residents asking for permission to place two new signs at the addresses. Clerk to action.</p> <p>Resolved. To approve the quotation from W.B White Foundry Limited for seven signs. Clerk to action.</p> <p>d) for the council to consider selling of the old street signs (Cllr Underwood)</p> <p>The council discussed the item and requested the clerk to contact Bradford Council who are the owners of the street signs and to report back to the council when an update is available.</p> <p>e) For the council to consider the dates for the closure of the public toilets</p> <p>Resolved. The council approved for the toilets to be closed on the 3rd of November 2025 and reopened on the 14th of March 2026. The clerk to inform PA and payroll.</p> <p>f) For the council to note PA's monthly report re the public toilets</p> <p>The council noted PA's report.</p>
12.	86/25	<p>Reports: Cllrs & Clerk: and to consider any actions</p> <p>a) To consider any actions from the Cllr's reports</p> <p>No items</p> <p>b) To consider any actions from the Clerk's report</p> <p>No items</p>

13.	87/25	Receipt Matters: September 2025 30/09/2025 – Unity Trust Bank Interest £211.48																																																																																										
14.	88/25	<p>Financial Matters:</p> <p>a) For the council to consider approving the bank reconciliation for September 2025 Resolved. The council approved the motion.</p> <p>b) For the council to note the Unity Trust Instant Access bank balance -30/09/2025 £40,979.77 The council noted the bank balance.</p> <p>c) For the council to note the Unity Trust T1 Current Account bank balance – 30/09/2025 £8,547.08 The council noted the bank balance.</p> <p>d) For the council to approve the External Auditor’s Invoice £378.00 Resolved. The council approved the motion.</p> <p>e) For the council to approve the invoice 8759 Steve Thorpe and Gardening £172.80 Resolved. The council approved the motion.</p> <p>f) Fo the council to approve the annual ICO Data Protection Fee of £52.00 Resolved. The council approved the motion.</p> <p>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 Resolved. The council ratified the payments</p> <p>h) For the council to consider Play in the Park 2026 quotation £850.00 (budget 2026/2027) Resolved. The council approved the quotation. The quotation will be allocated in the budget for 2026/2027 and the clerk to inform Bradford Council that the council approved the event.</p> <p>i) For the council to approve a bank transfer to the T1 current account of £3,500.00 (October – December 2025) Resolved. The council approved the transfer. Cllr Clarke requested for an item at the next Parish Council meeting to consider for the Responsible Finance Officer to automatically transfer funds.</p> <p>j) For the council to note the actual v budget September 2025 The Council noted the item.</p>																																																																																										
15.	89/25	<p>Payments To consider approving (October 2025) R=Retrospective. The council may wish to consider approving the invoices en bloc</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>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> <p>Resolved: Items 1 -13 approved. Clerk to action.</p>	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	<p>Date of the Next PC Meeting: Ordinary Meeting 19th of November 2025 @ 7.00pm. St James Church Hall, Albion Street, Cross Roads. BD22 9DL. Cllr Arana reminded everyone that there was no PC meeting in December</p>																																																																																										

With no further business to transact, the Chair thanked everyone for attending and closed the meeting at 8.27pm.

Signed: Cllr Arana

Dated: 19th of November 2025

The minutes were approved by the Parish Council at the Parish Council meeting held on the 19th of November 2025