

**MINUTES OF THE MEETING OF
CROSS ROADS PARISH COUNCIL
HELD AT 7.00PM ON WEDNESDAY 16th JULY 2025
AT ST. JAMES CHURCH HALL, ALBION STREET, CROSS ROADS**

Present: Cllr Arana (Chair), Cllr Cotton, Cllr Anderson, Cllr Robertshaw, Cllr Senior and Cllr Underwood
Jill Davis, Clerk
4 Members of the Public

44.25 Chairman's Opening Remarks:

Cllr Arana opened the meeting at 7.00pm and welcomed everyone.

Cllr Arana provided the following report:

The Gala on Saturday the 12th of July was a huge success. Thank you to the Village Association for organising the event. It was a wonderful event for all community groups in the parish

The mayor of Keighley, Ward Cllr Chris Herd was formally invited to the Gala, to showcase Cross Roads village.

There is no Parish Council meeting in August.

Thank you to Cllr Underwood for organising the new defibrillator at the Bronte Hotel, that brings the total to four.

The self-watering planters have become a great success

Play in the Park Event sponsored by the Parish Council taking place on the 12th of August

In conjunction with Bradford Council fully funded by the Parish Council and organised by Cllrs Cotton and Underwood, thank you to both Cllrs.

45.25 Apologies for Absence:

a) To receive any apologies:

Cllr Clarke - Illness

b) To approve reasons for absence given by Councillors.

Resolved. The council approved the absence.

46.25 Recording of Council meetings:

The right to record, film and to broadcast meetings was read and noted.

47.25 To record any disclosures of interest on the agenda:

Cllr Underwood. Item 51.25.01 – Family member owns the property

Cllr Underwood did not take part in the discussion or vote on the item.

48.25 To approve the Minutes of the Ordinary Parish Council meeting held on Wednesday 18th June 2025:

Resolved. The minutes of the meeting held on the 18th of June were approved.

49.25 Public Participation:

Member of the public complimented the amendments to the agenda

Member of the public thought the consideration for an article in the Worth Valley Magazine was an excellent idea as it raises the profile of the Parish Council

Member of the public informed the Parish Council of the VJ Day event in St James Church Hall on the 15th of August from 2.00 – 4.00pm. refreshments and board games will be available.

Member of the public asked if there was an update concerning the PCSO vacancy and also whether the Parish Council could speak with the Neighbouring Police Team concerning the PCSO's having no transport.

Cllr Arana informed the member of the public that there is no update concerning the vacancy and asked the clerk to contact the Neighbourhood Policing Team concerning the transport issues.

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Member of the public raised concerns over the behaviour of children in the park riding electric bikes.
Cllr Arana asked the member of the public to report the incident and also to contact the PCSO. Cllr Underwood to supply the PCSO's details to the member of the public.

50.25 Invited Guests:

- **Report from District Councillors**
No district Councillors in attendance and no reports provided.
- **Report from West Yorkshire Police NPT**
No Police in attendance and no report provided.

51.25 To consider any planning applications received.

**51.25.01 New Planning Applications
Planning Application – 25/02046/LBC**

15, Haworth Road, Cross Roads. BD22 9DL (17th of July)

The council discussed the application, led by Cllr Robertshaw.

The council resolved to support the application by four members for and two abstentions.
Cllr Underwood – family member owned the property, and Cllr Arana had not viewed the application.

The comments are as follows:

The property is a listed building, and due regard should be given to its historical and architectural significance. The property should be assessed in accordance with the policies and objectives set out in the Cross Roads Neighbourhood Plan

51.25.02 Planning Applications granted

None received

51.25.03 Planning Applications refused

None received

51.25.04 Any other Planning matters.

No other planning matters

52.25 Employment Matters:

a) For the council to note the clerks Holiday's for August/September (Pre-booked)

The council noted the annual leave dates.

b) For council to consider approving the additional hours for the clerk June - 1 hour

Resolved. The council approved the motion. Clerk to action

c) For the council to consider approving the additional hours for the clerk July – 4 hours

Resolved. The council approved the motion. Clerk to action.

53.25 Village Matters:

a) To consider the quotations for Autumn Planting £500.00 (Cllr Cotton)

The council discussed the item and were waiting for the quotation.

Resolved. The council approved an initial £500.00 and will revisit the item when the quotation is received.

b) For the council to consider approving a full-page article in the Worth Valley Magazine - see supporting paper

Resolved. The council approved a full-page article for the September edition of the Worth Valley magazine at a cost of £225.00 +VAT. The council will look to place other articles when needed.

c) For the council to consider approving the draft September article for the Worth

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& Aire Valley Magazine

Resolved. The council approved the article. Clerk to action.

d) For the council to consider approving signage for the planters and no parking signs to the value of £253.24 (Cllr Underwood)

The item was deferred and will be revisited once the Coat of Arms is in place.

e) For the council to consider approving (carried forward 2024/2025) purchases for the Remembrance Day Event to the value of £300.00 (Cllr Cotton)

Resolved. The council approved the motion and the clerk to action

f) For the council to consider installing the new Defibrillator at the Bronte (Cllr Underwood)

Cllr Underwood updated the council. The fourth defibrillator is in place at the Bronte Hotel and that it would be monitored by a member of the public. Cllr Underwood informed the council that a local electrician had fitted the defibrillator free of charge. At the next PC meeting, the council will look to discuss how to thank the electrician

g) For the council to consider for Cllr Senior to resume the installation of historic signs around the parish – costings to follow

Cllr Senior informed the council that 49 signs out of 64 signs have been changed and there were 15 signs still to be actioned. The allocated budget was £11,000 with £6,400 still available. The council further discussed the item.

Resolved. The council approved for Cllrs Arana and Senior to visit the local manufacturer to discuss the costs and for a proposal to be available for the PC meeting in September.

h) For the council to consider approving an updating a new Parish Council picture £54.00

Resolved. The council approved the item, and the clerk is to request the availability of the PC members so that a date can be booked.

i) For the council to consider approving the clerk to source the required quotations for Christmas 2025 – Christmas Lights and Christmas Tree

Resolved. The council approved the item

j) For the council to consider approving the clerk sourcing quotations for a deep clean of the public toilets

Resolved. The council approved the item.

54.25 Administration Matters:

a) For the council to consider approving delegated powers to the clerk to draft several priority policies and available for consideration at the September PC meeting

Resolved. The council approved the motion.

b) For the council to note the Business Rates Bill for 2025/2026 has been received and no payment is required.

The council noted the item.

c) For the council to consider approving the Councillor Mandates Proposal – see supporting paper

Cllr Arana requested that the Councillor mandate proposal be considered and explained the process. Cllr Robertshaw was concerned that quotations would be delayed due to the proposal. The clerk explained that the process was in line with the Council's own Financial Regulations and will amend the procurement section of the Financial Regulations for consideration at the September meeting. Following a further discussion the council agreed. Resolved. The council approved the motion and will monitor how the process develops.

55.25 Reports Cllrs & Clerk:

a) For the council to consider any actions from the Cllr's reports

No matters raised.

b) For the council to consider any actions from the Clerk's reports

The council requested that Paul Naylor from Bradford Council be invited to the PC meeting in October and also the information concerning the activities listing provided from Bradford

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Council be uploaded to the PC's website. Clerk to action.

56.25 Financial Matters:

a) For the council to note £120.77 received in bank interest

The council noted the information.

b) To approve the bank reconciliation for June 2025

Resolved. The council approved the bank reconciliation.

Current Account Balance: £43,516.50

Reserve Account Balance: £20,768.29

Total: £64,284.79

c) To approve the Financial Payment Schedule for June/July 2025

Date:	Payee:	Purpose:	Net:	VAT:	Total:
18/06/25	St James' Church	Room Hire	£40.00		£40.00
23/06/25	Gordon Ellis and Co	Teak Planter	£525.24	£105.05	£630.29
26/06/25	D Holmes	Installation of hanging baskets	£60.00		£60.00
26/06/25	M Smith	Janitorial Supplies	£74.40	£14.88	£89.28
25/06/25	Viking Office UK	Office Supplies – printer ink	£60.88	£12.18	£73.06
30/06/25	Unity Trust Bank -DD	Service Charge	£6.00		£6.00
03/07/25	Bradford Payroll	3-month Payroll cost	£2365.35	£30.00	£2395.35
30/06/25	Scribe Accounts	Monthly Charge	£42.00	£8.40	£50.40
02/06/25	Scribe Accounts	Monthly Charge	£42.00	£8.40	£50.40
09/06/25	BT - DD	Monthly Phone Bill	£37.14	£7.43	£44.57
TOTAL			£3253.01	£186.34	£3439.35

The council approved the payments. Clerk to action.

d) To consider approving delegating the authority to the RFO for August's 2025 payments to be paid (No PC meeting in August)

Resolved. The council approved the motion.

e) For the council to note that the previous clerk has been removed from the bank mandate.

The council noted the item.

f) For the council to consider approving the RFO to be the main administrator for Unity Trust Bank – form to sign

Resolved. The council approved the motion. Cllrs Cotton and Underwood signed the Unity Bank document. Clerk to action the document.

g) For the council to approving delegated authority to the RFO to apply for debit/credit card for the Parish Council

Resolved. The council approved the motion.

h) For the council to consider approving the supporting paper concerning the cancellation of the Scribe Accounts Package

The clerk informed the council of the request to cancel Scribe due to low volume of monthly invoices received and explained that the monthly cost of £50.00 could be utilised elsewhere and also having dual authority concerning financial payments gives the PC the

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security it needs.

Resolved. The council approved the request. Clerk to action

i) For the council to consider approving the clerk to purchase a box of copier paper from Viking Office UK

Resolved. The council approved the purchase. Clerk to action.

57.25 Date of next meeting. Wednesday 17th September 2025

Cut off Date for items for the agenda – Monday 8th September 2025

With no further business to transact, the Chairman closed the meeting at 8.25pm.

Signed: Cllr Arana

Dated: 17th of September 2025

The minutes were approved by the Parish Council at the PC meeting held on the 17th of September 2025.

Signed:

Dated: