

Cross Roads Parish Council

Office B
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Cross Roads
BD22 9DL

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Minutes of a Meeting of Cross Roads Parish Council Ordinary Meeting Held at 7.00pm on Wednesday, 17th of September 2025 at St. James Church Hall, Albion Street, Cross Roads BD22 9DL.

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

Absent Councillors: Cllr Clarke

Officers: Jill Davis (Clerk/RFO)

Other Attendees: 4 members of the public

1.	58/25	Chairman's Opening Remarks: Cllr Arana opened the meeting at 7.00pm and welcomed everyone. Cllr Arana delivered the following report: No PCSO is able to attend the Parish Council meeting this month. A second PCSO Mann will be joining PCSO Sheenan in November. One residential burglary. The park is patrolled by PCSO Sheenan. Work has been completed concerning parking issues on Halifax Road. Thank you to Marion Aston and the volunteers for organising the recent VJ Day event.
2.	59/25	Apologies for Absence: a) To receive any apologies: Cllr Clarke – prior commitment b) To approve reasons for absence given by Councillors. Resolved. The council approved the reason for absence
3.	60/25	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.	61/25	Declaration of Disclosable Pecuniary and Other Interests: None declared
5.	62/25	Dispensations for Disclosable Pecuniary Interests: None requested
6.	63/25	Minutes: a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 16th of July 2025 Resolved. The council approved the minutes as a true record and Cllr Ara was given the authority to sign.
7.	64/25	Public Participation: a) For members of the public to ask questions and/or make statements regarding matters within the parish A local community group updated the Parish Council concerning a petition to make Brow Top/Hebden Road junction safer. The group had 1700 signatures, and had attended a recent Bradford Council meeting. Bradford Council would not accept the petition as the full details of each person who had signed the petition were not included. Bradford Council had also kept the petition. The next scheduled meeting at Bradford Council is planned to take place on the 23 rd of October and the community group asked the Parish Council for support. Cllr Arana requested the clerk to contact Bradford Council and suggested to the community group to contact

		<p>the Ward Councillors. Cllr Arana that the community group for coming to the meeting and thanked them for all their hard work to try to make the village safer.</p> <p>b) To receive a report from District Councillors None in attendance</p> <p>c) To receive a report from west Yorkshire Police NPT None in attendance</p> <p>d) To receive a report from additional invited guests No invited guests</p>
8.	65/25	<p>Planning Matters:</p> <p>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 Cllr Arana informed the council that he had spoken with the planning consultant that had helped with the Neighbourhood Plan to request a formal response for the council to consider as Cllr Arana believed that the planning application was within Cross Roads boundary. However, the planning application was just outside the Cross Roads boundary and the Parish Council was not a statutory consultee. The council agreed that it agreed that the response was still relevant. Resolved. The council objected to the planning application. Clerk to action</p> <p>a1) Supporting Paper for planning application number 25/02997/FUL Resolved. The council did not object to the planning application as long as the development of one dwelling was in the garden of 3 Vernon street and not built on green belt land.</p> <p>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. The council noted the planning decision.</p> <p>c) To inform the council of planning applications that have been refused No refused planning applications had been received.</p> <p>d) For the council to consider any other planning matters No matters were discussed</p> <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 Resolved. The council ratified the item. The Payment is to be made once the invoice has been received.</p> <p>d.2) For the council to discuss and consider any actions from the update concerning the Calderdale Energy Park. The council did not offer any comments on the matter.</p>
9.	66/25	<p>Employment Matters:</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. Resolved. The council approved Jill Davis as the Responsible Finance Officer.</p> <p>b) For council to consider approving the additional hours for the clerk July – 3.5 hours Resolved. The council approved the motion.</p> <p>c) For the council to consider approving the additional hours for the clerk August – 9 hours Resolved. The council approved the motion.</p> <p>d) For the council to note the clerk’s holiday 22/09/2025 – 2 weeks The council noted the clerk’s annual leave.</p> <p>e) For the council to note the automatic NJC cost of living pay increases for 2025 -2026 have been agreed The council noted the automatic pay increases for 2025 -2026 with back pay implemented for staff.</p> <p>f) For the Chair to sign Bradford Community Payroll’s form to implement the cost of living pay increases. Cllr Arana signed the payroll form. The clerk to action.</p>
10.	67/25	<p>Administration Matters:</p> <p>a) For the council to consider approving the proposed draft policies and forms Resolved. Five policies approved. Resolved. One policy with amendments Resolved. One form. Clerk to action and update the website.</p> <p>b) For the council to consider approving all Councillors to be members of the Finance Working party Resolved. The council approved 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 Resolved. The council approved the motion.</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 Resolved. The council approved the motion.</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. Resolved. Cllr Cotton was approved to join the negotiating team. The clerk to inform 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. Resolved. The council approved the form and mandated Cllr Arana 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>Resolved. The council reviewed the Councillor Code of Conduct.</p> <p>h) For the council to note the YLCA checklist of documents and policies The council noted the YLCA checklist.</p> <p>i) For the council to consider approving the meeting dates for 2026 Resolved. The council approved the dates. The clerk to circulate.</p> <p>j) For the council to approve the opening of an Amazon Prime Account Resolved. The council approved the motion.</p>
11.	68/25	<p>Village Matters:</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) Cllrs Arana and Senior delivered the following report: The Cllrs visited W.B White Foundry Ltd to discuss the phase next to the street signs. There are several signs to be made. The Hardgate Lane street sign is made, however, it needs a stand, and the approximate cost is £310.00. Potentially two signs are required for Bingley Road. Further quotations are required. Cllr Arana requested Cllr Senior to email the information to the clerk, for the clerk to obtain the quotations needed.</p> <p>b) For the council to consider the quotation for the filling of the Grit Bins £633.60 Resolved. The council approved the quotation. Cllr Anderson asked if the contractor had received the list of grit bins to fill, the clerk informed Cllr Anderson that the list would be given to the contractor.</p> <p>c) For the council to consider approving the cost of an Herb planter for the parish and to agree a maximum costing The item was deferred.</p> <p>d) For the council to ratify additional pads for The Bronte defibrillator (Financial Regulations 5.8) £186.00 Resolved. The council ratified the payment.</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) Resolved. The council ratified the payment.</p> <p>f) For the council to consider approving the November planting cost of £844.00 Resolved. The council approved the motion.</p> <p>g) For the council to ratify a replacement handle for PA £16.99 Resolved. The council ratified the payment.</p> <p>h) For the council to consider any actions from the supporting paper concerning the Remembrance Day event The council discussed the matter, and the clerk informed the council that a deputy lieutenant would be in attendance. Cllr Cotton will provide a list of community groups and details of the local school to invite.</p> <p>i) For Cllr Arana to update the council concerning the Coat of Arms Cllr Arana informed the council that that the Coat of Arms was at the painting stage, and it would probably be in the New Year when it would be ready.</p> <p>j) For the council to consider approving the cost of lanyards for Cllrs and staff and if approved agree on a budget The council agreed to defer this item until the Coat of Arms is in place.</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 Resolved. The council suggested Cllr Anderson. Cllr Anderson agreed to the suggestion, however, requested further information. Clerk to action.</p>
12.	69/25	<p>Reports: Cllrs & Clerk: and to consider any actions</p> <p>a) To consider any actions from the Cllr's reports Cllr Arana thanked Cllrs Cotton and Underwood for organising the event. Cllr Underwood informed the council of the success of the Play in the Park with many residents attending. Cllr Underwood thanked Bradford Council and the volunteers who had helped made it such a great success and would like to organise the event again next year.</p> <p>b) To consider any actions from the Clerk's report which has been circulated No items needing actioning.</p>
13.	70/25	<p>Receipt Matters: August & September 2025</p> <p>a) 17/07/2025 £20,000.00 transferred from the current account to the instant access account b) 11/08/2025 HMRC VAT Reclaim received - £2,133.66</p>
14.	71/25	<p>Financial Matters:</p> <p>a) For the council to consider approving Heelis & Lodge as the Internal Auditor for 2025/2026 (Financial Regulations 5.10) £285.00 Resolved. The council approved the motion.</p> <p>b) To approve the bank reconciliation for April - June 2025 Resolved. The council approved the motion.</p> <p>c) For the council to approve the bank reconciliation for July 2025 Resolved. The council approved the motion.</p> <p>d) For the council to approve the bank reconciliation for August 2025 Resolved. The council approved the motion.</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 The council noted the bank balances upto 31st August 2025</p>

		<p>f) For the council to ratify the annual Microsoft charge £84.99 (Financial Regulation 5.8) Resolved. The council ratified the payment.</p> <p>g) For the council to approve the Chairman's Allowance of £350.00 as indicated in 2025-2026 budget (Section 15(5) of the Local Government Act 1972) Resolved. The council approved the motion.</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 Resolved. The council approved for two gift cards to be purchased from The Bronte for two members of the community who have provided support to the Parish Council. The gift card's value is £20.00 each. The gift cards are to be funded through the Chairman's allowance. Clerk to action.</p> <p>i) For the council to ratify the payment of £139.20 to 123Connect Limited for the 2-year gov.uk domain name Resolved. The council ratified the payment.</p> <p>j) For the council to ratify the annual insurance payment for the lock up of £319.01 Resolved. The council ratified the payment.</p> <p>k) For the council to note the annual s137 expenditure limit for 2025 -2026 is £10.81 per elector The council noted the annual s137 expenditure limit for 2025/2026.</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 Resolved. The council approved the purchase.</p> <p>m) To update the council with the year – to date expenditure v budget and to consider any actions The council discussed the matter and agreed for a report to be produced monthly.</p> <p>n) For the council to consider approving Jill Davis expenses September 2025 £596.08 Resolved. The council approved the motion. The clerk suggested that weekly visits to the office may not be needed, which would reduce the cost of travel. The council agreed to the suggestion. The clerk will be in the village, a minimum of two days per month.</p> <p>o) For the council to consider approving Jill Davis expenses September 2025 £146.59 Resolved. The council approved the motion.</p> <p>p) For the council to consider approving the amendments in the procurement section of the Financial Regulations Resolved. The council approved the amendments.</p> <p>q) For the council to consider approving the clerk to have Delegated Authority concerning Financial Regulations Resolved. The council approved the motion.</p>
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15.	72/25	<p>Payments To consider approving (July, August & September 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>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>ervice 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 & 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 & 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> </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	ervice 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
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		18.	Jill Davis - Expenses	September 2025 (2 new pads for the Moore defib and Fasthosts cost)	£122.99	£23.60	£146.59
				TOTAL	£8399.94	£1550.16	£9950.10

Resolved. The council approved the payments and ratified the payments.

16.	73/25	<p>Christmas 2025:</p> <p>a) For the council to consider the quotation for the installation of the Christmas lights £6184.20 – Charlestown Resolved. The council approved Charlestown. Clerk to action.</p> <p>b) For the council to consider the photo for the Christmas card Resolved. The council approved the motion.</p> <p>c) For the council to consider approving the quotation for the purchase of the Christmas tree £960.00 Resolved. The council approved the quotation. Clerk to action.</p> <p>d) For 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 The clerk informed the council that the cost for 2025/2026 is £960.00 Resolved. The council approved the quotation.</p> <p>e) For the council to approve the quotation for the Christmas cards from Imprint Keighley £19.50 +VAT Resolved. The council approved the quotation. Clerk to action once the number of cards required has been determined.</p>
17.	74/25	<p>Date of the Next PC Meeting: Ordinary Meeting 15th of October 2025 @ 7.00pm. St James Church Hall, Albion Street, Cross Roads. BD22 9DL.</p>

With no further business to transact, the Chair thanked everyone for attending and closed the meeting at 8.34pm.

Signed: Cllr Arana

Dated: 15th October 2026

The minutes were approved by the Parish Council at the Parish Council meeting held on the 15th of October 2026.