

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

Minutes of an Ordinary Cross Roads Parish Council Meeting Held at 7.00pm on Wednesday, 19th of November 2025 at St. James Church Hall, Albion Street, Cross Roads BD22 9DL.

Councillors Present: Cllr Arana [Chair], Cllr Cotton, Cllr Anderson, Cllr Clarke [from 7.15pm], Cllr Senior and Cllr Underwood

Absent Councillors: Not Applicable

Officers: Jill Davis [Clerk/RFO]

Other Attendees: 6 members of the public

1.	91/25	Chairman's Opening Remarks: Cllr Arana opened the meeting at 7.00pm and welcomed all present. A minute's silence was observed in memory of Ward Councillor Russell Brown and David Harvey, a long-standing volunteer with the Edges and Weeders Cllr Arana delivered the following report: The Remembrance event was well attended, respectful, and successfully delivered. A total of £150.00 was raised for the Royal British Legion. Thanks were expressed to Cllr Cotton and Mr. Andrew Fullwood for installing the Tommy soldier figures and poppies on lampposts throughout the village, and to Mrs. Anne Arana for knitting the poppies. Appreciation was also recorded to Deputy Lieutenant Zulfi Karim for attending the event, and to Cllrs Clarke and Cotton for their support. Thanks were given to Mrs. Linda Bannister and Mrs. Doris Marwood for securing £25,000 from Bradford Council to improve safety at Brow Junction, and to Ward Cllr Poulsen for supporting the application. The Christmas lights Switch-On will take place on Friday 21 November at 6.30pm. The Parish Council looks forward to welcoming residents. A thank-you gift was presented to Mr. Andrew Fullwood by Cllr Arana.
2.	92/25	Apologies for Absence: a) To receive any apologies: The clerk informed the council, that Cllr Clarke was running late, but would be in attendance. Cllr Anderson – Family illness b) To approve reasons for absence given by Councillors. Resolved. The council approved the reason for absence.
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: Cllr Underwood – item 11.e. Cllr Underwood declared a personal interest, noting that a family member owns the property closest to the stone feature.
5.	95/25	Dispensations for Disclosable Pecuniary Interests: None requested.
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 Resolved. The council approved the minutes.

7.	97/25	<p>Public Participation:</p> <p>a) For members of the public to ask questions and/or make statements regarding matters within the parish Mr. Fullwood expressed his appreciation to the Council for the thank-you gift he had received.</p> <p>A member of the public reported that they had been researching CCTV systems as previously requested that would be compatible with the park; however, no further information was available at this time.</p> <p>Cllr Arana thanked the member of the public and noted that obtaining the necessary information from all parties would take time.</p> <p>b) To Receive a Report from District Councillors: Ward Cllr Poulsen delivered the following report: Will provide contact details for the relevant officer at Bradford Council regarding CCTV to the clerk. Reported that it has been a difficult time for the team following the passing of Ward Cllr Brown. Offered thanks to Cllr Cotton for laying the wreath at the Remembrance Sunday event on behalf of the Lord Mayor. Highways officers will be visiting the Brow Top area to assess how the recently awarded £25,000 funding can be used. Recent issues with bin collections have now been resolved. Discussions are scheduled for 2026 regarding additional double yellow lines in the village. A decision on the 2025 request for double yellow lines is expected soon. A meeting will be held with the property manager for the Openreach exchange building to discuss its appearance. An update will be provided at the next Parish Council meeting. A new casework system for Ward Councillors will be in place from Monday, 24 November. Bradford Council is being chased for clarification on whether the old street signs are required to be returned. Potential fly-tipping in the village has been raised with Highways; however, the road is unadopted. An update will be provided at the next Parish Council meeting. Ward Cllr Herd delivered the following report: Participated in a meeting in the village with local businesses. The aim of the meeting was to discuss how local businesses can be supported. Reported positive feedback regarding the park entrance. Invited Councillors to raise any issues requiring follow-up. Cllr Arana stated that the council was pleased with the improvements to the park entrance and had also received positive feedback. Cllr Arana further noted that the installation of decorative bollards had helped to resolve parking issues, as vehicles can no longer park in that area. The Ward Councillors left the meeting at 7.45 p.m.</p> <p>c) To receive a report from West Yorkshire Police NPT No Police in attendance.</p>
8.	98/25	<p>Planning Matters:</p> <p>a) For the council to consider making representations on new planning applications No planning applications.</p> <p>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. The council noted the granted application.</p> <p>c) To inform the council of planning applications that have been refused No refused planning matters.</p> <p>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 Cllr Arana requested that Calderdale Energy Park be itemised for the agenda in January for discussion. The council agreed.</p>
9.	99/25	<p>Employment Matters:</p> <p>a) For the council to consider approving the clerk's overtime for October 14.5 hours Resolved. The council approved the motion.</p> <p>b) For the council to note the clerk's annual leave dates The council noted the item.</p>
10.	100/25	<p>Administration Matters:</p> <p>a) For the council to consider approving the ICO Model Publication Scheme Resolved. The council approved the motion.</p>
11.	101/25	<p>Village Matters:</p> <p>a) For Cllr Arana to update the council concerning the Remembrance Sunday service Cllr Arana informed the council that he had provided an update in his opening remarks.</p> <p>b) For Cllr Arana to update the council concerning the Coat of Arms if applicable Cllr Arana reported that the Coat of Arms is now ready for collection. Cllrs Cotton, Underwood and Arana will attend the College of Arms in London on 30 November to view the item and to collect or arrange delivery.</p> <p>c) For the council to consider any actions concerning the street sign project (Cllr Senior) Cllr Senior delivered the following report:</p>

		<p>The Hardgate street sign had been delivered to the contractor who is making the stand and would be available in due course.</p> <p>Has had difficulty contacting the second contractor who is making the seven street signs that the council had recently approved. The clerk is to chase.</p> <p>d) For the council to consider approving the Christmas card list and to consider any other actions for Christmas 2025</p> <p>Resolved. The council approved the list. Cllrs Cotton and the clerk to distribute.</p> <p>e) For the council to consider any actions from the supporting paper concerning the area between Haworth Road and Lees Bank Road</p> <p>The Council discussed the stone feature in the area. Several members expressed concerns that the feature appeared unsightly, was attracting litter, and, due to a lack of lighting, could present a potential health and safety risk.</p> <p>Cllr Clarke noted that the stone feature was a positive addition to the area. Cllr Arana suggested that the ownership of the land should be clarified before any further discussions took place. Cllr Clarke indicated that he believed Bradford Council owned the land and agreed to email the relevant information to the clerk. It was agreed that the item would be deferred pending confirmation of the land ownership.</p> <p>f) For the council to note the date of the Play in the Park event will be Tuesday the 11th of August 2026</p> <p>The council noted the date.</p> <p>g) For the council to consider any actions from the supporting paper concerning CCTV</p> <p>The Clerk presented the following report:</p> <p>Parish Councils have the statutory powers to install and maintain CCTV. When a Parish Council operates CCTV, it assumes the role of Data Controller and is legally responsible for ensuring that any personal data captured is processed in accordance with data protection legislation.</p> <p>The Council must also demonstrate that any CCTV installation is both necessary and proportionate to its intended purpose, such as preventing vandalism.</p> <p>The Clerk recommended that, should the council agree, the next step would be to contact Bradford Council, the owner of the park, to confirm whether CCTV installation is a viable option and to report back to the Council once information has been received.</p> <p>Resolved. The Council approved the clerk's recommendation.</p>
12.	102/25	<p>Reports: Cllrs & Clerk: and to consider any actions</p> <p>a) To consider any actions from the Cllr's reports</p> <p>Cllr Cotton reported on the Planning Protocol Review meeting that took place on the 13th of November: Protocols - Bradford Council have been asked to reconsider publishing online comments. Further information will be gathered from other Yorkshire Councils.</p> <p>Extensions for submitting comments from Bradford Council vary across parish/town councils.</p> <p>Neighbourhood Plans – concerns raised that Bradford Council's case officers are undervaluing Neighbourhood Plans. An example was provided by Cllr Cotton. Further discussion needed.</p> <p>Lack of consultation with Town/Parish Councils concerning permitted development rights and will request from Bradford Council more clarity on the matter.</p> <p>The discussion on Planning Committee's was deferred due to national guidance being under review.</p> <p>Town/Parish Councils have no consultation rights concerning tree inspections. Bradford Council will be asked if this could be amended.</p> <p>Green spaces in new developments. This was agreed that the following request should be discussed at the next meeting with Bradford Council. The group suggest that there is an option for Town/Parish councils to be given first refusal to take over green spaces rather than automatically handed to the development management companies. The next meeting to be planned in the New Year.</p> <p>b) To consider any actions from the Clerk's report</p> <p>No items</p>
13.	103/25	<p>Parish Council Vacancy:</p> <p>a) For the council to note that the vacancy can be filled by co-option</p> <p>The council noted the item.</p> <p>b) For the council to consider the draft Co-option Policy and any further actions.</p> <p>Resolved. The council approved the Co-option policy with amendments. Clerk to action.</p> <p>c) For the council to consider the closing date for the vacancy – suggestion 31st December 2025 (no PC meeting in December)</p> <p>Resolved. The council approved the amended date of the 31st January 2026. Clerk to action.</p> <p>d) For the Council to note the Co-option Poster</p> <p>the council noted the item.</p>
14.	104/25	<p>Receipt Matters: October 2025</p> <p>NIL</p>
15.	105/25	<p>Financial Matters:</p> <p>a) For the council to consider approving the bank reconciliation for October 2025</p> <p>Resolved. The council approved the motion.</p> <p>b) For the council to note the Unity Trust Instant Access bank balance -31/10/2025 £37,479.77</p> <p>The council noted the item.</p> <p>c) For the council to note the Unity Trust T1 Current Account bank balance – 31/10/2025 £5707.00</p> <p>The council noted the item.</p> <p>d) For the council to consider approving Jill Davis's expenses £163.56 with £91.50 to be approved from the Chairman's allowance</p> <p>Resolved. The council approved the motion.</p> <p>e) For the council to note the actual v budget October 2025</p> <p>The council noted the item.</p>

		<p>f) For the council to consider a member to check the internal controls for 2024 -2025 along with Cllr Anderson Resolved. The council approved Cllr Clarke to support with the internal control checks for 2024 -2025. The council also resolved for Cllr Underwood to be the back -up should Cllr Clarke not be able to undertake the task due to work commitments.</p> <p>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) The council noted the item.</p> <p>h) Fo 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 The item was considered by the Council. Cllr Clarke proposed that the motion be approved in accordance with the budget for each line. The RFO noted that several budget lines had already been overspent, and any invoices received against those lines could not be paid. Despite this, the RFO recommended that payments be authorised as the work/services would have previously been approved by the council. Resolved. The council approved the clerk's recommendation.</p> <p>i) For the council to discuss how the transfer of funds are to be actioned (Cllr Clarke) Cllr Clarke requested that the RFO transfers the funds between the bank accounts as needed. The RFO explained that she would prefer a resolution via the council. Resolved. The council approved the clerk's suggestion.</p>																																																						
16.	106/25	<p>Payments To consider approving (November 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 & 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>TOTAL</td> <td>£466.88</td> <td>£65.36</td> <td>£532.24</td> </tr> </tbody> </table> <p>Resolved. The council approved the payments 1 -7</p>	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
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																																																			
17.	107/25	<p>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</p>																																																						
18.	108/25	<p>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 Resolved. The council approved the motion</p>																																																						
19.	109/25	<p>Employment Matters: a) For the council to consider any actions from the verbal report provided by the clerk concerning employment matters The clerk informed the council that the required documents were all in place Resolved. The council approved the requested items concerning a staff member be actioned.</p>																																																						

With no further business to transact, the Chair thanked everyone for attending and closed the meeting at 8.30pm.

Signed: Cllr Tito Arana

Dated: 08/01/2026

These minutes were approved as a true record by the Parish Council at a PC meeting held on the 08/01/2026.