



# 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, 18<sup>th</sup> of February 2026 at St. James Church Hall, Albion Street, Cross Roads BD22 9DL.

**Councillors Present:** Cllr Arana [Chair], Cllr Anderson, and Cllr Senior

**Absent Councillors:** Cllrs Cotton, Clarke and Underwood

**Officers:** Jill Davis [Clerk/RFO]

**Other Attendees:** Ward Cllrs Herd and Golding  
10 members of the public

1.	126/26	<p><b>Chairman's Opening Remarks:</b> Cllr Arana opened the meeting at 7.00 pm and welcomed all those present. Cllr Arana delivered the following report. The Parish Council's Coat of Arms was officially unveiled on 31 January, which was a very successful and a well-attended event. Thanks were extended to members of the public who attended the unveiling, Kitchen Café for providing the refreshments, the Ward Councillors for their attendance, and Lees Primary School for allowing the Parish Council to host the event on their premises. Appreciation was also expressed to the Deputy Lieutenant, David Pearson, for delivering a speech at the event, and to Joyce Simpson for taking photographs of the unveiling. Congratulations were offered to the newly elected Ward Councillor, Paul Golding. The Parish Council looks forward to working with him. Thanks, were also given to Cllr Underwood and Bradford Council for arranging the new bark in the play area, and to Cllr Senior for organising the installation of the new historic street sign at Hardgate Lane.</p>
2.	127/26	<p><b>Apologies for Absence:</b> <b>a) To receive any apologies:</b> Cllr Cotton – holiday. Cllr Clarke – work commitments. Cllr Underwood – holiday. <b>b) To approve reasons for absence given by Councillors.</b> Resolved. The council approved the reasons for absences.</p>
3.	128/26	<p><b>Recording of Council Meetings:</b> 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.</p>
4.	129/26	<p><b>Declaration of Disclosable Pecuniary and Other Interests:</b> None offered.</p>
5.	130/26	<p><b>Dispensations for Disclosable Pecuniary Interests:</b> None requested.</p>
6.	131/26	<p><b>Minutes:</b> <b>a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 8<sup>th</sup> January 2026</b> Resolved. The council approved the minutes.</p>
7.	132/26	<p><b>Public Participation:</b></p>

		<p><b>a) For members of the public to ask questions and/or make statements regarding matters within the parish</b></p> <p>A member of the public raised concerns regarding the ongoing roadworks in the village and the resulting increase in journey times.</p> <p>A member of the public also expressed concerns about the consultation dates for the Calderdale Energy Park, feeling that the timescales did not provide sufficient opportunity for all residents to submit comments.</p> <p>A member of the public informed the council that they were concerned that the council was funding the cutting of the grass at the Bowling Green and suggested that the Bowling Green should be responsible for maintaining its own facilities.</p> <p>A member of the public raised a concern regarding early morning leafleting related to the Ward Councillor vacancy, stating that it had caused distress to his wife.</p> <p>A member of the public thanked the council for purchasing the Toad Patrol signs and noted that the toad migration season had begun.</p> <p>Cllr Arana thanked members of the public for attending the meeting and for raising their concerns. Ward Cllr Herd informed the member of the public that he would notify the team responsible for the leafleting of the issue that had been raised.</p> <p><b>b) To receive a report from District Councillors</b> Ward Councillor Poulsen sent her apologies. Cllr Arana delivered Ward Cllr's Poulsen's report: Ward Cllr Paul Golding was elected last week as the third Worth Valley Ward Councillor. He will attend City Hall this week to make his Declaration of Office. There is a new Ward Officer, Debbie Thornton, who has been appointed. Further details to follow. Ward Cllrs were informed that the planning application for nine dwellings at Ebor Mill, located just outside the village in the Green Belt, is expected to be refused once the planning officer has capacity to complete the refusal report. The decision relates to the presence of ancient woodland for which no mitigation can be identified. It was reported that Virgin Media have not yet repaired the sunken manhole cover on Lees Lane. Highways carried out a temporary repair with tarmac; however, the issue has been escalated to the Highway Manager. The water leak on Gott Street has been repaired. Ward Cllrs Herd and Crompton attended the Holocaust Memorial Day event on 27 January and lit candles in remembrance of the millions who were killed. The double yellow lines approved last year are awaiting completion by the contractor. The works are weather dependent and cannot be carried out in wet or icy conditions. There is currently a significant backlog across the area and the matter continues to be followed up regularly. Ward Cllr Herd delivered the following report: Apologised to the members of the public for the early morning leaflet drops. The Brow Top funding was being discussed. Bradford Council will be clearing the drains through the village.</p> <p><b>c) To receive a report from West Yorkshire Police NPT</b> Apologies were received by the Police.</p> <p><b>d) To update the council re an email received from a MOP concerning speeding in the village.</b> Cllr Arana informed the council of an email received by a member of the public concerning speeding in the Village. The member of the public had received a reply explaining that the Police will be conducting speed watch operations in the village.</p> <p><b>e) To update the council re an email received from the Police concerning speeding in the village.</b> Cllr Arana explained that the Police will be conducting speed watch operations in the parish. Resolved: The council approved Cllr Senior to support the Police with the speed watch.</p>
8.	133/26	<p><b>Planning Matters:</b></p> <p><b>a) For the council to consider making representations on new planning applications</b> Nil applications.</p> <p><b>b) To inform the council of planning applications that have been granted</b> Not applicable.</p> <p><b>c) To inform the council of planning applications that have been refused</b> Not applicable.</p> <p><b>d) For the council to consider any other planning matters</b> No items.</p> <p><b>d.1) For the council to consider requesting an extension from Bradford Council concerning the Calderdale Energy Park consultation which closes on 20 February 2026</b> Resolved. The council approved the request. Clerk to action.</p> <p><b>D.2) For the council to note the proposed reforms to the National Planning Policy Framework December 2025</b> The council noted the item.</p> <p><b>d.3) For the council to note the consultation supporting paper</b> the council noted the item.</p>

		<p><b>d.4) For the council to receive the consultation responses to the NPPF document December 2025 and consider any actions.</b> Resolved. The council approved the draft responses. Clerk to action.</p> <p><b>d.5) For the council to receive the consultation information of the Spatial development Framework Regulation 18 which closes on the 12<sup>th</sup> of March 2026 and consider any actions.</b> Resolved. The council approved for the clerk to complete the consultation.</p>
9.	134/26	<p><b>Employment Matters:</b></p> <p><b>a) For the council to consider approving the clerk's overtime for January 2026 6 hours</b> Resolved. The council approved the overtime.</p>
10.	135/26	<p><b>Administration Matters:</b></p> <p><b>a) For the council to consider approving the move from Bradford Payroll to SALC Payroll. The annual cost is £158.40 with a one-off application fee of £13.50 +VAT effective 01/04/2026</b> Resolved. The council approved the consideration to appoint SALC payroll. The clerk to organise for the beginning of the final year.</p> <p><b>b) For the council to consider the supporting paper for Assertion 10 and to consider the 3 quotations provided (required before April 2026)</b> The clerk informed the council of the new assertion for 2025-2026 to the financial year and the need to address some of the actions in 2025/2026. The clerk informed the council that £2100.00 had been allocated in the 2026/2027 budget for the work to be completed. The council discussed the three quotations. Resolved. The council approved the quotation from Parish Council Websites to build a new website. Parish Council websites will provide each council member with a dedicated gov uk email address. Cost £749.00+VAT (One off cost) to design and build the website Cost £330.00+VAT annual charge for hosting, supporting and running the gov.gov uk email addresses.</p> <p><b>c) For the council to consider the draft Parish Council Coat of Arms Policy</b> Resolved the council approved the Coat of Arms Policy</p>
11.	136/26	<p><b>Village Matters:</b></p> <p><b>a) For Cllr Arana to update the council concerning the Coat of Arms and to consider any further actions.</b> Cllr Arana gave an update on the Coat of Arms in his opening remarks and requested that one set of the boards that had been used to display the Coat of Arms at the unveiling be given to the local school. Resolved. The council approved the request.</p> <p><b>b) For Cllr Senior to update the council concerning the Hardgate Lane sign</b> Cllr Senior informed the council that the Hardgate street sign is in situ.</p> <p><b>c) For Cllr Senior to update the council concerning the street signs order</b> The clerk informed the council that the street signs should be cast by the end of February and will update in due course.</p> <p><b>d) For the council to consider the quotation from Steve Thorpe &amp; Son £780.00 for cutting the bowling green grass and to consider the commencement date (required by April 2026)</b> Resolved. The council approved the quotation. Clerk to inform the contractor.</p> <p><b>e) For the council to consider approving the quotation from Dan Holmes for repairs to the public toilets</b> Resolved. The council approved for the works £180.00 to be completed. Clerk to inform the contractor.</p> <p><b>f) For the council to consider the quotation from Steve Thorpe &amp; Son to carry out the work in the wild flower garden £850.00 (required by April 2026)</b> Resolved. The council approved the works to be completed. Clerk to inform the contractor.</p> <p><b>g) For the council to consider the quotation from Steve Thorpe &amp; Son for cutting the areas near to the Bowling Green £1162.50 (required before April 2026)</b> Resolved. The council approved the quotation. Clerk to inform the contractor.</p>
12.	137/26	<p><b>Reports: Cllrs &amp; Clerk:</b> and to consider any actions</p> <p><b>a) To consider any actions from the Cllr's reports</b> No items.</p> <p><b>b) To consider any actions from the Clerk's report</b> b1) For the council to note the information received concerning the reduced Unity Bank interest rates.</p>
13.	138/26	<p><b>Receipt Matters: January 2026</b> Unity Trust T1 current account: 07/01/2026 £339.51 VAT Reclaim. £10,000 transferred from Unity Trust instant access bank account. The council ratified the transfer.</p>
14.	139/26	<p><b>Financial Matters:</b></p> <p><b>a) For the council to ratify the payment to Bradford Council for the Business Rates for the storage unit to 31<sup>st</sup> of March 2026 £1524.08</b> Resolved. The council ratified the payment.</p> <p><b>b) For the council to ratify the payment to Steve Thorpe and Son – Winter Planting £1603.00</b> Resolved. The council ratified the payment.</p> <p><b>c) Fo the council to approve the second payment to Charlestown Ltd for the Christmas lights £1399.26</b> Resolved. The council approved the motion. Clerk to action.</p> <p><b>d) For the council to note the Unity Trust T1 current account bank balance -01/12/2025 -31/12/2025 £4197.55</b> The council noted the bank balance.</p> <p><b>e) For the council to note the Unity Trust instant access bank balance – 01/12/2025 -31/12/2025 £37,689.56</b></p>

		<p>The council noted the bank balance.  <b>f) For the council to note the Unity Trust T1 current bank account bank balance 01/01/2026 - 31/01/2026 £9184.36</b>  The council noted the bank balance.  <b>g) For the council to note the Unity trust instant access bank balance 01/01/2026 -31/01/2026 £27,689.56</b>  The council noted the bank balance.  <b>h) For the council to consider approving the bank reconciliation for December 2025</b>  Resolved. The council approved the bank reconciliation.  <b>i) For the council to note the actual v budget December 2025</b>  The council noted the item.  <b>j) For the council to consider approving the bank reconciliation January 2026</b>  Resolved. The council approved the bank reconciliation.  <b>k) For the council to note actual v budget January 2026</b>  The council noted the item.  <b>l) For the council to consider approving Jil Davis expenses £65.61 – February 2026</b>  Resolved. The council approved the payment.  <b>m) For the council to consider any actions from the information provided by YLCA concerning the HMRC information.</b>  Resolved. The council approved for any allowances that are approved for council members to be processed through payroll.  <b>n) For the council to approve the members allowances for 2025-2026 Local Authorities (Members' Allowances) (England) Regulations 2003 part 5 and section 100 of the LGA 2000.</b>  Resolved. The council approved the item.</p>																																																																																																																		
15.	140/26	<p><b>Co-option Matters:</b>  <b>a) To receive written applications for the office of Parish Councillor and to co-opt one candidate to fill the existing vacancy</b>  There was one candidate present who delivered an informal presentation. Simon Woodvine was appointed to the office of Parish Councillor.  <b>b) In the event of there being more applications than vacancies, the PC will discuss the applications in closed session (re the Co-option Policy). The vote for Co-option will take place within the public forum.</b>  Not applicable.  <b>c) For the Declaration of Office to be signed (if applicable, to be approved by the PC to be signed before the next PC meeting)</b>  Simon Woodvine signed the declaration of office which was witnessed by the Proper Officer.</p>																																																																																																																		
16.	141/26	<p><b>Payments To consider approving (February 2026)</b>  <b>R=Retrospective. The council may wish to consider approving the invoices en bloc</b></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.R</td> <td>Bradford Council</td> <td>Business Rates – Storage Unit January 2026</td> <td>£508.08</td> <td></td> <td>£508.08</td> </tr> <tr> <td>2.</td> <td>Bradford Council</td> <td>Business Rates – Storage Unit February 2026</td> <td>£508.00</td> <td></td> <td>£508.00</td> </tr> <tr> <td>3.R</td> <td>Steve Thorpe &amp; Son</td> <td>Winter Planting</td> <td>£1336.00</td> <td>£267.20</td> <td>£1603.20</td> </tr> <tr> <td>4.R</td> <td>G.Moore &amp; Company</td> <td>Additional Insurance - COA</td> <td>£42.07</td> <td></td> <td>£42.07</td> </tr> <tr> <td>5.</td> <td>Green and Tidy</td> <td>Installation and removal of the Christmas tree</td> <td>£800.00</td> <td>£160.00</td> <td>£960.00</td> </tr> <tr> <td>6.R</td> <td>The Kitchen Cafe</td> <td>Refreshments for the COA presentation</td> <td>£190.00</td> <td></td> <td>£190.00</td> </tr> <tr> <td>7.</td> <td>Charlestown Ltd</td> <td>Second instalment for the Christmas lights</td> <td>£1166.05</td> <td>£233.21</td> <td>£1399.26</td> </tr> <tr> <td>8.R</td> <td>Raw Metalworks</td> <td>Manufacture street frame</td> <td>£310.00</td> <td></td> <td>£310.00</td> </tr> <tr> <td>9.</td> <td>Unity Trust DD</td> <td>Monthly bank fees – December 2025</td> <td>£6.00</td> <td></td> <td>£6.00</td> </tr> <tr> <td>10.</td> <td>Unity Trust DD</td> <td>Monthly bank fees – January 2026</td> <td>£6.00</td> <td></td> <td>£6.00</td> </tr> <tr> <td>11.</td> <td>BT DD</td> <td>Monthly Feb 2026 Invoice</td> <td>£41.95</td> <td>£8.39</td> <td>£50.34</td> </tr> <tr> <td>12.</td> <td>Jill Davis</td> <td>February 2026 Expenses</td> <td>£63.21</td> <td>£2.40</td> <td>£65.61</td> </tr> <tr> <td>13.</td> <td>Cllr Sarah Cotton</td> <td>Member allowance</td> <td>£150.00</td> <td></td> <td>£150.00</td> </tr> <tr> <td>14.</td> <td>Cllr Janet Anderson</td> <td>Member allowance</td> <td>£150.00</td> <td></td> <td>£150.00</td> </tr> <tr> <td>15.</td> <td>Cllr Beverly Underwood</td> <td>Member allowance</td> <td>£150.00</td> <td></td> <td>£150.00</td> </tr> <tr> <td>16.</td> <td>Cllr Peter Clarke</td> <td>Member allowance</td> <td>£150.00</td> <td></td> <td>£150.00</td> </tr> <tr> <td>17.</td> <td>Cllr Tito Arana</td> <td>Member/ Chairman's allowance</td> <td>£500.00</td> <td></td> <td>£500.00</td> </tr> <tr> <td></td> <td></td> <td><b>TOTAL</b></td> <td><b>£6077.36</b></td> <td><b>£671.20</b></td> <td><b>£6748.56</b></td> </tr> </tbody> </table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Bradford Council	Business Rates – Storage Unit January 2026	£508.08		£508.08	2.	Bradford Council	Business Rates – Storage Unit February 2026	£508.00		£508.00	3.R	Steve Thorpe & Son	Winter Planting	£1336.00	£267.20	£1603.20	4.R	G.Moore & Company	Additional Insurance - COA	£42.07		£42.07	5.	Green and Tidy	Installation and removal of the Christmas tree	£800.00	£160.00	£960.00	6.R	The Kitchen Cafe	Refreshments for the COA presentation	£190.00		£190.00	7.	Charlestown Ltd	Second instalment for the Christmas lights	£1166.05	£233.21	£1399.26	8.R	Raw Metalworks	Manufacture street frame	£310.00		£310.00	9.	Unity Trust DD	Monthly bank fees – December 2025	£6.00		£6.00	10.	Unity Trust DD	Monthly bank fees – January 2026	£6.00		£6.00	11.	BT DD	Monthly Feb 2026 Invoice	£41.95	£8.39	£50.34	12.	Jill Davis	February 2026 Expenses	£63.21	£2.40	£65.61	13.	Cllr Sarah Cotton	Member allowance	£150.00		£150.00	14.	Cllr Janet Anderson	Member allowance	£150.00		£150.00	15.	Cllr Beverly Underwood	Member allowance	£150.00		£150.00	16.	Cllr Peter Clarke	Member allowance	£150.00		£150.00	17.	Cllr Tito Arana	Member/ Chairman's allowance	£500.00		£500.00			<b>TOTAL</b>	<b>£6077.36</b>	<b>£671.20</b>	<b>£6748.56</b>
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		Resolved. Items 1-17 approved. Clerk to action.
17.	142/26	<b>Date of the Next PC Meeting: Ordinary Meeting 18<sup>th</sup> of March 2026 @ 7.00pm.</b> St James Church Hall, Albion Street, Cross Roads. BD22 9DL.
18.	143/26	<b>Temporary exclusion of press and public: Pursuant to the Public Bodies (Admission at Meetings Act 1960.</b> (The Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed) <b>VOTE REQUIRED:</b> Not applicable.
19.	144/26	<b>Co-option Matters:</b> Not applicable.

With no further business to transact, the Chair thanked everyone for attending and closed the meeting at 8.22pm.

Signed: Cllr T Arana

Dated: 18 March 2026

The Parish Council approved the minutes at a PC meeting held on the 18 March 2026