



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 April 2026 at St. James Church Hall, Albion Street, Cross Roads BD22 9DL.

Councillors Present: Cllr Arana [Chair], Cllr Cotton, Cllr Anderson, Cllr Clarke, Cllr Senior, Cllr Underwood and Cllr Woodvine mbe.

Absent Councillors: Not Applicable

Officers: Jill Davis [Clerk/RFO]

Other Attendees: Ward Cllrs Golding and Poulsen

3 members of the public

1.	162/26	Chairman's Opening Remarks: Cllr Arana opened the meeting at 7.00pm welcomed all those present. Cllr Arana provided the following report: Cllr Arana reported that, with Easter taking place at the beginning of April, it had been a particularly busy period for the village churches. The Village Association organised another successful Easter Egg Hunt. Owing to adverse weather conditions, the event was relocated to St James Church Hall. The Edgers and Weeders group has resumed its activities and will continue to meet weekly until October. Cllr Arana noted that the work undertaken by the group continues to make a positive contribution to the appearance of the village. It was also reported that the Friends of Lees Primary School will be holding a Scarecrow Festival from 2nd to 4th May. Residents wishing to participate were encouraged to contact the school for further information.
2.	163/26	Apologies for Absence: a) To receive any apologies: Not applicable. All in attendance. b) To approve reasons for absence given by Councillors. Not applicable. All in attendance.
3.	164/26	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. The council noted the item.
4.	165/26	Declaration of Disclosable Pecuniary and Other Interests: None offered.
5.	166/26	Dispensations for Disclosable Pecuniary Interests: None requested.
6.	167/26	Minutes: a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 18th of March 2026. Resolved. The council approved the minutes.
7.	168/26	Public Participation: a) For members of the public to ask questions and/or make statements regarding matters within the parish.

		Cllr Arana explained the following to all present: Reminding everyone that the meeting is a Parish Council meeting held in public and not a public meeting. Members of the public are welcome to ask any questions about any items that they wish to raise, however, once it has been addressed by the council, the council will move onto the next question. A member of the public asked the council for the rationale in potentially painting lamp posts in the village. Cllr's Arana and Senior informed the member of the public of the following: The council will be considering the item at 11.h and that the reasoning was an aesthetic reason to improve the appearance of the village along with potentially having hanging baskets. A member of the public asked a question concerning item 11.i the installation of single banner arms. Cllr Arana explained that the item was being considered and again was for aesthetic reasons and the banner arms would service the hanging of various banners such as the Union Jack, Yorkshire day banners and hanging baskets. b) To receive a report from Ward Councillors. Ward Cllr Herd submitted apologies for absence due to attendance at another event. Ward Cllr's Poulsen and Golding were in attendance and provided the following report: The proposal for double yellow lines at the top of Vale Mill Lane has been approved to proceed to the consultation stage. Further information will be provided when available. The Easter Egg Hunt was a great success, and it was encouraging to see local Year 6 pupils raising funds to hold their own annual party. Ward Cllr Poulsen reported receiving correspondence from a resident regarding concerns at a property within the village. Queries have been raised relating to change of use and building works. Bradford Council Building Control Officers have been requested to attend the property to undertake an inspection. The issue of the damaged sign in Cross Roads Park will be followed up. c) To receive a report from West Yorkshire Police NPT. The Police were not able to attend the meeting and no report was received. d) For the council to note an email that has been sent from the PC to Bradford Council concerning an ongoing matter. Cllr Arana informed the council that he had also received communication from a resident concerning the ongoing building works and industrial sized skips at a property in the village and has asked for support from Bradford Council. Further details to follow.
8.	169/26	Planning Matters: (upto the publication of the agenda) a) For the council to consider making representations on new planning applications. a.1) Planning Application – 26/00895/HOU. Single storey extension – 30, Longacre Lane BD22 OTE. Resolved. The council were happy to support the application if no neighbouring objections were received. b) To inform the council of planning applications that have been granted. No items. c) To inform the council of planning applications that have been refused. No items. d) For the council to consider any other planning matters. Proposed Calderdale Energy Park – Statutory Consultation on proposed application for development consent. Statutory Consultation: Wednesday 08 April 2026 – Wednesday 10 June 2026 The council discussed the statutory consultation and were aware that some members of the community were not in favour of the potential development. There were environmental concerns raised and the long-term impact on the area. Members of the council have and were commenting in a personal capacity to the consultation. Cllr Arana has offered through his Chair's allowance the cost of a hiring a room for residents to meet and discuss the consultation. The clerk informed the council that the formal response to the consultation will be itemised for consideration at the May PC meeting.
9.	170/26	Employment Matters: a) For the council to consider approving the clerk's overtime for March 2026 9 hours. Resolved. The council approved the motion.
10.	171/26	Administration Matters: a) For the council to note that the new payroll provider is now in place. The council noted the item. b) For the council to note the precept is due to be paid on the 14th of April 2026. The council noted the item. c) For the council to consider approving the amended Social Media Policy. Resolved. The council approved the amended Social Media Policy. d) For the council to consider approving the formation of a Working Party for the COA Regalia and Framing. Resolved. The council approved a Working Party consisting of the following members: Cllrs Arana, Cotton, Clarke, Underwood and Woodvine mbe. e) For the council to consider approving the Terms of Reference for the COA Regalia and Framing (if d is approved). Resolved. The council approved the motion with an amendment.
11.	172/26	Village Matters:

		a) For the clerk to update the council concerning the recent street sign order and to consider any further actions if required. The clerk updated the council concerning the following: The order has been delayed due to staff sickness, other orders and the factory closing down for Easter. The clerk will keep on chasing. b) For the council to considering any action from the request to purchase a handheld speed device. The clerk informed the council that the Police had been contacted concerning the purchase and Sgt Boothman was speaking with an Inspector and will update once he has received any information. c) For the council to consider approving contacting Highways concerning parking restrictions and road surface near to Kiyans Restaurant. Cllr Underwood informed the council that a resident had received a £70.00 parking fine for parking outside Kiyans's Restaurant, despite there being no signage indicating parking restrictions. It was suggested that Highways be contacted to seek clarification on the matter. Resolved: The Clerk to contact Highways for clarification. d) For the council to consider the quotation for revarnishing of the noticeboards – Dan Holmes Contractors £140.00 (Cllr Underwood). Resolved. The council approved the motion. e) Fo the council to consider approving a deep clean of the toilets – Dan Holmes Contractors £480.00. Resolved. The council approved the motion, and the clerk is to speak with the contractor concerning potential dates. f) For the council to consider approving a request from a mop concerning installing a brass plaque on a planter (Cllr Woodvine mbe). Cllr Woodvine mbe informed the council of a request from a member of the public regarding the installation of a plaque on a planter within the village. Cllr Arana suggested the use of a composite plaque and agreed to bring proposed wording to the next Parish Council meeting for consideration. g) For the council to consider and approve the organisation of a First Aid course, including reviewing the quotations received, agreeing the cost, and setting a date (Cllr Anderson). The council discussed the three quotations and resolved the following: Quotation: Gem Compliance Cost: £1200.00 +VAT Date: 13th June 2026 Type of training: Full day classroom training at St James Church Hall for upto 12 delegates. The clerk to book the training and Cllrs Anderson and Cotton to gather the names of the delegates. h) For the council to consider approving the painting of 25 lamp posts as approved in the budget. Quotation £2300.00/Budget £2425.00. Resolved. The council approved the motion. Clerk to action i) For the council to consider approving the installation of the single banner arms £4150.00 +VAT (see quotation). Resolved. The council approved the motion. Clerk to action. j) For the council to consider approval of the purchase of a herb planter, members are advised that this item may be subject to deferral. Resolved. The council approved the purchase of the herb planter £475.24 plus delivery. Clerk to organise. The quotation for the watering of the herb planter is still to be received. k) For the council to considering approving for quotations sought to produce the 2026 village calendar. The council discussed the item and requested 50 calendars. Clerk to seek a quotation from Imprint.
12.	173/26	Reports: Cllrs & Clerk: and to consider any actions a) To consider any actions from the Cllr's reports. No items. b) To consider any actions from the Clerk's report. No items. 12.b1 For the council to note - email circulated to the council from the clerk. The council noted the item. 12.b2 For the council to note – email circulated to the council from a mop. The council noted the item.
13.	174/26	Receipt Matters: February 2026 To ratify the transfer of funds from Instant Access Account to the Current Account £3,000.00 The council ratified the transfer. Receipts: 31/03/2026 – Instant Access Account – Interest £145.23 12/03/2026 – T1 Current Account – VAT Reclaim £438.80 The council noted the receipts.
14.	175/26	Financial Matters: a) For the council to consider approving delegated authority to the clerk for the admin budget for 2026/2027. Resolved. The council noted the item. b) For the council to approve the annual YLCA subscription invoice £852.00 (Budget £916.00). Resolved. The council approved the motion. c) For the council to note the unity trust instant access bank balance 01/03/2026 – 31/03/2026 £24,834.79. The council noted the bank balance information. d) For the council to note the unity trust current account bank balance 01/03/2026 -31/03/2026 - £2764.67.

		The council noted the bank balance information. e) For the council to approve the bank reconciliation for March 2026. Resolved. The council approved the motion. f) For the council to note the end of year documents will be presented to the PC at the May PC meeting. The council noted the information. g) For the council to consider approving the clerk’s April’s 26 expenses £150.36. Resolved. The council approved the motion. h) For the council to note the Business Rates for 2026/2027 – Office and Premises is £695.15. The council noted the motion. i) For the council to approve the payment of the business rates to be made by standing order. Resolved. The council approved the item. j) For the council to note the Business Rates for 2026/2027 – Workshop (storage unit) and Premises is £0.00. The council noted the item.																																																																														
15.	176/26	Financial Year 2026/2027: a) For the council to consider approving the Earmarked Reserves for 2026/2027. Resolved. The council approved the motion. b) For the council to consider approving the Reserves Policy for 2026/2027. Resolved. The council approved the motion. c) For the council to note the Practitioners’ Guide for 2026/2027 has now been released. Resolved. The council approved the motion.																																																																														
16.	177/26	Payments To consider approving (May 2026) R=Retrospective. The council may wish to consider approving the invoices en bloc <table><tr><th>No:</th><th>Name:</th><th>Reason:</th><th>Subtotal:</th><th>VAT:</th><th>Total:</th></tr><tr><td>1.</td><td>Steve Thorpe</td><td>Invoice 9113 (Approved 11.g 15/02/2026)</td><td>£75.00</td><td>£15.00</td><td>£90.00</td></tr><tr><td>2.</td><td>Salary Payments</td><td>April 2026 – Month1</td><td>£753.67</td><td></td><td>£753.67</td></tr><tr><td>3.</td><td>HMRC Payments</td><td>Month 1 April 2026</td><td>£228.38</td><td></td><td>£228.38</td></tr><tr><td>4.R</td><td>St James Church</td><td>Room Hire – February PC meeting</td><td>£40.00</td><td></td><td>£40.00</td></tr><tr><td>5.</td><td>St James Church</td><td>Room Hire – April PC Meeting</td><td>£40.00</td><td></td><td>£40.00</td></tr><tr><td>6.R</td><td>Unity Trust DD</td><td>Monthly Bank Fees – February 2026</td><td>£7.00</td><td></td><td>£7.00</td></tr><tr><td>7.</td><td>Unity Trust DD</td><td>Monthly Bank Fees – March 2026</td><td>£7.00</td><td></td><td>£7.00</td></tr><tr><td>8.</td><td>BT DD</td><td>April 2026 Invoice</td><td>£45.95</td><td>£9.19</td><td>£55.14</td></tr><tr><td>9.</td><td>Dan Holmes Contracting Services</td><td>Maintenance – Public toilets</td><td>£180.00</td><td></td><td>£180.00</td></tr><tr><td>10.</td><td>Jill Davis</td><td>April 2026 - Expenses</td><td>£133.13</td><td>£17.23</td><td>£150.36</td></tr><tr><td>11.</td><td>Business Rates Office and Premises</td><td>April 2026 payment</td><td>£58.15</td><td></td><td>£58.15</td></tr><tr><td></td><td></td><td>TOTAL</td><td>£1568.28</td><td>£41.42</td><td>£1609.70</td></tr></table> Resolved. Items 1 – 11 approved. Clerk to action.	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.	Steve Thorpe	Invoice 9113 (Approved 11.g 15/02/2026)	£75.00	£15.00	£90.00	2.	Salary Payments	April 2026 – Month1	£753.67		£753.67	3.	HMRC Payments	Month 1 April 2026	£228.38		£228.38	4.R	St James Church	Room Hire – February PC meeting	£40.00		£40.00	5.	St James Church	Room Hire – April PC Meeting	£40.00		£40.00	6.R	Unity Trust DD	Monthly Bank Fees – February 2026	£7.00		£7.00	7.	Unity Trust DD	Monthly Bank Fees – March 2026	£7.00		£7.00	8.	BT DD	April 2026 Invoice	£45.95	£9.19	£55.14	9.	Dan Holmes Contracting Services	Maintenance – Public toilets	£180.00		£180.00	10.	Jill Davis	April 2026 - Expenses	£133.13	£17.23	£150.36	11.	Business Rates Office and Premises	April 2026 payment	£58.15		£58.15			TOTAL	£1568.28	£41.42	£1609.70
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17.	178/26	Date of the Next PC Meeting: Annual Parish Meeting 20th May 2026 @ 6.30pm Date of the Next PC Meeting: Annual Meeting of the Parish Council 20th May 2026 @7.00pm St James Church Hall, Albion Street, Cross Roads, BD22 9DL.																																																																														

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

Signed: Cllr Arana

Dated: 20 May 2026

The minutes were approved by the PC at the Parish Council meeting held on the 20 May 2026