



Cross Roads Parish Council

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Minutes of the Annual meeting of Cross Roads Parish Council held at 7.00pm on Wednesday, 20th May 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
5 members of the public

1.	179/26	a) To elect the Chair of the Council for 2026/2027 and to receive the Chair's Declaration of Acceptance of Office (for the council to approve the signing of the Declaration of Office before the next PC Meeting if required) Resolved. The council elected Cllr Arana as Chair for the year 2026/2027. Cllr Arana signed the Declaration of Office. b) Chairman's Opening Remarks: Cllr Arana presented his report and thanked Parish Council members for electing him as Chair. He expressed hope that the council will achieve its most successful and productive year over the next 12 months. He also extended his best wishes for a safe, happy, and prosperous year for all residents of Cross Roads and everyone associated with the village. Cllr Arana encouraged a positive and optimistic approach to the year ahead, emphasising the importance of maintaining a constructive outlook. He expressed his desire to see ongoing and future projects successfully completed and highlighted the valuable contribution of volunteers, stressing that their efforts should be recognised and respected. Finally, he wished all residents, volunteers, councillors, and members of the community good health and wellbeing in the coming year.
2.	180/26	Apologies for Absence: a) To receive any apologies: Not applicable. b) To approve reasons for absence given by Councillors. Not applicable.
3.	181/26	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.
4.	182/26	a) For the council to note each members Register of Interest Form to be reviewed: The clerk informed the council that the annual review of members register of interests forms is needed and will be emailing the forms to the members in due course. b) Declaration of Disclosable Pecuniary and Other Interests: None offered.
5.	183/26	Dispensations for Disclosable Pecuniary Interests: None requested.

6.	184/26	Minutes: a) For the council to consider approving the draft minutes of the Ordinary Meeting of the Parish Council held on the 15th April 2026. Resolved. The council approved the minutes.
7.	185/26	a) For the council to consider electing the Vice Chair of the Council for 2026/2027 Resolved. Cllr Cotton was elected Vice Chair for the year 2026/2027.
8.	186/26	Public Participation: a) For members of the public to ask questions and/or make statements regarding matters within the parish. A member of the public informed the council of the following: A damaged path in Cross Roads Park needs attention. Cllr Arana informed the member of the public that this will be reported. The Cross Roads post sign needs chasing has this has not been actioned. Cllr Arana informed the member of the public that this will be chased with Bradford Council. Is there an update on the CCTV matter that was discussed previously. The clerk informed the member of the public that this will be chased with Bradford Council and will be itemised at the June meeting. That the decision concerning the regalia purchase should be revisited and that the potential purchase should not go ahead. Cllr Arana explained to the member of the public that he appreciates that not everyone is happy with the purchase of the Coat of Arms and may not be happy with the regalia purchase, however, the council has made the decision to allocate funds for the regalia and having the Coat of Arms and the regalia is for the village and gives the village an identity and civic pride. A member of the public asked the council would look to have a street sign for Nare's Street. Cllr Senior explained that there is a criteria for the street signs but would look into that suggestion. A member of the public was concerned with the length of the grass at the triangle at Hebden Bridge Road. Cllr Arana informed the member of the public that this will be reported. b) To receive a report from District Councillors. Ward Cllr Poulsen delivered the following report: Ward Cllr Chris Herd has been elected Lord Major of Bradford. Following the May election, Bradford Council is in No Overall Control Council the majority party is Reform UK. The field behind Longacre needs to be cut. There is a motor vehicle on Nare's street that has been clamped, The Police are investigating. Grass cutting teams have experienced vehicle breakdowns. Calderdale Energy Park statutory consultation ends on the 10 June 2026. c) To receive a report from West Yorkshire Police NPT. The Police were not in attendance, Cllr Arana delivered the following report: Reported crimes 15/04/2026 -15/05/2026. Burglary residential x 1 Burglary Business and Commercial x 1 Criminal damage to motor vehicle x 1 Criminal damage of Greenhouse x 1 PCSO Sheenan is hoping to change her shifts to attend the July Gala. d) For the council to note that the newly appointed Ward Officer may be attending the PC meeting. Cllr Arana introduced Debbie Thornton who is the new Ward Officer for the Craven and Worth Valley Wards and the council is looking forward to working with her.
9.	187/26	Planning Matters: (upto the publication of the agenda) a) For the council to consider making representations on new planning applications. a.1) C6/01175/HOU. Construction of an oak framed garage Grid Ref: 403659/438070. Resolved. The council approved the application with no comments. Clerk to action. 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. d.1) Proposed Calderdale Energy Park – Statutory Consultation on proposed application for development consent. For the council to consider the formal draft response to the Statutory Consultation – paper attached. Resolved. The council approved the draft response. Clerk to action. The following planning applications were additional to the agenda. d.2) 26/01377/FUL Conversion of basement and part of ground floor to health spa (use class E) and conversion of first floor and loft office spaces to create a residential flat. Construction of ground floor level balcony. The Branwell, 1 Cross Roads, Keighley. BD22 9BG The council deferred the item and approved for the planning consultant Mr Dando to offer his advice. d.3) 26/01608/HOU Construction of raised decking and balcony to rear and replacement of existing window with French doors. 5 Brow Top Road, Haworth, Keighley. BD22 9PH. Resolved. The council raises no objections in principle to the proposed application.

		The council, however, wishes to emphasize the importance of protecting the residential amenity and privacy of neighbouring properties. Should planning permission be granted, the council would ask that appropriate measures and conditions are put in place to ensure that overlooking, loss of privacy, and any undue impact on adjacent residents are minimised.
10.	188/26	Employment Matters: a) For the council to consider approving the clerk's overtime for April 10 hours. Resolved. The council approved the motion. Clerk to action. b) For the council to note the clerk's annual leave for 2 weeks W/C 22/06/2026. The council noted the clerk's June annual leave. c) For the council to note the confirmation of re-declaration of compliance for the Pensions Regulator has been completed on 20 April 2026. The clerk informed the council that the re-declaration has been completed the council has met its legal obligations.
11.	189/26	Administration Matters: a) For the council to note the information concerning the recent Toad Patrol. The Toad Patrolling team were unable to attend the meeting, Cllr Arana delivered the report. The toad patrolling has been completed. The patrol was very successful and a report from the team will be available in due course. Thank you to the Parish Council for the signs that the council purchased as they have been really useful. Cllr Cotton requested a thank you to the Toad Patrolling team be uploaded to the PC's Facebook page. Clerk to action. b) For the council to note the invitation from Bradford Council to all Parish/Town Councils to a meeting on the 27th of May – clerk to attend. Cllr Arana informed the council of a meeting scheduled to take place on the 27th of May. The meeting is for all Parish/Town councils in the Bradford district and is to discuss how the working relationship between Bradford Council and the Parish/Town councils can evolve to the mutual benefit for both levels of local government. Cllr Arana and the clerk will be attending the meeting.
12.	190/26	Village Matters: a) For the council to consider approving the quotation from Steve Thorpe & Son for hanging baskets and the watering £1117.20. Resolved. The council approved the motion. Clerk to action. b) For the council to consider approving the quotation from Steve Thorpe & Son for the spring/summer planting and watering £4041.00. Resolved. The council approved the motion. Clerk to action. c) For the council to consider approving the quotation for the Storage bin for the Christmas lights £59.99+VAT. Resolved. The council approved the motion. Clerk to action. d) For the council to consider approving the cost of the panel signs for the planters £240.00 +VAT (Cllr Underwood). Resolved. The council approved the motion. Clerk to action. e) For Cllrs Anderson and Cotton to provide an update concerning the First Aid training day. Cllr Anderson informed the council that 10 attendees have confirmed. f) For the council to consider approving the purchase of lanyards for members and staff approx. £55.00. Resolved. The council approved the motion. Clerk to action. g) For Cllr Senior/clerk to provide an update concerning the Street signs. Cllr Senior informed the council that a member of the public had changed their mind concerning the location of a street sign and also two signs needed to recast. The clerk informed the council that all the costs from the recent order needs to be received before placing any further orders. The council agreed. h) For the council to consider approving the quotation for composite coat of arms plaques £60.00 +VAT (Cllr Underwood). Resolved. The council approved the motion. Clerk to action. i) For the council to approve the plaque wording for a planter (Cllr Underwood). Resolved. The council approved the motion. Clerk to action. j) For the council to note the information from the Regalia Working Group and the meeting planned on the 22nd June to discuss the regalia. Cllr Arana delivered the following report: k) For the council to consider cutting of additional keys £150.00 maximum budget. Resolved. The council approved an additional kitchen key be cut. l) For the council to consider the three quotations received for the costing for boundary signs as per the approved budget. The council discussed the three quotations from the three different designs from the Bradford Council Sign Shop. Resolved. The council approved option 1. Total payment £3210.04 for six boundary signs and one extension piece for Hoot's Corner.
13.	191/26	Reports: Cllrs & Clerk: and to consider any actions a) For Cllr Cotton to inform the council of a litter pick event. Cllr Cotton informed the council of the Litter Pick event planned by Lees Primary School on the 12 June from 9.30am. Cllr Cotton also recorded a thank you to Debbie Thornton the Ward Officer for providing gazebos for the summer Gala for the Village Association.

		b) Cllr Senior requested an update regarding the building works currently being undertaken on Haworth Road. Cllr Arana advised the council that the works had been inspected by Bradford Council's Planning Department and that no breaches of planning regulations had been identified. The matter will continue to be monitored, and any further information or updates received will be reported to the council when available. c) Cllr Senior updated the council concerning the Christmas tree plot and whether anything could be done to make it more appealing when the Christmas tree was not in situ. Cllr Arana suggested Cllr Senior tables a motion for a future discussion.																																																																																																						
14.	192/26	Receipt Matters: April 2026 a) Unity Trust Bank current account 13/04/2026 Precept received - £61,991.00 The council noted the item. b) For the council to ratify the transfer from Unity Trust bank current account – Unity Trust bank instant access savings account £43,000 The council ratified the transfer.																																																																																																						
15.	193/26	Financial Matters: a) For the council to ratify the final payment of £5.95 to Bradford County and Accounts Payroll Resolved. The council approved the motion. b) For the council to ratify the payment of £253.19 to Defib World for a Defib battery – War Memorial Resolved. The council approved the motion. c) For the council to approve Jill Davis May expenses £344.87 resolved the council approved the motion. d) For the council to note the Unity Trust bank balance instant access account April 2026 £67,834.79 The council noted the item. e) For the council to note the Unity Trust bank balance current account April 2026 ££18,304.06. The council noted the item. f) For the council to ratify the Insurance payment (delegated authority March 2026) of £1201.09 was paid on 7 April 2026. The council ratified the payment. g) For the council to ratify the payment to Bradford County and Accounts Payroll £64.20 The council ratified the payment. h) For the council to approve the bank reconciliation and year to date information for April 2026 Resolved. The council approved the bank reconciliation.																																																																																																						
16.	194/26	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>Gem Compliance Training</td><td>Emergency First Aid Course</td><td>£1200.00</td><td>£240.00</td><td>£1440.00</td></tr><tr><td>2.</td><td>WBW Foundry Ltd</td><td>Casting Street Signs</td><td>£4612.00</td><td>£922.40</td><td>£5534.40</td></tr><tr><td>3.</td><td>St James Church</td><td>Room Hire – May 2026</td><td>£40.00</td><td></td><td>£40.00</td></tr><tr><td>4.</td><td>Staff Salaries</td><td>May 2026 Salaries</td><td>£905.47</td><td></td><td>£905.47</td></tr><tr><td>5.</td><td>HMRC</td><td>Month 2 Payment</td><td>£270.84</td><td></td><td>£270.84</td></tr><tr><td>6.R</td><td>Bradford Council</td><td>Business Rates – May 2026</td><td>£696.15</td><td></td><td>£696.15</td></tr><tr><td>7.</td><td>Steve Thorpe & Sons</td><td>Invoice mowing Bowling Green - 9140</td><td>£150.00</td><td>£30.00</td><td>£180.00</td></tr><tr><td>8.</td><td>Steve Thorpe & Sons</td><td>Invoice mowing in Cross Roads Park - 9139</td><td>£112.50</td><td>£22.50</td><td>£135.00</td></tr><tr><td>9.R</td><td>Bradford Community Payroll and Accounts</td><td>Final payroll payment</td><td>£5.95</td><td></td><td>£5.95</td></tr><tr><td>10.</td><td>Worthway Coatings</td><td>Invoice 3763 powder coating for street signs</td><td>£890.00</td><td>£178.00</td><td>£1068.00</td></tr><tr><td>11.</td><td>Gordon Ellis & Co</td><td>New Forest Planter</td><td>£525.24</td><td>£105.05</td><td>£630.29</td></tr><tr><td>12.</td><td>BT</td><td>Monthly invoice 08 May 2026</td><td>£45.95</td><td>£9.19</td><td>£55.14</td></tr><tr><td>13.</td><td>Jill Davis</td><td>May 2026 expenses</td><td>£291.37</td><td>£53.50</td><td>£344.87</td></tr><tr><td>14.R</td><td>G Moore & Co</td><td>Insurance 2026/2027</td><td>£1201.09</td><td></td><td>£1201.09</td></tr><tr><td>15.R</td><td>Bradford Community Payroll and Accounts</td><td>Payroll payment</td><td>£53.50</td><td>£10.70</td><td>£64.20</td></tr><tr><td></td><td></td><td>TOTAL</td><td>£11000.06</td><td>£1571.34</td><td>£12571.40</td></tr></table> Resolved. Items 1- 15 approved. Clerk to action.	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.	Gem Compliance Training	Emergency First Aid Course	£1200.00	£240.00	£1440.00	2.	WBW Foundry Ltd	Casting Street Signs	£4612.00	£922.40	£5534.40	3.	St James Church	Room Hire – May 2026	£40.00		£40.00	4.	Staff Salaries	May 2026 Salaries	£905.47		£905.47	5.	HMRC	Month 2 Payment	£270.84		£270.84	6.R	Bradford Council	Business Rates – May 2026	£696.15		£696.15	7.	Steve Thorpe & Sons	Invoice mowing Bowling Green - 9140	£150.00	£30.00	£180.00	8.	Steve Thorpe & Sons	Invoice mowing in Cross Roads Park - 9139	£112.50	£22.50	£135.00	9.R	Bradford Community Payroll and Accounts	Final payroll payment	£5.95		£5.95	10.	Worthway Coatings	Invoice 3763 powder coating for street signs	£890.00	£178.00	£1068.00	11.	Gordon Ellis & Co	New Forest Planter	£525.24	£105.05	£630.29	12.	BT	Monthly invoice 08 May 2026	£45.95	£9.19	£55.14	13.	Jill Davis	May 2026 expenses	£291.37	£53.50	£344.87	14.R	G Moore & Co	Insurance 2026/2027	£1201.09		£1201.09	15.R	Bradford Community Payroll and Accounts	Payroll payment	£53.50	£10.70	£64.20			TOTAL	£11000.06	£1571.34	£12571.40
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17.	195/26	Date of the Next PC Meeting: Ordinary Meeting of the Parish Council 17th June 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 8.31pm.

Signed: Cllr Sarah Cotton

Dated: 17 June 2026

The minutes were approved by the Parish Council at the PC meeting held on the 17 June 2026.