



Cross Roads Parish Council

Office B
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Cross Roads
BD22 9DL

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Dated: 12th June 2026

NOTICE OF AN ORDINARY MEETING OF THE PARISH COUNCIL

To all members of the Parish Council,

You are respectfully summoned to attend an ordinary meeting of Cross Roads Parish Council to be held in St James Church Hall, Albion Street, Cross Roads BD22 9DL on the 17th of June to transact the business set out in the agenda.

Signed: *Jill Davis*

Jill Davis 12/06/2026

*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

ORDINARY MEETING OF THE PARISH COUNCIL

Wednesday 17th June 2026 – 7.00pm

A G E N D A

1.	196/26	a) Chairman's Opening Remarks:
2.	197/26	Apologies for Absence: a) To receive any apologies: b) To approve reasons for absence given by Councillors.
3.	198/26	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.	199/26	a) Declaration of Disclosable Pecuniary and Other Interests:
5.	200/26	Dispensations for Disclosable Pecuniary Interests:
6.	201/26	Minutes: a) For the council to consider approving the draft minutes of the Annual Meeting of the Parish Council held on the 20 th May 2026.
7.	202/26	Public Participation: a) For members of the public to ask questions and/or make statements regarding matters within the parish. b) To receive a report from District Councillors. c) To receive a report from West Yorkshire Police NPT. c.1) For the council to consider any actions from the monthly Police report.
8.	203/26	Planning Matters: (upto the publication of the agenda and to consider any actions) a) For the council to consider making representations on new planning applications. a.1) Planning Application 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 (use class C3). Construction of ground floor level balcony. The Branwell 1, Cross Roads

		Keighley West Yorkshire BD22 9BG. 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) For the council to note that the PC's response concerning Calderdale Energy Park has been submitted to both Bradford Council and Calderdale Energy Park.																																																												
9.	204/26	End of Year 2025/2026: a) For the RFO/clerk to minute a declaration that the accounts are as yet unaudited. b) For the council to note the Internal Auditor's Report. c) For the council to consider any actions from the Internal Auditor's Report. d) For the council to note Page 3 of the AGAR – The Annual Internal Audit Report. e) For the council to consider approving PKF Littlejohn Bank Reconciliation. f) For the council to consider approving the Explanation of Variances. g) For the council to note the unaudited AGAR has been circulated to the council. h) For the council to consider approving The Annual Governance Statement Section 1. i) For the council to consider approving The Accounting Statements Section 2. j) For the council to note, following approval, the Chairperson and clerk of the meeting sign the Annual Governance Statement and the Chairperson signs the Accounting Statement. k) For the council to approve the Notice of Public Rights and Publication of the Unaudited Annual Governance & Accountability Return 2025/2026 from Wednesday 1 July 2026 – Tuesday 11 August 2026. l) For the council to note under the Accounts & Audit Regulations 2015, the accounts information will be published on the notice boards, the website and emailed to the external auditor before the 1st of July 2026 deadline.																																																												
10.	205/26	Employment Matters: a) For the council to consider approving the clerk's overtime for May 23.5 hours – information attached.																																																												
11.	206/26	Administration Matters: a) For the clerk to provide an update concerning the Bradford Council meeting that took place on 27/05/2026. b) For the clerk to update the council concerning CCTV matters.																																																												
12.	207/26	Village Matters: a) For Cllrs Anderson and Cotton to provide an update concerning the First Aid training day. b) For the council to consider approving the hanging basket equipment £1193.54 +VAT /Budget £750.00. c) For the council to ratify the invoice to Raw Metalworks for the street sign frame 'Nelson Street' £335.00. d) For the council to note the cost of the 1st batch 2025 street signs £5957.00 + VAT = £7057.40. e) For the council to consider approving Steve Thorpe's quote for the additional planting/watering for the new planter. f) For the council to consider any actions from the supporting paper concerning the next order for the street signs. The budget is £6,000.																																																												
13.	208/26	Reports: Cllrs & Clerk: and to consider any actions a) For the clerk to update the council concerning the parking issues outside Kiyan's Restaurant.																																																												
14.	209/26	Receipt Matters: May 2026 No receipts.																																																												
15.	210/26	Financial Matters: a) For the council to note the bank balance of the Unity Trust Bank current account bank balance May 2026 - £7,603.56. b) For the council to note the bank balance of the Unity Trust Bank instant access account May 2026 - £67,834.79. c) For the council to approve the invoice for Heelis and Lodge – Internal Auditor £285.00. d) For the council to approve the annual invoice from 123 Connect for the domain name £139.20. e) For the council to consider approving the clerk's June 2026 expenses £224.45. f) For the council to consider approving the Bank Reconciliation for May 2026.																																																												
16.	211/26	Payments To consider approving: (June 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.R</td><td>Unity Trust Bank</td><td>Bank services 31/05/2026</td><td>£7.00</td><td></td><td>£7.00</td></tr><tr><td>2.R</td><td>Leading Edge</td><td>Single banner arms and associated work</td><td>£4150.00</td><td>£830.00</td><td>£4980.00</td></tr><tr><td>3.</td><td>Staff Salaries</td><td>May 2026</td><td>£890.13</td><td></td><td>£890.13</td></tr><tr><td>4.</td><td>HMRC</td><td>Month 3 HMRC Payment</td><td>£267.44</td><td></td><td>£267.44</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 – June 2026</td><td>£58.00</td><td></td><td>£58.00</td></tr><tr><td>7.R</td><td>Sign & Design</td><td>Noticeboard Signs Invoice 22967</td><td>£60.00</td><td>£12.00</td><td>£72.00</td></tr><tr><td>8.R</td><td>Sign & Design</td><td>Plaque Invoice 22965</td><td>£30.00</td><td>£6.00</td><td>£36.00</td></tr><tr><td>9.R</td><td>Sign & Design</td><td>Panels Invoice 22966</td><td>£240.00</td><td>£48.00</td><td>£288.00</td></tr></table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Unity Trust Bank	Bank services 31/05/2026	£7.00		£7.00	2.R	Leading Edge	Single banner arms and associated work	£4150.00	£830.00	£4980.00	3.	Staff Salaries	May 2026	£890.13		£890.13	4.	HMRC	Month 3 HMRC Payment	£267.44		£267.44	5.	HMRC	Month 2 Payment	£270.84		£270.84	6.R	Bradford Council	Business Rates – June 2026	£58.00		£58.00	7.R	Sign & Design	Noticeboard Signs Invoice 22967	£60.00	£12.00	£72.00	8.R	Sign & Design	Plaque Invoice 22965	£30.00	£6.00	£36.00	9.R	Sign & Design	Panels Invoice 22966	£240.00	£48.00	£288.00
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		10.	Heelis and Lodge	Internal Audit 2025/2026	£285.00		£285.00
		11.R	123Connect Limited	Annual domain name	£139.20		£139.20
		12.	BT	Monthly invoice 09 June 2026	£45.95	£9.19	£55.14
		13.	Jill Davis	June 2026 expenses	£203.75	£20.70	£224.45
		14.	Raw Metalworks	Street sign frame	£335.00		£335.00
				TOTAL	£6982.31	£925.89	£7908.20
17.	212/26	Date of the Next PC Meeting: Ordinary Meeting of the Parish Council 15th July 2026 @7.00pm St James Church Hall, Albion Street, Cross Roads. BD22 9DL. No PC Meeting in August 2026.					
18.	213/26	Closed Session: Temporary exclusion of press and public: Pursuant to the Public Bodies (Admission at Meetings Act 1960. (The Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed) VOTE REQUIRED:					
19.	214/26	Employment Matters: a) For the council to consider any actions from an employment matter.					