



Cross Roads Parish Council

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Minutes of an Ordinary meeting of Cross Roads Parish Council held at 7.00pm on Wednesday, 17th June 2026 at St. James Church Hall, Albion Street, Cross Roads BD22 9DL.

Councillors Present: Cllr Cotton, Cllr Anderson, Cllr Clarke, Cllr Senior, Cllr Underwood and Cllr Woodvine mbe.

Absent Councillors: Cllr Arana

Officers: Jill Davis [Clerk/RFO]

Other Attendees: Ward Cllr Golding

1.	196/26	a) Chairman's Opening Remarks: In the absence of the Chair, the Vice Chair Cllr Cotton opened the meeting at 7.00pm and welcomed everyone. Cllr Cotton delivered the following report: The village lamp posts have been painted in preparation for the installation of the decorative features. Summer planting has commenced. The bulbs recovered from the autumn planting have been retained and will be distributed by the Edgers & Weeders at the Village Gala. The First Aid course, funded by the Parish Council, was held on 13 June. The Village Association supported the event by funding the venue hire, refreshments and lunch. As a result, a number of residents from across the village have successfully completed either First Aid at Work or Paediatric First Aid training. Cllrs Cotton and Underwood supported Year 4 pupils from Lees Primary School during a community litter pick. Thanks were extended to the Ward Officer for providing litter picking equipment, high-visibility vests and wardens to assist on the day. The Edgers & Weeders continue to meet each Tuesday afternoon and are currently undertaking work on the Lees Primary School Memorial Garden. A variety of community events were held throughout June, organised by local groups, including activities at St James Church and Lees Methodist Church. The Village Gala is scheduled to take place on 11 July. The Village Association, has thanked the Parish Council for its sponsorship of the Leek Scout Band, which will be performing at the event.
2.	197/26	Apologies for Absence: a) To receive any apologies: Cllr Arana – Work commitments b) To approve reasons for absence given by Councillors. Resolved. The council approved the absence.
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: None offered.
5.	200/26	Dispensations for Disclosable Pecuniary Interests: None requested.
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 May 2026. Resolved. The council approved the minutes.

7.	202/26	Public Participation: a) For members of the public to ask questions and/or make statements regarding matters within the parish. No members of the public present. b) To receive a report from District Councillors. Ward Cllrs Herd and Poulsen sent their apologies. Ward Cllr Golding delivered the following report: There are Ward Cllr bi-monthly meeting with the Ward Officer and other Officers planned. Concerns have been raised that drivers are ignoring the double yellow lines in the village. c) To receive a report from West Yorkshire Police NPT. No Police were in attendance. The clerk reported the following incidents. One burglary at a business/commercial premises. One incident of arson involving a burnt-out motor vehicle. One incident of criminal damage involving a greenhouse. The clerk advised the council that the PCSO had undertaken a speed watch on Bingley Road, near the point where the speed limit changes from the national speed limit to 20 mph approaching Cross Roads. Residents had raised concerns regarding vehicles failing to reduce their speed on entering the 20 mph zone. These concerns were observed during the speed watch. Due to the short distance between the speed limit change and the bend, the PCSO suggested that Bradford Council be asked to consider the installation of an additional 20 mph reminder sign on the approach to the bend to improve driver awareness. c.1) For the council to consider any actions from the monthly Police report. The clerk informed the council that Highways are investigating what can be actioned concerning the speed issues mentioned in item 7.c.
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. The council discussed the item. Resolved. The council objected to the planning application. 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. The council noted the item.
9.	204/26	End of Year 2025/2026: a) For the RFO/clerk to minute a declaration that the accounts are as yet unaudited. The RFO/clerk declared that the accounts are as yet unaudited. b) For the council to note the Internal Auditor's Report. The council noted the item. c) For the council to consider any actions from the Internal Auditor's Report. The clerk informed the council that the Internal Audit Report consisted of: Two recommendations One suggestion One matter raised by the External Auditor relating to the 2024/2025 financial year. Recommendations: First recommendation – to adopt a Statement of Internal Control Second recommendation – to adopt the NALC model IT Policy Suggestion: Accessibility Statement needs updating. External Auditor Matter: This item relates to the Fixed Asset Register (AGAR box 9) and that the AGAR was not accurately completed before submission for review. The external auditor has stated that the AGAR box 9 figure needs restating for the financial year 2025/2026 when completing the AGAR. The clerk informed the council that the external auditor matter has been actioned in the AGAR 2025/2026. The remaining items will be actioned before the end of the financial year 31/03/2027. Resolved. The council agreed with the timeline for the actions. d) For the council to note Page 3 of the AGAR – The Annual Internal Audit Report. The council noted the item. e) For the council to consider approving PKF Littlejohn Bank Reconciliation. Resolved. The council approved the motion. f) For the council to consider approving the Explanation of Variances.

		Resolved. The council approved the motion. g) For the council to note the unaudited AGAR has been circulated to the council. The council noted the item. h) For the council to consider approving The Annual Governance Statement Section 1. Resolved. The council approved the motion. i) For the council to consider approving The Accounting Statements Section 2. Resolved. The council approved the motion. 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. The council noted the item. 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. Resolved. The council approved the motion. 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. The council noted the item.
10.	205/26	Employment Matters: a) For the council to consider approving the clerk's overtime for May 23.5 hours – information attached. Resolved. The council approved the motion.
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. The clerk provided the following report: The clerk recorded thanks to the organisers and volunteers for arranging the meeting. The meeting provided a valuable opportunity to meet and network with fellow parish and town clerks and councillors from across the area. It was noted that a separate meeting for parish and town clerks is to be arranged. The clerk reported that the meeting lacked a clear structure and purpose, which made it difficult to understand its intended outcomes. Discussions also focussed on concerns regarding communication between Bradford Council and parish and town councils. It was noted that a further meeting is expected to be scheduled. b) For the clerk to update the council concerning CCTV matters. The clerk provided the following report: No update has been received, as a response is still awaited from Bradford Council. The Clerk has been advised that there is currently a vacancy for the CCTV Manager position, with the service being overseen by an interim manager. The clerk recorded a thanks to Ward Cllr Poulsen for her continued support in progressing this matter. The clerk will continue to pursue the matter with Bradford Council and will provide a further update at the July meeting, if available.
12.	207/26	Village Matters: a) For Cllrs Anderson and Cotton to provide an update concerning the First Aid training day. Cllrs Anderson and Cotton provided the following update: ten people attended the course, and all had completed the course. Certificates will be sent in due course. The ten people were: Four Parish Councillors One member from the Bowling Club One member from the Children's Dance Club One member from st James Church One member from Lees School Two members from the Village Association. b) For the council to consider approving the hanging basket equipment £1193.54 +VAT /Budget £750.00. Resolved. The council approved the motion. Clerk to action. c) For the council to ratify the invoice to Raw Metalworks for the street sign frame 'Nelson Street' £335.00. The council ratified the motion. d) For the council to note the cost of the 1st batch 2025 street signs £5957.00 + VAT = £7057.40. The council noted the item. e) For the council to consider approving Steve Thorpe's quote for the additional planting/watering for the new planter. The item is deferred as the quotation has not been received. 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. The council discussed the order and agreed to increase the budget to ensure that all 7 signs and the additional costs for installation, powder coating and delivery are included. Resolved. The council approved for the order to be placed. Clerk to action.
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. The clerk updated the following with the following:

		The Parking Enforcement Manager at Bradford Council confirmed that there are no parking restrictions outside Kiyan's restaurant, therefore the member of the public who has recently received a fixed penalty notice will be refunded.																																																																																																						
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. The council noted the item. b) For the council to note the bank balance of the Unity Trust Bank instant access account May 2026 - £67,834.79. The council noted the item. c) For the council to approve the invoice for Heelis and Lodge – Internal Auditor £285.00. Resolved. The council approved the motion. d) For the council to approve the annual invoice from 123 Connect for the domain name £139.20. The council approved the motion. e) For the council to consider approving the clerk's June 2026 expenses £224.45. The council approved the motion. f) For the council to consider approving the Bank Reconciliation for May 2026. The council approved the motion.																																																																																																						
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><tr><td>10.</td><td>Heelis and Lodge</td><td>Internal Audit 2025/2026</td><td>£285.00</td><td></td><td>£285.00</td></tr><tr><td>11.R</td><td>123Connect Limited</td><td>Annual domain name</td><td>£139.20</td><td></td><td>£139.20</td></tr><tr><td>12.</td><td>BT</td><td>Monthly invoice 09 June 2026</td><td>£45.95</td><td>£9.19</td><td>£55.14</td></tr><tr><td>13.</td><td>Jill Davis</td><td>June 2026 expenses</td><td>£203.75</td><td>£20.70</td><td>£224.45</td></tr><tr><td>14.</td><td>Raw Metalworks</td><td>Street sign frame</td><td>£335.00</td><td></td><td>£335.00</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>TOTAL</td><td>£6982.31</td><td>£925.89</td><td>£7908.20</td></tr></table> Resolved. Items 1 -14. Clerk to action.	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	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
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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: Resolved. The council approved the motion. Ward Cllr Golding left the meeting.																																																																																																						
19.	214/26	Employment Matters: a) For the council to consider any actions from an employment matter. The clerk informed the council of an employment matter that required consideration. Resolved. The council approved the matters discussed. Clerk to action.																																																																																																						

With no further business to transact, Cllr Cotton thanked everyone for attending and closed the meeting at 8.10pm

Signed: Cllr Arana

Dated: 15 July 2026

The minutes were approved by the Parish Council at the PC held on the 15 July 2026.