



Cross Roads Parish Council

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Minutes of an Ordinary meeting of Cross Roads Parish Council held at 7.00pm on Wednesday, 15th July 2026 at St. James Church Hall, Albion Street, Cross Roads BD22 9DL.

Councillors Present: Cllr Arana, Cllr Cotton, Cllr Anderson, Cllr Senior, Cllr Underwood and Cllr Woodvine Mbe.

Absent Councillors: Cllr Arana

Officers: Jill Davis [Clerk/RFO]

Other Attendees: 2 members of the public

1.	215/26	a) Chairman's Opening Remarks: Cllr Arana opened the meeting at 7.00pm and welcomed everyone. Cllr Arana delivered the following report: Cllr Arana welcomed back former Parish Councillor David Robertshaw, who stepped down from the council in October 2025. He acknowledged Mr Robertshaw's valued contribution to both the Parish Council and the Cross Roads community and expressed the council's sincere thanks for his commitment and hard work. A presentation was made to Mr Robertshaw by Cllr Cotton in recognition of his service. Cllr Arana extended the council's thanks and appreciation to everyone involved in organising the Cross Roads Gala, with particular recognition given to Peter Clarke and The Lees Cum Cross Roads Village Association. The event was considered a great success and was enjoyed by all who attended. Members of the community were reminded to submit photographs for the 2026 Cross Roads Calendar, including both historical and current photographs of the Gala. Four Parish Councillors visited two organisations in Birmingham to view examples of ceremonial regalia as part of the council's ongoing research into future regalia purchases. Special recognition was given to the Edgers & Weeders for their continued dedication to enhancing the village. Cllr Arana noted that the group had recently taken a well-earned day out on a narrow boat. Finally, Cllr Arana informed the council that Peter Clarke had resigned from the Parish Council with immediate effect. On a personal note, he thanked Mr Clarke for his dedication and significant contribution to the Cross Roads community over the past 11 years and wished him every success for the future. His service and commitment will be greatly missed.
2.	216/26	Apologies for Absence: a) To receive any apologies: All members in attendance. b) To approve reasons for absence given by Councillors. Not applicable.
3.	217/26	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.	218/26	Declaration of Disclosable Pecuniary and Other Interests: None offered.
5.	219/26	Dispensations for Disclosable Pecuniary Interests: None requested.
6.	220/26	Minutes: a) For the council to consider approving the draft minutes of the Parish Council meeting held on the 17th June 2026. Resolved. The council approved the minutes.
7.	221/26	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 commented that the village is looking particularly attractive, noting the recent painting of the lamp posts, the seasonal planting throughout the village, and the installation of the hanging baskets. A newly appointed Assistant Ward Officer attended the meeting to introduce herself. Members welcomed her and expressed their appreciation for her attendance and look forward to working with her in the future. b) To receive a report from Ward Councillors. Apologies were received from all three Ward Councillors, who were unable to attend due to their attendance at a full council meeting of Bradford Council. Cllr Arana presented the following report on behalf of the Ward Councillors: The grass cutting at Cross Roads Park has now been completed following a request for the work to be undertaken. The Cross Roads Park sign has been repaired and reinstated. The consultation regarding the proposed double yellow lines at the top of Vale Mill Lane has now closed. Bradford Council will assess the consultation responses before determining the next steps. An Extraordinary Meeting of Bradford Council was held on 24 June to support calls for the National Grooming Gangs Inquiry to include a focus on Bradford and Keighley. This proposal has now been accepted. Several community events have recently taken place across the Worth Valley Ward. A new Assistant Ward Officer has been appointed for the area. The Keighley Area Office is introducing a revised briefing process for Ward Councillors, with the new format commencing the following week. All Ward Councillor casework must now be submitted through a new online system, with a target response time of 10 days. Concerns have been raised regarding parking arrangements at Haworth Medical Practice, which is used by many Cross Roads residents. A number of complaints have been received relating to parking at the site. The Medical Practice has now introduced a camera enforcement system. Between 7.00 am and 7.00 pm, Monday to Friday, the car park is restricted to patients and authorised visitors using the surgery. During these times, users are required to enter their vehicle registration when entering the building. c) To receive a report from West Yorkshire Police NPT. Apologies were received from the PCSO. The PCSO submitted the following report: There were no neighbourhood policing crime reports for the month of June.
8.	222/26	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. Planning Application – 26/00901/FUL Change of use of existing touring caravan to replace 20No seasonal touring caravan pitches with 12No holiday lodges including associated cycle storage and supplementary landscaping (Retrospective) Bronte Country Park, Off 300 Halifax Road, Keighley BD21 5HW. Resolved. The council supported the application with no comments. The council requested that the clerk notes on the planning application, that it is retrospective and so comments made may not be able to be considered. 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. No items.
9.	223/26	Employment Matters: a) For the council to consider approving the clerk's overtime for June 12 hours – information attached. Resolved. The council approved the motion. Clerk to action.

		b) For the council to note the communication received concerning pension arrangements for the clerk. The council noted the item. c) For the council to consider approving the new mileage rate of 55p per mile. Resolved. The council approved the motion. d) For the council to consider approving the backdated new mileage rate from the 06/04/2026 - 31/07/2026. Resolved. The council approved the motion.
10.	224/26	Administration Matters: a) For the clerk to update the council concerning CCTV matters. The item was deferred to the September PC meeting. b) For the council to approve for the Ward Officer to attend the PC meeting in September Resolved. The council approved the motion. Clerk to action. c) For the council to approve Mr Naylor Bradford Council to attend the PC meeting in October (waiting for confirmation) Resolved. The council approved the motion. Clerk to action.
11.	225/26	Christmas 2026: a) For the council to consider approving a budget for £100.00 for the Christmas card and postal costs and for the council to decide on the Christmas card design. Resolved. The council approved the suggested amount and also resolved to use the same Christmas card design as 2025. b) For the council to consider approving Green & Tidy to maintain and install and remove the Christmas tree at a suggested budget of £1300.00 (quotation requested) Resolved. The council approved the motion. Clerk to action. c) For the council to consider approving the purchase of the Christmas tree (same design as 2025) from Yorkshire Christmas Trees at a suggested budget of £1200.00 (quotation requested) Resolved. The council approved the motion. Clerk to action. d) For the council to consider approving Charlestown Ltd to install and remove the Christmas lights – quotation £5500.22 (based on 44 Christmas lights from 2025) Resolved. The council approved the motion. Clerk to action.
12.	226/26	Village Matters: a) For Cllr Senior to update the council concerning the street signs. Cllr Senior informed the council that the signs are still in the workshop waiting to be casted. b) For Cllr Arana to update the council concerning the Regalia and to consider any actions. Cllr Arana provided the following report: Four councillors had visited two organisations to look at example for the Regalia One quote had been received. The working party will meet again once further quotations have been received. c) For the council to discuss the framing of the Coat of Arms and consider any actions. Cllr Arana provided the council with two designs. Resolved. The council approved the frame and associated costs of £976.00 +VAT from Art Works Conservation. d) For the council to consider requesting quotations to repaint the bollards outside the entrance to the park (Cllr Underwood). Resolved. The council approved repainting of the bollards. A total cost of £400.00 e) For Cllr Arana to update the council on the installation of the banner arms and painting of the lamp posts. Cllr Arana provided the following report: There have been problems with the painting of the lamp posts. The painting should be completed during the week. There have been problems with the installation of the single banners. The banners should be in place this week. f) For Cllr Underwood to update the council concerning the installation of the plaques in the village. Cllr Underwood informed the council that all the plaques have been installed in the village, g) For the council to consider approving the purchase of the wreath and any other items for the Remembrance Event budget £200.00 Resolved. The council approved a budget of £200.00 if required. h) For the council to consider the requirements for Remembrance Day 8th of November Resolved. The council approved the same requirements as in 2025. Clerk to action. i) For the council to consider purchasing signage for the herb planter £50.00 Cllr Cotton Resolved. The council approved the motion to the value of £50.00. Clerk to action. j) For the council to discuss the information concerning The Keighley Town Board – Pride in Place Fund and consider any action. Cllr Arana informed the Council of the Pride in Place funding available through the Keighley Town Board, noting that the next funding application round closes in March 2027. Cllr Arana proposed inviting a representative from the Keighley Town Board to attend the September Parish Council meeting to provide further information. The Council agreed to the proposal. k) For the council to consider approving the quotation from Steve Thorpe for £200.00 for the delivery, and products for the new Herb planter. Resolved. The council approved the motion. l) For the clerk to update the council concerning the PC's Facebook page and to consider any actions from the update.

		The clerk informed the council that the Parish Council's Facebook presence requires updating to ensure posts are published under the official Cross Roads Parish Council page by authorised administrators. As the existing page cannot be migrated, a new Facebook page will be created, and relevant information, photographs and content will be transferred once it is operational. The clerk requested delegated authority to undertake the necessary work to establish the new page. Resolved. The council approved the request. m) For the clerk to update the council concerning the PC's website and to consider any actions from the update. The clerk informed the council that work on the new website will continue through August. Once the website has been launched, the next phase of the project will be the implementation of gov.uk email addresses for all parish councillors.																																																																																																
13.	227/26	Reports: Cllrs & Clerk: and to consider any actions a) To inform the council that the public toilets will be closed from the 24/07/2026 -27/07/2026 due to annual leave. The council noted the item.																																																																																																
14.	228/26	Receipt Matters: June 2026 18/06/2026 – To ratify the transfer of £1300.00 from the Instant Access Account to the Current Account Resolved. The council ratified the transfer. 09/06/2026 – VAT Reclaim received £1369.70 The council noted the item. 30/06/2026 – Interest received £292.13 The council noted the item.																																																																																																
15.	229/26	Financial Matters: a) For the council to approve delegated authority to the clerk for actioning August 2026 payments and also for any other invoices or works that may need to be undertaken before the next PC meeting in September. Resolved. The council approved the motion. b) For the council to note the bank balance of the Unity Trust Bank current account bank balance June 2026 - £1,416.25 The council noted the item. c) For the council to note the bank balance of the Unity Trust Bank instant access account bank balance. June 2026 - £66,826.92 The council noted the item. d) For the council to ratify the payment of £150.00 to Mr Dando for planning advice. Resolved. The council ratified the motion. e) For the council to approve invoice £255.00 D Holmes Contracting Services Resolved. The council approved the item. Clerk to action. f) For the council to consider approving the May Bank Reconciliation Resolved. The council approved the item. g) For the council to consider approving the annual insurance payment for the storage unit £319.01 Resolved. The council approved the motion. Clerk to action. h) For the council to consider approving Jill Davis July expenses £155.32 Resolved. The council approved the motion.																																																																																																
16.	230/26	Payments To consider approving: (July 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 30/06/2026</td><td>£7.00</td><td></td><td>£7.00</td></tr><tr><td>2.R</td><td>Mr M Dando</td><td>Planning advice</td><td>£150.00</td><td></td><td>£150.00</td></tr><tr><td>3.</td><td>Staff Salaries</td><td>June 2026</td><td>£1135.12</td><td></td><td>£1135.12</td></tr><tr><td>4.</td><td>HMRC</td><td>Month 4 HMRC Payment</td><td>£371.53</td><td></td><td>£371.53</td></tr><tr><td>5.</td><td>St James Church</td><td>Room hire June 2026</td><td>£40.00</td><td></td><td>£40.00</td></tr><tr><td>6.R</td><td>Bradford Council</td><td>Business Rates – July 2026</td><td>£58.00</td><td></td><td>£58.00</td></tr><tr><td>7.</td><td>St James Church</td><td>Room hire July 2026</td><td>£40.00</td><td></td><td>£40.00</td></tr><tr><td>8.</td><td>D Holmes Contracting Services</td><td>Installing lamp posts planters and plaques in the village</td><td>£255.00</td><td></td><td>£255.00</td></tr><tr><td>9.</td><td>Bradford Council</td><td>Purchase and installation of 6 boundary signs</td><td>£2675.04</td><td>£535.01</td><td>£3210.05</td></tr><tr><td>10.R</td><td>Gordon Ellis & Co</td><td>Lamp Post baskets</td><td>£1013.54</td><td>£202.71</td><td>£1216.25</td></tr><tr><td>11.</td><td>BT</td><td>Monthly invoice 08 July 2026</td><td>£45.95</td><td>£9.19</td><td>£55.14</td></tr><tr><td>12.</td><td>Unity Trust Bank</td><td>Bank Services 31/07/2026</td><td>£7.00</td><td></td><td>£7.00</td></tr><tr><td>13.</td><td>G.Moore & Co Ltd</td><td>Annual insurance payment – storage unity</td><td>£319.01</td><td></td><td>£319.01</td></tr><tr><td>14.</td><td>Jill Davis</td><td>July 2026 expenses</td><td>£137.46</td><td>£17.86</td><td>£155.32</td></tr><tr><td></td><td></td><td>TOTAL</td><td>£6254.65</td><td>£764.77</td><td>£7019.42</td></tr></table>	No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Unity Trust Bank	Bank services 30/06/2026	£7.00		£7.00	2.R	Mr M Dando	Planning advice	£150.00		£150.00	3.	Staff Salaries	June 2026	£1135.12		£1135.12	4.	HMRC	Month 4 HMRC Payment	£371.53		£371.53	5.	St James Church	Room hire June 2026	£40.00		£40.00	6.R	Bradford Council	Business Rates – July 2026	£58.00		£58.00	7.	St James Church	Room hire July 2026	£40.00		£40.00	8.	D Holmes Contracting Services	Installing lamp posts planters and plaques in the village	£255.00		£255.00	9.	Bradford Council	Purchase and installation of 6 boundary signs	£2675.04	£535.01	£3210.05	10.R	Gordon Ellis & Co	Lamp Post baskets	£1013.54	£202.71	£1216.25	11.	BT	Monthly invoice 08 July 2026	£45.95	£9.19	£55.14	12.	Unity Trust Bank	Bank Services 31/07/2026	£7.00		£7.00	13.	G.Moore & Co Ltd	Annual insurance payment – storage unity	£319.01		£319.01	14.	Jill Davis	July 2026 expenses	£137.46	£17.86	£155.32			TOTAL	£6254.65	£764.77	£7019.42
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		Resolved. The council approved items 1-14. Clerk to action.					
17.	231/26	Date of the Next PC Meeting: Ordinary Meeting of the Parish Council 16th September 2026 @7.00pm St James Church Hall, Albion Street, Cross Roads. BD22 9DL. No PC Meeting in August 2026.					
18.	232/26	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: The council agreed to the motion.					
19.	233/26	Employment Matters: a) For the council to consider any actions from an employment matter. The clerk informed the council of a recent employment matter that has been resolved.					

With no further business to transact, Cllr Arana thanked everyone for attending and closed the meeting at 7.30pm.

Signed: Cllr Cotton

Dated: 16 September 2026

The PC approved the minutes at the Parish Council meeting held on the 16 September 2026.