



Cross Roads Parish Council

Office B
68 Haworth Road
Cross Roads
BD22 9DL

Email: clerk@cross-roadsparishcouncil.gov.uk
Website: www.cross-roadsparishcouncil.gov.uk

Dated: 11th September 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 16th September 2026** to transact the business set out in the agenda.

Signed: *Jill Davis*

Jill Davis 11/09/2026

*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 16th September 2026 – 7.00pm

A G E N D A

1.	234/26	a) To appoint a Chair for the meeting: b Chairman's Opening Remarks:
2.	235/26	Apologies for Absence: a) To receive any apologies: b) To approve reasons for absence given by Councillors.
3.	236/26	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.	237/26	Declaration of Disclosable Pecuniary and Other Interests:
5.	238/26	Dispensations for Disclosable Pecuniary Interests:
6.	239/26	Minutes: a) For the council to consider approving the draft minutes of the ordinary Parish Council meeting held on the 15 th July 2026.
7.	240/26	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. d) To receive a report from the Ward Officers for the Airedale & Worth Valley Wards. e) To introduce Mr Rogers – the Chair of the Keighley Town Board and for Mr Rogers to inform the council concerning potential capital grants.
8.	241/26	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 26/02663/CLP. Construction of a detached outbuilding to the side of the dwellinghouse to be used as a residential annex.

		3 Park View Avenue Cross Roads Keighley BD22 9DR. b) To inform the council of planning applications that have been granted. Outline planning application for residential development for consideration of access only. Buildings on land off Bingley Road, Cross Roads, Keighley. BD21 5QE. 25/03155/OUT Outline planning – Granted 25/06/2026. c) To inform the council of planning applications that have been refused. Conversion of basement to health spa (Use class E) conversion of first floor and loft spaces to create two residential flats (Use class C3) and construction of ground floor level balcony. The Branwell, 1 Cross Roads, Keighley. BD22 9BG 26/01377/FUL Refusal – 24/07/2026. d) For the council to consider any other planning matters. For the council to note an appeal 6014109 The Branwell, 1 Cross Roads, Keighley, West Yorkshire. BD22 9BG.
9.	242/26	Employment Matters: a) For the council to consider approving the clerk's overtime for July 13 hours. b) For the council to consider approving the clerk's overtime for August 3 hours. c) For the Council to note that the 2026/2027 pay scales have been agreed and are applicable from 1 April 2026. The agreed increase will be implemented from the September 2026 payroll. Cllr Arana has been copied into the correspondence with the payroll provider. d) For the council to note the circulation of the 26/27 National Salary Award information. e) For the council to note the clerk's holiday w/c 21/09/2026 1 week.
10.	243/26	Pride In Place – Capital Grants Matters: a) For the council to consider any actions from the information provided by the Chair of the Keighley Town Board. b) For the council to note that an expression of interest from the Pride in Place – Capital Grants Impact Fund has been completed by Cllr Cotton/Clerk (separate grant to item 10.a). c) For the council to consider and approve the formation of a Working Party to investigate potential PIP capital grant funding and any other funding opportunities. d) For the council to consider approving the draft terms of reference if 10.c is approved.
11.	244/26	Administration Matters: a) For the clerk to update the council concerning CCTV matters. b) For the Council to note the resignation of Mr Clarke as a Parish Councillor, effective 14 July 2026. c) For the Council to note that no request for an election was received in relation to the resulting vacancy. d) For the Council to note that the vacancy will proceed to the co-option process, with the vacancy being advertised from 4 September 2026 to 9 October 2026. e) For Cllrs Cotton/Underwood to update the council regarding the Your City Your Voice meeting at Bradford Council. f) For the council to note that the bank signatories for Unity Trust Bank are now Cllrs Arana, Cotton, Underwood and the clerk. g) For Cllrs Anderson/Woodvine Mbe to inform the council that the 25/26 Internal Audit testing document has been completed and to consider any actions.
12.	245/26	Village Matters: a) For Cllr Senior/Clerk to update the council concerning the street signs. b) For Cllr Cotton to update the council concerning the regalia and to consider any actions including the recommended regalia to be purchased. c) For the council to note the minutes from the Regalia Working Party 30/07/2026. d) For Cllr Cotton to provide an update to the council regarding the framing of the Coat of Arms and for the council to consider approving a budget of £100.00 for its secure installation on the wall in the Parish Council office. e) For the council to consider approving the quotation from Worthway for blasting and powder coating 7 street signs £1200.00. f) For Cllrs Cotton/Underwood to update the council concerning the Party in the Park 2026. g) For the council to consider approving the Party in the Park Event for 2027 – Tuesday 10th August. h) For the council to consider any actions from the email concerning the Boundary Signs. i) For the council to consider approving the fill up of the Grit Bins, see attached list. Quotation still outstanding. j) For the council to consider researching the hiring of a stall at the Summer Gala 2027 and any other associated costs. k) For the council to consider any option concerning the limited space in the storage unit. l) For Cllr Underwood to inform the council of electric scooters being ridden around the park – please see item 7.c. m) For the clerk to update the council regarding Christmas 2026 and consider any further actions n) For the clerk to update the council regarding Remembrance 2026 and consider any further actions. o) For the council to consider the quotation from D Holmes contracting Services for cleaning the stone area and removal of the graffiti.
13.	246/26	Reports: Cllrs & Clerk: and to consider any actions a) For the clerk to provide a verbal report.
14.	247/26	Receipt Matters: July/August/ 2026 10/07/2026 – To ratify the transfer of £15000.00 from the Instant Access Account to the Current Account.

		15/07/2026 – VAT Reclaim received £1129.08. 07/08/2026 – Interest received £792.78. 20/08/2026 – To ratify the transfer of £4,000.00 from the Instant Access Account to the Current Account																																																																																																																																	
15.	248/26	Financial Matters: a) For the council to ratify the below payments 1R -13R for August 2026 – August ratifications. b) For the council to approve the payment to W B White Foundry Ltd – 7 signs £6189.60. c) For the council to ratify the Sign and Design invoice £48.00. d) For the council to approve Jill Davis expenses for September £347.85. e) For the council to note the July current account bank balance £9,987.60. f) For the council to note the July instant access bank balance £51,826.92. g) For the council to consider approving the July 2026 bank reconciliation. h) For the council to note the August current account bank balance £4,079.95. i) For the council to note the August instant access bank balance £47,826.92. j) For the council to consider approving the August 2026 bank reconciliation.																																																																																																																																	
16.	249/26	Payments To consider approving: (August/September 2026) R=Retrospective. The council may wish to consider approving the invoices en bloc August 2026 <table border="1"> <thead> <tr> <th>No:</th><th>Name:</th><th>Reason:</th><th>Subtotal:</th><th>VAT:</th><th>Total:</th></tr> </thead> <tbody> <tr> <td>1.R</td><td>Bagnalls Painting and Decorating</td><td>Preparing and painting of 25 lamp posts</td><td>£2300.00</td><td>£460.00</td><td>£2760.00</td></tr> <tr> <td>2.R</td><td>Jill Davis</td><td>August 2026 Expenses</td><td>£186.71</td><td>£14.16</td><td>£200.87</td></tr> <tr> <td>3.R</td><td>HMRC Payment</td><td>Month 5</td><td>£280.98</td><td></td><td>£280.98</td></tr> <tr> <td>4.R</td><td>Lee cum Cross Roads Village Association</td><td>Donation towards Village Gala - band</td><td>£650.00</td><td></td><td>£650.00</td></tr> <tr> <td>5.R</td><td>Staff Salaries</td><td>August 2026</td><td>£922.15</td><td></td><td>£922.15</td></tr> <tr> <td>6.R</td><td>Steve Thorpe</td><td>Planting/watering Invoice 9268</td><td>£2593.50</td><td>£518.70</td><td>£3112.20</td></tr> <tr> <td>7.R</td><td>Steve Thorpe</td><td>Mowing - Cross Roads Park Invoice 9202</td><td>£337.50</td><td>£67.50</td><td>£405.00</td></tr> <tr> <td>8.R</td><td>Steve Thorpe</td><td>Mowing – Cross Roads Bowling Green</td><td>£240.00</td><td>£48.00</td><td>£288.00</td></tr> <tr> <td>9.R</td><td>Bradford Council</td><td>Play in the Park Event</td><td>£850.00</td><td></td><td>£850.00</td></tr> <tr> <td>10.R</td><td>Yorkshire Christmas Trees</td><td>Christmas 2026</td><td>£850.00</td><td>£170.00</td><td>£1020.00</td></tr> <tr> <td>11.R</td><td>Monthly Broadband Charge</td><td>Bill date 08/08/2026</td><td>£45.95</td><td>£9.19</td><td>£55.14</td></tr> <tr> <td>12.R</td><td>Unity Trust Bank</td><td>Service Fee 31/08/2026</td><td>£7.00</td><td></td><td>£7.00</td></tr> <tr> <td>13.R</td><td>Bradford Council</td><td>Business Rates – August 2026</td><td>£58.00</td><td></td><td>£58.00</td></tr> <tr> <td>14.</td><td>WBW White Foundry Ltd</td><td>Producing and casting of 7 signs</td><td>£5158.00</td><td>£1031.60</td><td>£6189.60</td></tr> <tr> <td>15.</td><td>Staff Salaries</td><td>September 2026</td><td>£941.61</td><td></td><td>£941.61</td></tr> <tr> <td>16.</td><td>HMRC</td><td>Month 6 payment</td><td>£286.85</td><td></td><td>£286.85</td></tr> <tr> <td>17.</td><td>Unity Trust Bank</td><td>Service Fee 30/09/2026</td><td>£7.00</td><td></td><td>£7.00</td></tr> <tr> <td>18.R</td><td>Sign & Design</td><td>2 printed panels</td><td>£40.00</td><td>£8.00</td><td>£48.00</td></tr> <tr> <td>19.</td><td>Jill Davis</td><td>September 2026 Expenses</td><td>£301.18</td><td>£46.67</td><td>£347.85</td></tr> <tr> <td></td><td></td><td>TOTAL</td><td>£16,056.43</td><td>£2,373.82</td><td>£18,430.25</td></tr> </tbody> </table>				No:	Name:	Reason:	Subtotal:	VAT:	Total:	1.R	Bagnalls Painting and Decorating	Preparing and painting of 25 lamp posts	£2300.00	£460.00	£2760.00	2.R	Jill Davis	August 2026 Expenses	£186.71	£14.16	£200.87	3.R	HMRC Payment	Month 5	£280.98		£280.98	4.R	Lee cum Cross Roads Village Association	Donation towards Village Gala - band	£650.00		£650.00	5.R	Staff Salaries	August 2026	£922.15		£922.15	6.R	Steve Thorpe	Planting/watering Invoice 9268	£2593.50	£518.70	£3112.20	7.R	Steve Thorpe	Mowing - Cross Roads Park Invoice 9202	£337.50	£67.50	£405.00	8.R	Steve Thorpe	Mowing – Cross Roads Bowling Green	£240.00	£48.00	£288.00	9.R	Bradford Council	Play in the Park Event	£850.00		£850.00	10.R	Yorkshire Christmas Trees	Christmas 2026	£850.00	£170.00	£1020.00	11.R	Monthly Broadband Charge	Bill date 08/08/2026	£45.95	£9.19	£55.14	12.R	Unity Trust Bank	Service Fee 31/08/2026	£7.00		£7.00	13.R	Bradford Council	Business Rates – August 2026	£58.00		£58.00	14.	WBW White Foundry Ltd	Producing and casting of 7 signs	£5158.00	£1031.60	£6189.60	15.	Staff Salaries	September 2026	£941.61		£941.61	16.	HMRC	Month 6 payment	£286.85		£286.85	17.	Unity Trust Bank	Service Fee 30/09/2026	£7.00		£7.00	18.R	Sign & Design	2 printed panels	£40.00	£8.00	£48.00	19.	Jill Davis	September 2026 Expenses	£301.18	£46.67	£347.85			TOTAL	£16,056.43	£2,373.82	£18,430.25
No:	Name:	Reason:	Subtotal:	VAT:	Total:																																																																																																																														
1.R	Bagnalls Painting and Decorating	Preparing and painting of 25 lamp posts	£2300.00	£460.00	£2760.00																																																																																																																														
2.R	Jill Davis	August 2026 Expenses	£186.71	£14.16	£200.87																																																																																																																														
3.R	HMRC Payment	Month 5	£280.98		£280.98																																																																																																																														
4.R	Lee cum Cross Roads Village Association	Donation towards Village Gala - band	£650.00		£650.00																																																																																																																														
5.R	Staff Salaries	August 2026	£922.15		£922.15																																																																																																																														
6.R	Steve Thorpe	Planting/watering Invoice 9268	£2593.50	£518.70	£3112.20																																																																																																																														
7.R	Steve Thorpe	Mowing - Cross Roads Park Invoice 9202	£337.50	£67.50	£405.00																																																																																																																														
8.R	Steve Thorpe	Mowing – Cross Roads Bowling Green	£240.00	£48.00	£288.00																																																																																																																														
9.R	Bradford Council	Play in the Park Event	£850.00		£850.00																																																																																																																														
10.R	Yorkshire Christmas Trees	Christmas 2026	£850.00	£170.00	£1020.00																																																																																																																														
11.R	Monthly Broadband Charge	Bill date 08/08/2026	£45.95	£9.19	£55.14																																																																																																																														
12.R	Unity Trust Bank	Service Fee 31/08/2026	£7.00		£7.00																																																																																																																														
13.R	Bradford Council	Business Rates – August 2026	£58.00		£58.00																																																																																																																														
14.	WBW White Foundry Ltd	Producing and casting of 7 signs	£5158.00	£1031.60	£6189.60																																																																																																																														
15.	Staff Salaries	September 2026	£941.61		£941.61																																																																																																																														
16.	HMRC	Month 6 payment	£286.85		£286.85																																																																																																																														
17.	Unity Trust Bank	Service Fee 30/09/2026	£7.00		£7.00																																																																																																																														
18.R	Sign & Design	2 printed panels	£40.00	£8.00	£48.00																																																																																																																														
19.	Jill Davis	September 2026 Expenses	£301.18	£46.67	£347.85																																																																																																																														
		TOTAL	£16,056.43	£2,373.82	£18,430.25																																																																																																																														
17.	250/26	Date of the Next PC Meeting: Ordinary Meeting of the Parish Council 21st October 2026 @7.00pm St James Church Hall, Albion Street, Cross Roads. BD22 9DL.																																																																																																																																	