



**Menston Parish Council
Annual Parish Council Meeting
Thursday 15th May 2025 at 7.15pm**

MINUTES

Present: Councillors Philip Moore (Chairman), Marilyn Banister, Lisa Greer, John Houlihan, Chris Steele, Dale Smith (until 7.40pm) and Jo White

2025/074 Election of the Chairman of Menston Parish Council for 2025/26

RESOLVED: that Councillor Moore be elected as Chairman of the Parish Council for 2025/26

Proposed: Councillor Banister

Seconded: Councillor White

2025/075 Declaration of Acceptance of Office

Councillor Moore read and signed the Declaration of Acceptance of Office

2025/076 Election of the Vice Chairman of Menston Parish Council for 2025/26

RESOLVED that Councillor Banister be elected as Vice Chairman of the Parish Council for 2025/26

Proposed: Councillor Moore

Seconded: Councillor Greer

2025/077 Election of the Chairman of the Planning Committee for 2025/26

RESOLVED: that Councillor Greer be elected as Chairman of the Planning Committee for 2025/26

Proposed: Councillor Banister

Seconded: Councillor Moore

2025/078 Election of the Vice Chairman of the Planning Committee for 2025/26

RESOLVED: that Councillor Houlihan be elected as Vice Chairman of the Planning Committee for 2025/26

Proposed: Councillor Banister

Seconded: Councillor Moore

2025/079 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting.

2025/080 To receive any apologies for absence

None.

2025/081 To receive any disclosures of interest or requests for dispensation

- Councillor Moore – Menston Action Group
- Councillor Banister – Non-pecuniary interest in Streetspace, member of Climate Action Menston and Menston Area Nature Trust
- Councillor Smith – Member of Menston Cricket Club, Kirklands (Menston) Trust, Abbeyfield Trustee, Menston in Bloom, Menston Community Association, Menston Library committee, Climate Action Menston, MANT, Menston Retired Men's Forum, Menston Christmas Lights, Menston Heritage Group, Scout supporter and Menston Primary School Governor.
- Councillor Steele – Ward Councillor, MANT trustee, Menston Community Association trustee, member of Climate Action Menston and member of the Labour Party

- Councillor White – Member of Menston Cares, Friends of Menston Park, Volunteer with Menston Community Fridge

2025/082 Public consultation and question time

None.

2025/083 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting held on 24th April 2025 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

2025/084 Finance

To note the following payments:

- The monthly salary invoice
- Smallprint - £390 (Menston heritage trail leaflets)
- Dysons - £130.50 (Library newspapers, funded by Menston Library)

To approve the following payments:

- Kirklands Trust – Room hire charges (£34.50) and Library cleaning (£108.53)
- Catriona Hanson – stationery (£49.99)
- To reimburse the Clerk for 30 hours work for Kirklands Trust and 5 additional hours for Neighbourhood Planning and Financial Audit meetings
- To authorise up to £850 for a replacement laptop and software
- To authorise up to £500 to the Menston Scouts to fund the production of merchandise to sell at Menston Show

Proposed: Councillor Moore

2025/085 To agree to fund the room hire for a “Honk” music event in Menston on Saturday 27th September

It was agreed that Councillor Greer will approach Menston Lights to ask whether they are interested in organising this event as a fund-raising opportunity.

2025/086 To consider the supporting information for a grant application from Menston Show

RESOLVED: to approve the grant application

Proposed: Councillor Banister

2025/087 Menston Parish Council Annual Return 2024-25 - to approve Section 1, the Parish Council's Annual Governance Statement

Proposed: Councillor Moore

2025/088 Menston Parish Council Annual Return 2024-25 - to approve Section 2, the Accounting Statements

Proposed: Councillor Moore

2025/089 To re-adopt the Standing Orders and Financial Regulations

Proposed: Councillor Moore

2025/090 To consider setting up a savings account

Councillor Greer advised the meeting that she had been in touch with Keith Bonney to ask his advice about possible savings accounts. It was agreed that the Parish Council would investigate further and re-consider the matter at a future meeting.

2025/091 To receive an update from the working party reviewing the Parish Council grant application process

Councillor Steele agreed to draft a proposal to be considered at the next meeting.

2025/092 To receive an update about the Emergency Plan

It was agreed that the Clerk will circulate the pro-forma and also invite a representative from Bradford Council's Emergency Planning Office to a future Parish Council meeting.

2025/093 To receive updates about any recent meetings of the following groups:

- **Kirklands Menston Trust** – The meeting discussed the proposed storage unit at Kirklands. Councillor Moore agreed to contact the Chairman of the MCA to ask for more information about the equipment which needs to be moved into storage. Councillor White agreed to contact Councillor Bob Felstead and the Chairman of the MCA to make inquiries about making a pre-application to the Planning Department.
- **Climate Action Menston** – Councillor Banister gave an update. The AGM will take place on 21st May and will discuss the Otley Repair Café and Ilkley Thingery.
- **LS29 Meeting** – The next meeting will take place on 17th July and Menston Parish Council will host the subsequent meeting in the autumn. It was agreed to set a date at the start of October and the Chairman and Clerk agreed to forward details of their availability to Councillor Banister.
- **Menston Heritage Group** – Councillor Banister gave an update. The leaflet for the Heritage Trail has now been posted on the village website. A group from Bradford has been invited to Menston in July to walk the Heritage Trail. Councillors Banister, Greer and White agreed to discuss the provision of refreshments after the walk has taken place.

2025/094 to receive any updates:

- **Menston Parks** – Councillor Banister gave an update. The fencing will now be provided by a contractor and a meeting will be arranged to discuss this.
- **The Peter Finlay memorial bench** – Councillor Banister will get in touch with John Flinn about producing a design.
- **Menston in Bloom** – Menston in Bloom have been in touch to express their thanks for the grant for replacement planters.
- **Barn Close** – there was no update.
- **Traffic proposals** – Councillor Steele advised the meeting that a consultation on the proposed junction improvements for Bingley Road/Main Street will be taking place at a later date.
- **Defibrillators** – Councillor Moore gave an update – it has been suggested that a lamppost on the entrance into The Homestead would be a suitable location for a defibrillator and a member of the Parish Council will carry out a site visit. It was agreed that the Parish Council would look for a suitable location for a defibrillator on Burley Lane. It was also agreed that the Parish Council will fund a defibrillator to be sited at the Fairfax Club and Councillor Greer agreed to liaise with the owners. It was also agreed that the Parish Council will contact Brian Firth about becoming the guardian of these defibrillators.
- **Smiley face speed cameras** – the Clerk was asked to contact the Clerk at Burley Parish Council to ask for some information about their smiley face speed camera.
- **Welcome to Menston signs** – it was agreed to defer this until the next meeting.
- **Moving to gov.uk website and email addresses** – this is underway and help to set up email addresses is available if necessary.
- **Menston Cares** – Councillor White had attended a recent meeting of Menston Cares and reported that the group may consider adding the information contained in the current leaflet as a supplement in the village newsletter. The Clerk had received an email and a card thanking the Parish Council for the recent grant payment.

2025/095 Chairman's remarks and correspondence

None.

2025/096 To consider any items to be held in closed session

None.

2025/097 Any future agenda items

None.

2025/098 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 26th June 2025

There was no further business and the meeting closed at 9.15pm