



**Menston Parish Council
Parish Council Meeting
Thursday 26th June 2025 at 7.05pm**

MINUTES

Present: Councillors Marilyn Banister (Acting Chairman), Lisa Greer, John Houlihan Chris Steele, Dale Smith (until 8.00pm) and Jo White

2025/099 Welcome and introduction from the Chairman of the Parish Council

Councillor Banister welcomed everyone to the meeting.

2025/100 To receive any apologies for absence

Apologies for absence were received and accepted from Councillor Moore.

2025/101 To receive any disclosures of interest or requests for dispensation

None.

2025/102 Public consultation and question time

One member of the public was present and gave an update about the Menston newsletter.

2025/103 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Annual Parish Council meeting held on 15th May 2025 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

2025/104 Finance

To note the monthly financial update

The monthly financial update was accepted as a true and accurate record.

To note the following payments:

- The monthly salary invoice
- Dysons Cornerstores (£56) library newspapers
- Smallprint (£2,145) village newsletters

To agree to pay the following invoices:

- Kirklands Trust – Room hire charges (£16.50) and Library cleaning (£108.53)
- YLCA - £27.40 (training course)
- * Justin Leeming - £125 (design work for the Welcome to Menston signs)

To consider the following grant applications:

NSPCC - £500 (hall hire at Kirklands)

RESOLVED: to request further information as to the benefits for Menston residents.

Kirklands Trust - match funding to the refurbishment of the Wharfe Room, downstairs kitchen and small toilet

RESOLVED: to agree match funding to a maximum of £9,925. Councillor White agreed to circulate the quotation for building works.

Cheryl Thornton - £200 – VE Day celebrations

RESOLVED: to approve this application.

Proposed: Councillor Banister

To discuss some additional funding up to £300 for Heritage Trail leaflets
RESOLVED: to agree to £390 to fund the printing of a further 1,000 leaflets
Proposed: Councillor Smith

2025/105 To consider setting up a savings account

Councillor Greer agreed to contact Councillor Bob Felstead for any advice about Burley Parish Council's bank accounts.

2025/106 To receive an update from the working party reviewing the Parish Council grant application process

It was agreed that Councillor Steele will circulate the recommendations of the working party and this will be discussed at the next Parish Council meeting.

2025/107 To receive an update about the Emergency Plan

It was agreed that the Clerk will invite the representative from Bradford Council's Emergency Planning Team to the September Parish Council meeting.

2025/108 To request an update from Bradford Council about the Service Level Agreement for Menston Library and to consider submitting an application for Menston Community Library to be identified as an Asset of Community Value

The Clerk was asked to circulate a copy of the most recent Service Level Agreement held on record and to contact Bradford Libraries to ask whether this has been updated.

It was resolved to submit an application for the Kirklands estate to be identified as an Asset of Community Value.

Proposed: Councillor Greer

Seconded: Councillor White

2025/109 To receive updates about any recent meetings of the following groups:

- **Menston Community Association** – the next meeting will be the AGM in October. Councillor Greer advised the meeting that she is in discussion with Cheryl Thornton about hosting the 'Honk' event.
- **Kirklands Menston Trust** – there was no update.
- **Climate Action Menston** – The AGM took place on 21st May.
- **Wharfedale Greenway** – no meetings are planned at the moment.
- **Airport Consultative Committee** – a number of community engagement meetings have taken place. The terminal building has been refurbished and re-opened. The Airspace Change Programme process is being updated.
- **Local Access Forum** – the next meeting will take place in September. Councillor Banister agreed to contact Nigel Cawthorne to follow up a query about the Hag Farm footpath.
- **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 Clerk agreed to contact Councillor Moore about his availability.
- **Menston in Bloom** – an email had been received from Menston in Bloom asking for permission for the remainder of a recent grant towards new planters to be spent on refurbishing an existing planter.
RESOLVED: to agree to the outstanding sum of £998.43 to be spent on refurbishing an existing planter at the junction of Park Road and Newfield Drive on this occasion.
Proposed: Councillor Greer
Councillor White sought approval for a proposal to ask the Scouts and Guides to carry out a clear-up around the village. This was agreed and Councillor White agreed to liaise with the Scout Leader.
- **Menston Lights** – Councillor Greer advised the meeting that the Christmas Lights switch on will take place on 6th December.

2025/110 to receive any updates:

- **Menston Parks** – Councillor Banister gave an update. She has been in touch with Bradford Council about the path and associated costs and is awaiting an update.
- **The Peter Finlay memorial bench** – John Flinn is currently producing a design and this will be discussed at the next meeting of the Parks Group
- **Travellers access fence** – no update.
- **Menston in Bloom** – Menston in Bloom have been in touch to express their thanks for the grant for replacement planters.
- **Barn Close** – Councillor Greer agreed to contact the solicitors and provide an update at the next meeting.
- **Traffic proposals** – Councillor Steele advised the meeting that work on the Main Street/Cleasby Road junction will start on 21st July.
- **Defibrillators** – Councillor Greer had been in contact with the Fairfax Club who would be happy to host a defibrillator. The Parish Council is still waiting for an update about The Homestead.
- **Moving to gov.uk website and email addresses** – Councillor Houlihan agreed to make the changes to the current website url.
- **Welcome to Menston signs** – Councillor White circulated some proposed designs for the signs at a cost of £7,200. It was agreed that Councillor White will contact David Kirkpatrick to arrange a meeting to discuss the proposed locations and any other considerations and that the Parish Council will set aside this sum of money towards the signs. Councillor Greer agreed to circulate some maps so the Parish Council can agree some suitable locations.
Proposed: Councillor Houlihan
Seconded: Councillor Greer
- **Gully cleaning** – a number of gullies in Menston are currently blocked. Councillor Steele agreed to raise this with Bradford Council.
- **Parish Council notice board** – Councillor Houlihan had reviewed the state of the notice board. In general terms the wood was good, although the doors need attention as does the lock and the cork and rubber base boards. Councillor Greer agreed to contact Dave Wright and ask him to provide an estimate for remedial work.

2025/111 Chairman's remarks and correspondence

A thank you card had been received from Menston Cares for the recent grant.

2025/112 To consider any items to be held in closed session

None.

2025/113 Any future agenda items

Parish Council insurance

Speedwatch

Flashing SID signs

2025/114 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 31st July 2025

There was no further business and the meeting closed at 8.35pm