



**Menston Parish Council
Parish Council Meeting
Thursday 31st July 2025 at 7.05pm**

MINUTES

Present: Councillors Philip Moore (Chairman), Marilyn Banister, Chris Steele, Dale Smith and Jo White

2025/115 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting.

2025/116 To receive any apologies for absence

Apologies for absence were received and accepted from Councillors Greer and Houlihan.

2025/117 To receive any disclosures of interest or requests for dispensation

Councillor Steele expressed an interest in the grant application for Porritt's Field as he is a member of MANT who maintain the field for the Menston Memorial Cottage Charity.

2025/118 Public consultation and question time

Two members of the public were present at the meeting. Roger Banister spoke in support of the grant application for Porritt's Field. Sue Rix thanked the Parish Council for the improvements to Menston Park and the Summer Play in the Park activities.

2025/119 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting held on 26th June 2025 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

2025/120 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

To agree to pay the following invoices:

- Kirklands Trust – Room hire charges (£180.61) and Library cleaning (£108.53)
- YLCA - £35.10 (training course)

To consider the following grant applications:

NSPCC - £500 (hall hire at Kirklands)

RESOLVED: to approve this grant application

Proposed: Councillor Smith

Seconded: Councillor White

Menston Scouts - £500 (fundraising opportunity)

RESOLVED: to approve this grant application

Proposed: Councillor Moore

Honk! Bradford

RESOLVED: to make a donation of £100 towards the travel costs of the band BeatBay who are playing in Menston on 27th September.

Proposed: Councillor Banister

Yorkshire Air Ambulance - £3,000 (support for air ambulances)

RESOLVED: not to approve this grant application

Proposed: Councillor Banister

Menston Community Cottage Trust- £2,160 (High priority crown reduction of the horse chestnut tree in Porritt's Field)

RESOLVED: to approve this grant application

Proposed: Councillor Moore

To agree the NJC salary increase for 2025-26, backdated to 1st April 2025

RESOLVED: to agree the salary increase backdated to 1st April 2025

Proposed: Councillor Moore

2025/121 To agree to accept a quotation for the Parish Council insurance

RESOLVED: to accept the quotation for £836.58

Proposed: Councillor Moore

2025/122 To discuss the park path and consider setting aside a budget to cover costs

Councillor Banister had circulated a copy of the proposals. It was agreed that the Parish Council will express an interest in all three paths with a view to reconsidering the costs, if the tenders are higher than the quoted £41,000.

Proposed: Councillor Moore

Seconded: Councillor Smith

2025/123 To consider setting up a savings account

There was no update.

2025/124 To receive an update from the working party reviewing the Parish Council grant application process

Councillor Steele circulated a draft application form and draft set of rules. It was agreed that the Parish Councillors would forward any comments to Councillor Steele.

2025/125 To consider asking the Shipley Neighbourhood Policing Team to carry out a series of Speedwatch exercises in Menston together with a Speed Indicator Device

Councillor Steele advised the meeting that some Speedwatch exercises will take place when the highway improvements are complete.

It was agreed to add the purchase of a speed indicator device to the agenda for the next Parish Council meeting.

2025/126 Remembrance Services

The Clerk advised the meeting that rooms have been booked for both services on 9th and 11th November and representatives from the Lord Lieutenant's Office will attend both services. Councillor Moore agreed to contact both the Revd Jo Glenwright about conducting the services and Heather Norreys to find out what help she needs on the day. It was agreed to ask Councillor Greer if she would be able to contact the local schools and invite them to attend.

It was agreed to add this item to the agenda for the September Parish Council meeting.

2025/127 To receive updates about any recent meetings of the following groups:

- **Kirklands Menston Trust** – Councillor White advised the meeting that the refurbishment costs for the Wharfedale Room, toilet and kitchen are likely to exceed the estimates and she will be submitting an application to the next Parish Council meeting for some additional funds.
- **Climate Action Menston** – The next meeting will take place in September.
- **Wharfedale Greenway** – A meeting attended by a lot of stakeholders took place recently and discussed funding and routes.
- **LS29 Meeting** – The minutes from the last meeting on 17th July have been circulated to the Parish Council. Two items were raised at the meeting: healthcare provision and secondary school provision. It was agreed that the Clerk will write to Menston Surgery expressing the Parish Council's concerns about the current provision of services in view of the increasing population. The next meeting will take place on 14th October.
- **Menston in Bloom** – have arranged a Christmas tree chipping in the Kirklands car park on Saturday 3rd January.

2025/128 to receive any updates:

- **Honk!** – Baybeat Band will be playing at Kirklands on 27th September as part of Honk! Bradford. It was agreed to set up a meeting to discuss how to run this event and to promote it in the Menston news.
- **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.
- **Barn Close** – no update.
- **Traffic proposals** – Councillor Banister offered to talk to Bradford Council Highways about possible measures to make Four Lane Ends more pedestrian friendly.
- **Defibrillators** – Councillor Moore agreed to talk to Brian Firth about the installation of a defibrillator at the Fairfax Club and whether a possible defibrillator on The Homestead could be installed on a lamp post.
- **Moving to gov.uk website and email addresses** – Councillor Houlihan has agreed to update the URL for the Parish Council website from menston.org to menston-pc.gov.uk
- **Welcome to Menston signs** – Councillor White agreed to circulate a map showing the location of the proposed signs. Councillors Greer and White have agreed to arrange a meeting with Bradford Highways to discuss the proposals. It was agreed to add the invoice for artwork for £93.75 to the next agenda for payment.
- **Parish Council notice board** – the Parish Council agreed to accept the costs of £175 for remedial work and £75 to fit a new lock.
Proposed: Councillor Moore.

2025/129 Chairman's remarks and correspondence

Councillor Moore thanked Councillor Banister for writing the article for the Menston newsletter.

Councillor Banister advised the meeting that despite concerns being raised about changes to the footpath at Hag Farm, no application has yet been made to move the existing footpath.

2025/130 Any future agenda items

The purchase of a speed indicator device.

2025/131 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 28th August 2025

There was no further business and the meeting closed at 8.50pm