



**Menston Parish Council
Parish Council Meeting
Thursday 28th August 2025 at 7.05pm**

MINUTES

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

2025/132 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting.

2025/133 To receive any apologies for absence

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

2025/134 To receive any disclosures of interest or requests for dispensation

None.

2025/135 Public consultation and question time

Four members of the public were present at the meeting.

Loraine Hughes from Wharfedale Wombles spoke about problems caused by the spread of Himalayan Balsam and the work to remove it at Burley in Wharfedale and surrounding areas. She suggested that Menston Parish Council may like to nominate someone to co-ordinate the various environmental groups in the village. Chris Moore agreed to act as a co-ordinator and Councillor Greer agreed to forward details of the village groups to him.

A local resident raised concerns about a large strip of land adjacent to the Hawthorne Grange housing development on Derry Hill. The contractor has failed to comply with the biodiversity management plan which was one of the planning conditions for the site. The residents have raised their concerns with Bradford Council's Enforcement Team, but have yet to receive a response. Councillor Greer agreed to write a letter to the Enforcement Team raising the Parish Council's concerns.

Catherine Meakin from Menston Primary School raised concerns about the proposed measures for Main Street directly outside the school. After a discussion, Councillor Greer agreed to organise a site meeting with representatives from Bradford Highways, Menston Parish Council and Menston Primary School to discuss different options. Ms Meakin agreed to ask the children at the school to produce some artwork which could be used as part of the final traffic measures.

Councillor Bob Felstead alerted the Parish Council to the changes to planning legislation concerning greenbelt land, as outlined in the amended National Planning Policy Framework. He advised the Parish Council of the need to reflect the amendments in any responses to planning applications. Councillor Felstead advised the Parish Council of some concerns raised by the residents of Otley Road to the application for land east of Otley Road. He also gave an update about the latest Airspace Change consultation being carried out by Leeds Bradford Airport.

2025/136 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting held on 31st July 2025 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

2025/137 Finance

To note the monthly financial update

The monthly financial update was accepted as a true and accurate record. It was agreed to identify the budget set aside for the Welcome to Menston signs in the report.

To note the following payments:

- The monthly salary invoice
- YLCA - £36.60 training courses
- Beth Street - £83.52 defibrillator parts
- SmallPrint - £70 copies of the draft Neighbourhood Plan

To note the following receipt

- HMRC refund - £ 3,471.91

To agree to pay the following invoices:

- Kirklands Trust – Library cleaning (£108.53)
- Justin Leeming – design work for Welcome to Menston sign (£93.75)
- Design Yorkshire – development of draft Neighbourhood Plan (£3,312 incl VAT)
- YLCA – training course (£54.80)
- Smallprint – village newsletter (£2,145)
- Bradford Council – Play in the Park (£3,080)

RESOLVED: to approve these payments

Proposed: Councillor Moore

To consider the following grant applications:

- Menston in Bloom - second phase of the 'Garden in the Park' within Menston Park, which began in 2024 (£1,159.35)

RESOLVED: to approve this grant application

Proposed: Councillor Moore

- Menston Business Association – leaflets circulated with the village newsletter (£1,040) - Councillor Greer agreed to contact Menston Business Association and ask for more information about the application.

2025/138 To consider the purchase of a speed indicator device

RESOLVED: to agree to the purchase of two “smiley face” speed indicator devices to be situated on Bingley Road. Councillor Greer agreed to identify the two agreed locations and forward them to the Clerk.

2025/139 To consider setting up a savings account

There was no update.

2025/140 To receive an update from the working party reviewing the Parish Council grant application process

Councillor Steele advised the meeting that, in view of the comments raised at the previous meeting, the working party will be meeting again.

2025/141 Remembrance Services

Councillor Moore advised the meeting that he has been in contact with the Revd Jo Glenwright about conducting the services and Heather Norreys to find out what help she needs on the day. Councillor Greer agreed to contact the local schools.

This item will be added to the agenda for the September Parish Council meeting for further discussion about arrangements.

2025/142 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. The preplanning application for the storage unit at Kirklands is ready to be submitted by MCA.
- **Climate Action Menston** – The next meeting will take place in September.
- **LS29 Meeting** – The next meeting will take place on 14th October.

2025/143 to receive any updates:

- **Honk!** – Baybeat Band will be playing at Kirklands on 27th September as part of Honk! Bradford.
- **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** – Councillor Steele has met with Brian Dobson of Bradford Parks who is now talking to the contractor about installing a knee-high rail and access gate. A detailed tender is being prepared for the parks path.
- **Barn Close** – no update.
- **Defibrillators** – Councillor Moore has been in touch with 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. It was agreed to add the budget proposal of £1,600 to provide and install the defibrillator at the Fairfax Club to the September agenda for approval.
- **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 Greer agreed to arrange a meeting with Bradford Highways to discuss the proposals.

2025/144 Chairman's remarks and correspondence

None.

2025/145 Any future agenda items

The purchase of a speed indicator device.

Remembrance Services

Purchase of defibrillator for the Fairfax Club

Presentation from Bradford Council's Emergency Planning Team

Adopting an IT policy for the Parish Council

2025/146 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 25th September 2025

There was no further business and the meeting closed at 9.00pm