



**Menston Parish Council  
Parish Council Meeting  
Thursday 25<sup>th</sup> September 2025 at 7.05pm**

**MINUTES**

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

**2025/147 Welcome and introduction from the Chairman of the Parish Council**

Councillor Moore welcomed everyone to the meeting.

**2025/148 To receive any apologies for absence**

Apologies for absence were received and accepted from Councillor Smith.

**2025/149 To receive any disclosures of interest or requests for dispensation**

There were no disclosures of interests or requests for dispensation. Councillor Moore reminded Parish Councillors of the need to keep their disclosures of interests register up to date and the Clerk agreed to circulate a copy of the form.

**2025/150 Public consultation and question time**

None.

**2025/151 Variation to the agenda**

**RESOLVED** to move the presentation from Bradford Council's Emergency Planning Team to the next item on the agenda

**Proposed:** Councillor Moore

**2025/152 To receive a presentation from Bradford Council's Emergency Planning Team**

Two representatives from Bradford Council's Emergency Planning Team gave a presentation about emergency planning and the necessary steps towards setting up an Emergency Response Group (ERG) within Menston. It was agreed that the Emergency Planning Officers would forward a copy of their slide presentation and Emergency Plan template for the Parish Council to complete in conjunction with representatives from other Menston groups and any interested individuals. A separate meeting will be set up to discuss the draft version with the Emergency Planning Team.

Councillor Moore thanked the two representatives for their comprehensive and interesting presentation.

**2025/153 Minutes of previous meeting and progress report**

**RESOLVED:** that the minutes of the Parish Council meeting held on 28<sup>th</sup> August 2025 be accepted as a true and accurate record of the meeting.

**Proposed:** Councillor Moore

**2025/154 Finance**

**To note the monthly financial update**

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

The Parish Council noted the successful conclusion of the external audit and Councillor Moore thanked the Clerk for ensuring that this process ran smoothly.

A warm space award of £950 for Menston Library was noted.

**To note the following payments:**

- The monthly salary invoice
- Dysons Cornerstore - library newspapers (£130.50)

**To agree to pay the following invoices:**

- Kirklands Trust – Library cleaning (£108.53) and room booking (£176.75)
- Kirklands Trust – Wharfe Room, toilet and kitchen refurbishment (£10,363 this includes £9,225 already approved by the Parish Council)
- PKF Littlejohn – external audit fee (£504 includes £84 VAT)
- To agree a sum of £1,600 to fund a defibrillator at the Fairfax Club and an additional sum for indemnity insurance
- Jo White – Honk! Event expenses (£91.37)
- SLCC renewal 2025-2026 (£190)
- Clerk's homeworking allowance (£208)

**RESOLVED:** to approve these payments

**Proposed:** Councillor Moore

Councillor Moore agreed to progress the purchase of the defibrillator at the Fairfax Club.

The Parish Council discussed the application to fund four Play in the Park sessions in Summer 2026. It was agreed that the Clerk would contact Bradford Council and make inquiries about whether the date for the initial session could be changed to a later date. **RESOLVED** to agree the funding for three play sessions and to include a fourth session if the date can be changed to later in the summer.

**Proposed:** Councillor Banister

Post meeting Bradford Council agreed to change the date from the earliest session to later in August.

**2025/155 Park path project**

**RESOLVED:** that the Parish Council would agree to advise Bradford Council that the Parish Council has sufficient funds to pay up to £41,000 for the park path project and will agree to take on the costs of any necessary repair work etc to the new pathway from the point of installation.

**Proposed:** Councillor Banister

**2025/156 To agree arrangements for the Remembrance Services**

Councillor Moore advised the meeting that he has been in touch with the Revd Jo Glenwright at St John's Church about both services and would ask her advice about the orders of service. He has been in touch with Rob Finlay about setting up the sound system. He also agreed to order six poppy wreaths and to contact Naomi McMorn about a bugler to play at the services.

Councillor Greer agreed to speak to Judith Knaggs about refreshments and to contact local primary and secondary schools.

Councillor White agreed to contact a local piper to play at the service.

**2025/157 To agree the meeting dates for 2026**

**RESOLVED** to agree the meeting dates for 2026

**Proposed:** Councillor Moore

**2025/158 To consider the purchase of two speed indicator devices**

**RESOLVED:** to agree to the purchase of two “smiley face” speed indicator devices to be situated on Bingley Road at a cost of £7,296 plus VAT and £300 installation fees. Councillor Steele agreed to liaise with Bradford Council’s Highways about the proposed locations and the installation. It was agreed that this is a suitable project to be funded from the Parish Council’s CIL funds.

**Proposed:** Councillor Steele

**2025/159 To consider setting up a savings account**

There was no update.

**2025/160 To receive an update from the working party reviewing the Parish Council grant application process**

Councillor Steele advised the meeting that the working party will be meeting again.

**2025/161 To receive updates about any recent meetings of the following groups:**

- **Menston Community Association** – the Parish Council agreed to have a stall promoting recent events and activities funded by the Parish Council and the ongoing Neighbourhood Plan at the AGM on 5<sup>th</sup> October. The Clerk agreed to complete a copy of the application form and return this to the MCA.
- **Kirklands Menston Trust** – Councillor White advised the meeting that the recent meeting of the Trustees had discussed refurbishment costs for the flat roof. An estimate of £210,000 for the repair work had been received and the Trustees have now agreed to seek other quotations. The meeting discussed funding the repairs over a longer timescale and are now looking at sources of grant funding.
- **LS29 Meeting** –The next meeting will take place on 14<sup>th</sup> October. The Clerk will send out a draft agenda to the other Parish Councils. Meeting room 1 at Kirklands has been booked for the meeting.
- **Leeds Bradford Airport Consultative Committee** – Councillor Banister advised the meeting that Leeds Bradford Airport will be holding a community engagement event at Menston Library on 13<sup>th</sup> November starting at 6.30pm. Attendance is free of charge and anyone interested in attending must register beforehand on Eventbrite. Councillor Banister also advised the meeting that GALBA may be handing out leaflets outside the meeting.

**2025/162 to receive any updates:**

- **Traffic proposals for Menston** – the Clerk confirmed that she had written to Bradford Highways on 17<sup>th</sup> September expressing the Parish Council’s concerns about the proposed highway measures outside Menston Primary School. No answer has been received from David Trick and it was agreed to contact him with a reminder once 14 days have elapsed.
- **Welcome to Menston signs** – Councillor Greer has been in touch with Bradford Council’s Highways about the proposed signs.
- **Honk!** – Baybeat Band will be playing at Kirklands on 27<sup>th</sup> September as part of Honk! Bradford. It was agreed to publicise the event.
- **The Peter Finlay memorial bench** – Councillor Banister will contact John Flinn about the design
- **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

**2025/163 Chairman’s remarks and correspondence**

Councillor Steele agreed to invite Andrew Marshall from Bradford Planning Department to a separate meeting with the Parish Council with dates to be agreed by email.

**2025/164 Any future agenda items**

Councillor Greer to ask Justin Leeming to design some stickers promoting the 20mph speed limit which can be stuck on wheelie bins.

Adopting an IT policy for the Parish Council

**2025/165 Date of next meeting**

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 30<sup>th</sup> October 2025

There was no further business and the meeting closed at 9.30pm