



Menston Parish Council
Parish Council Meeting
Thursday 27th November 2025 at 7.05pm

MINUTES

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

2025/186 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting.

2025/187 To receive any apologies for absence

Apologies for absence were received and accepted from Councillors Smith and White

2025/188 To receive any disclosures of interest or requests for dispensation

Councillors Greer and Steele declared that they are members of Light up Menston.

2025/189 Public consultation and question time

Four members of the public were present at the meeting, Nigel Cawthorne gave an update about Light up Menston, Charlie Gilmour from Menston Primary School gave an update about their "My Happy Mind" project and Ward Councillor Felstead gave an update about Speed Indicator Devices on Bingley Road and Leeds Bradford Airport.

2025/190 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting held on 30th October 2025 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

2025/191 Finance

To note the following payments:

- The monthly salary invoice
- Smallprint – Neighbourhood Plan printing (£40)
- Jill Cooke – Library box files (£79.99) – from the Library funds
- Nigel Cawthorne – Display poppies (£211.50)
- Smallprint – Orders of Service (£395)
- Linda Knock – Menston Heritage Group (picture frames) – (£19.59)
- Dysons Corner Stores – Library newspapers (£72.50)

To agree to pay the following invoices:

- Kirklands Trust – Library cleaning and room booking (£211.91)
- Councillor Moore – Poppy wreaths (£119.94)
- It was agreed to approve the payment of £179.99 for extra email storage space, but only to purchase the additional space when necessary.

Anti-virus software for the Menston Heritage Group laptop

It was agreed to fund anti-virus software and any other software updates for the Heritage Room laptop as part of the Parish Council's IT budget

RESOLVED: to approve these payments

Proposed: Councillor Greer

To consider the following grant applications:

- Menston Primary School – My Happy Mind project (£5,280).
- Menston Business Association – (£1,040)

RESOLVED: to approve these grant applications

Proposed: Councillor Moore

- Menston Bowling Club – new path (£15,000). The Parish Council noted that any application for path improvements at Kirklands should be addressed to the Kirklands (Menston) Trust and resolved not to approve the grant and to advise the applicants that they need to approach the Kirklands Trustees.

2025/192 To receive an update about the Heritage Group income and expenditure

Councillor Banister gave an update about the Menston Heritage Group. They are a sub-group of the Parish Council and interested in the history of Menston,

2025/193 To receive an update about Grit Bins

Councillor Steele advised the meeting that he had been approached by residents from the New House Farm Drive estate on Bingley Road about a grit bin for the pathway through to Meadowcroft. It was noted that the estate has now been provided with four grit bins and the Parish Council agreed not to fund any more.

2025/194 Park path project

RESOLVED: to approve funding of up to £42k for the park path project. It was agreed that the maintenance costs for the life of the path from the point of installation would be funded by Menston Parish Council.

Proposed: Councillor Banister

2025/195 To agree the Parish Council precept for 2026-2027

RESOLVED: to increase the precept at Band D (currently £58) by 5.2%

Proposed: Councillor Moore

2025/196 To agree to handover the PA system to Kirklands Trust

It was agreed to note the receipt of the PA system to Menston Parish Council. The Parish Council agreed to donate the PA system to Kirklands (Menston) Trust on the strict understanding that it is not removed from the building and that any charitable or voluntary organisations (including Menston Parish Council) are not charged for its hire or use.

2025/197 To agree to provide Christmas gifts for key personnel and other Menston contributors

It was noted that the Kirklands Trust had already agreed to provide Christmas gifts and so the Parish Council agreed to dismiss this item.

2025/198 To receive a debrief on the Remembrance Services

Councillor Moore thanked Councillor Greer for her written update. It was agreed that the meeting rooms for the 2026 services should be booked immediately to include cordoning off the car park and providing chairs and tables in the Wharfe Room for the Armistice Day Service. It was agreed to write and thank the Lord Lieutenant's Officers for attending the services and to nominate a representative from the Parish Council to formally greet them next year. It was agreed to raise this as a diary entry in September 2026.

2025/199 To receive an update about bin stickers

Councillor Steele provided some bin stickers and it was agreed that Councillor Greer would order some additional bin stickers and would approach the Scouts to ask whether they would be willing to approach householders. It was agreed to target households in Main Street, Bingley Road, Hawsworth Drive and Cleasby Road.

2025/200 To agree a date for an Emergency Planning meeting

Councillor Moore advised the meeting that the Kirklands Trustees have agreed in principle to attend a stakeholder meeting. It was agreed to now approach Menston Community Association and Menston Business Association.

2025/201 To receive an update about setting up a savings account

There was no update.

2025/202 To receive an update about the Parish Council grant application process

It was agreed that the proposals would be added to the agenda for the meeting in January 2026.

2025/203 To receive updates about any recent meetings of the following groups:

- **Menston Community Association** – the next meeting will take place in January 2026
- **Kirklands Trust**- the meeting discussed the cost of a new roof for Kirklands. It was agreed to contact Burley in Wharfedale Parish Council to ask if they had received any grants for the recent work to the roofs at Burley Library and Queen's Hall.
- **Menston and Burley Civil Charities** – Councillor Greer provided an update from the recent meeting. A large amount of renovation work will be necessary for Menston Memorial Cottage at some stage in the future.

2025/204 to receive any updates:

- **The Peter Finlay memorial bench** – Councillor Banister advised the meeting that the Finlay family have now agreed the proposals for the bench.
- **Menston Park** – Councillor Banister advised the meeting that the Grady memorial tree will be removed next week and the wood will be given to the Grady family.
- **Barn Close** – the Parish Council is still waiting for the legal updates.
- **Welcome to Menston signs** – the Parish Council is now waiting for an update from Craig Williams from Bradford Highways about their requirements for the signs. Councillor Greer agreed to circulate the email to the rest of the Parish Council.

2025/205 Chairman's remarks and correspondence

None.

2025/206 Any future agenda items

An update about the CIL payments and deadlines.

2025/207 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at 19.05 hours on Thursday 29th January 2026