

Menston Parish Council

Annual Parish Council meeting minutes



Thursday 21st May 2026 at 7.05pm

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

2026/073 Election of the Chairman of Menston Parish Council for 2026/27

RESOLVED: that Councillor Moore be elected as Chairman of the Parish Council for 2026/27

Proposed: Councillor Banister

Seconded: Councillor White

2026/074 Declaration of Acceptance of Office

Councillor Moore read and signed the Declaration of Acceptance of Office

2026/075 Election of the Vice Chairman of Menston Parish Council for 2026/27

RESOLVED that Councillor Banister be elected as Vice Chairman of the Parish Council for 2026/27

Proposed: Councillor Moore

Seconded: Councillor White

2026/076 Election of the Chairman of the Planning Committee for 2026/27

RESOLVED: that Councillor Greer be elected as Chairman of the Planning Committee for 2026/27

Proposed: Councillor Banister

Seconded: Councillor White

2026/077 Election of the Vice Chairman of the Planning Committee for 2026/27

RESOLVED: that Councillor Steele be elected as Vice Chairman of the Planning Committee for 2026/27

Proposed: Councillor Houlihan

Seconded: Councillor Moore

2026/078 Welcome and introduction from the Chairman of the Parish Council

Councillor Moore welcomed everyone to the meeting.

2026/079 To receive any apologies for absence

Apologies for absence were received and accepted from Dale Smith.

2026/080 To receive any disclosures of interest or requests for dispensation

None.

2026/081 Public consultation and question time

Ward Councillor Peter Cochrane was present at the meeting and spoke about his new role as a ward councillor and offered his support to the Parish Council. He also explained that Bradford Council has implemented a new method of contacting service areas within the Council. There is a contact point for each department and they allocate the request to the individual team.

Councillor Moore thanked Councillor Cochrane.

2026/082 Minutes of previous meeting and progress report

RESOLVED: that the minutes of the Parish Council meeting held on 30th April 2026 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Moore

2026/083 Finance

The Parish Council noted the monthly financial update, with an amendment to the list of proposed expenditure to include £12,000 for improvement work on Main Street; the payment of the monthly salary invoice, £28,000 CIL payment to Kirklands (Menston) Trust and £1,114 YLCA annual subscription.

To agree to pay the following invoices:

- Kirklands Trust (£108.53) Library cleaning and (£18.75) room hire
- Parish Clerk (£59.99) printer ink

RESOLVED: to make these payments

Proposed: Councillor Moore

To consider the following grant applications:

- Menston Show (£705.50) – room hire at Kirklands

RESOLVED: to approve the grant application from Menston Show

Proposed: Councillor Moore

To agree to reimburse the Clerk for additional hours worked for the Kirklands (Menston) Trust (to be reclaimed from the Trust)

RESOLVED: to reimburse the Clerk for the additional hours worked for the Kirklands (Menston) Trust

Proposed: Councillor Moore

2026/084 To receive an update about the request for a Harrington Hump at Menston Railway Station

Councillor Steele gave an update. Northern Rail has recommended asking the West Yorkshire Combined Authority (WYCA) to carry out a study. WYCA have now responded to say that they are unable to fund a study Councillor Steele will respond to WYCA. Councillor Steele will also contact Anna Dixon MP.

Councillor Moore thanked Councillor Steele.

2026/085 To note the information received so far and consider what further action needs to be taken about the tennis courts and Carlayne Lane

Councillors Banister had circulated a timeline about the tennis courts and gave an update. Samantha Brown from Ilkley Tennis Club who has been appointed to find local people/organisations willing to run coaching sessions for children and adults at Bradford's 12 tennis courts had met with George Corbett, but no update is available. Councillor Banister gave a brief summary of a site meeting which had taken place at the tennis court adjacent to the Methodist Church.

Councillor Banister advised the meeting that funds are available from the s106 agreement for work on Carlayne Lane and Councillor Bob Felstead is in touch with Bradford Council about this. The Local Access Forum's September meeting will take place in Menston and will look at possible footpaths which would link Menston to the Wharfedale Greenway. Councillor Banister has managed to identify the owners of some land which might be appropriate for a footpath and has been in touch with the owners.

2026/086 To receive an update about grit bins

Councillor Steele gave an update. Paul Naylor from Bradford Council Highways had looked at their records but was unable to find any evidence of a grit bin at the junction of Cleasby Road and Hawksworth Drive. It was agreed to ask Councillor Cochrane to look into the matter.

2026/087 To receive an update about the purchase of two Speed Indicator Devices

The Clerk and Councillor Houlihan had approached four suppliers and asked for quotes using the specification provided by Craig Williams. Only one company had provided a quote. It was agreed to check with Councillor Felstead whether he could suggest any additional contractors, but to accept the quote provided, if no others are available, and to check with Bradford Highways about the fitting of the devices.

2026/088 To consider some indicative costs for a new Parish Council notice board

Councillor Moore gave an update on the state of the current notice board. The Parish Council agreed that it needs replacing as soon as possible since it has started to disintegrate. The Parish Council agreed to purchase a green powder-coated metal notice board with legs and the Parish Council name and logo and two A2 doors up to a value of £3,000 and authorised Councillor Greer and the Clerk to identify a suitable model which will be agreed via email with the rest of the Parish Council. It was agreed to dispense with the public notice board sections and to invite local groups to contact Councillor Greer about displaying their notices in the MCA notice board.

2026/089 To adopt an IT policy

RESOLVED: to adopt an IT policy

Proposed: Councillor Moore

2026/090 To note the Asset Register

RESOLVED: to note the Asset Register

Proposed: Councillor Moore

2026/091 To note the Risk Assessment

RESOLVED: to note the Risk Assessment

Proposed: Councillor Moore

2026/092 To receive updates about any recent meetings of the following groups:

- **Light up Menston** – Councillor White gave an update. The next meeting will take place on 29th June.
- **Menston in Bloom** – Councillor White gave an update. She has spoken to the group about the possibility of the Parish Council acquiring the land at the top of Barn Close and asking Menston in Bloom to maintain it.
- **Climate Action Menston** – Councillor Banister gave an update. The film called “People’s emergency briefing on the climate” was shown to around 40 people. The next meeting and annual general meeting will take place on 4th June.
- **Wharfedale Greenway** – Councillor Banister gave an update. They are looking at a possible path from Beech Close.
- **Airport Consultative Committee** - Councillor Banister gave an update. The next meeting will take place on 25th June.
- **LS29 Group** - Councillor Banister gave an update. The next meeting will take place on 9th June at Ilkley and she agreed to attend.
- **Local access forum** – Councillor Banister gave an update. The next meeting will be a walk around Menston. Councillor Banister has been advised that Bradford Council want to enforce the footpath on Occupation Lane.

- **Kirklands Menston Trust** – Councillor Moore gave an update. Councillor Greer is working with Heather Norreys until Mrs Norris retires at the end of the month. At the last meeting of the Trust Councillor Moore had spoken about the Parish Council's grant and request that the Trust should acquire some quotations for the work and look at other grant funding sources.
- **Burley and Menston Civil Charities** – Councillor Greer gave an update. The charity is taking legal advice about the ownership of Memorial Cottage.

2026/093 to receive any updates:

- **Menston park path**- no update.
- **Traffic proposals** – Following a discussion about work to enhance the junctions at Farnley Road/ Main Street and Four Lane Ends at the last Parish Council meeting Councillor Banister approached David Kirkpatrick at Bradford Council who agreed to provide some drawings and online costings.
- **Welcome to Menston signs** – it was agreed that Councillors Houlihan and White would carry out a site visit to identify which locations are suitable.
- **Peter Finlay memorial bench** – Councillor Banister has been in touch with the Finlay family.
- **Barn Close**- Councillor Greer had attended a site meeting with the solicitor and raised some questions for the landowner.
- **Menston Methodist Church ACV** – Councillor Greer agreed to purchase the land registry record.

2026/094 Chairman's remarks and correspondence

The meeting discussed an email inquiring about a possible footpath on Moor Lane and it was agreed to forward the details to Councillor Cochrane.

2026/095 Any future agenda items

None.

2026/096 Date of next meeting

It was agreed that the next meeting of the Parish Council will take place at on Thursday 25th June 2026 starting at 7.05pm.