



**Clerk: Ms E Haskins, 174 Bradford Road, Shipley BD18 3DE
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Sandy Lane Parish Council meeting

**Members of the press and public are invited to attend the
monthly meeting of Sandy Lane Parish Council on
Monday 23rd September June 2025
to be held at Bethel Baptist Church, Sandy Lane, at 6.00pm**

Agenda

1. To receive apologies for absence.
2. Declarations of interest:
 - a. To receive declarations of interest from councillors on items on the agenda.
 - b. To receive written requests for dispensations for disclosable pecuniary interest.
 - c. To grant any requests for dispensation as appropriate.
3. To confirm the minutes of the previous meeting held on 9th June 2025 as a true and correct record (to follow prior to the meeting).
4. Public forum – Chair to invite questions and suggestions from members of the public for a maximum of 15 minutes.
5. To receive representation from the local Ward Officer/Ward Councillors.
6. To receive information/updates on the following ongoing issues and to agree further action if necessary:
 - a. Request for cul-de-sac signs on Grasleigh Avenue and Grasleigh Way.
7. Planning issues
 - a. To consider current planning applications: None.
 - b. To note the following planning application recommendations made between meetings under the Clerk's delegated powers:
 - (i) 25/02135/HOU: Proposed single storey side and rear extension at 116 Dale Croft Rise, Sandy Lane: no objection.
 - (ii) 25/02441/PNH: Construction of single storey rear extension at 25 Lampard Close, Sandy Lane: no objection.
 - (iii) 25/02318/LBC: 7 no. replacement windows to the front elevation (retrospective) at Cliffe Cottage, 31 Cliffe View, Sandy Lane: no

objection.

- (iv) 25/02726/HOU: Single storey rear extension and garage conversion at 4 Ollerdale Close, Sandy Lane: no objection.
- (v) 25/03434/HOU: Two storey side/rear and single storey rear extension at 37 Syringa Avenue, Sandy Lane: no objection.
- (vi) 25/02575/CLP: Change of use from residential dwelling (C3 use) to small children's home (C2 use) at 11 Dale Croft Rise, Sandy Lane: the Parish Council objected to this application on the following grounds:


- Impact on residential amenity:
 - Noise and disturbance: there is likely to be excessive noise due to comings and goings, shift changes, and possible outdoor activity that usually come with therapeutic practices.
 - Loss of privacy, due to increased staffing, visitors, and surveillance measures. They will need more staff than they have advised for a looked after child of 7-17 with special needs.
 - Possible light pollution or artificial lighting, as expected from security lights or operational requirements.
- Impact on highways safety and parking:
 - There is inadequate off-street parking for staff and visitors, and a driveway with minimal on street parking, which will significantly increase traffic volumes on a narrow residential road.
 - Due to the increased pick-up and drop-off activity associated with shift changes, emergency services access could be problematic in this area.
- Design and layout are not fit for use:
 - The application states no changes to the layout, however this would not meet C2 standards for care and supervision.
- Lack of supporting information:
 - Inadequate detail on the operational management plan with respect to staffing ratios, shift patterns, and safeguarding measures.
 - Unclear information about fire safety and noise mitigation.
- Harmful to character of the area
 - The introduction of a managed care facility operating on an institutional basis with 24/7 staffing will change the character of a quiet residential street.
- Insufficient outdoor space:

- For a children's home, safe, usable outdoor amenity space is crucial, however this site lacks this at the front of the property with no enclosed boundaries to the front, as expected with safeguarding.
- c. Notifications of planning decisions by Bradford Council:
 - (i) 25/1045/HOU: Two storey/single storey rear and side extension including front porch at 10 Dale Croft Rise, Sandy Lane – granted (the Parish Council had no objection to this application).
 - (ii) 25/01338/CLP: Single storey rear extension at 4 Dale Croft Rise, Sandy Lane - granted (the Parish Council had no objection to this application).
 - (iii) 25/02441/PNH: Construction of single storey rear extension at 25 Lampards Close, Sandy Lane – prior approval not required (the Parish Council had no objection to this application).
 - (iv) 25/02135/HOU: Single storey front and rear extension at 116 Dale Croft Rise, Sandy Lane – granted (the Parish Council had no objection to this application).
 - (v) 25/02318/LBC: 7 no. replacement windows to the front elevation (retrospective) at Cliffe Cottage, 31 Cliffe View, Sandy Lane – granted (the Parish Council had no objection to this application).
 - (vi) 25/02575/CLP: Change of use from residential dwelling (C3 use) to small children's home (C2 use) at 11 Dale Croft Rise, Sandy Lane – granted (the Parish Council objected to this application).
 - (vii) 25/02726/HOU: Single storey rear extension and garage conversion at 4 Ollerdale Close, Sandy Lane – granted (the Parish Council had no objection to this application).
- d. To consider any updates from the Local Development Plan.

8. Financial matters

1. To approve the following accounts for payment at the meeting:
 - a. Bradford Council for salaries for September 2025 (£872.16 – to be paid via Direct Debit).
 - b. Clerk's reimbursement for Yorkshire Day flag de-installation (£100.00), travel (£TBC) and postage (£13.60).
 - c. Gardener for defibrillator checking/cleaning (£32.00).
 - d. PKF Littlejohn LLP for external audit 2024-25 (£252.00).
2. To ratify the following payments made between meetings:
 - a. Bradford Council for salaries for June (£725.64), July (£725.64) and August 2025 (£725.64), paid via Direct Debit.
 - b. Clerk's reimbursement (£124.51) for travel (£15.92), postage (£13.60) and IT security (£94.99).
 - c. Gardener for defibrillator checking/cleaning for July (£32.00).
 - d. Clerk's reimbursement (£114.95) for Yorkshire Day flag installation cost (£100.00) and travel (£14.95).

- e. Gardener for defibrillator checking/cleaning for August (£31.00).
 - f. Vision ICT for website costs (£228.90).
3. To note the VAT rebate received for 2024-25: £634.67.
 4. To note the bank balance as per the most recent statement (22nd August 2025: £19,264.43).
 5. To note the NJC pay award for 2025-26 and ratify this for the Clerk's salary (backdated to 1st April 2025).
 6. To consider the outcome of the review of the Annual Governance and Accountability Return (AGAR) for 2024-25.
 7. To approve the purchase of a laptop and printer.
9. To consider plans for the Remembrance Day event this year (9th November 2025).
 10. To consider the items for inclusion in the next newsletter, due to be printed and delivered by the end of October 2025.
 11. To consider any correspondence received and to agree any actions, including on the following:
 - Emails from YLCA re White Rose publication, Law and Governance Bulletin, NJC pay award 2025-26, new Assertion no. 10 in the Annual Governance and Accountability Return for 2025-26 etc.
 - Email from resident re play equipment in Greenwood Park, Sandy Lane.
 - Emails from flag installer and cricket club representatives re Yorkshire Day flag installation.
 - Email from member of a Frizinghall church re advice re defibrillator.
 - Email from Highways, Bradford Council, re highways winter update 2025-26.
 - Email from resident re need for new grit bin on Cottingley Road.
 - Email from Keighley Area Coordinator's Office re Review of Planning Protocol and any nominations for representatives to take part in this.
 - Emails from residents and Bradford Council's Parks Department re the lock at the gate at Chellow Dene and the need for suggested wording for the larger sign.
 - Email from Bradford Council re Public Consultation – Bradford Council Draft Statement of Community Involvement.
 - Email from local police re traffic management/road closure plans for Remembrance Day 2025.
 12. To identify items for inclusion in the agenda of the next meeting.
 13. To confirm the date of the next meeting as Monday 13th October 2025 at Bethel Baptist Church, Sandy Lane, at 6.00pm.



Clerk and RFO, 23rd September 2025