



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

6<sup>th</sup> May 2026

Members of the press and public are invited to attend the Annual Meeting of the Council of Sandy Lane Parish Council, to be held at Bethel Baptist Church, Sandy Lane, on **Monday 11<sup>th</sup> May 2026 at 6.00pm.**

### **Agenda**

#### **1. Election of Chair and Vice Chair**

To elect a Chair and Vice Chair for the municipal year 2026-27 and the subsequent signing of the Declaration of Acceptance of Office by the Chair.

#### **2. Apologies**

To receive apologies for absence.

#### **3. 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.

#### **4. Minutes of previous meeting**

To confirm the minutes of the previous meeting held on 13<sup>th</sup> April 2026 as a true and correct record (attached).

#### **5. Public form**

Chair to invite questions and suggestions from members of the public for a maximum of 15 minutes.

#### **6. Representation from Bradford Council Ward Officer/Ward Councillors**

To receive representation from the local Ward Officer/Ward Councillors for Bradford Council.

#### **7. Ongoing issues**

To receive information/updates on the following ongoing issues and to agree further action if necessary:

- a. Potential housing development at Florida Road.
- b. Parking at bus stop at bottom of Stony Lane.
- c. Planting at steps on Stony Lane/Grasleigh Way.
- d. Greenwood Park sign.

## **8. Planning issues**

- a. To consider current planning applications:
  - (i) [26/01052/HOU](#): Two additional side dormers (one to either side) and replacement porch at 11 Grasleigh Way, Sandy Lane.
  - (ii) [26/01328/HOU](#): Demolition of existing conservatory and construction of single storey rear extension and front and rear dormers at 42 Acacia Drive, Sandy Lane.
- b. To note the planning decisions by Bradford Council: None received.
- c. To consider any updates from the Local Development Plan.

## **9. Insurance**

To confirm the insurance arrangements of the Parish Council (Clear Insurance Management Ltd recommended).

## **10. Financial matters**

- a. To approve the following accounts for payment at the meeting:
  - (i) Bradford Council (£2,225.48) for salaries for February (£750.06), March (£750.06) and April 2026 (£725.36) and to receive an update on the former Direct Debit payment.
  - (ii) Clerk's reimbursement (£TBC) for postage (£19.85) and travel (£TBC).
  - (iii) Gardener for defibrillator cleaning/checking (£TBC).
  - (iv) Internal auditor for internal audit (£TBC).
  - (v) Clear Councils Insurance for annual insurance (£667.03).
- b. Annual Governance and Accountability Return (AGAR) for 2025-26 (attached):
  - (i) To receive and note the Annual Internal Audit Report for 2025-26 (AGAR page 3).
  - (ii) To complete and approve Section 1: Annual Governance Statement for 2025-26 (AGAR page 4).
  - (iii) To approve Section 2: Accounting Statements for 2025-26 (AGAR page 5).
  - (iv) To note the period for the exercise of public rights (Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July 2026).
- c. To note the bank balance as per the most recent statement.
- d. To review and approve all Direct Debit payments (currently Norton for laptop protection).

## **11. Mandatory documents review annually**

To adopt Standing Orders and to review and adopt the following policies: Code of Conduct, Complaints Procedure, Financial Regulations, Financial Risk Assessment, Freedom of Information Policy and ICO Publication Scheme (all attached).

## **12. Bank mandate**

To review and approve the bank mandate.

## **13. Correspondence**

To consider any correspondence received and to agree any actions, including on the following:

- a. Emails from YLCA re White Rose publication, training etc. and meeting for Chairs and Clerks to attend to discuss the Parish Charter, at 7pm on Wednesday 27<sup>th</sup> May 2026 at Keighley Civic Centre.
- b. Email from Bradford Council's Local Plan Team re Evidence Base - Bradford District Integrated Sports Assessment and Knight, Kavanagh and Page Ltd, consultants for Bradford Council's Integrated Sports Assessment - Parish Council Consultation.
- c. Emails from residents re the potential housing development at Florida Road.

- d. Email from Bradford Council re Department of Culture, Media and Sport: Publication of the Government Response to the UK Commission on Covid Commemoration.
- e. Email from residents re new signs at Chellow Dene car park.
- f. Email from Clear Council Solutions re Local Councils Insurance renewal.

**14. Next agenda**

To identify items for inclusion in the agenda of the next meeting.

**15. Date of the next meeting**

To confirm the date of the next meeting as Monday 8<sup>th</sup> June 2026 at Bethel Baptist Church, Sandy Lane, at 6.00pm.



Clerk and RFO, 6<sup>th</sup> May 2026