



**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
Annual Meeting of Sandy Lane Parish Council on
Monday 19th May 2025
to be held at Bethel Baptist Church, Sandy Lane, at 6.30pm**

Agenda

1. To elect a Chair and Vice Chair for the municipal year 2025-26 and the subsequent signing of the Declaration of Acceptance of Office by the Chair.
2. 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. To confirm the minutes of previous meeting held on 14th April 2025 as a true and correct record (attached).
5. Public forum – Chair to invite questions and suggestions from members of the public for a maximum of 15 minutes.
6. To receive representation from the local Ward Officer/Ward Councillors.
7. 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.
8. Planning issues
 - a. To consider current planning applications:
 - (i) 25/01427/PNH: Construction of single storey rear extension of the following dimensions: Depth of proposed extension from rear wall of

original dwelling house: 4.3m; Maximum height of proposed extension: 4m; Height to eaves of proposed extension: 3.5m at 25 Lampards Close, Sandy Lane.

<https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SU EQP8DH0IL00>

- (ii) 25/000862/PNH: Construction of single storey rear extension of the following dimensions: Depth of proposed extension from rear wall of original dwelling house: 6.0m; Maximum height of proposed extension: 3.0m; Height to eaves of proposed extension: 2.95m at 169 Cottingley Road, Sandy Lane.

<https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SS R5U0DH0IL00>

- b. Notifications of planning decisions by Bradford Council: None received.
- c. To consider any updates from the Local Development Plan.

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

10. Financial matters

- 1. To approve the following accounts for payment at the meeting:
 - a. Bradford Council for salaries for May 2025 (£725.64).
 - b. Clerk's reimbursement for travel and postage (£TCB).
 - c. Gardener for defibrillator checking/cleaning (£TBC).
 - d. Clear Insurance Management Ltd for annual insurance (£640.07).
 - e. Bradford Council for annual payroll costs (£636.00).
- 2. To note the bank balance as per the most recent statement (31st March 2025: £467.36).
- 3. To note the recent CIL allocation for 2024-25 (£649.70) and to agree any actions.
- 4. To appoint an internal auditor to undertake the 2024-25 internal audit.

11. Mandatory documents reviewed annually (all attached)

- To adopt Standing Orders.
- 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.

12. To agree the bank mandate.

13. To consider items for inclusion in the next newsletter, due to be printed and delivered in June/July, and to agree that this should incorporate an Annual Report.

14. 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,

amended Standing Orders etc.

15. To identify items for inclusion in the agenda of the next meeting (to include the approval of the Annual Governance and Accountability Return – AGAR – for 2024-25).
16. To confirm the date of the next meeting as Monday 9th June 2025 at Bethel Baptist Church, Sandy Lane, at 6.00pm.

A handwritten signature in black ink, appearing to read "E. Habbins", on a light-colored rectangular background.

Clerk and RFO, 14th May 2025