

## **Minutes of the Annual Meeting of the Council of Sandy Lane Parish Council held remotely on 4 May 2021**

Present:

Councillors                Mike Craft, Tim Grace, Sughra Nazir, Bev Porter (Chair),  
Sandra Shallcross

Clerk                        Eve Haskins

In attendance            No members of the public were in attendance

36/21                    Election of Chair and Vice-Chair

Resolved that Cllr Beverley Porter be elected as Chairman and Cllr Sughra Nazir be elected as Vice-Chairman for 2021/2022; Declaration of Acceptance of Office duly signed by Chairman.

37/21                    Apologies

Apologies received and the reasons for absence approved from Cllr Sajid Hussain; apologies also noted from Ward Cllrs Sue Duffy, Richard Dunbar and Beverley Mullaney.

38/21                    Declarations of interest

None received.

39/21                    Minutes of previous meetings

Minutes of the previous meeting held on 12<sup>th</sup> April 2021 were confirmed as true a record and signed by the Chair.

40/21                    Public forum

1. Land at the end of Rosedale Avenue

It was reported that the land at the end of Rosedale Avenue is still strewn with litter etc.; although this is not actually in the parish it does border onto the parish therefore agreed that the Clerk to liaise with the Ward Cllrs regarding a clean-up of this area again.

2. Covid rates in Bradford

It was reported that Bingley Rural currently has the highest Covid rates in the city (incorporating Harden, Wilsden, Cullingworth and Denholme); Cllr Nazir agreed to place a link on the local social media page to Bradford Council's website publicising this.

41/21                    Representation from Ward Officer/Ward Councillors

This item deferred to the next meeting.

42/21                    Ongoing issues

1. Traffic issues

The following was reported regarding traffic issues:

- The recent roadworks on Haworth Road included the creation of a temporary lay-by, just before the Bay of Biscay going up the road, to aid with the flow of traffic during the works, and residents have been asked whether they wish to keep this: they declined, due to its potential use for anti-social behaviour.
- Some of the residents of Haworth Road have requested a speed camera, however the Chair explained that the road does not fit the criteria for this.
- There may be funds available for more double yellow lines in Sandy Lane, and all agreed that it would be beneficial to also highlight existing ones also, especially at the bottom of Wilsden Road near the garage, the entrance to Chellow Dene car-park, and at the corners of Meadow Court, where they are completely disregarded: agreed that the Clerk to contact the Ward Cllrs to determine how the Parish Council can put the case forward for the necessary traffic measures in the village, and to be kept up to date

- on any potential funding and Bradford West Committee meetings.
- A delivery to the school during busy school traffic time this week held up the traffic flowing on Cottingley Road: agreed that the Clerk to liaise with the school to suggest that deliveries are arranged for outside busy school drop off/pick-up hours.

2. Summer event

Agreed that the summer event, potential date of Sunday 12 June 2022, to be discussed further at the next Events Committee meeting: Clerk to liaise with the Events Committee leader accordingly.

3. Bethel Baptist Church (further help for the community, and return to face to face meetings)

It was reported that the church carried out a recent community survey, which was circulated to all: agreed to help the church wherever possible with community activities etc. The necessary return to face-to-face meetings was also discussed, and the Clerk reported that a meeting has been arranged with church representatives once community buildings are allowed to re-open to the public after 17 May this year, to discuss necessary Covid secure arrangements and carry out a risk assessment etc.; agreed that the Clerk and Chair to attend this meeting. The Chair asked for thanks to be noted in the minutes to the Clerk for the successful facilitation of virtual meetings during the last year.

43/21 Planning issues

1. Planning applications:

- 21/01592/HOU: Replace existing UPVC double glazed windows and doors with timber doors, flush casements and fixed lights, reinstate missing stone mullions at 16 Cliffe View, Sandy Lane: Resolved that the Parish Council have no objection to this application.
- 21/01730/FUL: Removal of existing garages and replace with new garages enclosing the site to ensure safe parking and safety of the public due to elevated position at plot adjacent to 44 Prune Park Lane, Sandy Lane: Resolved that the Parish Council have no objection to this application.
- 21/01792/HOU: Single storey front, side and rear extension, first floor rear extension and dormer windows at 11 Grasleigh Way, Sandy Lane: Resolved that the Parish Council have no objection to this application.

Clerk to contact Bradford Council Planning Department accordingly.

2. Notifications of planning decisions by Bradford Council:

- 21/00921/HOU: Single storey side extension at 3 Grasleigh Avenue, Sandy Lane – granted (the Parish Council had no objection to this application).
- 21/00817/HOU: Single storey side and rear extension to form garden room and office at 1A Sandymoor, Sandy Lane – granted (the Parish Council objected to this application on the grounds of overdevelopment).
- 21/00932/HOU: Proposed two storey side integrated extension at 37 Burnsdale, Sandy Lane – refused (the Parish Council had no objection to this application).

3. Local Development Plan:

No updates received.

44/21 Financial matters

1. To approve any accounts for payment at this meeting, including the following:

- Bradford Council for salaries for May 2021 (£668.92).
- Clerk's reimbursement (£18.24) for postage (£15.34) and travel (£2.90).
- Anthony Clark for cleaning/gardening (£TBC).
- Chris Hawkesley for internal audit (£150.00).

2. Annual Return 2020-21 considered and approved:

- Annual Internal Audit Report received and noted.
- Section 1 of the Annual Return for 2020-21 approved and signed;
- Section 2 of the Annual Return for 2020-21 approved and signed; Clerk to

send completed Annual Return to external auditors.

3. Tax rebate: Clerk reported that a tax rebate of £548 has been applied for.
4. CIL funding: Resolved that the £828 funding received in May 2019 to be contributed towards the marking out of the path in Greenwood Park, or helping to fix the wooden part of the path; Clerk to liaise with the Parks Department accordingly.

45/21                      Mandatory document review

Resolved that the following documents reviewed and adopted:

1. Standing Orders.
2. Complaints Procedure, Disciplinary Policy, Equality and Diversity Policy, Financial Regulations, Financial Risk Assessment, Freedom of Information Policy and ICO Publication Scheme, Grievance Policy, Health and Safety Policy, information security and records management policies and Data Protection Policy, recruitment policies, Privacy Policy.
3. Asset Register of Parish Council: Clerk to liaise with Chair regarding the inclusion of recently purchased gardening tools.

46/21                      General Power of Competence

Resolved that the Parish Council fulfils the eligibility to continue to use the General Power of Competence for all Council business.

47/21                      Committees

Resolved that the Events Committee's membership and terms of reference were reviewed and approved: members agreed as Cllrs Porter, Nazir, and Shallcross, and Sue Ledger as a non-Cllr member with voting rights.

48/21                      Insurance arrangements

Resolved that BHIB Ltd approved as the insurance provider.

49/21                      Bank mandate

Resolved that existing signatories, including Cllrs Porter, Hussain and Craft, and the Clerk, to continue.

50/21                      Subscriptions

Resolved that the annual subscriptions to YLCA and SLCC approved.

51/21                      Clerk's appraisal

Resolved that the Chair and Clerk to liaise regarding undertaking the Clerk's appraisal prior to the next meeting.

52/21                      Correspondence received

- Email from Highways at Bradford Council in response to request for a residents' parking permit scheme on Meadow Court and Sandy Moor: acknowledged, Clerk confirmed that this is on the list for possible measures next financial year.
- Email from Society of Local Council Clerks re return to face-to-face meetings, risk assessment etc.: acknowledged.
- Email from Ward Cllrs, and Director of Public Health, Bradford, re vaccination hub for the parish: acknowledged, Clerk explained that specific criteria need to be met which the church could not fulfil.
- Email from Bethel Baptist Church re community survey and possible return to face-to-face meetings: acknowledged, see item 42/21/3.

- Emails re Climate Action Fund: acknowledged, Cllr Nazir reported that this had been submitted incomplete due to lack of time, to request funding for solar lights, a path walkway and sensory garden in Greenwood Park, Clerk sent completed form at the request of Bradford Council – still awaiting quotes for the solar lights.
- Emails from YLCA including update on remote meetings, White Rose publications, training, etc.: acknowledged, see item 42/21/3.

53/21            Minor items and items for next agenda

1. Standing item of traffic to be discussed at the next meeting.
2. Summer event 2022 to be discussed at the Events Committee meeting held prior to the Parish Council meeting.

54/21    To note the date, time and venue of next meeting

Next monthly meeting of the Parish Council due to be held on Monday 12 July 2021 at Bethel Baptist Church at 7.00pm; to be preceded by the Events Committee meeting at 6.30pm; meeting in June to be cancelled.

There being no further business, the Chairman closed the meeting at 7.25pm.