

**Minutes of the Annual Meeting of the Council of Sandy Lane Parish Council held on  
13<sup>th</sup> May 2024 at Bethel Baptist Church, Sandy Lane**

**Present:**

**Councillors** Sajid Hussain, Sue Ledger, Bev Porter (Chair), Geoff Pounds,  
Sandra Shallcross

**Clerk** Eve Haskins

**In attendance** No members of the public were present

**Meeting commenced at 6.30pm.**

**36/24 Election of the Chair and Vice-Chair**

**Resolved** to elect Councillor Beverley Porter as the Chair of Sandy Lane Parish Council for the municipal year 2024-25.

**Resolved** to elect Councillor Sajid Hussain as the Vice-Chair of Sandy Lane Parish Council for the municipal year 2024-25.

**37/24 Apologies**

Apologies received, and the reasons for absence approved, from Councillor Nazir.

**38/24 Declarations of interest**

Councillor Hussain declared an interest in agenda item 50/24/5 as a Governor at Sandy Lane Primary School: he left the meeting during the consideration of this item and did not take part in the vote.

**39/24 Minutes of previous meetings**

**Resolved** to approve the minutes of the previous meeting held on 11<sup>th</sup> March 2024 as a true and correct record.

**40/24 Public forum**

None present.

**41/24 Representation from Ward Officer/Ward Councillors**

None present.

**42/24 Ongoing issues**

1. Crossing island on Prune Park Lane

No response yet received from Bradford Council.

2. Cul-de-sac signs on Grasleigh Avenue and Grasleigh Way

No response yet received from Bradford Council.

**43/24 Planning issues**

- a) Current planning applications:
  - (i) 24/01372/HOU: Double storey side extension at 1 Deanwood Crescent, Sandy Lane – no objection.
- b) Planning decisions by Bradford Council: none received.
- c) Local Development Plan: No updates received.

**44/24 Mandatory documents**

**Resolved** to agree the following documents:

- Standing Orders.
- Code of Conduct.
- Complaints Procedure.
- Financial Regulations.
- Financial Risk Assessment.
- Freedom of Information Policy and ICO Publication Scheme.

**45/24 Committees**

**Resolved** to agree to disband the Events Committee.

**46/24 Insurance**

**Resolved** to agree Clear Insurance Management Ltd as the Parish Council's insurance provider for 2024-25.

**47/24 Bank mandate**

**Resolved** to agree Councillors Hussian and Porter and the Clerk as the bank signatories.

**48/24 Newsletter**

**Resolved** to agree that the following items to be publicised in the next newsletter, due to be printed and delivered in June/July: 'date for diary' for Remembrance Day event in November; 'Interesting local fact' request; information on Parish Councillors voluntary role; Ward Councillor Bev Mullaney's new role as Lord Mayor; this year's precept, and savings made in the budget this year (reduction in Clerk's hours, no fun day etc.); information/articles for local groups.

**49/24 Yorkshire Day flags**

**Resolved** to agree that the Clerk to investigate prices for the replacement Yorkshire Day flags.

**50/24 Financial matters**

1. **Resolved** to appoint Christine Hawksley as the internal auditor for 2024-25.
2. **Resolved** to approve the following accounts for payment at the meeting:
  - a. Bradford Council for salaries for April 2024 (£978.38).
  - b. Clerk's reimbursement (£18.30) for postage (£10.80) and travel (£7.50).
  - c. Clear Insurance Management Ltd for annual insurance (£509.80).
3. **Resolved** to ratify the following Accounts for payments made between meetings:
  - a. Bradford Council for salaries for March 2024 (£307.78).
  - b. Gardener for defibrillator check/cleaning (£32.00).
  - c. Bradford Council for payroll SLA (£600.00).
  - d. Bradford Council for installation of Christmas lights/Eid sign (£840.00).
  - e. Yorkshire Local Councils Associations (YLCA) for annual subscription (£778.00).
4. Noted the bank balance as per the last bank statement dated 22<sup>nd</sup> April 2024: £14,350.20.
5. **Resolved** to approve the small grant application from Sandy Lane Primary School: cheque for £250 duly approved and signed.

**51/24 YLCA**

**Resolved** to agree the Chair and Vice Chair as the two member representatives for YLCA branch meetings.

**52/24 Clerk's appraisal**

**Resolved** to agree that the Chair and Clerk to liaise to arrange the Clerk's annual appraisal.

**53/24 Correspondence received**

- Emails from YLCA re training, etc.: acknowledged.
- Email from Sandy Lane Primary School re small grant application: acknowledged, see agenda item 50/24/5.
- Email from PKF Littlejohn LLP (external auditors) re the Annual Governance and Accountability Return (AGAR) for 2023-24: acknowledged, AGAR to be approved at the next meeting.
- Email from The Circuit (The National Defibrillator Network) re possible use of the defibrillator: acknowledged.

**54/24 Minor items and items for next agenda**

Agreed that the approval of the AGAR for 2023-24 to be included on next agenda.

**55/24 To note the date, time and venue of next meeting**

Next meeting of the Parish Council due to be held on Monday 10<sup>th</sup> June 2024 at Bethel Baptist Church at 6.30pm.

There being no further business, the Chair closed the meeting at 8.00pm.