

**Minutes of the Annual Meeting of the Council of Sandy Lane Parish Council held on
19th May 2025 at Bethel Baptist Church, Sandy Lane**

Present:

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

Clerk Eve Haskins

In attendance One member of the public was present

Meeting commenced at 6.00pm.

01/2526 Election of Chair and Vice Chair for 2025-26

Resolved to elect Councillor Beverley Porter as the Chair of Sandy Lane Parish Council for the municipal year 2025-26; the Chair and the Clerk subsequently signed the Chair's Declaration of Acceptance of Office.

Resolved to elect Councillor Sajid Hussain as the Vice-Chair of Sandy Lane Parish Council for the municipal year 2025-26.

02/2526 Apologies

Apologies received, and the reasons for absence approved, from Councillors Sughra Nazir and Sandra Shallcross.

03/2526 Declarations of interest

None.

04/2526 Minutes of previous meetings

Resolved to approve the minutes of the previous meeting held on 14th April 2025 as a true and correct record.

05/2526 Public forum

1. Car on Stony Lane

It was reported that there has been a car parked on Stony Lane for the last few days, in the bus bay and obstructing the pavement – Clerk to report this to Bradford Council's Ward Officer.

06/2526 Representation from Ward Officer/Ward Councillors

None present.

07/2526 Ongoing issues

- a) Cul-de-sac signs on Grasleigh Avenue and Grasleigh Way

It was confirmed that Bradford Council will be placing cul-de-sac signs in this area as requested by residents, however noted that this has still not yet taken place.

08/2526 Planning issues

- a) **Resolved** to agree the following regarding current planning applications:
 - (i) 25/01427/PNH: Construction of single storey rear extension at 25 Lampards close, Sandy Lane, Bradford: no objection.
 - (ii) 25/00862/PNH: Construction of single storey rear extension at 169 Cottingley Road, Sandy Lane, Bradford: no objection.
- b) Planning decisions by Bradford Council: None received.
- c) Local Development Plan: no updates.

09/2526 Insurance

Resolved to agree Clear Insurance Management Ltd as the Parish Council's insurance provider for 2025-26.

10/2526 Financial matters

1. **Resolved** 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 (£7.90).
 - c. Gardener for defibrillator checking/cleaning (£34.00).
 - d. Clear Insurance Management Limited for annual insurance (£640.07).
 - e. Bradford Council for annual payroll costs (£636.00).
2. **Noted** the bank balance as per the last bank statement dated 22nd April 2025: £24,207.71.
3. **Noted** the recent CIL allocation of £649.70.
Resolved that the Clerk to contact Bradford Council's Parks Department to determine whether this money could be used to contribute towards a new sign for Greenwood Park.
4. **Resolved** to appoint Christine Hawkesley as the Internal Auditor.

11/2526 Financial matters

Resolved to adopt the following documents:

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

12/2526 Bank mandate

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

13/2526 Newsletter

Resolved to agree that the next newsletter to be printed and delivered in September/October and to include the following: annual report on finances, including precept information; explanation on the lack of fun day this year (lack of volunteers etc.); publicise the Remembrance Day event in November; and information/articles from local groups.

14/2526 Correspondence received

- Emails from YLCA re training, etc.
- Email from Sandy Lane Primary School re small grant application.
- Email from PKF Littlejohn LLP (external auditors) re the Annual Governance and Accountability Return (AGAR) for 2023-24.
- Email from The Circuit re possible use of the defibrillator.

15/2526 Minor items and items for next agenda

Agreed that the Annual Governance and Accountability Return (AGAR) for 2024-25 to be approved at the next meeting.

16/226 To note the date, time and venue of next meeting

Next meeting of the Parish Council due to be held on Monday 9th June 2025 at Bethel Baptist Church at 6.00pm.

There being no further business, the Chair closed the meeting at 7.00pm.