

**Draft minutes of the Annual Meeting of the Council of Sandy Lane Parish Council
held on 11th May 2026 at Bethel Baptist Church, Sandy Lane**

Present:

Councillors Sajid Hussain, Sughra Nazir, Geoff Pounds, Bev Porter (Chair),
Sandra Shallcross

Councillors absent Sue Ledger

Clerk Eve Haskins

In attendance Four members of the public were present

Meeting commenced at 6.00pm.

01/2627 Election of Chair and Vice-Chair for 2026-27

Resolved to elect Councillor Beverley Porter as the Chair of Sandy Lane Parish Council for the municipal year 2026-27; 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 2026-27.

02/2627 Apologies

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

Councillor Nazir entered the meeting at 6.05pm.

03/2627 Declarations of interest

None.

04/2627 Minutes of previous meetings

Resolved to approve the minutes of the previous meeting held on 13th April 2026 as a true and correct record.

05/2627 Public forum

1. Potential housing development at Florida Road/Acacia Drive

Concerns were expressed regarding the potential housing development at Florida Road/Acacia Drive by the four members of the public present, who were all representatives of Sandy Lane Working Group, formed to campaign against this development. They outlined that they were trying to collate as much information as possible to object to this development, including lack of amenities, biodiversity/ecology and transport concerns, and reported that they will be organising a community meeting at Bethel Baptist Church to highlight all concerns. Councillor Nazir advised them to contact English Heritage regarding the listed building on Wilsden Road also.

2. Use of Greenwood Park

Concerns were expressed regarding the use of Greenwood Park on each weekend day by the local cricket club, due to the limitations this then places on access to the lower end of the grass and path for families and children: agreed that the Clerk to contact Bradford Council's Parks Department to query what restrictions they may have in place.

06/2627 Representation from Ward Officer/Ward Councillors

None present.

07/2627 Ongoing issues

a) Potential housing development at Florida Road
See minute reference 05/2627 above.

b) Parking at bus-stop at bottom of Stony Lane
Awaiting response on this issue.

c) Planting at steps on Stony Lane/Grasleigh Way
Awaiting response on this issue.

d) Greenwood Park sign
It was agreed that the Clerk to contact Bradford Council's Parks Department to request a new sign for the park, which the Parish Council may contribute towards depending on the cost.

08/2627 Planning issues

a) **Resolved** to agree the following regarding the current planning applications:

- (i) 26/01052/HOU: Two additional side dormers (one to either side) and replacement porch at 11 Grasleigh Way, Sandy Lane – Sandy Lane Parish Council object to this application on the following grounds: not in keeping with the area; visual amenity; impact on street scene; and over-development.
- (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 – Sandy Lane Parish Council have no objection to this application.

b) Notifications of planning decisions by Bradford Council: none received.

c) Local Development Plan: no updates.

09/2627 Insurance

Resolved to agree Clear Insurance Management Ltd as the Parish Council's insurance provider for 2026-27.

10/26 Financial matters

Resolved to agree the following:

- a. To approve the following accounts for payment at the meeting:
 - (i) Bradford Council (£2,225.48) for salaries for February 2026, March 2026 and April 2026 and noted the update that Bradford Council no longer accept Direct Debit payments for this.
 - (ii) Clerk's reimbursement (£41.69) for postage (£19.85) and travel (£21.84).
 - (iii) Gardener for defibrillator cleaning/checking (£34.00).
 - (iv) Internal auditor for internal audit (£200.00).
 - (v) Clear Council Insurance Ltd for annual insurance (£667.03).
- b. Annual Governance and Accountability Return (AGAR) for 2025-26:
 - (i) To receive and note the Annual Internal Audit Report for 2025-26.
 - (ii) To complete and approve Section 1: Annual Governance Statement for 2025-26.
 - (iii) To approve Section 2: Accounting Statements for 2025-26.
 - (iv) To note the period for the exercise of public rights as Wednesday 3rd June to Tuesday 14th July 2026.
- c. To note the bank balance as per the most recent statement (22nd April 2026: £34,402.04).
- d. To approve the Direct Debit payments (Norton for laptop protection).

11/2627 Mandatory documents reviewed annually

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.

12/2627 Bank mandate

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

13/2627 Correspondence received

- 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 27th May 2026 at Keighley Civic Centre: noted, agreed that the Clerk to attend the latter.
- 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: noted, agreed that the Clerk to complete the survey on behalf of the Parish Council.
- c. Emails from residents re the potential housing development at Florida Road: noted, see agenda item 05/2627.
- d. Email from Bradford Council re Department of Culture, Media and Sport: Publication of the Government Response to the UK Commission on Covid Commemoration: noted.
- e. Email from residents re new signs at Chellow Dene car park: noted.
- f. Email from Clear Council Solutions re Local Councils Insurance renewal: noted, see agenda item 09/2627.

14/2627 Minor items and items for next agenda

Agreed that consideration of new benches and Yorkshire Day flags to be discussed at the next meeting.

15/2627 To note the date, time and venue of next meeting

Next meeting of the Parish Council due to be held on Monday 15th June 2026 at Bethel Baptist Church at 6.00pm.

There being no further business, the Chair closed the meeting at 6.55pm.