

**MENSTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
Thursday 30<sup>th</sup> April 2020 at 7.00pm

**MINUTES**

**Present:** Councillors Peter Finlay (Chairman), Philip Moore (Vice Chairman), Gordon Metcalfe, Jamie Needle, Dale Smith, Goodith White and Jo White

**Clerk:** Catriona Hanson

**2020/040 Introduction and welcome from the Chairman**

Councillor Finlay welcomed everyone to the meeting.

**2020/041 To agree the amended standing orders for Menston Parish Council**

**RESOLVED:** to approve the amended standing orders

**Proposed:** Councillor Finlay

Agreed unanimously

**2020/042 To receive any apologies for absence**

None.

**2020/043 To receive any disclosures of interest and requests for dispensation**

The following disclosures of interest were noted:

Councillor Moore – Menston Action Group and resident of Hawksworth Drive

**2020/044 To receive an update about the village response to the Covid 19 pandemic**

Councillor Finlay gave an update about the Menston response to the Covid 19 pandemic. Councillors Finlay and Smith, together with Paula Truman and Nigel Cawthorne have produced a leaflet which has been distributed to Menston residents. Heather Norreys has been acting as a point of contact for volunteers and requests for help. Some local shopping groups have also been set up. There are still some people and families who are vulnerable and need help or assistance with food parcels, but do not wish to ask for assistance; and some people experiencing loneliness who are in need of some friendship and support.

**2020/045 Public participation**

None.

**2020/046 Minutes of the previous meeting**

**RESOLVED:** to accept the minutes of the Parish Council meeting on 27<sup>th</sup> February 2020 as a true and accurate record. It was agreed that a copy of the minutes would be signed at a subsequent meeting.

**Proposed:** Councillor Finlay

**2020/047 Updates from the Menston Community Association and Menston in Bloom**

**Menston Community Association:** MCA has not met since 12<sup>th</sup> March, but is taking part in the village response to the Covid 19 pandemic. Councillor Finlay thanked Jon and Anne Gadd for answering the village helpline at weekends.

**Menston in Bloom:** there is no update from Menston in Bloom.

**Kirklands (Menston) Trust:** Kirklands is now closed. The Trust has decided that this would be a good opportunity for some decorating to take place and also some work on the emergency lighting system.

**Climate Action Menston:** it was agreed that Climate Action Menston would present a plan for Main Street to the next meeting of the Parish Council.

#### **2020/048 Finance**

The Parish Council

**RESOLVED** to note the following payments:

£40 – renewal fee to the Information Commissioner's Office

£576 – production of a Covid 19 leaflet to be distributed to Menston village

**Proposed:** Councillor Finlay

A grant application had been received from a local group making scrubs for local medical organisations and it

**RESOLVED** to approve the grant application for £500 from this local group

**Proposed:** Councillor Smith

Authorisation for finance for Heather Norreys to pay for Smallprint to produce copies of artwork produced by members of community during the Covid-19 emergency was also agreed. It was agreed that a copy of the invoice would be circulated by email.

#### **2020/049 To agree a quotation for work at Menston Park**

It was agreed that the quotation from the independent contactor would be accepted.

Councillor Needle agreed to contact the contractor for more information about the scheme

and Councillor Metcalfe agreed to produce a drawing of the proposed scheme and a

specification of works which could be submitted to Bradford Council's Parks Department for their approval.

#### **2020/050 Community Infrastructure Levy Funds**

The briefing note about CIL funds was acknowledged. Councillor Finlay advised the meeting that any suggestions for local projects which could be funded by CIL would be welcome.

After some discussion it was agreed that a working party should be set up to discuss any

proposed changes in Menston Park. Councillor Jo White agreed to contact Menston in

Bloom and Menston Pre School and to set up a small group.

#### **2020/051 Leeds Bradford Airport update**

Councillor Finlay reported that a proposed meeting with Alan Elsegood, Peter Jenkins, Cllr Jackie Whiteley and a representative from Leeds Bradford Airport has now been postponed.

#### **2020/052 Consideration of key CCTV coverage in the village to better identify criminality**

There was no update.

#### **2020/053 Assets of Community Value**

There was no update. Councillor Finlay gave an update about the Scout Association's aspirations to purchase a plot of land near the Scout Hut – this has now been deferred.

**2020/054 Fitness trail update**

Councillor Jo White gave an update about the proposed fitness trail. Bradford Council is happy with the proposed fitness type and layout, but their tendering procedure compels them to go out to tender for these items of equipment. Bradford Council has also offered to take over the maintenance and insurance of the fitness equipment.

After some discussion the Parish Council agreed to investigate the necessary procedures for the acquisition of Menston Park.

**2020/055 Safe pedestrian crossing**

This is still under discussion.

**2020/056 Bradford Council's Community Asset Transfer policy**

The Parish Council did not choose to respond.

**2020/057 Butterfield Park gates**

A request has been received to install some gates at Butterfield Park to provide a safe play area. Councillor Jo White agreed to obtain some quotations.

**2020/058 To consider appointing a village caretaker**

There was no update.

**2020/059 Chairman's remarks and correspondence**

None.

**2020/060 Agenda items for the next meeting**

None.

**2020/061 Closed session**

None.

**2020/062 Date of next meeting**

The next Parish Council meeting will be held on Thursday 21<sup>st</sup> May 2020 at 7.00pm.

**Statutory Instrument 2020/392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

The Clerk advised the meeting that this new piece of legislation allows Parish Councils to alter the frequency, move or cancel meetings and also to allow any appointments which would be made at an annual meeting of the authority to be deferred until the next annual meeting. With this in mind, it was recommended that the Annual Meeting of the Parish due to take place on 21<sup>st</sup> May be cancelled and the Annual Parish Council meeting also due to take place on 21<sup>st</sup> May be deferred until May 2021 and the current appointments be continued until the 2021 meeting takes place.

There was no further business and the meeting closed at 8.00pm