

# Report of the Director of Legal and Governance to the meeting of Council on Tuesday, 13 December 2022

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## Subject:

Community Governance Review for changes to Local Council arrangements in the Haworth, Cross Roads and Stanbury area.

## Summary statement:

At its meeting on 22 September 2022, Governance and Audit Committee considered the Community Governance Review regarding the proposal to dissolve the current Haworth, Cross Roads and Stanbury Parish Council and establish two new Local Councils in Haworth & Stanbury, and Cross Roads. This report presents to full Council the recommendations from Governance and Audit Committee in relation to the Community Governance Review and recommends that Council approve the Reorganisation Order appended to the report.

## EQUALITY & DIVERSITY:

One of the fundamental considerations that Bradford Council has had to have regard to through the Community Governance Review process, is to ensure that community cohesion is not impacted as a consequence of the Review and any decision arising from it. No impacts have been revealed.

In line with the Public Sector Equality Duty, any disproportionate impacts on protected characteristic groups were also considered. An equality impact assessment was undertaken and no impacts were identified. Consideration has also been given to those with low income/low wage due to payment of a precept, but those affected by the proposal already pay a precept to the current Parish Council so the proposal does not present a change to this.

Asif Ibrahim  
Director of Legal and Governance

### Portfolio:

Corporate

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### Overview & Scrutiny Area:

Corporate

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## 1. SUMMARY

At its meeting on 22 September 2022 Governance and Audit Committee considered the Community Governance Review regarding the proposal to dissolve the current Haworth, Cross Roads and Stanbury Parish Council and establish two new Local Councils in Haworth & Stanbury, and Cross Roads. This report presents to full Council the recommendations from Governance and Audit Committee in relation to the Community Governance Review and recommends that Council approve the Reorganisation Order appended to the report.

## 2. BACKGROUND

- 2.1 A Local Council is a tier of local government. It can be known as a parish, town, community or village council. It has members (councillors) elected by the people who live in its area. It has a clerk, who is an employee of the Local Council and who looks after the administration of its activities. A Local Council is an independent organisation and its decisions, assets and liabilities are solely its own responsibility.
- 2.2 In Bradford there are currently 20 Local Councils. They are supported by regional and national associations – Yorkshire Local Councils Association, and National Association for Local Councils. Funding is sometimes available from these bodies to support people in the set up of a new Local Council.
- 2.3 Local Councils are responsible for setting their own precept with Bradford Council acting only as the billing authority. The precepts charged by the Local Councils in the Bradford District vary for band D households from £13.50 per year in Wrose, to £82 per year in Burley-in-Wharfedale.

### **Bradford Council working with Local Councils**

- 2.4 To help manage relations and outline how Bradford Council and Local Councils aim to work together, a Charter was first produced and approved by Executive in 2006 and has most recently been updated in May 2015.
- 2.5 The Charter includes agreements on general communications, liaison activity, elections, financial arrangements, town planning and relevant parts of the Localism Act 2011 such as neighbourhood planning and standards committee arrangements. For example:
  - Bradford Council must respond to enquiries from Local Councils within five working days.
  - Bradford Council arranges liaison meetings with Local Council representatives to discuss shared issues.
  - Local Councils are consultees on planning applications that affect the people who live in their area, giving them direct communications from Bradford Council and the opportunity to provide views on relevant planning matters.
  - An explanation is provided on financial arrangements around precepting options available should a service be transferred from Bradford Council to a Local Council, as well as routine administration matters.
  - Bradford Council should ensure that Local Councils are included in any consultation activity taking place which impacts on their geographical area.
  - Arrangements and responsibilities for elections are also included.

## **Community petition**

- 2.6 In February 2022, City of Bradford Metropolitan District Council (the Council) received a petition from a group of residents proposing the aforementioned changes to local council arrangements. The Council undertook a Community Governance Review (CGR) of polling districts 29D, 29E, 29H, 29J and 29K.
- 2.7 The petition area contained 5339 local government electors at the date the petition was submitted, and therefore required at least 401 signatories to be valid. The petition attracted 412 valid signatures, and triggered a Community Governance Review in accordance with the Local Government and Public Involvement in Health Act 2007. The aim of the review is to ensure that local governance arrangements are secured which deliver effective and convenient local government, which reflect the identities and interests of the community in that area. Councils should take into account other influential factors, including the impact of community governance arrangements on community cohesion, and the size, population and boundaries of a community.
- 2.8 Maps identifying the areas of the proposed new parishes are attached in Appendix 1.

## **Community Governance Review**

- 2.9 The first requirement of a community governance review is to set out Terms of Reference outlining how that review will be run. The Terms of Reference were agreed by Governance and Audit Committee on 14 July 2022.

## **Consultation process**

- 2.10 In order to determine the interest of local people in the proposed changes to local council arrangements, the consultation was facilitated by the Keighley Area Coordinator's Office. The following opportunities were made available for people to make their representations.
- a) A letter, survey and fact sheet was sent to all households in the area (see Appendix 2).
  - b) Postal communications were sent to stakeholders in the area (including businesses, schools and community organisations).
  - c) Three public drop in sessions were run in July and August covering each of the 3 villages in the area – these ran from 4 - 7.30pm and were done on different days of the week, spread across the 6-week consultation period.
  - d) Information has been available on the Bradford Council website including an online survey, factsheet and a link to The Good Councillor's Guide.
  - e) The opportunity has been given to write to the Council using a freepost address or emailing a managed inbox.
  - f) QR (Quick Reference) link to the survey which is an internationally recognised way of allowing people to access web pages by scanning the code with their phone or device.



### **3. OTHER CONSIDERATIONS**

#### **Consultation considerations**

- 3.1 The Council was obliged by law to conduct a community governance review once a valid petition was received, and as part of that review, the recommendations made by the petitioners had to be addressed. Having carried out the community governance review, the Council must take into account any representations received in connection with the review in deciding what recommendations to make, and must publish its recommendations as soon as practicable after formulating them. In addition, the DCLG (Department for Communities and Local Government) guidance requires the Council to take into consideration the views of not only those who live in the area but those who work or have an interest in the area.
- 3.2 Throughout the consultation Council officers sought the views of individuals, answered questions and provided standard information, but as the decision making body, deliberately did not seek to influence or support any particular view. The consultation was open for anyone to respond to, though its promotion was kept local with contact made with residents, businesses, and other establishments operating in the area. People were asked to provide their views on the proposal as a means of providing elected members, as decision makers, with reasons for and against.
- 3.3 As the community governance review undertook a qualitative consultation and was not a referendum, the numbers responding for or against cannot statistically be used to validate a result, as individuals could have responded on more than one occasion. This report therefore also focuses on providing an analysis of views provided, to enable decision makers to take a balanced view of the legal tests in the Local Government and Public Involvement in Health Act 2007.
- 3.4 “The Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient; relevant considerations which influence judgements against these two principal criteria include the impact on community cohesion, and the size, population and boundaries of the proposed area.”

#### **Level of responses**

- 3.5 Over the 6-week period of consultation 457 representations were made via online survey or return of paper survey, with the numbers of responses to the different consultation formats as follows:
- Web survey - 334
  - Paper survey – 123
- 3.6 In addition 91 members of the public attended the drop in sessions. There were 61 emails received however, many of the email responses appear to be from people who had already responded but have sent a further email setting out their reasons for supporting the proposal so email responses are not included in the percentages above. Nevertheless, it may be worth noting that of 61 emails, one was opposed to the proposal, the rest stating reasons why they were in favour.

- 3.7 There were more responses in favour of a new Local Council (80.96%) than there were against (19.04%). Analysis of where respondents live show that 65.77% of the total respondents were from Cross Roads, with 28.23% from Haworth, 3.72% from Stanbury and 3.28% other or don't live in the area, these may work or have another interest in the area. Of those responding in favour of the proposal, 71.89% of these live in Cross Roads, 21.35% in Haworth, 3.4% from Stanbury and 3.51% do not live in the area. Of those responding against the proposal, 57.47% are from Haworth, 34.48% from Cross Roads, 5.75% are from Stanbury and 2.3% do not live in the area.
- 3.8 Neighbouring Parish Councils were contacted inviting their views but no responses were received.

### **Summary of comments in support of a new Local Council**

- 3.9 Some of the main reasons given in support of the proposed new Local Council arrangements have been grouped and summarised as:
- It will give more control and more say for the local areas
  - The village requirements and priorities are very different
  - People want more control of spending and budgets in the separate areas
  - Cross Roads could be considered separate from Haworth rather than being overlooked
  - It would make local planning easier
  - The area has grown in population size since first set up
  - There would be a better balance of councillors
  - The current area is too large
  - It would mean people could concentrate on local events, needs and voices more.
- 3.10 Many of the supporting comments were around local people having more voice in the community in a smaller area. Some respondents felt that issues could be better managed and more local priorities met, also that Cross Roads is sometimes overlooked in favour of the larger, or more well-known, Haworth. Many of those in support favoured Cross Roads being a standalone Parish Council so local people would have more say in what goes on in Cross Roads, with many expressing the feeling that current arrangements favour Haworth.
- 3.11 Further to this, many respondents felt that Haworth & Stanbury and Cross Roads were very different villages, with Haworth having a large business and tourism focus, whereas Cross Roads is seen by many respondents as a 'traditional' residential village. Many people also drew comparisons with other local villages of a similar size to Cross Roads, who have their own local councils, such as Oxenhope, Denholme, Cullingworth, and how well they operate on a very local level.
- 3.12 The current Haworth, Cross Roads and Stanbury Parish Council have also issued a statement in support of the CGR and proposal. They have voted unanimously in favour of the proposals and cited reasons as the differences between the villages becoming more prevalent, that the three villages cover a large and diverse area which they feel would be better served by two Councils and that they believe that the villages need their own Council just as villages such as Oxenhope, Cullingworth, Wilsden and Harden already have. It also refers to the current make up the Parish Council with Cross Roads

only having two seats out of 12, which they state is disproportionate to the size of the village. They conclude with their intention that the two Councils would continue to work together on key issues but would be free to set their own agenda in the best interest of their villages.

**Summary of comments against a new Local Council**

3.13 Some of the main reasons given against the proposed new Local Council arrangements have been grouped and summarised as:

- Proposal is divisive
- The current arrangements are working well as they are
- It would affect house prices
- It adds an additional layer of bureaucracy
- There would be additional costs to run two councils
- There would be more strength to advocate when together
- It’s already difficult to fill Councillor vacancies

3.14 Many of the comments against a new Local Council mentioned that things were working well as they are so don’t see a need to change it. Some people felt that the proposal adds a further level of bureaucracy and cited additional costs of running two councils. Some people whose postal address is Haworth but who live in the Cross Roads area responded that the proposal would affect house prices.

**Local Council ward boundaries and numbers of local councillors**

3.15 The proposal being considered is that the current ward boundaries included in the Parish of Haworth, Cross Roads and Stanbury are not altered but are, in effect, split and for 29H to make up the Parish of Cross Roads, and 29D, 29E, 29J and 29K make up the Parish of Haworth and Stanbury.

3.16 The guidance provided by the Department for Communities and Local Government has been applied to the number of electors and level of local councillor representation, to ensure that the proposals fall within the tolerance levels provided.

3.17 The table below outlines the suggested wards along with the electorate number and consequent recommendation of numbers of local councillors for each Local Council ward:

Haworth and Stanbury Parish Council

<b>Proposed Local Council ward name</b>	<b>Polling district reference</b>	<b>Number of electors</b>	<b>Proposed number of local councillors</b>
Haworth [Mytholmes Side to Changeagate]	29D	903	2
Stanbury	29E	241	1
Haworth [Brow Side]	29J	965	2

Haworth [Central Haworth to Marsh Boundary]	29K	913	2
<b>Total</b>	<b>N/A</b>	<b>3022</b>	<b>7</b>

Cross Roads Parish Council

<b>Proposed Local Council ward name</b>	<b>Polling district reference</b>	<b>Number of electors</b>	<b>Proposed number of local councillors</b>
Cross Roads	29H	2322	7
<b>Total</b>	<b>N/A</b>	<b>2322</b>	<b>7</b>

**Ordinary Year of Elections**

- 3.18 Ordinary parish elections are held once every four years, with all councillors being elected at the same time. New parish electoral arrangements usually come into force at ordinary parish elections. The current standard four-year electoral cycle last held ordinary parish elections in 2019 and is to hold them every four years after 2019.
- 3.19 In the case of a new Cross Roads Parish Council and Haworth and Stanbury Parish Council, if approved, it is recommended, in line with the Communities and Local Government guidance, that elections be held in May 2023 along with the District Council elections and schedule of when ordinary Parish Council elections are next due to take place. There would not need to be any amendment to the term of new parish councillors elected in May 2023 as this is in line with the schedule of Parish Council elections.

**Recommendation from Governance and Audit Committee**

- 3.20 The Governance and Audit Committee met on 22 September 2022 and resolved that it be recommended to Council:
- To dissolve Haworth, Cross Roads and Stanbury Parish Council and establish two new Local Councils in the same area – as a consequence of meeting the tests in the Local Government and Public Involvement in Health Act 2007, be supported.
  - That with no significant opinion on the boundaries, the new Local Councils follow the boundary as proposed and set out in the Community Governance Review Terms of Reference.
  - The new Local Councils be named Cross Roads Parish Council and Haworth and Stanbury Parish Council, as set out in the petition received in February 2022.
  - The Local Council areas be split into wards, in the case of Haworth and Stanbury, as outlined at paragraph 3.17 of Document J, along with the suggested numbers of local councillors per Local Council ward be supported.
  - Note that it is a requirement of the 2007 Act that the Council must make available a document setting out the reasons for the decisions it has taken at the conclusion of a community governance review and to publicise those reasons

- The final approval for the dissolving of the current Parish Council and establishment of two new Local Councils in Cross Roads and Haworth and Stanbury area be referred to Council at the earliest opportunity.

## **Reorganisation Order**

- 3.21 A proposed draft reorganisation order is attached as Appendix 3. This draft Order deals with matters prescribed by law, including the areas, names, calculation of budget requirements, parish councils, elections, number of parish councillors, wards, annual meeting and transfer of property.

## **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1 As previously stated Local Councils are independent bodies who run their own affairs. However, Bradford Council acts as the billing authority for any precept charged by Local Councils. The Bradford Council and Local Council Charter sets out all other arrangements on mutual financial arrangements.
- 4.2 Local town and parish councils normally set their own precepts to cover their annual expenditure. This is then collected on their behalf by Bradford Council as part of the annual Council Tax bill. However, if the order for their establishment is approved, the new Parish Councils will have no elected members until after elections in May 2023 so the new parish councils will be unable to set its own precept for 2023-24. Therefore, should full Council approve the Order it will, at the same time, set a budget for the first year of the new parish councils.
- 4.3 Appendix 4 sets out the details of the proposed budgets for Cross Roads Parish Council, and Haworth & Stanbury Parish Council in their first year. The draft budgets have been agreed by Haworth, Cross Roads and Stanbury Parish Council at their full meeting on 28<sup>th</sup> November 2022 and are based on a proportion of band D properties of 41.58% in Cross Roads (29H) and 58.42% in Haworth and Stanbury (29D, 29E, 29J and 29K). At the same Parish Council meeting, it was agreed that any remaining funds held by Haworth, Cross Roads and Stanbury Parish Council on 31<sup>st</sup> March 2023 will be divided by the same proportionate split. The existing Parish Council have also agreed the apportioning of any other assets such as laptop and other equipment.
- 4.4 As the new Local Councils would only be formally constituted after the first elections are held (in May 2023), should the new Local Councils be formed, Bradford Council will set a 2023-24 local precept on the two Councils' behalf at the Council Budget Meeting in February 2023.
- 4.5 A precept figure cannot be included in the report at this stage as the council tax base for the next financial year has not yet been set. In setting the precepts, the Council will be guided by the proposed budgets drawn up by the existing Haworth, Cross Roads and Stanbury Parish Council, and which were approved in principle at the full Parish Council meeting on 28<sup>th</sup> November 2022.
- 4.6 Haworth, Cross Roads and Stanbury Parish Council currently employ a clerk, village warden, toilet attendant and one casual toilet attendant. As the employer, Haworth, Cross Roads and Stanbury Parish Council are legally required to make the necessary



arrangements for redundancy or transfer under TUPE arrangements of the employees.

- 4.7 The ongoing costs to Bradford Council in relation to Local Councils are through the costs of running elections and through its Standards Committee arrangements for dealing with alleged breaches of that Council's Members Code of Conduct.
- 4.8 Full details of the election cost arrangements are held within Appendix 3 of the Bradford Council and Local Council Charter – <https://www.bradford.gov.uk/media/4129/bradford-council-and-local-councils-charter-2015.pdf>
- 4.9 This requires it to meet the full cost of the first election of a new Local Council and subsequently 100% of the costs of polling stations and count stations of elections held on the same day as Council elections. Local Councils will pay 50% of shared costs (excluding the costs of polling stations and counting stations) and 100% of wholly attributable costs. Local Councils will pay 100% of the costs of stand-alone elections.

## **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 5.1 Decisions on the recommendations of Community Governance Reviews are required to be taken by full Council.

## **6. LEGAL APPRAISAL**

- 6.1 The power to take decisions about the creation of Local Councils and their electoral arrangements is delegated to principal councils under part 4 of the Local Government and Public Involvement in Health Act 2007.
- 6.2 Where a parish has 1000 or more local government electors (as here), the review must recommend that the parish should have a council by virtue of S94 of the 2007 Act.
- 6.3 In undertaking the review, the Council must have due regard to the relevant parts of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and the Guidance on Community Governance Reviews issued by the Department for Communities and Local Government and the Local Government Boundary Commission.
- 6.4 Following the recommendations of Governance and Audit Committee on 22 September 2022, the next step in the process is for Council to consider giving formal approval for the Reorganisation Order attached as Appendix 3 to this report.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

- 7.1.1 There are no sustainability implications from the options to either implement or not approve a new Local Council.

### **7.2 GREENHOUSE GAS EMISSIONS IMPACTS**

- 7.2.1 There are no greenhouse gas emission impacts from the options to either implement or not approve a new Local Council.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

7.3.1 There are no community safety implications from the options to either implement or not approve a new Local Council.

### **7.4 HUMAN RIGHTS ACT**

7.4.1 There are no human rights implications from the options to either implement or not approve a new Local Council.

### **7.5 TRADE UNION**

7.5.1 None

### **7.6 WARD IMPLICATIONS**

7.6.1 There would be some impact on Worth Valley ward, as should the changes to the Local Council arrangements be recommended, there would be an additional body for Bradford Council and Keighley Area Committee to consult with on local issues, although it already consults with the existing Parish Council covering the same area.

## **8. NOT FOR PUBLICATION DOCUMENTS**

8.1 None.

## **9. OPTIONS**

9.1 Option 1 – approve the Reorganisation Order attached as Appendix 3 to this Report.

9.2 Option 2 – refuse to approve the Reorganisation Order attached as Appendix 3 to this report.

## **10. RECOMMENDATIONS**

10.1 That the Council approve the Reorganisation Order as attached as Appendix 3 to this report and that the Director of Legal and Governance be authorised to affix the Council's seal to the Order to bring it into effect.

## **11. APPENDICES**

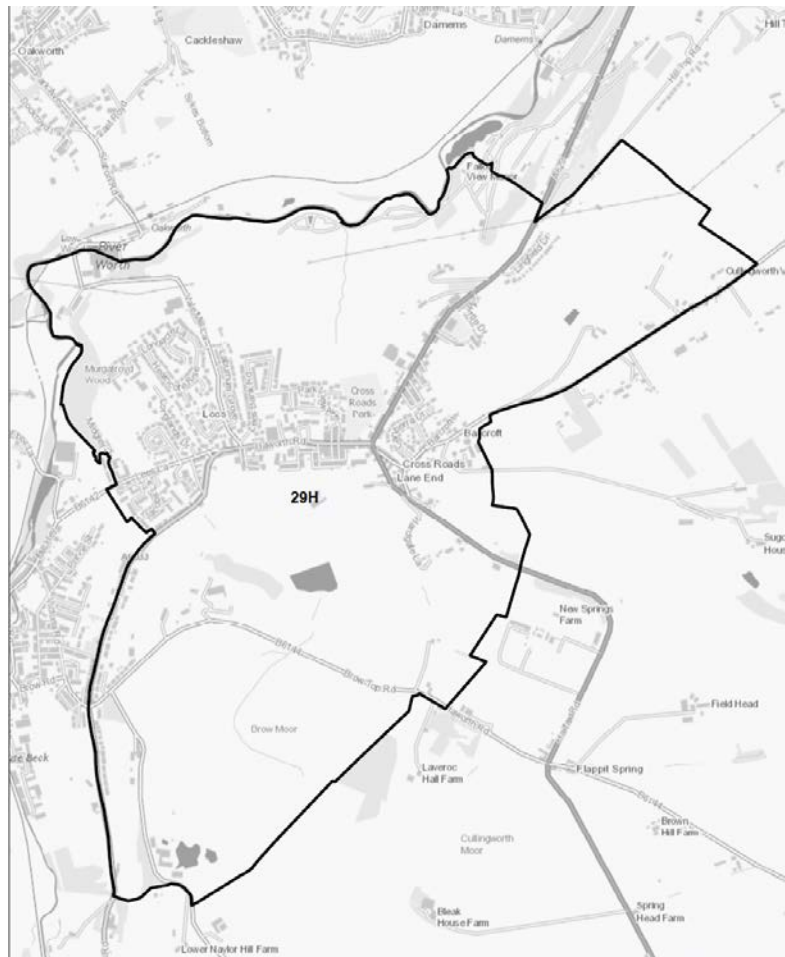
- Appendix 1 – Maps referred to in the Haworth and Stanbury and Cross Roads Parish Council (Reorganisation of Community Governance) Order 2022
- Appendix 2 – Letter to householders with consultation details and fact sheet
- Appendix 3 – Reorganisation Order
- Appendix 4 – Details of proposed budgets for Cross Roads Parish Council, and Haworth & Stanbury Parish Council.

## 12. BACKGROUND DOCUMENTS

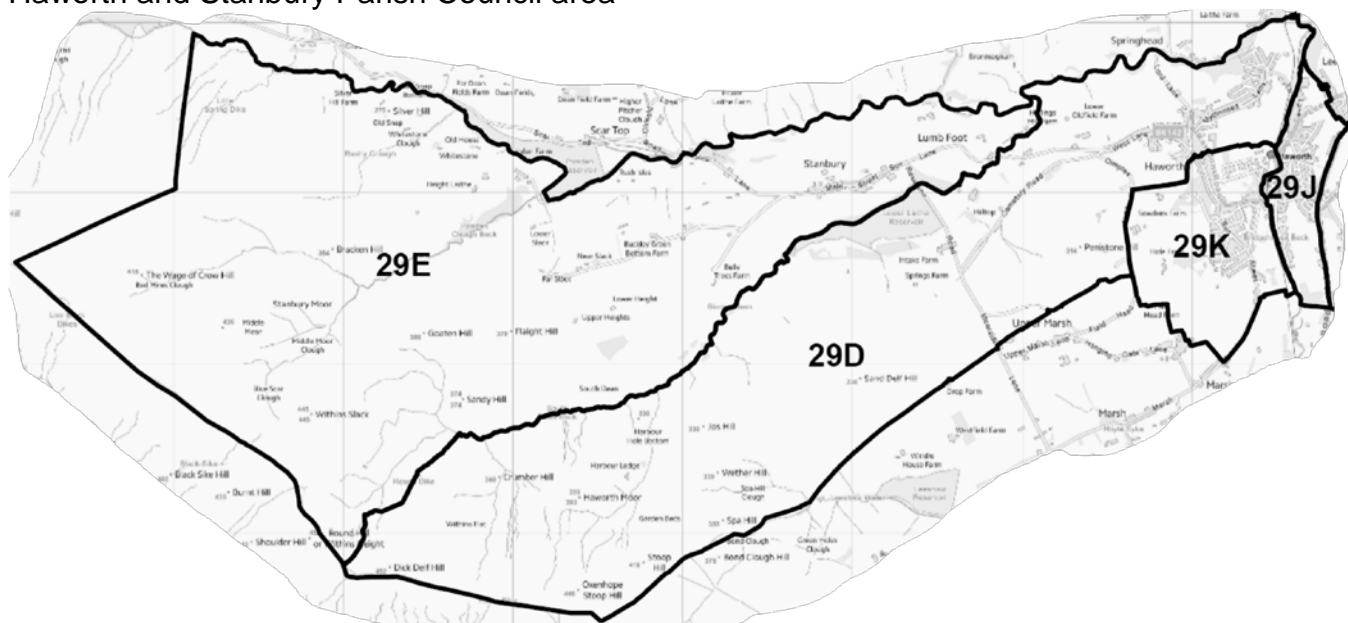
- 12.1 Report of the Director and Legal and Governance to the meeting of Governance and Audit Committee on Thursday 22 September 2022, document 'J', Community Governance Review of Local Council Arrangements in Haworth, Cross Roads and Stanbury.
- 12.2 Report of the City Solicitor to the meeting of Governance and Audit Committee on 14 July 2022, document 'G', Terms of Reference for a Community Governance Review for the Dissolving of Haworth, Cross Roads and Stanbury Parish Council and Creation of Cross Roads Parish Council and Haworth and Stanbury Parish Council.
- 12.3 Community Governance Review Guidance – Department for Communities and Local Government, and The Local Government Boundary Commission  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8312/1527635.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)
- 12.4 Local Government and Public Involvement in Health Act 2007  
<http://www.legislation.gov.uk/ukpga/2007/28/contents>

MAPS REFERRED TO IN THE REORGANISATION OF COMMUNITY GOVERNANCE ORDER 2022

Cross Roads Parish Council area



Haworth and Stanbury Parish Council area



## LETTER TO HOUSEHOLDERS WITH CONSULTATION DETAILS AND FACT SHEET

**Department of Place**

The Resident

Keighley Area Co-ordinator's Office  
The Lodge  
Cliffe Castle Depot  
Spring Gardens Lane  
Keighley  
BD20 6LH

Email: keighleyareacoordinatorsoffice@bradford.gov.uk

Date: July 2022

Dear Resident

**HAVE YOUR SAY****Proposal for changes to the local Parish Council arrangements for Haworth, Stanbury and Cross Roads areas.**

Bradford Council is now undertaking a consultation to establish whether the people of Haworth, Cross Roads and Stanbury want the current Haworth, Cross Roads and Stanbury Parish Council to be dissolved, and for two new Parish Councils of Haworth & Stanbury Parish Council, and Cross Roads Parish Council to be established.

This consultation (known as a Community Governance Review) is taking place because Bradford Council received a formal petition from a group of residents requesting the changes to local council arrangements, as described above.

A parish or community council is a statutory body that is democratically elected. It can serve an area ranging from a small rural community to towns and small cities. It is independently run and raises a precept (a form of Council Tax) from the local community to spend on local priorities.

A fact sheet providing more information on parish councils, what they are and what they can do is included with this letter. A copy of the formal Community Governance Review Terms of Reference is available on the Council's website.

[www.bradford.gov.uk/consultations/current-consultations/consultation-and-engagement/](http://www.bradford.gov.uk/consultations/current-consultations/consultation-and-engagement/) (within 'Haworth, Cross Roads and Stanbury Community Governance Review').

To help Bradford Council reach a decision on whether the current structure is dissolved and two new Parish Councils are established, we need to hear the views of local people. We encourage you therefore to get in touch. You can do this in a number of ways:



- By completing our online survey – available at [www.bradford.gov.uk/consultations/current-consultations/consultation-and-engagement/](http://www.bradford.gov.uk/consultations/current-consultations/consultation-and-engagement/) or by scanning the QR code opposite
- By completing the enclosed survey and posting it to us using the following address details:
  - On the front of your envelope please write only **FREEPOST BRADFORD COUNCIL** (the new Royal Mail system requires no further address details)
  - On the back of your envelope please write **Haworth, Stanbury and Cross Roads – local Parish Council arrangements**
- By emailing us at [keighleyareacoordinatorsoffice@bradford.gov.uk](mailto:keighleyareacoordinatorsoffice@bradford.gov.uk)
- By attending one of our drop in sessions (below) where you can meet Bradford Council officers:

Venue	Date	Time
Lees Methodist Church, Haworth Road, Cross Roads, BD22 9DL	Thursday 28 <sup>th</sup> July	4pm – 7.30pm
St Gabriel's Church, Main St, Stanbury, BD22 0HB	Tuesday 2 <sup>nd</sup> August	4pm – 7.30pm
West Lane Baptist Church, West Lane, Haworth, BD22 8EN	Wednesday 24 <sup>th</sup> August	4pm – 7.30pm

The consultation will last until 26<sup>th</sup> August 2022, after which a decision will be made.

We very much hope you will take this opportunity to share your views with us to help the Council decide whether to dissolve the current Haworth, Cross Roads and Stanbury Parish Council, and establish two new Parish Councils of Haworth & Stanbury Parish Council, and Cross Roads Parish Council.

Yours sincerely

Alice Bentley  
Ward Officer

# **PROPOSED CHANGES TO LOCAL COUNCIL ARRANGEMENTS IN HAWORTH, CROSS ROADS AND STANBURY.**

## **Fact Sheet**

### **Why is Bradford Council undertaking a review/consultation?**

Having received a petition from a group of residents asking for the dissolving of Haworth, Cross Roads & Stanbury Parish Council, and creation of Haworth & Stanbury Parish Council and Cross Roads Parish Council, Bradford Metropolitan District Council is conducting a Community Governance Review under the Local Government and Public Involvement in Health Act 2007.

### **What is a Community Governance Review?**

A Community Governance Review provides an opportunity for Bradford Council to review and make changes to local governance within an area. This will be supported by a consultation with local people. The aim of the review is to ensure that local governance continues to be effective and convenient, that it reflects the people and interests of local communities and considers the views of local people. The recommendations arising from the Community Governance Review should deliver improved community engagement, more cohesive communities and better local democracy.

### **What is a community council?**

A community council is a tier of local government. It can be known as a parish, town, community or village council. Most community councils are non-political. It has members (councillors) elected by the people who live in its area. It has a clerk, who is an employee of the community council and who looks after the administration of its activities.

The range of services and amenities a community council can provide varies enormously. A community council is an independent organisation and its decisions, assets and liabilities are solely its own responsibility.

### **What can a community council do?**

A community council does not replace Bradford Council, but it can provide additional services in its area. A community council's powers could include the provision of allotments, street cleaners, public toilets, seasonal events, youth activities, management of public gardens, play areas and community centres and the allocation of grants to local organisations.

A community council is a consultee on planning applications that affect the people who live in its area. Bradford Council planners will take the views of a community council into account when making their decisions, although they don't have to agree with them. A community council could also access additional sources of funding specifically aimed at parish or town councils.

### **The people who run a community council**

As well as a paid clerk (often part time), the community council requires a number of local volunteers to stand as community councillors to represent the people of the community. These volunteers do not need to be a member of a political party. The number required will be established through the Community Governance Review, but in other areas it varies from 5 to 30.

## **Do community councillors get paid or receive allowances?**

No, community councillors do not get paid or receive any allowances for the work they do.

## **Raising money for a community council**

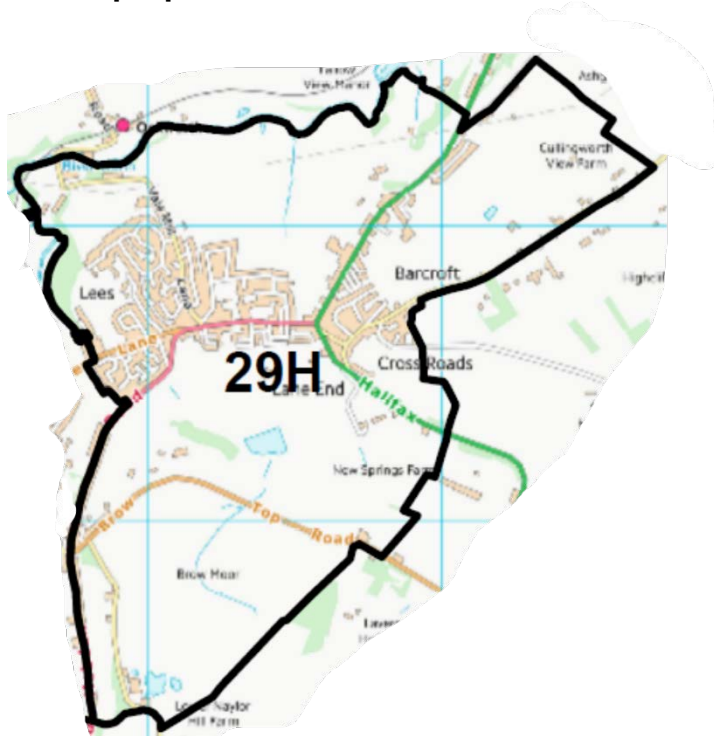
A community council raises money by charging a precept to all households in the area. This is in addition to any Council Tax paid to Bradford Council, the Police and Fire Authorities. The community council is required to set its own budget annually and Bradford Council is notified of how much is to be raised through the precept. This is then added to your Bradford Council Tax bill and will vary depending on the Council Tax band of your home. The community council does not charge businesses any additional money. The money raised by a community council can only be spent for the benefit of people living in the area of that community council.

Annual changes to the precept are not capped by Central Government (in the way that a percentage limit is applied to Council Tax). This means that the amount can be increased/decreased by the community council to meet its agreed budget.

## **What happens next?**

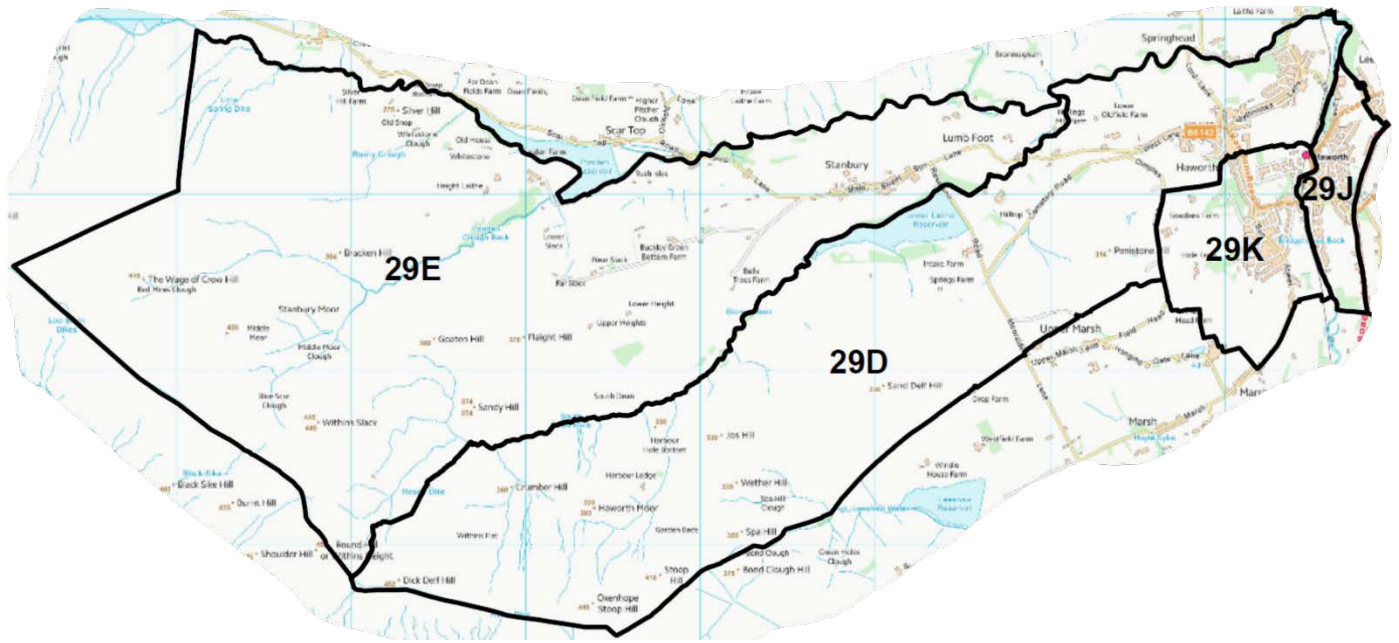
At the end of the consultation period and after all the responses have been analysed, if Bradford Council decides to dissolve the current Parish Council and create two new local councils, it could appoint a shadow council, to help establish the new community councils' finances, the arrangements for the election of councillors and the first meeting. Following this, the community councils will be left to run their own affairs. In this case, where one Parish Council already exists, it may be that this acts as the 'shadow' Council(s) until the first elections.

## **A map of the proposed area for Cross Roads Parish Council**





# A map of the proposed area for Haworth & Stanbury Parish Council



REORGANISATION ORDER

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

**Haworth, Cross Roads & Stanbury Parish Council  
(Reorganisation of Community Governance)  
Order 2022**

Made [ ] December 2022

Coming into force in accordance with Article 1

The City of Bradford Metropolitan District Council (“the Council”) in accordance with Section 82 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) has undertaken a community governance review and made recommendations dated 13 December 2022.

The Council has decided to give effect to those recommendations and, in accordance with Section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient.

The Council has had regard to the Guidance on Community Governance Reviews issued under Section 100 of the 2007 Act.

The Council makes the following Order in exercise of the powers conferred by Sections 86, 98 and 240(10) of the 2007 Act.

**Citation and Commencement**

1. (1) This Order may be cited as the Haworth, Cross Roads & Stanbury Parish Council (Reorganisation of Community Governance) Order 2022.
- (2) It shall come into force on 1 April 2023.
- (3) Article 9 shall come into force on the ordinary day of election of councillors in 2023.

**Interpretation**

2. In this Order “map” means the maps marked “Maps referred to in the Haworth, Cross Roads & Stanbury Parish Council (Reorganisation of Community Governance) Order 2022” and deposited in accordance with Section 96(4) of the 2007 Act and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;

“new parish” means the parishes constituted by article 4 being Haworth and Stanbury Parish Council and Cross Roads Parish Council

“ordinary day of election of councillors” has the meaning given by Section 37 of the Representation of People Act 1983; and

“registration officer” means an officer appointed for the purpose of, and in accordance with, Section 8 of the Representation of the People Act 1983.

### **Effect of Order**

3. This Order has effect subject to any agreement under Section 99 (agreement about incidental matters) of the 2007 Act relevant to any provision of this Order.

### **Constitution of New Parishes**

4. (1) A new parish, comprising the area outlined with a red line on the map named Haworth and Stanbury Parish Council, shall be constituted within the Bradford District.
  - (2) The name of the new parish shall be Haworth and Stanbury Parish Council.
  - (3) A new parish, comprising the area outlined with a red line on the map named Cross Roads Parish Council, shall be constituted within the Bradford District.
  - (4) The name of the new parish shall be Cross Roads Parish Council.

### **Calculation of Budget Requirement**

5. (1) For the purposes of regulation 3 of the Local Government Finance (New Parishes) (England) Regulations 2008 there is specified in relation to the parish of Haworth and Stanbury the sum of £62,007.00.
  - (2) For the purposes of regulation 3 of the Local Government Finance (New Parishes) (England) Regulations 2008 there is specified in relation to the parish of Cross Roads the sum of £44,133.00.

### **Parish Councils for the Parishes of Haworth and Stanbury, and Cross Roads**

6. (1) There shall be a parish Council for the parish of Haworth and Stanbury.
  - (2) The name of that Council shall be "Haworth and Stanbury Parish Council".
  - (3) There shall be a parish Council for the parish of Cross Roads.
  - (4) The name of that Council shall be "Cross Roads Parish Council".

### **Elections for the Parishes of Haworth and Stanbury, and Cross Roads**

7. The election of all parish councillors for the parishes of Haworth and Stanbury and Cross Roads shall be held simultaneously on the ordinary day of election of councillors in 2023.

### **Number of Parish Councillors for the Parish of Haworth and Stanbury**

8. The number of councillors to be elected for the parish of Haworth and Stanbury shall be 7.

### **Number of Parish Councillors for the Parish of Cross Roads**

9. The number of councillors to be elected for the parish of Cross Roads shall be 7.

### **Wards of the Parish of Haworth and Stanbury and Numbers of Parish Councillors**

10. (1) The parish of Haworth and Stanbury shall be divided into four wards which shall be named Haworth [Mytholmes Side to Changegate], Stanbury, Haworth [Brow Side] and Haworth [Central

Haworth to Marsh Boundary].

- (2) Each ward shall comprise the area designated on the map by reference to the name of the ward and polling district and demarcated by black lines as in Appendix 1.
- (3) The number of councillors to be elected for each parish ward shall be Haworth [Mytholmes Side to Changegate – 2, Stanbury – 1, Haworth [Brow Side] – 2 and Haworth [Central Haworth to Marsh Boundary – 2.

### **Wards of the Parish of Cross Roads and Numbers of Parish Councillors**

11. (1) The parish of Cross Roads shall be a single un-warded parish which shall be named Cross Roads Parish Council.
- (2) The ward shall comprise the area designated on the map by reference to the name of the ward and polling district and demarcated by black lines as in Appendix 1.
- (3) The number of councillors to be elected for the parish ward shall be Cross Roads – 7.

### **Annual meeting of Parish Councils**

12. The annual meeting of the new parish councils in 2023 shall be convened by the Director of Legal and Governance of the Council. The meetings shall take place no later than 14 days after the day on which the councillors elected to the new parish councils take office.

### **Electoral Register**

13. The registration officer for the Council shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequence of this Order.

### **Transfer of Property, Rights and Liabilities**

14. The land, property, rights and liabilities described in Schedule 1 shall transfer from the Parish Council of Haworth, Cross Roads & Stanbury to the Parish Council of Haworth and Stanbury on 1 April 2023.

### **Order Date**

15. 1 April 2023 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

Sealed with the common seal of the Council this day [ ] December 2022

## Schedule 1

### LAND AND PROPERTY TO BE TRANSFERRED

<b>Property Description</b>	<b>No</b>	<b>Street</b>	<b>Locality</b>	<b>Town/City</b>	<b>Post Code</b>
West Lane Allotments	18	West Lane	Haworth	Haworth	BD22 8DT
Rawdon Road Allotments	25	Rawdon Road	Haworth	Haworth	BD22 8DW
West Lane Public Conveniences	2	West Lane	Haworth	Haworth	BD22 8EE

**DETAILS OF PROPOSED BUDGETS FOR CROSS ROADS PARISH COUNCIL AND  
HAWORTH & STANBURY PARISH COUNCIL**

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Any set-up costs for the two new parish councils will be covered by the amount remaining in the existing parish council account on 31<sup>st</sup> March 2023.

Below are the proposed budgets as agreed by Haworth, Cross Roads and Stanbury Parish Council at its meeting on 28 November 2022.

**Haworth and Stanbury Parish Council – 2023 – 2024 proposed budget**

<b><u>Administration</u></b>	<b>2023/24</b>
Member's Allowance (£100 x 7)	£700.00
Chair's Allowance	£300.00
Salaries	£13,000.00
Outsourced Payroll	£500.00
Office Rental	£0.00
Room Hire (Meetings) including Virtual Meeting software	£500.00
YLCA Subscription	£950.00
Subscription - Other	£300.00
Printing, Stationery, Postage and Telephone	£700.00
Travel & Subsistence	£100.00
Audit (Internal)	£945.00
Audit (External)	£300.00
Training (Staff & Members)	£400.00
Insurance	£1,500.00
Newsletter	£1,000.00
IT Fund	£1,000.00
Contingencies	£1,000.00
<b>SUB TOTAL</b>	<b>£23,195.00</b>
<b><u>Operation &amp; Service Delivery</u></b>	
Service Delivery	£8,132.00

Toilet Development Fund	£10,000.00
Toilet Staffing	£6,180.00
Christmas Tree Fund	£500.00
Projects Fund	£7,000.00
	£ -
	£ -
Environment Committee Budget	£6,000.00
General Grant Fund	£1,000.00
<b>SUB TOTAL</b>	<b>£38,812.00</b>
<b>TOTAL EXPENDITURE (A)</b>	<b>£62,007.00</b>
<b><u>Income</u></b>	
Government Grant	£ -
Transfer from Reserves	
<b>TOTAL INCOME (EXC. PRECEPT) (B)</b>	<b>£ -</b>
<b>TOTAL PRECEPT (A-B)</b>	<b>£62,007.00</b>

Band D Equivalent	£45.01
Number of Households	1320
Percentage Increase/Decrease	£ -

### Cross Roads Parish Council – 2023-2024 proposed budget

<b><u>Administration</u></b>	
Member's Allowance (£150 x 7)	£1,050.00
Special Responsibility Additional Allowance (Chairman)	£350.00
Salaries	£10,500.00
Room Hire (Meetings) including Virtual Meeting software	£1,500.00
YLCA Subscription	£945.00

Printing, Stationery, Postage and Telephone	£500.00
Travel & Subsistence	£100.00
Audit	£500.00
Training (Staff & Members)	£300.00
Insurance	£1,500.00
Newsletter	£200.00
IT Fund	£1,000.00
Promotion & Marketing	£188.00
<b>SUB TOTAL</b>	<b>£18,633.00</b>
<b><u>Operation &amp; Service Delivery</u></b>	
Toilet Running Costs	£2,000.00
Toilet Staffing	£6,000.00
Christmas tree and lights	£5,000.00
Projects	£12,500.00
<b>SUB TOTAL</b>	<b>£25,500.00</b>
<b>TOTAL EXPENDITURE (A)</b>	<b>£44,133.00</b>
<b><u>Income</u></b>	
Transfer from Reserves	TBC
<b>TOTAL INCOME (EXC. PRECEPT) (B)</b>	<b>£ -</b>
<b>TOTAL PRECEPT (A-B)</b>	<b>£44,133.00</b>

Band D Equivalent	£45.31
Number of Households	974
Percentage Increase/Decrease	