

**Minutes of the Meeting of Burley Parish Council
held remotely via video conferencing on
Thursday 14th January 2021 at 7.30pm**



Present: Councillor Duncan Ault
Councillor Debbie Cox
Councillor Vicky Evans
Councillor Bob Felstead
Councillor Jan Lepley (Chair)
Councillor Gary Scott
Councillor Chris Turner
Councillor Mike Wild

Officers: Clare Smith (Clerk)

Also present: Three members of the public

142/2021 Item 1 – Chairman’s Remarks

Councillor Lepley welcomed those present to the meeting.

143/2021 Item 2 – Apologies for Absence

No apologies were received. All members present.

144/2021 Item 3 – Disclosures of Interest

No declarations of interest were made in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from Members or Officers.

145/2021 Item 4 – Dispensation Requests

None requested.

146/2021 Item 5 – Public Participation

Burley Trojans Representative – The Burley Trojans are keen to apply for grant funding to improve quality and standard of playing surfaces and ultimately to build changing facilities in the long term. Funding providers require a formal agreement to be in place for the use of the land, typically for at least 10 years. The Trojans would therefore like to request that an agreement be put in place to formalise their use of the pitches at the Recreation Ground.

147/2021 Item 6 – Minutes of the Previous Meeting

Proposed by Councillor Vicky Evans
Seconded by Councillor Chris Turner

RESOLVED that the minutes of the Full Council meeting held on 10th December 2020 be accepted as a true and accurate record and signed by the Chairman.

148/2021 Item 7 – Matters arising from Previous Minutes

Councillor Lepley reported that a local joiner had been contacted regarding the work to the Queens Hall kitchen.

149/2021 Item 8 – Minutes of Council Committees

It was **RESOLVED** that the following minutes be accepted by the Council:

- 8.1 Planning Committee – 21st December 2020
- 8.2 Community & Environment Committee – 4th January 2021
- 8.3 Library Committee – 11th January 2021
- 8.4 Planning Committee – 11th January 2021

The Chair moved to take Item 13 as the next item of business.

150/2021 Item 13 – Burley Trojans – Use of Recreation Ground Agreement

See Minute No 146/2021 – Item 5 Public Participation above.

It was **RESOLVED** that the Council is to put a formal agreement in place with the Burley Trojans. The Clerk will work with the Trojans to develop a draft agreement which will be brought back to Council for approval.

151/2021 Item 9 – Finance

9.1 Schedule of Receipts and Payments (December 2020)

RESOLVED: The schedule of receipts and payments for December 2020 was approved.

9.2 Bank Reconciliation December 2020

RESOLVED: The bank reconciliation for December 2020 was approved.

9.3 Budget Report – Year to Date (at 31st December 2020) – Quarter 3 Review

The Clerk circulated a detailed budget report (Cost Centre Report) accompanied by a detailed financial analysis showing 2019/20 against 2020/21 figures. The revised budget is the suggested latest estimate for the year end and actual figures up to 31st December 2020 are shown in the last column.

Main points to note:

1. Administration

- Continued Covid-19 support income grant funding from Bradford MDC of £3,269 in December 2020. Total £30,153 with more grant funding expected to the end of the year;
- CIL monies of £8022 received for the playground;
- Lower anticipated administration expenses (excluding Greenway) with slightly higher salary and building projects costs being compensated by lower costs on elections, newsletter and projects and grants.

2. Parks and Open Spaces

- Income from Parks is from Bradford MDC for grass verge cutting and the football club totalling £6500. There are also funding contributions for the football pitch drainage and also anticipated for the new playground.
- Expenses are anticipated to be above budget (general maintenance including drainage, path repairs, Roundhouse garden)
- The cost of the playground upgrade and zip wire is anticipated to be approximately £4,000 for BPC with all other funding either from Burley in Wharfedale Community Trust or CIL.

3. Allotments

- Income for the year will include 18 months' rent on all allotments. They are nearly all let with only 3 or 4 requiring attention.

4. Library

- No income this year for hire, fines and fees. Some contribution anticipated towards additional fixtures.

- Costs are substantially lower than anticipated (Reduced Story Bees sessions and reduced cleaning due to closure).

5. Queens Hall

- Reduced income from lettings due to Covid (significant contributions from Bradford MDC to compensate). Blood Donations sessions ongoing and some lettings throughout Tier 3 restrictions. Jolly Tots income and electricity ongoing. Lease now agreed.
- Some repairs on Queens Hall for Jolly Tots nursery (porch) costing £3,472 included in 'Building Projects'. The payment for the acoustic panels, which have recently been fitted in the extension, will come within January 2021 accounts and the car park redesign is still to be done. Salaries below budget (no overtime).

6. Roundhouse

- Let to a flower shop business until the year end and income due for November/December. Should be about £1,000 for year.
- Expenses should be about £1,000 but some internal decoration and refurbishment may be needed at some stage ahead.

7. D of E

- Some fees and subs are anticipated in January/February and further expeditions are planned in March
- We are still paying for the D of E leader and assistant on a monthly basis but they are doing very valuable work remotely with a significant number of teenagers.
- A review took place in November and a further one is planned in late January.

8. Refurbishment Project

- No further payments now until April (next financial year).

9. Overall Financial Latest Estimate 2020/21

- The overall surplus is anticipated to be £19,505 at the year end with reserves increasing to £159,900. The only significant change to this could be the Greenway and the timing of the purchase and erection of fencing on the Otley golf club land purchase. (about £27,000). This may be put back to 2021/22.

152/2021

Item 10 – Action Plan & Capital Expenditure Plan

The Clerk shared the Capital Expenditure Plan. Several of the items listed on the plan were to be discussed as separate agenda items.

The team involved with planting trees at various locations around the village were thanked for their efforts.

153/2021

Item 11 – Youth Safety and Security Meeting

A Youth Safety and Security meeting is to be held on Thursday 28th January 2021 at 7:30pm via Zoom. Invitations have been sent to the schools, youth service, police and councillors. It was agreed that agenda items would be as follows:

- Review of action points from previous meeting
- Overview of current situation and issues (including young peoples' perceptions)
- Parish Council collaboration with other organisations
- Positive Community Engagement

It was agreed that Councillor Cox will chair the meeting.

- 154/2021** **Item 12 – Old Public Toilet Block, The Grange**
The old public toilet is no longer in use. It was agreed that the building is such a small space that it cannot be utilised for any other purpose and that the Clerk should seek quotes for the building to be demolished (the original toilet block which stands behind this unit and is used for Christmas Lights storage will remain).
- 155/2021** **Item 13 – Burley Trojans – Use of Recreation Ground Agreement**
See Minute No 150/2021 above.
- 156/2021** **Item 14 – Queens Hall Car Park**
The Clerk circulated two options for the redesign of the layout of the car park. It was **RESOLVED** that the car park design should be Option 1 but with one less space along the rear wall to ensure that spaces are wide enough. Hatching should also be added along the side of the building (to keep the exit of the car park clear).
- The Clerk reported that the actual lining work will cost approximately £900. It was **RESOLVED** that the cost of the work is approved with the aim of completing the work within this financial year.
- 157/2021** **Item 15 – Structure of the Council**
Councillor Lepley circulated a report to request that consideration be given to the restructuring of the Council and its Committees. It was felt that the Community & Environment Committee had a very broad remit and therefore a huge workload. It was agreed that thought would be given to how the structure could be adapted to help to spread the workload. One thought was that all business (except Staffing and Planning) could be brought to Full Council and that the frequency of Council meetings be increased to fortnightly. Councillors were asked to consider this and send their thoughts to Councillor Lepley by email.
- 158/2021** **Item 16 – Wharfedale Greenway**
Councillor Scott reported that a meeting had taken place with Sustrans and they are working on finalised drawings to be sent to the biodiversity consultant. They will then conduct the final outstanding survey which can be sent to the Planning Officer as soon as it is completed.
- The solicitor has informed us that there is one search outstanding which they had hoped would be back but there has been a delay. We aim to complete the land purchase by April 2021 but this could be pushed back slightly.
- Ikley Town Council are still in discussions with Sustrans regarding the feasibility work for the section from Burley to Ben Rhydding.
- 159/2021** **Item 17 – CCTV, Grange Park**
A proposal was put forward to install CCTV in Grange Park near to the shelter in the hope that this would deter future vandalism and improve the littering problem. The Clerk circulated the Councillors Code of Practice for Surveillance Cameras which provides details of the 12 principles that must be adhered to for a Council to ensure that it complies with all of the relevant legislation (e.g., data protection). It was agreed that no immediate action would be taken and we monitor the situation in Grange Park.
- 160/2021** **Item 18 - Potential Creation of Easements at Various Locations**
Item deferred.
- 161/2021** **Item 19 – Reports from Councillors on Other Meetings Attended – For Information Only**
Nothing to report.

162/2021 **Item 20 – Report from Councillors – Concerns Raised by Members of the Public**

Nothing to report.

163/2021 **Item 21 – Diary Dates**

21st January 2021 Extraordinary Council Meeting, 7:30pm (Co-Option to Fill Casual
Vacancy)

1st February 2021 Planning Committee, 7:30pm

11th February 2021 Full Council Meeting, 7:30pm

The meeting closed at 9:50pm

Signed (Chairman, Councillor Lepley): _____ Date: _____