

**Minutes of the Meeting of Burley Parish Council  
held remotely via video conferencing on  
Thursday 11<sup>th</sup> February 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 Gail Weathers  
Councillor Mike Wild

**Officers:** Clare Smith (Clerk)  
Cate Perman (Assistant Clerk)

**163/2021 Item 1 – Chairman’s Remarks**

Councillor Lepley welcomed those present to the meeting.

**164/2021 Item 2 – Apologies for Absence**

No apologies were received. All members present.

**165/2021 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.

**166/2021 Item 4 – Dispensation Requests**

None requested.

**167/2021 Item 5 – Public Participation**

No members of the public were present.

**168/2021 Item 6 – Minutes of the Previous Meeting**

**6.1** Proposed by Councillor Bob Felstead  
Seconded by Councillor Debbie Cox  
**RESOLVED** that the minutes of the Full Council meeting held on 14<sup>th</sup> January 2021 be accepted as a true and accurate record and signed by the Chairman.

**6.2** Proposed by Councillor Bob Felstead  
Seconded by Councillor Vicky Evans  
**RESOLVED** that the minutes of the Extraordinary Council meeting held on 21<sup>st</sup> January 2021 be accepted as a true and accurate record and signed by the Chairman.

**169/2021**      **Item 7 – Matters arising from Previous Minutes**

- 7.1      The Clerk will chase the progress with the Jolly Tots lease.
- 7.2      Burley Trojans FC have produced a proposal for improvements to the Recreation Ground including the construction of changing facilities and pitch drainage and improvements. The Council would like to see more parking provision included in the proposal but overall is very supportive.

**170/2021**      **Item 8 – Minutes of Council Committees**

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

- 8.1      Planning Committee – 1<sup>st</sup> February 2021

**171/2021**      **Item 9 – Finance**

**9.1      Schedule of Receipts and Payments (January 2021)**

**RESOLVED:** The schedule of receipts and payments for January 2021 was approved.

**9.2      Bank Reconciliation January 2021**

**RESOLVED:** The bank reconciliation for January 2021 was approved.

**9.3      Budget Report – Year to Date (at 31<sup>st</sup> January 2021)**

The Clerk circulated a detailed budget report (Cost Centre Report).

**Main points to note:**

- January salaries not included (approx. £7,000) apart from D of E
- Xmas lights paid.
- Greenway land purchase likely to be delayed until April
- Grange Park expenditure over budget (but compensated by lower costs on general maintenance). Extra drainage and fence for zip wire needed.
- Playground and R H garden (with benches) nearing completion. Zip wire awaiting drainage impact.
- Allotment income this year lower than anticipated (Bradford grant)
- Any library improvements (blinds etc) mainly paid from Burley in Wharfedale Community Trust funding.
- Hire fees (blood donation sessions) and rent on Queens Hall continuing. Acoustic panels fitted. Relining of car park due and other improvements.
- Round House income reduced by Covid lock down (flower academy).
- Duke of Edinburgh financial review due mid/late February.

Overall, the anticipated surplus for the year remains at £19531. The most significant change to this figure is likely to be the anticipated delay in the Greenway Otley golf course purchase into the next financial year (approximately £30,000). If this occurs next year's budget will be amended appropriately.

**172/2021**      **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.

It was agreed that the Plan should be edited by the Clerk to include the improvements at the Recreation Ground being planned by Burley Trojans and to group all projects at the Recreation Ground under one heading.

Ward Councillors were in the process of finding out further information about some Bradford Council Environmental Grants which the Parish Council may be able to apply for.

**173/2021**     **Item 11 – Youth Safety and Security Meeting**

A Youth Safety and Security meeting was held on Thursday 28<sup>th</sup> January 2021 via Zoom.

It was agreed that this would continue to be a regular agenda item each month so enable the Council to maintain momentum and progress the action points efficiently.

It was **RESOLVED** that a Youth Safety and Security Sub Committee will be set-up comprising of Councillor Cox (Chair), Councillor Weathers, Cate Perman (Assistant Clerk), a Bradford Youth Service representative and 4-5 young people.

**174/2021**     **Item 12 – Queens Hall Car Park**

The Clerk circulated an email from a nearby resident who has expressed concerns that the proposed new layout of the car park may cause damage to her boundary wall. The Clerk reported that she has asked the architect to incorporate bollards or a kerb into the drawings to prevent damage and that this was also being costed. Further information will be brought to the next meeting.

Another resident has raised concerns about the article in the latest e-newsletter which states that the car park will be for Queens Hall patrons only once the building is fully operational post Covid. It was pointed out that there is a 'P' sign on Main Street directing cars to the car park.

**175/2021**     **Item 13 – Queens Hall Refuse Collection Arrangements**

It was **RESOLVED** that the Queens Hall refuse collection and recycling collections are carried out by Bradford Council Trade Waste at a cost of £513 per annum.

**176/2021**     **Item 14 – Traffic Management**

Councillor Felstead reported that he had spoken with the Highways Officer at Bradford Council who confirmed that plans are in place to reduce the speed limit on the bypass and to also re-design the road layout to reduce the speed of traffic.

Whilst Bradford Council were not able to progress any plans for the implementation of a 20mph speed limit at present, the Parish Council could begin to put a proposal together which could be considered once a decision has been announced on the Sun Lane development.

It was **RESOLVED** that Traffic Management working group will reconvene in late March 2021 and put together information to be included in the July newsletter. The group will also look into parking issues including the Queens Hall car park.

**177/2021**      **Item 15 – Structure of the Council**

It was **RESOLVED** that the structure of the Council and its Committees remains the same. The Community and Environment Committee shall move to 4 weekly meetings rather than 6 weekly meetings to address the high workload of the Committee.

**178/2021**      **Item 16 – Sustainability Policy**

Councillor Turner and Councillor Cox have been looking into developing a draft Sustainability Policy. Advice has been sought from the YLCA however they are currently in the process of drafting a template policy. It was agreed that a draft would be put together based on the policy of Burton Bradstock Parish Council and be brought back to the next meeting for discussion and approval.

**179/2021**      **Item 17 – Wharfedale Greenway**

Councillor Scott reported that the finalised route plans that show the boundaries of the Greenway are were circulated to Members. These have been produced by Sustrans following several meetings. We are also getting a net biodiversity report produced by JCA as requested by the Bradford Council Planning Officer which is currently underway. Once the report is complete it will be submitted to Bradford Planning Department with the confirmed route plans. This will then hopefully answer the questions raised following our planning submission and enable them to make a final decision.

Sustrans have also developed a detailed list of work required (and the associated costs) to bring the project forward from the planning permission stage to the 'shovel ready' stage whereby the Greenway Steering Group would be in a position to apply for funding. The costs linked to Burley for this work total £11,500. We are expecting a contribution of £10,600 from Section 106 funds once planning permission is in place which could be used to offset the cost of this work. Otley Town Council have already approved their share of the spend.

It was **RESOLVED** that the expenditure of £11,500 to take the project to the 'shovel ready' stage be approved, subject to Section 106 funding being received.

The solicitor has reported that the final search is unfortunately still not back from Leeds City Council and she has now been told that the search will be completed on 17<sup>th</sup> February.

**180/2021**      **Item 18 – CCTV, Grange Park**

It was **RESOLVED** that CCTV was no longer under consideration for this location.

**181/2021**      **Item 19 – Burley in Relief of Need Trustee**

**RESOLVED:** To receive the resignation of the current Trustee and to approve the election of Sylvia Tilford as Trustee.

**182/2021**      **Item 20 – Reports from Councillors on Other Meetings Attended – For Information Only**

Councillor Evans attended the Yorkshire Local Councils Associations (YLCA) South Pennine Branch Meeting.

Councillor Lepley attended the Grange Park Surgery Patient Participation Group (PPG) meeting. The PPG group requested that an article be included in our next e-newsletter to promote a consultation that they are holding regarding Covid.

Councillor Lepley attended the Bradford District Local Plan Consultation presentation (virtually) and the presentation slides have now been shared with Members.

**183/2021**      **Item 21 – Report from Councillors – Concerns Raised by Members of the Public**

Nothing to report.

**184/2021**      **Item 22 – Diary Dates**

15 <sup>th</sup> February 2021	Community & Environment Committee; 7:30pm
22 <sup>nd</sup> February 2021	Planning Committee; 7:30pm
1 <sup>st</sup> March 2021	Library Committee; 9:00am
11 <sup>th</sup> March 2021	Full Council; 7:30pm

*The meeting closed at 9:30pm*

Signed (Chairman, Councillor Lepley): \_\_\_\_\_ Date: \_\_\_\_\_