

**Minutes of the Meeting of Burley Parish Council
held remotely via video conferencing on
Thursday 8th April 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)
Cate Perman (Assistant Clerk)

Also present: 1 member of the public

213/2021 **Item 1 – Chairman’s Remarks**
Councillor Lepley welcomed those present to the meeting.

214/2021 **Item 2 – Apologies for Absence**
Councillor Bob Felstead was unable to join the meeting until 7:45pm.

215/2021 **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.

216/2021 **Item 4 – Dispensation Requests**
None requested.

217/2021 **Item 5 – Public Participation**
No members of the public wished to speak.

218/2021 **Item 6 – Minutes of the Previous Meeting**
Proposed by Councillor Chris Turner
Seconded by Councillor Vicky Evans
RESOLVED that the minutes of the Full Council meeting held on 9th March 2021 be accepted as a true and accurate record and signed by the Chairman.

219/2021 **Item 7 – Matters arising from Previous Minutes**
The Clerk reported that the Jolly Tots lease had now been signed.

220/2021 **Item 8 – Minutes of Council Committees**
It was **RESOLVED** that the following minutes be accepted by the Council:

8.1	Planning Committee	15 th March 2021
8.2	Community & Environment Committee	22 nd March 2021

221/2021

Item 9 – Casual Vacancy

The Clerk reported that the vacancy, created by the resignation of Gail Weathers, had now been publicly advertised in line with legislation and no poll was claimed. Therefore, the Parish Council is now able to co-opt to fill the position and must do so “as soon as practicable¹”.

It was **RESOLVED** that the vacancy would be advertised in the hard copy newsletter which is to be circulated to all households in July. The Council would aim to have the new Councillor in position by September 2021.

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Item 10 – Finance

The Clerk reported that there will be a meeting of the Finance Committee on 19th April at 6:30pm. Rialtas will be conducting the final yearend closedown and final accounting checks remotely on 18th May. The Annual Governance and Accountability Return (AGAR) and full year end accounts will be brought to the June Council meeting for approval. The Clerk will then submit the completed and authorised AGAR to the external auditor by 30th June deadline.

10.1 Schedule of Receipts and Payments (March 2021)

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

10.2 Bank Reconciliation March 2021

RESOLVED: The bank reconciliation for March 2021 was approved.

10.3 Budget Report – Year to Date (at 31st March 2021)

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

Significant points to note:

- All salary payments and Duke of Edinburgh salaries to the end of March 2021 are included in these accounts.
- The Otley Golf Club land purchase and fencing have been deferred to next financial year.
- The Playground and Zip Wire project is now complete, inspected and paid for (apart from some extra grass matting) with funding from Burley in Wharfedale Community Trust (BWCT) received.
- Library capital expenditure has mainly been funded by a contribution from BWCT (£1328) and ring-fenced personal donations from previous years. The Bradford contribution to maintenance, rates etc is likely to continue for 2021/22 but unlikely after then.
- Hire fees (blood donations) and some rent on Queens Hall continuing.
- Roundhouse income reduced by Covid lock down (flower academy). This letting has now ended and a costed review of Roundhouse improvements is required.

The overall surplus shown on a receipts and payments basis is £51,389 but adjusted for the Greenway land purchase delay is £24,713. This compares with a latest budget estimate of £19,531 and an original budget of £19,300 (revised to a loss of £4770 in April 2020 for the effect of covid).

As previously stated, there are several adjustments still to be made to reflect the monies due and owed at the financial year end. It is not likely that the current figures will be materially affected.

¹ Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI 2006/3305

The Finance Meeting at 6.30pm on 19th April will include these adjustments and will also discuss, review and revise next year's budget.

223/2021 **Item 11 – Asset Review**

The asset review has been prompted by the ongoing discussion between Bradford Metropolitan District Council (BMDC), the Trojans and Burley Parish Council. The Trojans have put forward a proposal to improve facilities at the recreation ground. They are working with BMDC to access grant funding and will require a minimum 25-year contract to use the land. Bradford have indicated they will have funds in future years to support this improvement but would prefer to do so with the land back in their keep. Therefore, it is timely to review why the Parish Council wish to keep the assets and the cost of maintenance.

In 2017, the Parish Council took over the management of the following assets on long term lease from Bradford Council:

- Burley Recreation Ground, aka Iron Row Playing Fields
- Peel Place Recreation Ground aka Victoria Park
- Grange Park – including Bowls Pavilion & Round House
- Village Green, Main St/Rushy Beck land, Main St/Woodhead Beck land and Lewis Buildings land.
- Burley House Field – Gas and Water easements, sewer easement and easement ARN D59724
- West Terrace Car Park (adjacent to 207 Main Street)

It was **RESOLVED** that a working group consisting of Cllrs Ault, Cox, Evans, Lepley, Scott and Wild would be convened (after the 22nd April) to look at the advantages and disadvantages of the management arrangements for each asset.

224/2021 **Item 12 – Youth Safety & Security**

Cllr Cox reported that two meetings of the Youth group have recently taken place and were attended by Cllr Cox and Cllr Wild along with three young people and a representative of Youth Quake. The meetings focused on establishing the scope of the group and key stakeholders. The group is now looking to update the Council's Safeguarding Policy and has arranged to meet Bradford Council's Youth Services team to discuss the support that may be available from them.

225/2021 **Item 13 – Wharfedale Greenway**

Cllr Scott reported that all additional information had now been submitted to the Planning Department and the Planning Officer has confirmed that he has circulated the information to his colleagues for their comments. Once he receives feedback a remote meeting will be arranged to discuss next steps.

The Council has been approached by a member of the public who has set up a 'Friends of the Wharfedale Greenway' group on Facebook. Cllr Scott has put them in touch with the Steering Group Secretary with a view to establishing formal involvement with future meetings.

The steps at Menston Old Lane have now been installed to make the access safer. A handrail has also been installed and a guard rail will also be fitted to prevent people walking out into the road at this location.

226/2021

Item 14 – Public Space Protection Order Consultation – Ilkley Riverside

Bradford Council is considering introducing a 'Public Spaces Protection Order' (PSPO) for the Ilkley Riverside area. The Order is being considered to address identified issues of anti-social behaviour. A PSPO lasts for a maximum of three years but can be renewed if necessary. Failure to comply with a PSPO can result in a Fixed Penalty Notice or a maximum fine of £1,000.

It was **RESOLVED** that the Council should respond to the Consultation in support of the introduction of the Order. But the Parish Council wishes to express serious concerns on the affect that the Order may have on the Burley Riverside area which was demonstrated last summer when a Dispersal Order was actioned by the Police and the visitors moved upstream to the Burley Stepping Stones area.

227/2021

Item 15 – Action Plan and Capital Expenditure Plan

All items on the action plan are covered elsewhere on the agenda.

228/2021

Item 16 – Traffic Management Sub Group

The Traffic Management Sub Group met on 19th March. The Group has proposed the following:

- The removal of the 'P' parking sign from the corner of Main Street/Long Meadows
- West Terrace Car Park – that the Council writes to nearby residents to seek views on how the car park should be managed. This should be done by way of a questionnaire which could be delivered with the next hard copy newsletter.

It was **RESOLVED** that Cllr Felstead will discuss the removal of the 'P' sign with the Highways Department and that the consultation letter/questionnaire will be circulated to residents near to the car park in late April/early May with the hard copy newsletter.

229/2021

Item 17 – Queens Hall Car Park

At the last Council meeting it was agreed that the Parish Council would continue with its plans to reconfigure the layout of the car park in line with the 'Option 1 drawing' and that the Clerk and Chair would meet with the resident who had raised concerns over damage being caused to her wall and discuss the agreed installation of a kerb to mitigate against potential damage. The Clerk and Chair met with the resident who also brought her next-door neighbour to the meeting. They objected to the new layout of the car park.

It was **RESOLVED** that the Parish Council believes that the new layout (Option 1) is the best option for the purposes of its needs and that it is a safer option for the car park users. Following feedback regarding potential damage to the wall, a kerb will be installed along the length of the wall to prevent damage to the wall.

230/2021

Item 18 – YLCA Email – The Future of Remote Meetings and Annual Meetings in May 2021

The YLCA has recently circulated an advice note by email regarding the future of remote meetings. The legislation allowing local councils to meet and make decisions remotely expires on 7th May 2021 and the government do not intend to extend this.

A call for evidence has been launched and the Council has been asked to respond to this consultation.

The Council's Annual Meeting was originally scheduled for 13th May. It is suggested that this be brought forward to 6th May to allow Members and residents to attend the meeting remotely. This will also give the Council the opportunity to take advice on how it is able to proceed for future meetings once the legislation expires (e.g., risk assessments, room requirements, technology to allow residents to continue to attend remotely if they wish to).

It was **RESOLVED** that the Annual Meeting of the Council be brought forward to 6th May 2021.

It was further **RESOLVED** that members should send their responses to the consultation to the Clerk by Thursday 15th April. The Clerk will collate the responses and submit a full consultation response before the deadline of 17th June 2021 .

231/2021 **Item 19 – Reports from Councillors – For Information Only**

Cllr Turner reported that he had attended a meeting of Shipley Area Committee & Shipley Constituency Area Partners' Advisory Group (SCAPAG). The matter of easements was raised which may be of interest to the Parish Council.

Cllr Ault reported that the Burley Educational Trust and Burley in Wharfedale Community Trust were currently undergoing a merger and this was being dealt with by a solicitor. The Clerk reported that the Chairman of the Burley Educational Trust had written to her to state that the two charities were merging and that the Parish Council would therefore no longer be required to appoint trustees to the Charity. This was noted by Parish Council members.

211/2021 **Item 20 – Report from Councillors – Concerns Raised by Members of the Public**

Nothing to report.

212/2021 **Item 21 – Diary Dates**

The following diary dates were noted:

Library Committee	12 th April; 9:00am
Planning Committee	12 th April; 7:30pm
Library Volunteers' Meeting	14 th April; 2:00pm
Traffic Management Sub Group	15 th April; 7:30pm
Finance Committee	19 th April; 6:30pm
Community & Environment Committee	19 th April; 7:30pm

The meeting closed at 9:37pm

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