

**Minutes of the Annual Meeting of Burley Parish Council  
held remotely via video conferencing on  
Thursday 6<sup>th</sup> 2122 at 7.30pm**



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

**Officers:** Clare Smith (Clerk)

**Also present:** Five members of the public.

**001/2122 Item 1 – Election of Chairman 2021/2022**

Proposed by Councillor Vicky Evans  
Seconded by Councillor Bob Felstead

**RESOLVED** that Councillor Jan Lepley be elected as Chairman of Burley Parish Council for the municipal year 2122/2022.

**002/2122 Item 2 – Election of Vice Chairman 2021/2022**

Proposed by Councillor Jan Lepley  
Seconded by Councillor Bob Felstead

**RESOLVED** that Councillor Vicky Evans be elected as Vice Chairman of Burley Parish Council for the municipal year 2021/2022.

**003/2122 Item 3 – Declaration of Acceptance of Office**

It was agreed that the Chairman and Vice Chairman would sign their Declaration of Acceptance of Office forms and send them to the Clerk for a counter signature.

**004/2122 Item 4 – Apologies for Absence**

All members were present.

**005/2122 Item 5 – Disclosures of Interest**

None.

**006/2122 Item 6 – Dispensation Requests**

None requested.

**007/2122**      **Item 7 – Public Participation**

**Item 17** - A Burley Bridge Association representative reported that they would like to install a webcam at the stepping stones so that walkers were able to check whether the stepping stones were passable. A meeting had taken place with residents of the riverside area who were not fully supportive of the webcam. The webcam would need to be installed to the side of the building owned by the Anglers. Permission has been requested from them and this will be discussed at their next Committee meeting.

Walkers are Welcome are in the process of producing a new walks leaflet which will promote walks on the north side of the river and enabling walkers to check the stepping stones prior to setting off would be advantageous. Burley Bridge Association have approved a contribution of up to £1200 towards the cost of the webcam.

*The Chair took Item 17 at this juncture.*

**008/2122**      **Item 17 – Burley Weir Webcam**

As reported by the Burley Bridge Association representative, the Anglers are making a decision as to whether they will allow the webcam to be sited on their property.

It was **RESOLVED** that the Parish Council would wait until the Anglers' have made a decision regarding permission to install a webcam on their property.

It was also suggested that a more cost-effective solution could be made available on the village website using the Ilkley river levels and an explanation of the parameters when the stepping stones are usually passable.

**009/2122**      **Item 8 – Minutes of the Previous Meeting**

Proposed by Councillor Chris Turner  
Seconded by Councillor Vicky Evans

**RESOLVED** that the minutes of the meeting on 8<sup>th</sup> April 2021 be accepted as a true and accurate record and signed by the Chairman.

It was agreed that an informal meeting would take place on 17<sup>th</sup> May at 7:30pm (via Zoom) to discuss the Asset Review and information from this meeting will be brought back to the next Council meeting.

**010/2122**      **Item 9 – Scheme of Delegation**

**RESOLVED** that the Scheme of Delegation (as circulated) be approved and adopted.

**011/2122**      **Item 10 – Committee Terms of Reference**

**RESOLVED** that the Terms of Reference for the Council's Committees be approved and adopted (subject to the Community & Environment Committee Terms of Reference being altered to provide the Committee with the authority to spend up to £1,000 from the Parks and/or Allotments budgets without prior approval from Full Council.)

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**Item 11 – Committee Membership 2021/2022**It was **RESOLVED** that the below Committee membership be approved.

Planning Committee	Staffing Committee	Finance Committee	Community & Environment Committee	Library Committee
Cllr Evans Cllr Felstead Cllr Lepley Cllr Turner Cllr Wild	Cllr Evans Cllr Lepley Cllr Scott Cllr Wild	Cllr Ault Cllr Evans Cllr Scott Cllr Wild	Cllr Ault Cllr Cox Cllr Felstead Cllr Lepley Cllr Turner  <i>(Plus non-voting co-opted members)</i>	Cllr Cox Cllr Evans Cllr Turner  <i>(Plus non-voting co-opted members)</i>

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**Item 12 – Representatives on Outside Bodies for 2021/2022**

ShIPLEY Area Committee & ShIPLEY Advisory Group (SCAPAG)	Cllr Chris Turner
Yorkshire Local Councils Associations (YLCA)	Chairman/Vice Chairman
BMDC & Local Council Liaison Meeting	Cllr Gary Scott
Patient Participation Group (Grange Park Surgery)	Cllr Jan Lepley
Leeds Bradford Airport Consultative Committee	Cllr Bob Felstead
Burley Archives	Cllr Vicky Evans
Wharfedale Greenway	Cllr Gary Scott
Burley Community Trust	Cllr Duncan Ault
Burley Dementia Action	Cllr Bob Felstead
Burley Bridge Association	Cllr Duncan Ault
Plastic Free Burley	Cllr Chris Turner
Schools and Pre-Schools	Cllr Turner/Cllr Felstead
Churches Together & Love Burley	Clerk/Chairman
Scouts and Guides	Cllr Mike Wild
Allotments & Burley Gardeners	Cllr Debbie Cox
Burley Summer Festival	Cllr Jan Lepley
Sports Clubs (Cricket Club, Football Club, Bowls Club)	Cllr Jan Lepley
Walkers are Welcome	Cllr Jan Lepley
Burley Tereli Trust	Cllr Vicky Evans

- 014/2122**      **Item 13 – To review Standing Orders and Financial Regulations**  
**RESOLVED** that the Council adopts the Standing Orders as circulated by the Clerk.
- FURTHER RESOLVED** that the Council adopts the Financial Regulations as circulated by the Clerk.
- 015/2122**      **Item 14 – Council Policy Review**  
**RESOLVED** that the Council's policies (listed on the Council website) be approved and that the Clerk arrange a timetable for policies to be reviewed on a three-year cycle.
- 016/2122**      **Item 15 – Asset Register 2021/2022**  
**RESOLVED** that the Asset Register 2021/2022 (as circulated) be approved subject to the addition of the West Terrace car park.
- 017/2122**      **Item 16 – Risk Assessment 2012/2022**  
**RESOLVED** that the Risk Assessment 2021/2022 (as circulated) be approved and adopted. The Clerk is to include Data Protection in the Risk Assessment.
- 018/2122**      **Item 17 – Burley Weir Webcam**  
See minute number 008/2122 above.
- 019/2122**      **Item 18 – Sun Lane Development**  
The Clerk circulated a letter from CEG requesting a meeting to discuss the details and timescales of the Sun Lane Development. It was **RESOLVED** that the Clerk, Chairman and Cllr Felstead will arrange a preliminary meeting.
- 020/2122**      **Item 19 - Wharfedale Greenway**  
Cllr Scott reported that a response has very recently been received from the solicitor which hopefully means that the land purchase from Otley Golf Club will be completed shortly.
- The Steering Group will meet for the first time in 12 months on Tuesday 11<sup>th</sup> May.
- A Friends of the Wharfedale Greenway group has been established on Facebook and now has over 700 followers. The Friends group are very keen to assist and support the project in any way possible and this will be taken forward to the Steering Group meeting.
- 021/2122**      **Item 20 – Youth Forum**  
The Youth Forum continues to meet and is now working on promotional material to increase awareness and membership of the group.
- 022/2122**      **Item 21 – Reports from Councillors on Meetings Attended – For Information Only**  
Cllr Ault and Cllr Scott attended a meeting Burley Trojans meeting with key stakeholders regarding the proposed improvements to the Recreation Ground.
- Cllr Lepley attended the recent Community Leaders meeting.
- 023/2122**      **Item 22 – Reports from Councillors on Concerns Raised by Members of the Public**  
Cllr Lepley reported that a further email had been received by the neighbouring resident to the Queens Hall car park regarding the proposed changes to the layout of the carpark. The Clerk and Cllr Lepley will respond.

Cllr Evans reported that some criminal damage had occurred at the library. Three windows had been smashed. The police were involved and the Clerk had begun an insurance claim.

**024/2122**

**Item 23 – Schedule of Meetings 2020/2122**

**RESOLVED** that the list of meeting dates (as circulated) be approved.

*The meeting closed at 9:15pm.*

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