

**Minutes of the Meeting of Burley Parish Council
held on Thursday 10th June 2021 at 7.30pm
at Burley Library, Grange Road**



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: 2 members of the public

025/2122 **Item 1 – Chairman’s Remarks**
Councillor Lepley welcomed those present to the meeting.

026/2122 **Item 2 – Apologies for Absence**
Apologies were received from Councillor Bob Felstead due to Ward Councillor duties.

027/2122 **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.

028/2122 **Item 4 – Dispensation Requests**
None requested.

029/2122 **Item 5 – Public Participation**
No members of the public wishing to speak

030/2122 **Item 6 – Minutes of the Previous Meeting**
Proposed by Councillor Mike Wild
Seconded by Councillor Chris Turner
RESOLVED that the minutes of the Annual Meeting of the Council meeting held on 6th May 2021 be accepted as a true and accurate record and signed by the Chairman.

031/2122 **Item 7 – Matters arising from Previous Minutes**
All matters are to be dealt with elsewhere on this agenda.

032/2122 **Item 8 – Minutes of Council Committees**
It was **RESOLVED** that the following minutes be accepted by the Council:

8.1	Library Committee	10 th May 2021
8.2	Planning Committee	10 th May 2021
8.3	Community & Environment Committee	24 th May 2021
8.4	Planning Committee	7 th June 2021

033/2122

Item 9 – Burley Recreation Ground – Burley Trojans Fc Proposal to Improve Facilities

RESOLVED: To suspend Standing Orders to enable Stewart Bunney (Burley Trojans FC Representative) to participate in the discussion for this agenda item.

For a number of years, Burley Trojans have been trying to develop changing and club facilities on the Rec to enable the growth of the club and to support widespread involvement in community sport. They have now progressed the project to the stage where they are employing a specialist consultant, Steve Wells Associates, to support in the delivery of the project and are looking to apply for planning permission. They believe that engaging Steve Wells Associates is the best way forward in ensuring the project is successful given their proven track record in this field. Bradford Council and the Football Foundation also recommended the services of this particular consultant.

The lack of facilities has, in recent years, hindered the use of the Rec for football and other sports. League rules for open age (men's and women's) and veterans require changing facilities for players and officials. This has meant that the Burley Trojans Men's, Veteran's and Women's teams have been unable to play in the village. In the near future, all the senior teams and the Juniors are merging into a single Burley Trojans Football Club for the whole village. At the same time, the Club has developed a thriving girl's football programme with almost 100 girls from the village regularly playing games and training with the club. The village itself is expanding, with new developments at Greenholme Mills and Sun Lane, which means that sports facilities within the village need to be improved. To continue to grow the club and support the village, facilities need to be put in place that will provide a long-term home for Burley Trojans, allow Burley teams from any age group to play in the village and provide a facility that can support other community groups to make use of the Rec. As well as the changing facility, the club has plans to develop, in partnership with Bradford Council and the Football Foundation, more pitches at the Rec (and potentially other venues in the village) and improve the quality of the land down at the Rec for the whole village.

Following previous consultation with the Parish Council and Bradford Council, the FA and Football Foundation an outline proposal has been developed to build a facility that includes 2 changing rooms with showers and toilets, a small kitchen, meeting area and accessible toilets for spectators and visitors. In order to progress the project, the club are committing funds to develop project plans and apply for planning permission. They expect at this stage the cost to achieve planning permission will be circa £10,000. They have been saving and fundraising for a number of years in order to develop the project and have built up some small reserves. However, if they can secure support for this stage of the project it will enable them to progress quickly to the next stage once planning permission has been granted. With this in mind, Burley Trojans are seeking support from Burley Parish Council and Burley Community Trust with meeting the pre-planning costs. The Burley Trojans Club Committee have agreed to commit £5,000 and they are seeking support of £2,500 each from the Parish Council and Community Trust.

It was reported that the Community Trust has agreed to contribute £2,500.

Members did raise concerns over car parking provision. The Trojans confirmed that the plans will include disabled parking provision and possibly a electric vehicle charging point. But general parking will be directed elsewhere (Red Lion public house, Cricket club). More detailed information on parking will be submitted in the planning application.

It was noted that the field on the other side of the bypass would be an excellent location for parking as there is existing pedestrian access using the underpass. Walkers are Welcome

are prepared to introduce the Parish Council to the landowner. It was agreed that Cllr Ault will take this forward and discuss the options with the landowner.

Standing Orders were resumed at this juncture.

RESOLVED that a £500 grant be awarded to Burley Trojans Football Club towards the cost of the consultancy fees and planning application surveys and reports. A further payment of £2,000 is to be made to Burley Trojans Football Club as an advance payment of the s.106 funding due to be paid to the Parish Council for the Greenholme Mills development which has been specifically allocated for improvement to facilities at the Recreation Ground.

034/2122 **Item 10 – Finance**

10.1 **Schedule of Receipts and Payments (April and May 2021)**

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

10.2 **Bank Reconciliation (April and May 2021)**

RESOLVED: The bank reconciliation for April and May 2021 was approved.

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

The Clerk circulated a detailed budget report (Cost Centre Report). The report was received and noted by Members.

It was agreed that the Finance Committee will meet on 19th July at 6:30pm to review the first quarter of this financial year.

035/2122 **Item 11 – Annual Governance and Accountability Return (AGAR) 2020/2021 – Section 1**

The Clerk circulated the Annual Governance & Accountability Return 2019/20 Section 1 – Annual Governance Statement. The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. The Council agreed that it met the criteria for each assertion.

RESOLVED that the Council is able to answer ‘yes’ to assertions 1 – 8 and approves the Annual Governance & Accountability Return 2019/20 – Section 1.

036/2122 **Item 12 – Annual Governance and Accountability Return (AGAR) 2020/2021 – Section 2**

RESOLVED that the Annual Governance & Accountability Return 2019/20 – Section 2 Accounting Statements 2019/20 be approved and submitted to the External Auditor.

037/2122 **Item 13 – Internal Auditor Report 2020/2021**

The Clerk reported that the Internal Audit had been completed by Yorkshire Internal Audit Services. The Internal Auditor had submitted a report to the Council which states that checks have been carried out and no issues were identified.

038/2122 **Item 14 – Wharfedale Greenway**

Councillor Scott reported that a positive Steering Group meeting had recently taken place with representatives present from West Yorkshire Combined Authority and Bradford Council Active Travel team. Unfortunately, an update from the Planning Officer has not yet been received. The Clerk will ask the Ward Councillors for assistance.

The Otley Golf Club land purchase is now almost complete and the Parish Council's solicitor has requested that the vendor's solicitor send an updated version of the contract as soon as possible.

It was also reported that the steps at Menston Old Lane will be completed next week (w/c 14/06/21).

039/2122 **Item 15 – Hermit Public House**

A local community group contacted the Parish Council to request that an Asset of Community Value application be made to protect the Hermit Pub at Burley Woodhead. After consulting all members by email, the Clerk used delegated authority to make the application. The application has now been approved by Bradford Council. No further action is required at this point.

040/2122 **Item 16 – Action Plan and Capital Expenditure Plan Youth Engagement**

Cllr Cox reported that a meeting of the Youth Forum Steering Group had taken place and she had met with Bradford Youth Service to discuss safeguarding policies and DBS requirements. Bradford Youth Service also offered some training opportunities for volunteers.

A Forum member presented to the Summer Festival Committee to put forward ideas on events which may engage with young people. As a result, a project group has been formed to progress this.

Cllr Cox recently attended a NALC Youth Engagement webinar which she found extremely useful and will circulate the links to the recording and the handouts.

Councillors were asked to let Cllr Cox know if there were any areas of Council work that we could consult young people on i.e., Roundhouse use, skatepark refurbishment.

040/2122 **Item 17 – The Roundhouse**

Further to the Asset Review Working Group meeting a proposal was brought to Full Council to open the Roundhouse during the day for members of the public to use.

RESOLVED: That the Roundhouse be opened to members of the public for a trial period. It will be opened initially for mornings only, Monday to Friday. (Bookings can still be made during these times and advanced notice will be provided for the closure.)

041/2122 **Item 18 – Queens Hall**

RESOLVED: That approval be given to apply for a Temporary Events Notice (TEN) for a licensed bar for an event at the Queens Hall. A card/contactless machine will also be purchased at a cost of no more than £125 to limit cash handling.

042/2122 **Item 19 – Traffic Management Sub Group**

Cllr Wild reported that a working group meeting had taken place on 27th May. The following actions had been agreed to bring forward to Council for approval:

1. To communicate with residents (via letter, notice on parked cars, newsletter) regarding parking at the Queens Hall. The Clerk confirmed that this can be carried out w/c 14/06/21. This was approved by Members.
2. To remove the 'P' parking sign from the mini-roundabout on Main Street. Highways have asked for confirmation that the Parish Council is not obliged to provide public parking under the Queens Hall lease. The Clerk confirmed that there is no reference to public parking in the lease and will send confirmation of this to the Highways Officer.
3. West Terrace Car Park Consultation – a consultation was agreed with residents around the West Terrace Car Park at the April Council meeting. The responses to the consultation show that the residents feel that the usage of the car park is a problem. They would like to see parking restricted to residents who live close to the car park and the majority are in favour of a residents only parking permit scheme. However, residents were

not in favour of the introduction of a parking fee for usage nor a 'pay and display' machine. The Parish Council does not feel that it is able to fund or enforce a permit scheme. It was therefore **RESOLVED**: To provide Bradford Council with the required notice under the lease agreement and request that Bradford Council take over the management of the car park again. The Clerk is to have delegated authority to take this action forward on behalf of the Council.

4. Parking on Grange Road/One Way System/20mph Limit – It was **RESOLVED** that a public consultation would be required and shall be held in September/October.

043/2122 **Item 20– Reports from Councillors – For Information Only**

Cllr Lepley and Cllr Evans reported that they had both attended the YLCA South Pennine Branch AGM meeting on 7th June.

Cllr Lepley, Cllr Felstead and the Clerk had met with CEG (Sun Lane Developer). This was an introductory meeting and dialogue will continue as and when required.

044/2122 **Item 20 – Report from Councillors – Concerns Raised by Members of the Public**

Riverside – Concerns had been raised by Leather Bank residents regarding the high number of visitors to the area during the recent hot weather. Anti-social behaviour, litter, hygiene and safety have all been highlighted as problems. The residents have contacted the Clerk and Cllr Scott to say that they, unfortunately, cannot think of any other effective solution short-term but to restrict access to the area. As the majority of the students appeared to be university students last weekend, the residents are contacting the Leeds Universities to get the message out to students, along with posters at Burley-in-Wharfedale train station. They have also requested additional police support for the weekend given the very good forecast. The Clerk has forwarded this request to the Neighbourhood Policing Team who have stated that they will do their utmost to provide officer resources. A Facebook post will also be published to request that visitors respect the *private* land take their litter home with them.

045/2122 **Item 21 – Diary Dates**

The following diary dates were noted:

Community & Environment Committee	21 st June; 7:30pm
Library Committee	28 th June; 9:00am
Planning Committee	28 th June; 7:30pm
Full Council	8 th July; 7:30pm

The meeting closed at 9:35pm

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