

**Minutes of the Meeting of Burley Parish Council
held on Thursday 14th April 2022 at 7.30pm
at Burley Library, Grange Road**



Present: Councillor Duncan Ault
Councillor Steve Goodwill
Councillor Jan Lepley (Chair)
Councillor Mike Wild

Officers: Clare Smith (Clerk)

Also present: One member of the public

185/2122 Item 1 – Chairman’s Remarks

Councillor Lepley welcomed those present to the meeting.

186/2122 Item 2 – Apologies for Absence

Apologies were received from Councillors Vicky Evans, Bob Felstead, Kathrine Howard, Gary Scott and Chris Turner.

187/2122 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.

188/2122 Item 4 – Dispensation Requests

None requested.

189/2122 Item 5 – Public Participation

Sam Needham attended to provide an update on the Pump Track proposal for the Recreation Ground (Item 13).

The pump track is a multi-use track for bikes, scooters, skateboards although the design is to accommodate bikes as a priority. The track must be asphalt/tarmac and be useable in all conditions and is suitable for most age groups. The balance bike track will be an oval track separate to the main track and suitable for the younger cyclists and those with a disability.

The pump track will be in a space at the back of the recreation ground beyond the Church football pitch. This area is 50mx 22m. The balance track will be on the area of the current skate park, which is out of date, old and not very exciting. There will be a small area for rest/possible storage at the side of the tracks near the basketball court which will remain in situ unchanged.

At present no funding is in place but would start once a concept and planning permission are in place. Funding would be from various sources including the Parish Council, Community Trust, British Cycling, private and business investment and the cycling industry.

A small group of four individuals have met regularly to consider the options and design of the pump track including 3 BWCT trustees and Sam Needham from Steel City Media who has experience of a similar proposal in Ilkley (turned down due to flood risk). Sam is very enthusiastic. A resident of Burley he has extensive knowledge of the biking industry and has the necessary contacts. Sam identified 3 possible suppliers for the proposed tracks: Velosolutions, Clarke and Kent and Back on Track.

Site visits and proposals have been made by Velosolutions and Clarke and Kent and Quotations received for £141,000 and £175,000 respectively. The Velosolutions quote is very detailed and includes a design and development stage and a construction stage. The design stage includes detailed plans and submission on behalf of the Council for planning and is quoted at £5,500 plus VAT.

The football development proposals are already well under way and the cycling, scootering and skateboarding facility requires development and will complement this initiative (together with a track for running around the perimeter of the recreation ground). There are no pump track facilities in the local area with Skipton and Horsforth the nearest at this moment in time. We are not aware of any others planned.

190/2122 **Item 13 – Recreation Ground**

It was proposed that Velosolutions are engaged to undertake the design and development stage of the Pump Track at a cost of £5,500 plus VAT. The costs are to be split as follows:

£2,000 Burley Parish Council

£2,000 Burley in Wharfedale Community Trust

£1,500 Steel City Media

RESOLVED: The Parish Council will make a maximum contribution of £2,000 to the overall cost of the design and development stage.

191/2122 **Item 6 – Minutes of the Previous Meeting**

RESOLVED that the minutes of the Council meeting held on 10th March 2022 be approved and accepted as a true and accurate record and signed by the Chair.

192/2122 **Item 7 – Matters arising from Previous Minutes**

Nothing to report.

193/2122 **Item 8 – Minutes of Council Committees**

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

Library Committee; 14th March 2022

Planning Committee; 14th March 2022

Community & Environment Committee; 21st March 2022

Climate Change Working Group; 28th March 2022 (available upon request)

Wharfedale Greenway Steering Group; 29th March 2022 (available upon request)

Planning Committee; 4th April 2022

194/2122 **Item 9 – Finance**

9.1 **Schedule of Receipts and Payments (March 2022)**

RESOLVED: The schedule of receipts and payments for March 2022 was approved. See Appendix A.

9.2 **Bank Reconciliation (March 2022)**

RESOLVED : The bank reconciliation for March 2022 was approved.

9.3 **Budget Report – Year End (at 31st March 2022)**

This year the accounts have been prepared on an income and expenditure basis i.e. including prepayments, debtors and creditors. The financial books were able to be reviewed and closed off on Thursday 7th April (over a month earlier than 2021) which is a credit to Clare. This early closure means that we can proceed with starting 2022/23 finances promptly but may mean that there are some unknown 2021/22 expenses that are carried forward (audit fees) to the following year

Adjustments included for debtors, prepayments, accruals, and receipts in advance include

- Debtors e.g., Love Burley payments due, QH and Library March rents due.
- Prepayments e.g., insurance and YLCA subscription.
- Creditors and Accruals e.g., Chevin March invoices, QH maintenance, Library raised beds, Greenway ramps. Accruals e.g., electricity, gas, other services.
- Payments in advance: Bowling Club Loan.

Significant points to note:

- All salary payments and D of E salaries to end of March are included. Total salary costs for year £105,289 v budget £101,000.
- Administration costs below budget by £45,595 (building projects £5740, Grants £3,000, elections £3,000, Traffic management £5,000, Footpaths £5,000 and Greenway £24,400).
- Greenway land purchase, legal fees, fencing labour and ramp expenses will have to be deferred to the next financial year.
- Allotment income below budget (grant from Bradford) and expenditure over budget by £4675 (Aireville water supply).
- Parks and Open Space expenditure over budget by £6943 due to the cost of the trampoline replacement The playground equipment should now be complete with only ongoing maintenance needed.
- Library rental income is encouraging but we await the Bradford decision on the utilities and rates expenses for 2022/23.
- Queens Hall income is encouraging, having been reduced by Covid lockdown and restrictions at the beginning of the year. Jolly Tots rent and electricity income continuing and the increase in rent will apply from April.
- Queens Hall expenses for 2022/23 will rise significantly due to increased utility costs and the extra caretaker hours. Maintenance costs for the car park and wall will occur in the 2022/23 financial year.
- Duke of Edinburgh financial review will take place at the end of April.

The overall surplus shown on a receipts and payments basis is £49,479 but adjusted for the Greenway land purchase delay is £24,479. This compares with a latest budget estimate of £20,908 and an original budget of £7,104.

The Finance Meeting at 7.30pm on 27th April will review any minor adjustments needed to the accounts and will review and revise next year's budget.

195/2122

Item 10 – Grant Application

The Clerk reported that the Church has applied for a grant to fund one-third of the cost of a PA system which will be used as a village facility for community events (such as Remembrance Day). The proposal is that the Parish Council and Community Trust will also pay equal contributions towards the overall cost. The cost of the equipment is £880 ex VAT.

RESOLVED: To make a contribution of £300 to the cost of the PA equipment. Storage is to be considered.

196/2122

Item 11 – Wharfedale Greenway

A report was circulated to Members which states that the Council has received a figure of £6,800 plus VAT from the vendor's solicitors for the work they have carried out so far on the purchase by Burley Parish Council of the land that will form part of the Greenway, adjacent to Otley Golf Club. As we have not exchanged contracts as yet we can expect that the final

figure will be in excess of this. It is likely that many requests for contractual changes etc. from the vendor have resulted in this fee being way above the original estimate.

We have £1,400 'on account' with the solicitor as we had paid this to the previous solicitor that ceased trading. The total original budget was apparently £2,000 for the legal work (which would also include fees for our solicitor) and it was agreed in November 2018 that the Parish Council would pay the vendor's legal fees and other associated costs.

The vendor has asked for some additional clauses to be inserted into the contract. Their solicitor has a signed copy of the contract assuming these clauses are acceptable to us. The vendor has also asked us to pay for a surveyor which is a new request and would cost an additional £1000.

1. Gate to be 3m not 2.7m on plan.
2. Ramp to be 3m wide not 2m wide.
3. Council to be responsible for surveyor fees as well as legal fees. Surveyor's fees are estimated at £1,000 plus VAT.
4. Inserting a general indemnity as attached which will come into play if the council's breach or negligence in carrying out the works or failing to carry out the works causes any loss to the vendor. This is not an unusual clause.

RESOLVED:

- To inform the vendor's solicitor that as their fees are way above estimates we cannot fund a surveyor for them.
- Request a breakdown of the fees from the vendor's solicitor. Assuming the breakdown of charges can be justified, the Parish Council will pay the current fee but any additional costs will need prior approval and agreed by the Council.
- Ask the Parish Council's solicitor for an estimate of final costs.
- Agree the additional proposed clauses (points 1, 2 and 4 above) if the Golf Club can confirm that they will exchange contracts immediately on this basis.

The Clerk also reported that an email had been received from a resident regarding a dog fouling problem on the Greenway and requesting that dog waste bins are provided on the route. Unfortunately, this was not a possibility because the Parish Council does not have the resources to empty the bins and dispose of the waste correctly. The Clerk will instead contact BMDC to request that a litter bin is provided on Bradford Road at the access onto the Greenway.

197/2122 Item 12 – Platinum Jubilee Events

The Parish Council will be holding a Beacon Lighting Ceremony with a family picnic in the park and street market on Thursday 2nd June. There will also be a cake competition, coffee morning and Jubilee exhibition at the Library on Saturday 4th June.

A Jubilee Trail will be being held throughout the village between 1st May and 12th June and other organisations are holding events across the bank holiday weekend such as the Duck Race, Teas on the Green and a Civic Service.

198/2122 Item 13 – Rereation Ground and Pump Track Update

See Minute 190/2122 above

199/2122 Item 14 – Roundhouse Refurbishment

Nothing to report as quotes have not yet been received for the electrical work required.

200/2122

Item 15 – Youth Strategy and Supporting Young People

The Clerk reported that the Youth Service have provided the following update:
“We have met with the group [of young people] on two occasions at the Roundhouse and in the park in the past month. We have made plans to start working every week after Easter, the [Youth] service has recruited some new workers, some are already Disclosure & Barring Service (DBS) checked, so we should have a regular staff team in Burley soon.”

201/2122

Item 16 – Terms of Reference

The Community and Environment Committee made a recommendation that the Committee be renamed the Environment, Maintenance and Allotments Committee at the Annual Meeting of the Council. The Clerk therefore circulated a draft Terms of Reference document. It was agreed that the Terms of Reference should be put forward for approval at the Annual Meeting of the Council.

202/2122

Item 17 - Report from Councillors on other meetings attended – for information only

The following meetings have been attended by members:
Cllr Mike Wild attended an online meeting with David Wilson Homes regarding concerns over the changes to highway design at Manor Park.
Cllr Goodwill attended Otley Green Fair.
Cllr Lepley attended the Grange Park Surgery Patient Participation Group meeting.

203/2122

Item 18 – Report from Councillors – Concerns Raised by Members of the Public

Concerns have been raised over the steppingstones as some have sunk significantly making it dangerous to cross that river. The Clerk will contact the Highways Structures Team at Bradford MDC.

204/2122

Item 19 – Diary Dates

The following diary dates were noted:
21st April Community & Environment Committee; 7:30pm
25th April Planning Committee; 7:30pm
27th April Finance Committee; 7:30pm
12th May Annual Meeting of the Council; 7:30pm
19th May Annual Parish Meeting; 7:30pm

The meeting closed at 9:45pm

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