

**Minutes of the Annual Meeting of Burley Parish Council
held at Burley Library, Grange Road, Burley in Wharfedale
on Thursday 12th May 2022 at 7.30pm**



Present: Councillor Vicky Evans Councillor Jan Lepley
Councillor Bob Felstead Councillor Gary Scott
Councillor Steve Goodwill Councillor Chris Turner
Councillor Katherine Howard Councillor Mike Wild

Officers: Clare Smith (Clerk)

001/2223 Item 1 – Election of Chairman 2022/2023

Proposed by Councillor Bob Felstead
Seconded by Councillor Katherine Howard

RESOLVED that Councillor Steve Goodwill be elected as Chairman of Burley Parish Council for the municipal year 2022/2023.

002/2223 Item 2 – Election of Vice Chairman 2022/2023

Proposed by Councillor Bob Felstead
Seconded by Councillor Vicky Evans

RESOLVED that Councillor Jan Lepley be elected as Vice Chairman of Burley Parish Council for the municipal year 2022/2023.

003/2223 Item 3 – Declaration of Acceptance of Office

The Chairman and Vice Chairman signed their Declaration of Acceptance of Office. The forms were countersigned by the Proper Officer in accordance with Section 83(3) of the Local Government Act 1972.

004/2223 Item 4 – Apologies for Absence

Apologies were received from Councillor Duncan Ault.

005/2223 Item 5 – Disclosures of Interest

None.

006/2223 Item 6 – Dispensation Requests

None requested.

007/2223 Item 7 – Public Participation

No members of the public were present.

008/2223 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 14th April 2022 be accepted as a true and accurate record and signed by the Chairman.

009/2223 Item 9 – Minutes of Council Committees

The following minutes were received and noted:

- 9.1** Finance Committee; 25th April 2022
- 9.2** Planning Committee; 27th April 2022

010/2223 **Item 10 – Committee Terms of Reference**
RESOLVED that the Terms of Reference for the Council’s Committees be approved and adopted.

011/2223 **Item 11 – Committee Membership 2022/2023**
It was **RESOLVED** that the below Committee membership be approved.

Planning Committee	Staffing Committee	Finance Committee	Environment, Maintenance & Allotments (EMA) Committee	Library Committee
Cllr Evans Cllr Felstead Cllr Howard Cllr Turner Cllr Wild	Cllr Evans Cllr Goodwill Cllr Lepley Cllr Scott	Cllr Ault Cllr Evans Cllr Howard Cllr Scott Cllr Wild	Cllr Ault Cllr Felstead Cllr Howard Cllr Lepley Cllr Turner <i>(Plus non-voting co-opted members)</i>	Cllr Evans Cllr Goodwill Cllr Howard Cllr Lepley Cllr Turner <i>(Plus non-voting co-opted members)</i>

012/2223 **Item 12 – Representatives on Outside Bodies for 2022/2023**

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

013/2223 **Item 13 – To review Standing Orders and Financial Regulations**
RESOLVED that the Council adopts the Standing Orders, Scheme of Delegation and Financial Regulations as circulated by the Clerk.

014/2223 **Item 14 – Code of Conduct**
RESOLVED that the Code of Conduct (as circulated) be adopted by Members.

015/2223 **Item 15 – Council Policies**
RESOLVED that the following policies and procedures be adopted (as circulated):

- 15.1 Complaints Procedure
- 15.2 Freedom of Information and Data Protection Policies
- 15.3 Press/Media Policy
- 15.4 Employment Policies and Procedures

016/2223

Item 16 - Asset Register 2022/2023

RESOLVED that the Asset Register 2022/2023 (as circulated) be approved subject to the removal of the West Terrace car park.

017/2223

Item 17 – Risk Assessment 2022/2023

RESOLVED that the Risk Assessment 2022/2023 (as circulated) be approved and adopted.

018/2223

Item 18 – Finance

18.1 Schedule of Receipts and Payments (April 2022)

RESOLVED that the Schedule of Receipts and Payments April 2022 be approved.

Total Receipts (ex. VAT): £254,204.84

Total Payments (ex. VAT): £42,330.63

18.2 Bank Reconciliation April 2022

RESOLVED that the April 2022 Bank Reconciliation be approved.

Account balance: £398,605.43

Cashbook balance: £398,605.43

Difference: £0.00

18.3 Budget Report April 2022

The Clerk circulated a Cost Centre report to show income and expenditure against budget for April 2022. Nothing significant to report.

019/2223

Item 19 - Annual Governance and Accountability Return 2021/2022 – 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.

020/2223

Item 20 - Annual Governance and Accountability Return 2021/2022 – 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.

021/2223

Item 21 – Internal Audit Report 2021/2022

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. It was **RESOLVED** to accept the Internal Auditor’s Report.

022/2223

Item 22 – Wharfedale Greenway

Cllr Scott reported that a response had now been received from the solicitor with regard to the Golf Club land purchase. The solicitor has now provided a completion statement and it was **RESOLVED** that the completion statement be accepted and approval for the Clerk to make payment of £5,304 be given.

A meeting with Ilkley Town Council and other key stakeholders including WYCA and Bradford MDC has been arranged to discuss the Feasibility Study being carried out for the Burley to Ben Rhydding route. The Clerk and Cllr Scott will attend the meeting.

The Council is currently awaiting legal advice regarding easements following an email which has been sent to the Clerk by a resident.

023/2223 **Item 23 – Queens Hall Car Park**

The Clerk reported that another quote has now been received to install a kerb along the wall of the car park in preparation for the spaces to be redesigned.

RESOLVED that the quote from DWR Landscapes Ltd of £2090 (ex. VAT) be accepted. The Clerk will place the order for work as soon as possible.

024/2223 **Item 24 – Youth Forum**

Cllr Wild reported that the Youth Forum was unfortunately not raising enough interest to continue in its current format. Approximately two years ago, the Council tried to give young people the opportunity to get involved with the work of the Parish Council and its services, facilities and decision making. Raising interest has been very difficult. We have been unable to visit the sixth form at Ilkley Grammar School due to Covid restrictions which has made engagement with young people incredibly challenging.

It was **RESOLVED** that the activities of the Youth Forum be suspended until the new academic year begins in September 2022 when the Council will review this area of work.

025/2223 **Item 25 – Platinum Jubilee Celebrations**

Cllr Evans reported the following events will be taking place over the Jubilee weekend:
Thursday 2nd June 4pm – 11pm Picnic in the Park, Live music, Street market and Beacon lighting ceremony.

Saturday 4th June

Cake competition and coffee morning in the Library

Sunday 5th June

Duck Race and Teas on the Green

It was **RESOLVED** to approve a payment of £80 to book a children's face painter for Thursday 2nd June.

The Clerk noted that marshals would be needed to man the road closure. Cllr Evans will follow this up.

026/2223 **Item 26 – Reports from Councillors on Meetings Attended – For Information Only**

Cllr's Felstead and Lepley attended the recent Community Leaders meeting.

027/2223 **Item 27 – Reports from Councillors on Concerns Raised by Members of the Public**

Nothing to report.

028/2223 **Item 28 – Schedule of Meetings 2022/23**

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

The meeting closed at 9:45pm.

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