

**Minutes of the Burley Parish Council Meeting  
held at the Queens Hall, Main Street, Burley in  
Wharfedale on Thursday 9<sup>th</sup> February 2023 at 7.30pm**



**Present:**

Cllr Steve Goodwill (Chairman)  
Cllr Duncan Ault  
Cllr Chris Turner  
Cllr Bob Felstead  
Cllr Katherine Howard (*until 7:35pm*)  
Cllr Jan Lepley  
Cllr Chris Turner  
Cllr Gary Scott

**Also present:**

Clare Smith, Parish Clerk  
Chairman of Burley Bridge Association (re: Item 16)

**140/2223      Item 1 – Chair’s Welcome**

Councillor Steve Goodwill welcomed those present to the meeting.

**141/2223      Item 2 – Apologies for Absence**

Apologies received from Councillor Vicky Evans and Cllr Mike Wild.

**142/2223      Item 3 – To receive any Disclosures of Interest**

There were no interests declared by Members in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 regarding items for consideration on this agenda.

**143/2223      Item 4 – To consider written requests for a dispensation on any matter to be discussed.**

None requested.

**144/2223      Item 5 – Public Participation**

The Chairman of the Burley Bridge Association spoke regarding Item 16 and stated that the Association would support the review of the Neighbourhood Plan to gain a comprehensive view on the Bridge from the population of the village.

**145/2223      Item 6 – Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Full Council Meeting held on 12<sup>th</sup> January 2023 be accepted as a true and accurate record and signed by the Chairman.

**146/2223      Item 7 – Matters arising from previous minutes**

Nothing to report.

*Councillor Howard left the meeting at this juncture (7:35pm).*

147/2223

**Item 8 - To receive the minutes of Council Committees:**

The minutes of the following Committees were received and noted:

- 8.1 Environment, Maintenance and Allotments Committee; 23<sup>rd</sup> January 2023
- 8.2 Planning Committee; 6<sup>th</sup> February 2023

148/2223

**Item 9 - Finance**

**9.1 Schedule of Receipts and Payments**

**RESOLVED** that the Schedule of Receipts and Payments for January 2023 be approved.

**January 2023:**

Total Receipts (ex. VAT): £7104.85

Total Payments (ex. VAT): £39365.01

**9.2 Bank Reconciliation – January 2023**

**RESOLVED** that the January 2023 Bank Reconciliations be approved.

**January 2023:**

Account balance: £ 242,444.19

Cashbook balance: £242,444.19

Difference: £0.00

**9.3 Budget Report (at 31<sup>st</sup> January 2023)**

The Clerk circulated a budget report and the latest estimates against the current budget were reviewed. It was noted that a thorough review would take place at the next Finance Committee meeting on 20<sup>th</sup> February. This review will also include Capital Projects and the CiL Spending Plan.

149/2222

**Item 10 – Wharfedale Greenway**

The Clerk circulated a note from the Council's solicitor regarding the decision to not pursue the purchase of land from Otley Golf Club at this time.

**RESOLVED** that the Clerk is to contact the Golf Club to inform them of the Council's decision. (The Clerk is to send the solicitor a draft beforehand.)

150/2223

**Item 11 – Recreation Ground**

It was reported that a planning application has been submitted to Bradford Council for the pump track.

The Clerk will liaise with Bradford Council regarding the cease of the current lease for the Recreation Ground and the future grass cutting arrangements. It was noted that Wilsden Parish Council have an arrangement with Bradford Council Parks Department, and it would be useful to have more information about this.

Burley Trojans FC has contacted the Clerk to request that a Councillor attend their Committee meetings on a more regular basis to ensure that both parties are kept up to date with project developments.

**RESOLVED** that Councillor Gary Scott be elected as the Burley Trojans FC representative.

151/2223

**Item 12 – Men's Shed**

Councillor Ault circulated a report regarding Burley Men's Shed. A project to

promote wellbeing amongst men. The group is now looking for its own premises and is proposing to build premises within Grange Park at the rear of the library building.

The Parish Council's Neighbourhood Plan (Policy BW11) states that "new development will not be permitted [within existing green spaces] other than in very special circumstances."

**RESOLVED:** Whilst the Parish Council supports the Men's Shed project; it cannot support the proposal to build premises in Grange Park as it is in contravention to Neighbourhood Plan Policy BW11. The Council will however support the Men's Shed project with finding an alternative location in the centre of the village.

**152/2223**      **Item 13 – Bradford District Landscape Character Assessment Consultation**  
Councillor Felstead circulated a draft response to the consultation. The Council thanked Councillor Felstead for his work on this.

**RESOLVED** to submit the draft consultation response to Bradford Council.

**153/2223**      **Item 14 – CCTV**  
The Clerk reported that a quote has now been received to install CCTV in Grange Park. This will provide coverage of the play area. The cost of the CCTV is £5,050 including installation.

**RESOLVED** to approve expenditure of £5050.00 + VAT to install CCTV as per the quotations from Chevin Landscapes and Salts Security.

**154/2223**      **Item 15 – King Charles III Coronation**  
The Clerk presented 3 quotes for commemorative gifts for the primary school children in the village.

**RESOLVED** to place an order for a commemorative gift for all primary school children at a maximum cost of £1878.00.

**155/2223**      **Item 16 – Neighbourhood Plan Review**  
Councillor Goodwill shared a report regarding the review process of the Neighbourhood Plan. He will circulate the action points that he believes the Council should focus on to begin with and Members were asked to consider this and to bring ideas back to the next meeting about the best approach to progress this (e.g., a sub-committee).

**156/2223**      **Item 17 – Defibrillator Update**  
The Clerk reported that the new defibrillator at the Hermit (Burley Woodhead) was now installed and has been registered with the ambulance service.

Cllrs Lepley and Goodwill were working on a map of all defibrillator locations for display around the village.

**157/2223**      **Item 18 – Reports from Clerk and/or Councillors on other members attended.**  
Cllr Goodwill attended the YLCA South Pennine Branch meeting.

**158/2223**      **Item 19 - Reports from Clerk and/or Councillors on other meetings attended – for information only.**

Nothing to report.

159/2122

**Item 20 - Diary Dates:**

Planning Committee; 20<sup>th</sup> February, 7:30pm

Finance Committee 20<sup>th</sup> February, 8:00pm

EMA Committee; 6<sup>th</sup> March, 7:30pm

Meeting ended: 9.20pm

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

**ACTIONS:**

148/2223	The Clerk to contact the grounds maintenance contractor to seek a quote for the refurbishment of the war memorial.	CS
149/2223	The Clerk to contact the Golf Club (ask solicitor to review a draft letter beforehand).	CS
150/2223	The Clerk to contact Wilsden Parish Council to request more information about the arrangement they have with BMDC Parks Department.  Inform the Trojans that GS has been elected as the Council's representative.	CS
151/2223	Contact Burley Oaks regarding the disused bungalow.	GS
152/2223	Send consultation response to Bradford MDC before 17 <sup>th</sup> February.	CS
153/2223	Accept CCTV quote and liaise with contractors.	CS
154/2223	Accept quote and place order with 'School Bears' for Coronation Mugs.	CS
156/2223	Defibrillator Map – to continue putting together a map of defibrillator locations and What3Words locations.	JL/SG