

**Minutes of the Burley Parish Council Meeting
held at the Queens Hall, Main Street, Burley in
Wharfedale on Thursday 16th March 2023 at 7.30pm**



Present:

Cllr Vicky Evans
Cllr Bob Felstead
Cllr Steve Goodwill (Chairman)
Cllr Katherine Howard
Cllr Jan Lepley
Cllr Chris Turner
Cllr Mike Wild

Also present:

Clare Smith, Parish Clerk
3 Members of the Public

160/2223 Item 1 – Chair’s Welcome

Councillor Steve Goodwill welcomed those present to the meeting.

161/2223 Item 2 – Apologies for Absence

Apologies received from Councillor Gary Scott and Councillor Duncan Ault (who joined remotely via Microsoft Teams).

162/2223 Item 3 – To receive any Disclosures of Interest & Dispensation Requests

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. There were no dispensation requests received.

163/2223 Item 4 – Public Participation

Three members of the public were present re: Item 8:
The members of the public expressed concern regarding the noise being created by pile driving on the Sun Lane housing development site.

164/2223 Item 5 – Minutes of the Previous Meeting

RESOLVED that the minutes of the Full Council Meeting held on 9th February 2023 be accepted as a true and accurate record and signed by the Chairman.

165/2223 Item 6 – Matters arising from previous minutes

King Charles III Coronation – the Clerk reported that the commemorative bookmarks had arrived and will be distributed to primary school children. Members asked whether the Parish Council should consider holding an event to mark the Coronation. Cllr Goodwill will circulate a date by email for Councillors to meet separately, discuss potential events and bring ideas back to the next Council meeting.

166/2223 Item 7 - To receive the minutes of Council Committees:

The minutes of the following Committees were received and noted:

- 7.1 Staffing Committee; 20th February 2023
- 7.2 Planning Committee; 20th February 2023
- 7.3 Finance Committee; 20th February 2023
- 7.4 Library Committee; 6th March 2023
- 7.5 EMA Committee; 6th March 2023

167/2223

Item 8 – David Wilson Homes Development (Centurion Meadows)

- 8.1 To consider the letter dated 15th February 2023 from a local resident regarding his concerns with the construction site.
- 8.2 To consider the email dated 1st March 2023 from a local resident regarding his concerns with the construction site.
- 8.3 To consider the email dated 2nd March 2023 from a local resident regarding his concerns with the construction site.
- 8.4 To feed back on the site meeting held with the developer on 1st March 2023.

Councillor Felstead reported that he had looked into this on behalf of the residents in his capacity as a Ward Councillor. All documents relating to this matter are included within the original 2015 planning application. Bradford Council are employing an external agency to ensure that the site is compliant. Cllr Felstead has put together a report which he will share with residents.

Councillor Goodwill reported that he, Councillor Lepley and the Clerk had met with David Wilson Homes on site on 1st March 2023. They had explained that they would look into the possibility of introducing an acoustic buffer for the next phase of piling to reduce the noise. They also explained that the translocation of the orchids had been delayed as the ground was too wet. This will be done as soon as possible which will then allow the rest of the work in the Public Open Space/Orchard area to continue. Work to the highway will commence shortly to create the formal access road to the site. David Wilson Homes will provide a monthly update for the Parish Council to circulate in its newsletter.

168/2223

Item 9 - Finance

- 9.1 **Schedule of Receipts and Payments**
RESOLVED that the Schedule of Receipts and Payments for February 2023 be approved.
February 2023:
 Total Receipts (ex. VAT): £13,206.16
 Total Payments (ex. VAT): £33,562.40
- 9.2 **Bank Reconciliation – February 2023**
RESOLVED that the February 2023 Bank Reconciliations be approved.
January 2023:
 Account balance: £218,617.06
 Cashbook balance: £218,617.06
 Difference: £0.00
- 9.3 **Budget Report (at 28th February 2023)**
 The Clerk circulated a budget report and the latest estimates against the current budget were reviewed.

169/2222

Item 10 – Insurance Cover 2023/2024

The Clerk circulated the 2023/2024 insurance renewal documentation. The insurance premium has risen. The insurance provider has explained that insurance inflation which is normally 2-3% is 8% for contents and 12% buildings which for a buildings-heavy council, such as Burley, is going to have a significant impact. They explained that the book rate for Burley Parish Council is in excess of £6,000 so the current premium of £5,277 is good value.

RESOLVED: That the policy with Gallagher (underwritten by Hiscox), at a cost of £5277, is accepted for a period of one year.

170/2223

Item 11 – Grass Cutting Contract 2023/2024

The Clerk has endeavoured to obtain three quotes for the grass cutting contract. Several companies have been contacted and asked to provide a quote. Only one quote has been received. The contract starts on 1st April 2023 and still includes the Recreation Ground. Whilst the Council has requested to cease the lease on the Recreation Ground in favour of a Service Level Agreement, this has not been finalised with Asset Management. The Clerk therefore advised that the contract should be approved for one year only.

RESOLVED: That the quote from Chevin Landscapes Ltd be accepted and that a contract be signed by the Clerk for a period of one year (1st April 2023 – 31st March 2024).

171/2223

Item 12 – Wharfedale Greenway

The Parish Council has written to Otley Golf Club to confirm we will not be proceeding with the land purchase. No response has been received to date.

Cllr Scott sent an email to Members on 6th March advising that Sustrans are now focussing on resolving outstanding planning issues in Otley with Leeds Council before their planning application expires. These issues need resolving before Leeds City Council will agree to submit any Active Travel funding application. Sustrans updated the Greenway Steering Group on a call yesterday.

172/2223

Item 13 – Neighbourhood Plan Review

It was agreed that the Parish Council needs to first determine what needs to be reviewed and how this should be done. Cllr Goodwill will send an email to all Members who are to look at reviewing the actions within the plan and bring back suggestions of potential amendments/updates required to the next meeting.

173/2223

Item 14 –CIL Spending Plan

This was reviewed and it was agreed that it includes all items required at present. The Clerk will split the costs for the Queens Hall (re-roof, solar panels, flooring) into separate items as suggested by Cllr Wild.

174/2223

Item 15 – Climate Working Group

RESOLVED to purchase a thermal imaging camera to allow the Working Group to visit local residents (upon request) to show them how energy efficient their properties are. The camera is to cost a maximum of £500.

175/2223

Item 16 – Photocopier/Printer Contract

The Clerk circulated two quotes for two new photocopier machines for the Queens Hall and the Library. This was due to the current provider contacting the Clerk because they are finding it increasingly difficult to source parts and toner for the machines as they are too old.

The different options of purchase and lease were considered.

RESOLVED to lease two refurbished Konica Minolta machines on a 5 year lease from Masterplan Systems Ltd.

176/2223

Item 17 – Public Rights of Way

Cllr Lepley and Cllr Goodwill reported that they had recently attended a site meeting at Hag Farm to discuss the temporary diversion of the public right of way. Other representatives were present such as the Ramblers Association and Walkers are Welcome. The Council will await a formal application to be submitted prior to making formal comments on the proposal.

Cllr Goodwill also attended a site meeting at the Shooting Lodge, Burley Woodhead to discuss reopening a public footpath which had been (informally) closed. The alternative proposal seemed acceptable to the representatives of the walking groups. The Council will await a formal application to be submitted prior to making formal comments on the proposal.

177/2223

Item 18 – Reports from Clerk and/or Councillors on other members attended.

Nothing to report.

178/2223

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

Nothing to report.

179/2122

Item 20 - Diary Dates:

Planning Committee; 13th March, 7:30pm

Planning Committee 3rd April, 7:30pm

Full Council; 13th April, 7:30pm

Meeting ended: 9.30pm

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

ACTIONS:

165/2223	Coronation - Cllr Goodwill will circulate a date by email for Councillors to meet separately, discuss potential events and bring ideas back to the next Council meeting.	SG
169/2223	RESOLVED: That the policy with Gallagher (underwritten by Hiscox), at a cost of £5277, is accepted for a period of one year.	CS
170/2223	RESOLVED: That the quote from Chevin Landscapes Ltd be accepted and that a contract be signed by the Clerk for a period of one year (1 st April 2023 – 31 st March 2024).	CS
172/2223	Neighbourhood Plan - Cllr Goodwill will send an email to all Members who are to look at reviewing the actions within the plan and bring back suggestions of potential amendments/updates required to the next meeting.	SG
173/2223	CIL Plan - The Clerk will split the costs for the Queens Hall (re-roof, solar panels, flooring) into separate items as suggested by Cllr Wild.	CS
175/2223	RESOLVED to lease two refurbished Konica Minolta machines on a 5 year lease from Masterplan Systems Ltd.	CS