

**Minutes of the Burley Parish Council Meeting  
held at the Queens Hall, Main Street, Burley in  
Wharfedale on Thursday 13<sup>th</sup> April 2023 at 7.30pm**



**Present:**

Cllr Vicky Evans  
Cllr Bob Felstead  
Cllr Steve Goodwill (Chairman)  
Cllr Jan Lepley  
Cllr Gary Scott  
Cllr Mike Wild

**Also present:**

Clare Smith, Parish Clerk  
1 Member of the Public

**180/2223      Item 1 – Chair’s Welcome**

Councillor Steve Goodwill welcomed those present to the meeting.

**181/2223      Item 2 – Apologies for Absence**

Apologies received from Cllr Katherine Howard, Cllr Duncan Ault and Cllr Chris Turner.

**182/2223      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.

**183/2223      Item 4 – Public Participation**

One member of the public attended the meeting regarding: **Item 11 – Burley Relief in Need**. Sylvia Tilford, Trustee of Burley Relief in Need Charity reported that one of the current trustees was stepping down from their position and the Charity were therefore seeking a new trustee. Burley Relief in Need owns two houses in the village which it rents out to two separate tenants, and it also receives some other endowments.

The arrangements for Trustees of the Charity must be as follows:

The Vicar of St Mary’s Church (Ex Officio)  
2 Co-opted Trustees  
3 Trustees nominated by Burley Parish Council

The current postholders are:

The Vicar of St Mary’s Church (Ex Officio)  
David Nuttall (nominated by Burley Parish Council)  
Sylvia Tilford (nominated by Burley Parish Council)  
Vacancy (nominated by Burley Parish Council)  
Janet Squire (Co-opted Trustee)  
Ann Holmes (Co-opted Trustee)

Sylvia Tilford reported that Marion Harvey has expressed an interest in becoming a Trustee and they would like to ask the Parish Council to consider this appointment.

**184/2223**      **Item 5 – Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Full Council meeting held on 16<sup>th</sup> March 2023 be accepted as a true and accurate record and signed by the Chairman.

**185/2223**      **Item 6 – Matters arising from previous minutes**

Nothing to report.

**186/2223**      **Item 7 - To receive the minutes of Council Committees:**

The minutes of the following Committees were received and noted:

**7.1**      Planning Committee; 13<sup>th</sup> March 2023

**7.2**      Planning Committee; 3<sup>rd</sup> April 2023

**187/2223**      **Item 8 – Finance**

**8.1**      **Schedule of Receipts and Payments**

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

**March 2023 TSB Cashbook 1:**

Total Receipts (ex. VAT): £11,943.46

Total Payments (ex. VAT): £38,421.84

**March 2023 Unity Cashbook 2:**

Total Receipts (ex. VAT): £2,050.00

Total Payments (ex. VAT): £0.00

**8.2**      **Bank Reconciliation – March 2023**

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

31/03/2023	TSB Current	£189,973.58
31/01/2023	Skipton BS	£22,641.69
31/03/2023	Unity Trust Current	£2,060.00

**March 2023:**

All accounts balance: **£214,675.27**

All cashbooks balance: **£214,675.27**

Difference: £0.00

**8.3**      **Budget Report (at 31<sup>st</sup> March 2023)**

The Clerk circulated a budget report and the latest estimates against the current budget were reviewed.

**189/2222**      **Item 9 – Internal Audit Arrangements 2022/23**

**RESOLVED** that council agree to appoint Yorkshire Internal Audit Services as Internal Auditor for the financial year 2022/23.

- 190/2223**      **Item 10 – Parish Council Election 2023**  
The Clerk circulated the Statement of Persons Nominated for the Election. There are six people standing for election to the Parish Council for nine seats which means that the election will be uncontested. The Clerk confirmed that the Council will remain eligible to retain the General Power of Competence at the Annual Meeting of the Council.
- 191/2223**      **Item 11 – Burley Relief in Need Charity**  
Further to the information reported by Sylvia Tilford, Trustee of Burley Relief in Need, received during Item 4 (Public Participation) it was **RESOLVED** that Marion Harvey be appointed as a Trustee of Burley Relief in Need.
- 192/2223**      **Item 12 – Burley Bowling Club**  
Burley Bowling Club has requested permission to lay a new path to the front of the pavilion.  
**RESOLVED** that, whilst the Parish Council is supportive of the proposal, confirmation must be sought from Bradford Council that the work does not require planning permission.
- 193/2223**      **Item 13 – Consultation Burley Train Station Footbridge**  
**RESOLVED** that the Parish Council has no specific objections to the proposal but would request that JNP Group (carrying out the consultation on behalf of Network Rail) carry out a detailed consultation with all residents who could be impacted by the proposal of raising the height of the footbridge.
- 194/2223**      **Item 14 – Defibrillator Request**  
A resident has contacted the Clerk to request that a defibrillator is located at Greenholme Mills. **RESOLVED** to contact the developer to request that this is funded by them an installed.
- 195/2223**      **Item 15 – King Charles III Coronation**  
Burley Cricket Club has made arrangements to hold a Coronation Event on Saturday 7<sup>th</sup> May. All official information from Buckingham Palace regarding street parties and volunteering events will be shared on social media and in newsletters by the Clerk.
- 196/2223**      **Item 16 – Wharfedale Greenway**  
The Clerk reported that Otley Golf Club has been in touch to request a meeting regarding an opportunity that has arisen. **RESOLVED** that the Parish Council will meet with the Golf Club to find out more information.  
  
Sustrans are continuing to look at the planning permission conditions at the Otley (Leeds City Council) end of the route.
- 197/2223**      **Item 17 – Neighbourhood Plan Review**  
Cllr Goodwill sent an email to all Members regarding reviewing the actions within the Plan, monitoring policies and proposals. It was agreed that there is not enough time within Council meetings to discuss this in the detail that is required. It was therefore **RESOLVED** to form a Working Group which will look at the exact detail of what is required to update the Neighbourhood Plan and bring this information back to a future Council meeting.  
The Working Group members are Cllr Evans, Cllr Lepley and Cllr Goodwill. The first

meeting of the group will take place on 19<sup>th</sup> April.

**198/2223 Item 18 - Reports from Clerk and/or Councillors on other meetings attended – for information only.**

Cllr Goodwill attended the Community Leaders Gathering. An update was provided on by Grange Park Surgery regarding the extension to the practice building and its potential funding.

**199/2223 Item 19 - Reports from Clerk and/or Councillors on Concerns Raised by Members of the Public.**

A member of the public has requested that the mini roundabout at the junction of Main Street/Station Road be re-painted as it is very faint. The Clerk will pass this concern to the Highways Department at Bradford MDC.

**200/2122 Item 20 - Diary Dates:**

17<sup>th</sup> April Environment, Maintenance & Allotments Committee; 7:30pm  
 24<sup>th</sup> April Library Committee; 9:30am  
 24<sup>th</sup> April Planning Committee; 7:30pm  
 4<sup>th</sup> May Local Elections  
 11<sup>th</sup> May Annual Meeting of the Council  
 22<sup>nd</sup> May Annual Parish Meeting

Meeting ended: 9.30pm

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

**ACTIONS:**

<b>191/2223</b>	To inform the Clerk of the charity that the Parish Council has appointed Marion Harvey as Trustee of Burley Relief in Need.	CS
<b>194/2223</b>	<b>RESOLVED</b> to contact the developer to request that this is funded by them an installed.	CS
<b>195/2223</b>	All official information from Buckingham Palace regarding street parties and volunteering events will be shared on social media and in newsletters by the Clerk.	CS
<b>196/2223</b>	To accept the invitation and arrange a meeting. <b>RESOLVED</b> that the Parish Council will meet with the Golf Club to find out more information.	CS
<b>199/2223</b>	A member of the public has requested that the mini roundabout at the junction of Main Street/Station Road be re-painted as it is very faint. The Clerk will pass this concern to the Highways Department at Bradford MDC.	CS

