

**Minutes of the Annual Meeting of Burley Parish Council
held at Queens Hall, Burley in Wharfedale on Thursday 11th
May 2022 at 7.30pm**



Present: Councillor Duncan Ault Councillor Jan Lepley
Councillor Vicky Evans Councillor Mike Wild
Councillor Steve Goodwill
Councillor Katherine Howard

Officers: Clare Smith (Clerk)

Also present: 4 Members of the Public

001/2324 Item 1 – Election of Chairman 2023/2024

Proposed by Councillor Jan Lepley
Seconded by Councillor Vicky Evans

RESOLVED that Councillor Steve Goodwill be elected as Chairman of Burley Parish Council for the municipal year 2023/2024.

002/2324 Item 2 – Election of Vice Chairman 2023/2024

Proposed by Councillor Vicky Evans
Seconded by Councillor Mike Wild

RESOLVED that Councillor Jan Lepley be elected as Vice-Chairman of Burley Parish Council for the municipal year 2023/2024.

003/2324 Item 3 – Acceptance of Office

All Councillors signed the Declarations of Acceptance of Office following their election to the Parish Council. The Chairman and Vice Chairman signed the 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.

004/2324 Item 4 – Apologies for Absence

All elected members were present.

005/2324 Item 5 – Disclosures of Interest

None.

006/2324 Item 6 – Dispensation Requests

None requested.

007/2324 Item 7 – Public Participation

Re: Item 12 - Councillor Bob Felstead (Ward Councillor) reported that he would be pleased to continue to act as the Parish Council representative on the Leeds Bradford Airport Consultative Committee if the Parish Council were to co-opt him to this position.

008/2324 Item 8 – Minutes of the Previous Meeting

Proposed by Councillor Mike Wild
Seconded by Councillor Jan Lepley

RESOLVED that the minutes of the meeting on 13th April 2022 be accepted as a true and accurate record and signed by the Chairman.

Matters Arising:

- It was noted that a meeting will take place between the Parish Council and the Golf Club regarding the Wharfedale Greenway on 18th May.
- The Bowling Club has had confirmation from Bradford Council (copy sent to the Clerk) that planning permission is not required, and work shall now commence as soon as possible.
- Cllr Goodwill will re-send his report regarding the Neighbourhood Plan review to members.

009/2324 Item 9 – Committee Terms of Reference

RESOLVED that the Terms of Reference for the Council’s Committees be approved and adopted.

010/2324 Item 10 – Committee Membership 2023/2024

It was **RESOLVED** that the below Committee membership be approved.

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

011/2324 Item 11 – Co-option to the Parish Council

Six Parish Councillors were elected in an uncontested election on 5th May 2023. This leaves three vacancies on the Parish Council. The Clerk circulated a report prior to the meeting regarding Co-option as follows:

Co-option Following Uncontested Election

Where an insufficient number of candidates are validly nominated at an ordinary local council election to fill the vacancies on the council, those who have been validly nominated are automatically elected as councillors. Provided that those elected constitute at least a quorum (three or one-third of the total number of councillors, whichever is the greater), the council (i.e., those elected unopposed) may co-opt any qualified person or persons to fill the vacancies.

The vacancies created due to an uncontested election are treated differently from casual vacancies (those that arise in the councillors’ (normal) four-year term by resignation, death, non-attendance etc.), as there is no opportunity for ten electors to claim a by-election. The quorate council can move immediately to filling the ordinary vacancies by co-option. If the power of co-option is not exercised within 35 working days, the principal authority (electoral services) may then exercise its powers to hold a further election or to take other

appropriate action to fill the vacancies. The 35 (working) day deadline is 26th June 2023. The Clerk has contacted Bradford Council Electoral Services to ask them what action they would usually take if a Parish Council still had vacant seats after the 35-day deadline. They have responded as follows: “If the parish council is quorate and able to carry out its functions, the local authority would not usually take any action. The seat would remain vacant until the parish council is able to fill it by co-option.”

Co-option Candidates

The Clerk reported that currently five people have expressed an interest in the three vacancies.

It was **RESOLVED** that an extraordinary meeting shall be held to co-opt three candidates to the Council on 15th June 2023 at 7:30pm (or 22nd June 2023 at 7:30pm if candidates are not able to attend on 15th June 2023).

012/2324 Item 12 – Representatives on Outside Bodies for 2023/2024

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

013/2324 Item 13 – To review Standing Orders, Scheme of Delegation and Financial Regulations
RESOLVED that the Council adopts the Standing Orders, Scheme of Delegation and Financial Regulations as circulated by the Clerk.

014/2324 Item 14 – Code of Conduct
RESOLVED that the Code of Conduct (as circulated) be adopted by Members. It was noted that the Code of Conduct refers to training which all Members should undertake. The Clerk will make enquiries with Bradford Council about the delivery of this.

015/2324 Item 15 – General Power of Competence
RESOLVED: That the Parish Council resolves from 11th May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

016/2324 Item 16 - Asset Register 2023/2024
RESOLVED that the Asset Register 2023/2024 (as circulated) be approved subject to the removal of the public toilet block and the addition of a thermal camera.

017/2324 **Item 17 – Risk Assessment 2023/2024**
RESOLVED that the Risk Assessment 2023/2024 (as circulated) be approved and adopted.

018/2324 **Item 18 – Council Policies**
RESOLVED that the following policies and procedures be adopted (as circulated):
18.1 Complaints Procedure
18.2 Freedom of Information and Data Protection Policies
18.3 Press/Media Policy
18.4 Employment Policies and Procedures

019/2324 **Item 19 – Finance**
19.1 **Schedule of Receipts and Payments (April 2023)**
RESOLVED that the Schedule of Receipts and Payments April 2023 be approved.
Total Receipts (ex. VAT): £255,604
Total Payments (ex. VAT): £28,509

19.2 **Bank Reconciliations April 2023**
RESOLVED that the April 2023 Bank Reconciliations be approved.

Cashbook 1 – TSB Current Account:
Account balance: £74,549.56
Cashbook balance: £74,549.56
Difference: £0.00

Cashbook 2 – Unity Trust Current:
Account balance: £249,839.84
Cashbook balance: £249,839.84
Difference: £0.00

Cashbook 3 – Unity Trust Savings
Account balance: £100,000.00
Cashbook balance: £100,000.00
Difference: £0.00

19.3 **Budget Report April 2023**
The Clerk circulated a Cost Centre report to show income and expenditure against budget for April 2023. Nothing significant to report.

020/2324 **Item 20 - Annual Governance and Accountability Return 2022/2023 – Section 1**
The Clerk circulated the Annual Governance & Accountability Return 2022/23 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 2022/2023 – Section 1.

021/2324 **Item 21 - Annual Governance and Accountability Return 2022/2023 – Section 2**

RESOLVED that the Annual Governance & Accountability Return 2022/23 – Section 2 Accounting Statements 2022/23 be approved and submitted to the External Auditor.

022/2324 **Item 22 – Internal Audit Report 2022/2023**

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. The Clerk also reported that the Internal Auditor had given notice to the Council that he is retiring and shall not be available to carry out the audit for 2023/2024.

It was **RESOLVED** to accept the 2022/2023 Internal Auditor's Report. The Clerk to seek quotes for an internal audit 2023/2024 and bring those quotes back to the next Council meeting.

023/2324 **Item 23 – Grant Application**

A grant application from Menston Area Nature Trust for a contribution of £1,000 towards the cost of the purchase of Weston Woods.

The Council considered the application and noted that the normal limit for grant awards was £500.00.

RESOLVED: To award Menston Area Nature Trust with a grant of £500.

024/2324 **Item 24 – Library Doors**

RESOLVED that the quote from AOS Ltd of £1,538 (ex. VAT) be accepted. The Clerk will place the order for work as soon as possible.

025/2324 **Item 25 – Reports from Councillors on Meetings Attended and/or Concerns Raised by Members of the Public – For Information Only**

Cllr Howard reported that she had met with a resident regarding issues and concerns over anti-social behaviour at Burley House Field. This will be further considered at the next EMA Committee meeting. It was agreed that the container should be painted with anti-climb paint in the meantime. The Clerk will make these arrangements.

Cllr Lepley reported that a resident had made a complaint because he felt that the Parish Council should have organised an event for the King's Coronation.

Cllr Goodwill reported that he had attended the Community Trust meeting.

026/2324 **Item 26 – Schedule of Meetings 2023/24**

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

The meeting closed at 9:00pm.

Signed (Chairman, Councillor Goodwill): _____ Date: 8th June 2023