

**Minutes of the Meeting of Burley Parish Council held at
Queens Hall, Burley in Wharfedale on
Thursday 8th June 2023 at 7.30pm**



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

Officers: Clare Smith (Clerk)

Also present: Cllr Bob Felstead, Cllr Chris Steele and Simon D'Vali (Bradford Council)

027/2324 Item 1 – Chair's Remarks

The Chairman, Councillor Goodwill, welcomed those present to the meeting.

028/2324 Item 2 – Apologies for Absence

Apologies were received from Councillor Howard.

RESOLVED that the apologies and reasons for absence be accepted.

029/2324 Item 3 – Disclosures of Interest & Dispensation Requests

There were no declarations of interest in respect of items on the agenda and no dispensation requests had been submitted to the Clerk in accordance with the Localism Act 2011 s33.

030/2324 Item 4 – Public Participation

Simon D'Vali reported that a consultation will begin on Monday 12th June regarding a 20mph zone in Menston. A small portion of the zone does in fact fall within the Burley parish boundary. Simon D'Vali provided a plan which can be made available for members of the public to view once the consultation begins. A discussion was also held regarding potential highway improvements which could be possible with the investment of CiL funding.

031/2324 Item 5 – Minutes of the Previous Meeting

Proposed by Councillor Vicky Evans

Seconded by Councillor Jan Lepley

RESOLVED that the minutes of the Annual Meeting of the Council on 11th May 2023 be accepted as a true and accurate record and signed by the Chairman.

032/2324 Item 6 – Matters Arising

It was noted that Leeds Bradford Airport have been challenged on the number of flights leaving the airport and that this was an ongoing matter. Councillor Felstead plans to hold a public meeting once more information is openly available.

033/2324 Item 7 – Council Committee Minutes

It was **RESOLVED** that the minutes from the below Committees were noted and taken as read by Members.

7.1 EMA Committee; 5th June 2023

7.2 Library Committee; 30th May 2023

7.3 Planning Committee; 30th May 2023

034/2324

Item 8 – Finance

8.1 Schedule of Receipts and Payments (May 2023)

RESOLVED that the Schedule of Receipts and Payments April 2023 be approved.

Total Receipts (ex. VAT): £16,493.42

Total Payments (ex. VAT): £31,266.25

8.2 Bank Reconciliations May 2023

RESOLVED that the May 2023 Bank Reconciliations be approved.

Cashbook 1 – TSB Current Account:

Account balance: £77,384.14

Cashbook balance: £77,384.14

Difference: £0.00

Cashbook 2 – Unity Trust Current:

Account balance: £230,843.94

Cashbook balance: £230,843.94

Difference: £0.00

Cashbook 3 – Unity Trust Savings

Account balance: £122,932.99

Cashbook balance: £122,932.99

Difference: £0.00

8.3 Budget Report May 2023

The Clerk circulated a Cost Centre report to show income and expenditure against budget for May 2023.

It was noted that the Finance Committee will meet on 10th July and will carry out an in-depth review of the first quarter of the financial year. A thorough report will be brought back to Council after this meeting.

035/2324

Item 9 - Internal Audit Arrangements 2023/2024

The Clerk reported that the Internal Auditor had given notice to the Council as he is retiring and shall not be available to carry out the audit for 2023/2024. The Clerk has endeavoured to obtain three quotes for an internal audit service however, only one person in the West Yorkshire area is available.

It was **RESOLVED** to accept the quote from Account-Ant and to appoint Rachel Pearson as the Internal Auditor for the financial year 2023/2024.

036/2324

Item 10 – Neighbourhood Plan Review

It was agreed that the Clerk will request a quote for a footpath to be installed around the edge of the Recreation Ground to join Iron Row with York Road. The Clerk will also check the status of the Recreation Ground with the Estates Department at Bradford Council following the Parish Council's decision to give notice on the lease that is currently in place.

- 037/2324** **Item 11 – Burley Oaks Primary School Academy Conversion – Stakeholder Consultation**
 The Council considered the school’s proposal to join the Moorlands Learning Trust and to convert to an academy. It was **RESOLVED** that the Council did not have any objections to the proposal but would like to ensure that no negative impact would be felt by Burley & Woodhead CE Primary School as a result of Burley Oaks Primary School changing to academy status.
- 038/2324** **Item 12 – Queens Hall**
 The Clerk reported that additional storage was required for archived files and the only suitable location for this was in the basement/boiler room. However, if storage is held in the boiler room it must be kept in fireproof storage to comply with fire regulations. It was therefore **RESOLVED** to purchase a fireproof cabinet at a cost of £500.
- 039/2324** **Item 13 – Council Website**
 The Clerk reported that it is good practice for local councils to have a ‘.gov.uk’ domain name and that the website is also in need of updating. It was agreed that the Clerk will book a demonstration with the website provider recommended by the SLCC.
- 040/2324** **Item 14 – Neighbourhood Watch Community Safety Charter**
RESOLVED to sign up to the Neighbourhood Watch Community Safety Charter.
- 041/2324** **Item 15 - Reports from Councillors on Meetings Attended – For Information Only**
 Cllr Goodwill attended the YLCA Branch Meeting.
 Cllr Evans attended the Grange Park Surgery PPG meeting.
- 042/2324** **Item 16 – Concerns Raised by Members of the Public – For Information Only**
 Nothing to report.
- 043/2324** **Item 17 – Diary Dates**
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| Planning Committee | 12 th June |
| Extraordinary (Co-option) Meeting | 22 nd June |
| Planning Committee | 3 rd July |
| Finance Committee | 10 th July |
| Full Council | 13 th July |
- 044/2324** **Item 18 – Exclude the Press & Public**
RESOLVED that the press and public be excluded from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 Sec 1(2) due to the commercially sensitive nature of the business to be transacted.
- 045/2324** **Item 19 – Wharfedale Greenway Update**
 The Clerk, Councillor Goodwill, Councillor Lepley and Councillor Ault reported on the meeting that they had attended at Otley Golf Club.

The meeting closed at 9:30pm.

Signed (Chairman, Councillor Goodwill): _____ Date: 13th July 2023