

**Minutes of the Meeting of Burley Parish Council held at
Queens Hall, Burley in Wharfedale on
Thursday 14th September 2023 at 7.30pm**



Present: Councillor Duncan Ault
Councillor Simon Budd
Councillor Stephen Goodwill (Chair)
Councillor Jan Lepley
Councillor John McGovern
Councillor Fiona Pacey
Councillor Mike Wild

Officers: Clare Smith (Clerk)

Also present: Councillor Chris Steele (CBMDC Ward Councillor) and 3 members of the public.

073/2324 **Item 1 – Chair’s Remarks**

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

074/2324 **Item 2 – Apologies for Absence**

Apologies were received from Councillor Vicky Evans and Councillor Katherine Howard.
RESOLVED that the apologies and reasons for absence be accepted.

075/2324 **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.

076/2324 **Item 4 – Public Participation**

Two members of the public raised serious concerns over illegal drug dealing activity and anti-social behaviour on Grange Road.

077/2324 **Item 5 – Minutes of the Previous Meeting**

Proposed by Councillor Mike Wild

Seconded by Councillor Jan Lepley

RESOLVED that the minutes of the Meeting of the Council on 13th July 2023 be accepted as a true and accurate record and signed by the Chairman.

078/2324 **Item 6 – Matters Arising**

Nothing to report.

079/2324 **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 Library Committee – 4th September 2023
- 7.2 Staffing Committee – 4th September 2023
- 7.3 Planning Committee – 4th September 2023
- 7.4 Planning Committee – 24th July 2023
- 7.5 EMA Committee – 17th July 2023
- 7.6 EMA Committee – 11th September 2023

080/2324 **Item 8 – Finance**

8.1 **Schedule of Receipts and Payments (July & August 2023)**

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

Total Receipts (ex. VAT): £2,358.51

Total Payments (ex. VAT): £26,432.61

RESOLVED that the Schedule of Receipts and Payments July 2023 be approved.
Total Receipts (ex. VAT): £15,405.75
Total Payments (ex. VAT): £33,780.14

8.2 Bank Reconciliations July 2023

RESOLVED that the July & August 2023 Bank Reconciliations be approved.

Cashbook 3 – Unity Trust Savings (July 2023)

Account balance: £191,794.21

Cashbook balance: £191,794.21

Difference: £0.00

Cashbook 3 – Unity Trust Savings (August 2023)

Account balance: £165,884.31

Cashbook balance: £165,884.31

Difference: £0.00

8.3 Budget Report June 2023

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

8.4 2022/23 AGAR Section 3 External Audit Report

The Clerk confirmed that the External Auditor, PKF Littlejohn LLP, has now returned the AGAR and has found that all information submitted was in accordance with Proper Practices and no other matters have come to their attention.

RESOLVED: That the Council receive the External Audit Report and note the comments.

The Clerk also confirmed that the 'Notice of Conclusion of Audit' is on display in the notice board and on the Council's website in accordance with statutory obligations.

8.5 CIL Spending Plan

The CIL Spending Plan was reviewed and amended accordingly.

The Clerk was asked to invite the Senior Highways Engineer to a future meeting to discuss the 20mph and the potential cost of the project in more detail to allow financial planning.

081/2324

Item 9 – Queens Hall

Quotes have now been obtained for repairs to the main hall flooring, solar panels and replacement boilers.

The main hall flooring needs to be prioritised as it has several areas of damage as well as an area of wood worm. The quote for the repair of the floor is £6,887. This is from Ilkley Floor Care and is to repair areas where the floor is dipping, treat woodworm, sand and seal the floor, mark out badminton court and to sand and seal the whole small hall (removing the carpet). There could be some additional costs that may occur as and when they start the # work as further problems could be uncovered however the Council is asked to approve the work so that the Facilities Manager can place the order with the contractor.

RESOLVED that the main hall and small hall floor repairs be authorised and that expenditure of £6,887 be approved.

082/2324

Item 10 – Resident Concerns re: Illegal Drug Dealing/Anti-Social Behaviour

The Clerk reported that she had passes on the concerns to the Neighbourhood Policing Sergeant, but no reply had been received yet. The response from the police will be passed on to the residents as soon as it is received.

083/2324

Item 11 – Parish Council Website

There are several reasons why the Council is required to consider an upgrade to its website:

- The external auditor now advises that all Councils have a '.gov.uk' website with email addresses linked to that domain name.
- The current system is not reliable. It is down a lot which can make it difficult to upload statutory information on time.
- Several members of the public (and a couple of Council members) have given feedback that they find our current website difficult to navigate and to find the information they need.
- The overall look of the website could be improved/modernised.
- The current website's editing system is not very user friendly. There are much better systems out there which would enable more staff (or possibly members) to edit pages more easily.

The Council considered a quote from Aubergine (a company recommended by the Society of Local Council Clerks). The quote was for a one-off set up cost of £1,374.00 plus additional optional extras. The annual cost after year one would be £399.00

RESOLVED that an additional two quotes are required and should be brought to a future meeting for consideration.

084/2324

Item 12 – EMA Committee Recommendation (Allotments)

The EMA Committee recently considered a valuation report for an allotment plot at East End Allotments. The plot has been valued at £3,250.

It was **RESOLVED** that the Council should attempt to purchase the plot and that the maximum budget for the purchase of the plot is £5,000.

085/2324

Item 13 – Neighbourhood Plan Review

Cllr Goodwill reported that he, Cllr Lepley and the Clerk had recently attended a meeting with a local planning consultant who specialises in Neighbourhood Planning. He had provided some excellent advice and it was agreed that the Council should undertake training on the process associated with reviewing a Neighbourhood Plan. The consultant will provide a proposal and quote for this which will be brought to the next meeting for consideration.

086/2324

Item 14 – Parks and Open Spaces Update

The Pump Track soakaway testing has now been completed. VAT advice has been sought by the Clerk, but we are still, unfortunately, slightly unclear of the best action to take. We are therefore going to request advice from Bradford Council. A meeting will be arranged with the Head of Parks, a Finance/VAT officer, the pump track organisers, and the Football Club.

The Planning Department has now confirmed that planning permission is not required for the Pétanque Pitch and this project is now progressing.

The Bowling Club are currently liaising with the Planning Department to gain advice and guidance on how they should apply for permission to install floodlights.

087/2324 **Item 15 – Wharfedale Greenway**

A meeting has been arranged with the Friends of the Wharfedale Greenway and a separate meeting was also arranged with Sustrans to discuss the Otley end of the route and how planning conditions can be discharged.

088/2324 **Item 16 – Burley Handbook**

A report was received from the Facilities Manager who is leading on the handbook. Advertising has been secured which will cover the cost of the printing making the project cost neutral. As the Council is considering changing its website and email addresses it was advised that the publication date be January 2024.

089/2324 **Item 17 – D Day 80 – 6th June 2024**

Cllr Goodwill will liaise with the Royal British Legion to ensure that any plans for an event are not duplicated.

RESOLVED that in principle, the Council agrees to hold an event to commemorate the 80th anniversary of D Day.

090/2324 **Item 18 – West Yorkshire Lord Lieutenant**

To note the email from the Lord Lieutenant’s office. No visit is required at present.

091/2324 **Item 19 – Committee Membership**

Following the co-option of three new members, Committee membership was reviewed and it was agreed that membership shall be as follows until the next Annual Meeting of the Council:

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

Representatives on outside bodies also needs to be reviewed and will be added to the agenda of the next meeting.

092/2324 **Item 20 – Reports from Councillors on Meetings Attended – For Information Only**

Cllr Goodwill attended the Keighley and Shipley Area Plans Panel which was unfortunately cancelled.

093/2324 **Item 21 – Concerns Raised by Members of the Public – For Information Only**

The Clerk circulated an email from a resident regarding pile driving at the Centurion Meadows development. The Clerk is liaising with David Wilson Homes prior to responding.

094/2324 **Item 22 – Diary Dates**

18 th September; 6pm	Climate Working Group
25 th September; 7:30pm	Planning Committee

30th September; 10am
4th October; 10am – 12pm
9th October; 7:30pm

Village Green Working Party
Drop-in Session (Queens Hall)
Finance Committee

The meeting closed at 9:25pm.

Signed (Chairman, Councillor Goodwill): _____ Date: 12th October 2023