

Minutes of a Meeting of Burley Parish Council
Held on Thursday 11 April 2019 at 7.30pm
in The Parish Office, Queen's Hall, Burley in Wharfedale, LS29 7BT



Present: Cllr Mike Wild (Chair) Cllr Chris Hunt
 Cllr John Grimshaw Cllr Chris Hill
 Cllr Janet Souyave Cllr Stuart Bottomley
 Cllr Peter Beaumont

Clerk: Clare Smith

257/1819 Item 1 – Chairs Remarks

The Chair welcomed everyone to the meeting and explained when the public could participate in the meeting.

258/1819 Item 2 – To receive any apologies for absence

Apologies were received from Cllr Niccola Swan who was unwell.

259/1819 Item 3 – To receive any disclosures of interest

None were received.

260/1819 Item 4 – To consider written requests for a dispensation on any matters to be discussed.

None requested.

261/1819 Item 5 – Public Participation

A member of the public requested that information about the candidates standing for election should be published. The Clerk confirmed that this was underway and encouraged candidates to send a short paragraph about themselves for inclusion in the poster.

A representative of 'Wharfedale Development', a local group of people representing the Burley community at the forthcoming Sun Lane Planning Inquiry, reported that they had submitted a grant application to the Council and that if successful, all receipts for expenditure could be provided.

262/1819 Item 6 – Minutes of the previous meeting

Proposed by Cllr John Grimshaw

Seconded by Cllr Peter Beaumont

RESOLVED that the minutes of the meeting on 14 March 2019 be accepted as a true and accurate record.

263/1819 Item 7 – To receive minutes from council committees

A copy of the minutes from the following committees were received and accepted:

Library Committee Meeting, 20th April 2019

Planning Committee Meeting, 1st April 2019

Refurbishment Group Meeting, 1st April 2019

264/1819 Item 8 – Minutes received from other organisations

Nothing to report.

265/1819 Item 9 – Finance

9a) Schedule of Receipts and Payments March 2019

The Clerk presented a report which gives details of all receipts and payments during March 2019.

It was **RESOLVED** that all payments made between 1st March and 31st March 2019 as listed on the report (totalling £28,768.92) be approved and that all receipts received between 1st March and 31st March 2019 (totalling £9,335.96) be noted.

Reports attached.

9b) Bank Reconciliation March 2019

The Clerk reported that the bank reconciliation had been carried out against the bank statement and that there was a difference of £0.00 on 31st March 2019. The Clerk informed Members that a bank reconciliation would be circulated along with a copy of the relevant bank statement at each Council meeting going forward.

It was **RESOLVED** that the bank reconciliation be accepted.

9c) Rialtas Omega Setup 2019/20

The Clerk circulated a draft report which showed Members how the Rialtas system would report the budget for the new financial year. Members agreed the format of reporting.

9e) Year End Balance and Ear Marked Reserves

The Clerk circulated a report to Members. The balance in the Council's current account (TSB) on 31st March 2019 was £55,945.12. The Clerk provided all committed 2018/19 expenditure which is yet to clear from this balance which left a year end balance of £15,324.66. The Council's Reserves Account (held with Skipton Building Society) has a balance of £22,000. Therefore, the total year end figure is £37,324.66. The Council does not have any Earmarked Reserves at present, only General Reserves.

The Clerk also reported there will be changes to the Internal Audit process this year. The Council agreed to appoint Yorkshire Internal Audit Services. Yorkshire Internal Audit Services were booked to carry out the internal audit on 8th April. However, due to unforeseen circumstances, they had to cancel the appointment at short notice and this is currently in the process of being rescheduled. RBS will audit the system and finalise the Annual Governance and Accountability Return (AGAR) on 30th May. The Council will then be asked to approve the AGAR at its meeting on 13th June 2019.

The submission deadline for the AGAR is Monday 1st July and the suggested period for the exercise of public rights is Monday 17th June to Friday 26th July 2019.

The Council **RESOLVED** to receive and note the above report from the Clerk.

266/1819 Item 10 – Queens Hall

10a) Refurbishment Update

Councillor Grimshaw reported that the work was going well with only a small delay due to an issue with the window manufacturer. Some areas of additional spend have been identified which total approximately £20,000.

10b) Repair and Maintenance Work - Boiler

The Clerk reported that the boiler was in need of repair and a quote had been received for £497. The Clerk also requested approval to proceed with a quotation for an annual gas service for the two boilers at a cost of £220 per annum. It was **RESOLVED** that the cost of repair and service be authorised.

10c) Fire Procedures

The Clerk reported that the fire extinguishers were due for servicing. A quotation has been received from HR Fire Safety for £125. It was **RESOLVED** that the quotation be approved and the service be carried out as soon as possible.

267/1819 Item 11 – Crime Figures, March 2019

There was no representative from West Yorkshire Police available to attend the meeting. Sergeant Green did however send crime figures in advance of the meeting to the Clerk. It was reported that 7 crimes had taken place in Burley during the month of March which shows a significant decrease in crime levels. Sergeant Green also reported that, due to a report from a vigilant resident, a stolen car with false registration plates had been stopped. Whilst the occupants unfortunately escaped on foot, the vehicle was recovered and returned to its owner in Guiseley.

268/1819 Item 12 – Sun Lane Planning Inquiry Representations

Councillor Wild reported that he and Councillor Bottomley have been working together to compile a report to present to the Planning Inspectorate at the public inquiry. The document had been circulated to Councillors for comments and a small number of amendments were discussed. It was agreed that Councillors should send any further amendment requests through to Councillor Wild as soon as possible and then the document would be submitted to the Planning Inspectorate by the deadline of 17th April.

269/1819 Item 13 – Grant Application

The Council were asked to consider a grant application which had been submitted by 'Wharfedale Development', a group of local residents representing the local community at the forthcoming planning inquiry. Wharfedale Development requested a grant of £500 towards the cost of employing a planning consultant to review documentation prior to submission to the Inspectorate to maximise the opportunity of success at the hearing. It is believed that the planning consultant will cost approximately £100-120 per hour (+ VAT). The application was discussed and while there was sympathy for the cause amongst some members, it was felt that this could set a precedent for the future pressure groups seeking funding for their causes. It was therefore **RESOLVED** that the application be declined.

270/1819 Item 14 – Duke of Edinburgh Spring Term Report

The Duke of Edinburgh Scheme Co-ordinator, Lindsay Field, submitted a report to the Council which provided details of the activities and expeditions which had taken place during the Spring term. There are currently 262 young people registered on the scheme and seven expeditions are planning for the Summer term. Fundraising activities have raised £600 towards new kit needed for the summer expeditions.

It was noted that Lindsay's Outdoor First Aid certificate was due to expire in May 2019. Members agreed that Lindsay should renew this qualification.

It was also noted that an email distribution list could be looked into to improve communication with parents.

271/1819 Item 15 – Elections

Members noted the Election Nominations for the Parish Council election on Thursday 2nd May 2019.

272/1819 Item 16 – Reports from Councillors on other meetings attended

Councillor Whiteley reported that she had attended the Leeds Bradford Airport meeting. Nothing was discussed at the meeting regarding the airspace consultation.

Councillor Whiteley also reported that the Legal Team at Bradford MDC has approached the Department of Transport to ask if they will pay for the drainage work to Iron Row playing field which they were supposed to do many years ago. The Legal Team are awaiting a response.

273/1819 Item 17 – Reports from Councillors on concerns raised by members of the public

Councillor Whiteley raised concerns that the underpass was in a poor state. It was confirmed that this was Bradford MDC's responsibility and that this matter would be reported to the relevant department.

274/1819 Item 18 – Correspondence – not noted elsewhere or previously circulated and for information only

Nothing to report.

275/1819 Item 19 – Dates of Next Meetings

Community & Environment Committee, 29th April at 7pm

Planning Committee, 29th April at 8pm

Annual Parish Meeting, 9th May at 6:30pm

Annual Meeting of the Council, 9th May at 7:30pm

Meeting closed at 8:55pm.