

**Minutes of the Annual Meeting of Burley Parish Council
held on Thursday 9th May 2019 at 7.30pm
in The Parish Office, Queen's Hall,
Burley in Wharfedale, LS29 7BT**



Present: Cllr Mike Wild (Chair) Cllr Duncan Ault
 Cllr Vicky Evans Cllr Bob Felstead
 Cllr Jan Lepley Cllr Bernard Poulter
 Cllr Chris Turner Cllr Jackie Whiteley

Officers: Clare Smith & Cate Perman

Also present: 8 members of the public

001/1920 Item 1 – Election of Chairman
Proposed by Councillor Poulter
Seconded by Councillor Whiteley
RESOLVED that Councillor Mike Wild be elected as Chairman of the Council for the municipal year 2019-2020.

002/1920 Item 2 – Declaration of Acceptance of Office
The Chairman and all Councillors present signed their 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.

It was **RESOLVED** to allow Councillor Bottomley to sign his Declaration of Acceptance of Office before or at the next meeting of the Council on 13th June 2019.

003/1920 Item 3 – Appointment of Vice Chairman
Proposed by Councillor Turner
Seconded by Councillor Felstead
RESOLVED that Councillor Poulter be elected as Vice Chairman of the Council for the municipal year 2019-2020.

004/1920 Item 4 – Apologies for Absence
Apologies were received from Councillor Stuart Bottomley.

005/1920 Item 5 – Disclosures of Interest and Register of Interests Forms
There were no disclosures of interest in relation to items on the agenda.

The Clerk reported that Register of Interest Forms had not yet been received from Bradford MDC and would be circulated as soon as possible. Members are required to complete the form within 28 days of election.

006/1920 Item 6 – Dispensation Requests
None requested.

007/1920 Item 7 – Public Participation
A member of the public requested that the Council consider publishing a written record of Members' votes on its website for transparency purposes.

The Parish Council was asked to consider implementing a Climate Change Strategy. It was agreed that the Clerk would invite an officer from Bradford Council to speak at a future meeting.

A resident has been working with the Community Trust to develop youth provision in the village. At the moment it is proving difficult to find a venue on Wednesday between 3:30pm – 9pm. The small hall within the Queens Hall building is available for use between 3pm – 6pm on a Wednesday. It was agreed that this could be offered although storage of equipment would still be an issue that would need to be considered. The use of the library on a Wednesday evening could also be considered upon completion of the refurbishment work.

008/1920

Item 8 – Minutes of the Previous Meeting

Proposed by Councillor Wild

Seconded by Councillor Whiteley

RESOLVED that the minutes of the meeting on 11th April 2019 be accepted as a true and accurate record and signed by the Chairman.

009/1920

Item 9 – To Receive Minutes from Council Committees

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

Planning Committee Meeting, 29th April 2019

Community & Environment Meeting, 29th April 2019

010/1819

Item 10 – To Review and Approve the Scheme of Delegation

It was **RESOLVED** that the Scheme of Delegation should be reviewed and that this would be done by Councillor Poulter and the Clerk and brought back to the next meeting of the Council. In the meantime, the current Scheme of Delegation remains in place.

011/1920

Item 11 – To Review and Adopt the Terms of Reference for Committees

It was **RESOLVED** that the Terms of Reference should be reviewed and standardised in line with the template circulated by Councillor Poulter. Terms of Reference will be brought back to Council upon completion and until that time the current Terms of Reference remain in place.

012/1920

Item 12 – Committee Membership

The following members of the standing committees of the Council was **RESOLVED**:

Planning Committee	Staffing Committee	Finance Committee	Community & Environment Committee	Library Committee
Cllr Bottomley Cllr Felstead Cllr Lepley Cllr Poulter (Ex-Of) Cllr Wild (Ex-Of)	Cllr Evans Cllr Lepley Cllr Turner Cllr Poulter (Ex-Of) Cllr Whiteley Cllr Wild (Ex-Of)	Cllr Ault Cllr Bottomley Cllr Felstead Cllr Poulter (Ex-Of) Cllr Wild (Ex-Of)	Cllr Ault Cllr Evans Cllr Felstead Cllr Poulter (Ex-Of) Cllr Turner Cllr Whiteley Cllr Wild (Ex-Of)	Cllr Evans Cllr Lepley Cllr Turner Cllr Poulter (Ex-Of) Cllr Whiteley Cllr Wild (Ex-Of)

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Item 13 – Council Representatives on Outside Organisations

ShIPLEY Area Committee & ShIPLEY Advisory Group (SCAPAG)	Cllr Turner
Burley & District Chamber of Trade (BADCOT)	Cllr Whiteley
Yorkshire Local Councils Associations (YLCA)	Chairman/Vice Chairman
BMDC & Local Council Liaison Meeting	Cllr Poulter
Patient Participation Group at Grange Park Surgery	Cllr Lepley
Leeds Bradford Airport Consultative Committee	Cllr Whiteley
Burley & Menston Charities	Cllr Evans
Burley Archives	Cllr Evans
Wharfedale Greenway	Cllr Bottomley
Burley Community Trust	Cllr Ault
Burley Dementia Action	Cllr Felstead
Burley Bridge Association	Cllr Ault
Plastic Free Burley	Cllr Turner
Burley House Field	Cllr Lepley

014/1920

Item 14 – Standing Order and Finance Regulations

RESOLVED that the current Standing Orders and Financial Regulations remain in place whilst a review is carried out and recommendations brought back to a future meeting of the Council.

015/1920

Item 15 – General Power of Competence

The Clerk reported Local Councils in England and Wales must have permission in law to act. For example:

- The Local Government (Miscellaneous Provisions) Act 1953 s.4 provides a Parish Council with the power to provide and maintain bus shelters.
- The Public Health Act 1936 s87 provides a Parish Council with the power to provide public conveniences.
- The Town and Country Planning Act 1990 Sched.1 Para 8 provides the right for a Parish Council to be notified of planning applications if the right has been requested.

Section 1(1) of the Localism Act 2011 provides that a local authority has power to do anything that individuals generally may do using the General Power of Competence (GPC), as long as other legislation does not forbid it. The GPC is a power of first resort and is designed to make it easier for eligible councils to act.

There are three conditions for eligibility that are set out in the Statutory Instrument:

a) Resolution

The Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

b) Electoral Mandate

At the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted). For Burley Parish Council 6 of the 9 Councillors must have been elected. At the election on 2nd May 2019, all 9 councillors were elected. We currently have no co-opted members.

c) Qualified Clerk

At the time that the resolution is passed, the Parish Clerk must hold a recognised professional qualification:

- The Certificate in Local Council Administration (CiLCA);
- The Certificate of Higher Education in Local Policy;

- The Certificate of Higher Education in Local Council Administration;
- The first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications

Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place

RESOLVED: That the Parish Council resolves from 9th May 2019, 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.

016/1920 Item 16 – To Review the Council's Policies

It was **RESOLVED** that the following policies be approved and adopted by the Council with a view to fully reviewing all the Council's policies.

- Complaints Procedure
- Equal Opportunities Policy
- Health and Safety Policy
- General Data Protection Regulations (GDPR) Policies

The Clerk will circulate a list of all Council policies to Members.

017/1920 Item 17 – Asset Register

It was **RESOLVED** that the Council's Asset Register be approved (as circulated).

018/1920 Item 18 – Risk Assessment

It was **RESOLVED** that the Risk Assessment be approved (as circulated).

A query was raised by Councillor Felstead regarding the risk of loss of key personnel. The Clerk will contact the Council's insurance company regarding adding cover for loss of personnel to the policy.

019/1920 Item 19 – Refurbishment Update

It was reported that Bradford MDC and the Planning Inspectorate have agreed to hold the Sun Lane public inquiry at the Queens Hall. The contractor cannot continue work during the Inquiry period due to health and safety and has therefore provided a list of costs which will be incurred due to the suspension of works. The cost totals £8585 + VAT.

Councillor Felstead reported that there is a possibility that a donation could be made from the campaign group towards the cost of suspending work. There is also the potential that the Inquiry will not last for all of the 8 days that have been allowed for it. This would mean that some of the costs could be excluded from the above total.

It was **RESOLVED** to approve additional expenditure of up to £8585 (+ VAT) to ensure that the Inquiry is held at the Queens Hall. This is subject to negotiation with the contractor which Councillor Felstead is to assist with.

020/1920 Item 20 – Schedule of Meetings

It was **RESOLVED** that the below Schedule of Meetings be approved.

Date	Meeting
9 th May 2019	Annual Parish Meeting; 6:30pm
	Annual Meeting of the Council; 7:30pm
20 th May 2019	Planning Committee; 7:30pm
10 th June 2019	Community & Environment Committee; 7pm
	Planning Committee; 8pm
13 th June 2019	Full Council; 7:30pm
19 th June 2019	Library Committee; 1pm
1 st July 2019	Finance Committee; 7pm
	Planning Committee; 8pm
11 th July 2019	Full Council; 7:30pm
22 nd July 2019	Community & Environment Committee; 7pm
	Planning Committee; 8pm
2 nd September 2019	Community & Environment Committee; 7pm
	Planning Committee; 8pm
12 th September 2019	Full Council; 7:30pm
18 th September 2019	Library Committee; 1pm
23 rd September 2019	Planning Committee; 7pm
10 th October 2019	Full Council; 7:30pm
14 th October 2019	Community & Environment Committee; 7pm
	Planning Committee; 8pm
4 th November 2019	Finance Committee; 7pm
	Planning Committee; 8pm
14 th November 2019	Full Council; 7:30pm
25 th November 2019	Community & Environment Committee; 7pm
	Planning Committee; 8pm
12 th December 2019	Full Council; 7:30pm
16 th December 2019	Plans Committee; 7pm
8 th January 2020	Library Committee; 1pm
9 th January 2020	Full Council; 7:30pm
13 th January 2020	Community & Environment Committee; 7pm
	Planning Committee; 8pm
3 rd February 2020	Finance Committee; 7pm
	Planning Committee; 8pm
13 th February 2020	Full Council; 7:30pm
24 th February 2020	Community & Environment Committee; 7pm
	Planning Committee; 8pm
12 th March 2020	Full Council; 7:30pm
16 th March 2020	Planning Committee; 7pm
6 th April 2020	Community & Environment Committee; 7pm
	Planning Committee; 8pm
16 th April 2020	Full Council; 7:30pm
27 th April 2020	Planning Committee; 7pm
14 th May 2020	Annual Parish Meeting; 6:30pm
14 th May 2020	Annual Meeting of the Council; 7:30pm

Signed (Chairman, Cllr Wild): _____ Date: _____