

**Minutes of the Meeting of Burley Parish Council  
held on Thursday 9<sup>th</sup> January 2020 at 7.30pm  
in The Parish Office, Queen's Hall,  
Burley in Wharfedale, LS29 7BT**



**Present:** Cllr Vicky Evans                      Cllr Stuart Bottomley  
              Cllr Jan Lepley                        Cllr Duncan Ault  
              Cllr Chris Turner

**Officer:** Clare Smith (Clerk)

**Also present:** Jan Edwards (Burley in Wharfedale Community Trust)

In the absence of the Chairman and Vice-Chairman of the Council, the Clerk opened the meeting and invited proposals for a temporary Chairman.

Proposed by Councillor Chris Turner

Seconded by Councillor Jan Lepley

**RESOLVED** that Councillor Duncan Ault be elected as Chairman of this meeting.

**137/1920      Item 1 – Chairman's Remarks**

Councillor Ault welcomed those present to the meeting.

**138/1920      Item 2 – Apologies for Absence**

Apologies were received from Councillor Mike Wild (away on holiday), Councillor Bernard Poulter (away on holiday) and Councillor Bob Felstead (work commitments).

**139/1920      Item 3 – Disclosures of Interest**

There were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from Members or Officers.

**140/1920      Item 4 – Dispensation Requests**

None requested.

**141/1920      Item 5 – Public Participation**

**5.1      Jan Edwards – Burley in Wharfedale Community Trust**

Jan Edwards reported that she was very pleased to see the Zip Wire/Playground progressing and would now like to turn the attention to the skate park at the Recreation Ground. Jan would like to start a project to raise funds to replace and improve the skate park facilities in the village. It was thought that it would cost in the region of £60,000 to replace the skate park equipment.

Members were very supportive of this project and thanked Jan for her offer to lead the fundraising project.

**142/1920      Item 6 – Minutes of the Previous Meeting**

Proposed by Councillor Chris Turner

Seconded by Councillor Vicky Evans

**RESOLVED** that the minutes of the meeting on 12<sup>th</sup> December 2019 be accepted as a true and accurate record and signed by the Chairman.

143/1920

**Item 7 – Matters arising from Previous Minutes**

- 7.1 Bowling Club New Pavilion** – a construction method statement had been requested from the Bowling Club. This had not yet been received. The Clerk will chase this up with the Club Secretary.
- 7.2 Old Public Toilet Block Roof Repairs** – we are currently in the process of seeking quotes. One contractor has been found who would be able to carry out repairs to the Roundhouse guttering and the old toilet block as one project which may reduce costs. The Clerk will await quotations.
- 7.3 Library Service Level Agreement** – The Clerk confirmed that a request was submitted to Bradford to extend the current SLA but no response had been received yet.

144/1920

**Item 8 - To Receive Minutes from Council Committees**

The minutes from the following committees were received and accepted:

- 8.1** Planning Committee, 16<sup>th</sup> December 2019  
**8.2** Staffing Committee, 16<sup>th</sup> December 2019  
**8.3** Finance Committee, 6<sup>th</sup> January 2020

145/1819

**Item 9 – To Review Minutes from other organisations**

Nothing to report.

146/1920

**Item 10 – Finance**

**10.1 Schedule of Receipts and Payments (December 2019)**

**RESOLVED:** The schedule of receipts and payments for November 2019 was approved.

**10.2 Bank Reconciliation December 2019**

**RESOLVED:** The bank reconciliation for December 2019 was circulated and approved.

**10.3 Budget Report – Year to Date (to 31<sup>st</sup> December 2019)**

A detailed report of the year-to-date actual finance against the budget was circulated along with a summary spreadsheet

Overall the anticipated final result for the year is a small surplus of £21511 (Sept compared with an original budgeted surplus of £66636 a shortfall of £45125.

147/1920

**Item 11 – Budget 2020/21**

The draft budget was circulated and discussed.

See Appendix A (Budget 2020/21 Report and Final Draft Budget 2020/21).

**RESOLVED** that the Parish Council's Budget for 2020/2021 is to be set at £248,550.00 which equates to £82.00 per Band D household. The Clerk is to be given authority to submit the precept demand to Bradford Council.

It was agreed that a press release would be prepared for circulation in the paper newsletter to be delivered early to mid-March.

- 148/1920**     **Item 13 – Burley Neighbourhood Plan Partial Review**  
 It was agreed that a review of certain areas of the Plan were required in light of the content of Ilkley and Addingham’s Draft Neighbourhood Plans. Further details will be brought to the next Council meeting.
- 149/1920**     **Item 14 – Complaints Received**  
 The Clerk reported that two complaints had been received in relation to a Members’ conduct. The complaints have been forwarded to the Monitoring Officer for investigation in line with the Council’s complaints procedure. The Clerk will inform Members of the outcome once a response is received from the Monitoring Officer.
- 150/1920**     **Item 15 – Reports from Councillors on other meetings attended**  
 Councillor Turner reported that the SCAPAG meeting will be going ahead next week and he will be attending as the Council’s representative.
- 151/1920**     **Item 16 – Reports from Councillors on concerns raised by members of the public**  
 Serious concerns were raised about the level of anti-social behaviour and criminal damage occurring at various locations around the village. It was agreed that the new Police Sergeant would be invited to attend the next Council meeting.
- 152/1920**     **Item 20 – Diary Dates:**  
 The following diary dates were noted by Members:  
 15<sup>th</sup> January    Duke of Edinburgh Presentation Evening,  
 16th January    Staffing Committee, 7:30pm  
 20th January    Library Committee, 9am  
 20th January    Community & Environment Committee, 6:30pm  
 20th January    Planning Committee, 8pm  
 13<sup>th</sup> February    Full Council, 7:30pm

*The meeting closed at 9:10pm.*

Signed (Chairman, Cllr Ault): \_\_\_\_\_ Date: \_\_\_\_\_

## **BURLEY PARISH COUNCIL BUDGET REPORT 2020/21**

The final draft budget report is itemised by activity/location with income and expenditure shown for each category i.e. administration, parks, allotments, library, Queens Hall, Roundhouse, D of E AND Youth provision, refurbishment costs.

Figures shown detail the budget for 2019/20, the actual to the end December and the final proposed budget for 2020/21 on which the precept will be based.

In addition, there is a summary sheet showing the budget 2019, latest estimate 2019 and the proposed budget for 2020.

### **PROPOSED RECOMMENDED PRECEPT FOR 2020/21**

The current precept 2019/20 is £67.50 for a Band D household. This generates an income of £201441. The proposed precept is £82.00 for a Band D household (£1.57 per week) generating an income of £248542. This represents an increase of £14.50 per household.

The increase is mainly due to the following:

<b>Loss of Council Support Grant</b>	<b>£7,368</b>	<b>(£2,66)</b>
<b>Library increased BPC contribution</b>	<b>£10,000</b>	<b>(£3.30)</b>
<b>Payment of final QH/Library retention</b>	<b>£12,400</b>	<b>(£4.10)</b>
<b>Payment of increased library costs</b>	<b>£10,000</b>	<b>(£3.30)</b>

### **MAIN POINTS ON 2020/21 BUDGET FIGURES:**

#### **1. ADMINISTRATION:**

##### **Income**

No income expected this year on administration other than the precept .

##### **Expenditure**

- The salary of the clerk and 20% of the admin assistant
- Various expenditure similar to this year inc £5000 election provision.
- Building projects inc Jolly Tots entrance, Roundhouse Garden patio, toilet roof.
- Contribution to reserves of £20,000 to nearer recommended levels
- Greenway budget limit £12,000

#### **2. PARKS AND OPEN SPACES.**

##### **Income**

Verges and contribution to lining from football club

##### **Expenditure**

- Fixed term contract with Chevin for 3 years ongoing to January 2022
- Urgent identified tree maintenance.
- Provision for better street cleaning and new litter bins
- Water feature maintenance

#### **3. ALLOTMENTS**

Some increase in allotment income from increased rents with expenditure on vegetation numbering and general maintenance.

#### **4. LIBRARY**

##### **Income**

- Increase in rental income.
- Some grants and donations

##### **Expenditure:**

- Salaries for librarian, children's organizer.
- Cleaning provision
- Maintenance (boiler) and provision for some BMDC costs.

#### **5. QUEENS HALL**

##### **Income**

- Improved lettings and rentals (inc VAT)
- Increased rent and electricity from Jolly Tots

##### **Expenditure**

- Salaries inc 80% of admin assistant and caretaker
- General maintenance inc revamped kitchen, soundproofing, etc
- Increase in rates due to extension

#### **6.. ROUNDHOUSE**

##### **Income**

- Some extra rental income

##### **Expenditure**

- Minimal expenditure anticipated. Utilities and rates payable.

#### **7. D of E/YOUTH PROVISION**

- Income and expenditure on Dof E to break even with increased charges.
- Youth provision costs for part time youth worker

#### **8. REFURBISHMENT**

- Repayment of Loan and Interest
- Final payment to contractor (subject to negotiation)

**SUMMARY OF BUDGET 2020/2021****INCOME AND EXPENSES BUDGET 2020 V 2019**

ITEM	BUDGET	LATEST	BUDGET
	2019	EST 2019	2020
	1	2	
ADMIN INCOME	226109	217699	248452
ADMIN EXPENSES	111155	119316	106800
<b>SURPLUS/DEFICIT</b>	<b>114954</b>	<b>98383</b>	<b>141652</b>
PARKS INCOME	7200	5000	6500
PARKS EXPENSES	37967	46144	48000
<b>SURPLUS/DEFICIT</b>	<b>-30767</b>	<b>-41144</b>	<b>-41500</b>
ALLOTMENTS INCOME	2900	2300	2500
ALLOTMENTS EXPS	2500	1868	1500
<b>SURPLUS/DEFICIT</b>	<b>400</b>	<b>432</b>	<b>1000</b>
LIBRARY INCOME	4500	2366	4500
LIBRARY DONATIONS	0	11843	4500
LIBRARY EXPENSES	10000	16910	30500
LIBRARY CAPITAL	11000	26556	0
<b>SURPLUS/DEFICIT</b>	<b>-16500</b>	<b>-29257</b>	<b>-21500</b>
QH INCOME	36000	29663	45000
QH EXPENSES	51250	61209	60500
<b>SURPLUS/DEFICIT</b>	<b>-15250</b>	<b>-31546</b>	<b>-15500</b>
ROUND HOUSE INCOME	0	445	1000
ROUND HOUSE EXPS	5000	6143	1500
<b>SURPLUS/DEFICIT</b>	<b>-5000</b>	<b>-5698</b>	<b>-500</b>
D of E INCOME	12000	24338	29570
D of E EXPENSES(inc youth)	21000	27107	31100
<b>SURPLUS/DEFICIT</b>	<b>-9000</b>	<b>-2769</b>	<b>-1530</b>
<b>TOTAL SURPLUS/DEFICIT</b>	<b>38837</b>	<b>-11599</b>	<b>62122</b>
REFURB INCOME	574799	575174	0
REFURB EXPS (inc RH)	515000	529833	12400
REPAYMENT CAPITAL	19700	8528	17060
LIBRARY INTEREST	3300	1750	3350
QH INTEREST	9000	4979	9050
<b>SURPLUS/DEFICIT</b>	<b>27799</b>	<b>30084</b>	<b>-41860</b>
OTHER INCOME	0	1210	0
<b>TOTAL SURPLUS/DEFICIT</b>	<b>66636</b>	<b>19695</b>	<b>20262</b>
<b>SALARIES SUMMARY</b>			
SALARIES ADMIN	58750	51414	47000
SALARIES LIBRARY	8000	11507	13000
SALARIES Q H	15250	32240	30000
SALARIES D of E	8000	18132	15000
<b>TOTAL</b>	<b>90000</b>	<b>113293</b>	<b>105000</b>
<b>GREENWAY (inc in admin)</b>	<b>20000</b>	<b>29716</b>	<b>12000</b>

## DETAILED BUDGET 2020/2021

	2019/20		2020/21	
	Budget	Actual YTD	Budget	Notes
<b>100 Administration</b>				
1090 Income - Interest	£ 200.00	£ -	£ -	
1100 Income - Grants & Donations	£ -	£ 1,669.00	£ -	
1110 Income - Burley Charity	£ 100.00	£ -	£ -	
1120 Income - Burley Handbook	£ 1,000.00	£ -	£ -	
1130 Income - CIL Monies	£ 5,000.00	£ 2,840.00	£ -	
1140 Income - Council Tax Support Grant	£ 7,368.00	£ 7,368.00	£ -	CTSG has now ceased
1150 Income - Wharfedale Greenway	£ -	£ 3,305.00	£ -	
1160 Income - Sponsorship	£ 7,500.00	£ -	£ -	
1999 Income - Other	£ 3,500.00	£ 1,096.00	£ -	
<b>TOTAL Income</b>	<b>£ 24,668.00</b>	<b>£ 16,278.00</b>	<b>£ -</b>	

4000 Staff Salary	£ 58,750.00	£ 39,953.00	£ 47,000.00	
4100 Staff Expenses	£ 1,000.00	£ 650.00	£ 1,000.00	
4110 Training	£ -	£ 1,238.00	£ 2,000.00	Staff & Councillors
4130 Audit Fees	£ 1,260.00	£ 1,000.00	£ 1,500.00	
4140 Subscriptions/Memberships	£ 1,145.00	£ 1,251.00	£ 1,500.00	
4150 Insurance	£ 1,500.00	£ 280.00	£ 4,000.00	
4160 Stationery	£ 1,500.00	£ 513.00	£ 1,500.00	
4170 Advertising	£ 200.00	£ -	£ 100.00	
4180 Telephone & Internet	£ 750.00	£ 583.00	£ 750.00	
4190 IT	£ 1,600.00	£ 1,125.00	£ 1,700.00	
4200 Website	£ 500.00	£ 245.00	£ 500.00	
4210 Building Projects	£ 10,000.00	£ 800.00	£ 10,000.00	
4220 Chairman's Allowance	£ 150.00	£ -	£ 150.00	
4230 Members' Expenses	£ -	£ 298.00	£ 300.00	
4240 Civic Functions	£ 300.00	£ 25.00	£ 300.00	
4250 Elections	£ 2,000.00	£ 4,882.00	£ 5,000.00	
4260 Newsletter	£ 3,000.00	£ 4,178.00	£ 3,000.00	
4270 Projects & Grants	£ 7,500.00	£ 5,975.00	£ 13,000.00	£1.5k Christmas Lights, £2k Zip Wire
4220 Toilets	£ -	£ 65.00	£ 1,500.00	
4290 Wharfedale Greenway	£ 20,000.00	£ 10,016.00	£ 12,000.00	
4510 Utilities & Rates	£ -	£ 778.00	£ -	
4999 Sundry Expenses	£ -	£ 100.00	£ -	
Contribution to Reserves			£ 19,300.00	
<b>TOTAL Expenditure</b>	<b>£ 111,155.00</b>	<b>£ 73,955.00</b>	<b>£ 126,100.00</b>	

	2019/20		2020/21	
	Budget	Actual YTD	Budget	Notes
<b>200 Parks &amp; Open Spaces</b>				
1200 Income - Parks	£ 7,200.00	£ 5,000.00	£ 6,500.00	BMDC £5k & Trojans £1.5k
<b>TOTAL Income</b>	<b>£ 7,200.00</b>	<b>£ 5,000.00</b>	<b>£ 6,500.00</b>	

4350 Burley Bowlers	£ 3,500.00	£ 2,908.00	£ 3,500.00	
4360 Burley House Field	£ 2,000.00	£ 250.00	£ 1,500.00	
4370 Grange Park	£ 6,500.00	£ 4,115.00	£ 9,000.00	
4380 Grass Cutting	£ 7,500.00	£ 18,994.00	£ 8,000.00	
4390 Litter Bins	£ 3,800.00	£ 2,332.00	£ 3,000.00	
4400 Recreation Field	£ 2,850.00	£ 1,780.00	£ 3,000.00	
4410 Tree Maintenance	£ 4,000.00	£ -	£ 5,000.00	
4430 Victoria Park	£ 320.00	£ -	£ 500.00	
4440 Village Green	£ 500.00	£ 305.00	£ 3,000.00	
4450 Water Feature	£ 2,000.00	£ 3,011.00	£ 3,000.00	
4500 General Maintenance	£ 497.00	£ 872.00	£ 8,500.00	
<b>TOTAL Expenditure</b>	<b>£ 33,467.00</b>	<b>£ 34,567.00</b>	<b>£ 48,000.00</b>	

	2019/20		2020/21	
	Budget	Actual YTD	Budget	Notes
<b>210 Allotments</b>				
1250 Income - Allotments	£ 2,900.00	£ 2,118.00	£ 2,500.00	Change year

	<b>TOTAL Income</b>	£ 2,900.00	£ 2,118.00	£ 2,500.00	
4500	General Maintenance	£ 2,500.00	£ 1,219.00	£ 1,250.00	
4510	Utilities & Rates	£ -	£ 231.00	£ 250.00	
	<b>TOTAL Expenditure</b>	£ 2,500.00	£ 1,450.00	£ 1,500.00	

		2019/20		2020/21	
		Budget	Actual YTD	Budget	Notes
220	<b>Library</b>				
1300	Income - Fines and Fees	£ 1,500.00	£ 1,196.00	£ 1,500.00	
1310	Income - Hire	£ 3,000.00	£ 270.00	£ 3,000.00	
1311	Income - Grants & Donations	£ -	£ 8,343.00	£ 4,500.00	
1999	Income - Other	£ -	£ 251.00	£ -	
	<b>TOTAL Income</b>	£ 4,500.00	£ 10,060.00	£ 9,000.00	
4000	Staff Salary	£ 8,000.00	£ 8,021.00	£ 13,000.00	
4500	General Maintenance	£ 11,000.00	£ 2,907.00	£ 5,000.00	
4505	Cleaning & Materials	£ -	£ 1,503.00	£ 2,500.00	
4506	Capital Items	£ 20,000.00	£ 21,056.00	£ -	
4510	Utilities & Rates	£ -	£ -	£ 10,000.00	BMDC Contribution may cease
	<b>TOTAL Expenditure</b>	£ 39,000.00	£ 33,487.00	£ 30,500.00	

		2019/20		2020/21	
		Budget	Actual YTD	Budget	Notes
230	<b>Queens Hall</b>				
1310	Income - Hire	£ 26,000.00	£ 15,903.00	£ 33,000.00	
1350	Income - Rent	£ 10,000.00	£ 9,167.00	£ 12,000.00	
1999	Income - Other	£ -	£ 49.00	£ -	
	<b>TOTAL Income</b>	£ 36,000.00	£ 25,119.00	£ 45,000.00	
4000	Staff Salary	£ 15,250.00	£ 22,795.00	£ 30,000.00	
4500	General Maintenance	£ 36,000.00	£ 8,900.00	£ 18,000.00	Kitchen?
4505	Cleaning & Materials	£ -	£ 162.00	£ 500.00	
4510	Utilities & Rates	£ -	£ 13,538.00	£ 12,000.00	Increased Business Rates
	<b>TOTAL Expenditure</b>	£ 51,250.00		£ 60,500.00	

		2019/20		2020/21	
		Budget	Actual YTD	Budget	Notes
240	<b>Round House</b>				
1310	Income - Hire	£ -	£ 285.00	£ 1,000.00	
	<b>TOTAL Income</b>	£ -	£ 285.00	£ 1,000.00	
4500	General Maintenance	£ 5,000.00	£ 5,187.00	£ 1,000.00	
4510	Utilities & Rates	£ -	£ 456.00	£ 500.00	
	<b>TOTAL Expenditure</b>	£ 5,000.00	£ 5,643.00	£ 1,500.00	

		2019/20		2020/21	
		Budget	Actual YTD	Budget	Notes
250	<b>Duke of Edinburgh/Youth</b>				
1400	D of E Income	£ 12,000.00	£ 11,873.00	£ 29,570.00	
	<b>TOTAL Income</b>	£ 12,000.00	£ 11,873.00	£ 29,570.00	
4000	Staff Salary	£ 8,000.00	£ 11,512.00	£ 15,000.00	
4550	D of E Costs	£ 9,000.00	£ 5,979.00	£ 12,100.00	
4560	Youth Project Costs	£ 4,000.00	£ 760.00	£ 4,000.00	
	<b>TOTAL Expenditure</b>	£ 21,000.00	£ 18,251.00	£ 31,100.00	

		2019/20		2020/21	
		Budget	Actual YTD	Budget	Notes
260	<b>Refurbishment Project</b>				
1500	Income - PWLB Loan	£ 574,799.00	£ 574,799.00	£ -	
1999	Income - Public Inquiry	£ -	£ 1,210.00	£ -	
	<b>TOTAL Income</b>	£ 574,799.00	£ 576,009.00	£ -	
4600	Loan Repayment	£ 32,000.00	£ 8,528.00	£ 17,060.00	
4601	Loan Interest	£ -	£ 6,728.00	£ 13,460.00	
4610	Project Costs	£ 515,000.00	£ 529,711.00	£ 12,400.00	Retention Fee to JP Wild
	<b>TOTAL Expenditure</b>	£ 547,000.00	£ 544,967.00	£ 42,920.00	



TOTAL BUDGET INCOME	£ 662,067.00	£ 93,570.00
TOTAL BUDGET EXPENDITURE	£ 810,372.00	£ 342,120.00

Precept 2020/21		£ 248,550.00
Band D Cost:		£ 82.00

2020/21 tax base 3031

£ 1.58 per week