

**Minutes of the Meeting of Burley Parish Council
held on Thursday 13th February 2020 at 7.30pm
in The Parish Office, Queen's Hall,
Burley in Wharfedale, LS29 7BT**



Present: Cllr Mike Wild (Chair)
Cllr Vicky Evans
Cllr Jan Lepley
Cllr Chris Turner
Cllr Stuart Bottomley
Cllr Bob Felstead
Cllr Gary Scott

Officers: Clare Smith (Clerk) and Cate Perman (Admin Coordinator)

Also present: 6 Members of the public

153/1920 **Item 1 – Chairman's Remarks**

Councillor Wild welcomed those present to the meeting and explained that any member of the public wishing to address the Council about a particular agenda item would be given the opportunity to do so under Item 5.

154/1920 **Item 2 – Apologies for Absence**

Apologies were received from Councillor Duncan Ault.

155/1920 **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.

156/1920 **Item 4 – Dispensation Requests**

None requested.

157/1920 **Item 5 – Public Participation**

5.1 **Climate Emergency**

A member of the public requested that the Parish Council make an objection comment to Leeds Bradford Airport regarding the plans to expand the terminal. They also asked the Council to consider declaring a climate emergency.

5.2 **Burley in Wharfedale Community Trust**

It was reported that the Trust would be very pleased to see the Grange Park playground equipment approved and for the project to progress.

5.3 **Wharfedale German Circle**

A representative of Wharfedale German Circle explained that the group has applied for a grant from the Parish Council to contribute towards the cost of a new website. The new website will cost £950 and it was confirmed that funding applications have also been made to Ilkley Town Council and Otley Town Council. It was hoped that the new website would attract new members to join the group.

5.4 Burley Trojans – Recreation Ground Football Pitches

The Chairman of Burley Trojans Football Club attended to report that they have received a quote to have the football pitches at the Recreation Ground vertidraind and sanded. The Chairman of the Trojans have already liaised with the Community Trust who would split the cost three ways if this could be agreed by the Parish Council.

5.5 Road Safety Concerns, Menston Old Lane

A resident attended the meeting to inform the Council that their family dog had recently been the victim of a hit and run incident on Menston Old Lane. The resident has requested that the Parish Council consider supporting a request for improved road safety measures and traffic calming along this stretch of road

158/1920 Item 6 – Minutes of the Previous Meeting

6.1 Proposed by Councillor Jan Lepley
Seconded by Councillor Vicky Evans

RESOLVED that the minutes of the meeting on 13th February 2020 be accepted as a true and accurate record and signed by the Chairman.

6.2 Proposed by Councillor Jan Lepley
Seconded by Councillor Vicky Evans

RESOLVED that the minutes of the meeting on 27th February 2020 be accepted as a true and accurate record and signed by the Chairman.

159/1920 Item 7 – Matters arising from Previous Minutes

It was agreed that a Neighbourhood Plan Review would be added to the agenda for the next Council meeting in order to agree an amendment to the wording to bring Burley's Neighbourhood Development Plan in line with Addingham Parish Council's and Ilkley Town Council's Neighbourhood Plans.

160/1920 Item 8 - To Receive Minutes from Council Committees

8.1 Library Committee, 20th January 2020

8.2 Community & Environment Committee, 20th January 2020

8.3 Planning Committee, 20th January 2020

It was **RESOLVED** that the above minutes be accepted.

161/1819 Item 9 – To Review Minutes from other organisations

Nothing to report.

162/1920 Item 10 – Finance

10.1 Schedule of Receipts and Payments (January 2020)

RESOLVED: The schedule of receipts and payments for January 2020 was approved.

10.2 Bank Reconciliation January 2020

RESOLVED: The bank reconciliation for January 2020 was approved.

10.3 Budget Report – Year to Date (to 31st January 2020)

The budget report was circulated which provides details of the Council's income and expenditure up to 31st January 2020.

The Chairman of the Finance Committee, Cllr Ault, also circulated details on remaining capital expenditure for the current financial year and possible capital expenditure for 2020/21 in his absence from the meeting.

It was agreed that football pitches are to be added to the agenda for the next Council meeting.

It was also agreed that drainage must be investigated prior to the zip wire project progressing.

163/1920 **Item 11 – Appointment of Vice Chairman**

Following the resignation of Bernard Poulter, the Council now needed to appoint a new Vice Chairman.

Proposed by Councillor Jan Lepley

Seconded by Councillor Bob Felstead

It was **RESOLVED** that Councillor Vicky Evans be appointed as Vice Chairman of the Council.

164/1920 **Item 12 – Chevin Landscapes Ltd Contract**

The Clerk reported that following a meeting with Chevin Landscapes Limited, a draft contract had been drawn up for the grass cutting and maintenance work that they carry out throughout the parks and open spaces managed by the Parish Council.

The draft contract was reviewed by members. The following alterations were suggested:

1. The word 'school' in 1.0 Service (on page 3) be amended to read 'Council'
2. To add Goal Post removal at the end of the football season and reinstatement at the beginning of the football season to the contract.
3. Under 'Term' on page 2, the Council felt that it would like to add a 2% uplift to the prices for 2022/23.

It was **RESOLVED** that the Clerk be authorised to sign the contract subject to the above amendments being made.

165/1920 **Item 13 – Queens Hall**

An Update from Queens Hall Working Group (Cllr Vicky Evans, Cllr Jan Lepley, Cate Perman & Clare Smith) was provided. The Working Group made the following recommendations to the Council:

1. **Sole - Occupancy & Self-Hire Arrangements:** All regular hires are to be expected to book on a sole-occupancy / key-holder basis. If a member of staff is required on site a cost of £12ph + VAT will be charged.
Children's parties are now offered on a self-hire basis. A deposit will be taken to cover the cost of any additional cleaning required if the Hall is not left in acceptable condition. Hirers will be expected to collect a key prior to the event during office hours and shown around the building (fire escapes, locking up etc.). Cate Perman is developing a 'hire-pack' that will be left in all locations to outline emergency procedures / answer any questions. Larger weekend events have been costed to include a member of staff on the premises however there may be events than can operate without a 'caretaker' and all hires will still be expected to set-up / put away furniture and clear the Hall ready for the next user. These arrangements will be at the discretion of BPC Officers (Cate Perman & Clare Smith).
2. **Cancellation Policy:** Jan Lepley is looking into this further but it was recommended that if a Hirer is a regular weekly user, the Council reserves the right to cancel all, or part of,

certain bookings in favour of one-off bookings. 4 weeks' notice shall be given of such cancellation. The policy will also cover that following a cancellation by the Council, any consequential losses suffered by the hirer will not be met by the Council. In exceptional circumstances it may consider making a small ex gratia payment.

3. **Rates:** It was recommended that the proposed new rates in the table below be approved. It is suggested, as is common practice on most booking sites, that rates are not advertised but used as guidance at the discretion of BPC Officers dependant on the type of activity being carried out, number of attendees, staffing implications and if alcohol is being consumed etc.

	Small Hall	Main Hall	Studio Extension	Whole Building	Round House	Library
Community	£15	£25	£10	£35	£5	£10
Public	£20	£30	£15	£40	£5	£15
Commercial	£25	£35	£20	£50	£10	£20
Children's Parties	£25	£35	£20	£45	£10	N/A
Private Events	£30	£40	£25	£50	£10	£20

Rates per hour. VAT not included.

Community = local, charitable groups; voluntary organisations; social enterprises; local businesses
Public = Larger voluntary organisations & charities; Town/Parish Councils; Large statutory & public organisations

Commercial = Businesses and commercial organisations

4. **Hire Agreement & Booking Forms:** These are currently being reworded to include new hire arrangements. In future all hirers will need to sign and date a Hire Agreement which will form a booking contract. These will not be finalised until we have had sight of the Fire Officer's report.
5. **Storage:** All hirers were asked to remove any items stored at the Hall during the refurbishment. Items have started to 'creep back in' and this will be addressed in the new Hire Agreement. Storage in the Hall is not encouraged as we do not have the space. One cupboard in the Hall is currently used to store a regular hirer's equipment which was agreed at the time of booking. We will continue to honour this arrangement on a small annual fee basis.
6. **Bouncy Castles:** There are concerns about the liability of BPC and the use of bouncy castles in the Hall. We are considering a number of options including banning their use entirely or implementing a specific policy to include the hirer taking out their own insurance. Our own insurance arrangements are likely to inform this policy and we are awaiting advice.
7. **Burley Theatre Group (BTG):** The Working Group propose an individual Hire Agreement between the Council & BTG to better manage expectations and address health and safety concerns. The relationship between us has improved significantly over the last few years and we wish to continue to strengthen that by inviting them to a meeting which will help inform a new partnership agreement.

It was **RESOLVED** that all of the above recommendations be approved by the Council and that the new rates be implemented with immediate effect.

14.1 Wharfedale German Circle Grant Application

The Wharfedale German Circle submitted an application for funding for the amount of £300 towards the cost of a new website which has been quoted at £950. The German Circle hope the new website will increase membership numbers. However, Councillors felt that a Facebook page would be more beneficial and an appeal for new members could be shared in local town and village Facebook groups. This would also be free of charge. The Council were also unsure about value for money due to the very small number of members living in Burley. It was **RESOLVED** that the grant application is not approved on this occasion.

14.2 Love Burley Grant Application

Love Burley submitted an application for funding for the amount of £500. The grant would cover half the annual costs of providing four events throughout the year (including Christmas dinner) for over 70's living on their own in the village. The Burley in Wharfedale Community Trust has agreed to match fund this application to ensure that the organisation could operate for another year. It was **RESOLVED** that the grant application be approved.

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Item 15 – Newsletter

The Clerk reported that quotes had been received from alternative printers and Dotty Print (based in Ilkley) were the most cost-effective option.

The Clerk will put together the newsletter w/c 17th February with a view to printing taking place w/c 24th February and the newsletter being distributed w/c 9th March.

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Item 16 – Leeds Bradford Airport

Cllr Felstead reported that he has attended a meeting regarding the proposed expansion of Leeds Bradford Airport. The new plans do not propose any change to the increase in passenger numbers (3.5m per annum currently to 7.1m per annum by 2030). There are obviously several significant implications to these plans including access to the airport and infrastructure, regional and international accessibility and the impact of higher passenger numbers on noise and carbon.

It was **RESOLVED** that Councillor Felstead, along with a representative from Menston Parish Council, should invite the Head Commissioner of the Independent Commission on civil Aircraft Noise (ICCAN) to a meeting to exchange relevant information and to determine a way forward to obviate the risk of noise increase.

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Item 17 – Grange Park Play Equipment

This matter was deferred to the next Council meeting.

170/1920

Item 18 – Consideration of Planning Application

The following planning application was considered:

20/00280/ADV	Installation of x 2 banner signs to wall.	120 Main Street, LS29 7JX
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It was **RESOLVED** that the planning application be recommended for approval.

171/1920

Item 19 – Reports from Councillors on meetings attended – for information only

It was reported that the Burley and District Chamber of Trade (BADCOT) has now been disbanded.

172/1920

Item 20 – Reports from Councillors on concerns raised by members of the public

Further to the residents' concerns over road safety on Menston Old Lane, it was agreed that the Council would write to District Councillors and the local MP to urge them to improve road safety in this area.

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Item 21 – Diary Dates:

The following diary dates were noted by Members:

24 th February 2020	Library Committee, 9am
24 th February 2020	Staffing Committee, 7:30pm
27 th February 2020	Meeting with Police and Ilkley Grammar School (for Councillors)
2 nd March 2020	Community & Environment Committee, 6:30pm
2 nd March 2020	Planning Committee, 8pm
9 th March 2020	Finance Committee, 7:30pm
12 th March 2020	Full Council, 7:30pm
23 rd March 2020	Planning Committee, 7:30pm

The meeting closed at 9:45pm.

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