

# BURLEY PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council**  
held on **Thursday 7<sup>th</sup> May 2009**  
in **The John Squire Room, Queen's Hall, Burley in Wharfedale**

Commenced: 7.30pm  
Concluded: 9.15pm

Present: Cllr. Keith Dale (Chair)  
Cllr. Kath Forrest  
Cllr. John Horton  
Cllr. Peter Jenkins  
Cllr. Caroline Jones  
Cllr. Peter Riley  
Cllr. Sylvia Tilford  
Cllr. Mike Walker

Clerk: Mrs Jo Griffiths

**001/0910 Election of Chair for the Council year 2009-10**

Cllr Tilford asked for nominations for Chair of Burley Parish Council

Proposed by Cllr Jones

Seconded by Cllr Riley

RESOLVED that Cllr Keith Dale is elected Chair of Burley Parish Council for the year 2009-10.

**002/0910 Declaration of acceptance of office & Chair's address**

Cllr Dale made the declaration of acceptance of office. This was signed by Cllr Dale and by the clerk.

Cllr Dale offered thanks to fellow councillors for electing him Chair of what would be the council's fourth year. Cllr Dale expressed the hope that it would be a successful year for the council: the decision on Burley House Field was awaited, Burley Grange should soon be re-opened and the Summer Festival would take place in August.

**003/0910 Appointment of Vice-Chair**

Cllr Dale asked for nominations for Vice-Chair

Proposed by Cllr Tilford

Seconded by Cllr Jones

RESOLVED that Cllr Mike Walker is elected Vice-Chair of Burley Parish Council for the year 2009-10.

**004/0910 To receive any apologies for absence**

Councillor Palmer had sent apologies; these were received and accepted.

**005/0910 To receive any declarations of interest**

None.

**006/0910 Public Participation**

None.

- 007/0910 Minutes of the previous meeting**  
Proposed by Cllr Tilford  
Seconded by Cllr Jones  
RESOLVED that the minutes of the meeting of 9<sup>th</sup> April 2009 be accepted as a true and accurate record.
- 008/0910 To receive minutes of the Planning Committee**  
A copy of the minutes from the planning committee meeting on 30<sup>th</sup> March 2009 was received.
- 009/0910 Minutes received from other organisations**  
None
- 010/0910 Update from Neighbourhood Policing Team**  
PC Hudson circulated copies of the latest Neighbourhood Police Team (NPT) newsletter. Burglary to dwellings was on the increase locally and nationally and extra resources were being allocated to tackling this issue.  
The first meeting of PACT (Police and Community Together) had taken place on 6<sup>th</sup> May at Burley Oaks. Local neighbourhood watch co-ordinators had been contacted to take part but there had been a low turn-out. The police would be seeking to re-activate contact with the NW co-ordinators. PACT would replace the Ward Tasking Group and seek to engage more closely with the community.  
PC Hudson stressed that a West Yorkshire Police priority was to ensure better contact with the victims of crime and witnesses to crime. Cllrs commented favourably on this initiative.  
Cllr Dale thanked PC Hudson for attending, PC Hudson left the meeting at this point.
- 011/0910 Clerk's Report**  
The clerk had replied on the parish council's behalf to the consultations on Ilkley Grammar School and the Coronation Hospital, Ilkley.  
The plan of tree reduction and planting for the Village Green had still not been forthcoming from Asset Management at Bradford Council. A reminder had been sent. The clerk was awaiting a response from Traffic & Highways re: steps to discourage drivers from overtaking on Bradford Road.  
The clerk had written to the Leeds Bradford Airport Consultative Committee requesting the Parish Council be allocated a seat on this committee. A reply was awaited.  
A response had been sent to the Scout & Guide Association advising that the Parish Council would be happy to support the Bonfire Event with extra stewards and by encouraging other local groups and organisations to support the event. Some informal approaches to local groups had received positive responses. Further information would be supplied by the Scout & Guide Association re: numbers required and dates.  
Traffic & Highways Officers had confirmed that an inspection of the culvert under the railway bridge had taken place and the remaining debris cleared. Work on the chicane would start later this year. They had also confirmed that a proposal would go to the Shipley Area Committee in June regarding West Terrace parking restrictions.  
The clerk had received some suggestions for a logo for the Parish Council and these were circulated for councillors to view. A more detailed discussion would take place at a later date.  
The Register of Interests forms were circulated to councillors. The clerk requested that the forms were updated, signed and returned to her as soon as possible.  
An updated list of dates for the forthcoming year was circulated.

- 012/0910 Inventory & Asset Register**  
 Cllr Jenkins reminded the clerk that the projector needed to be included in the inventory. The clerk was asked to check with Asset Management the exact status of the Oak Avenue allotments. BMDC officers had reported that the land was statutory allotment land but this was contrary to the locally held view.  
 Proposed by Cllr Jones  
 Seconded by Cllr Jenkins  
 RESOLVED that the inventory and asset register as amended (to include the projector) be approved.
- 013/0910 Appointment of councillors to committees**  
 Cllr Dale asked for councillors to serve on the council's committees and working groups and the composition of the groups and committees was agreed as:  
**Planning Committee:**  
 Cllr Dale; Cllr Forrest; Cllr Horton; Cllr Jenkins; Cllr Jones; Cllr Riley; Cllr Tilford; Cllr Walker  
**Maintenance & Allotments Committee:**  
 Cllr Dale; Cllr Forrest; Cllr Horton; Cllr Jones; Cllr Riley; Cllr Tilford; Cllr Walker  
**Staffing Working Group:**  
 Cllr Dale, Cllr Riley, Cllr Tilford; Cllr Walker  
**Finance Working Group**  
 Cllr Dale; Cllr Jones; Cllr Walker  
 The clerk would check with Cllr Palmer if he wished to serve on any of the committees or working groups.
- 014/0910 Appointment of councillors to serve as representatives on outside groups**  
 Cllr Dale asked for councillors willing to serve on the outside bodies and organisations. This was agreed as follows:  
**ShIPLEY Area Committee & ShIPLEY Advisory Group (SCAPAG):** Parish Council would be represented by Chair or Vice-Chair  
**Police and Community Together (PACT):** Cllr Dale & Cllr Riley  
**Burley & District Chamber of Trade:** Cllr Walker  
**Wharfedale Rail Users Group:** Cllr Tilford with Cllr Dale as substitute  
**West Yorkshire Rural Transport Group:** Cllr Forrest  
**Burley & Menston Charities:** Cllr Forrest & Cllr Riley  
**Yorkshire Local Councils Association:** Cllr Dale with Cllr Jones as substitute  
**Parish Council Liaison:** Chair/Vice Chair and Parish Clerk  
**Road Safety Group:** Cllr Walker  
**Leeds Bradford Airport Consultative Committee:** Cllr Riley and Cllr Jenkins  
**Burley Website Committee:** Parish Clerk
- 015/0910 Register of Attendance 2008-09**  
 Proposed by Cllr Jones  
 Seconded by Cllr Riley  
 RESOLVED that the register of attendance for 2008-09 is approved.
- 016/0910 Meeting Dates 2009-10**  
 Proposed by Cllr Jones  
 Seconded by Cllr Riley  
 RESOLVED that the amended meeting dates are adopted for 2009-10.

- 017/0910 Parish Council Newsletter**  
Councillor Tilford agreed to work with the clerk on the production of the quarterly newsletters. Contributions and ideas for articles would be welcomed.  
Cllr Jenkins and Cllr Walker were willing to act as distribution co-ordinators once again.
- 018/0910 Annual Accounts 2008-09**  
Copies of the accounts and Annual Return had been circulated to councillors  
Proposed by Cllr Tilford  
Seconded by Cllr Riley  
RESOLVED to approve the accounts and annual return for the financial year 2008-09.
- 019/0910 Burley Summer Festival Update**  
Copies of the logo for the summer festival and the draft programme were circulated. A fairly comprehensive programme was now being developed. There were still one or two gaps to fill and some organisations and businesses that had yet to take part were being approached directly.  
It seemed likely that the Fell Race would not happen as the co-operation of Wynches had not been secured. Some further suggestions for start/finish points were being discussed.
- 020/0910 Annual Meeting of the Parish**  
A copy of the minutes had been circulated to all councillors and the points raised by those attending the meeting were noted.
- 021/0910 Quality Parish Scheme**  
The clerk reminded councillors that one of the tests for the Quality Parish Scheme required the council to have a statement of intent on training for employees and councillors. Councillors discussed how a plan could be formulated. The clerk was asked to identify what training was available to councillors and to circulate this to councillors so that further discussion on this topic could take place.  
Cllr Tilford reported that Bradford Council has an officer for training the district council members and it had already been suggested by other parish councils that some of these services could be made available to parish council members.  
Cllr Dale expressed interest in attending one day of the NALC conference in September.
- 022/0910 Parish Plan Review**  
There had been a very positive response by residents to the Parish Plan update. The data collected now required analysing. Cllr Tilford offered to carry out this project. Councillors discussed amending the parish plan's sections to tally better with the strategic plans from Shipley Area Committee and other local parish plans. Councillors agreed to do this in order to allow for better comparison and to assist in funding applications.
- 023/0910 Proposal for a memorial bridge on the Village Green**  
Cllr Walker had received copies of a proposal to place a bridge over the beck on the village green. Copies of the drawings were circulated. The bridge would be a memorial to a former village resident. It was understood that the full cost of design and construction would be met by the family.  
Councillors were sympathetic to the proposal and some discussion took place on the proposed site. After discussion it was agreed that Cllr Walker would contact the family to discuss a potential site on Burley House Field.  
Councillors also wished to ensure that all members of the family were in agreement with the proposal and this would be clarified by Cllr Walker.

**024/0910**

**Reports from councillors on other meetings attended**

Cllr Dale had attended SCAPAG. A report had been given on the work of the Empty Homes Officer at Bradford Council. Cllr Dale summarised the report for councillors which had highlighted the difficulties and complexities involved in bringing empty homes back into use. It was understood that Bradford Council was no better and no worse than other local authorities.

Cllr Dale had attended the first PACT meeting.

Cllr Riley had attended the Rombalds Moor Forum. The Forum brought the different user groups together. Two different user groups were identified as causing most concern and difficult to engage with: those dog walkers who allowed their dogs off the lead and mountain bikers.

Cllr Walker had attended the Road Safety Group and advised the group of the concerns in Burley over parking and traffic speed on West Terrace.

Cllr Tilford and the clerk had attended Parish Council Liaison, reports had been received on the Empty Homes Agency and amendments to the Planning Protocol of the Parish Council Charter.

Cllr Tilford and Cllr Jones had attended the Civic Reception at the Town Hall in Bradford.

**025/0910**

**Correspondence – to note (all available from the Parish Clerk):**

- Agenda for meeting of Standards Committee of Bradford Council – 22nd April 2009
- Council Courier – 17 April 2009
- Information on the NALC conference 4-5 September 2009
- Issue 6 of Plan-it Bradford
- Rural Matters – Newsletter of Yorkshire & Humber Rural Affairs Forum – April 2009

**026/0910**

**Schedule of Payments**

An amended schedule was circulated

Proposed by Cllr Walker

Seconded by Cllr Riley

RESOLVED that the schedule of payments be accepted for payment.

**027/0910**

**Minor items for action by the clerk between meetings and items for the next agenda**

The clerk asked councillors to note Maintenance & Allotments Committee was now scheduled for Monday 18<sup>th</sup> May.

Cllr Horton advised that the company proposing the Hydro-Electric scheme on the River Wharfe had run into problems concerning the transfer of electricity generated into the National Grid via the substation at Greenholme Mills.

Cllr Walker advised that Zachary Saye may be visiting Burley at the end of May. An event would be organised to which councillors would be invited.

Cllr Jones requested that the clerk make some initial enquiries about the likely costs of re-painting the Youth Shelter in the park.

Cllr Dale offered a vote of thanks to Cllr Tilford for her excellent work as Chair in the previous year. A small presentation was made to Cllr Tilford.

**028/0910**

**Date and time of next meetings**

- 11<sup>th</sup> May & 1<sup>st</sup> June 2009 – Planning Committee
- 18<sup>th</sup> May – Maintenance & Allotments Committee
- 11<sup>th</sup> June & 9<sup>th</sup> July 2009 – Full Council
- 18<sup>th</sup> June 2009 - Neighbourhood Forum