

# BURLEY PARISH COUNCIL

**Minutes of the Full Council Meeting**  
held on **Thursday 12<sup>th</sup> February 2009**  
in **The John Squire Room, Queen's Hall, Burley in Wharfedale**

Commenced: 7.00pm

Concluded: 9.55pm

Present: Cllr Sylvia Tilford (Chair)  
Cllr Keith Dale  
Cllr. John Horton  
Cllr. Caroline Jones  
Cllr. Peter Jenkins  
Cllr. Matt Palmer  
Cllr. Mike Walker

Clerk: Mrs Jo Griffiths

Mr Alan Hayes from Business Support & Development spoke to the council about his plans for Burley Grange. Subject to various repairs being carried out by Bradford College it was expected that the sale of Burley Grange would be completed by the end of March with the business and learning centre opening in early April. The council were shown plans of the ground floor to include the establishment of a crèche, an activity room that would be available for hire and possible office and meeting space for the Parish Council. The upper floors of the building would be converted to living accommodation. The activity room would provide a venue for adult education classes and Mr Hayes was already in discussion with various groups that are interested in using the building. The workshops in the basement of Burley Grange would be available to rent to local businesses. Mr Hayes explained that the car park would be required by users of the building. Mr Hayes expressed his willingness to discuss provision of some land to assist in providing alternative public parking spaces in proximity to the existing space. It was pointed out that parking in this area had been pursued some years ago without success but it could be worth a further try.

Cllr Tilford thanked Mr Hayes for attending the pre-meeting and added that the retention of space for adult education in Burley Grange was very much welcomed. Mr Hayes left the meeting at this point.

## **223/0809 Chair's remarks**

Cllr Tilford offered a welcome to those attending. Further to her comments at the previous meeting, a newspaper article in a national newspaper had advised that the issue councils received most complaints about was dog fouling.

Completion of the work on the culvert had now been completed and this was noted.

The TROs for the parking scheme had now been posted around the village and this work would occur in the near future.

Cllr Tilford drew councillors' attention to the change from April 2009 to the way in which election expenses were charged to parish councils. From April any parish council election that did not coincide with another election e.g. district council or European election would be the financial responsibility of the parish council.

## **224/0809 To receive any apologies for absence**

Councillors Forrest and Riley had sent apologies which were received and accepted.

## **225/0809 To receive any declarations of interest**

Cllr Palmer declared an interest in item 23 re: Peel Place.

Signed

Date

1

**226/0809**

**Public Participation**

PC Hudson from the Neighbourhood Policing Team provided the council with an update on local policing issues. There had been a number of burglaries to dwellings in Burley and this was thought to be the result of travelling criminals and the relative ease of breaking Europrofile locks.

Numerous complaints continued to be received about inconsiderate parking around the railway station and this remained a priority for the police. It was understood that the handover of parking offences from the police to parking wardens was due to take place on 26<sup>th</sup> March 2009.

Councillors discussed with PC Hudson areas of concern including parking on the Main Street around the shops and at the top of Peel Place. PC Hudson would ensure that officers were made aware of these concerns.

PC Hudson discussed the new policing pledge that had been launched in West Yorkshire. Further information would be provided in the coming weeks.

Cllr Tilford thanked PC Hudson for his contribution and he left the meeting at this point.

**227/0809**

**Minutes of the previous meeting**

Proposed by Cllr Jenkins

Seconded by Cllr Jones

RESOLVED that the minutes of the meeting of 8<sup>th</sup> January 2009 be accepted as a true and accurate record

**228/0809**

**To received minutes of the Planning Committee**

A copy of the minutes from the planning committee meeting on 15<sup>th</sup> December 2008 was received.

**229/0809**

**Minutes received from other organisations**

Copies of the minutes listed were received and are available from the Parish Clerk:

- Minutes of the Ward Tasking Group – 22nd January 2009
- Minutes of the Annual Meeting of the Joint Executive Board of Yorkshire Local Councils Association (YLCA) – 18th October 2008
- Minutes of the meeting of South Pennine Branch of YLCA – 12th November 2008

**230/0809**

**Clerk's Report**

The clerk reported that a reply had been sent on the NALC Youth Citizenship Consultation based on the discussion at the last council meeting.

Community Heroes nominations had been submitted to Shipley Area Co-ordinator's Office for Jim Shelton for the individual award and for Roger Parker, Rob Pawson and John Warburton for the small group award.

The clerk had been in contact with Traffic & Highways Officers at Bradford Council re: the parking scheme. Officers had confirmed that the scheme had not altered from the plans seen last year. A number of residents had already contacted the clerk with concerns and these had been forwarded to Traffic & Highways Officers. Simon D'Vali had agreed to carry out a safety audit for the proposed chicane under the railway bridge and a local resident who had previously raised concerns about issues for cyclists through the proposed chicane had asked that the parish council note that this was taking place.

There had been no further information on the tree management scheme for the Village Green. The officer dealing with this at Asset Management had been on leave and it was hoped that further progress would be made once he returned.

**231/0809**

**Change to the order of items to be discussed**

Proposed by Cllr Jones

Seconded by Cllr Palmer

Signed

Date

2

RESOLVED that item 12, the discussion on Burley Grange be dealt with next.

**232/0809**

### **Burley Grange**

Cllr Tilford noted that since Bradford College closed Burley Grange in July 2006 it had been the aim of the Parish Council to retain some form of adult education in the building rather than the whole building going for residential development. Mr Hayes' plans as he had outlined them to council earlier in the evening appeared to achieve this aim and Cllr Tilford added that she was very pleased with this outcome.

Councillors expressed regret that Bradford College had allowed such a deterioration in the fabric of the building largely due to their failure to prevent water ingress.

Councillors discussed the offer from Mr Hayes to use part of the building for office and meeting space by the Parish Council. Councillors discussed the size and situation of the rooms on offer and the costs indicated by Mr Hayes in rent, running and maintenance costs and the length of the lease on offer. The historic links to Burley Grange were discussed as was the location and the retention of some public parking spaces in the car park. The security in taking a short term lease in the building was of concern.

The Parish Council had pursued space in Burley Grange during the last two years but during this time the situation of the council and the aims behind acquiring the space had changed. The council had found a base at Queen's Hall and space within Burley Grange was already going to be made available for adult education classes.

Councillors discussed some issues regarding use of the John Squire Room at Queen's Hall and possible solutions. It was agreed that the clerk would make some suggestions as to how the space could be improved including the provision of the council's own tables and chairs and how sole use of the room could be achieved. Cllr Palmer indicated his willingness to recommend use of some funds from the Ward Investment Fund to facilitate this work.

Councillors agreed that whilst there were many positive reasons for establishing a base at Burley Grange the cost of the rent was prohibitively high for the council and it was agreed that the clerk would write to Mr Hayes advising him that the council was not able to take up his offer.

**233/0809**

### **Budget 2009-10**

The draft budget had been prepared by the Finance Working Group: Cllr Tilford, Cllr Dale, Cllr Jones and the clerk.

Cllr Jones explained the background to the budget and advised that it had been calculated without recourse to the reserves as it had not been clear at the time the budget was formulated if the reserves would be required for expenditure on a lease for Burley Grange. Now that this had been resolved Cllr Jones indicated her intention to propose an amendment to the budget and bring forward a sum from the reserves for expenditure in the coming year on one or more capital projects.

Cllr Palmer raised concerns about increasing the precept when the council had reserves which could be utilised to hold the precept per household at the current level.

Councillors discussed the level of reserves held by the council and a breakdown of the reserves was circulated by the clerk. Some funds were ring-fenced for projects already agreed e.g. work on Queen's Hall car park and for election expenses and repairs and renewals. Councillors also discussed the level of reserves recommended by auditors.

**Proposed by Cllr Jones**

**Seconded by Cllr Walker**

**RESOLVED by a majority vote to bring forward £12,000 from the council's reserves to add a further £2,000 to the budget for the Summer Festival and a further £10,000 to the Projects budget.**

**Proposed by Cllr Palmer**

**To move a further £1,300 from the council's reserves to supplement the budget for 2009-10 and retain the precept at £8.40 per band D household. RESOLUTION DEFEATED by a majority vote.**

Cllr Palmer requested that the vote was recorded for the next resolution.

**Proposed by Cllr Jones**

**Seconded by Cllr Dale**

**RESOLVED by a majority voting for the resolution (Cllr Jones, Cllr Dale, Cllr Jenkins, Cllr Walker, Cllr Horton, Cllr Tilford) and one against the resolution (Cllr Palmer) that the budget as amended be accepted for 2009-10 and the precept requested at £8.85 per band D household.**

Cllr Tilford asked that a vote of thanks to the Finance Working Group be recorded.

**234/0809**

**Financial Controls**

Proposed by Cllr Jones

Seconded by Cllr Palmer

RESOLVED that the statement of financial controls be adopted by the Parish Council.

**235/0809**

**Internal Auditor**

Proposed by Cllr Jones

Seconded by Cllr Walker

RESOLVED that Mr Keith Pickles be appointed internal auditor for the financial year 2008-09.

**236/0809**

**Burley Summer Festival**

Minutes of the last steering group meeting had been circulated. The next meeting of the group would take place on Thursday 26<sup>th</sup> February and Cllr Tilford advised that a few more active member of the organising group were required. If councillors knew of anyone interested in providing support or ideas could they please encourage them to become involved.

**237/0809**

**Concerns re: speed of traffic and signage on A65 Bradford Road**

Councillors had received a complaint re: speed of traffic on the A65 Bradford Road.

Councillors discussed the concerns about speeding on this road and previous discussions with Traffic & Highways Officers on this subject. Councillors agreed that 40mph was an appropriate speed limit but that it was those drivers in excess of 40mph that were causing a problem. The clerk was asked to contract the relevant officers at Bradford Council to request the repeater signs were maintained. It was also agreed that the clerk would make enquiries about appropriate lining on the road to prevent over-taking.

Councillors discussed the lack of a *Welcome to Burley in Wharfedale* sign on Bradford Road and on other roads entering the village and it was agreed that the clerk would raise this with Bradford Council.

**238/0809**

**Condition of footpath from St Philips Way to Burley Woodhead School**

Councillors discussed the complaints re: condition of the footpath from St Philips Way that ran alongside the allotments and up to Burley Woodhead School. The clerk was requested to contact the relevant officers at Bradford Council to discuss re-surfacing and improved lighting along this path.

**239/0809**

**Amendment to Parish Council Awards Scheme**

Proposed by Cllr Palmer

Seconded by Cllr Jenkins

RESOLVED to adopt the amendment to the Parish Council's awards scheme so that applications should normally be for capital projects.

- 240/0809 YLCA request on delegation of planning development control function**  
Due to the lack of information on this subject it was agreed to defer the matter to the next meeting.
- 241/0809 Burley House Field**  
The third public enquiry would take place on 20<sup>th</sup> & 21<sup>st</sup> April 2009. New witnesses were being sought for the critical period which is 1983-2003.  
After discussion it was agreed that the clerk should write to Asset Management seeking confirmation that notice had been served on the farmer to terminate his lease and by what date he would vacate the field.
- 242/0809 Department of Communities and Local Government consultation on code of recommended practice on local authority publicity**  
The Parish Council had received a copy of the consultation but it did not appear relevant to parish councils and it was agreed that a response was not required.
- 243/0809 Purchase of flags for Queen's Hall clock tower**  
Cllr Horton had received several quotations for purchase of a St George flag and a Yorkshire Flag. Cllr Horton would liaise with Bingley Arts Centre to ensure the flags were flown at the correct times.  
Proposed by Cllr Horton  
Seconded by Cllr Palmer  
RESOLVED to purchase a St George flag and a Yorkshire flag to be flown from Queen's Hall clock tower for a cost of no more than £120.
- 244/0809 Quality Parish Status**  
Councillors had received information on attaining Quality Status. Many of the criteria were already being met or would be shortly. Of particular note was the requirement for a statement of intent for councillors' training. It was agreed to discuss this in more detail at a future meeting.  
Proposed by Cllr Jones  
Seconded by Cllr Tilford  
RESOLVED that the Council start the accreditation process to become a Quality Council.
- 245/0809 Moor Lane Centre**  
The council noted with dismay the decision of Bradford Primary Care Trust to close the Moor Lane Centre particularly in view of the large number of objections to this proposal. The clerk was asked to send a letter to Bradford Primary Care Trust expressing this view.
- 246/0809 Peel Place Land**  
The council was trustee for the charity that owned the piece of land on which the Scout Hut was sited. A letter had been received from OneMedical who were seeking a site for a new doctor's surgery as the current building occupied by Grange Park Surgery was insufficient for their needs. The clerk had advised that the charity owned the land but the Scout Hut sited on it was owned by Burley Scouts & Guides. It was believed that the interest was only speculative at this time and that the access issues on Peel Place would never make this a viable site.
- 247/0809 SLCC West Yorkshire Training Day – 13<sup>th</sup> March 2009**  
The clerk would circulate details of the training day for councillors who might be interested in attending. Councillors interested in attending were asked to let the clerk know by Tuesday 17<sup>th</sup> February.
- 248/0809 March 2009 Newsletter**

Deadline for submission of items for inclusion was the 6<sup>th</sup> March. Councillors were invited to offer suggestions. Cllr Jones requested that a repeat of the exercise carried out at the Neighbourhood Forum was included asking for input on the parish plan and three things that people liked about Burley and three things that people wanted to change.

**249/0809**

**Feedback from the Neighbourhood Forum on Parish Plan amendments**

Due to the lack of time to discuss this item it was agreed to defer it to the next meeting.

**250/0809**

**Reports from councillors on other meetings attended**

Cllr Tilford had attended SCAPAG. The site for the new children's centre in Wharfedale had not yet been agreed but Kirklands at Menston seemed the most likely site.

Cllr Walker had attended the Road Safety Group and there had been discussion of the introduction of 20mph speed limits around all schools.

Cllrs Jenkins and Riley had attended a meeting at Leeds Bradford Airport and the Menston Neighbourhood Forum when representatives of the airport had been in attendance. Cllr Jenkins would provide a short written summary for councillors.

**251/0809**

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

- Issue 5 of PlanIt Bradford – January 2009
- Invitation to workshops by the Parliamentary Outreach team in February/March 2009
- Invitation to Bradford & District 4th Annual Conference for Voluntary & Community Organisations – 12th February 2009
- Agenda for meeting of Standards Board Committee of Bradford Council – 5th February 2009
- Burley & District Chamber of Trade Newsletter – January 2009
- Letter of thanks from Ilkley Choral Society for the grant under the council's awards scheme
- Invitation to West Yorkshire Rural Transport Conference – 18th March 2009
- Agenda for South Pennine Branch Meeting of YLCA – 18th March 2009
- Details of Lord Mayor's Ball – 9<sup>th</sup> May 2009
- Invitations for councillors to attend Civic Reception at Town Hall, Bradford on 29<sup>th</sup> April 2009

**252/0809**

**Schedule of Payments**

An amended schedule was circulated

Proposed by Cllr Jones

Seconded by Cllr Dale

RESOLVED that the schedule of payments be accepted for payment.

**253/0809**

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

District Cllr Smith had sent a copy of the Guide to Winter Well-Being published by Bradford & District Older Peoples Partnership and requesting sponsorship of a print run for Burley residents by the Parish Council. It was agreed that a PDF version would be put on the website and information provided in the newsletter on how to obtain a copy of the guide. Consideration would be given to producing copies of the guide for next winter.

**255/0809**

**Date and time of next meetings**

- 16<sup>th</sup> February & 9<sup>th</sup> March 2009 – Planning Committee
- 12<sup>th</sup> March & 9<sup>th</sup> April 2009 – Full Council
- 2<sup>nd</sup> April 2009 – Annual Meeting of the Parish