

**Minutes of the  
Annual Meeting of the Parish  
BURLEY PARISH COUNCIL**

Thursday 23<sup>rd</sup> April 2009

30 people attended

**Chair:** Cllr Sylvia Tilford

**Clerk:** Mrs Jo Griffiths

**Burley Parish Councillors in attendance:**

Cllr Keith Dale

Cllr Kath Forrest

Cllr John Horton

Cllr Caroline Jones

Cllr Mike Walker

**1. Chairman's opening remarks**

Cllr Tilford opened the meeting and offered a welcome to the Annual Meeting. The good attendance was noted, particularly in view of the clash with other village activities.

**2. Apologies for absence**

Apologies were received from Cllr Peter Jenkins, Cllr Peter Riley, Mrs Doris Followell, Mr Vernon & Mrs Sue Whelan.

**3. To approve the minutes of the last meeting**

*Proposed by Cllr Keith Dale*

*Seconded by Cllr Caroline Jones*

RESOLVED that the minutes of the Annual Meeting of the Parish on 17<sup>th</sup> April 2008 be accepted as a true and accurate record.

**4. Matters arising**

There were no matters arising from the minutes.

**5. Chair's report on Burley Parish Council activities for the year 2008/09**

Cllr Tilford gave the report – see appendix 1.

**6. Future plans and budget for the forthcoming Council year 2009/10**

A copy of the budget for the financial year 2009-10 and draft accounts for 2008-09 had been circulated and showed the precept had increased by 45p to £8.85 per band D household. Cllr Tilford invited questions:

**Question:** What was the s137 expenditure listed?

**Answer:** This referred to the power of the Parish Council to spend money on particular items that it had no other power in law to spend on. In this case, a wreath for Remembrance Day.

**Question:** How was the £12,000 brought forward from the reserves allocated for expenditure?

**Answer:** £10,000 was allocated for expenditure on a large project or projects as yet to be identified and a further £2000 on the Summer Festival.

## **7. Neighbourhood Policing Update**

Inspector Susan Sanderson gave an update on the work of the Neighbourhood Policing Team.

The NPT at Ilkley comprises 9 officers and 9 PCSOs. The dedicated officers for Burley are PC Stuart Hudson and PCSO Andy Wade.

A monthly newsletter is published by the NPT on the West Yorkshire Police website and includes monthly crime figures.

Inspector Sanderson reported that the annual crime rate for Wharfedale had risen slightly in the last year, mainly due to an increase in burglaries to dwellings. It was emphasised that Wharfedale had the lowest crime rate of any other Bradford ward.

The increase to burglaries to dwellings was a national issue and it was reported that the majority of burglaries were to insecure dwellings or to properties with Europrofile locks that burglars could easily break. Information was supplied on securing properties and a reminder given on ensuring that unoccupied properties were lit and car keys kept out of view.

The Community Contact Point at Queen's Hall continued to operate on Thursday evenings and Friday mornings. Members of the public were encouraged to use this facility and the regular police surgeries to voice concerns or report problems to the police.

The new Policing Pledge required the police to identify and respond to residents' concerns. The current priority in Burley was to tackle issues around parking around the railway station. Other priorities would be identified through public consultation including the new Police And Community Together (PACT) group meetings that would be held six weekly in Burley and Menston.

**Question:** What could be done about speeding on Main Street?

**Answer:** Inspector Sanderson reported that a Speedwatch exercise had recently taken place along this road. Further volunteers for the Community Speedwatch programme would be welcome.

**Question:** What could be done about parking on pavements?

**Answer:** Inspector Sanderson could provide cards for residents to place on cars parking across pavements to remind those causing an obstruction of the regulations.

**Question:** How many Neighbourhood Watch groups are there in Burley?

**Answer:** Inspector Sanderson did not have the exact figures but the village was well covered. New groups would be welcomed and if anyone was interested in starting a new group then the police would be very happy to assist.

Cllr Tilford thanked Inspector Sanderson for her contribution.

## **8. Questions from members of the public:**

**Question:** The resurfacing of Queen's Hall car park was very welcome. The recycling facilities remained tatty and damage is being done to the new car park surface as the bins are dragged along the surface. What could be done about this?

**Answer:** Some new recycling bins are to be supplied but the parish council would look into the issues over damage to the surface of the car park.

**Question:** Did anyone else have difficulty accessing the BMDC planning website?

**Answer:** There is a link from the Parish Council's pages on the website directly to the Planning Portal for Bradford Council that simplifies this process.

**Question:** There is confusion over the entrance to the Queen's Hall car park as the old entrance signs remain on Main Street.

**Answer:** The Parish Council would review this and take action to have any inappropriate signs removed.

**Question:** What could be done to better advise motorists that they are entering Burley particularly along Bradford Road?

**Answer:** The Parish Council will take this matter up with Streetscene Officers at Bradford Council.

**Question:** Would the sale of Burley Grange affect the Roundhouse?

**Answer:** No, the Roundhouse is owned by Bradford Council and leased to Burley in Wharfedale Community Trust and is completely separate from Burley Grange.

**Question:** Had any consideration been given to a coin-operated system to power the Water Feature?

**Answer:** This had not been considered but all suggestions were welcomed.

## **6. Any other business**

Dr Warwick reminded the meeting that the village had an ever-growing archive of the village's history. This is stored in the back room at Burley Library and open to visitors Tuesday and Friday afternoons. The archive could be open more hours if further volunteers would be willing to join the local history group. Cllr Tilford suggested that a more general appeal for additional volunteers could be added to the next newsletter.

**Question:** What could be done to address the issue that had arisen this year whereby children from Burley had not been allocated a place at a Burley primary school? BMDC had previously made commitments to educate Burley children in Burley schools.

**Answer:** In the last ten years all Burley children had been allocated places in Burley schools. It was the parish council's understanding that this was a particularly big year for school admissions. Head teachers at both schools have previously made clear their preference to educate all Burley children but allocation of places was the responsibility of Bradford Council. Parents in this situation were encouraged to appeal.

**Question:** What reassurances could the community receive that going forward any additional building of properties in Burley would result in extra money for infrastructure in Burley?

**Answer:** The parish council is undertaking a review of the parish plan and these issues could be highlighted within the plan. Residents were encouraged to make their views known during the current consultation period either through written representations or by contacting the Parish Council direct.

A vote of thanks was offered to Cllr Tilford for her work as Chair of the Parish Council.

**The meeting concluded at 9.00pm. Refreshments were available after the meeting and the opportunity to discuss matters informally with the Parish Councillors.**

## **Annual Report of Burley Parish Council 2008-2009**

Burley Parish Council has completed the third year of its 5 year term and we expect to be able to apply for Quality Parish Council status in the coming year. The Council is now established in the Queen's Hall. A number of matters outstanding at the beginning of the year have now been resolved while others are still ongoing. I will comment on the routine activities of the Council prior to updating on specific issues.

Full Council meets once a month and there are two sub-committees of the Council: Planning, and Maintenance and Allotments. Planning meets on a 3 weekly basis and Maintenance and Allotments 6 times a year. The Council cooperates with Shipley Area Committee in setting the agendas and chairing the Neighbourhood Forum meetings which take place three times a year. There are also 2 working groups: staffing, which meets twice a year and finance 4 times a year. The Parish Council is also represented on a number of other bodies including: BCC and BWCT; Chamber of Trade; WRUG; Campaign for the Protection of Rural England, SCAPAG, the Governing Bodies of Burley Oaks and Burley Woodhead Schools, Burley Website Committee, Yorkshire Local Councillors Association; Parish Councils Liaison group, South Pennine Branch of Local Councils, Police Ward Tasking group (now changed to PACT – Police and Communities Together) and Rural Transport. Yesterday evening both the SCAPAG and the Parish Council Liaison group meetings took place in Burley.

### **Parish Plan**

This was developed in the year preceding the set up of the Council and acts as a guide to our work. Individual sections are regularly updated at full council meetings and the updated version of the Plan is on the website. We have come to a view that because of changes and developments over the last 4 years a more thorough review of both the content of the Plan is called for as well as of the processes by which we relate to it in our ongoing work and account for our activities and their outcomes. We are currently undertaking a limited consultation with the village, via the newsletter plus some other activities in order to identify any issues that need to be incorporated in the Plan. We hope to get a large number of returns from residents. We may also decide to revise the sections into which the Plan is divided in order to make it more compatible with the Shipley Area Action Plan areas and with other parish Plans in the district.

**Planning:** the Committee has been very ably chaired for a second year by Peter Jenkins with Caroline Jones as Vice Chair. The Committee meets on a 3 weekly basis. The agendas for the meetings are posted on the notice boards and the website. Using the numbers given to each application full details can be pursued through the planning portal on the BMDC website. Applications can also be viewed on Wednesday mornings in the Queen's Hall. Paper copies of applications have been provided for the Committee's consideration. Recommendations are passed forward although the final decision is taken by BMDC planning officers. This year we have considered and made recommendations on 84 applications. A major issue this year has been the need to respond to the creation, without planning permission, of a new road alongside Green Lane. Where the decision taken by planning officers is different from our recommendation we are given the opportunity to ask for the decision to be taken to the Planning Panel consisting of elected

councillors. We have been to this Panel on 3 occasions this year and in 2 cases our recommendation was actually supported. We have also made representations on a number of applications that went to the Planning Inspectorate. Bradford Metropolitan District Council is now moving towards the provision of all plans in electronic format rather than in the paper format as used to date. This is posing challenges to parish councils across the district. I am pleased to report that Burley Parish Council has been quick to develop the means to respond to the new procedures. A lap top and projector have been acquired and thanks are expressed to Cllr Jenkins for the time he has given to mastering the new procedures. During the year it has also been most helpful to councillors to have the photographs he has provided of application sites which assist the processes of the Committee. During this we have dealt with a number of footpath issues, most of which are still ongoing.

**Maintenance and Allotments Committee** has been chaired by Mike Walker with Sylvia Tilford as Vice-Chair. It is made up of 7 parish councillors and two representatives from the allotments, Juliet Newsom and Peter Burnell, who we thank for their participation and contributions. The number of Committee meetings has been increased this year from 4 to 6 in response to the number of agenda items that need to be covered. Maintenance tasks in the village are largely the responsibility of BMDC and it is the role of Burley Parish Council to check that required things are happening and to alert BMDC to tasks requiring action. We have, for example, asked for attention to the bottom of Langford Lane, the footpath leading to the school from Prospect Road via the allotments, drawn attention to poor road and pavement surfaces etc. In the context of competing priorities across the district we cannot always be successful in getting the actions we would like. An ongoing issue is the tree work which is planned for the village green. We had expected that some of this work would have been undertaken before the new season's growth, especially in the area which impacts on Norwood Avenue. Despite our best efforts this has not happened and we expect to have to wait until September before the work is carried out. On the village green BMDC cuts the grass, carries out some tree work and plants one flower bed but most of the remaining routine maintenance work was taken over from Burley Community Council and is now the responsibility of the Parish Council. This work is carried out by the excellent group of volunteers, supported by parish councillors, which turns out on the last Saturday of the month. We are very grateful indeed for their support. There are other parts of the village which need some extra care which could be undertaken if the number of volunteers could be increased. Please join us between 10 and 12 on the village green.

*Water feature:* as was reported last year we have again reduced the number of hours that the feature is switched on during the winter months in order to keep the electricity costs down. We have pursued alternative options for power for the water feature but, to date, without success.

*Allotments.* After two years the management of the allotments is running smoothly although the final legal transfer has still to be completed. This year we have been able to offer allotments to a small number of new tenants but the waiting list still stands at over 70. A very neglected allotment on the Aireville Terrace site was divided into two and the tenants have worked hard to bring these allotments back into use. Fencing work on this site is to be undertaken. Discussions have been taking place with Burley Oaks School about the use of the margin of the playing field next to Prospect Road for additional allotments. The Governing Body is fully supportive of the proposal but opposition from Sport England has to be overcome.

## **Finances**

Copies of the approved budget for 2009-2010 are available for anyone who is interested. The income we have sought from the precept for the coming year is £25,762 which represents an increase of 45p on a Band D house (5.3%). Last year we reported that the capital sum received at the set up of the Council would be kept intact until such time that the Council had resolved its search for a permanent home. With our location in the Queen's Hall the situation has now changed. There is, however, another potential need for financial support should there be a successful outcome of the 3<sup>rd</sup> public inquiry on the Burley House Field and this has been taken into consideration in developing the budget this year. At the same time the budget contains an amount, brought forward from reserves, to enable us to begin work on a number of larger projects in the village: e.g. allotments fencing, play facilities for young children elsewhere than in the park, refurbishing the youth shelter etc

## **Responses to consultation documents**

The Parish Council has been invited to respond to a number of district and national consultation documents. In the past year it has responded, on behalf of the village to consultations on: the closure of the Moor Lane Centre, the rebuilding of the Coronation Hospital, the development of Ilkley Grammar School, and the voting age for young people.

## **Handbook**

An important activity in the past year was the publication of the Burley Handbook which had previously been the responsibility of BCC. We only now fully appreciate the work that members of the BCC carried out in the past. I would like to express my thanks to Jo Griffiths, our Parish Clerk, for all the effort she put into finalising the new edition, to Mike Harris from BCC for his advice and to all those who helped to check that information was up to date and correct and the team of volunteers who distributed the Handbook. Inevitably a very small numbers of minor errors always creep through for which the Council accepts responsibility. These have been amended on the website version. Updating of the web based version of the Handbook will go on as we receive information of changes required.

There were a number of ongoing matters in the village at the start of the year - one is now resolved and we hope the other soon will be:

## **The Grange**

As you will be aware for the past three years we have been concerned to see the Grange in use again and preferably offering some adult education provision once it became apparent that social housing was not an option for the building. We were very pleased when the building was finally sold and will be offering education and training. Some of us would very much like to have been able to acquire a long term base for the Parish Council in this building but the decision was taken in January that this would no longer be pursued now that the Queen's Hall base is established.

## **The Lawn**

We are pleased to note that that the Lawn is moving nearer to completion and will lead to an increase in affordable housing and housing for those in the over 50 years age group.

### **Burley House Field**

As you will all be aware the 3<sup>rd</sup> public inquiry to examine the BCC application for village green status for the field took place on Monday and Tuesday. Although three parish councillors are also part of BCC the Parish Council itself has not been directly involved in the inquiry. We would wish to express our great appreciation to John Gundry for all the work he has put into this third inquiry, as well as the two previous ones, and to the generosity of our barrister who has given so much of his time and experience. It was heartening to see so many residents coming into the inquiry. The Parish Council was promised a long lease on the field two years ago but to date this has not been made available. We can report that the farmer who currently holds an agricultural lease on the field has been given one year's notice. At this point we are still unsure of the long term future of the field but we will keep the village informed.

### **Ongoing matters:**

**Flooding:** there were further problems this year under the railway bridge causing flooding in Station Road and problems to residents and Burley Oaks School. The root cause of these was finally identified and the work has been completed to resolve the matter. The widening of the footpath under the bridge and the creation of the chicane can now take place. The gaps in the wall along the Grange Road flats were filled in to help protect them further from flooding from the beck.

**Parking:** the good news is that the resurfacing of the Queen's Hall car park has now taken place which should be to the benefit of all users. The Parish Council made a contribution towards the funding of this project which received funding from the airport windfall monies. Thanks to Cllr Palmer for facilitating this. The new parking restrictions in the village have still to be implemented but the work is due very soon. The responsibility for checking parking compliance now rests with BMDC rather than the police. As a result of this change some issues have arisen with respect to West Terrace but a prompt reconsideration has been put in place and we hope for a satisfactory resolution. Responding to dangerous parking and obstructions will remain the responsibility of the police.

### **Policing in the village**

We have been pleased to welcome Inspector Susan Sanderson and other members of her team at monthly Council meetings and at Forum meetings to report on policing issues in the village. We have been kept very fully informed. We would like to express thanks for the prompt responses to issues raised with the team. The Police Contact point continues in the Queen's Hall and residents are encouraged to make use of it. Cllrs Keith Dale and Peter Riley have attended the police ward tasking committee meetings. This group is changing to a more local group made up of community representatives and to be called PACT.

### **Fair Trade**

It was with great pleasure that the Council welcomed the designation of Burley as a Fair trade village. Our thanks to Mary Wood and the Committee, including Councillor Keith Dale who facilitated the process and also our thanks to the businesses and other organisations that have made it possible to achieve this status.

### **Local Development Framework**

Last year we reported fully on this. This is the Bradford response to the Government requirement to identify land for building over the next 20 years. Because of what has happened over the last few months the urgency of this issue may seem to have dropped and we have not given much consideration to it during our meetings. However it is continuing to receive active attention by BMDC which reports regularly through its newsletter 'Plan-it Bradford' which can be accessed easily on the BMDC website.

### **Summer Festival**

During this year we initiated the idea of having a week of activities at the end of August culminating in the flower and produce show. Following open meetings we decided to go ahead and planning is well in hand managed by a working group involving residents and parish councillors. We are hoping for full support from the village. The programme will be published in June and we will be seeking lots of volunteers who can help out with activities for as little as an hour to as much time as they can offer. The aim is to keep the costs as low as possible to enable full participation in a range of events. We have made a bid for funding to support a crafts day to be facilitated by artists from Rural Arts, Thirsk.

### **Council communication**

Our newsletter has been issued four times during the year. We are grateful for the support from the Shipley Area Committee which partly finances this. We are ever grateful for the team of volunteers who distribute the newsletter. We have also produced an allotments newsletter which goes to tenants.

The Parish Council has a designated section on the Burley website which has been amended this year. Our thanks to Malcolm Fisher for his work on the website and to the members of the website committee. We are very privileged in this village to have such an excellent website.

With the move to the Queen's Hall we have changed the morning when the clerk and one or more councillors is available to respond to residents queried from Tuesday to Wednesday. We have received a steady flow of visitors but are happy to welcome more. Contact can also be made by telephone and email or by ringing councillors. Details are always included in the newsletter, are in the Handbook, and on the website

I will not be seeking re- election as Chair in May. I would like to express thanks to Keith Dale, the Vice Chair and other councillors for their support and their hard work during the year. I would also like to thank the Chairs of the sub-committees. Most importantly I must thank Jo Griffiths, our Parish Clerk, without whom the Council would not function. I am very pleased to report that she is about to complete her clerk's training after which we will be able to apply for Quality Parish Council status

Sylvia Tilford  
Chair, Burley Parish Council