

**Minutes of the Annual Meeting of the Parish for
BURLEY PARISH COUNCIL**
Thursday 25th March 2010

Chair: Cllr Keith Dale

Clerk: Mrs Jo Griffiths

Burley Parish Councillors in attendance:

Cllr Kath Forrest

Cllr John Horton

Cllr Peter Jenkins

Cllr Caroline Jones

Cllr Matt Palmer

Cllr Peter Riley

1. Chairman's opening remarks

Cllr Dale opened the meeting and offered a welcome to the Annual Meeting. A welcome was offered to Sgt. Jo Beecroft from the Neighbourhood Policing Team (NPT) who would offer a short report as part of the NPT's regular Police and Community Together (PACT) meetings.

Cllr Dale noted the tragic death of Nicholas Unsworth during the last week and offered condolences to his family on behalf of the Parish Council.

Cllr Dale offered best wishes to Dennis & Margaret Warwick as Mrs Warwick battled a serious illness.

2. Apologies for absence

Apologies were received from Cllrs Tilford and Walker who were representing the Parish Council at another event.

3. To approve the minutes of the last meeting

Proposed by Cllr Jenkins

Seconded by Cllr Jones

RESOLVED that the minutes of the Annual Meeting of the Parish on 23rd April 2009 be accepted as a true and accurate record.

4. Matters arising

Cllr Dale provided an update on matters arising from the minutes:

- A query had been raised at the last Annual Meeting concerning the condition of the recycling facilities at Queen's Hall. These have now been improved and updated.
- The signs at the entrance to Queen's Hall car park have now been improved to clarify the one way system in operation.
- A resident had asked for better signs marking the entry to Burley in Wharfedale. The Parish Council has been in discussion with Bradford Council concerning these signs and if introduced will need to be paid for by the Parish Council.
- Coin operation of the water feature had been suggested – this had not been investigated further.

5. Neighbourhood Policing Update

Inspector Sanderson had sent apologies as she was attending another community event with Burley residents. Sgt Beecroft reminded those attending of the regular PACT meetings held every six weeks alternately in Burley and Menston at which residents are welcome to raise concerns.

Overall crime levels in Burley are low. At the end of 2009 and beginning of 2010 there were a number of incidents of indecent exposure and assault. An individual had been arrested and admitted to the offence. Sentencing would take place towards the end of April.

During the last week there had been a number of incidents of theft from unsecured motor vehicles. PCSOs were carrying out exercises to improve residents' awareness about vehicle safety and security.

Question: Were vehicles being unlocked using an electronic device?

Answer: It was not believed so. In these cases cars had been left unlocked.

Four young people from outside the area had been arrested in connection with these thefts. Sgt Beecroft advised that as well as the Police Contact Point at Queen's Hall PCSO Wade carries out regular surgeries in the village. A full list can be found on the NPT website.

6. Chair's report on Burley Parish Council activities for the year 2009/10

Cllr Dale gave the report – see appendix 1.

7. Future plans and budget for the forthcoming Council year 2010/11

A copy of the budget for the financial year 2010/11 and draft accounts for 2009/10 had been circulated and showed the precept had increased by 18p to £9.03 per band D household.

8. Questions from members of the public:

Written questions had been received with regard to the chicane under the railway bridge on Station Road/Moor Lane

Question: When did the Parish Council receive the result of the safety audit?

Answer: The Parish Council received the audit today (25th March 2010)

Question: Why were the results of the safety audit not made public?

Answer: The Parish Council is advised by Traffic & Highways Officers that there is no statutory duty for Bradford Council to publish any internal documents that assist in the development of the scheme but the public are welcome to inspect them should they wish to do so.

Question: Why was the construction of the chicane allowed to go ahead without a wider consultation and review, given the results of the safety audit?

Answer: The Parish Council is advised by Traffic & Highways Officers that the safety audit is a guidance document for the engineers. Given the brief for the scheme and the impossibility of providing suitable cycle facilities (improving the pedestrian facilities at this location was a priority given its location to the school pedestrian desire line), a decision needed to be made on abandoning the scheme or progress it with an acceptance that cyclists have to give way at this location like other traffic, not unlike other facilities around the district. The latter decision was taken.

Question: Why was there such a big difference between the costs of the Summer Festival this year and last year?

Answer: The money allocated to the Summer Festival in 2010 is intended to be an underwriting figure only as it is hoped that as last year the festival will be self-funding.

Question: Can the Parish Council give consideration to encouraging more cycling in the village by use of initiatives of encourage use of cycles instead of the car?

Answer: The Parish Council will give consideration to this and also provide contact details for someone in the village also interested in cycle-related activities.

Question: There had been a proposal for a notice board at the western end of the village. Could the Parish Council investigate further?

Answer: The Parish Council had made some efforts to sort this out in the past. Further efforts would be made.

Question: What had happened to the signs for the time limited parking bays on Prospect Road?

Answer: The signs had been erected and within a few hours had been removed and at least one sign thrown into a neighbouring garden. Traffic & Highways Officers will re-install the signs with additional efforts to prevent vandalism.

Question: What is the money allocated to Burley under the Ward Investment Fund to be used for? Why has it not been better advertised?

Answer: Of the £100,000 allocated to the Wharfedale Ward (Burley & Menston) some money has already been spent including £10,000 for the re-surfacing of Queen's Hall car park. Of the remainder an additional £30,000 has been allocated to Burley for a broad range of activities including: Burley House Field, street lighting enhancements and improvements that would not normally be covered by the District Council and various environmental improvements. The Parish Council is being asked to give input to where the money is spent and members of the public are invited to offer comments and suggestions.

The funds have been well advertised over the last two years through various newsletters, local publications and websites.

Question: What is happening about traffic calming on Moor Lane?

Answer: Traffic & Highways Officers are drafting a scheme and consultation with District Councillors will take place in the coming weeks. The scheme will then go out to wider consultation including the parish council. There is a wide divergence of views amongst local residents on what should be introduced at this site.

Question: What is being done by the Parish Council about a lease on Burley House Field?

Answer: The Parish Council has been working hard on this project. Progress is very slow due to the length of time taken by Asset Management at Bradford Council to take action or respond. Heads of terms on a contract have now been produced but are unacceptable to the Parish Council further correspondence will be taking place.

9. Any other business

It was noted that the legal case brought against Burley Community Council by an individual who had allegedly slipped on the cobbles by the water feature in 2006 had been dismissed. The judge noted that the feature had been maintained to a more than adequate standard by Burley Community Council and costs had been awarded against the individual bringing the case.

The meeting concluded at 8.40pm. Refreshments were available after the meeting and the opportunity to discuss matters informally with the Parish Councillors.

Appendix 1 – Annual Report by Cllr Keith Dale

Appendix 1

Annual Report to the Parish 2009-10

This fourth annual report to the Parish describes the events and issues that have impacted upon the Council in its work throughout the village during the civic year April 2009 to March 2010.

At the Annual Meeting of the Parish Council in May 2009, I was elected Chair with Councillor Mike Walker elected Vice Chair.

Full Council has met each month apart from August. Planning Committee has met on a three weekly basis throughout the year. Maintenance and Allotments Committee has met six times over the year. There have also been meetings of both the finance working group and the staff working group. Parish Councillors have also attended a number of training days and information events over the course of the year. Jo Griffiths, gained qualified clerk status through a course of study and external assessment.

The Parish Council together with the Shipley Area Co-ordinator's Office has hosted three Neighbourhood Forums.

Other groups and organisations on which the Parish Council is represented are:-

- Burley in Wharfedale Community Trust (BWCT)
- Burley Chamber of Trade
- Burley and Menston Charities
- The Governing Bodies of the two village schools
- Partners and Communities Together (PACT)
- Burley Website Committee
- West Yorkshire Rail Users Group (WRUG)
- Shipley Constituency Area Partners Advisory Group (SCAPAG)
- Parish Councils Liaison Group
- Yorkshire Local Councils Association (YLCA)
- South Pennine Branch of Local Councils
- Rural Transport Group
- Campaign for the Protection of Rural England (CPRE)

The Parish Plan

The plan forms the basis of the Parish Council's work programme throughout the year and is an agenda item at every full Council meeting when we review a particular section. Work areas are added as they arise and likewise any piece of work that is complete is archived.

We have undertaken a consultation with residents to ascertain their views about any aspect of the plan or any new issues that they feel need to be added.

It is presently in the process of being fully revised to reflect the themes in the Shipley Area Action Plan which in turn follows Bradford Council's 'Big Plan' for the District. Details of the Big Plan have appeared in issues of Bradford Council's newsletter 'Community Pride' which is sent to every household in the District.

Shipley Area Action Plan Priorities for 2009 -2011 are as follows:-

- Prosperity and Regeneration

- Children and Young People
- Safer Communities
- Health and Wellbeing
- Environment and Neighbourhoods
- Strong and Cohesive Communities

The Parish Plan can be viewed on the village website and on the notice board in the library or a copy can be obtained by contacting the Clerk.

The revised plan will be available from June 2010.

Planning

Planning committee has been chaired for a third year by Councillor Peter Jenkins with Councillor Caroline Jones as Vice Chair.

The committee has considered and made recommendations on 92 applications (72 recommended for approval). A small number of applications were withdrawn before coming to committee. Four applications were taken to the Shipley Area Planning Panel for a member decision – the Parish Council's recommendation upheld on all four. Four applications were taken to the Planning Inspectorate, with three of those in favour of the planning officer's decision and the Parish Council's recommendation to reject. One application against the planning department and the parish council's recommendation to reject found in favour of the applicant.

A number of enforcement orders have been issued by Bradford Council's enforcement team and we attempt to make sure they are complied with. We do contact the enforcement officers where we have concerns.

Maintenance and Allotments

Councillor Sylvia Tilford has chaired the committee this year with Councillor Mike Walker as Vice Chair. The allotment holders have two representatives on the committee – Juliette Newsham and Pete Burnell, who I wish to thank for their support.

Legal transfer of the allotments from Bradford to the Parish Council is almost complete.

Fencing work at the Aireville Terrace site has been completed much to the satisfaction of the tenant. The waiting list presently stands at 85. To relieve pressure for allotments, the Committee agreed to offer quarter plots for those allotment holders who find half a plot too much. New tenants will be offered a half or quarter plot. The Parish Council is working to secure further allotment space.

In June, improved wheelchair access by way of a tarmac constructed ramp was completed for one particular tenant. This made getting onto the grass pathway much easier. Sadly, the person concerned died in January but took full advantage of the improved access in the summer and autumn months.

The allotments are inspected annually and this took place in September. The general impression is that the allotments are well kept with an interesting array of flowers, fruit and vegetables.

The committee also produces a newsletter for tenants and this has been well received. A meeting with allotment holders was held last month at the request of the holders.

The Parish Council takes responsibility for the maintenance of the village green area opposite St Mary's church and The Malt, bordering the A65. This year the Parish Council agreed a

village green statement which sets out how the space will be managed and maintained. Copies of the statement are on the website or available from the Clerk.

A small group of volunteers with the support of parish councillors meet on the last Saturday of each month to do any pruning and tidying as necessary. We are very grateful for the work of this group. The Parish Council has also taken responsibility for the walled garden area behind the Church and next to Cornmill Lane. Some tree removal was necessary on the village green and eight replacement native species were planted in December.

Finance

The income we have sought from the precept for the forthcoming year is £26,341 which represents an increase from last year of 18p on a band D property. This small increase will enable us to maintain our reserves whilst meeting running expenses and also allow us to fund projects and awards as the need arises.

Copies of the accounts are available from the Clerk.

Award Scheme

The Parish Council awards sums of money for local groups up to a maximum of £500. The process is by application form and the merits of each application are discussed at full council. Applications must reach the Parish Council by the beginning of January, April, July and October of each year. Forms and details of how to apply are available from the Clerk. This year, recipients have been Burley Oaks School, Burley Scouts and Guides, Burley Tennis Club, Burley Probus and Ilkley Rugby Club.

Local Schools

Last April it became known that the two village schools were oversubscribed (75 places and 82 applicants). Children from the Tanfield Drive area were allocated to Menston Primary school. Officers from Bradford Council were invited to speak on this issue at a Neighbourhood Forum in June and questions were taken from the audience. Subsequently, the matter was resolved locally with Burley Oaks agreeing to a temporary increase in admission numbers. In January this year, Bradford Council consulted on proposed changes to school admission numbers for Burley Oaks from September 2011. This would see the school increase from a 45 to 60 intake. This was discussed at the last Neighbourhood Forum in January and the Parish Council sought views from both schools and residents. The Parish Council supported the views of the two schools that a permanent increase would adversely affect future school budgets.

The Parish Council has also supported a petition from families on Holme Grove and the surrounding area in their quest to receive free bus passes to Ilkley Grammar school. This matter is still being pursued through Bradford Council's Committee structure.

Bradford Council together with their architect gave a public presentation in Queens Hall on future developments regarding Ilkley Grammar School. Through the Government's Building Schools for the Future programme, Bradford Council's preferred option is a new build accommodating up to 2,000 pupils on greenbelt land in Ben Rydding. Planning permission is being sought. The Parish Council will be in a position to take a view on this in the near future.

Environment

The Natural Environment and Rural Communities Act (NERCA) charges all local councils with maintaining and enhancing biodiversity. The Parish Council together with Bradford Council and the Burley Wildlife Group actively supports biodiversity through the work at Sun Lane nature reserve, the wildflower displays on the verges and roundabouts, encouraging good practice on the allotments and work on the village green with replacement native tree species.

Developments in the Village

In June we welcomed the opening of The Lawn giving much needed affordable housing. Burley House field was granted village green status after many years of legal argument. We are indebted to members of Burley Community Council, those residents who appeared as witnesses and in particular John Gundry and Nigel Clayton for their work in preparing the case for enquiry. The Parish Council is now in the process of acquiring a long lease from Bradford Council and hope to complete by June of this year. The field is still owned by Bradford Council but village green status affords protection against housing development. Burley Grange opened its doors to the public in August with a variety of leisure and learning courses on offer.

Work on Moor Lane and under the railway bridge was completed in September although traffic calming measures have yet to be installed. Double yellow lines have recently been put down in Prospect Road and at the junction with Rose Bank and also on Station Road though I suspect that parking is still an issue with cars being parked inconsiderately, particularly on footpaths.

Some residents have asked the Parish Council to look into ways of bringing the 'stepping stones' back into use so that people can cross the river below the weir in relative safety. These stones have a long history, being put there when the mill was built to control the flow of water in the river. As time has passed they have become a right of way. Bradford Council is looking to survey the stones to see what needs to be done.

We also welcome the introduction of Neighbourhood Wardens whose main job is to keep an eye on issues around the village that detract from the general appearance and upkeep. They have authority to discuss issues with residents and report their findings to Bradford Council. They work closely with the Parish Council and the Police Community Support Officers. We have recently been notified by the Fair Trade Association that the village has regained Fair Trade status for this year. The Parish Council encourages people to buy Fair Trade goods in the village if at all possible.

This year also saw the village being enhanced by a display of hanging baskets on the street lights and our thanks go to members of Burley in Wharfedale Community Trust who took this on.

Some months ago, Shipley Area Committee invited Parish and Town Councils to nominate individual people and groups for the annual 'Community Heroes' awards. In consultation with others in the village the Parish Council nominated a young person and also the Hockney Group and both are set to receive an award this evening at a ceremony in Saltaire.

Summer Festival

This new event took place during the last week of August and despite the weather was judged to be a success, so much so that it will be repeated this year starting Saturday August 21st to Monday August 30th. The Festival Committee, made up of volunteers and parish councillors meets on a regular basis and the programme for this year is now being put together. Offers of

help of any kind are most welcome. Please contact Councillor Sylvia Tilford or the Clerk. Burley website has regular updates on progress as does the Parish Council newsletter.

Policing

Our Neighbourhood Policing Team (NPT) attend Parish Council meetings and Neighbourhood Forums. There is also a Police Contact point in Queens Hall and our Police Community Support Officers call in at St Mary's Parish Centre on a regular basis. Parish Councillors together with the Clerk are more than happy to take matters up with the Police on resident's behalf.

Partners and Communities Together (PACT) meetings also take place on a regular basis where individuals can raise issues directly with the policing team.

The NPT also produce a newsletter stating local priorities and giving crime figures for each month. Recent attention has been given to speeding and parking obstruction in the village.

The Year Ahead

This year the Parish Council is looking to achieve Quality Parish Council Status. Quality Parish status is a desirable achievement as it demonstrates that a council has been through a process of external inspection. Quality Parish status also benefits funding, as, being designated a competent local council, adds weight to a funding application.

Michael Churley, Shipley Area Co-ordinator, has informed us that £30K capital sum has been set aside for Burley by Bradford Council. £10K of this is set aside for additional street / footpath lighting and £20K for environmental improvements. This pot of money is the District's Ward Investment Fund part of which, came from the sale of Leeds Bradford airport and has been allocated to all Ward Councillors. We look forward to working with our Ward Councillors, local organisations and residents in identifying areas where improvements benefitting village life can reasonably be made.

Civic Service will be held on Sunday 27th June at 10.30am at the Methodist Church.

The civic year 2010-11 will be the last full year of this Parish Council's term of office and elections will take place next year. Those considering becoming future parish councillors are more than welcome to talk to any of the present council members or attend any of the Parish Council meetings to see what is involved.

Finally, I would like to record my thanks to a number of people and groups for their support to the Parish Council and to myself over the year.

To Malcolm Fisher from the Burley Website Group

To members of Burley in Wharfedale Community Trust

To Burley Chamber of Trade

To our Church Communities

To our District Councillors

To the Neighbourhood Policing Team led by Inspector Sue Sanderson.

To all those involved with the Festival

The large group of people who regularly deliver newsletters and other publications to all households in the village.

The Burley Wildlife group for its work at the Sun Lane nature reserve and its other work around the village.

Queens Hall staff.

The Library staff for their significant contribution towards the Festival.

To my Councillor colleagues and last but by no means least to Jo Griffiths, our Parish Clerk whose opinion, judgement and professional expertise I have greatly valued over the year.

Keith Dale
Chair