

BURLEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council
held on **Thursday 13th May 2010**
in **The John Squire Room, Queen's Hall, Burley in Wharfedale**

Commenced: 7.30pm
Concluded: 10pm

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

Clerk Mrs Jo Griffiths

001/1011 Election of Chair

Cllr Dale opened the meeting and asked for nominations for the position of Chair of the Parish Council for 2010/11.

Proposed by Cllr Forrest

Seconded by Cllr Jones

RESOLVED to elect Cllr Keith Dale as Chair of the Parish Council for 2010/11.

002/1011 Declaration of acceptance of office and Chair's address

Cllr Dale read out and signed the Declaration of Acceptance of Office. Cllr Dale expressed thanks to his fellow councillors for electing him Chair for the next year which would be the last year of this council's term.

003/1011 Appointment of Vice-Chair

Cllr Dale invited nominations for the post of Vice-Chair. He expressed a wish that those colleagues who had not yet had experience as Chair or Vice Chair of the council or a committee would stand for this role. The council would offer assistance via mentoring and training courses for any councillor who wished to take on this role.

After discussion it was

Proposed by Cllr Tilford

Seconded by Cllr Jones

RESOLVED to delay a decision on this matter until the next meeting so that further consultation could take place.

004/1011 To receive any apologies for absence

Cllr Horton had sent apologies, these were received and accepted.

005/1011 To receive any declarations of interest

Cllr Tilford declared an interest in item 22 as a member of the Burley in Wharfedale Community Trust.

006/1011 Public Participation

None.

007/1011 Minutes of the previous meeting

Proposed by Cllr Walker

Seconded by Cllr Jones

RESOLVED that the minutes of the meeting of 8th April 2010 be accepted as a true and accurate record.

008/1011 To receive minutes of the Planning Committee

A copy of the minutes from the planning committee meetings on 29th March 2010 and 19th April 2010 were received.

009/1011 Minutes received from other organisations

Copies of the following minutes were received:

- Meeting of Ilkley & District Road Safety Committee – 31st March 2010
- Wharfedale Ward Officer Team Meeting – 15th April 2010
- Burley in Wharfedale Community Trust – 13th April 2010
- South Pennine Branch of Yorkshire Local Councils – 10th March 2010
- Joint Executive Board of Yorkshire Local Councils Associations – 17th April 2010
- Joint Executive Board of Yorkshire Local Councils Associations – 16th January 2010

010/1011 Update from Neighbourhood Policing Team

PC Hudson and PCSO Wade circulated copies of the NPT newsletter. There had been 7 recorded crimes in Burley during April. This was reduction in the number of crimes compared to last year. PC Hudson advised that a new Superintendent had been appointed to head the division; the structure of the division had remained the same..

The next PACT meeting would be Wednesday 19th May at 7pm in Burley Roundhouse. All are welcome and PC Hudson noted that attendance at the meetings is low.

Cllr Dale asked for information regarding agenda item 21 – safety concerns about the junction between Sun Lane and Hall Drive. PCSO Wade advised that he had received complaints from local residents about several near-misses at this site. PC Hudson agreed to pursue this with Traffic & Highways Officers at Bradford Council.

Cllr Dale thanked PC Hudson & PCSO Wade for the information provided and they left the meeting at this point.

011/1011 Clerk's Report

The clerk had forwarded the request for the Parish Council to reactivate Burley Educational Trust to the Charities Commission. An acknowledgement had been sent but a reply is awaited.

The clerk had met with Kevin Whittaker from Street Scene at Bradford Council this week in regard to a number of items. The suggestion for a new sign at the entrance to Iron Row to include "no access to Greenholme Mills" had been discussed. To keep the lettering at the uniform size would require a large sign (4ft x 6") . A smaller sign could be used; the disadvantage of this would be that it would make it more difficult to read. Councillors offered the opinion that they were happier with a smaller sign but that they would check with local residents if the problem was still occurring and test a satellite navigation system to see if the information provided had been improved. Mr Whittaker confirmed that he had received the parish council's letter regarding gritting routes. He apologised for not replying to the letter and confirmed that the council would be reviewing its gritting routes between now and September and the requests to include Grange Road and Langford Lane would be included in this review. The improvements to the entrance to the playground in Grange Park would be carried out in the coming weeks.

The Ilkley Gazette had published the Parish Council's letter re: Burley Grange.

There had been no official response from BWCT re: the council's request for financial support for the festival although informally it was understood a sum had been agreed.

A noticeboard is available for the West End car park but further to the Parish Council's last discussion the clerk would offer the use of the board to BWCT.

A reply had not yet been received from Library Services at Bradford Council to the Parish Council's second letter re: provision of a photocopier.
The clerk had sent a response on behalf of the Parish Council to the consultation by Leeds Bradford International Airport on its Noise Action Plan.
Mark Davies from Halls Management Staff at Bradford Council had met with the clerk and agreed the changes to the John Squire Room. The cupboards and tables would be moved from the room in the coming weeks.
The Chamber of Trade is addressing concerns about the increase in rateable values for businesses in the village. It had been reported to the clerk that in view of the large number of complaints a single review was taking place and a decision was expected shortly.
An enquiry had been received about indoor bowls in the village. The clerk asked if anyone was aware of a club and to pass information to her if it was available.
Michael Churley was seeking to clarify how the Ward Investment Fund money was to be administered. The clerk would continue to liaise with him on this, it seemed most likely that the funds would be signed over to the Parish Council to administer.
Vehicle Licensing had responded on the query re: criminal records checks for taxi drivers. Cllr Jones offered to review the information received.
The newsletter was being written. Any contributions welcomed.
A draft agenda for the Neighbourhood Forum had been agreed with Michael Churley to include: information on the Hydro-Electric Project at Greenholme, discussion on the impact of the airport, an item on climate change and a presentation from the Magistrates Service on becoming a magistrate.
The clerk had been invited to and would start attending the monthly Ward Officer Team meetings for the Wharfedale ward.

012/1011

Terms of Reference for Committees

Councillors reviewed the terms of reference for the Maintenance & Allotments and Planning Committees. After discussion it was
Proposed by Cllr Jones
Seconded by Cllr Jenkins
RESOLVED to accept the terms of reference for the Planning Committee and Maintenance & Allotments Committee.
Councillors discussed establishing a Staffing Committee to replace the Staffing Working Group. After discussion it was
Proposed by Cllr Tilford
Seconded by Cllr Riley
RESOLVED to establish a Staffing Committee.
The clerk was asked to draft a remit for the staffing committee and bring it to the next meeting.

013/1011

Appointments to Committees

Councillors were asked to consider taking roles on the various committees. Membership of the committees was agreed as follows:
Planning: Cllr Dale, Cllr Forrest, Cllr Horton, Cllr Jenkins, Cllr Jones, Cllr Riley, Cllr Tilford & Cllr Walker.
Maintenance & Allotments: Cllr Dale, Cllr Forrest, Cllr Horton, Cllr Jones, Cllr Riley, Cllr Tilford & Cllr Walker.
Staffing: Cllr Dale, Cllr Jenkins, Cllr Riley & Cllr Tilford.
Finance Working Group: Cllr Dale, Cllr Jones, Vice-Chair and Clerk.

014/1011

Appointments as representatives on outside bodies

Shipley Area Committee & Shipley Advisory Group (SCAPAG): Cllr Dale
Police And Community Together (PACT): Cllr Dale/Cllr Riley

Burley & District Chamber of Trade: Cllr Walker
Wharfedale Rail Users Group (WRUG): Cllr Tilford/Cllr Dale
West Yorkshire Rural Transport Group (WYRTP): Cllr Forrest
Burley & Menston Charities: Cllr Dale & Cllr Forrest
Yorkshire Local Councils Association (YLCA) : Cllr Dale/Vice-Chair
Parish Council Liaison: Chair/Vice Chair & Clerk
Road Safety Group: Cllr Walker
Burley Website Committee: Clerk
Wharfedale Activity Group (WAG): to be determined after information about the group is circulated.
Patient Participation Group at Grange Park Surgery: Cllr Dale
Cllr Tilford suggested appointing a representative to attend meetings of the Burley in Wharfedale Community Trust. After discussion it was
Proposed by Cllr Jones
Seconded by Cllr Walker
RESOLVED to appoint a councillor to represent the Parish Council at meetings of the Burley in Wharfedale Community Trust. Cllr Tilford would fulfil this role for the year ahead.

015/1011 Inventory & Asset Register

A copy of the inventory and asset register at May 2010 had been circulated
Proposed by Cllr Jones
Seconded by Cllr Walker
RESOLVED to approve the inventory and asset register.

016/1011 Register of Attendance

A copy of the attendance register had been circulated
Proposed by Cllr Riley
Seconded by Cllr Walker
RESOLVED to approve the attendance register subject to the clerk re-checking the attendance figure for Planning Committee meetings.

017/1011 Meeting Dates 2010/11

Proposed by Cllr Jenkins
Seconded by Cllr Jones
RESOLVED to adopt the meeting dates as previously circulated.

018/1011 Newsletter

A draft timetable for production of newsletters for the next year had been circulated. Cllr Tilford would continue as editor of the newsletter although other councillors were encouraged to become involved. Cllr Jenkins and Cllr Walker would act as distribution co-ordinators again.

019/1011 Burley Summer Festival 2010

Cllr Tilford advised that the schedule of events was now more or less complete. A meeting to discuss the marketing of the festival had been held the night before. A media plan was being formulated and efforts were being made to improve publicity in and around the village. Residents were to be asked to fly a flag or put up bunting at their own properties during August to help promote the festival.

020/1011 Standing Orders

Councillors reviewed and discussed the new draft standing orders. The clerk would incorporate the changes and include the missing page. The final draft would then be brought back to the next meeting.

- 021/1011 Hall Drive/Sun Lane junction**
PC Hudson had agreed earlier in the meeting to take this matter up with Traffic & Highways Officers. No action was required by the Parish Council at this time.
- 022/1011 Christmas Lights**
The council had received a request from Burley in Wharfedale Community Trust for a £1,000 donation to the Christmas Lights display. After discussion it was
Proposed by Cllr Jones
Seconded by Cllr Jenkins
RESOLVED that £1,000 be donated to the Christmas Lights and that this sum be jointly administered by the Parish Council with the £5,000 allocated by the Ward Investment Fund.
- 023/1011 NALC Training Events**
This item was deferred to the next meeting due to the amount of business still to be transacted.
- 024/1011 Meeting with Bradford College**
Cllr Tilford reported the she and Cllr Dale along with representatives from Ilkley and Addingham Parish Councils had met with Bradford College staff to discuss adult education provision in the Wharfe Valley after the college's withdrawal from its base at Bridge House. A limited number of classes will run in alternative venues in Ilkley and Addingham next year. At the suggestion of Cllr Tilford the college has also now opened discussion to run classes at St Mary's Parish Centre. Cllr Dale & Cllr Tilford have been invited to attend a further meeting with Bradford College later this month.
- 025/1011 Parish Plan**
Cllr Tilford had circulated a copy of the latest draft of the Parish Plan. Those councillors not involved in the Parish Plan Working Group next week were asked to forward comments to Cllr Tilford by the beginning of next week.
- 026/1011 Stones across the River Wharfe**
A meeting had been held on 10th May 2010 with some of the parties involved/interested in the stones and access to them. This included Rights of Way Officers & Highways Structures Officers from Bradford Council, representatives of the Save Our Stones campaign, a representative of the Ramblers Association and a representative of West Riding Anglers. The meeting notes had been circulated to councillors and would be available on the village website. Councillors agreed that the clerk should contact the Environment Agency on behalf of the Parish Council to request its assistance in establishing issues in regard to the river bed and what work would be possible to try to further expose the stones. Councillors agreed it was also important to press Bradford Council to repair or replace the damaged stones.
- 027/1011 Burley House Field**
A revised set of Heads of Terms had been received from Asset Management. The increase in lease length and space between break clauses was welcomed. Councillors agreed that the 6 month development break clause was still unacceptable and the clerk was asked to write back requesting a development break clause on the same basis as the other break clauses.
- 028/1011 Logos**
This item was deferred to the next meeting.
- 029/1011 Reports from councillors on other meetings attended**

This item was deferred to the next meeting

030/1011

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

- Partnership Post – 12th April 2010
- Branch Annual Report 2009 for Campaign to Protect Rural England
- Letter of thanks from Burley Millennium Theatre Group for award granted in April 2010
- Receipts from Burley Probus Club for items purchased under Awards Scheme
- Information on 2010 Rombalds Moor Forum Conference – 12th June 2010
- Letter of thanks from Little School Pre-School for award granted in April 2010
- NALC event programme 2010
- Agenda for the Annual Meeting of South Pennine Branch of Yorkshire Local Councils Association
- White Rose Update – May 2010

031/1011

Schedule of Payments

The revised schedule was circulated

Proposed by Cllr Walker

Seconded by Cllr Jones

RESOLVED that the revised schedule of payments be accepted for payment.

0032/1011

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

None

0033/1011

Date and time of next meetings

- 17th May 2010 - Maintenance & Allotments Committee
- 24th May & 14th June 2010 – Planning Committee
- 10th June & 8th July 2010 - Full Council