

BURLEY PARISH COUNCIL

Minutes of the Full Council Meeting
held on **Thursday 8th July 2010**
in **The John Squire Room, Queen's Hall, Burley in Wharfedale**

Commenced: 7.30pm
Concluded: 9.40pm

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

Clerk: Mrs Jo Griffiths

059/1011 Chair's remarks

Cllr Dale opened the meeting and welcomed visitors to the meeting. Mr Shelton and Mr Stead were attending with reference to agenda item 22: Remembrance Day events in the village and it was Cllr Dale's proposal to move this item up the order of business and invite them to speak at this time.

060/1011 To receive any apologies for absence

None

061/1011 To receive any declarations of interest

None

062/1011 Public Participation

This was deferred until later in the meeting.

063/1011 Minutes of the previous meeting

Proposed by Cllr Jenkins

Seconded by Cllr Riley

RESOLVED that the minutes of the meeting of 10th June 2010 be accepted as a true and accurate record.

064/1011 To receive minutes of the Planning Committee

A copy of the minutes from the planning committee meeting on 24th May & 14th June 2010 was received.

065/1011 Minutes received from other organisations

Copies of the following minutes were received:

- AGM of Yorkshire Local Councils Association – 18th July 2010

066/1011 Update from Neighbourhood Policing Team

Inspector Sanderson circulated copies of the Neighbourhood Policing Team update.

The local priorities for Burley remain to conduct regular Speedwatch and to tackle the issue of older youths congregating in the grounds of Burley Oaks Primary School.

The police are working with residents living adjacent to Burley Oaks and with Bradford Council to curtail any unwanted activities on the site.

A Day of Action had been held in Burley today with representatives from the police, the neighbourhood wardens, parking wardens and cleansing services working on this joint project. Issues tackled included illegal and obstructive parking around Burley Woodhead school and on Prospect Road; cleansing issues including gulley cleaning and a dog fouling initiative that had been targeted in areas of the village known to be favourites with dog walkers. Cllr Dale asked Inspector Sanderson to speak to Bradford Council about the time limited parking bays on Prospect Road and the correct enforcement of the restrictions. Cllr Tilford had been contacted re: time limited parking bay outside the Post Office. Parking enforcement notices had been issued and it was observed that the restrictions in this area are perhaps still not widely known.

Cllr Jenkins observed that the efforts of Street Cleansing operatives today had been severely hampered by the number of vehicles being parked partly on the pavement particularly in the Hall Drive area. Inspector Sanderson would ask PCSO Wade to monitor the situation. Inspector Sanderson reminded councillors of the Open Day at Keighley Police Station on 31st July.

067/1011

Variance of the running order

Proposed by Cllr Jones

Seconded by Cllr Riley

RESOLVED to move item 22 up the agenda.

068/1011

Remembrance Day Events

The clerk had received a letter from Rev Perkins re: Remembrance Day events and inviting councillors for their feedback on a proposal to change the service for this year. He was unable to attend the meeting due to a prior commitment and the clerk read out his letter. Rev Perkins suggested a village Act of Remembrance at the memorial from 10.45-11.05 to include those residents who wish to recognise Remembrance Sunday but who perhaps would not be comfortable attending church. This could then be followed by a service at the Methodist Church for those who wished to take part.

Mr Shelton and Mr Stead were present and Cllr Dale stopped the meeting at this point and invited them to offer their views on this subject.

Mr Shelton felt that Act of Remembrance should follow the wishes of the servicemen; he did not feel that there was any need to change the current arrangements with the church service first followed by an Act of Remembrance. This had worked well in the past and if necessary, more encouragement could be given to residents to attend the Act of Remembrance at the memorial. Mr Stead agreed with Mr Shelton and did not see the need for a change to the current arrangements.

Cllr Dale suggested that Mr Shelton discuss the issues with Rev Perkins directly and re-started the meeting.

After discussion councillors agreed that they were happy to maintain the status quo and the clerk would respond to Rev Perkins accordingly.

Mr Stead sought to clarify that a new Union flag would be supplied for Queen's Hall. The clerk would check with Bradford Council that a new flag was available. Mr Stead's comments regarding the poor condition of the old flag were noted.

069/1011

Clerk's Report

The clerk reported that following on from the last meeting she had made enquiries via the Planning Office as to what s106 money might still be available for any projects to assist Burley Trojans Juniors. A reply is awaited. At the last meeting the club had been requested to provide a list of priorities that the Parish Council might assist them with; to date this had not been received.

No further information had been received from Wharfedale Activity Group in regard to their proposal to employ a Sports Development Officer for the Wharfe Valley.

The clerk had a meeting with a Street Scene Officer from Bradford Council later this week to discuss some issues in the village. The clerk asked for any further areas of concern or problems that needed to be referred to Street Scene.

070/1011

Appointment of Vice Chair

Cllr Dale invited nominations for the post of Vice Chair

Proposed by Cllr Jones

Seconded by Cllr Jenkins

RESOLVED to appoint Cllr Tilford as Vice Chair of the Parish Council for 2010-11.

071/1011

Burley Summer Festival 2010

Cllr Tilford reported that the programme had been printed and many had now been delivered. Thanks were noted to Cllr Jenkins for counting all the programmes; to Cllr Jenkins and Cllr Walker for distributing the bundles so quickly and to all the distributors.

The festival website has now gone live and Malcolm Fisher has asked anyone spotting any anomalies or errors to notify him as soon as possible.

It had not been possible to gain permission to stage a run across the moor during the grouse season or until early November. A provisional date of 6th November has been set for this post-festival event which would be well publicised in due course.

Tickets will go on sale from Monday; it was hoped that a relatively small number of people can be responsible for ticket sales to ensure consistency.

A full list of volunteering opportunities will be posted on the village website shortly and councillors were encouraged to be generous with their time in volunteering to support events. Publicity is underway; thanks were noted to John Davies for writing the press releases. Articles had appeared in the Ilkley Gazette in the last two weeks and it was hoped that more would follow.

The bid for lottery funding had been rejected. Income had been gained from advertisers and donations by Burley Round Table and an anonymous donor. Discussions are on-going with Shipley Area Co-ordinators Office to see if any financial support can be given to youth activities and in particular the Climbing Wall.

There has already been one offer for an additional festival event – an urban golf challenge.

This would be advertised through the website and notice boards.

Cllr Palmer advised that there is a facility to include advertising banners on the Burley Forum and he would forward details to the clerk so that a festival advertising banner could be formulated.

072/1011

Staffing Committee

A draft remit had been circulated and councillors were asked to comment or suggest changes. Councillors discussed delegation of all decisions to a staffing committee but after debate it was

Proposed by Cllr Riley

Seconded by Cllr Jenkins

RESOLVED to adopt the remit for the Staffing Committee and delegate power to make decisions on staffing issues to this committee except on matters of salary and conditions of employment which must be passed by a resolution of the full council.

073/1011

Burley House Field

The clerk advised that after intervention from Councillor David Green, Bradford Council's Executive Member for Regeneration and Economy a revised set of Heads of Terms had been produced by Asset Management. The new Heads of Terms did not include a development break clause. Councillors agreed this was a very positive development.

Asset Management had advised that an annual rent of £100 would be charged for Burley House Field and were still requiring a financial contribution towards the district council's legal

and surveyors' costs. The amount of legal/survey costs was still not known and councillors discussed their concerns about being asked to contribute to these costs. Councillors were particularly concerned that an amount had not been specified.

The Parish Council was being asked to sign and return the Heads of Terms and these would then form the basis of a lease to be drawn up by Legal Services at Bradford Council. Councillors were also being asked to indicate whether the Parish Council would be sub-letting the field.

After discussion it was

Proposed by Cllr Jones

Seconded by Cllr Tilford

RESOLVED to sign the Heads of Terms dated 6th July 2010 and advise Asset Management that the Parish Council would agree to make a reasonable contribution towards Bradford Council's legal and surveyor's costs and that it was not the council's intention to sub-let the field at this time.

074/1011 Parish Council Logo

Councillors had not been able to agree a logo from the designs already produced.

Discussion took place on the style of logo councillors wished to use. A simple logo that could be easily reproduced on signs, letterheads etc. was agreed as the most appropriate. Cllr Jenkins suggested a shield logo that would include the elements felt most relevant to Burley including the Round House and the river. Cllr Jenkins would forward some examples to the clerk who would discuss them with a potential designer.

075/1011 Purchase of a new laptop

The clerk's laptop had become very slow and it was time to update the operating system used. The clerk had received recommendations from the council's computer support company and to purchase a new laptop, Microsoft Office 2010 and have all installation work done would cost approximately £915.

Councillors queried the installation costs and asked the clerk to check the costs involved to install the new software and transfer files etc. The clerk advised that the old laptop would then be used by the Chair of the Planning Committee and that set-up/installation costs would include setting it up to run with the projector for planning committee meetings.

The clerk reminded councillors that provision had been in the reserves for replacement of the computer and there were ring fenced funds of £891 currently available. It may also be possible to gain a grant of £750 from Bradford Council towards this purchase as at the last Parish Council Liaison Group meeting all parish councils in Bradford had been offered this amount towards the purchase of new electronic equipment that would assist in making recommendations on electronic planning applications.

Proposed by Cllr Riley

Seconded by Cllr Palmer

RESOLVED to purchase the new laptop and Microsoft Office software for the prices agreed but that the clerk should make efforts to reduce the installation costs involved.

076/1011 Financial Update

Copies of the financial update had been circulated and the clerk was asked to clarify details on some items of expenditure.

077/1011 Parish Council Charter

Bradford Council is reviewing the charter and had invited parish councils to make suggestions for changes and additions to the charter.

Councillors had reviewed the existing charter and it was agreed that whilst some information required updating e.g. dates there was little that required revision.

It would be pointed out to Bradford Council that there isn't a Parish Council Liaison Officer at Bradford Council any longer as is described in the charter. It was understood that a number of parish councils would be pressing Bradford Council further on the devolvement of powers to local councils.

078/1011 Request for financial support from Traffic & Highways Officers

Simon D'Vali, Principal Engineer for Shipley had forwarded a request to the Parish Council for a financial contribution of £5,000 towards a second vehicle activated sign as part of a Moor Lane traffic calming scheme. The request had come after discussions with district councillors on possible schemes for this site. The clerk had discussed the current draft proposal with Traffic & Highways Officers and it involved bumps from the railway bridge to Scalebor Park with two possible sites for vehicle activated signs between Scalebor Park and Moor Lane. As part of this draft scheme funding would be available for one sign but not two. It was not yet clear whether two signs were required but the request had been forwarded at the suggestion of district councillors.

Cllr Palmer advised that in his role as a district councillor he had been party to these discussions and he welcomed the input of parish councillors in the discussion around the most appropriate traffic calming measures for this location. Councillors discussed a number of alternatives for this site including: vehicle activated signs and some bumps; vehicle activated signs only; physical calming measures such as chicanes or road narrowing or a combination of these elements. Cllr Palmer gave feedback on the reasons why some of these measures had been rejected as unsuitable at this location and suggested a trial scheme to incorporate two vehicle activated signs and no bumps, this would likely be a scheme possible within the budget allocated. Councillors agreed that this would be a scheme they would be willing to discuss.

Councillors agreed that they were not willing to allocate £5,000 to any scheme until a more definite and detailed proposal was available. The clerk would communicate this to Traffic & Highways Officers.

079/1011 Awards Scheme

There had been no applications to the awards scheme this quarter.

Councillors reviewed the application form and agreed to incorporate some additional questions on the application form: What is the total cost of the scheme and how will you pay for it? What other sources of funding have you applied for and obtained? Does this funding affect the overall viability of the scheme? Has the scheme already started?. The clerk would incorporate these changes to the application form.

080/1011 Parish Plan

The final copy of the Parish Plan had been circulated to councillors. A copy had been sent to Shipley Area Committee. Cllr Tilford was thanked for her hard work on the project.

081/1011 British Telecom Exchange

Cllr Jenkins had made enquiries with his Internet Service Provider (ISP) regarding slow download speeds. He had been advised that this was due to the status of the British Telecom exchange in the village which is graded as red i.e. requires updating; there was an additional warning about slow download speeds via this exchange.

Cllr Palmer advised that he was aware that the exchange was insufficient for the number of people using it but that the commercial pressure to upgrade on British Telecom was not sufficient.

Councillors asked the clerk to write on behalf of the Parish Council to British Telecom asking what they are doing to upgrade the exchange.

- 082/1011 Allotments Legal Transfer**
 The agreement to transfer the allotments to the Parish Council had been received from the council's solicitor. The agreement and maps of the allotments needed to be signed and returned
 Proposed by Cllr Jones
 Seconded by Cllr Tilford
 RESOLVED to sign the agreements officially transferring ownership to the Parish Council.
- 083/1011 Footpaths at Highfield House**
 Bradford Council is consulting re: alleged footpaths at Highfield House, Burley Woodhead. It is requesting any relevant information or evidence about alleged routes linking Highfield House and Moor Road. These could be forwarded via the clerk.
- 084/1011 Yorkshire & Humber Regional Training Partnership**
 The clerk had circulated details of the YHRTP conference in Scarborough at the end of September. Councillors were invited to consider attending.
 Cllr Dale expressed an interest in attending the second day and would liaise with the clerk re: bookings.
- 085/1011 Dog Control Order**
 Environmental Health Officers at Bradford Council are proposing an extension of dog control orders to allow them to deal with dog fouling in some areas that are currently exempt from the Council's powers. A copy of the order had been sent to the Parish Council.
 Councillors agreed they were fully supportive of this proposal, the clerk would write accordingly.
- 086/1011 Reports from councillors on other meetings attended**
 Cllr Dale had attended meetings of the Parish Council Liaison Group, SCAPAG and Burley & Menston Charities as a representative of the Parish Council.
 Cllr Forrest had attended a meeting of Burley & Menston Charities.
 Cllr Jenkins had attended Shipley Area Planning Panel on 24th June.
- 087/1011 Correspondence – to note (all available from the Parish Clerk):**
- Agenda for meeting of the Standards Committee of Bradford Council 23rd June 2010
 - Notes from the meeting of East End Allotment Society on 13th June 2010
 - Agenda for AGM of Yorkshire Local Councils Association 17th July 2010
 - Annual Report & Accounts for Yorkshire Local Councils Association 2009/10
 - Partnership Post form BMDC – 25th June 2010
- 088/1011 Schedule of Payments**
 The revised schedule was circulated
 Proposed by Cllr Walker
 Seconded by Cllr Palmer
 RESOLVED that the revised schedule of payments be accepted for payment.
- 089/1011 Minor items for action by the clerk between meetings and items for the next agenda**
 Cllr Palmer asked that access to the Scalebor Park development via the Moor Lane Centre was an item on the next agenda.
- 090/1011 Date and time of next meetings**
- 12th July 2010 – Maintenance & Allotments Committee
 - 26th July & 5th August 2010 – Planning Committee

- 10th September & 14th October 2010 - Full Council

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