

## BURLEY PARISH COUNCIL

Minutes of the meeting of the Maintenance & Allotments Committee  
held on Thursday 29<sup>th</sup> January 2009  
At The John Squire Room, Queen's Hall

Commenced: 7.30pm  
Concluded: 9.15pm

**Present:** Cllr. Sylvia Tilford (Chairman)  
Cllr. Keith Dale  
Cllr. John Horton  
Cllr. Caroline Jones  
Cllr. Peter Riley

**Clerk:** Mrs J Griffiths

**M43/0809 Chairman's remarks**  
Cllr Tilford opened the meeting; in Cllr Walker's absence she would be chairing this meeting

**M44/0809 Apologies**  
Apologies were received and accepted from Cllr Forrest, Cllr Walker and allotment representatives Pete Burnell and Juliette Newsham.

**M45/0809 To receive any disclosures of interest**  
None

**M46/0809 Public Participation**  
None

**M47/0809 Minutes of the previous meeting**  
Proposed by Cllr Horton  
Seconded by Cllr Riley  
RESOLVED that the minutes of the meeting of 4<sup>th</sup> September 2008 be accepted as a true and accurate record.

**M48/0809 Clerk's Report**  
There were no items to report that were not already on the agenda.

**M49/0809 Maintenance Agreement with Bradford Council for By-Pass Roundabouts and Verges**  
Cllr Riley and the clerk had met with Ian Wood and Damian Fisher from Bradford Council to agree a maintenance schedule for the verges and roundabouts that would ensure maximum biodiversity and the best show of wildflowers. The officers had been sympathetic to these aims and had agreed to endeavour to work with Cllr Riley to agree the most appropriate cutting times. A summary of the meeting and points agreed had been sent by Cllr Riley and agreed by Damian Fisher. Collection of the grass cuttings was preferable and the council had a machine that could do this but the clippings needed to be left somewhere, a local site would be most preferable. Councillors discussed possible locations including the formation of a communal compost heap. Councillors agreed to consider this further and discuss at a further meeting.

Signed

Date

Cllr Riley reaffirmed his willingness to talk to residents who made complaints about the management of the verges and the roundabouts and this offer had been extended to any complaints received by the district council.

There had been some concerns about safety issues on the by-pass verges particularly on the footpath that crossed the by-pass from Cornmill Lane. It was noted that some pruning of the bushes in this area had been done and that visibility was improved.

Concerns had been raised about the presence of ragwort along the by-pass and whilst it was present, it was Cllr Riley's opinion that it did not present as severe a problem as had been suggested.

Councillors discussed whether the staithe area on Bradford Road might be planted with wildflowers. It was agreed to discuss this in more detail at a future meeting.

**M50/0809 Additional Planting for the Otley Roundabout**

The desirability of introducing different wildflowers to give a greater variety of colour on the Otley roundabout had been discussed and agreed at previous meetings. Cllr Riley had tried to do this by planting seeds but this had been unsuccessful and councillors discussed introducing a selection of plug plants sourced from a local supplier.

Proposed by Cllr Jones

Seconded by Cllr Horton

RESOLVED to purchase £100 of plug plants for the Otley roundabout.

**M51/0809 Village Green**

There had been no further information or communication re: the proposed programme of tree reduction and planting on the village green despite the clerk having followed this up with officers at Bradford Council. It was agreed that the clerk would write to Asset Management, copying the letter to the Planning Department and Tree Management officer asking for an update. Councillors were concerned that if the work was not carried out in the next few weeks then the project would be delayed until after the next growing season.

The clerk provided a summary of expenditure on the water feature in the current financial year. The costs would come in just under budget and a similar figure had been drafted into next year's budget. It was hoped that some savings could be made on the electricity costs as the council had now switched to a cheaper energy supplier.

It was agreed as a priority that a statement of village green management should be drafted. Cllr Walker would be asked to initiate this statement.

The maintenance group had not met for two months but would meet again at the end of January. Two further compost bins were to be ordered for the Village Green.

**M52/0809 Legal Transfer of Allotments**

Clerk had continued to chase officers at Asset Management at Bradford Council re: the legal transfer of the allotments. Officers had reported concerns about the technicalities of the transfer and whether Burley's allotments should be first transferred to Ilkley and from then to Burley. The officer in charge was meeting with legal advisors next week and would report back to the Parish Council after this date.

**M53/0809 Prospect Road Allotments**

The clerk had met three different builders on site to quote for the work to improved disabled access at the second gate. To date, only one had provided a quote despite reminders to the other two builders. Cllr Jones would pass to the clerk details of a further contractor. It had come to light that whatever surface was put down it would need to be firm enough to withstand the passage of a tractor over it as allotment holders were accustomed to manure being delivered directly to their allotments by a local contractor.

The clerk had continued to try to source a notice board. Two local joiners had been contacted, one had declined to quote for the work, and the other had not sent a quote. Expenditure was likely to be high on this item and councillors agreed to look at a simplified version that would be open and laminated sheets could then be affixed to it. A similar board had been made for the Nature Reserve and Cllr Riley would ask a local man if he would be willing to make another.

The boundaries of the Prospect Road allotment needed reviewing. A report had been received of a damaged fence in one part and it was agreed to look at the boundary with the East End Allotments, it was believed that one of the East End allotments had been extended onto the Prospect Road allotments. Cllr Tilford would look at this as she was due to make some further inspections on the allotments. It was agreed that one of the allotment representatives would be asked to accompany Cllr Tilford.

Cllr Tilford and Cllr Riley agreed to liaise re: amendments to the allotments assessment form.

**M54/0809 Aireville Terrace Allotments**

The new tenants were both making progress in cultivating the allotment with raised beds. The second allotment had been cleared of the large bushes/trees that were obscuring the light.

Incommunities had confirmed that they could not easily replace the fence at the bottom of the allotments. The clerk would chase this up again with the local area officer.

**M55/0809 Oak Avenue Allotments**

There were rumours that a number of tenants had been given notice to vacate their allotments. It was agreed that the clerk would write to the Secretary of the East End Allotment Society to find out if this was correct and for what purpose this was being done.

Concerns had been raised at the Neighbourhood Forum about the status of the site and the number of empty allotments. It was agreed that the clerk would discuss this further with the legal advisors at the National Society of Allotment and Leisure Gardeners.

The clerk reported that the Treasurer of the East End Allotment Society had not received either of the two cheques sent by the Parish Council to cover the annual levy. The cheques had not been cashed and it was agreed to cancel the cheques and send a new one as soon as possible.

**M56/0809 Additional Allotments on Burley Oaks Playing Fields**

The clerk had met with the Headmaster at Burley Oaks and David Schofield from Asset Management at Bradford Council to discuss use of the unused portion of the Burley Oaks playing fields for allotments. The Governors at Burley Oaks had offered their full support for the scheme. Asset Management had written to the Department of Children, Family and Schools to ask their permission to enter into a lease of part of the school field to the Parish Council for allotments. It was likely

that this would be a long process and opposition may be expected from Sport England who is, in general, opposed to any reduction in the amount of playing fields.

**M57/0809**

**Litter Bins**

Councillors discussed the poor condition of a number of litter bins around the village. It was agreed that the clerk would obtain a map or list from the Cleansing Department of litter bins in the village so that the parish council could determine where maintenance was needed or replacement bins required.

**M58/0809**

**New Lighting Columns on Main Street**

The new lighting columns along Main Street had been provided with hanging basket brackets. Councillors discussed the provision of hanging baskets including the likely environmental and financial costs, the maintenance required and suggestions for sponsoring of hanging baskets.

Cllr Riley offered to discuss likely costs and planting suggestions with a local supplier who supplies businesses in Otley.

**M59/0809**

**Overhanging Trees & Shrubs**

Complaints had been received about overgrown trees and shrubs along Peasborough View that were obscuring the streetlights and footpath. Cllr Tilford would make a site visit to ascertain whether householders were at fault and required a letter from the Parish Council or whether the problem came from trees planted alongside the paths.

Councillors were reminded that any sites in the village where overgrown trees and shrubs had not yet been cut back should be brought to the attention of the clerk so that a letter could be sent on behalf of the Parish Council.

**M60/0809**

**Condition of footpaths and provision of dropped kerbs**

Complaints had been received at the poor condition of a path at the back of Burley Woodhead school. Street Scene officers were aware of the problems and had agreed to take action in the next financial year.

Complaints had also been received about overgrown bushes on Leatherbank. Clerk to check with Cllr Jenkins if this was an adopted footpath and who would be responsible for pruning along this stretch.

There had been requests for some additional dropped kerbs to be installed at sites around the village. It was agreed that the need for further dropped kerbs would be assessed through an item in the next newsletter inviting residents to nominate new dropped kerbs.

**M61/0809**

**Future meetings**

The next meeting of the Maintenance & Allotments Committee would be on Monday 23<sup>rd</sup> March 2009 at the John Squire Room, Queen's Hall.

**M62/0809**

**Minor items and items for the next agenda**

There was still a need for posts to number the allotments. The clerk would follow this up.

Cllr Tilford and the clerk would shortly be working on another issue of the Allotments Newsletter. Anyone with contributions was invited to come forward and the allotments representatives would be asked for ideas.