

Otley Town Council

Meeting:	Policy & Resources
Date:	24 th November 2014
Venue:	Otley Core Resource Centre, Orchard Gate, Otley
Committee Members in Attendance:	Cllr J Eveleigh (Chair) Cllrs A Kelly, R Gill, P Gill, M Evans, L Atkin, N Francis, J Flinn, S Lay, C A Campbell, J Spencer, B Patton, M Vickers, K Cooney, N Gill, C Morris
In Attendance:	Ms S Kidger (Executive Officer) Mrs E Bradley (Admin Officer) Ms Laura Glahome (Venue 21)
Apologies:	It was resolved to accept the following apologies: Cllrs N Birch, L Bradley, Dr P Spencer

Members of the Public Wishing to Speak

Donna-Marie Hargrave of Crow Lane, Otley said she and her neighbour were here because she had been verbally abused by car drivers using Crow Lane as a rat run. She said that since the one way system was introduced, the traffic had become horrendous, and drivers were not adhering to the 20mph speed limit. She said it had changed what was a quiet lane into something like the A1. Many people's front doors opened onto the road and it was very dangerous. She said that with cars parked, the road was only one car wide and co-operation among drivers was needed. She said they would like a sign saying the access was residents only and was worried that the situation was an accident waiting to happen.

Chair said the matter would be referred to a relevant committee. He also said that Leeds City Council Highways Department were reviewing the one way system.

Sandy Goulding of Otley Citizens Advice Bureau said she was a volunteer at the CAB. They wanted to ask Otley Town Council and the Otley Leeds City Councillors if the CAB could be retained in Otley. She said that Leeds CAB are proposing to concentrate their £1.6m budget into three city sites, and this would lead to the closure of the Otley CAB. A telephone service would be available, but would not be staffed by trained advisers. The Otley CAB costs £50k per year to run. It is open 3 mornings a week and 2 afternoons (these are funded by Otley Town Council). They help clients to resolve problems and in 2013/14 they provided advice to 2,100 clients with 4,500 face to face contacts. She said that clients often have multiple problems to be addressed and that they could and did provide them with information and strategies to deal with problem. She asked Members not to allow Otley people and local residents to lose this valuable service.

136. Declarations of Interest

Cllr J Spencer declared a personal and pecuniary interest in item 138. Citizens Advice Bureau as he worked there as a volunteer.

137. Approval of Minutes

Resolved: **the minutes of the Policy & Resources Committee meeting of 8th September 2014 were approved for accuracy and signed by the Chair**

138. Citizens Advice Bureau

Resolved: **that this item be moved to the top of the Agenda to allow the members of the public in attendance to hear the discussion**

Chair read out an email he had received from Diane Lyons, the Chief Executive of Leeds Citizens Advice Bureau.

Chair said that he had contacted her to arrange a meeting as this is an issue of significant local concern and he spoke for everyone in saying how much we value the CAB in Otley. He said that Otley Town Council gave a £2.5k core grant to the CAB, but in the last three years had gone further than this, with providing funding for a fuel poverty campaign and then with funding for further issues. He said the Town Council would make it clear to Leeds CAB that Otley wanted the service to be maintained.

Cllr J Spencer said the email made it clear that the decision was not a cut in funding, but rather about a change in direction and concentrating the service in Leeds. Otley Town Council has quite rightly spent its money on the Otley CAB and it has never been a party political issue. The question was how could the Council deal with this? The Otley advisers wanted to keep Otley open. The options were that Leeds could keep Otley open, but if this was not possible then we needed to look at other ways of keeping it open e.g Otley becoming an independent CAB office or it could move from CAB to Advice UK or another organisation which provides advice. It was important to look at this as soon as possible as the Council's budget meeting was in January. He would like the Town Council to look at underwriting some of the costs.

Cllr Campbell said that the CAB in general had moved away from the principle of using volunteers to paid staff and that had an impact on what they could afford to do. He said he and the other Ward Councillors would be lobbying very strongly to retain the Otley CAB which provided a comprehensive service to the people of Wharfedale.

Chair said that the Town Council would work together to try and ensure the service was protected.

139. Civic Centre

Laura Glahome of Venue 21 gave a presentation regarding their proposals for the Civic Centre.

Ms Glahome said they were proposing to develop the Civic Centre as one of Yorkshire's most stylish performing arts venues. They were looking at using the entire venue and would have a dance studio downstairs, with conference facilities, a bar and kitchen. They would be applying for Heritage Lottery funding for the refurbishment. She also said they were eligible for twenty five funding pots and they had looked at corporate funding if necessary.

Cllr Spencer said the big issue had always been how to make the Civic Centre pay for itself and asked how this would be achieved.

Ms Glahome said they had a business plan and were looking at running break even with a sinking fund of £400k. They planned to have a Summer show and a Christmas show which would be proper musical theatre. She said they felt they could get good ticket sales based on the local population. She advised that once the working document became public then Councillors would be able to see the figures.

Cllr Lay asked whether the renovation would be done in stages and whether it would be open for use by community groups. He also asked whether there had been any discussions with Otley Courthouse.

Ms Glahome said that if Lottery funding was secured then it would be necessary to do all the renovations at the same time. The other plan was to open the downstairs first. She said it would definitely be open for use by community groups; they had already spoken to a number of groups who were interested. She said they had spoken to the Courthouse and had established that Venue 21 would be putting on things which would be different to their programme and they would want to work together to ensure the programmes did not clash.

Cllr Francis asked whether there would be trustees.

Ms Glahome said they were proposing to take on the leasehold and needed to discuss this with Leeds City Council. It would need to stand on its own as a business and there would be a board of trustees.

Chair said that Council could be assured of Venue 21's ability to run the Civic Centre. He said he was convinced that this was the project that Otley Town Council should be supporting.

Resolved: **that Otley Town Council support Venue 21's bid to re-open the Civic Centre**

140. Accounts Paid

To: All Members of the Town Council

From: Executive Officer

Accounts Paid

Aug-14

General Accounts

<u>DETAIL</u>	<u>NEW CODE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
OCS GROUP-SANITARY DISPOSAL	4057	12.48	2.08	10.40
YPO-COPIER PAPER	4013	42.96	7.16	35.80
HOLDSWORTH-BUTTERCROSS REPAIRS	4050	192.97		192.97
PARKERS PROMOTIONAL-TDF MERCH	4194	1023.06	170.51	852.55
N POWER	4050	40.03	1.91	38.12
BANG ON TDF MUSIC	4187	150.00		150.00
CATAPULT YORKSHIRE WEEK LEAFLET	4135	572.00		572.00
ELAS LTD-EMPLOYMENT LAW CONSULT	4040	178.80		178.80
YORKSHIRE SAX CHOIR TDF	4187	300.00		300.00
OTLEY ROAD SAFETY COMMITTEE	4180	500.00		500.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	3.00		3.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00
LAND REGISTRY LONDON	4014	6.00		6.00

A PARKER TDF MUSIC	4187	150.00		150.00
TINA KELLY-TDF BIKES WINNER	4187	60.00		60.00
CAMBRIG COMPUTERS-TDF LEAFLETS	4187	282.40	14.00	268.40
NEWSQUEST MEDIA-YORKS CYCLING MAG	4194	50.70		50.70
SHIRE LEASING-PHONE SYSTEM	4011	324.19	54.03	270.16
WYPF-PENSION PAYMENT FOR JULY	4000	1272.41		1272.41
ON SCREEN - WEB SUPPORT	4021	50.00		50.00
HMRC PAYE FOR JULY	4000	1686.72		1686.72
HMRC PAYE FOR JULY	4053	99.36		99.36
LAWRENCE ROSS-TDF GOODS	4187	266.32		266.32
TIM WILKINSON-FLAG POLES	4125	46.82		46.82
ELAS LTD-EMPLOYMENT LAW CONSULT	4040	178.80		178.80
CAMBRIG COMPUTERS-LEAFLETS	4187	713.17	64.00	649.17
CATAPULT -VOICE YOUR CHOICE	4186	850.00		850.00
SOUTHERN ELECTRIC	4052	125.25	20.87	104.38
BES ELECTRIC	4155	73.80	3.51	70.29
BNP PARIBAS LEASING	4011	829.07	138.18	690.89
NIDDERDALE LANDSCAPES-WALL REPAIR	4186	2000.00		2000.00
YORKSHIRE WATER	4052	150.72		150.72
YORKSHIRE INTERNAL AUDIT	4017	295.00		295.00
N POWER	4050	71.30	3.40	67.90
ST JOHN'S AMBULANCE-FOOD & DRINK FESTIVAL	4135	475.00	79.20	395.80
NIGEL GILL	4120	200.00		200.00
ADMIN SALARIES	4000	6653.01		6653.01
TOILET STAFF SALARIES	4053	2645.12		2645.12
ROYAL BRITISH LEGION -OTLEY WW1	4136	103.69		103.69
		22746.15	558.85	22187.30

To: All Members of the Town Council

From: Executive Officer

Accounts Paid

Sep-14

General Accounts

<u>DETAIL</u>	<u>NEW CODE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NETT</u>
IMS SOUTHERN-FRANKING MACHINE HIRE	4011	24.00	4.00	20.00
BASIL HOULDSWORTH-OWL DECOYS	4052	72.60	12.10	60.50
BASIL HOULDSWORTH-BARRIER REPAIR G/HILL	4174	283.44	47.24	236.20
COURTHOUSE ROOM HIRE	4135	42.00		42.00
CANNON-TOILET CONSUMABLES	4057	134.40	22.40	112.00
OTLEY PARTNERSHIP-YORKSHIRE DAY	4135	105.00		105.00
OTLEY PARTNERSHIP-Tour de France	4187	601.35		601.35

CDA ADVERT-OTLEY MATTERS	4182	2096.00		2096.00
YORKSHIRE WATER UNIT 11 SUPPLY	4155	47.42		47.42
CAMERA CLUB	4187	200.00		200.00
PETTY CASH	T/F	200.00		200.00
ROYAL MAIL OTLEY MATTERS	4182	873.06	145.51	727.55
ASSOCIATED WASTE	4160	21.34	3.56	17.78
YPO-TOILETS MOP HEADS/GLOVES	4057	15.34	2.56	12.78
PARKERS PROMOTIONAL-TDF MERCH	4194	454.26	68.16	386.10
WYPF-PENSION PAYMENT FOR AUGUST	4000	1272.41		1272.41
ON SCREEN	4021	50.00		50.00
HMRC-PAYE FOR AUGUST	4000	1858.92		1686.72
HMRC-PAYE FOR AUGUST	4053	0.00		172.20
ELAS LTD- EMPLOYMENT LAW CONSULT	4040	178.80	29.80	149.00
BRADFORD WASTE CHASERS-SHREDDING	4160	32.40	5.40	27.00
OCS- TOILET CONSUMABLES	4057	87.60	9.60	48.00
OCS- TOILET CONSUMABLES	4160	0.00	5.00	25.00
LEEDS CC-BRASS BAND CONCERT CONTRIB	4181	300.00		300.00
DIRECTIONS PLANNING CONSULT-LEEDS CORE	4191	375.00		375.00
LEEDS CAB	4180	2500.00		2500.00
TATTON SETTLED ESTATES	4150	3660.00	610.00	3050.00
LEEDS CAB	4171	4000.00		4000.00
DATAPHILES	4021	75.00	12.50	62.50
BEN WHITEHEAD-MTCE GALLOWS HILL	4174	100.00		100.00
OTLEY SPORTIVE-LUKE MINSHALL-ROLLER RACING	4187	70.00		70.00
ASSOCIATED WASTE	4160	4.28	0.71	3.57
N POWER	4155	15.30	0.73	14.57
CANNON	4057	57.60	9.60	48.00
BES ELECTRICITY	4155	80.48	3.83	76.65
PKF LITTLEJOHN- External Auditor	4017	1560.00	260.00	500.00
PKF LITTLEJOHN- External Auditor	510	0.00		800.00
NIGEL GILL	4120	200.00		200.00
ADMIN SALARIES	4000	6608.41		6608.41
TOILET STAFF SALARIES	4053	2756.26		2756.26
		31012.67	1252.70	29759.97
ALLOTMENTS				
YWA GALLOWS HILL	4200	246.92		246.92
YWA	4200	81.04		81.04
		327.96		327.96

To: All Members of the Town Council
Accounts Paid

From: Executive Officer
Oct-14

General Accounts

IMS SOUTHERN-FRANKING MACHINE HIRE	4011	24.00	4.00	20.00
PARKERS PROMOTIONAL TDF	4194	227.99	16.14	211.85
KORKS MAYORS BUFFET	4125	750.00		750.00
PITNEY BOWES FRANKING MACHINE	4019	516.00	1.00	515.00
GRAPHIC SIGNS PAVEMENT SIGN	4010	142.74	23.79	118.95
BT INTERNET	4021	113.40	18.90	94.50
OTLEY ACTION FOR OLDER PEOPLE PAT TEST	4050	50.00		50.00
PITNEY BOWES POSTAGE	4019	26.00	1.00	25.00
LOO OF YEAR AWARD	4053	168.00	28.00	140.00
WYPF - PENSION PAYMENT FOR SEPT	4000	1272.41		1272.41
ELAS LAW CONSULTANTS	4040	178.80	29.80	149.00
PITNEY BOWES POSTAGE	4019	26.00	1.00	25.00
ON SCREEN-WEB SUPPORT	4021	50.00		50.00
HMRC- PAYE FOR SEPT	4000	1849.72		1740.12
HMRC- PAYE FOR SEPT	4053	0.00		109.60
COMPUTER RECYCLERS LAPTOPS WORK CLUB	4010	945.00	157.50	787.50
PITNEY BOWES POSTAGE	4019	106.00	1.00	105.00
OTLEY IN BLOOM	4170	2000.00		2000.00
OCS GROUP PAPER TOWELS	4057	57.60	9.60	48.00
EDS TURNSTILES	4054	11280.00	1880.00	9400.00
WHARFDALE GLASS OFFICE WINDOW REPAIR	4050	177.48	29.58	147.90
N POWER	4125	13.56	0.65	12.91
BES ELECTRICITY	4155	112.06	5.34	106.72
YORKSHIRE WATER-TOILETS	4052	1080.05		1080.05
BASIL HOULDSWORTH FLY TIPPING REMOVAL	4174	134.64	7.00	35.00
BASIL HOULDSWORTH	4052	0.00	15.44	77.20
WINPENNY PHOTOGRAPHY-AGM PHOTO	4125	180.00		180.00
BT	4012	525.18	87.53	437.65
PRINCE HENRY'S PLAYDAY WESTON LANE	4183	712.50		712.50
IMS SOUTHERN-FRANKING MACHINE HIRE	4011	24.00	4.00	20.00
ADMIN SALARIES	4000	6830.51		6830.51
TOILET STAFF SALARIES	4053	2309.74		2309.74
NIGEL GILL	4120	200.00		200.00
		32083.38	2321.27	29762.11

ALLOTMENTS

YWA INGS LANE	4200	104.68		104.68
SKIP INGS LANE	4201	270.00	45.00	225.00
IDA SERVICES	4201	195.4		195.4
YWA MYERS CROFT	4200	611.76		52.13
YWA POOL RD	4200			246.92

YWA RIVERDALE	4200			312.71
YWA STATION RD	4200	75.35		75.35
		1257.19	45.00	1212.19

Resolved: **that the accounts paid be approved**

141. Impact Assessment

Cllr Morris advised that at the last meeting of Committee, three quotes received for the Impact Assessment had been discussed and Committee had proposed to support the 2nd quote for £8k, subject to meeting with the consultants. This meeting had now taken place and it had become apparent that they had over promised on their quote. The revised quote (for around £20k) was not possible under any budget we have. Cllr Morris said he believed the best way forward was to work with developers and get them to do preparatory work before building takes place and look at traffic impact of their development. He suggested that himself, Cllr Evans, Cllr Eveleigh and Cllr Vickers meet with the landowners for the east of Otley development to work with them to commission an impact assessment.

Cllr Francis said he believed that any impact assessment should be carried out independently.

Cllr Morris said he agreed and his proposal was to use the £5k the Council had already committed and ask the developers to provide funding for an independent survey.

Cllr Campbell said that at the moment we were only talking about a traffic impact assessment and any developer would be reluctant to fund a survey that took into account their development and others which they had no control over. He said it would be better if, through the Neighbourhood Plan process, we could look at housing impact and how we are trying to shape that development.

Cllr Evans said that Persimmon Homes were members of the Neighbourhood Plan Steering Group and that there was nothing to lose in asking them for the money.

142. Land Matters

The Executive Officer advised that a copy of the land registry notice of completion had been received and the Town Council were now the official registered owners.

143. Bicycle sculpture

The Executive Officer's report is attached.

Resolved: **that the recommendations contained in the Executive Officer's report be accepted, that:**

- 1. Members agree on the principle of the sculpture**
- 2. Council accepts, in principle, responsibility for the ownership, insurance and maintenance of the sculpture**

144. 965 Bus Service

The Executive Officer confirmed that a letter had been received from First Bus in which they confirmed that a review of the decision to re-route the 965 bus service was being undertaken.

Resolved: **to chase the matter up if a response is not received by the 23rd December 2014**

145. Benches

The Community Development Officer's report is attached.

Resolved:

- 1. to commission/undertake a detailed town-wide survey of all the benches throughout the Town, recording locations, numbers, ownership, whether they do or do not have a memorial dedication and whether they do or do not require repair or maintenance work**
- 2. For the Town Council to develop a policy with regards to benches on the highway**

146. Television Screen

The Community Development Officer's report is attached.

Resolved:

to purchase and install a television screen in the community window of the Otley Core Resource Centre.

147. Weston Lane Youth Centre

The Leeds City Council Executive Board paper on the future of the Weston Lane Youth Centre was circulated prior to the meeting.

Cllr Campbell said that it had been promised on a regular basis that the outstanding repairs would be done. We don't wish to lose a community facility on the Weston Estate. He said he felt it was important that the community has this facility and Leeds City Council should spend the same as is spent in other areas of Leeds and we should put on record our strong opposition to the closure of this building.

Chair said there was potential for the building. He said it was very difficult to hire the building and he knew of groups who have given up bothering.

Members supported sending a message to Leeds City Council seeking retention of the building.

148. Ideal Standard

Chair said Members were aware that Ideal Standard had announced the potential closure of their Ilkley Road plant. He had met with the Director of HR and all indications were that it would close.

Resolved: that the Executive Officer send a letter to the Managing Director of Ideal Standard saying how much the Town Council values their service in the town

149. Mayors for Peace

Chair reported that he had recently attended a meeting of Mayors for Peace in Manchester. The intention was to establish a UK and Ireland Charter and to do that they are suggesting that a payment be made. Town Councils would pay less than City Councils and it was expected that it would cost around £60 per annum. It was agreed that when the UK and Ireland Charter was established the Town Council would pay this sum.

Chair.....