



# Steeton with Eastburn Parish Council



## Minutes of the meeting held at the Bowling Pavilion, Steeton, Wednesday 13 January 2010 at 7.30 p.m.

**Present:** Councillors Mullen (Chairman), Blagden, Emmott, Hargreaves, Lambert, Mitchell, Pickard, Townend and Thompson.

**In attendance:** Mrs C. Brown, Clerk

0 Members of the public, 1 Member of the Press

PC Southgate (until 7.45p.m)

10/001 Apologies  
None

10/002 Declaration of Interest  
None

10/003 Minutes  
Resolved: That the minutes of the council meeting held 2 December 2009 are approved as a true record and signed by the Chairman subject to the following amendment: Minute 09/208 should read Councillor Lambert reported that to progress the scheme clarification of proposals will need to be considered and concept designs drawn up.  
Resolved: Councillors Lambert and Mullen will source alternative quotes for the provision of consultants services for preparing initial proposals and concept drawings.

The Clerk's report on action taken and information received on items discussed at the meeting held 2 December 2009 subject to the following amendment:

Minute Number	Action/Information
09/194	Note: The Clerk has kept the website updated with grant decisions.
09/206	Bruce Andrews, Highways, is considering the marking out of parking bays on Mill Lane. The Chairman and the Clerk attended the Keighley Area Committee meeting on 17 December 2009. The Clerk gave a Powerpoint presentation outlining the projects that the Area Initiatives funding has been spent on.
09/207	The contracts between Yorventure and WREN and the parish council were sent off. An information memo was delivered to all properties on Sun Street and also properties overlooking the Eastburn site.
09/209	The contractor has been instructed to spend 3 days removing the ivy from the planting areas at the Memorial Garden.
09/214	The new schedule of meetings to April 2010 has been uploaded on to the website.
09/215	The Clerk has booked a place at the SLCC regional conference in Harrogate in September 2010.
09/219	The Clerk has informed Suzan Hemingway of her availability in January for a meeting regarding Code of Conduct training. The Clerk has contacted the Agent for the Land at Ash Grove and agreed that the land will be marketed in early spring 2010. The Clerk has also requested that marketing material is available for the February parish council meeting.
09/220	The council's comments regarding the planning applications considered were sent to the Planning Department.
09/221	The white lining of High Street was reported to highways again. A card was delivered to the street cleaner to thank him for his work over the last twelve months. The letter from a local resident complaining about the state of the pavements was forwarded to Highways. A response confirming that repairs are in the budget for 2009/10 was sent to the resident. The faulty lamps were reported to Street lighting.

- 10/004 Police Issues  
 i) Police report.  
 PC Southgate attended the meeting and circulated copies of the NPT newsletter showing the crime figures for the area and the NPT priorities for the area of speeding vehicles on Skipton Road and Keighley Road and vehicles parking on Thornhill Road. PCSO Walton has been tasked with monitoring the parking of vehicles on Thornhill Road and has posted advisory notices on vehicles. Vehicles causing an obstruction will be ticketed.  
 Concerns were also expressed about parking on East Parade close to the junction with Skipton Road and on Main Road, Eastburn. The parking on Main Road is probably a result of the road works on Green Lane and Lyon Road. The police are also monitoring taxis parking up in the villages and are in discussions with the operators.  
 ii) Speedwatch Initiative: Carried out on 5 December 2009 and 7 vehicles were reported for exceeding the speed limit. PC Southgate asked for more speedwatch volunteers.  
 iii) Reports for communication to the police: None
- 10/005 Bowling Pavilion:  
 The replacement of the broken storage heater at the bowling pavilion was discussed.  
Resolved: The Clerk will consult with the electrician and the Parks and Landscapes Department and provide costs for the replacement of the heater for the February meeting.
- 10/006 Recreational Spaces  
Eastburn Playing Field:  
 i) Councillor Pickard gave a report of the Trustees of Eastburn Playing Field Association meeting held 6 January 2010. The reformed Steering Group will meet at Eastburn School on 4 February at 7.00p.m.  
 ii) The Clerk reported that the contractors had started on site on 4 January 2010. To date the contractors have made good progress rebuilding the northern boundary wall, have removed the old play equipment and have started on marking out the access path to the bike area.  
 iii) A briefing paper showing the budget for the play area which had been circulated previously was discussed.  
Resolved: The budget for the play area project was approved. The decision on the artworks for the site will be deferred until the project is nearing completion.  
 iv) Councillor Pickard gave a report of the visit to Pennine Forge to look at examples of the forge's work.  
Resolved: Pennine Forge will be commissioned to manufacture the entrance gate and barrier, the curved seat and two additional benches for the site.  
 The payment of an interim amount to Pennine Forge for materials and expenditure was discussed.  
Resolved: To pay 25% of the contract cost as an interim payment, subject to the receipt of an invoice and confirmation that the council can legally make such a payment.  
Keighley Road Recreation Ground:  
 v) The emails from Parks and Landscapes regarding the entrance to the site were discussed.  
Resolved: The Clerk will liaise with the Technical Officer, Parks and Landscapes Department, and report back to the council.  
Cleaning and Maintenance Contract:  
 vi) The draft contract for 2010/11 and the advertisement were discussed.  
Resolved: The contract and advertisement were approved. The advertisement will be posted in the parish council notice-boards and website.
- 10/007 Community Facility  
 Councillor Lambert gave an update from the Implementation Group.  
 The group has been looking in to procuring the services of a consultant to undertake the feasibility study and have the details of three possible candidates with the details of another two potential candidates being sought. A briefing paper to inform the potential candidates of the requirements of the study will be drafted and the candidates interviewed. Concerns were again expressed as to the need for a community facility. The feasibility study will clarify the type of building, if any, is needed in the village and will take in to account all the existing facilities.  
Resolved: The Community Facility implementation group will draft the brief for the potential candidates and interview the candidates. A recommendation regarding the procurement of consulting services, having due consideration for best value, will be brought to the March parish council meeting for a decision.
- 10/008 Footpaths and Rights of Way  
 i) The reply from the Rights of Way Officer regarding the informal footpath between Dale Crescent and Skipton Road was discussed.  
Resolved: The Clerk will write to the local resident and inform her that as the path is in private ownership all negotiations should be directly between the owners of the path and Bradford Council.  
 ii) The reply from the Rights of Way Officer regarding the footpath between Sycamore Grove and Main

Road, Eastburn was discussed.

Resolved: A request will be made to the Area Committee for improvements to the path in the next financial year. The Clerk will inform residents of the replies from Bradford Council in the next newsletter.

10/009 Transport Issues

Councillor Mullen reported on the successful grant application for funds to improve the pedestrian access at Steeton and Silsden station and that the project should now be able to go ahead.

10/010 Thornhill Road Development

i) Councillor Mullen reported that the pillboxes on the site have been listed.

ii) The email from a local resident regarding monitoring of the improvements to the junction between Thornhill Road and Skipton Road by the parish council was discussed.

Resolved: The Clerk will reply to the resident outlining the Section 106 agreement and informing him of the work put in by members of the council in opposing the planning application.

10/011 Highways issues

i) The email from a local resident regarding resident only parking on Thornhill Road was discussed.

Resolved: The Clerk will reply to the resident informing him that Councillors Mullen and Mallinson will contact him to discuss the issue.

ii) The proposed waiting restrictions on Steeton Hall Gardens were discussed.

Resolved: The Council supports the proposed traffic regulation order on Steeton Hall Gardens.

iii) The email from a local resident regarding the positioning of the speed indicators was discussed.

Resolved: The Clerk will reply to the resident informing him that the flashing speed signs are temporary data collection instruments that will inform the need for permanent signs which will be located at the entrance to the villages if they are installed.

The Clerk will also put this information on the website.

10/012 Annual Parish Meeting

The date of the Annual Parish meeting was discussed.

Resolved: The date of the Annual Parish Meeting was set at 21 April 2010 at Eastburn School, subject to availability of the room.

10/013 Power of Wellbeing Training

The provision of training for all councilors at a cost of £30 per councilor was discussed.

Resolved: To undertake Power of Wellbeing Training provided by YLCA.

The date suggested for the training was 2 March 2010. The Clerk will contact YLCA to see if this date is available.

10/014 Budget proposals 2010/11

i) The email from a local resident regarding the proposed increase in precept for 2010/11 was discussed.

Resolved: The Clerk will reply to the resident informing him of some of the activities of the council and the large amount of money it has secured for the benefit of the community over the last twelve months.

ii) The 2<sup>nd</sup> draft budget for 2010/11 was discussed.

Resolved: The budget paper was approved (Appendix 1) and the precept for 2010/11 was set at £25,246 representing a payment of £17.88 per Band D household per annum.

iii) The precept request form was completed.

Resolved: The Chairman signed the precept request form which the Clerk will forward to Bradford Council.

10/015 Finance

i) The letter from YLCA informing the council of increases in the subscriptions for 2010/11 was noted.

ii) The Cash Book to 31 December 2009 was discussed.

Resolved: To accept the Cash Book to 31 December 2009 (Appendix 2)

iii) Accounts for payment

Resolved- That the accounts below are paid and the receipts and account balances be noted.

Community Account						
				Opening Balance		£25,437.61
Date	Cheque/Ref	Payee	Details	Receipts	Payments	
1 December 2009	C0000518829	HM Government	*War Bond Dividend	£17.50		
13 January 2010	100716	Paul Waite Associates	Flood Risk Assessment		£460.00	
13 January 2010	100717	Inland Revenue Only	Tax and NI		£224.40	

13 January 2010	100718	Walker Office Products	Stationery		£93.81
13 January 2010	100719	C. Brown	Laptop, software, projector, mobile internet access £963.02, Additional software £97.86, Newsquest (delivery of newsletter) £29.67, Salary adjustment £4.45, Travelling expenses (Pennine Forge) £17.20.		£1112.20
13 January 2010	100720	Kay Jay Print	Newsletter		£229.00
13 January 2010	100721	BCEP	VAT on cheque no.100708		£825.00
13 January 2010	100722	VisionICT Ltd	Website hosting services 2010/11		£352.94
13 January 2010	100723	Bradford Council	Photocopying		£9.54
13 January 2010	292	Steeton Football Club	* Annual lease	£0.05	
13 January 2010	293	Steeton Bowling Club	* Photocopying of archive documents	£4.35	
31 January 2010	SO	C. Brown	Salary		£613.27
			<b>Closing Balance</b>		<b>£21,539.35</b>

\*Invoices and receipts received after publication of the agenda

Business Base Rate Tracker Account					
			<b>Opening Balance</b>		<b>£60,203.62</b>
Date	Cheque/Ref	Payee	Details	Receipts	Payments
			<b>Closing Balance</b>		<b>£60,203.62</b>

10/016

Litter Bins in the Thornhill Road area

Councillor Lambert informed the council of a request for some litter bins in the Thornhill Road area. Resolved: The Clerk will make a request to Cleansing, Bradford Council to provide a litter bin to be located on the green between Currer Walk and Gamel View.

10/017

Bradford Council Minutes

No reports

10/018

Correspondence (For information and to inform future agendas)

- o Bradford Council: Partnership Post (Circulation envelope)
- o Eastburn School Newsletters (Circulation envelope)
- o Steeton School Newsletters (Circulation envelope)
- o White Rose Update (Circulation envelope)
- o Lord Mayor's Appeal newsletter and events (Circulation envelope)
- o NALC E-bulletin (Circulation envelope)
- o YLCA: Notification of an increase in membership subscriptions for 2010/11
- o Bradford Council: Schools admissions changes (None in Steeton or Eastburn) (Circulation envelope)
- o Training attendance certificates for Councillor Hargreaves and the Clerk
- o Keighley Area Planning Panel minutes 8.10.09 & 12.11.09 (Circulation envelope)
- o Keighley Area Committee Minutes 23.11.09 (Circulation envelope)
- o Official Christmas Cards (Circulation envelope)
- o NHS Bradford and Airedale: Consultation document on health and social care services for Keighley and the surrounding rural areas including Steeton: The Clerk has invited a representative to attend the February meeting to brief the council.

10/019

Planning Matters

i) Local Development Framework Documents: Waste Management consultation document (Circulated to members by Bradford Council).

ii) Local Development Framework Comments: Comments regarding the Waste Management consultation document for submission to the LDF team.

Resolved: The Clerk will forward the comments drafted by Councillor Lambert to the LDF team.

iii) Planning Applications to be considered:

a) 09/05965/HOU, Construction of first floor extension on top of existing garage and utility room and re-render the whole building and replace all existing timber doors and windows with like for like UPVC wood effect at 51 Parkway, Steeton.

Resolved: The council will support the decision of the Planning Officer.

iv) Planning decisions to be noted:

Granted:

a) 09/04542/FUL, Residential development of two dwellings at Land to South of 13 Ash Grove, Steeton.

Refused:

a) 09/04778/FUL, Construction of bungalow with detached garage and landscaping at Land west of 89-115 Thornhill Road, Steeton.

v) Appeal Notifications: None

10/020

Member's Community Reports (For information and inform future agendas)

- A local resident requested improvements to the Christmas lights. It was suggested that the resident forms a committee to look at the provision of Christmas lights in the parish.
- A Health Trainer from Ilkley is interested in the Steeton Walking for Health group. The clerk will make contact with the trainer.
- The parking of vehicles close to the junction between St Stephens Road and Skipton Road has been reported to the police.
- A request for a grit bin on Greenfield Gardens: Councillor Pickard will inform the residents of the Area Committees' grit bin initiative and recommend that the residents contact the office directly.
- Concerns about parking on Summerhill Lane should be addressed directly to the police if cars are causing an obstruction.

To note the date of the next meeting: **Wednesday 10 February 2010**, 7.30 p.m. at the Bowling Pavilion, Steeton.

There being no further business the Chairman closed the meeting at 9.30 p.m.

Chairman..... Date: 10 February 2010