



## Steeton-with-Eastburn Parish Council

### The Minutes of the Meeting held at the Bowling Pavilion, Steeton, Wednesday 2 December 2009 at 7.30p.m.

Present: Councillor Mullen (Chairman), Councillors Mrs. Blagden, Mrs Emmott, Hargreaves, Lambert, Mrs Pickard, Mrs Townsend and Weller (until 9.00p.m).

In attendance: Mrs. C. Brown, Clerk.  
 0 Members of the public, 1 Member of the Press (until 9.15p.m.)  
 Councillors Mallinson and Kelly, Craven Ward Councillors (until 9.10p.m.)  
 Sgt. Beecroft and PC Southgate (until 8.00p.m.)  
 Mr B. Dunwoodie, Craven Ward Co-Ordinator (until 8.30 p.m.)

09/201 Apologies  
 Apologies were sanctioned from Councillors Mitchell and Mrs Thompson.

09/202 Declaration of Interest  
 Councillor Pickard declared a personal interest in planning application 09/05316/HOU, Conservatory at Springfield Lodge, Sutton Lane, Eastburn, as a near neighbour.

09/203 Minutes  
Resolved- That the Minutes of the Council Meeting held on 4 November 2009 and the Staffing Committee Meeting held 19 November 2009 are approved as true records and signed by the Chairman.  
 The clerk's report on action taken and information received on items discussed at the meeting held 4 November 2009:

Minute Number	Action/Information
	Note: Planning permission for the Land at Ash Grove has been granted and the agent will now proceed with the sale of the land as previously agreed.
09/144	The lockers for the bowling pavilion were delivered on 25 November.
09/174	Highways have inspected the water flowing down Cartmel Lane across Chapel Road. If a gully was put in at the bottom of Cartmel Lane then it would continually silt up with debris from Dale Crescent and Cartmel Lane.
	Highways reported that the hedge on the east side of the junction of Skipton Road and Thorn hill Road is the responsibility of the householders that front Skipton Road and is currently not restricting sight lines.
09/177	The electrician has agreed to install the Christmas lights on Mill Lane at the end of November.
09/179	The Clerk sent the signed agreement for the Ward Investment Fund and £10,000 has been received and banked.
09/180	The Clerk sent the comments regarding the footpaths to the Rights of Way Officer. The Rights of Way Officers will work with the landowners to keep the position of the footpaths on the legal route.
09/181	The contractor has been instructed to construct the 3 <sup>rd</sup> raised bed at the Rose Garden, Eastburn. He has also moved one of the benches from the footway outside the bowling green and the Clerk has ordered a litter bin to be placed next to the remaining seat.
09/184	The Clerk informed Bradford Council of the decision regarding the red telephone box. The planning department, Bradford Council, is co-ordinating the adoption or removal of the boxes across the district.
09/192	Further information regarding the pilot grit bin scheme was requested from the Area Co-Ordinator.
09/194	The request for parking spaces to be marked out on Mill Lane was forwarded to Highways.

Pursuant to minute 09/174: Councillor Hargreaves has investigated the source of the water flowing down Cartmel Lane and passed the details on to the clerk.

Pursuant to minute 09/192: Councillor Mullen informed members of the decisions of the Area Committee regarding the provision of community grit bins. Bradford Council provides the bin on roads that have an inclination of more than 1:10. The community is thereafter required to maintain the bin and pay for them to be filled at a cost of £35 per bin.

09/204 Police Issues  
 i) Police report.

Sgt Beecroft attended the meeting along with PC Southgate and circulated copies of the NPT newsletter showing the crime figures for the area and the NPT priorities for the area of speeding vehicles and anti-social behaviour at the Bowling Green. It was reported that the overall crime figures are down. The Bowling Green may be removed as a local

priority at the end of the month as extensive patrolling has not identified a problem at the moment. Speedwatch has been carried out and Sgt Beecroft thanked the local volunteers for their commitment to this initiative. Parking on Thornhill Road and the non compliance of the Chapel Road one-way system will be monitored. A report of taxis parking on Chapel Road and at the railway station will be monitored. Civil enforcement wardens have patrolled around Steeton School at peak times. Sgt Beecroft also addressed items of correspondence sent to the parish council that were also of concern to the police.

ii) PACT Report: Councillor Blagden reported that she had informed the NPT of problems with taxis parking in the area.

iii) Reports for communication to the police:

- An email from a local resident about parking and speeding issues was passed on to the police.

09/205

#### Reports from Invited Guests:

Mr Bernard Dunwoodie, Craven Ward Co-Ordinator, attended the meeting and outlined his background and role in supporting the work of parish councils in the Craven and Keighley Central wards. The restructuring of the Area Co-Ordinator's office means his work is with the ward officer team, a multi-agency group that he chairs. The group meets every 6 weeks to look at local issues and concerns identified in action plans and tries to find solutions and deliver results. Mr Dunwoodie also asked the council to support a grant application to LEADER to make up the shortfall in funding for the pedestrian access improvements at Steeton and Silsden station. The funding bid will be in the name of the parish council and any grant awarded will be lodged in the parish council's bank account. This project meets the LEADER criteria and is for match funding for the £40,500 already secured. An award of this funding would mean that the project could be completed before March 2010.

There is an issue with a track on Pot Lane where pedestrians are put at risk. Mr Dunwoodie confirmed that bollards can be installed along the track to prevent vehicular access and improve the safety of pedestrians.

Resolved: To submit a grant application to the LEADER fund for the shortfall in the money needed to complete the pedestrian access improvements at Steeton and Silsden station.

09/206

#### Area Initiatives Funding

i) The submissions made by the Clerk to the Area Co-Ordinator regarding spending against the Area Initiatives Funding K2008-09.6 + K2008-09.59 were discussed.

Resolved: To approve the submissions for spending against the Area Initiatives Funding K2008-09.6 + K2008-09.59

ii) The presentation of evidence of benefit from Area Initiative Funding at the meeting on 17 December 2009 was discussed.

Resolved: Councillor Mullen and the Clerk will attend the Area Committee meeting to present the evidence of benefit from Area Initiative Funding.

09/207

#### Eastburn Playing Field

i) The signing of the contracts between the parish council, WREN and Yorventure.

Resolved: The Chairman is authorised to sign the two copies of the contract with Yorventure on behalf of the council, one of which will be retained by the council for reference and one will be returned to Yorventure.

The Clerk reported a minor error in the contract between the parish council and WREN regarding the timing of payment of the grant. The Clerk has agreed with WREN to amend the document before the signed copy is returned to WREN.

Resolved: The Clerk is authorised to sign the two copies of the contract with WREN on behalf of the council, one of which will be retained by the council for reference and one will be returned to WREN.

ii) Update on the works removed from the Landscape Engineering contract: The Clerk circulated the Landscape Architects instruction showing the work agreed to be completed by Landscape Engineering Ltd, commencing 4 January 2010 and explained that the works that have been taken out will still be completed but by an alternative contractor.

Resolved: The Landscape Architects instruction was approved

iii) The signing of the contract with Landscape Engineering for the work they will undertake commencing 4 January 2010.

Resolved: The contract signed by the Clerk on behalf of the council will be forwarded to the contractor by Adele Adams, Bradford Community Environment Project.

iv) A decision has not yet been made by 'Groundworks' whether to award funds to Eastburn Playing Field Association.

v) Report on the turf cutting event held 23 November 2009: Councillor Pickard reported on the event which was attended by Y5 children from Eastburn Junior and Infant School, parish councilors, one ward councilor, Adele Adams, B CEP, Gavin Kelly, Landscape Engineering and Bernard Dunwoodie, Craven Ward Co-ordinator. The report will appear in the Keighley News published 3 December 2009.

vi) Information memo for residents close to Sun Street, Eastburn, announcing the start date and duration of the contract to be delivered with the December newsletter.

Resolved: An information memo will be delivered with the December newsletter to residents who live adjacent to the project site.

09/208

#### Parish Plan

Reports from the focus groups:

i) Community Facility: Councillor Lambert reported that to progress the scheme firm proposals will need to be considered and concept designs drawn up. An architect has already attended and offered to complete the RIBA stages A and B at an approximate cost of £3600. The work will include a review of alternative sites and basic concept designs. The architect is aware that their company may not be instructed to carry out detailed drawings as this will go through the usual tender process. Concerns were expressed that a community facility may not be used enough and it was felt that the feasibility process proposed may clarify the situation and be money well spent. It was suggested that an alternative quote for this initial work should be sought.

Resolved: Councillors Lambert and Mullen will source alternative quotes for the provision of architects' services for preparing initial proposals and concept drawings.

ii) Speedwatch Initiatives: Councillor Hargreaves confirmed that Speedwatch is ongoing.

iii) Footpaths and Rights of Way: Councillor Blagden is making enquiries about the unofficial footpath between Dale Crescent and Skipton Road. She has also asked the Rights of Way officer for a report on the condition of paths in the parish.

iv) Communication and website development: The Clerk has provided a training session for Councillor Pickard in updating the website. Councillor Pickard will work with the Walking Group to help them upload information on to their own web page.

- 09/209 Memorial Garden  
i) The cleaning of the memorial was discussed.  
Resolved: The cleaning of the memorial will be considered again when a price is forthcoming from Bradford Council.  
ii) The removal of ivy from the planting area on the road frontage of the memorial garden was discussed.  
Resolved: To instruct the contractor to remove the ivy from the beds to right of path at the Memorial Garden, as a trial, as per the quote received.

- 09/210 YLCA South Pennine Branch Meeting  
Councillor Mullen reported on the meeting held in Ilkley. The South Pennines branch has a significant number of members from Calderdale and Kirklees and issues in their area dominated the meeting. Parish councils in Calderdale and Kirklees do not have the same open relationship with the principal authority as parish councils in the Bradford area.

- 09/211 Keighley Stronger Communities Meeting  
Councillor Blagden reported on the meeting held 23 November 2009. The meeting was attended by between 20 and 30 representatives of groups. The issues discussed did not have a great deal of relevance to rural communities and no other parish councillors were in attendance.

- 09/212 Reporting of blocked gullies  
The advice note circulated by Councillor Mullen was noted.

- 09/213 Bowling Pavilion  
i) The current signed agreement between the parish council and the Bowling Club had been circulated for information and was noted.  
ii) The notes of the multi-agency meeting regarding the use of the bowling pavilion for youth outreach work were noted.  
iii) An example of a contract between young people and Bradford Youth Services regarding the use of a community space was circulated and noted.

- 09/214 Diary of Meetings  
The schedule of meetings for the period January 2010 to March 2011 was discussed.  
Resolved: To change the regular monthly meetings to the second Wednesday in the month commencing January 2010.

- 09/215 Training  
i) SLCC regional conference  
Resolved: The Clerk will book a place at the SLCC Regional Conference, Harrogate, September 2010, at a cost of £55 plus travelling expenses.  
ii) The provision of 'Power of Wellbeing' training for councillors and the clerk was discussed.  
Resolved: The Clerk will obtain some possible dates and the cost of providing 'Power of Wellbeing' training for councillors and the clerk.

- 09/216 Budget proposals for 2010/11.  
The amended draft budget was circulated to members showing the confirmed Tax Base number for 2010/11. The Clerk explained the format and content of the draft budget.  
Resolved: The draft budget was approved and the budget paper and precept request will be prepared by the clerk for the January meeting.

- 09/217 Finance  
i) Accounts for payment  
Resolved: That the accounts below are paid and the receipts and account balances be noted.

Community Account					
				Opening Balance	
				£334.69	
Date	Cheque/Reference	Payee	Details	Receipts	Payments
17 November 2009	Branch credit		Ward investment Fund	£10,000	
18 November 2009	BACS		Playbuilder Funding (1 <sup>st</sup> payment)	£22,000	
2 December 2009	100707	Vision ICT	Website upgrade-Parish Plan		£57.50
2 December 2009	100708	Bradford	Professional fees-Eastburn		£5,500.00

		Community Environment Project	Playing Field	
2 December 2009	100709	Bradford Council	Photocopying	£11.41
2 December 2009	100710	Walker office Products Ltd	Stationery	£27.22
2 December 2009	100711	J. Westbrook	Cleaning & maintenance-Invoice 105	£166.00
2 December 2009	100712	C. Brown	Refreshments at turf cutting event £15.00 (Chairman's Allowance), Key cutting £7.00, Smoke alarms and batteries £14.98, Salary adjustment £4.45	£41.43
2 December 2009	100713	D. Mullen	Travelling expenses	£7.20
2 December 2009	100714	J. Westbrook	* Cleaning & maintenance-Invoice 108	£166.00
2 December 2009	100715	FurnitureatWork	*Lockers-Bowling Club	£307.05
31 December 2009	SO	C. Brown	Salary	£613.27
<b>Closing Balance</b>				<b>£25,437.61</b>

\*Invoices and receipts received after publication of the agenda.

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

09/218

Bradford Council Minutes

No reports

09/219

Correspondence- (For information and inform future agendas.)

- o Bradford Council: Partnership Post (Circulation envelope)
- o YLCA: Confirmation that the planning fees and flood risk assessment does not need to be funded from Section 137.
- o YLCA: Temporary contact details during the office relocation
- o Neighbourhood Policing Team: Report from Civil enforcement on parking issues at Steeton School:Noted in Minute No 09/204
- o WY Police: Notification of the 2010 Explorer programme: Noted in Minute No 09/204 and the clerk requested a poster of the initiative.
- o Keighley Area Committee: Agenda 26 November 2009, Minutes 22 October (Circulation envelope)
- o WY Police: Survey of policing priorities: forwarded by email and hard copies to other members: Individual councillors have responded.
- o Keighley Town Council: Invitation to the Chairman to attend the Civic Service, 13 December 2009- Forwarded to the Chairman
- o HM Revenue and Customs: Invitation to 'Employer talk' seminar in Leeds 23 March 2010: The clerk has registered for a place
- o HM revenue and Customs: Reminder that the Employer Annual Return must be filed on-line.
- o Eastburn School Newsletter (Circulation envelope)
- o Email from a local resident regarding the parking of cars on the pavement. The Clerk has asked for specific times and locations to report to the police.
- o 'Relate' Request for funding (Circulation envelope)
- o Bradford Council, Children's Centres, Craven Update (Circulation envelope)
- o Bradford Council: Notification of the Christmas Carol Concert (Circulation envelope)
- o Bradford Council: Proposed new ESD School consultation (Circulation envelope)
- o Rural Action Yorkshire: Country Air (Circulation envelope)
- o Bradford Council: LDF Newsletter (Circulation envelope)
- o Mel Smith, Parks and Landscapes, Bradford Council: Email regarding making the entrance to Keighley Road Recreation Ground safer: The Clerk will contact Parks and Landscapes and Highways to discuss the options and costs and report back to the January meeting.
- o Legal and Democratic Services, Bradford Council: request for dates that are convenient for a meeting with Suzann Hemingway and parish clerks regarding Code of Conduct training: The Clerk will send the dates of the parish council meetings so that a meeting can be arranged.
- o David Hill: Copy of amended plans that have been agreed for planning permission by Bradford Council and a letter suggesting that the marketing of the land should be delayed to Spring 2010: The advice from the agent will be followed.

09/220

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: Councillor Lambert will circulate his comments to members and a response to the LDF team will be collated at the January meeting.

iii) Planning Applications to be considered:

a) 09/05012/HOU, Single storey extension at 6 Teal Court, Steeton.

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

b) 09/05316/HOU, Conservatory at Springfield Lodge, Sutton Lane, Eastburn.

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

c) 09/05434/HOU, Remove side extension and construct two storey side extension and single storey side extension at Eastburn House Farm, Green Lane, Eastburn.

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

iv) Planning decisions to be noted:

Granted:

a) 09/04312/HOU, Demolition of existing garage and construction of ground floor extension with detached garage at 1 Main Road, Eastburn.

Refused: None

v) Appeal Notifications:

a) 09/03026/HOU, Retrospective application for construction of greenhouse and timber staircase at Coach House, Knott Lane, Eastburn.

09/221

Clerk's salary and conditions of service for the financial year 2010/11

As there were no members of the press or public present at this point in the meeting there was no need to resolve to exclude them.

The recommendations of the Staffing Committee were discussed.

Resolved: The recommendations of the staffing committee were approved for the financial year 2010/11 as follows:

- The Clerk's salary will be increased by three scale points to Scale point 25 (Nationally agreed salary scales), to reflect the increase in responsibility of the clerk and the position of the role on the nationally agreed job specification profiles.
- The hours of work will be maintained at 15 hours per week.
- The Clerk will be reimbursed for 50% of Broadband costs, plus one quarter's phone line costs, all postage costs, and other out-of-pocket expenses as appropriate.

09/222

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

- White lines on High Street have not been repainted.
- A letter of appreciation will be sent to John Ashton.
- A letter of concern had been received by Councillor Blagden regarding the state of pavements for the users of mobility scooters. The letter will be forwarded to Highways.
- Councillor Lambert alerted the council to the minutes of the Keighley Area Planning Panel that the council intends to build a new car park to the east of the station. It was noted that there is a park and ride site identified on the UDP map (Adopted October 2005)
- No 3 and No 10 lamp standards on Lyon Road, Eastburn are not working.
- Footpath between Sycamore Grove and Main Road, Eastburn. The Rights of way Officer will be asked if the footpath, in principle, can be redesignated as a footway.

To note the date of the next meeting: Wednesday 13 January 2011, 7.30 p.m. at the Bowling Pavilion, Steeton.

There being no further business the Chairman closed the meeting at 10.05 p.m.

Chairman..... Date: 13 January 2010