



Steeton-with-Eastburn Parish Council

The Minutes of the Meeting held at the Bowling Pavilion, Steeton, Wednesday 4 November 2009 at 7.30p.m.

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

In attendance: Mrs. C. Brown, Clerk.
1 Member of the public (until 7.50p.m), 1 Member of the Press
PC Merifield and Special Constable Gaughan(until 8.00p.m.)

09/175 Apologies
Apologies were sanctioned from Councillors Miss Henson and Weller.
Apologies were noted from Councillor Kelly.

09/176 Declaration of Interest
Councillor Mullen declared a personal interest in Planning Application 09/04778/FUL, Construction of bungalow at Land west of 89-115 Thornhill Road, Steeton, as a near resident of Thornhill Road.

09/177 Minutes
Resolved- That the Minutes of the Council Meeting held on 7 October 2009 are approved as a true record and signed by the Chairman.
The clerk's report on action taken and information received on items discussed at the meeting held 7 October 2009:

Minute Number	Action/Information
	Note: There is currently a problem with uploading files and images on to the website. The service provider has sorted out this problem.
09/135	The Clerk has informed Bradford Council that the Christmas lights will be connected to the lamp standard on Mill Lane as in previous years. The Clerk is still looking at the best laptop available within the budget specified and at current operating systems and software.
09/144	The lockers and locker stand for the bowling pavilion have been ordered.
09/163	A meeting between the Chairman, Councillor Pickard, the Clerk and Youth services has been arranged for Monday 2 November 2009.
09/164	The Clerk has requested new photographs of all members of the NPT to update the website.
09/169	The booking form has been sent for the 'Employment Issues for Smaller Councils' training event to be attended by Councillor Hargreaves and the Clerk. The SLCC 'Paper Chase' training day is oversubscribed and the Clerk has not secured a place.
09/170	The Annual Return 2008/9 has been displayed in the notice-boards. There have been no requests for copies of the return or questions about the accounts. £135.00 has been vired from the Miscellaneous Provision budget to the Audit budget.
09/174	The flytipping of builders rubbish was reported to the Cemetery Manager. The Joint Transport Working Group meeting was postponed. The cars parked close to the corner of Dale Crescent were reported to PCSO Walton. The Clerk is waiting for a reply regarding the flow of water down Cartmel Lane and the hedge at the junction of Thornhill Road obscuring the sight lines.

09/178 Police Issues

i) Police report.
P.C. Merifield circulated copies of the NPT newsletter showing the crime figures for the area. NPT priorities for the area of speeding vehicles and anti-social behaviour at the Bowling Green will continue for the next month. At the PACT Meeting held 21 October the police were made aware of a taxi firm operating in the area and cars travelling the wrong way down Chapel Road. There will be a week of action between 20 and 26 November 2009 at Airedale General Hospital where police officers will carry out crime prevention activities.

ii) Reports for communication to the police:

- Cars are turning left from Barrows Lane in to Chapel Road which is a restricted road. The police will monitor this situation.

- The continued parking of vehicles on the corner on Thornhill Road is of concern and the imminent start of the large residential development will exacerbate this problem. .
- The police were asked to initiate dialogue with the developer of the residential development on Thornhill Road and enforce any obstruction caused by construction traffic

- 09/179 Eastburn Playing Field
 i) Update on funding for the play scheme and drainage- A briefing note that had been circulated to members (Appendix 1) was discussed and the Clerk clarified some points for members.
 ii) The signing of the agreement to release the Ward Investment Fund monies was discussed. The proposed start dates were amended to take account of the work possibly being postponed due to adverse weather conditions.
Resolved: The Chairman and Clerk signed the agreement with the amendments to the proposed start dates.
 iii) The interim payment of fees for the £55,000 Playbuilder funding, i.e. £5,500 plus VAT, to Bradford Community Environment Project subject to the receipt of an invoice was discussed.
Resolved: To make an interim payment for professional services carried out with regard to Playbuilder funding to Bradford Community Environment Project, subject to the receipt of an appropriate invoice.
- 09/180 Parish Plan
 i) Reports from the focus groups:
 - Community Facility: Councillor Mullen circulated a briefing note explaining the work that has been done so far by the implementation group. The group have looked for sites within the villages and decided that the only suitable site is on land adjacent to the Bowling Green as it is owned by the parish council and is centrally located within the two villages. An architect with experience of the design of community buildings had visited the site and will give an initial response to proposals within the next two weeks. A feasibility study of the project with more detailed proposals will be available within 3 months. There will be extensive local consultation when firmer proposals are available. The initial consultation by the architect is at no cost to the parish council.
 - Speed-watch initiative: Councillor Hargreaves and PCSO Walton have carried out speedwatch during the last month and more are planned at different locations throughout the villages.
 - Footpaths and Rights of Way:
 - i) Councillor Blagden reported on a meeting with Rights of Way Officers, Bradford Council. The Officers welcomed the report on the footpaths compiled by Councilor Blagden and confirmed that the minor repairs outlined can be dealt with. More extensive work including new signs and repairs to stiles will be included on the list of work to be carried out when funds are available. The Officers are also willing to help with the production of a leaflet or book of walks.
 - ii) Questions asked by the ROW Officers regarding improvements to local footpaths were discussed.
Resolved: The parish council would prefer that the position of the legal paths is adhered to and that the maintenance of the paths is enforced.
 - Communication and website development: Councillor Pickard reported that she had met with Councillor Blagden and had been updated on information about Steeton Walking Group. The information will be uploaded on to a community page on the parish council website.
- 09/181 Rose Garden
 The quote for the construction of a third raised bed at the Rose Garden was discussed.
Resolved: The contractor will be instructed to construct a third raised bed at the Rose Garden as per the quotation. The funds will be taken from Parish Plan Implementation budget.
- 09/182 Parish Council Liaison Meeting
 Councillor Mullen reported on the meeting held 14 October 2009. The electronic consultation of planning applications was discussed again and Councillor Naylor informed the meeting that there may be some money available to provide IT hardware to be able to use the system. Councillor Elsmore circulated copies of a NALC briefing note on the Power of Wellbeing. The ability to purchase of an Ordnance Survey license has been extended to parish councils and it was suggested that this cost be included in the budget for 2010/11.
- 09/183 Neighbourhood Forum Meeting
 Councillor Mullen reported on the meeting held 27 October 2009. Tracy Laycock, In-Communities, attended the meeting and reiterated the information given to the parish council in October. Bradford Council has published a consultation document on day care services and residential care homes and residents were encouraged to complete the questionnaire and return it. There was a brief report on a proposed Child development Centre in Silsden. The Open Forum was dominated by questions about the housing development on Thornhill Road.
- 09/184 BT Red Telephone Box, Eastburn
 The offer from BT to 'adopt' the red telephone box situated on Main Road, Eastburn, was discussed.
Resolved: The parish council does not want to adopt the telephone box on Main Road, Eastburn, close to the junction with Green Lane. The Clerk will ask BT to remove the box and make good the surface of the footway.
- 09/185 Remembrance Wreath
Resolved: To purchase a poppy wreath at a cost of £25.00 from Section 137 funds.

09/186 Mobile Internet Connectivity
Resolved: To make provision in the budget 2010/11 for mobile broadband internet connection at the Bowling Pavilion.

09/187 Budget proposals for 2010/11.
 The following projects will be included in the draft budget which the Clerk will prepare for the December meeting:

- Parish Plan Implementation- A suggested budget of £2,500.00
- The cleaning and maintenance of council owned open spaces
- Refurbishment of the planting area at the Skipton Road side of the memorial garden.
- Increase reserves by £3,000.00
- A decision will be made about Youth Outreach work after the meeting scheduled for 10 November 2009.

09/188 Staff Appraisal
 i) The updated annual appraisal procedure was discussed.
Resolved: The staff annual appraisal procedure was accepted.
 ii) A date for the Clerk's annual appraisal meeting was discussed
Resolved: The Clerk's annual appraisal meeting was set for Thursday 19 November, 7.00p.m. at the Bowling Pavilion .
 The Clerk will circulate the appraisal document to members of the Staffing Committee prior to the meeting.

09/189 Finance
 i) Accounts for payment
Resolved- That the accounts below are paid and the receipts and account balances be noted.

Community Account					
Opening Balance					£1423.73
Date	Cheque/ Reference	Payee	Details	Receipts	Payments
2 November 2009			Transfer from Business Base Rate Tracker A/C	£5,500.00	
4 November 2009	100695	D. Mullen	£20 Printing costs, £20 Expenses (Chairman's allowance)		£40.00
4 November 2009	100696	P. Blagden	Printing costs		£20.00
4 November 2009	100697	N. Henson	Printing costs		£20.00
4 November 2009	100698	R. Lambert	Printing costs		£20.00
4 November 2009	100699	W. Mitchell	Printing costs		£20.00
4 November 2009	100700	K. Pickard	Printing costs		£20.00
4 November 2009	100701	S. Thompson	Printing costs		£20.00
4 November 2009	100702	J. Weller	Printing costs		£20.00
4 November 2009	100703	Waste Recycling Group	11% 3 rd part Funding to access £50,000 WREN funding		£5,500.00
4 November 2009	100704	J. Westbrook	Cleaning and Maintenance		£166.00
4 November 2009	100705	C. Brown	£35.78 backpay + £27.36 Postage		£63.14
4 November 2009	100706	C. Brown	*Telephone £41.63, Poppy wreath £25.00		£66.63
30 November 2009	SO	C. Brown	Salary		£613.27
Closing Balance					£334.69

*Invoices and receipts received after publication of the agenda.

Business Base Rate Tracker Account					
Opening Balance					£65,703.62
Date	Cheque/ Reference	Payee	Details	Receipts	Payments
4 November 2009			Transfer to Community A/C		£5,500.00
Closing Balance					£60,203.62

09/190 Land at Ash Grove
 i) The amendments requested by the Highways and Conservation Officers to the planning application were discussed and agreed.
 ii) The instructing of a local surveyor to carry out a Flood Risk Assessment as requested by the Drainage Department, Bradford Council, was discussed.
Resolved: To take the advice of the Agent and instruct a local company to carry out Stage 1 of the Flood Risk Assessment on the site at a cost of £400 + VAT. The funds will be taken from reserves.

09/191 Bradford Council Minutes
 No reports

09/192

Correspondence- (For information and inform future agendas.)

- o Bradford Council: Partnership Post (Circulation envelope)
- o West Yorkshire Police Crime Updates (Circulation envelope)
- o Eastburn School Newsletters (Circulation envelope)
- o Bradford Council: Proposed diversion order for a footpath at Meadowfield Croft, Steeton: Circulated by email as responses needed to be sent by 26 October 2009. Members' comments and questions were forwarded to Rights of Way section.
- o Rural Accessibility Advisor: Invitation to attend Rural Access to opportunities event 29 October 2009: forwarded to Councillors Mullen and Mallinson.
- o Email from a resident complaining about the removal of shrubs at the cemetery: Forwarded to the Cemetery manager and his response forwarded to the resident.
- o YLCA: NALC E-bulletin (Circulation envelope)
- o York and NY Playing Fields association: The Playing Field (Circulation envelope)
- o Letter of thanks from Ms T Laycock, In-Communities Neighbourhood Officer
- o Ilkley Parish Council Civic Service: Invitation to the Chairman to attend the service: The Clerk replied on the Chairman's behalf accepting the invitation.
- o Bradford Council: Education consultation questionnaire: Distributed at the Neighbourhood Forum Meeting.
- o SELRAP: Invitation to attend a conference: Forwarded to the Chairman
- o David Hill: letter confirming that the planning application for land south of Ash Grove will be determined by 23 November 2009.
- o The Lord Mayor's appeal 2009/10: Details of events (Circulation envelope)
- o Keighley Area Committee Minutes 24 September 2009, Agenda 22 October 2009. (Circulation envelope)
- o Rural Action Yorkshire: invitation to the AGM: Forwarded to the Chairman
- o Peter Bridgman: Planning Protocol and Planning Training: forwarded to the Chairman
- o Jeff Bennett, Keighley Area Co-Ordinator: Information on grit bin initiative: forwarded to the Chairman. The council will make a decision on whether to request grit bins when more information is available from the Area Co-Ordinator
- o Councillor Kelly: Press release about Playbuilder funding. (Circulation envelope)

09/193

Planning Matters:

i) Local Development Framework Documents: None

ii) Local Development Framework Comments: None

iii) Planning Applications to be considered:

a) 09/04542/FUL, Residential development of two dwellings at land to the south of 13 Ash Grove, Steeton.

Note: As the parish council is the applicant there was no consideration of this application.

b) 09/04778/FUL, Construction of bungalow at Land west of 89-115 Thornhill Road, Steeton.

Resolved: The parish council recommended refusal of the application for the following reasons:

The access is restricted and crosses a parking area that is also shared by the Millennium Way footpath.

The size and scale of the proposed bungalow means that it has an overbearing effect on the neighbouring properties.

The elevated site would cause run-off of surface water impacting on neighbouring properties.

The residential amenity of the occupants of 89-115 Thornhill Road would be adversely affected.

iv) Planning decisions to be noted:

Granted:

a) 09/04027/FUL, Construction of new single storey extension to existing ward building plus internal renovations and modifications at Airedale General Hospital, Skipton Road, Steeton.

Refused: None

v) Appeal Notifications: None

09/174

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

- Car parking bay on Mill Lane, Steeton. A request for car spaces to be marked out.
- Leaves need to be swept up throughout the area.
- Gullies throughout the area need cleaning out. Councillor Mullen will deal with this.
- Parked cars at the top of St Stephen's Road may be causing an obstruction. Councillor Blagden will ask PCSO Walton to look in to this.
- A local resident has complained about the footpath between Dale Crescent and skipton Road, steeton. It was noted that this is not an official footpath. Councillor Blagden will visit the resident and report back to the council.
- A query was made as to any issues that the council should try to address with the Planning Department regarding the development on Thornhill Road. Councillor Mallinson will be asked for input on this issue.

To note the date of the next meeting: Wednesday 2 December, 7.30 p.m. at the Bowling Pavilion, Steeton.

There being no further business the Chairman closed the meeting at 9.50 p.m.

Chairman..... Date: 2 December 2009