



Steeton-with-Eastburn Parish Council

The Minutes of the Meeting held at Eastburn Junior and Infant School, Wednesday 7 October 2009 at 7.30p.m.

Present: Councillor Mullen (Chairman), Councillors Mrs. Blagden, Mrs Emmott, Hargreaves, Mitchell, Mrs Pickard, Mrs Thompson and Weller.
 In attendance: Mrs. C. Brown, Clerk.
 0 Members of the public, 1 Member of the Press
 Ms T. Laycock, Neighbourhood Officer, InCommunities.
 Ms L. Sargison, Ms A Dorgan-Smith, 11 members of the Youth Group (Until 8.00p.m.)
 PC Southgate and PCSO Walton (until 7.50 p.m.)

09/160 Apologies
 Apologies were sanctioned from Councillors Lambert and Mrs Townend.
 Apologies were noted from Councillors Kelly, Mallinson and Naylor, Ward Councillors.

09/161 Declaration of Interest
 None

09/162 Minutes
Resolved- That the Minutes of the Council Meeting held on 2 September 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 2 September 2009:

Minute Number	Action/Information
09/148	The preferred locations of the speed indicator signs have been forwarded to Stewart Pedley, Highways and the signs have been positioned. The council's comments regarding the proposed informal footway on Sutton Lane were forwarded to Matthew Collinson, Highways.
09/149	A planning application for the land at Ash Grove has been submitted to Bradford Council by the Agent.
09/151	Joel Westbrook has agreed to move one of the benches from the footway to the play area adjacent to the bowling green. A litterbin will be ordered from Bradford Council when the bench has been moved.
09/152	The notes from the Joint Transport Working Group have been circulated and uploaded on to the website.
09/153	The Clerk has secured a place at the VAT seminar in January.
09/154	A press release and photograph regarding the Rose Garden has been sent to the local press and the article should be included in the October 8 issue of the Keighley News. Joel Westbrook has agreed to move the benches in the Rose Garden to positions agreed by the Chairman and the immediate neighbour.
09/159	Councillor Hargreaves' contact details were again forwarded to Keith Escritt, Traffic and Highways North, for consultation regarding safety issues on High Street and Barrows Lane. The missing name plates have been ordered and installed. The repainting of the speed bumps on Curren Walk was reported to highways. The weeds on Sutton Lane were reported again and these have been removed. Councillor Pickard asked the Clerk to complement the council on the thoroughness of the removal of the weeds. There have been efforts to remove the graffiti at the bowling pavilion.

09/163 Reports from invited guests
 i) Tracy Laycock, In-Communities Neighbourhood Officer, attended the meeting and explained her role. Ms Laycock covers a large, mainly rural, area of 1200 properties. She meets with residents and ensures that agreements are adhered to as well as carrying out property and land inspections. Ms Laycock informed members that there is to be an investment programme of improvements to properties in Steeton and Eastburn which will be completed by June 2010. The improvements will include full rewires, new kitchens, burglar alarms, outside lighting and new bathrooms if necessary. Ms Laycock was asked what the arrangements will be for tenants during the refurbishments of properties. The tenants will receive notices of the improvements to be made and the Tenant Liaison Officer, Janine White, will contact every tenant individually. An assessment will be made as to whether the works require tenants to move out during the refurbishment, taking in to account the circumstances of individual tenants. Ms Laycock agreed to contact the Assistant area Co-

Ordinator and offer to attend the next Neighbourhood Forum meeting. The Chairman thanked Ms Laycock for attending the meeting.

ii) Lesley Sargison, Youth services, Bradford Council, attended the meeting with Abina Dorgan-Smith and 11 young people that they have been working with over the last few months. The young people are keen to use the bowling pavilion for activities over the winter months. They will form a committee and present their own ideas to the next parish council meeting along with some guidelines for the use of the space and possible funding applications they could make to improve the facilities at the pavilion. The committee will also put forward any ideas they have for the improvements they want to make to the parish council for approval. The Chairman thanked the Youth Workers and the young people for attending the meeting and welcomed the involvement of the young people which has been made possible through the funding allocated by the parish council.

09/164

Police Issues

i) Police report.

PC Southgate circulated copies of NPT newsletter showing the crime figures for the area. The next PACT meeting, open to all residents, is scheduled for Wednesday 21 October at Steeton Methodist Chapel. PC Southgate welcomed the involvement of the two speedwatch volunteers. The Chairman noted that the police updates provided by Catherine Winn are very welcome. The local surgeries, organised by the Neighbourhood Policing Team, are continuing and the dates will be advertised in the notice-boards and on the website.

ii) PACT report: Councillor Blagden reported that she had patrolled with PCSO Walton on the evening of 6 October 2009.

iii) Reports for communication to the police:

- Children on bicycles riding out in to traffic from Elm View to Thornhill Road.

09/165

Eastburn Playing Field

i) Update on the Playbuilder meeting held 17 September 2009 and the progress of the Playbuilder project: The Clerk reported that the meeting was successful and the agreement between Bradford Council and the parish council was signed and delivered to Carolyn Hargreaves' office in Keighley. The agreement was mislaid and two further copies were signed and delivered to the Keighley office. The initial payment of £22,000 has been requested from Bradford Council. The remaining £33,000 will be paid on completion of the Playbuilder part of the scheme.

ii) Update on the Yorventure and WREN Funding Applications: The Clerk submitted the Yorventure application and has had a site meeting with the grants officer. A decision about the grant will be available the week commencing 19 October 2009. A decision about the WREN funding will be available after the board meeting on 22 October 2009.

iii) Update on the Groundworks Funding Application: The Clerk drafted the stage 2 application. Councillor Pickard and the Clerk met with the grants officer who suggested some minor amendments to the application. The application was amended and submitted. A decision should be available within the next month.

iv) Update on the Ward Investment Fund grant application: The Clerk completed the final section of the grant application and forwarded it to the Area Co-Ordinator's Office along with the required documentation. The funding will be released after confirmation of the Groundworks funding.

v) A copy of the report of the pre-contract meeting between Adele Adams, B CEP, and Gavin Kelly, Landscape Engineering had been circulated to members. The start date for the project is provisionally 23 November 2009. It is hoped that, subject to funding from Groundworks and the Ward Investment Fund, the drainage work will be able to commence just before or concurrently with the play area contract.

09/166

Parish Plan

i) Reports from the focus groups:

- Community Facility: Councillor Mullen reported that pre application discussions had thrown up some considerations that will need to be met prior to a formal planning application could be submitted. The focus group will meet again and draw up a proposal for consideration by the council and the community. Councillor Mullen informed members that he will be attending a funding seminar in Bradford to look at possible sources of funding for the community facility.
- Speed-watch initiative: Due to illness the planned speedwatch had to be postponed. Another speedwatch will take place soon and members will suggest different locations to carry it out.
- Footpaths and Rights of Way: Councillor Blagden reported that a meeting has been arranged for 8 October 2009 with Fiona Plane, Rights of Way Officer, to discuss the footpaths report. Councillor Blagden will report back on the meeting at the next parish council meeting.
- Communication and website development: Councillor Pickard will liaise with Councillor Blagden and members of the walking group to include the group on the Community Group pages of the website.

09/167

Councillor reimbursement of printing costs

The equitable reimbursement of printing costs for councillors with access to the internet was discussed.

Resolved: An allowance of £20.00 will be paid to councillors with internet access to cover printing costs. A ream of paper will also be provided to these councillors.

09/168

Rose Garden

The construction of a third raised bed at the Rose Garden was discussed.

Resolved: A third raised bed will be constructed at the Rose Garden, Eastburn, subject to appropriate plans and estimates being provided by the contractor.

09/169

Training

Attendance at the following training events was discussed:

Councillor Skills, CDC Skipton, Tuesday 27 October, cost £35 per delegate

Resolved: As most councillors have already attended this training course no additional places will be booked.

Employment Issues for Smaller Councils, CDC Skipton, Saturday 14 November, cost £35 per delegate

Resolved: Councillor Hargreaves and the Clerk will attend the 'Employment Issues for Smaller Councils' training course.

SLCC 'Paper Chase'-New legislation, archiving, model documents etc., Monday 23 November 2009, York Marriott Hotel, cost £95 per delegate.

Resolved: The Clerk will attend the 'Paperchase' training course.

09/170

Finance

i) the External Auditor's report was discussed.

Resolved: To note the External Auditor's report and display the Annual Return for a minimum of 14 days in the notice-boards and upload it on to the website.

ii) The quarterly cash book and the bank reconciliation to 30 September 2009 were discussed.

Resolved: To accept the quarterly cash book (Appendix 1) and note the correct account balances to 30 September 2009.

iii) The national pay settlement for clerks with effect from 1 April 2009 was noted.

Resolved:

The Clerk's salary will be increased by the nationally agreed amount and back pay paid to the clerk for the amount owing from April 2009 to October 2009.

iv) The viring of £135.00 from the Miscellaneous Provision budget to the Audit budget was discussed. The audit fee is higher than budgeted due to the grants received from Bradford Council increasing the council's turnover in 2008/9.

Resolved: To vire £135 from the Miscellaneous Provision budget to the Audit budget.

v) Accounts for payment

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

Community Account					
Opening Balance					£65.11
Date	Cheque/Reference	Payee	Details	Receipts	Payments
1 October 2009			Transfer from Business Base Rate Tracker A/C	£3,000.00	
7 October 2009	100687	Eastburn School	Room Hire		£135.00
7 October 2009	100688	Bradford Council	Photocopying		£11.83
7 October 2009	100689	Inland Revenue Only	Tax and NI		£198.53
7 October 2009	100690	J. Westbrook	Maintenance work		£166.00
7 October 2009	100691	Bradford Council	Bowling green Maintenance		£95.00
7 October 2009	100692	Mazars	External audit		£327.75
7 October 2009	100693	C. Brown	Traveling Expenses £16.00, *2x keys cut £8.00		£24.00
7 October 2009	100694	YLCA	*Employment training course, 2 delegates		£70.00
31 October 2009	SO	C. Brown	Salary		£613.27
Closing Balance					£1423.73

*Invoices and receipts received after publication of the agenda.

Business Base Rate Tracker Account					
Opening Balance					£68,694.85
Date	Cheque/Reference	Payee	Details	Receipts	Payments
7 September 2009			Interest	£8.77	
1 October 2009			Transfer to Community A/C		£3,000.00
Closing Balance					£65,703.62

09/171

Bradford Council Minutes

No reports

09/172

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: Minutes of the Parish Council Liaison Meeting 15 July 2009. (Circulation envelope)
- o Bradford Council Dept of Services to Children & Young People: Information regarding area teams and managing swine flu. (Circulation envelope)
- o Bradford Council: Children Matter (Circulation envelope)
- o Keighley Area Committee minutes 23 July 2009, Agenda 24 September 2009(Circulation envelope)
- o Rural Action Yorkshire: AGM Agenda (Circulation envelope)

- o Agenda Area Planning Panel, 8 October 2009, including the determination of 09/01100/FUL: After consultation with the Monitoring Officer it was confirmed that Councillor Mullen can attend the Planning Panel and represent the parish council's views.
- o Copy of a letter from SAVE Britain's Heritage regarding the retention of the pill boxes on the development site at Land at North West of 51 Parkway: Noted
- o YLCA: South Pennine Branch Meeting agenda: Forwarded to the Chairman
- o Vitalise: Request for funding to support local disabled people and carers: Noted

09/173

Planning Matters:

- i) Local Development Framework Documents: None
- ii) Local Development Framework Comments: None
- iii) Planning Applications to be considered:
 - a) 09/04027/FUL, Construction of new single storey to existing ward building, internal renovation and modifications at Airedale General Hospital, Skipton Road, Steeton.
Resolved: The council will support the decision of the Planning Officer
 - b) 09/04312/HOU, Demolition of existing garage and construction of ground floor extension with detached garage at 1 Main Road, Eastburn.
Resolved: The council will support the decision of the Planning Officer
- iv) Planning decisions to be noted:
 - Granted:
 - a) 09/02131/HOU, Single storey extension and first floor Juliet balcony to rear at 1 Halsteads Way, Steeton
 - b) 09/02837/HOU, 2 storey extension to front, replacement of garage roof and removal of dormer window at 25 Robin Drive, Steeton.
 - Refused:
 - a) 09/02825/FUL, Detached dwelling at 15 Keighley Road, Steeton.
 - b) 09/03026/HOU, Greenhouse and timber staircase at Coach House, Knott Lane, Eastburn.
 - c) 09/03379/HOU, Softwood decking and associated handrails at 4 Elm View, Steeton.
 - v) Appeal Notifications: None

09/174

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

- Flytipping of building waste in the cemetery will be reported to the Cemetery Manager.
- The cutting down of trees in a garden on Keighley Road was queried
- Issues of pedestrian safety when crossing the bypass will be forwarded to the Joint Transport Working Group for discussion at the next meeting.
- The possibility of putting double yellow lines on one side of Thornhill Road was queried. Any changes to traffic management on Thornhill Road will be reassessed after the determination of the planning application for the development in the area.
- Cars are parked close to the junction of Chapel Road and Dale Crescent. PCSO Walton will be asked to monitor the situation and report back.
- The heavy flow of water from Cartmel Road across Chapel Road was reported. The Clerk will ask Highways if anything can be done about this.
- The hedge on Skipton Road close to and east of the junction with Thornhill Road is obscuring the sight lines.

To note the date of the next meeting: Wednesday 4 November, 7.30 p.m. at the **Bowling Pavilion, Steeton.**

There being no further business the Chairman closed the meeting at 8.57.p.m.

Chairman..... Date: 4 November 2009