



Steeton-with-Eastburn Parish Council



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

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

In attendance: Mrs. C. Brown, Clerk,
0 Members of the public, 1 Member of the Press,
Councillor A, Naylor, Ward Councillor
PC Merifield and PCSO Blood (Until 8.00p.m.)

09/18 Apologies
Apologies were noted from Councillors Mallinson and Kelly, Ward Councillors

09/19 Co-Option of a member to fill the casual vacancy.
Resolved: To co-opt Roger Lambert to the council to fill the casual vacancy for Steeton Ward.
Mr Lambert signed his Declaration of Acceptance of Office. The Chairman welcomed him to the council.

09/20 Declaration of Interest
Councillor Blagden declared a personal interest in item 9, Support for the 'Walking for Health' Group, as a member of the walking group.

09/21 Minutes
Resolved- That the Minutes of the Council Meeting held on 7 January 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 January 2009:

Minute Number	Action/Information
09/03	Drystone Radio has not sent an agreement for consideration by the council. They have asked for inclusion in the next newsletter.
09/05	The notice of a casual vacancy was advertised in the notice-boards and on the website. The Clerk asked the Keighley News and Craven Herald to include the vacancy in the press.
09/06	Councillor Kelly has been contacted to see if he can help with funds for the redevelopment of Eastburn Playing Field. He has been invited to attend a site meeting with Councillor Pickard and the Clerk.
09/08	The schedule of meetings 2009/10 was uploaded on to the website and forwarded to the Ward councillors for information.
09/12	The precept request form was forwarded to the Finance Department, Bradford Council
09/17	Graffiti on the Bowling Pavilion and the replacement of capping stones on the boundary wall will be dealt with by Parks and Landscapes. Gritting of Old Station Road: Keith Escritt, Highways, Bradford Council, agreed to add this to the gritting schedule. Lyon Road and the footpath between Sycamore Grove and Main Road, Eastburn: Highways have been contacted but to date there has been no response. Customer parking provision at car sales showroom: The Enforcement Officer will visit the premises and ask them to ensure that the condition of planning approval is observed.

Pursuant to Minute 09/06, A meeting with Councillor Kelly has been arranged for Friday 13 February
Pursuant to 09/17 Councillor Naylor will supply information regarding the gritting of roads in the parish. The deficiency in the gritting of the footways will be passed on to Bradford Council
Pursuant to Minute 09/17, The overhanging bushes at the junction of Queen Street and Skipton Road will be trimmed back within the next 10 days.

09/22 Police Issues
PC Merifield circulated copies of the latest NPT newsletter. He announced a crime reduction event at Airedale Hospital, West Car Park, Saturday 21 February. Police officers will fit anti tamper screws to car number plates, free of charge, to deter the theft of number plates.

- i) Councillor Blagden reported on the Tasking Meeting held Thursday 8 January 2009:
- Speeding between Steeton Top and Hawcliffe Corner: this will be monitored
 - Parking on Thornhill Road has been monitored and no significant problems identified.
 - Children climbing on the bowling pavilion roof. Some of the offenders have been identified and reported to the police.
 - Trespass within the grounds of Kadugli House: Officers will patrol the area.
 - Graffiti on the bowling pavilion and surgery wall: Bradford Council has been made aware of this.
 - Drivers have been issued with fixed penalty notices for speeding on Skipton Road.
 - Anti social behaviour around Summerhill/East Parade: A youth has been cautioned and the parents of younger offenders have been spoken to.
- ii) Reports for communication to the police
- Speeding traffic on High Street and Barrows Lane especially at peak times. Police officers will patrol the area.
 - Two speeding cars on Elmsley Street: Traffic officers will be made aware of the days and times of these incidents.
 - Steeton Top and the junction of School Street. Vehicles are ignoring the traffic lights and coming out of School Street at the end of the school day. PC Merifield will ask the traffic sergeant to co-operate with Urban Traffic Control regarding the sequencing of the traffic lights. Officers will also patrol the area.
 - Youths climbing on the roof of Kadugli House and the boundary wall. The days and times of incidents were communicated to officers.

09/23 Eastburn Playing Field

i) Councillor Mrs Pickard reported on a meeting with B CEP on Thursday 29 January. The meeting was very positive and a portfolio of ideas and play equipment was made available. The portfolio contains many natural play ideas. Councillor Pickard also reported that some new funding may be available and a registration form to be included on a reserve list will be completed as soon as it is available. A 'Groundworks' community grant may be available for the drainage work on the football field. This grant is only available to community groups and not for statutory bodies. One quote for the rebuilding of the boundary wall adjacent to the pub car park had been received.

Resolved: The Clerk will complete the grant and application forms.

The 'Groundworks' application will be presented at the Eastburn Playing Fields Association AGM.

Resolved: A meeting of the Steering Group will be arranged to look at the portfolio of ideas provided by B CEP.

09/24 Cleaning and Maintenance Contract

i) Resolved: To offer the contract to Joel Westbrook, Greenfinger Garden Services. The Clerk will send the contract for signature.

09/25 Youth Issues

The Clerk reported that she had met with Abina Dorgan-Smith and there may be a charge of up to £300 for services already provided in 2008/9. The Youth Service will present the council with a programme of activities for the whole of 2009/10, utilising the services of two qualified youth workers. Most of the cost of this programme can be covered by carrying forward the money still in the 2008/9 budget for Youth Issues and adding it to the budget provision already agreed for 2009/10. The Clerk will meet Ms Dorgan-Smith and Mrs Sargison at the bowling pavilion to assess the facilities for indoor activities in the autumn/winter 2009/10.

Resolved: To carry forward the budget for Youth Services to pay for a full twelve months service in 2009/10.

09/26 Support for the 'Walking for Health' group

Resolved: To give a grant of £50 to the 'Walking for Health' group to help with advertising of the groups activities.

09/27 Fire Action Plan review

Resolved: To approve the updated Fire Action Plan (Appendix 1)

09/28 Parish Plan

Resolved: A meeting to establish a Parish Plan Implementation Group was organised for Thursday 19 February 2009, 7.00p.m. in the Bowling Pavilion.

The Clerk will inform those members of the community who were members of the Steering Group so that they can attend.

09/29 Clerk's Contract 2009/10

Resolved: To agree the Clerk's contract for 2009/10.

The contract was signed by the Chairman and the Clerk.

09/30 Finance

i) Resolved: To appoint Mrs E. Pearson as Internal Auditor for the financial year 2008/9.

ii) Accounts for payment

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

Community Account				Opening Balance	£475.95
Date	Cheque/Reference	Payee	Details	Receipts	Payments
4 February 2009	Transfer	Business Base Rate Tracker A/C		£2,000.00	
4 February 2009	100638	Joel Westbrook	Cleaning and Maintenance (December)		£166.00
4 February 2009	100639	C. Brown	¼ Phone line rental + Broadband Services January to March		£85.72
4 February 2009	100640	Bradford Council	Photocopying (December)		£7.30
4 February 2009	100641	SLCC	Subscription 2009		£105.00
4 February 2009	100642	Walker Office Ltd	* Stationery		£77.87
28 February 2009	Standing Order	C. Brown	Salary		£570.17
				Closing Balance	£1463.89

Business Base Rate Tracker Account				Opening Balance	£40,677.85
Date	Cheque/Reference	Payee	Details	Receipts	Payments
4 February 2009	Transfer	Community A./C			£2,000.00
				Closing Balance	£38,677.85

* Invoices and receipts arrived after publication of the agenda

09/31

Bradford Council Minutes

Bradford Licensing Committee: Councillor Hargreaves asked if checks were carried out to ascertain if the licence conditions are being adhered to. Councillor Naylor assured the council that checks are made on behalf of the licensing Committee. Councillor Hargreaves noted that pricelists are sometimes not displayed in licensed premises. Councillor Naylor agreed to find out if this was the responsibility of the Trading Standards Department.

Bradford Council Executive: It was reported that levels of gritting in Keighley are consistent with other areas of district and that with the exception of the unusual recent snow event the service was coping well.

09/32

Correspondence- (For information and inform future agendas.)

- o Eastburn School Newsletters (Circulation envelope)
- o Keighley Area Committee, Minutes 17 December 2008, Agenda 28 January 2009 (Circulation envelope)
- o Agenda Area Planning Panel, 22 January 2009 (Circulation envelope)
- o Health and Wellbeing Development Manager, KVS: Invited to attend a future parish council meeting
- o SLCC: 2009 Conference programme (Circulation envelope)
- o Local resident: E-mail regarding the felling of trees on the Thornhill Road site: It was reported that two trees on the site are dangerous and will need to be removed. There have been investigations in the trees regarding the presence of bats.
- o Local resident: E-mail regarding Mainstreaming Disability: Discussion of this will be included on a future agenda.
- o METRO: WY rural transport Conference Agenda: Noted
- o Rural Action Yorkshire: Village Ventures information + Country Air (Circulation envelope)
- o PlaySAFETY, Inspection of areas where children play (Circulation envelope)
- o Local resident: E-mail regarding the wood to the north of the Memorial garden: This item will be included on the March parish council agenda.

09/33

Planning Matters:

i) Local Development Framework Documents: None

ii) Local Development Framework Comments: None

iii) Letter from YLCA asking for the council's opinion on the planning development control function for minor items being delegated to parish councils.

Resolved: The council does not support the delegation of power to make decisions on minor planning applications to parish councils. The Clerk will inform YLCA of the council's decision.

iv) Report on the Planning Training held 21 January 2008: Councillor Thompson

Councillor Thompson reported that the training was both interesting and enlightening with a very useful question and answer session at the end. Concerns were expressed that Section 106 contributions from developers would be reduced due to the current economic climate. It was also confirmed that details of Section 106 contributions will now be part of the application process and therefore available to parish councils. Planning Officers were sympathetic to the view that the Environment Agency are allowing building on floodplain as long as a Flood Risk Assessment is included with the application but felt that they could not recommend refusal if the Environment Agency approved an application.

The Clerk reported on an apology from the Planning Department for not informing the parish council of a decision to allow approval under delegated powers when the parish council had recommended refusal of an application and requested that the application go to the Keighley Planning Panel. The Planning Protocol is under review and it is hoped that this will address issues of lack of communication between the Planning Department and parish councils.

v) Planning Applications to be considered:

a) 08/6085/VOC, Application for variance of condition 8 of approval 08/02029/FUL to enable roof light in north elevation of building C to be clear glazed and opening at Greenfield Joinery Works, Main Road, Eastburn.

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

b) 08/07464/FUL, Construction of single storey rear extension and extension to front at 7 Curlew Court, Steeton.

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

vi) Planning decisions to be noted: None

vii) Appeal Notifications: None

09/34

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

- A letter of thanks will be sent to Keith Escritt complementing him on keeping the major routes open during the bad weather and for the deployment of the snow and ice clearing machine on the footpaths along the main roads in Steeton.
- A letter of thanks will be sent to the maintenance department at Airedale Hospital for keeping the paths and car parks clear of snow and ice during the bad weather.
- The surface of Mill Lane and Barrows Lane needs repairing. A request was made that the tarmac is dug out rather than spot filling as these superficial repairs do not last very long. Highways Maintenance will be informed.
- There is a deep pothole opposite 18 High Street, Steeton. Highways Maintenance will be informed.
- White lining throughout the parish has not been done. Highways Maintenance will be reminded.
- The bollards around Chapel Road Recreation Ground have not been installed. Parks and Landscapes will be reminded.
- A gully on Burley Court, needs back clearing. Councillor Mullen will deal with this.
- Cigarette ends are being discarded on to the access path from Thornhill Road to Airedale Hospital. The Clerk will contact the hospital and remind them of the agreement that they will keep this area clean and swept.
- Bushes are still overhanging on Station Road obstructing the footway. Highways will be reminded.
- Walls in the cemetery need making safe. Parks and Landscapes will be informed.
- It was reported Civil Enforcement will commence in March 2009
- Graffiti on the pavilion and surgery walls will be reported to the Graffiti Removal Unit again.
- The storage heater in toilet block, bowling pavilion, is not working. The Clerk will ask the electrician to check it.

To note the date of the next meeting-Wednesday 4 March, 7.30 p.m. at the Bowling Pavilion, Steeton.

There being no further business the Chairman closed the meeting at 9.02p.m.

Chairman..... Date: 4 March 2009

Appendix 1

Fire Action Plan

Action to be taken	Responsible person	Target completion date	Signature and date to confirm completion	Comments	Review date 2008	Review date 2009	Comments
Provide and secure a fire blanket adjacent to the cooker	Mrs C. Brown	31 March 2007	<i>C. Brown 31.3.07</i>		February 2008	February 2009	√
Install battery operated smoke alarms with low voltage lights in the kitchen, main room, corridor and store room	Mrs. C. Brown	31 March 2007	<i>C. Brown 31.3.07</i>	Batteries and operation checked every 6 months	February 2008	February 2009	Battery replaced in kitchen sensor 14 January 2009
Electrical safety survey of appliances and storage heaters	Qualified electrician	31 March 2007	<i>C. Brown 25.9.07</i>	Remedial work ordered	February 2008	February 2009	Essential safety work completed January 2009
Provide and secure 'Fire Exit' signs above the main door, above the corridor entrance and out side the store room	Mrs. C. Brown	31 March 2007	<i>C. Brown 31.3.07</i>	√	February 2008	February 2009	√
Provide and secure fire equipment signs adjacent to the fire extinguishers	Mrs. C. Brown	31 March 2007	<i>C. Brown 31.3.07</i>	√	February 2008	February 2009	√
Provide and secure new 'No Smoking' signs in all areas of the building	Mrs. C. Brown	31 March 2007	<i>C. Brown 31.3.07</i>	√	February 2008	February 2009	√
Cushions with foam interiors to be removed and disposed of.	Mrs. C. Brown	31 March 2007	<i>C. Brown 31.3.07</i>	√	February 2008	February 2009	√
Provide clear fire instructions for display in the pavilion including the identification of an assembly point	Mrs. C. Brown	31 March 2007	<i>C. Brown 31.3.07</i>	√	February 2008	February 2009	√
Fire safety information to be distributed to members of the Bowling Club	Mrs C. Brown Bowling Club Committee	31 March 2007	<i>C. Brown 31.3.07</i>	√	February 2008	February 2009	√
Provide a log book with risk assessment procedures, contact numbers and a diary of fire safety drills	Mrs. C. Brown	31 March 2007	<i>C. Brown 31.3.07</i>	A fire evacuation test is required.	February 2008	February 2009	A fire evacuation test is required during the bowling season
Investigate the fitting of fire doors in the building	Mrs. C. Brown	31 August 2007	<i>C. Brown 8.8.07</i>	Exterior fire door not necessary. Interior doors to be replaced in the future.	February 2008	February 2009	√
Investigate the requirements for emergency lighting	Councillor Mitchell	31 March 2007	<i>C. Brown 25.9.07</i>	Emergency lighting included in the budget 2008/9	February 2008	February 2009	Emergency lighting carried over to budget 2009/10