

**The Minutes of the Meeting held at Eastburn Junior and Infant School
Wednesday 4 June 2008 at 7.30p.m.**

Present: Councillor Mullen (Chairman), Councillors Mrs. Blagden, Mrs Emmott, Dr Harding, Hargreaves, Mrs Townend and Weller.

In attendance: Mrs. C. Brown, Clerk, 5 Members of the public, 0 Members of the Press, Mr John Wilson

08/105 Apologies
Apologies were sanctioned from Councillors Mrs Pickard and Mrs Thompson
Apologies were noted from Councillors Kelly and Naylor, Ward Councillors

08/106 Declaration of Interest
None

08/107 Minutes
~~Resolved~~ That the Minutes of the Council Meeting held on 7 May 2008 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 May 2008:

Minute Number	Action/Information
08/72	Tony McNiff, Urban Traffic Control, has confirmed that the safety barriers at the Puffin Crossing, Eastburn will be reinstated to the original length.
08/82	The white stones at the Chapel Road Recreation Ground were replaced but moved again by local residents. Parks and Landscapes will look at a more permanent solution when time allows.
08/86	The beck on Corn Mill Green: The Inspector from Assett Management has been away. The clerk will contact him again, on his return, and ask if the inspection has been done.
08/93	The Clerk informed Bradford Council of the election of Chairman and Vice-Chairman and the website has been updated.
08/93	Parks and Landscapes Department will cut and mark out the field at the council's request and any additional costs will be charged to the council.
08/96	The Clerk has contacted STRI and is waiting for an appointment for a site visit by their consultant.
08/96	A letter of appreciation and good wishes was sent to Mrs C. Newson, Headteacher, Steeton School
08/97	The Clerk wrote to the residents informing them of the action to be taken.
08/98	£1400 has been vired to the Youth Issues budget from Reserves.
08/98	The Clerk has written to the Chairman, Kelda Group, the parent company of Yorkshire Water and copied e-mails to Kris Hopkins, the Environment Agency and Ward Councillors. There has been, to date, no response from Kelda. The Environment Agency have acknowledged receipt of the communication as has Kris Hopkins.
08/99	The Annual return was completed. The accounts will be sent to the Internal Auditor within the next two weeks.
08/100	A letter was sent to the Bowling Club explaining about the increase in green maintenance fee and informing them of the appointment of Councillor Weller as the parish council's representative on the Bowling Club Committee.
08/103	The Enforcement Officer has been asked if planning permission is required for the rotating sign
08/103	A letter was sent to the Methodist Chapel Council asking permission for the mobile library to park in the car park at the chapel.
08/103	The surface of the road on Station Road was reported to Highways Maintenance.

Pursuant to Minute 08/60, Mr Pollard, Airedale NHS Trust, has arranged for cigarette bins to be provided for the path close to the hospital that will also be swept by the hospital maintenance team.

Pursuant to Minute 08/82, The Asset Management surveyor has inspected the beck alongside the Corn Mill Green and reported that there is no imminent danger of flooding.

08/108 Promotion of a Walking Group
Mr Wilson attended the meeting and outlined his ideas setting up a walking group for all ages in Steeton. It was agreed that the council can not initiate group but would do everything it can to help promote it. Mr Wilson

will contact the organisers of the drop-in session at the Methodist Chapel to liaise with them. A meeting will be arranged to find out who would be interested in joining the group. Mr Wilson will contact the clerk when details of the meeting have been arranged so that it can be advertised in the notice-boards and local press.

- 08/109 Police Issues
i) The crime figures for April 2008 were not available as the www.beatcrime.info website has not been updated
ii) Police Tasking Meeting
Councillor Mrs. Blagden reported on the last meeting held:
 - Williams Estate: The contact details of the complainants were requested. Councillor Mullen will deal with this.
 - Drivers dropping children off at school where the children are not wearing seatbelts have been ticketed.
 - A resident has complained about an individual scraping cars along St Stephen's Road. This has been reported to the appropriate authorities.
 - Litter and cigarette ends discarded by residents and staff from The Willows: The Manager has been notified and he will try to address this issue.iii) Reports for communication to the police at the next Tasking Meeting
 - Garages at Corn Mill Green have been broken in to. The level of police presence in the villages was queried. It was also reiterated that it is important to report incidents as tasking is reactive to statistics.
Resolved: Invite Insp Sanderson to a future meeting
Resolved: To invite Inspector Sanderson to a future meeting.
- 08/110 Quality Status
i) It was confirmed that the council has been awarded Quality Parish Council Status. The council was congratulated on the quality of its submission.
Resolved: That the clerk is thanked for all her hard work in compiling the submission for Quality Parish Council Status.
ii) Arrangement for announcing the attainment of QPCS was discussed
Resolved: To invite Kris Hopkins to present the QPCS certificate
- 08/111 Parish Council Vacancies
The clerk reported that Bradford Council had confirmed that the council needs to co-opt two members to fill the casual vacancies. Posters have been put up in the notice-boards and on the website. The closing date for applications is 20 June 2008. To date there have been no applications.
- 08/112 Eastburn Playing Field:
The clerk updated members on the Eastburn Playing Field consultation exercise. Posters have been put up in the Eastburn notice-board, the Chapel notice-board, the school notice-board and in the Eastburn Inn. Collection boxes for responses are located at the school, the Eastburn Inn and the Post Office. The questionnaires will be delivered with the newsletter the week beginning 9 June 2008.
- 08/113 Highways Issues
i) Measures to deter drivers from parking on the footway, Skipton Road, at the top of Elmsley street. The Clerk reported on a meeting with Councillor Mrs Thompson and a Highways Engineer. The positioning of bollards at the top of Elmsley Street on the footway adjacent to Skipton Road was rejected as the footway width would be reduced significantly. Highways regard this as an enforcement issue. A sign notifying drivers that there is short term parking available on Elmsley Street would be an option to deter drivers from parking vehicles on the footway.
- 08/114 Drainage and sewerage
A letter from a local resident asking for help with recurrent blocking of her drains was discussed. She believes that since new houses were built in Curren Walk the problem has been exacerbated. A plan submitted by Councillor Mullen does not substantiate this theory. The plan's accuracy was disputed by resident.
Resolved: The clerk will ask Yorkshire Water to provide a definitive map of drains in the area.
- 08/115 Youth Issues
The Clerk reported on a meeting with Councillor Mrs Thompson and Abina Dorgan-Smith and Lesley Sargison, Rural Youth Workers, Bradford Council. A draft service agreement was discussed. A final draft will be available for the next parish council meeting at which Lesley Sargison will be present. Before to the council meeting at 7.00p.m, 2 July 2008, the Youth Vehicle will be demonstrated and members of the press and young people in the area will be invited to attend to see what the vehicle has to offer. Thanks were forwarded from the Parochial Church Council to the council for trying to provide some activities for young people and will support the initiatives in any way possible.
- 08/116 Neighbourhood Forum Meetings
Councillor Mullen gave reports on the meetings held 8 May 2008 and 19 May 2008.
8 May 2008: Karen Elliot, BCEP, gave a presentation on proposals for Eastburn Playing Field. All of the residents surrounding the field had been consulted. Consultation questionnaires will be sent to all residents of

Eastburn. Inspector Sanderson had attended the meeting and explained the ward based policing structure. The planning application for land on Thornhill Road was discussed.-
 19 June 2008: This Forum meeting was well attended by local residents with concerns about the planning application for land at Thornhill Road. A volunteer from Planning Aid also attended along with Annette Middlemass observing on behalf of the Keighley Planning Department.

08/117 Risk Assessment and Insurance
Resolved: To approve the amended Risk Assessment paper and level of insurance cover. (Appendix 1)

08/118 Councillor Training
 i) Resolved: Councillor Mullen will attend the Chairmanship training day at a cost of £100 + VAT
 ii) Councillors Blagden, Emmott, Harding, Mullen, Pickard, Thompson, Townsend and Weller will attend the Code of Conduct Training on 11 June 2008 along with the clerk.

08/119 Bradford Council Minutes
 The Bradford Council minutes were reallocated.
 Councillor Dr Harding reported on the minutes of the Standards Committee meeting held 17 April 2008. There are a large number of complaints received by the committee about Town and Parish Councillors. The committee is going to liaise with the Parish Council Liaison Committee on the perception of the role of the Standards Committee and try to foster understanding and give training to Parish and Town Councillors. There are a number of inappropriate complaints and advice will be given to deal with those that are vexatious and/or frivolous.

08/120 Finance
 i) To approve or otherwise the quarterly cashbook to 30 June 2008.
Resolved: To accept the quarterly cashbook to 30 June 2008.
 ii) To decide on the cheque signatories
Resolved: Councillors Mullen, Mrs Blagden and Dr. Harding will be the three signatories on the cheques. The clerk will arrange for the mandate to be changed.
 iii) A credit of £150 was reported from the Inland Revenue as the clerk had filed the annual return on-line.
 iv) The updating of contact details for the notification of interest derived from the War Bonds was signed by the Chairman and the clerk.
 v) Accounts for payment
Resolved- That the accounts below are paid and the account balances be noted.

Community Account				Opening Balance	£1080.73
Date	Cheque/ Reference	Payee	Details	Receipts	Payments
10 May 2008		HM Customs and Excise	* VAT refund	£811.84	
4 June 2008	100596	Bradford Council	Photocopying		£11.66
4 June 2008	100597	Inland Revenue Only	Tax + N.I.		£129.26
4 June 2008	100598	Walker Office Products Ltd	* Stationery		£121.96
4 June 2008	100599	Newsquest Bradford Ltd	* Delivery of newsletter		£33.17
4 June 2008	100600	YLCA	*Training		£117.50
30 April 2008	SO	C. Brown	Salary (15 hours per week, 2008/9 pay award pending)		£570.17
				Closing Balance	£908.85

* Invoices and receipts arrived after publication of the agenda

Business Base Rate Tracker Account				Opening Balance	£52,687.30
Date	Cheque/ Reference	Payee	Details	Receipts	Payments
				Closing Balance	£52,687.30

08/121 Correspondence-(For information and inform future agendas.)

- Eastburn School Newsletter (Circulation envelope)
- Greetings card from the Mayor, Silsden Town Council congratulating the council on attaining Quality Parish council Status. (Circulation envelope)
- YLCA: Annual Joint Training Conference, Scarborough, 26-28 September 2008
- YLCA White Rose Update + Assembly Digest (Circulation envelope)
- Keighley Area Planning Panel Agendas, 15 May 2008 and 11 June 2008 (Circulation envelope)
- E-mail from Policy Office: Postponement of PC Liaison Meeting
- Yorkshire & Humber Assembly: Briefing Notice on Regional Spatial strategy: Passed to Councilor Mullen
- Invitation to attend training on the electronic projection of planning applications at Keighley Town Hall, 25 June 2008 at 5.30p.m. Councillor Hargreaves agreed to attend. Councillors Mrs Thompson and Mrs Pickard will be invited to attend.

- 08/122 Planning Matters:
 i) LDF Documents Received: Draft Landscape Character SPD and Sustainability Appraisal Report: Passed to Councillor Mullen. He will forward the relevant part of the document by e-mail to members.
 a) 08/ 02584/FUL, Construction of dormer to rear at 5 and 7 Green Close, Eastburn
Resolved: The council had no objections to the garage at No. 7 Green Close. The council recommended refusal of the rear dormer window as it is still excessively large and does not comply with the Supplementary Planning Guidance, Dormer window Policy.
 b) 08/02602/COU, Change of use back to retail car sales at Aireburn Garage, 59 Keighley Road, Steeton
Resolved: The council had no objections to the application and will support the decision of the Planning Officer.
 c) 08/03073/FUL, Demolition of single store extension and construction of two storey extension to form a separate dwelling at 2 Sun Street, Eastburn.
Resolved: The council expressed concerns regarding the lack of parking provision for two dwellings. Sun Street is already congested and the location of the property close to the junction with Main Road, Eastburn , makes it inadvisable to park vehicles outside the property. The council will support the decision of the Planning Officer..
 v) Planning decisions to be noted:
 Granted:
 a) 08/01911/REM, Construction of agricultural workers dwelling at land to east of Whitefield Farm, Redcar Lane, Steeton.
 vi) Appeal Notification:
 a) 08/00078/APPFUL, Longlands, Skipton Road, Steeton.

- 08/123 Land at Ash Grove
 Tenders for professional services had been received from two of the three local estate agents approached for advice.
Resolved: The clerk will ask for some clarification of terms with one of the Agents before instructing them to act on the council's behalf subject to the conditions agreed by the council.

- 08/124 Member's Community Reports (For information and inform future agendas)
- Sewer on Chapel Road at top of Queen Street; The sewer is blocked and leaking. There is a very unpleasant smell emanating from the sewer. Yorkshire Water has attended the site and declared the pipe blocked but took no action to unblock it.
 - There is manhole close to the houses at Whitley Head which has dropped resulting in a pothole.
 - An update on the provision of a light on the path between Clough Avenue and Parkway was requested.
 - Elmsley Street: there are deep potholes at the bottom of the street close to the entrance to Kadugli House
 - Woodlands Mill Marketing Suite banners need to be removed. Councillor Blagden will contact the agents.
 - The Retort House, Woodlands Mill has not been completed. Councillor Blagden will enquire about this.
 - The revolving sign is still in place at the Post Office
 - An extension is to be built at a property which has not come before the council.
 - The weeds in the area have not been sprayed.
 - Green at the junction of Thornhill Road and Currer Walk: A branch has fallen off a sycamore tree. The branch needs removing and the tree needs to be checked for safety reasons.

To note the date of the next meeting-Wednesday 2 July 2008, 7.30 p.m. at Eastburn Junior and Infant School.

There being no further business the Chairman closed the meeting at 9.38p.m.

Chairman..... Date: 2 July 2008