



Steeton-with-Eastburn Parish Council

Rosie Sanderson, Clerk to the Parish Council.

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Minutes of The Annual Meeting of the Council held on 3rd May 2017 at 7.30pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

Present : Councillors: – Blagden, Danby, Lambert, Mullen, Thompson and West

In attendance Ward Councillors: Mallinson
Clerk: – Rosie Sanderson
Police: (1)
Members of the public: (6)

Public question time: Cllr. Mallinson spoke about residents concerns regarding parking and access in Chapel road. He distributed copies of a plan and quotation for a scheme to provide parking spaces at the side of the recreation ground. Cllr. Mallinson suggested a working group be formed of councilors and residents. Any scheme would need to have money allocated by the CBMDC area committee. Cllr Mallinson said he would seek funding for this enterprise and that he is aware of some possible sources of money. **Resolved:** to set up a working group consisting of Cllrs West and Lambert to meet with representatives of residents.

17/001 Election of Chairman

Cllr. Mullen was elected nem con and signed the declaration of acceptance of office.

17/002 **Apologies:** Apologies were received from Cllrs. Emmott, Southgate and Townend **Resolved:** To sanction apologies from Cllrs. Emmott and Southgate (Competing commitments) and Townend (unwell)

17/003 **Disclosures of Interest:** Cllr Lambert declared a pecuniary interest in planning application reference 17/02439/CLP.

17/004 **Dispensations:** None

17/005 **Election of Vice Chairman:** Cllr Thompson was elected nem con

17/006 Appointment of representatives to outside bodies:

i) Parish Council Liaison Meetings

Resolved: Councillor Mullen, Councillor Thompson and the Clerk

(ii) YLCA Branch Meetings

Resolved: Councillors Mullen & Lambert

(iv) Aire Valley Sewer Group:

Resolved: Councillor Mullen

17/007 Appointment of members of committees, working parties and steering groups

(i) Planning Committee (6 members)

Resolved: Councillors Mullen, Lambert, Southgate, Thompson, Townend, Emmott and West

(ii) Staffing Committee (6 members)

Resolved: Councillors Mullen, Mounsey, Lambert, Thompson, Danby and Blagden
(iii) Community HUB Committee (6 members).

Resolved: Councillors Emmott, Lambert, Mullen, Southgate, Thompson, Blagden
(vi) Neighbourhood Planning Working group

Resolved: Councillors Mounsey, Mullen and Thompson

17/008 Councillor Vacancy

Pauline Gill attended the meeting to express interest in becoming a Councillor. She has lived in Eastburn for many years, runs Eastburn Post Office and has served on the Christmas lights group. **Resolved:** to co-opt Pauline Gill as a Councillor. Pauline signed the declaration of acceptance of office and joined the meeting at this point.

17/009 Minutes

Resolved: That the minutes of the following meetings:

- a) Parish Council 5 April 2017
- b) Neighbourhood Plan Working Group 10 January 2017

are approved as a true record and signed by the Chairman on behalf of the Council

17/010 Reports of Police and invited guests: PCSO Turnbull reported that there has been a recent problem with theft from and interference with motor vehicles. Cllr Blagden raised a problem about access caused by parking on both sides in Grange Road, Eastburn, due to hospital parking. Cllr Mullen asked for action on parking on the pavement in Thornhill Road.

17/011 Local Council Awards Scheme: application for Quality status

Resolved: (a) that the Council publishes online all the documentation listed in the report attached at Appendix A to these minutes ; (b) that it has the policies and procedures required for Local Council Award "Quality" level"; and (c) to submit an application for the Quality Level award.

17/012 Chapel Road Recreation Ground – tree planting

60 small trees have been planted by the chairman and volunteers. Bradford Environmental Action Trust will assist with replacing the vandalized trees along Cartmel Lane.

17/013 Planning Issues :

17/02327/HOU [Construction of two storey extension to side, single storey extension to rear](#), 38 Styveton Way Steeton With Eastburn West Yorkshire BD20 6TP

Resolved: The Parish Council are concerned about the following issues: that this is overdevelopment of the property, there will be loss of parking spaces and loss of a garage and that the proposed building work will be right up to the boundary of the property.

17/02439/CLP [Construction of single storey extension](#), 23 St Stephens Court Steeton With Eastburn West Yorkshire BD20 6SG

Resolved: The listed bothy building , part of which is within the boundary of this property should be protected from construction works. The views of the conservation team should be sought.

17/01720/FUL [Retention of an installed steel bunker unit ATM](#), Co-operative Food 36 Skipton Road Steeton With Eastburn West Yorkshire BD20 6PE

Resolved: No comments

17/01721/ADV [Non-illuminated decal signage to ATM Surround."free cash withdrawals" and non illuminated fascia sign "cashzone" and accepted card logos.](#), Co-operative Food 36 Skipton Road Steeton With Eastburn West Yorkshire BD20 6PE

Resolved: No comments

17/02385/HOU [Construction of conservatory to rear.](#), 6 Copse Place Steeton With Eastburn West Yorkshire BD20 6FD

Resolved: No comments

17/02585/HOU [Two storey side extension and associated dormers to front and rear of extension](#), 1 Green Close Steeton With Eastburn West Yorkshire BD20 8UX

Resolved: No comments

b) To note outcomes of Planning Applications: none to date

c) To note outcomes of Planning Application Appeals: None to date

17/014 Policy Reviews – : (a) Sickness Absence and (b) Community Engagement

Resolved: to ratify the Council policies on sickness absence and community engagement and to authorise the Chairman to sign.

17/015 Training

Resolved: to ratify the statement of intent on training and to note the log of training undertaken by Councillors and clerk.

17/016 Finance

a) Income and expenditure 2016-17: A summary cash flow statement was noted.

b) Annual Return: Resolved: To authorise the following accounts for the year ended 31st March 2017 and to authorise the Chairman to sign Section 2 (Accounting Statements) of the annual return

	31/4/16	31/4/17	Variance	Explanations of significant variations
Balances brought forward	£45,611	£122,354		
(+) Annual Precept	£42,586	£42,810	£224	
(+) Total other receipts	£43,877	£19,557	-£24,320	£16,989 was received in VAT repayments (mainly for expenditure on a new playground) in 2015/16, compared to £2,635 in 2016/17 and £15,524 in grants was received in 2015/16, compared to £1,785 in 2016/17. This included £8,000 for neighbourhood planning and £4,000 to improve acoustics at the HUB. In 2016/17 sundry income totalled £3440, compared to £0 in 2015/16, due to an unanticipated contribution for unexpected repairs from

				Bradford MDC and the redemption of war bonds.
(-) Staff costs	£9,069	£9,507	£438	
(-) Loan interest/capital repayments	0	0	£0	
(-) Total other payments	£126,123	£38,616	-£87,507	Expenditure on a new playground and landscaping work totalled £88,000 (including VAT) in 2015/16, this was a one off cost.
(=) Balances carried forward	£73,626	£87,870	£14,244	Money is to be carried forward to 2017-18 for a sinking fund for the Community HUB (£4,500), neighbourhood planning (£4,000), drainage work at Keighley Road recreation ground (£4,000) and elections (£10,000).
Total Cash & Investments	£73,626	£87,870	£14,244	
Total Fixed Assets	£408,065	£407,241	-£824	War bonds valued at £824 were surrendered in April 2016.
Total Borrowings	Nil	Nil	Nil	

c) **Resolved:** The accounts for payment were agreed as set out below and balances were noted

Purpose	Payee	Amount (£)
Clerk's salary	R Sanderson	749.01
Neighbourhood plan	Postage via R Sanderson	25.30
Subscriptions	SLCC	131.00
*Travel	D Mullen	14.40
*Repairs & renewals	D Mullen	4.63
*Community Hub - maintenance	M Armstrong Fencing	156.00
*Clerk's salary	HMRC	24.04
*Community Hub - cleaning	E O'Hara	105.00
*Community Hub - consumables	Scott Janitorial Ltd	64.27
*Recreational area maint/clearing	Joel Westbrook T/A Greenfingers	245.40

Purpose	From	Amount (£)
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Hall hire	H Gunton	18.00
Hall hire	S Waddington (Patchers)	156.00
Neighbourhood plan	Silden TC	1,680.72

Balances as at 03 May 2017, after the transactions above

Community Account	£9,280.59
Business Base Tracker	£23,019.13
Public Sector Deposit Account	£50,000.00

*Invoices and receipts received after publication of the agenda

- 17/017 Meeting dates 2017/18: Resolved:** to agree the circulated schedule of meeting dates
- 17/018 Correspondence:** None
- 17/019 Meetings Attended :** None
- 17/020 Members reports :**
CLlr Blagden: The surface of footpath 5 from Parkway to Clough Avenue needs attention and the hedge cutting back
CLlr West: volunteered to paint the postbox near the bottom of Chapel Road at the last meeting. He decided not to do it himself but to talk to the post office owner in Steeton. Cllr Gill agreed to find a contact point. Several other postboxes need attention. War Grave: He has been unable to find the plaque which needs renovation, there are about 30 plaques in the cemetery. He has contacted CBMDC and Redrow about the proposed footpath through to the station from the Redrow estate.
- 17/021 Defibrillator checking rota:** Cllr Danby will carry out the weekly check
- 17/022 Time and dates of future meetings:** Next meeting: 7 June 2017 – The Hub at 7.30pm

There being no further business the meeting closed at 9.20pm

Appendix A – criteria for Local Government Award Scheme

The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria ?	Where are these published online?
1 Its standing orders and financial regulations	Yes	Standing Orders: http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/Standing%20orders%202017.pdf Financial Regulations: http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/Council/Financial%20Regs%20Updated%20June%202016.pdf
2 Its Code of Conduct and a link to councillors' registers of interests	Yes	Code of conduct: http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/CODE%20OF%20CONDUCT%202017.pdf Registers of Interest for each Councillor: http://www.steeton-with-eastburnparishcouncil.gov.uk/Councillors_3842.aspx
3 Its publication scheme	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/Publication%20list%2019-12-16.pdf
4 Its last annual return	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Budgets_and_Accounts_3845.aspx
5 Transparent information about council payments	Yes	Recorded in the minutes of all Council meetings. E.g.: http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/Minutes/16667-2017-02-01_Minutes_Draft.pdf
6 A calendar of all meetings including the annual meeting of electors	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Meetings_and_Minutes_3844.aspx
7 Minutes for at least one year of full council meetings and (if relevant) all	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Meetings_and_Minutes_3844.aspx

	committee and sub-committee meetings		
8	Current agendas	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Meetings_and_Minutes_3844.aspx
9	The budget and precept information for the current or next financial year	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Budgets_and_Accounts_3845.aspx
10	Its complaints procedure	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/complaints%20procedure%20reviewed%20September%202016.pdf
11	Council contact details and councillor information in line with the Transparency Code	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Councillors_3842.aspx
12	Its action plan for the current year	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Action%20Plan%202017-18.pdf
13	Evidence of consulting the community	Yes	Public engagement for the Neighbourhood Plan: http://www.steeton-with-eastburnparishcouncil.gov.uk/Neighbourhood_Plan_3858.aspx Consultation on the name of the Council in a newsletter: http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Community/Newsletters/Winter%202015.pdf
14	Publicity advertising council activities	Yes	Council Facebook Page: https://www.facebook.com/pages/Steeton-with-Eastburn-Parish-Council/819370231458849?ref=hl
15	Evidence of participating in town and country planning	Yes	Development control comments are recorded in the minutes of all Council meetings. E.g.: http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Minutes/7849-2017-01-04_Minutes_Final.pdf Neighbourhood Planning activity: http://www.steeton-with-eastburnparishcouncil.gov.uk/Neighbourhood_Plan_3858.aspx

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	Yes	http://v6admin.visionict.com/Sites/205/_UserFiles/Files/Risk%20assessment%20March%202017.pdf
17 A register of assets	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Asset%20Register%20March%202017.pdf
18 Contracts for all members of staff	Yes	Attached
19 Disciplinary and grievance procedures	Yes	Attached
20 A policy for training new staff and councillors	Yes	Attached
21 A record of all training undertaken by staff and councillors in the last year	Yes	Attached
22 A clerk who has achieved 12 CPD points in the last year	Yes	Training log attached



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Draft minutes of all council and committee meetings within four weeks of	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Meetings_and_Minutes_3844.aspx

	the last meeting		
2	A Health and Safety policy	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/health%20and%20safety.pdf
3	Its policy on equality	yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Equal%20Opportunities%20Policy%202016.pdf
4	Councillor profiles	yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Councillors_3842.aspx profile information is in place for some councillors
5	A community engagement policy involving two-way communication between council and community	yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Community%20Engagement%20strategy.pdf
6	A grant awarding policy	yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Grant%20awarding%20policy%20and%20application%20form%202017.pdf
7	Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes	In 2017 invitations were issued to encourage attendance at the annual Parish Meeting. Eight members of the public attended (nobody attended in 2016) and raised various issues, which were then used to finalise the action plan for 2017/18. Annual meeting of the Parish 2017 minutes: http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/AnnualParishMeetingMinutes2017.pdf
8	An action plan and related budget responding to community engagement and setting out a timetable for action and review	Yes	An action plan and related budget are developed annually. Residents are invited to comment and make suggestions via the Council's newsletter: http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Community/Newsletters/October%202016.pdf budget 2017/18: http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Agreed%20budget%202017-18.pdf The action plan for 2017/18:

		<p>http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/Action%20Plan%202017-18.pdf</p> <p>Quarterly reports on progress are made to the Council, reports for 2016/17 can be found here:</p> <p>http://www.steeton-with-eastburnparishcouncil.gov.uk/Your_Council_3841.aspx</p>
<p>9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins</p>	<p>Yes</p>	<p>Community engagement:</p> <p>Newsletters are distributed in hardcopy 3 times a year to most households, are made available at local post offices and are published online. The Council also has 3 facebook pages :</p> <p>https://www.facebook.com/Steeton-with-Eastburn-Parish-Council-819370231458849/</p> <p>https://www.facebook.com/The-HUB-288217044669622/</p> <p>https://www.facebook.com/Silsden-Steeton-and-Eastburn-neighbourhood-plan-674391609332483/</p> <p>Which are used to ask for comment and promote Council work.</p> <p>As part of the development of a neighbourhood plan several communications initiatives have taken place, details are shown in the attached communications log.</p> <p>Articles in newsletter October 2016 asking for comment</p> <p>http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/Community/Newsletters/October%202016.pdf</p> <p>and in January 2017 asking for comment on two specific projects, Corm Mill Green and verge area</p> <p>http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/February%202017%20-compressed.pdf</p> <p>Promotion of democratic processes:</p> <p>Articles in newsletter October 2017 explaining the process and encouraging involvement</p>

		<p>http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Community/Newsletters/October%202016.pdf</p> <p>Annual report 2016: http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Community/Newsletters/Summer%202016.pdf</p> <p>The Council regular sends representation to outside bodies, including the City of Bradford MDC Parish Liaison Group, The Yorkshire Local Council Association's South Pennine Branch and Rural Action Yorkshire.</p> <p>Attendance is recorded in the meetings attended section of Council minutes, e.g. http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Minutes/7849-2017-01-04_Minutes_Final.pdf</p>
10 Evidence of helping the community plan for its future	Yes	<p>Development of a neighbourhood plan is helping community to plan for the future, a draft plan has been subject to formal public consultation and will soon be submitted to the planning authority. The draft plan and details of how the public were asked to contribute can be seen here: http://www.steeton-with-eastburnparishcouncil.gov.uk/Neighbourhood_Plan_3858.aspx</p>

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
1 a scheme of delegation (where relevant)	Yes	<p>Included in Financial regulations and standing orders http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Standing%20orders.pdf http://www.steeton-with-eastburnparishcouncil.gov.uk/_UserFiles/Files/Council/Financial%20Regs%20Updated%20June%202016.pdf</p>
2 up-to-date	Yes	Policy attached

	insurance policies that mitigate risks to public money		
3	addressed complaints received in the last year	Yes	Copies of emails to Bradford Council solicitor attached
4	at least two-thirds of its councillors who stood for election	Yes	List of current councillors attached
5	a printed annual report that is distributed at locations across the community	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/UserFiles/Files/Community/Newsletters/Summer%202016.pdf
6	a qualified clerk	Yes	Certificate attached
7	a clerk (and deputy) employed according to nationally or locally agreed terms and conditions	Yes	Terms and conditions attached
8	a formal appraisal process for all staff	Yes	Documentation attached
9	a training policy and record for all staff and councillors	Yes	Attached