



Steeton-with-Eastburn Parish Council

c/o 64 Thornhill Rd, Steeton, Keighley, W. Yorkshire, BD20 6RD.

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Minutes of The Meeting of the Council held on 7th February 2018 at 7.30pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

Present : **Councillors:** – Mullen, Thompson, Gill, Mounsey, Emmott, Lambert, Danby, West.

In attendance Ward Councillors: – (0)
Members of the public: (0)

18/19 **Apologies:** apologies were sanctioned from Cllr Blagden (ill health)

18/20 **Disclosures of Interest:** None

18/21 **Dispensations:** None

18/22 **Minutes**

Resolved: That the minutes of the following meetings:

- a) Parish Council 3 January 2018
- b) Community HUB committee 3 January 2018

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

18/23 **Resignation of Cllr Southgate:**

Cllr Mullen has notified Bradford District Metropolitan Council of the situation. He has posted the relevant notices supplied by BMDC of the vacancy in the Parish. Nothing further can be done until after 9 February which is the last date for any request for an election.

18/24 **Reports of Police and invited guests:**

PCSO John Turnbull attended and reported on crime figures only for the January period.

In January there were 2 burglaries, one of which was opportunist in nature by way of gaining entry through an insecure front door.

A BMW car was stolen from East Parade after the thieves broke in to the house and took the car keys. There were some nuisance phone calls.

There were two assaults. Action regarding one of these assaults will not be taken any further.

There has been a series of car thefts beginning on 25 January and then every day thereafter. The thieves appear to have been taking high value cars to order. Suspects have been arrested and it is hoped this will bring this situation to an end.

Councillors complained about the number of vehicles parked on the pavement of Thornhill Road. It is suspected that the culprits are members of staff from Airedale Hospital.

18/25 **Resolutions for Operation of Council during interim:**

Resolved:

- a. That Cllr Thompson is appointed interim Proper Officer
- b. That Cllr Mullen is appointed interim Responsible Financial Officer
- c. That they can both be paid all reasonable expenses whilst fulfilling these roles.

- 18/26 Clerk Recruitment:**
Cllr Thompson reported that adverts have been placed around both villages, on the council website and on the Council's Facebook page. The closing date for applications is 27 February. Six applications have been sent out so far.
The candidates will be shortlisted on 8 March with interviews scheduled for 14 March at the Hub.
- 18/27 Policies:**
In the Council's pursuance of the second level of the Local Council Award Scheme, it was noted that the following policies needed updating.
- a. **Equal Opportunities:** updated and resolved.
 - b. **Grant Awarding Policy and Procedure:** reviewed and ratified.
- 18/28 Staffing Committee terms of reference:**
A policy setting out the terms of reference for the staffing committee was presented to council. It was duly resolved and accepted.
- 18/29 Cllr Lambert to update Council on Keighley Rd Recreational ground proposals:**
The location of the proposed mini football pitch were discussed. The previous study from 2014 had assumed a pitch along a North/South axis. However, after the recent site visit it was agreed that a better choice would be along an East/West axis. A further feasibility report and ground survey will be required.
However, nothing further work can be undertaken on this project until the Council has established its legal title to the land in question. The Land Registry has raised further requisitions to provide evidence of the Council's ownership of the land. Documentary evidence is proving very difficult to obtain. It may be necessary to provide a further statutory declaration of the circumstances to the Registry.
No further project costs can be incurred until the title issue is resolved. The s106 money currently held by BMDC will remain earmarked for the Council's benefit.
- 18/30 Planning Issues :**
- i. **18/00093/CLP:** no comment
 - ii. **18/00076/HOU:** no comment
 - iii. **18/00026/FUL:** concerns raised regarding the excessive height of the proposed fence and the consequent implications for pedestrian safety on the adjoining footpath and; visual impact along the frontage of the property.
- a. **To note outcomes of Planning Applications:** none to date
 - b. **To note outcomes of Planning Application Appeals:** None to date
- 18/31 Emergency Budget item:**
The tax base of the Parish has increased (due to increased numbers of dwellings) and therefore the proposed precept of £30.00 for Band D will produce a somewhat greater figure than was in the Councils budget. Since this is the result of more residents in the Parish it was resolved that the precept should stay at £30.00 per band D household.
- 18/32 Finance**
- a) **Items requiring immediate attention:**
 - i. Cllr Mullen is in the process of completing the annual return to the Charity Commission for Eastburn Playing Field. This will be completed upon receipt of further information from the bank.

- ii. An internal audit is due to take place In March 2018. It will be conducted by Howard Miller at Yorkshire Internal Audit Service. He has requested various documents and most of these have been located. Mr Miller has agreed to do the Council's accounts for the year ending 17/18 for the sum of £300.00 in addition to the audit fee of £256.00. This would enable the new clerk to start with a clean sheet. The council resolved to accept this offer.
- iii. YCLA have issued advice that all unnecessary paper documents should be destroyed in the next two months before the implementation of the new data protection regime. This will be put in hand.

b) The accounts for payment were agreed as set out below and balances were noted.

Payments

Purpose	Payee	Amount (£)
Pantomine	Rural Arts	240.00
Hub Cleaning	Elaine O'Hara	50.00
Alarm System Inspection	Guardian security	138.00
Paper supplies for HUB	Scott Janitorial Supplies	131.57
Holiday pay and Tax rebate	Rebecca Whitaker	342.38
Expenses	David Mullen	104.79
Expenses	Su Thompson	14.98
Clerk advert	YLCA	15.00
TV licence	TV licencing	147.00

Receipts

Purpose	From	Amount (£)
Hall Hire	L Wright	45.00
Hall Hire	C Quinn	20.00
Hall Hire. October. November. December	S Waddington	156.00
Hall Hire. Friday Group	L Brooke	160.00
Hall Hire	A Gudgeon	14.00
Hall Hire	L Towers ***	20.00
Hall Hire	A Denning	20.00
Hall Hire	S Sagar	35.00
Hall Hire. October. November. December	Steeton Bobbins	71.50
Hall Hire	K Irlam	20.00
Hall Hire	M Stead	10.00
Hall Hire	Saraha Saed	35.00
Hall Hire	L Wright	45.00
Hall Hire	C Quinn	20.00

*** L Towers Cheque returned by bank, awaiting a new cheque from her.

18/33

Correspondence:

The preliminary report from the solicitors on the draft lease of Cornmill Green has been received. This will be an agenda item for the March meeting.

18/34

Members' reports:

Cllr Lambert: mess left at the seating by the Parish Council notice board by residents of the Elysium Hospital. Cllr Mullen has already been in touch with the Elysium Hospital who have agreed to clean this up.

Cllr Gill: concerns about the exit from Sutton Lane on to the Skipton Road. Cllr Mullen has very recently emailed Simon D'Vali on this matter together with a photo. Mr D'vali is the Senior Highways Manager for the Keighley area and so this problem is within his area of responsibility.

Cllr Emmott: potholes on Elmsley Street, also at Whitley Head and a large pothole on the main road between the Coop and the Currer Gate nursing home.

Cllr West: Resident of 27 Williams Road had raised concerns about parking on a grassed area near his house

Concerns about the lack of progress on Chapel Lane parking. John Grogan MP had failed to turn up for the last meeting. There seemed to be no progress.

Should the Council commission a parking review for the parish as a whole? There were clearly problems with parking throughout the two villages. It was agreed that Councilor West would try to ascertain who to contact at Bradford Met.

Ross Turner and Ralph Presland from Bradford Met had met with Cllr West to discuss new lighting at the Memorial Garden. The final costing will be produced after a further meeting. In the meantime Ralph Presland confirmed that Bradford would pay for the connection of the lights to the main electricity supply.

The exit from Knott Lane on to Sutton Lane was also raised. Knott Lane is privately owned. One solution might be a mirror opposite the exit.

18/35

Defibrillator Checking Rota: Cllr Danby will carry out the weekly check

18/36

Times and dates of future meetings: Next meeting: 7 March 2018 - The Hub at 7.30pm

There being no further business the meeting closed at 9.15pm