



Steeton-with-Eastburn Parish Council

Steeton HUB, Skipton Road, Steeton, BD20 6FE
Clerk@steeton-with-eastburnparishcouncil.gov.uk

Minutes of

The Annual Meeting of the Council held on 2nd May 2018 at 7.30pm at The Steeton Hub, Skipton Road, Steeton, BD20 6FE

Present : **Councillors:** – Williamson, Emmott, Blagden, Townend, Lambert, Mullen, Thompson, West, Mounsey

In attendance Ward Councillors: (0)
Clerk: – Sarah Brooksbank
Police: (1)
Members of the public: (0)

Public question time: None

18/001 Election of Chairman

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

18/002 Apologies

Received from Cllr. Gill (Holiday), Cllr. Diane Danby (Illness)

18/003 Disclosures of Interest: None

18/004 Dispensations: None

18/005 Election of Vice Chairman: Cllr Thompson was elected nem con

18/006 Appointment of representatives to outside bodies:

i) Parish Council Liaison Meetings

Resolved: Councillor Mullen, Thompson and the Clerk

(ii) YLCA Branch Meetings

Resolved: Councillors Mullen & Lambert & the Clerk

18/007 Appointment of members of committees, working parties and steering groups

(i) Planning Committee (6 members)

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

(ii) Human Resources Committee (6 members)

Resolved: Councillors Mullen, Mounsey, Lambert, Thompson, Danby and Blagden

(iii) Community HUB Committee (8 members).

Resolved: Councillors Emmott, Lambert, Mullen, Thompson, Blagden

(Group users: Councillors Danby & Williamson. Member of public: Annette Mullen)

18/008 Minutes

Resolved: That the minutes of the following meetings:

- a) Parish Council 4th April 2018
are approved as a true record and signed by the Chairman on behalf of the Council

18/009 Reports of Police and invited guests:

P.C Irving in attendance
Police have recently gone through a period of restructure
Reported a number of arrests for cannabis factories within the Keighley area
1 x residential burglary – unlocked door
3 x thefts from vehicles
1 x criminal damage – smashed car windscreen
Information above excludes Airedale Hospital crime figures

18/010 Chair to update on Keighley Road Recreational Ground, Corn Mill Green & Chapel Road Keighley Road Recreational – still with solicitor regards resolving ownership/land registry issues

Corn Mill Green – currently with Solicitor, who is seeking clarification from Bradford Council legal department

Chapel Road – On the agenda for 1st June meeting with John Grogan – nothing to update at this current time

18/011 Planning Issues :

i. 18/01261/HOU

Demolition of existing conservatory and construction of new sunroom
7 Rivock Avenue Steeton with Eastburn West Yorkshire BD20 6SA

Resolved: No comments

ii. 18/01584/FUL

Single storey extension (toilet facilities)
Steeton Working Men's Club Low Fold Steeton with Eastburn

Resolved: To consider construction materials & the aesthetics in the context of the conservation area

iii. 18/01670/HOU

Removal of two existing single storey flat roof extensions and of an existing dormer.
Formation of a two storey extension to the west elevation and single storey extension to the south elevation. The removal of the existing non original dormer to the east elevation, and replacement with a roof light will improve the east facade. The amendment to the south ground floor window to form a new principle entrance doorway will have little or no perceived impact.

Hollins Cottage Hollins Bank Lane Steeton With Eastburn BD20 6LX

Resolved: The Parish Council takes this opportunity to thank the applicant for the revised planning drawings.

Concerns over the visual impact on the neighbours.

iii. 18/01460/HOU

Construction of detached timber shed in side garden including hard standing and additional patio area

11 Holly Fold Steeton With Eastburn West Yorkshire BD20 7SY

Resolved: No comments

18/012 Policy Reviews – : (a) Sickness Absence

Resolved: Cllr Thompson to amend the Sickness Absence policy from weeks/days/month to hours replicating the employment contract – Cllr Thompson to bring amended policy back to the June meeting for council approval & authorise the Chairman to sign.

(b) Community Engagement – to ratify the Council policies on community engagement and to authorise the Chairman to sign.

18/013 Finance

a) Income and expenditure 2017-18: A summary cash flow statement was noted.

b) Annual Return: Resolved: To authorise the following accounts for the year ended 31st March 2018

c) To authorise the Chairman to sign Section 1 (Annual Governance Statement 2017/18)

d) To authorise the Chairman to sign Section 2 (Accounting Statements 2017/18)

	31/3/17	31/3/18	Variance	Explanations of significant variations
Balances brought forward	£73,626	£87,870		
(+) Annual Precept	£42,810	£46,585	+£3,775	Modest increase in precept due to increase in number of new houses in the area. Agreed to fund various projects planned for 2017-18, some of which now deferred to 2018-19
(+) Total other receipts	£19,557	£13,349	-£6,208	Hall hire down by £2,373. Lost some long term bookings over the year. One-off grants and miscellaneous income in 2016-17 not replicated in 2017-18 (down £1785 and £1544 respectively)
(-) Staff costs	£9,507	£8,933	-£574	Clerk's position vacant for part of the year

(-) Loan interest/capital repayments	0	0	£0	
(-) Total other payments	£38,616	£42,492	+£3,876	Includes net cost of £5,951 for replacement lighting and repairs to the HUB (Community Centre) in 2017-18
(=) Balances carried forward	£87,870	£96,379	+£8,509	
Total Cash & Investments	£87,870	£96,379	+£8,509	
Total Fixed Assets	£407,241	£407,211	-£30	Disposal of obsolete printer
Total Borrowings	Nil	Nil	Nil	

e)Reserves: Resolved: Agreed on carrying forward the following amounts to 2018/2019:

1. Repair / Replacement of equipment in Council owned play areas. Due to cost of items need to keep reserve of £15,000
2. Corn Mill Green - refurbishment of area on completion of Asset Transfer. Due to delay in completing lease this is held over from 17/18. Keep reserve of £7,500.
3. Replanting of the Memorial Garden– keep reserve of £3,000.
4. Keighley Road Recreation Ground. Keep reserve of £20,000 as a contribution to be added to S106 monies already allocated to this site. This project has had plans drawn but because of delays with the Land Registry the project cannot get underway.
5. Election costs of £10,000. The need to have a reserve in this amount in case a by-election is called this would be the cost to the Council.
6. HUB Community Centre reserve £7.5k. This is a working reserve to cover any repairs and replacement of equipment.

Total earmarked reserves are £63,000

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

Payments

Purpose	Payee	Amount £
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Grounds maintenance (April 2018)	Greenfingers Garden Services	£262.50
Cleaner (April 2018)	Elaine O'Hara	£95.00
Change location of Alarm Pad	Guardian Security Installations Ltd	£234.00
Clerk Pay (April 2018)	Sarah Brooksbank	£641.66
Clerk Training Day	Yorkshire Council Associations	£115.00
Monthly Payroll Fees for Clerk Pay	Bradford Community Payroll & Accounts	£36.00
Clerk Online Training Course	SLCC Enterprises Ltd	£118.80
Expenses	David Mullen	£90.30
Expenses/Mileage	Sarah Brooksbank	£228.01
Line Rental & Broadband	Talk Talk Business	£27.54
SLCC Membership Renewal	SLCC	£115.00
ALCC Membership Renewal	ALCC	£30.00
Ray Subscription	Community First Yorkshire	£35.00
Internal Finance Audit	Yorkshire Internal Audit Services	£560.00

Receipts

Purpose	From	Amount £
Interest	Public Sector Deposit Fund	£17.26
HUB Key Deposits	Steeton with Eastburn Bowling Club	£315.00
Hall Hire	A. Hagget	£29.00
Hall Hire	Pippa Chapman	£20.00
Hall Hire	April Gudgen	£12.00
Hall Hire	Matthew Clayton Stead	£10.00
Hall Hire	Diane Danby	£128.00
Hall Hire	A. Caden Breath Easy (April Meeting)	£17.00
Hall Hire	Carers Resource Group (Jan-March) H.Gunton	£19.00
Hall Hire	L.Brook - Friday Girls Group	£144.00
Hall Hire	R.Matthew	£20.00
Hall Hire	C Walmsley	£20.00
Hall Hire	A. Caden Breath Easy (Feb Meeting)	£17.00
Hall Hire	Matthew Clayton Stead £10 for 11.4.18 & £10 for 18.4.18 booking	£20.00
Hall Hire	Zoe Smith	£20.00
Payment of HUB deposit	Sophie Pickles - Explora Tots	£45.00

Balances as at 02 May 2018:

Community Account	£12,672.67
Business Base Tracker	£33,041.39
Public Sector Deposit Account	£50,000.00

*Invoices and receipts received after publication of the agenda

- 18/014 Meeting dates 2018/19: Resolved:** agreed to change the HUB Committee Meeting start time from 6.30pm to 7.00pm.
- 18/015 Correspondence:** None
- 18/016 Meetings Attended :** GDPR training
- 18/017 Members reports :**
Cllr Emmott: Pot holes on Intake lane.
Cllr West: Met with Jonathan Hays (Area Co-ordinator) & Cllr West asked for Ward Councillors to attend Parish Council meetings monthly/quarterly basis.
Lighting for memorial gardens – Clerk to send email to Ross Turner to go ahead with the work quoted. Place an agenda point for the June monthly meeting with regards to an update on Neighbour Hood Plan.
- Cllr Lambert:** Enquired about cleaning the bricks on the pill boxes on the green spaces on the Redrow Thorn hill Road Estate. A question arose as to whether this would affect the pill boxes conservation. Cllr West to find out the name of the company running the green spaces & the Clerk to write to them in due course.
- Cllr Townend** – received complaints about the bench on Skipton Road. Lots of cigarette waste & rubbish. Chairman Mullen has written a letter to Elysuim Healthcare regarding this subject. Lyon Road – reports of unclean surface water.
- Chairman Mullen** – 3 stones donated by the Male Voice Choir (Hawkcliffe Corner, Station Road & Eastburn) are in need professionally cleaning. Possibility of sanctioning money to have them cleaned, sealed & plants placed around the stones. Parish Council to investigate options.
- 18/018 Defibrillator checking rota:** Cllr Danby will carry out the weekly check
- 18/019 Time and dates of future meetings:** Next meeting: 6th June 2018 – The Hub at 7.30pm

There being no further business the meeting closed at 9.30pm