



# 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 4 May 2016 at 7.30pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

**Present :** **Councillors:** – Blagden, Danby, Lambert, Mounsey, Mullen, Thompson, Thompson, Townend and Weller

**In** Ward Councillors: – (0)

**attendance** Clerk: – Rosie Sanderson

Members of the public: (1)

### **Public question time:**

A resident of Eastburn spoke about the new development next to Airedale hospital. She has met with the build manager from Miller Homes, who told her traffic lights were to be installed. She has contacted Bradford MDC planning department, who say traffic lights are not approved. She wondered if lights are to be put in place temporarily. The chairman responded that he has contacted one of the Bradford ward councillors who will investigate the matter. Permission for traffic lights was not granted when the development was approved; however a Puffin crossing is to be installed. The chairman will contact the resident when further information is available

### **16/001 Election of Chairman**

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

**16/002 Apologies:** Apologies were received from Cllrs Butcher and Emmott (competing commitments) **Resolved:** To sanction apologies from Cllrs. Butcher and Emmott.

**16/003 Disclosures of Interest:** None

**16/004 Dispensations:** None

**16/005 Election of Vice Chairman:** Cllr Thompson was elected nem con

### **16/006 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

### **16/007 Appointment of members of committees, working parties and steering groups**

(i) Planning Committee (6 members)

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

(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

**16/008**

**Minutes**

**Resolved:** That the minutes of the following meetings:

- a) Parish Council 6 April 2016
- b) Neighbourhood Plan Working Group 10 February 2016

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

**16/009**

**Reports of Police and invited guests:** Police: Crime report for the previous month: 2 burglary dwellings - one in Thornhill Road and one in Queen Street. 6 thefts, 1 theft from vehicle in Thornhill Grove – loose change stolen, 1 from shop – (My Local), 1 theft by employee (Burley Court), 1 criminal damage (St Stephens church hall), 4 domestic crimes, 1 theft from school office at Eastburn School.

**Reports for police:** None

**16/010**

**Chapel Road Recreation Ground**

**Boundary wall (easterly section):** Information about works planned by adjoining landowners was circulated. **Resolved:** (i) To request the solicitor to obtain a drawing and specification of the planned works, which must be approved by the Council's structural engineer (Paul Waite) (ii) to commission Paul Waite to review the works when completed, Solicitor to inform the residents that the work must be signed off by the Council's structural engineer, (iii) clerk to ask solicitor to explain why the work is not covered by the Party Wall Act.

**16/011**

**Memorial Wood annex**

Comments on the draft proposals are awaited from CBMDC planning and tree officers and West Yorkshire police.

**16/012**

**Keighley Road Recreation Ground**

- a) CBMDC are following up payment of the S106 money payable by Redrow for the Thornhill Road estate which could be used to fund creation of a playing pitch at Keighley Road Recreation Ground.
- b) **Dog Fouling:** CBMDC have been requested to remove the existing mess and will attempt to apprehend the owner(s) responsible. A report detailing fencing, bins and gate options to deter further fouling was considered. **Resolved:** (i) Chairman to contact the CBMDC neighbourhood officer to obtain stickers for the bins showing they can be used for dog waste, and "bag it tie it bin it" signs (ii) quotations for fencing to be considered at the June meeting.

**16/013**

**Corn Mill Green**

A stage one form has been submitted to CMBDC indicating interest in an asset transfer, the second stage form has been received and will be submitted soon.

**16/014**

**Publication of minutes**

In order to meet criteria for the Local Council Awards Quality status the Council must publish draft minutes of meetings on its website before they are approved at the next Council meeting.

**Resolved:** to publish draft minutes 7 days after they have been circulated by email to councillors

**16/015 Community Engagement Strategy**

A draft community engagement strategy was considered. **Resolved** : To adopt the circulated community engagement strategy.

**16/016 Planning Issues**

**a) Planning applications:**

16/02416/HOU Construction of single storey kitchen extension, 47 Upper School Street Steeton  
**Resolved:** respect should be shown for the adjacent listed building and care taken not to cause any damage thereto

16/02709/HOU Construction of single storey rear kitchen extension 6 Grange Terrace Main Road Steeton With Eastburn West Yorkshire BD20 8UH

**Resolved:** No comments

16/02179/HOU Single storey extension to side and rear adjoining existing outbuilding 25 High Street Steeton With Eastburn West Yorkshire BD20 6NT

**Resolved:** No comments

16/03072/HOU Construction of conservatory to side 12 Stone Grove Steeton With Eastburn West Yorkshire BD20 6TQ

**Resolved:** No comments

**b) Outcomes of Planning Applications:** None received

**C) Planning Application Appeals:** None received

**16/017 Policy Reviews: Sickness Absence**

**Resolved:** to ratify the existing policy and approve for the chairman to sign

**16/018 Finance**

- a) **Income and Expenditure 2015-16** A year end summary of income and expenditure was noted
- b) Annual Return (Section 1): A review of internal controls carried out by the clerk and Cllr Butcher was noted. **Resolved:** to approve Section 1 (Governance Statement) of the annual return and to authorise the Chairman to sign Section 1
- c) **Resolved:** To authorise the following accounts for the year ended 31<sup>st</sup> March 2016 and to authorise the Chairman to sign Section 2 (Accounting Statements) of the annual return

	<b>31/4/15</b>	<b>31/4/16</b>	<b>Variance</b>	<b>Explanations of significant variations</b>
<b>Balances brought forward</b>	£45,611	£122,354		
<b>(+) Annual Precept</b>	£39,155	£42,586	£3,431	
<b>(+) Total other receipts</b>	£90,567	£44,057	-£46,510	A large grant for a new playground (£65,246) was received in 2014-15 and spent in 2015-16.
<b>(-) Staff costs</b>	£9,435	£9,069	-£366	

<b>(-) Loan interest/capital repayments</b>		0	Nil	
<b>(-) Total other payments</b>	£43,543	£126,123	£82,580	Expenditure on a new playground totalled £78,175
<b>(=) Balances carried forward</b>	£122,354	£73,806	-£48,548	Money was carried forward in to 2015-16 for a new playground (£78,175). Money is to be carried forward to 2016-17 for acoustic improvements at the community HUB (£3,985), neighbourhood planning work (£6,000) and elections (£10,000).
<b>Total Cash &amp; Investments</b>	£122,354	£73,806	-£48,548	As above
<b>Total Fixed Assets</b>	£406,599	£408,065	£1,466	
<b>Total Borrowings</b>			Nil	

d) **Accounts for payment: Resolved:** to authorise payment of the accounts below and note the receipts and account balances.

**Payments:**

Purpose	Payee	Amount (£)
Clerk's salary	R Sanderson	592.12
Clerk's Home as office allowance	R Sanderson	75.00
PAYE and NI	HMRC	185.13
Payroll services	Bradford Community Payroll	36.00
*Anti Virus software	AVG via R Sanderson	25.87
*Clerk's salary	HMRC	142.33
*Community Hub - consumables	Scott Janitorial	48.73
*Community Hub - cleaning	E O'Hara	105.00
*Subscriptions	Society of Local Council Clerks	131.00

**Receipts:**

Purpose	From	Amount (£)
War bond redemption	HM Treasury	1,000.00
Hall hire	A Gudgeon	5.00
Hall hire	P Cant	127.00
*Hall hire	M Carr (Book Club)	35.00

*Hall hire	C Coyle (Carers)	30.00
*Hall hire	A Eaton	2.00
*Hall hire	G Spence	17.50
*Hall hire	E Gatenby	17.50
*Hall hire	Steeton Bowling Club	14.00
*Rent football field	Steeton Football Club	0.05
*VAT repayment	HMRC	2,567.35

**Balances** as at 04 May 2016, after the above payments

Community Account	£9,000.08
Business Base Tracker	£13,004.43
Public Sector Deposit Account	£50,000.00

\*Invoices and receipts received after publication of the agenda

**16/019**

**Workplace pensions**

An update on the responsibilities and requirements of the Council was received. The Council's "staging date", i.e. when new duties will apply to the Council is now 1<sup>st</sup> May 2017.

**16/020**

**Correspondence (for information and to inform future agendas): None**

**16/021**

**Meetings attended (for information and to inform future agendas): None**

**16/022**

**Member's Community Reports (for information and to inform future agendas)**

Cllr Southgate: Asked if there has been any response from highways officers regarding parking problems in School Street. The chairman will contact the CEO at Bradford Council if no response is received after the local council elections.

Cllr Weller: there is still a problem with misuse of scooters in Elmsley St.

Cllr Blagden: the memorial gardens look much better having been tidied up. There is still a rat problem near Clough Avenue, which could be caused by pet food being left out.

**16/023**

**Defibrillator checking rota:** Cllr Weller will check weekly until the June Council meeting.

**16/024**

**Date and time of next meeting:** 1 June 2016 7.30 p.m. at the HUB

There being no further business the Chairman closed the meeting at 9.15 p.m.

Chairman..... Date: 1 June 2016