



Steeton-with-Eastburn Parish Council

Rosie Sanderson, Clerk to the Parish Council.

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Minutes of The Meeting of the Council held on 4th January 2017 at 7.30pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

Present : Councillors: – Danby, Emmott, Lambert, Mullen, Southgate, Thompson and Townend

In attendance Ward Councillors: – (0)
Clerk: – Rosie Sanderson
Members of the public: (2)

Public question time: no issues were raised.

16/146 **Apologies:** Apologies were received from Cllrs. Blagden, Mounsey and Weller. **Resolved:** To sanction apologies from Cllrs. Blagden and Weller (unwell) and Cllr. Mounsey (competing commitments)

16/147 **Disclosures of Interest:** None

16/148 **Dispensations:** None

16/149 **Minutes**

Resolved: That the minutes of the following meetings:

- a) Parish Council 7 December 2016
- b) Community HUB committee 7 December 2016

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

16/150 **Reports of Police and invited guests:** None

16/151 **Chapel Road Recreation Ground**

The clerk reported that the wall will be restored by the chosen contractor during January. CBMDC have contributed £2,000 towards the cost.

16/152 **Neighbourhood Plan**

The chairman reported that a formal 6 week public consultation on the draft plan will be held from 3rd February. Any responses will be considered and incorporated, and then the plan will be submitted to CBMDC who will arrange for review by a planning inspector followed by a public referendum.

16/153 **Corn Mill Green and land by Methodist Chapel on Skipton Road - proposed asset transfer**

Heads of terms have been received from CBMDC regarding the community asset transfer of Corn Mill Green and land off Skipton Road. **Resolved:** (i) to include the access to garages adjacent in the asset transfer of Corn Mill Green if at all possible; and (ii) To appoint RJ Solicitors of Bradford to act on behalf of the Council.

16/154 **Planning Issues**

16/09342/PNH [Construction of single storey rear extension of the following dimensions: Depth of extension from original wall: 4m Maximum height of extension: 3.7m Height to eaves of extension: 2.96m](#), 28 Stone Grove Steeton With Eastburn West Yorkshire BD20 6TQ

Resolved: No comments

16/09387/FU [Construction of two semi-detached 2 storey houses](#) , Land South Of 10 To 12 Main Road Steeton With Eastburn West Yorkshire

Resolved: No comments

16/09534/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

16/155 Policy Reviews – publication scheme

Resolved: to ratify the publication scheme for 2017.

16/156 Action Plan

A progress report for end of Quarter 3 was noted

16/157 Finance

a) **Resolved:** to agree the budget as set out in Appendix A to these minutes and to raise a sum of £46,585 by a local precept in 2016-17. The local precept will be £30 for Band D properties.

b) a budget monitoring report for end of quarter 3 was noted

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

Purpose	Payee	Amount (£)
Travel	R Sanderson	116.55
Postage	R Sanderson	35.73
Clerk's salary	R Sanderson (Home as Office)	75.00
Telephone	BT via R Sanderson	48.03
Legal and land registry charges	RJ Solicitors (asset transfers)	250.00
Clerk's salary	Bradford Community Payroll	36.00
Community Hub - safety checks	Phoenix Fire (safety checks)	104.04
Travel	D Mullen	9.00
Clerk's salary	R Sanderson	724.71
Community Hub - consumables	Scott Janitorial	74.62
Miscellaneous provision	Booths via R Sanderson (refreshments)	9.95
Printing & photocopying	R Sanderson	1.50
Community Hub - safety checks	Guardian security (alarm checks)	86.40
*Recreational area maint/clearing	Joel Westbrook T/A greenfingers	245.40
*Community Hub - cleaning	E O'Hara	50.00
*Pantomime	Rural Arts	139.50

Purpose	From	Amount (£)
Hall hire	Silsden schools	8.00
Hall hire	Handicrafts (P Cant)	220.00
Hall hire	A Smith	17.50
Hall hire	M Redpath (modern & Mature)	108.00
Hall hire	A Haggett	29.00

Hall hire	M Thomas	17.50
Community Hub - events	Panto ticket sales	76.50
Hall hire	Breathe Easy	45.00
*Hall hire	Tracy Bailey (Pilates)	330.00
*Hall hire	H Mason	20.00

Balances as at 04 January 2017, after the above payments

Community Account	£3843.97
Business Base Tracker	£43,013.37
Public Sector Deposit Account	£50,000.00

*Invoices and receipts received after publication of the agenda

16/158 Correspondence: A number of Christmas cards had been received by the Council

16/159 Meetings Attended : YLCA was attended by the chairman, mostly about neighbourhood planning. Progress is slower in many other areas. CBMDC Parish Liaison was attended by the clerk: - the main item on the agenda, highways, could not be considered due to the absence of the relevant CBMDC officer. There were no other significant issues.

16/160 Members reports

Cllr Lambert: enquired about possible asbestos disposed of in Elmsley Gardens. The chairman responded that it was cement board, and action is being taken by CBMDC

Cllr Emmott: a street light is out on Skipton Road at the bottom of the drive to Currerwood house.

16/161 Staffing: Clerk's salary and conditions of service

Clerk's salary and conditions of service 2017-18: Resolved: To approve the recommendation of the Staffing Committee meeting held on 18 November 2016 increasing the Clerk's salary by one point to scale point 25 on the nationally agreed scales.

16/162 Defibrillator checking rota: Cllr Weller will carry out the weekly check

16/163 Time and dates of future meetings: Next meeting: 1 February 2017 – The Hub at 7.30pm

There being no further business the meeting closed at 8.39pm

Appendix A

Budget 2017/18

This budget paper does not include income or spending of grant monies for major projects but outlines spending against precepted budget 2017/18 and predicts precepted budget spending 2016/17. For comparison purposes actual spend and income are shown for the last complete financial year, 2015/16.

	Budget 2017/18	Predicted Year End 2016/17	Budget 2016/17	Actual Year End 2015/16
Predicted spending:				
Administration				
Audit Fees				
Internal	£250	£250	£250	£250
External	£400	£400	£400	£400
Chairman's allowance	£150	£150	£150	£150
Clerk's salary ¹	£10,300	£10,000	£11,000	£9,069
Insurance	£1,400	£1,332	£1,249	£1,249
IT equipment ²	£500	£200	£500	£55
Postage	£140	£130	£140	£105
Printing and stationery	£400	£400	£400	£0
Reference Books	£50	£0	£50	£0
Subscriptions	£900	£900	£900	£863
Telephone + Broadband	£180	£180	£180	£141
Training	£500	£400	£500	£114
Travel	£900	£600	£900	£557
Website and Newsletter	£2,000	£2,000	£2,000	£1,573
Sub Total	£18,070	£16,942	£18,619	£14,525
Service Delivery				
Community Grants	£1,000	£1,000	£1,000	£1,000
HUB	£8,060	£6,000	£4,500	£3,837
Grant to Eastburn Playing Fields Assoc. ⁹	£600	£2,500	£2,500	£450
Professional fees ³	£1,000	£350	£500	£0
Maintenance/Cleaning recreational areas ⁴	£6,300	£4,600	£7,860	£4,220
Repairs & renewals	£4,000	£4,800	£4,000	£3,799
Sub Total	£20,960	£19,250	£20,360	£13,306
Projects				
Christmas lights	£1,500	£1,000	£1,000	£5,000
Corn Mill Green - improvements ¹⁰	£10,500	£0	£0	£0
Eastburn Playing fields renovation ⁸	£7,500	£0	£0	£0
HUB - acoustic improvements	£0	£4,070	£0	£0
HUB - car park and landscaping	£0	£0	£0	£8,431
Grit bins	£1,000	£0	£0	£0
Flowerbed on land near Methodist Chapel	£1,000	£0	£0	£0
Neighbourhood planning	£0	£1,000	£0	£6,301
Playground improvements	£0	£0	£0	£67,176

Drainage of Keighley Road Rec.	£4,000	£0	£4,000	£1,495
War grave renovation	£500	£0	£0	£0
Memorial Wood Annex	£0	£0	£5,000	£0
Sub Total	£26,000	£6,070	£10,000	£88,403
Contingencies				
HUB reserve ⁵	£1,000	£2,500	£2,500	£2,000
Contribution to reserves	£0	£0	£0	
Miscellaneous Provision	£1,000	£600	£1,000	
Sub Total	£2,000	£3,100	£3,500	£2,015
Total Expenditure	£67,030	£45,362	£52,479	£118,249
Predicted Income:				
Council Tax Support Grant	£2,612	£2,586	£2,586	£2,717
Dividend-War Stock	£0	£0	£35	£0
Grants ¹⁰	£10,000	£1,785	£0	£15,523
HUB Hire and FIT ⁷	£7,400	£6,800	£6,600	£6,887
Interest	£200	£200	£180	£218
Miscellaneous income	£212	£20	£250	£0
Use of reserves	£0	£0	£0	£0
YEDL Wayleave	£21	£18	£18	£21
Total Income	£20,445	£11,409	£9,669	£25,366
Net to Raise (council tax)	£46,585		£42,810	
Council Tax Base (Band D equivalent)	1,553		1,489	1,362
Band D Precept	£30.00		£28.75	£28.75

Notes

1. Includes 1 point increase, 1% pay award, NI and cost of payroll services
2. Includes sufficient to replace one laptop
3. Increased to allow a contingency for any type of professional fee, e.g. Legal, engineer, fire
4. Includes £1,500 (estimated) for Corn Mill Green which is to be transferred to the Parish Council during 2017-18. CBMDC have confirmed maintenance arrangements will be the same as 2016-17 for all other areas.
5. A reserve fund for future HUB maintenance
7. Includes hire charges increases from January 2017
8. To renovate safety surfacing on play area and cut back boardwalk area. Quotes obtained.
9. To include annual maintenance visit to trim boardwalk area
10. A grant will be applied for to fund work at Corn Mill Green

R Sanderson, Clerk

Presented to Council 4 January 2017