



# 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 5<sup>th</sup> April 2017 at 8.00pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

**Present :** **Councillors:** – Blagden, Danby, Emmott, Lambert, Mounsey, Mullen, Southgate, Thompson and West

**In** Ward Councillors: (0)

**attendanc** e Clerk: – Rosie Sanderson

CBMDC: - Liz Horn

Police: (2)

Members of the public: (0)

**Public question time:** Liz Horn of CBMDC neighbourhood office informed the council that funding for small groups is available through the Community Chest. The youth service provision throughout the area is being reorganised. She asked about any issues in the area other than parking. She pointed out that there is increasing competition for sources of external funding.

**16/202** **Apologies:** Apologies were received from Cllr. Townend **Resolved:** To sanction apologies from Cllr. Townend (unwell)

**16/203** **Disclosures of Interest:** Cllr. Blagden declared a personal interest in Item 1 of Part 2, Grounds Maintenance Contracts 2017-18

**16/204** **Dispensations:** None

**16/205** **Councillor resignation**

Following the resignation of Cllr. Weller no electors requested an election. Thus a co-option may proceed. **Resolved:** to advertise the vacancy.

**16/206** **Minutes**

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

a) Parish Council 1 March 2017

b) Community HUB committee 1 March 2017

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

**16/207** **Actions taken by the clerk since the last meeting, not otherwise on the agenda**

a) As requested at the March Council meeting CBMDC have checked the basketball hoop at Keighley Road recreation ground, there are no concerns about safety

b) Damage to the wall at the corner of memorial gardens, at the junction of St Stephens Road and Skipton Road caused by an estate agent's board has been fixed by CMBDC. The estate agent has been contacted and asked not to erect boards on Council property without permission.

**16/208** **Reports of Police and invited guests:**

PC Livesey introduced himself as the Craven ward officer and introduced PCSO Jo Barrett. He explained the action they had taken to police parking and access in Chapel Road and by Steeton school. He emphasised the need to report concerns about anti social behaviour to the police.

Cllr Lambert asked for action to be taken regarding a car apparently abandoned on Mill Lane on which there is an “aware” sticker.

**16/209 Memorial Gardens planting scheme**

**Resolved:** to accept the scheme proposed by Joel Westbrook at a cost of £1866

**16/210 Chapel Road Recreation Ground**

The contractors have reinstated the section of fence to keep the public away from the area of wall which has not been reinforced by the adjoining landowner. Cllr. Mullen has consulted with CBMDC and will arrange to plant trees along the line of the wall. Trees have been obtained free of charge from the Woodland Trust. He will contact the Methodist Youth Group to ask them to help with planting. The trees planted alongside Cartmel Lane have been vandalised. Bradford Environmental Action Trust and CBMDC will be contacted for advice and assistance.

**16/211 Planning Issues : None**

**16/212 Policy Reviews – Code of Conduct**

**Resolved:** to ratify the Code of Conduct and to authorise the Chairman to sign.

**16/213 Action Plan**

a) **Resolved:** To accept an end of year progress report for 2016/17, noting that a decision on work on Memorial Wood has been deferred for 5 years.

b) Draft action plan for 2017/18: **Resolved:** To agree the circulated plan. Cllr. West will investigate the location of a war grave plaque in order that renovation can be carried out.

**16/214 Risk Assessment 2017**

**Resolved:** to agree the risk assessment circulated

Cllr. Danby asked about the possible risk presented by a display of knitted poppies planned for the Memorial gardens in November. **Resolved:** clerk to make enquiries with the insurers.

**16/215 Asset Register 2017**

a) **Resolved:** to approve the asset register for 2017

b) Land Registration: The clerk reported that it has not proved possible to register the Keighley Road recreation area as the Council does not have the original deeds. The Council’s solicitor has suggested that if Councillors who have served on the Council for more than 12 years could sign a declaration, in the presence of another solicitor, that this would help with a further application to register the land. **Resolved:** that arrangements be made for Councillors Blagden, Mullen and Townend to sign a declaration and that the nature of the legal title which the council will obtain for the Keighley Recreation ground be ascertained.

**16/216 Finance**

a) **Resolved:** to note a budget monitoring report for end of Quarter 4 2016/17. Chairman to make enquiries with other local councils about the cost of an election.

b) **Resolved:** To agree to the following carry forwards to the 2017-18 financial year:

- £4,000 for drainage at Keighley Road recreation ground
  - £4,530 for neighbourhood planning (allocated in 2014/15 and 2015/16 budgets but not yet spent)
- c) **Resolved:** The accounts for payment were agreed as set out below and balances were noted
- d) Annual Return: **Resolved:** to approve Section 1 (Governance Statement) of the annual return and to authorise the Chairman to sign Section 1.

Purpose	Payee	Amount (£)
Neighbourhood plan	Kirkwells	3,000.00
Subscriptions	YLCA	785.00
Subscriptions	Rural Action Yorkshire	35.00
Clerk's salary	R Sanderson	740.40
Travel	D Mullen	75.60
Community Hub - equipment	D Mullen	12.60
Community Hub - consumables	Ask the Office Ltd	5.62
Community Hub - licences	PRS for Music	355.39
Community Hub - consumables	Scott Janitorial Ltd	71.86
*Recreational area maint/clearing	Joel Westbrook T/A Greenfingers	245.40
*Community Hub - cleaning	E O'Hara	50.00
*Clerk's salary	Bradford Community Payroll	36.00
*Stationery	Ask the Office Ltd	26.34
*Community Hub - consumables	Ask the Office Ltd	25.10
*Newsletter and website	Vision ICT Ltd	204.00
*Postage	R Sanderson	31.14
*Travel	R Sanderson	106.20
*Telephone	BT via R Sanderson	47.52
*Clerk's salary	R Sanderson Home as Office	75.00
*Community Hub –router and installation charge	TalkTalk	93.53
*Community Hub - broadband	TalkTalk	23.94
*HUB hire charge refund	R Hussain	50.00
*Chapel Road fence	L Molloy	285.00

Purpose	From	Amount (£)
Hall hire	Handicrafts (P Cant)	100.00
Hall hire	A Mellor	20.00
Hall hire	L Burgin	20.00
Hall hire	D Knottingham	20.00
Hall hire	N Lister	20.00
Public Sector deposit fund interest	CCLA	11.54

Hall hire	T Bailey (Pilates)	25.00
Hall hire	Airedale Hospital	80.00
Hall hire	Priory Group	150.00
Hall hire	R Hussain	50.00
Hall hire	Breathe Easy	67.50
Hall hire	M Redpath (modern & Mature)	125.00
Wayleave	Northern Electric PLC	21.44
Hall hire	Bowling Club	600.00
Hall hire -deposits	Bowling Club	315.00
Hall hire	J Dixon	20.00
Hall hire	A Haggett	36.00
Hall hire	Steeton Flower Club	11.00
*Public Sector deposit fund interest	CCLA	10.05
*Feed in Tariff	NPower	2.55
*Feed in Tariff	ABB Ltd - reimbursement	139.96
*Hall hire	Airedale Hospital	25.00

**Balances** as at 05 April 2017, after the transactions above

Community Account	£8,872.92
Business Base Tracker	£23,019.13
Public Sector Deposit Account	£50,000.00

\*Invoices and receipts received after publication of the agenda

**16/217 Correspondence:** None

**16/218 Meetings Attended :** Rural Action Yorkshire EGM was attended by the chairman, the meeting authorised RAY to join another similar group to achieve economies of scale.  
YLCA South Pennine: attended by the chairman, the meeting was mainly about neighbourhood plans.

**16/219 Members reports**

**Cllr Emmott** – light is still out. Broken tree – Cllr Emmott to inform CBMDC. There is a blocked drain on Aire Valley Trunk road.

**Cllr Southgate:** A manhole cover in the road near 41 Skipton Road requires attention.

**16/220 Defibrillator checking rota:** Cllr Danby will carry out the weekly check

**16/221 Time and dates of future meetings:** Next meeting: 3 May 2017 – The Hub at 7.30pm

There being no further business the meeting closed at 9.25pm

**Part 2: Confidential Business**

**Resolved:** to that due to the confidential nature of the business to be transacted the public and press will be excluded from the meeting during discussion of these items.

**16/222 Grounds Maintenance, Planting and Cleaning of Recreational Areas:**

The specification was sent to 3 potential suppliers. Two quotations were received as shown below:

<b>Recreational Areas – quotations received for Cleaning and Ground Maintenance</b>				
<b>supplier</b>	<b>no hours</b>	<b>per hour</b>	<b>per month</b>	<b>per year</b>
J Westbrook	27	£9.26	£250	£3,000.00
J C Cowgill	27	£12.50	£338	£4,050.00

**Resolved:** to award the cleaning and grounds maintenance contract 2017/18 to J Westbrook (Trading as Greenfingers).

**16/223 Grounds Maintenance of areas to be transferred from CBMDC – Corn Mill Green and verge on Skipton Road**

The specification was sent to 4 potential suppliers. Three quotations were received as shown below:

<b>supplier</b>	<b>per year</b>
Countrywide Grounds Maintenance	£1,480
J C Cowgill	£2,850
City of Bradford MDC	£940

**Resolved:** to award the grounds maintenance work for Corn Mill Green and the verge on Skipton Road to City of Bradford MDC for 2017/18, to start once land transfers are finalised.