



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 13 May 2015 at 7.30pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

Present : **Councillors:** – Blagden, Emmott, Lambert, Matthews, Mullen, Southgate, Thompson, Townend and Weller

In Ward Councillors: – ()

attendance Clerk: – Rosie Sanderson

Members of the public: (2) people

Public question time:

2 residents attended to draw the Council's attention to possible existence of a right of access to their property through the proposed orchard are in the Chapel Road recreation ground.

15/001 Election of Chairman

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

15/002 Apologies:

Apologies were received from Cllr. Mounsey. **Resolved:** To sanction apologies from Cllr. Mounsey. (competing commitments).

15/003 Disclosures of Interest: None

15/004 Dispensations: None

15/005 Election of Vice Chairman: Cllr Thompson was elected nem con

15/006 Appointment of representatives to outside bodies

i) Police & Communities Together (PACT) Meetings

Resolved: Councillor Blagden

ii) Parish Council Liaison Meetings

Resolved: Councillor Mullen, Councillor Thompson and The Clerk

(iii) YLCA Branch Meetings

Resolved: Councillors Mullen & Lambert

(iv) Aire Valley Sewer Group:

Resolved: Councillor Mullen

15/007 Appointment of members of committees, working parties and steering groups

(i) Planning Committee (6 members)

Resolved: Councillors Mullen, Lambert, Southgate, Thompson, Townend and Emmott (1 vacancy)

(ii) Staffing Committee (6 members)

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

(iii) Community Hub Committee (6 members).

Resolved: Councillors Emmott, Lambert, Mullen, Southgate, Thompson, Blagden (1 vacancy)
(vi) Neighbourhood Planning Working group

Resolved: Councillors Matthews, Mounsey, Mullen and Thompson

15/008

Minutes

Resolved: That the minutes of the following meetings:

- a) Parish Council 1 April 2015
- b) Community Hub Committee 1 April 2015
- c) Neighbourhood Planning Working Group 18th March 2015

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

15/009

Actions taken by the clerk, not otherwise appearing on the agenda

Minute 14/198 Additional name on war memorial: The memorial masons commissioned to undertake the work have now received assurances from the British Legion and Bradford Council that the work is in order and no permissions are required. The work is expected to be completed by 16th May.

Minute 14/200 Local Council Awards Scheme: An application has been submitted to YLCA for a foundation level award. Applications will not be processed yet as an accreditation panel is not yet in place.

15/010

Reports of Police and invited guests

Police: During April there were 13 reported offences, plus 9 involving Airedale hospital. There were several incidents of damage to motor vehicles, especially around Summerhill Drive. The police are targeting a response in this area. Thefts from motor vehicles have occurred around JDs café, mainly tools left in vehicles.

Reports for the police: Cllr Matthews reported damage to a car in High St.

Ward Councillors: No report

15/011

Chapel Road Recreation Ground

- i. **Area of land in recreation area used as unauthorised car-park:** notices have been posted on the site informing people of the scheduled works to Cartmel Lane, the intention to plant an orchard and that car parking is not permitted. Responses were received from 2 residents. The covenant on the land does not allow use as a car park, it is for recreational use only. Resolved: To continue with plans for an orchard. Cllr Lambert will investigate the access for Hob Hill.
- ii. **Boundary wall:**
 - a) **Easterly section:** a letter and a copy of the structural engineer's report has been sent by the solicitor to all adjoining residents who have not repaired their area of car park. One resident (Mr Dinsdale) responded with plans for his car parking space. He has been informed that the Council welcomes his plans and access to Council land for the works to take place has been authorised. A different land owner responded directly to the solicitor who has informed them of the legal position.
 - b) **Westerly section:** A price for renovating this section of wall was considered in Part 2.

15/012

Defibrillator at the HUB

Ward Councillor funding has been received and a defibrillator installed. Yorkshire Ambulance service have been informed. Resolved: 1. to advertise the existence of the defibrillator. 2. Weekly visual checks to be carried out by Cllrs Weller, Matthews, Mullen and Thompson on a monthly rota basis. Rota change to be a regular Council agenda item. Clerk to organise a log book to be signed each week. 3. Clerk to investigate the possibility of offering first responder training to the public.

15/013 HUBBUB playground opening
Resolved: Cllr Emmott to organise tea, coffee, squash, cake and biscuits for approximately 30 people.

15/014 Newsletter
Resolved: to publish the next edition in mid June after the playground opening. Distribution to be by Flyer Delivering at a cost of £35 per 1,000.

15/015 System of Internal Controls
 A report was received from Cllr Matthews and the clerk. **Resolved:**

- i) A list of council contracts, including those for maintenance and safety checks at the HUB is compiled and reviewed on an annual basis by the Council
- ii) A system of performance measurement based on quarterly reports of progress with the Council’s action plan is implemented
- iii) A log is created by the clerk to keep records of correspondence and requests from the public and consultation requests.
- iv) Cllr Matthews is appointed to review bank reconciliation with the clerk

15/016 Planning Issues
 a) Planning applications:
 15/01875/HOU [Construction of double garage with rear garden room](#), Knott House Knott Lane Steeton With Eastburn West Yorkshire BD20 7AQ
Resolved: No comments
b) Outcomes of Planning Applications: (list previously circulated)
C) Planning Application Appeals: None received

15/017 Sickness absence policy - Review
Resolved: to ratify the existing sickness absence policy to authorise the chairman to sign on behalf of the Council.

15/018 Finance
a) Accounts for payment: Resolved: to authorise payment of the accounts below and note the receipts and account balances.

Payments:

Purpose	Payee	Amount (£)
Community Hub –car park etc	D Clarke building and groundworks	4,830.00
Return of ward funding overpaid	City of Bradford MDC	86.05
Defibrillator casing	Cardiac Science Ltd	624.00
Community Hub – consumables (WD40)	R Sanderson	5.20
Repairs & renewals (stakes for signs)	R Sanderson	1.20
AVG Tune Up s/ware licence	R Sanderson	25.87
Clerk's salary	R Sanderson	700.28
Recreational area maint/clearing	J Westbrook Garden Services	205.00
LC Award scheme registration fee	NALC	60.00
Subscriptions	SLCC membership	131.00
Stationery	Ask the Office	22.79

*Christmas lights	Steeton & Eastburn Christmas group	5,000.00
*Play area and HUB signs	Fat Cow Signs	1,353.38
*Installation of defibrillator	HF Spencer electrical	258.90
*Audit fee - internal	Yorkshire Internal Audit Services	250.00
*Community Hub - consumables	Scott Janitorial Supplies	116.89
*Insurance (new play equipment)	Zurich Insurance PLC	30.52
*National Insurance	HMRC	7.99
*Community Hub - cleaning	E O'Hara	50.00

Receipts:

Purpose	From	Amount(£)
Hall hire	N Jardena	17.50
Hall hire	Book Club (M Carr)	14.00
Hall hire -deposits	Steeton Bowling Club	315.00
Hall hire	N Allatt	17.50
Hall hire	N Meier	17.50
Hall hire	D Smith	17.50
Hall hire	A jennings	6.00
Hall hire	P Cant	78.00
Hall hire	Breath Easy Aire Valley	67.50
Hall hire	E Grainger	17.50
Precept	City of Bradford MDC	42,586.00
Council Tax Support grant	City of Bradford MDC	2,717.00
VAT repayment	HMRC	16,989.00
Hall hire	M Normington	180.00
Public Sector deposit fund interest	CCLA investment management	17.76
Hall hire	N Hitchen	17.50
Hall hire	Craegmore Facilities	140.00
Hall hire	R Blackwell	17.50
Hall hire	A Jennings	4.00
Hall hire	E Gatenby	17.50
Grants received	City of Bradford MDC (ward funding)	1,535.75
*Hall hire	Bobbin Court management ltd	23.00
*Hall hire	Steeton Bowling Club	420.00
*Hall hire	Aalorn Bengali cultural assoc.	20.00
*Hall hire	S Hamblett	17.50
*Hall hire	Asian Arts	63.00
*Hall hire	M Normington	160.00

Balances as at 13 May 2015, after the above payments

Community Account £38,528.71

Business Base Tracker £2,994.87

Public Sector Deposit Account £50,000.00

*Invoices and receipts received after publication of the agenda

b) Income and expenditure 2014-15: A summary cash flow statement was noted

c) Annual Return 2014-15: The following accounts for the year ended 31st March 2015 were authorised and the Chairman was authorised to sign Sections 1 and 2 of the Annual Return:

	31/4/14	31/4/15	Variance	Explanations of significant variations
Balances brought forward	£32,155	£45,611		
(+) Annual Precept	£37,464	£39,155	£1,691	
(+) Total other receipts	£26,922	£90,567	£63,645	Grant income increased due to grants for a new playground (£65,246) and lottery funding for environmental improvements at the HUB community building (£9,500)
(-) Staff costs	£9,999	£9,435	-£564	
(-) Loan interest/capital repayments	Nil		Nil	
(-) Total other payments	£40,931	£43,543	£2,612	
(=) Balances carried forward	£45,611	£122,354	£76,743	Payment for the new playground was made after the end of the financial year on 1st April 2015 (£78,175) Money is to be carried forward for environmental improvements at the community HUB (£9,500), neighbourhood planning work (£4,000) and elections (£10,000).
Total Cash & Investments	£45,611	£122,354	£76,743	As above
Total Fixed Assets	£387,631	£406,599	£18,968	The value of the HUB building used is the insurance value after construction in 2013 as recommended by the external auditors in 2014. £24,564 of new playground equipment is

				included.
Total Borrowings	Nil		Nil	

15/019

Training:

The training programme organised by Yorkshire Local Councils Association was noted. Councillors were encouraged to and to determine attendance.

15/020

Correspondence (for information and to inform future agendas):

- Email from Mark Shepherdson requesting permission to use a metal detector on Council owned parks in order to search for relics, and to extract any items found. **Resolved:** to defer a response to the June meeting pending investigation by Cllr Lambert
- Letter from John Mellin regarding the footway at Bar House Lane. Cllr. Mullen to consult with the CBMDC neighbourhood officer before responding.

15/021

Meetings attended (for information and to inform future agendas):

- Community Resilience training organised by Rural Action Yorkshire on 29th April was attended by Cllr Mullen. It was given by the emergency planning officer for N. Yorks. There is a grant of £250 available to purchase equipment. N. Yorks could produce a community resilience plan for the area which the Council could then promote. **Resolved:** (i) to apply for funding for an extendable ladder and emergency equipment. The ladder to be to enable access to the high level store, which could then be used for storage of the y equipment such as snow shovels, torches and survival blankets . (ii) To ask N. Yorks to create a plan for the area.

15/022

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

Cllr. Lambert: Temporary signs are increasing in number. Cllr Lambert to propose some ideas to be incorporated in the neighbourhood plan.
 Cllr Emmott: a resident has asked for a dog bin in Whitley head. Cllr Lambert said it was unlikely CBMDC would put one there, but they have put up a very good sign.
 Cllr Matthews: Steeton Primary School have asked about Council grants for a radio station. Clerk to send application information to Deputy Head.

15/023

Date and time of next meeting: 3rd June 2015 7.30 p.m. at the HUB

There being no further business the Chairman closed the meeting at 9.45 p.m.

Chairman..... Date: 3 June 2015

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.

15/024 Acoustics at the HUB

A report on prices obtained for provision and installation of a hearing loop and curtains was considered. **Resolved:** to borrow some curtaining and erect on a temporary basis to test the efficacy before making a decision.

15/025 Chapel Road Recreation Ground: Wall repairs

A quotation of £300 was received from Sam Berry for repair work to Chapel Road Recreation area boundary wall at westerly side of Cartmel Lane. **Resolved:** to commission Sam Berry to repair the wall at a cost of £300.