



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 4 March 2015 at 7.30pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

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

In attendance Ward Councillors: –
Clerk: – Rosie Sanderson
Members of the public: (1) people

14/192 Apologies
Apologies were received from Cllrs. Lambert, Mouncey and Pugh. **Resolved:** To sanction apologies from Cllrs. Lambert, Mouncey and Pugh (competing commitments).

14/193 Disclosures of Interest: None

14/194 Dispensations: None

14/195 Public question time: a representative of the Christmas lights group asked if a written agreement could be made between the group and the Council regarding funding for the lights in 2015. To be put on the Council agenda for April.

14/196 Minutes
Resolved: That the minutes of the following meetings:
 a) Parish Council 4 February 2015
 b) Community Hub Committee 4 February 2015
 c) Neighbourhood Planning Working Group 10 December 2014
are approved as a true record and signed by the Chairman on behalf of the Council.

14/197 Reports of Police and invited guests
Police: 2 domestics, 1 theft from dwelling, 1 burglary, 2 burglary other (sheds) 1 attempted burglary and 1 theft of a bike. Work is being done with Morrisons regarding shoplifting..
Reports for the police: A request was made to keep a look out for older children using the new play area and causing a nuisance.
Ward Councillors: No report

14/198 Additional name for War Memorial
Resolved: to add the name of Annie Gledhill to the list of Steeton names, to be work done by David Gallagher at a cost of £255.

14/199 Chapel Road Recreation Ground
 i. **Area of land in recreation area used as unauthorised car-park:** an application for funding to pay for 12 apple trees has been submitted to the Tree Council. Redrow have been contacted to ask if they could supply boulders.
 ii. **Boundary wall:**

- a) **Easterly section:** Temporary fencing has been installed. A letter was received from an adjoining landowner. **Resolved:** to send a copy of the solicitor's letter and a copy of the structural engineer's report to all adjoining residents who have not repaired their area of car park.
- b) **Breaching of the westerly section of wall by a resident:** a letter had been sent to the resident requesting that the wall be reinstated by the end of March. **Resolved:** to defer a decision on further action until the April meeting of the Council.

14/200

Local Council Award Scheme

The Council has been registered to apply for a foundation award. In order to comply with the assessment criteria it was **Resolved:** To confirm that the Council publishes online the list of items in Appendix A to these minutes, and that it has in place the list of items at Appendix B to these minutes

14/201

Review of Internal Controls

A list of the internal controls which should be in place was circulated. **Resolved:** Cllr Matthews to liaise with the clerk to review internal controls.

14/202

Planning Issues

a) Planning applications:

15/00689/HOU [Construction of two storey side extension/garage conversion/orangery to the rear/kitchen extension.](#) The Haven 6 Lyon Road Steeton With Eastburn West Yorkshire BD20 8UY **Resolved:** No comments

15/00525/FUL [Timber decking with a covered area.](#) Steeton Hall Station Road Steeton With Eastburn West Yorkshire BD20 6RY **Resolved:** No comments

b) Outcomes of Planning Applications:

Approvals: None

Refused: None

C) Planning Application Appeals: None received

14/203

Standing Orders - Review

Resolved: to ratify the existing Standing Orders and to authorise the chairman to sign these on behalf of the Council.

14/204

Risk Assessment – Review: **Resolved:** to approve the risk assessment.

14/205

Asset Register – Review: **Resolved:** to approve the asset register. .

14/206

Meeting Dates 2015-16: **Resolved:** to approve the circulated schedule of meeting dates.

14/207

Finance

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

Payments:

Purpose	Payee	Amount (£)
Hall hire –deposit return	Carer's Zumba	45.00
Newsletter printing	Ellesmere Press Ltd	263.06
Community Hub - licences	R Sanderson for TV Licence	145.50
Clerk's salary	R Sanderson	688.60
Recreational area maint/clearing	Joel Westbrook T/A Greenfingers	195.00
Christmas lights	CBMDC	2,634.00
Community Hub – equipment (trays)	Ask the Office	28.61
Stationery	Ask the Office	11.35
Community Hub - cleaning	E O'Hara	50.00
*Recreational area maint/clearing	J Westbrooke (T/A Greenfingers)	195.00
*Clerk's salary – National insurance	HMRC	21.47
*Fencing at Chapel Road recreation ground	R Ellis Ltd (Fencing)	576.00
*Community Hub - emergency light repairs	Phoenix Fire	154.80
*Community Hub – fire alarm and lighting checks	Phoenix Fire	102.00
*Community Hub –music licence	PRS for music	106.21
*Community HUB – small works	P Akrigg	500.00

Receipts:

Purpose	From	Amount (£)
Hall hire	H Perfect	17.50
Hall hire	J Russell (Midwinter Singers)	42.00
Hall hire	H Ives	17.50
Hall Hire	Craegmoor Facilities Ltd	56.00
Hall hire	M Wareing	17.50
*Hall hire	Carer's Resource	60.00
*Hall hire	R Hamilton	17.50
*Hall Hire	A Jennings	4.00
*Hall Hire	S Snell	17.50
*Hall hire	S Waddington (Patchworkers)	212.00
*Hall hire	J Brown	17.50
*Wayleave	Northern Electric	20.80
*Public Sector deposit fund interest	Public Sector Deposit	15.34
*Hall hire	Asian Arts	36.00
*Hall hire	CBMDC	40.00
*Hall hire	M Normington (Taekwondo)	180.00

Balances as at 4 March 2015, after the above payments

Community Account	£2,444.33
Business Base Tracker	£2,994.87
Public Sector Deposit Account	£50,000.00

*Invoices and receipts received after publication of the agenda

14/208 Correspondence (for information and to inform future agendas):
Letter from a local resident about parking problems in East Parade. Clerk to send information about CPZs and off street parking to the resident. Cllr Thompson to raise with Steeton School.

14/209 Meetings attended (for information and to inform future agendas): None

14/210 Member's Community Reports_(for information and to inform future agendas)
Cllr Blagden: she has received a lot of complements about the new children's play area.
Cllr Emmott : the manhole near the entrance to Currer Wood Farm is getting bigger.
Chairman to contact highways again.
Cllr Townend: what is happening about newsletter delivery – the clerk informed the meeting that adverts have been placed for a local delivery agent.
Cllr Weller: there is large pothole in the middle of Elmsley St. Chairman to report.

14/211 Date and time of next meeting: 1st April 7.30 p.m. at the HUB

There being no further business the Chairman closed the meeting at 8.51 p.m.

Chairman..... Date: 4th March 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.

14/212 Cartmell Lane surface

The following specification was sent to 3 building contractors: *Please submit ideas and prices for repairing the surface, including the addition of drainage works if you think this will aid long term retention of the surface. Tarmac is not required.* Two quotations were received as set out below.

Resolved: to appoint D. Clarke to carry out maintenance works to Cartmell Lane at a cost of £2,100.

Contractor	Price	Notes
D Clark	£2,100	Tarmac apron to adjoin Chapel Road, rough scalping surface for remainder of roadway, with two raised drainage barriers to direct surface water off the roadway
HED		No quotation submitted
Hutchinsons	£6,300	Tarmac surface throughout, concrete drainage channels and soakaway, two speed bumps

14/213 Grounds Maintenance and Cleaning of Recreational Areas:

Cllr Blagden declared an interest in the item as she is related to one of the contractors who submitted a quotation.

Quotations were received from 3 grounds maintenance companies, as set out in the table below.

Resolved: to award the cleaning and grounds maintenance contract to J Westbrook.

supplier	per hour	monthly price
J Westbrook	£8.20	£205
J C Cowgill	£12	£300
H Heley	£20	£500

14/214 Landscaping and signage work at the HUB

The Council accepted the recommendations of the Community HUB committee and **Resolved:** that J Westbrook be commissioned to carry out a landscaping scheme at the Hub at a cost of £2,456, and that Fat Cow signs be commissioned to construct and install 2 signs, one to be sited near the top of the ramp leading to the HUB and one at the entrance to the playground at a total cost of £1,353.

Appendix A

The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria ?	Where are these published online?
1. Its standing orders and financial regulations	Yes	<p>Standing Orders: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/Standing%20orders%20revised%20September%202014.pdf</p> <p>Financial Regulations: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/Financial%20Regulations%202014.pdf</p>
2. Its Code of Conduct and a link to councillors' registers of interests	Yes	<p>Code of conduct: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/CODE%20OF%20CONDUCT%2012%20Dec%2012.pdf</p> <p>Registers of Interest for each Councillor: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Your_Council_1.aspx</p>
3. Its publication scheme	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/Publication%20list%2015-12-14.pdf
4. Its last annual return	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Budgets_and_Accounts_1.aspx
5. Transparent information about council payments	Yes	Recorded in the minutes of all Council meetings. E.g.: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/2015-01-07%20Minutes.pdf
6. A calendar of all meetings including the annual meeting of electors	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Council_Meetings_and_Minutes_1.aspx
7. Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Council_Meetings_and_Minutes_1.aspx
8. Current agendas	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Council_Meetings_and_Minutes_1.aspx

9. The budget and precept information for the current or next financial year	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Budgets_and_Accounts_1.aspx
10. Its complaints procedure	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/complaints%20procedure%20revised%20September%202013.pdf
11. Council contact details and councillor information in line with the Transparency Code	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Your_Council_1.aspx
12. Its action plan for the current year	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/Action%20Plan%202015-16.pdf
13. Evidence of consulting the community	Yes	Public engagement for the Neighbourhood Plan: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Neighbourhood_Plan_1.aspx Consultation on the name of the Council in a newsletter: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/January%202015%20version%203.pdf
14. Publicity advertising council activities	Yes	Council Facebook Page: https://www.facebook.com/pages/Steeton-with-Eastburn-Parish-Council/819370231458849?ref=hl
15. Evidence of participating in town and country planning	Yes	Development control comments are recorded in the minutes of all Council meetings. E.g.: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/2015-01-07%20Minutes.pdf Neighbourhood Planning activity: http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/Pages/Neighbourhood_Plan_1.aspx

Appendix B

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
1 A risk management scheme	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/Risk%20assessment%20March%202014.pdf

2	A register of assets	Yes	http://www.steeton-with-eastburnparishcouncil.gov.uk/Core/Steeton-Eastburn-PC/UserFiles/Files/Asset%20Register%20April%202014.pdf
3	Contracts for all members of staff	Yes	Attached
4	Disciplinary and grievance procedures	Yes	Attached
5	A policy for training new staff and councillors	Yes	Attached
6	A record of all training undertaken by staff and councillors in the last year	Yes	Attached
7	A clerk who has achieved 12 CPD points in the last year	Yes	CILCA Certificate attached