



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 7 January 2015 at 7.30pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

Present : **Councillors:** – Carr, Emmott, Lambert, Matthews, Mouncey, Mullen, Pugh, Thompson and Townend

In Ward Councillors: –

attendance Clerk: – Rosie Sanderson

Members of the public: (2) people

14/152 Apologies

Apologies were received from Cllr. Blagden. **Resolved:** To sanction apologies from Cllr. Blagden (unwell). Apologies from Cllr Weller were received after the meeting.

14/153 Disclosures of Interest: None

14/154 Dispensations: None

14/155 New Councillors

Councillor Chris Matthews signed his declaration of acceptance of office.

14/156 Public question time: A representative of the community lights group thanked the Council for their contribution to Christmas lights in 2014. They are continuing to raise money for additional lights. He asked for the Council's support for increasing the display in 2015.

14/157 Minutes

Resolved: That the minutes of the following meetings:

- a) Parish Council 3 December 2014
- b) Community Hub Committee 3 December 2014
- c) Neighbourhood Plan working group Wednesday 4th November 2014

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

14/158 Reports of Police and invited guests

Police: There were 9 crimes in December, all in Steeton. 1 burglary dwelling, 2 criminal damage, 3 theft from motor vehicles. The local PCSO has been moved to Ikley, a replacement is to be found. Councillors requested that high visibility patrols continue in the absence of a PCSO. PC Southgate will contact PCSO Thomas about transferring the HUB key.

Reports for the police: Cllr. Emmott asked about the "No Access" sign on Chapel Road being ignored. PC Southgate said enforcement is difficult.

Ward Councillors: No report

14/159 Committee vacancies

Community HUB committee (1 vacancy): **Resolved:** to appoint Cllr. Carr to the Community HUB management committee

Neighbourhood Plan working group (1 vacancy): Resolved: to appoint Cllr. Matthews to the neighbourhood plan working group.

14/160 Cartmell Lane Road Surface

Legal advice on the responsibilities of the Council conferred by the conveyance documents indicates that the Council does not have a responsibility to maintain the road surface, however those wishing to use the road may be granted permission by the Council to carry out maintenance work. A written copy of this advice is awaited. **Resolved:** to contact residents when written advice is received.

14/161 Car Park and tables at the HUB

The Community HUB committee recommended that car park works should be carried out by D Clark at a cost of £4,580 and that 8 tables should be purchased from Simply Tables and Chairs at an estimated cost of £678. **Resolved:** to commission D Clark to carry out improvements to the car-park and to purchase 8 new tables from Simply Tables and Chairs.

14/162 Newsletter

The possibility of paying the printers to improve the format of the newsletter was considered. **Resolved:**No change to format be made. Newsquest are no longer carrying out leaflet distribution, alternative quotations had been obtained. **Resolved:** that the January 2015 edition of the newsletter should be distributed by Door2Door at a cost of £150 on a trial basis. Delivery to be monitored by Councillors.

14/163 Planning Issues

a) Planning applications:

14/05382/FUL: [Siting of 1 wind turbine with a maximum tip height of 36.6m](#), Brighton House Farm Intake Lane Steeton With Eastburn BD20 6QT

Resolved: to recommend refusal on the grounds of excessive size, visual intrusion and inappropriate scale.

b) Outcomes of Planning Applications:

Approvals: None

Refused: None

C) Planning Application Appeals: None received

14/164 Publication Scheme and Child Protection Policies:

Resolved: (i) to approve changes to the Child Protection Policy for signature by the Chairman and (ii) to approve the publication scheme 2015.

14/165 Finance

a) **Draft budget for 2015-16:** a draft budget was discussed and modifications agreed.

Resolved: (6 in favour, 1 against, 2 abstentions) to agree the budget as set out in Appendix A to these minutes and to raise a sum of £42,586 by a local precept in 2014-15. The local precept will be £28.75 for Band D properties.

b) **Payments by BACS: Resolved:** to take no action at present.

c) **Budget monitor Quarter 3 and virements:** A budget monitoring report to the end of the 3rd Quarter 2014-15 was noted. In order to allow purchase of urgently needed tables for the HUB, and to correct an error in the original budget, whereby income from the HUB was included but not expenditure, virements were required. **Resolved:** to make virements between budget headings as follows:

£2,000 from youth work to Community HUB

£1,700 from recreational areas cleaning/maintenance to Community HUB

- d) **Internal audit:** The auditor appointed by the Council has informed the clerk that she will not be able to audit the 2014-15 accounts. The clerk will contact YLCA and other Councils to obtain information about possible replacements and report to the February meeting.
- e) **Accounts for payment: Resolved:** to authorise payment of the accounts below and note the receipts and account balances.

Payments:

Purpose	Payee	Amount (£)
Community Hub - safety checks	DSM Plumbing & Heating	93.60
Stationery	Ask the Office	14.31
Community Hub - equipment	Ask the Office	4.30
Clerk's salary	R Sanderson	665.11
Stationery	Ask the Office	5.98
Community Hub – equipment (keys)	Hebden and Holding (via D Mullen)	73.20
Community Hub - consumables	Scott Janitorial supplies	88.54
Neighbourhood plan	Kirkwells	6,360.00
Recreational area maint/clearing	J Westbrook T/A Greenfingers	146.00
Community Hub - cleaning	E O'Hara	200.00
Community Hub – events (refreshments)	R Sanderson	2.68
Neighbourhood plan - postage	R Sanderson	145.00
Clerk's salary	Bradford Community Payroll)	36.00
Clerk's salary	HMRC	5.27
Community Hub - events	Act One productions (Panto)	125.00
*Community Hub - safety checks	Guardian Security	156.00
*Postage	R Sanderson	24.46
*Travel	R Sanderson	101.25
*Clerk's salary (home as office)	R Sanderson	75.00
*Telephone	R Sanderson	30.65

Receipts:

Purpose	From	Amount (£)
Hall hire	Steeton Film Club	5.00
Community Hub – events (panto tickets)	H Perfect	10.00
Public Sector deposit fund interest	Public Sector Deposit	16.21
Hall hire	Asian Arts	18.00
Hall hire	M Normington (Taekwondo)	125.00
Neighbourhood plan work	Silsden Town Council	278.10
Hall hire	Alison Jennings	7.00
Hall hire	Craegmore facilities	48.00
Community Hub – events (panto tickets)	D Pietrovito	15.00
Hall hire	L Corser	30.00
Hall hire	M Redpath (Modern & Mature crafts)	44.00
Hall hire	H Wallbank	15.00

Hall hire	M Edmundson	45.00
Hall hire	A Jennings	45.00
Community Hub – events (panto tickets)	J Stokes	80.00
Community Hub – events (panto tickets)	Various	25.00
Community Hub – events (panto refreshments)	Various	3.90
Hall hire	Carers resources (key deposit)	45.00
Hall hire	Asian Arts	36.00
3.5% War stock	War stock dividend	17.50
Public Sector deposit fund interest	Public Sector Deposit	14.75
Hall hire	M Normington (Taekwondo)	160.00
Hall hire	Asian Arts (Key deposit)	45.00
Feed in Tariff	Npower	79.20
Community Hub - events	L Walker (panto tickets)	30.00
Community Hub - events	P Tatterton (Panto tickets)	10.00
Community Hub - events	R Graham (Panto tickets)	15.00
Hall hire	Asian Arts	27.00
Bank interest business base rate	Business Rate tracker account	1.12

Balances as at 7 January 2015, after the above payments

Community Account	£1,740.86
Business Base Rate Tracker	£8,994.87
Public Sector Deposit Account	£50,000.00

*Invoices and receipts received after publication of the agenda

14/166 Correspondence (for information and to inform future agendas):

Consultation from CBMDC on proposed changes to school and college travel. Cllr Thompson to consider if a response is required.

14/167 Meetings attended (for information and to inform future agendas)

None

14/168 Member's Community Reports (for information and to inform future agendas)

Cllr Matthews: Potholes by speed humps in roads by Steeton school. Cllr Mullen to report.
Water stopcock cover missing on pavement near to the Goat pub. Cllr Mullen to report.
Cllr Mounsey: large puddle on main road by Airedale hospital. Cllr Mullen has reported it, it is due to a collapsed drain.
Cllr Carr: A small tree has fallen down on Corn Mill Green; Clerk to report to CBMDC
Cllr Lambert: Memorial gardens - ivy still needs pulling out from rocky area next to bridge.
Clerk to ask Joel Westbrooke
Cllr Thompson: manhole cover is disintegrating on pavement near to bridge. Cllr Mullen to report.

14/169 Chapel Lane Recreation Ground – boundary wall

(a) Stability of the wall: A revised engineers report has been received and sent to the solicitor for drafting of a letter to adjoining land owners. **Resolved:** Clerk to circulate report to Councillors and to ensure a fence is in place before letter is sent to land owners.

(b) Breaching of the wall at the westerly end: The residents' response is awaited. Cllr Lambert has offered to meet with them.

14/170

Clerk's salary and conditions of service 2015-16

- a) The recommendation of the Staffing Committee was considered. **Resolved:** To approve the recommendation of the Staffing Committee meeting held 13 November 2014 increasing the Clerk's salary by one point to scale point 23 on the nationally agreed scales.
- b) Revised National Pay scales were received. **Resolved:** to implement the pay award for 2014-16 agreed by the National Joint Council on Local Government Services

There being no further business the Chairman closed the meeting at 10.15 p.m.

Chairman..... Date: 4th February 2015

Appendix A

Steeton-with-Eastburn Parish Council

Budget 2015/16

This budget paper does not include income or spending of grant monies for major projects but outlines spending against precepted budget 2015/16 and predicts precepted budget spending 2015/16. For comparison purposes actual spend and income are shown for the last complete financial year, 2014/15.

	Budget 2015/16	Predicted Year End 2014/15	Budget 2014/15	Actual Year End 2013/14
Predicted spending:				
Administration				
Audit Fees				
Internal	£250	£100	£50	£100
External	£360	£360	£600	£630
Chairman's allowance	£150	£150	£150	£50
Clerk's salary ¹	£9,966	£9,700	£8,798	£9,999
Insurance	£1,300	£1,300	£1,500	£1,313
IT equipment	£250	£101	£250	£130
Postage	£130	£130	£200	£138
Printing and stationery	£400	£400	£200	£233
Reference Books	£100	£0	£100	£167
Subscriptions	£900	£859	£900	£819
Telephone + Broadband	£150	£130	£200	£150
Training	£500	£500	£500	£546
Travel	£900	£900	£900	£645
Website and Newsletter	£2,000	£1,700	£2,000	£1,747
Sub Total	£17,356	£16,330	£16,348	£16,667
Service Delivery				
Community Grants ²	£1,000	£0	£1,000	£0
Community Hub ³	£4,210	£3,500	£500	£22,184
Grant to Eastburn Playing Fields Assoc.	£450	£450	£550	£450
Legal fees, Land Registry	£500	£1,240	£0	£940
Maintenance/Cleaning recreational areas ⁴	£7,500	£4,180	£7,000	£4,292
Outreach Youth Work	£0	£0	£2,000	£0
Repairs & renewals ⁵	£6,000	£2,000	£3,500	£226
Sub Total	£19,660	£11,370	£14,550	£28,092
Projects				
Christmas lights	£5,000	£2,520	£2,500	£0
Community HUB - acoustic improvements	£2,100	£0	£0	£0
Community HUB - car park and landscaping	£0	£9,500	£0	£0
Neighbourhood planning	£2,000	£4,000	£4,000	£0
Playground improvements ⁷	£0	£74,992	£3,500	£0
Tour de France	£0	£2,993	£2,000	£0
Drainage of Keighley Road Rec. ¹⁰	£2,000	£0	£0	£0

	Sub Total	£11,100	£94,005	£12,000	£0
Contingencies					
	Elections Contingency Fund	£0	£0	£0	£10,000
	Community HUB reserve ⁸	£2,000	£0	£0	£0
	Contribution to reserves ⁹	£1,400	£2,600	£2,600	£0
	Miscellaneous Provision	£1,000	£3,000	£150	£1,139
	Sub Total	£4,400	£5,600	£2,750	£11,139
	Total Expenditure	£52,516	£127,305	£45,648	£55,898
Predicted Income:					
	Council Tax Support Grant	£2,717	£2,740	£2,740	£2,673
	Dividend-War Stock	£35	£35	£35	£35
	Grants	£0	£76,500	£0	£15,897
	Hall Hire	£6,000	£4,750	£2,500	£2,812
	Interest	£160	£160	£200	£15
	Miscellaneous income ⁶	£1,000	£2,200	£1,000	£1,999
	YEDL Wayleave	£18	£18	£18	£20
	Total Income	£9,930	£86,403	£6,493	£23,451
	Net to Raise (council tax)	£42,586		£39,155	£37,464
Council Tax Base (Band D equivalent)		1,481		1,362	1,303
Band D Precept		£28.75		£28.75	£28.75

Notes

1. includes estimated 2.2% pay award (Jan 2015), 1 point increase, estimated overtime, NI and cost of payroll services
2. Separated from miscellaneous expenditure for clarity. To publicise availability again in 2015-16.
3. In the 2014-15 budget expenditure anticipated for the HUB was accidentally omitted, income was included.
4. 2014-15 included renovating war memorial. 2015-16 includes garden maintenance which CBMDC will no longer do.
5. Includes £3,000 for Chapel Road (wall and reinstatement of area used for parking)
6. Includes Feed in Tariff from solar panels on the Hub
7. 2014-15 spend includes carry forward from 2013-14
8. A reserve fund for future HUB maintenance - repainting etc.
9. Balancing figure which will need adjusting when the level of CT support grant is confirmed
10. Estimated cost of investigation by Sports Turf Research Institute

R Sanderson, Clerk
Presented to Council 7 January 2015