



**Steeton-with-Eastburn
Parish Council**



c/o The HUB, Skipton Road, Steeton, BD20 6FE
clerk@steeton-with-eastburnparishcouncil.gov.uk
07841633230

**Minutes of the Meeting of the Council held on 6 May 2020 at 7.00pm
held remotely via Zoom**

FINAL

- Present:** Councillors: –Gill, Mounsey, Mullen, Pickles, Short, Thompson.
In attendance Ward Councillors: None
Police: None
Members of the public: None
- Public question time:**
None in attendance.
- 20/01 Apologies:**
Apologies received from Cllrs Blagden, Danby and Rayner; the absence of Cllr Weller noted.
- 20/02 Disclosures of Interest:**
None.
- 20/03 Dispensations:**
None.
- 20/04 Minutes**
Resolved: The minutes of the following meeting were approved and signed by Chair:
a) Parish Council monthly meeting 4 March 2020.
- 20/05 Standing Orders**
Resolved: the amended Standing Orders reviewed and approved.
- 20/06 Ratification of decisions made out of meetings due to Covid-19**
Resolved: The following decisions were ratified:
a) Landscape maintenance contract for 2020-21;
b) Closure of Hub building;
c) Closure of playgrounds;
d) Purchase of Zoom for remote meetings;
e) Continuation of holders of roles of Chair and Vice-Chair for business continuity purposes.
- 20/07 Policy review**
Resolved: The following documents/policies were reviewed and adopted:
a) Code of Conduct;
b) Complaints Policy;
c) Equal Opportunities Policy;
d) Financial Regulations: it was agreed that Cllr Mounsey was appointed to undertake the role of carrying out, on a regular basis (quarterly), the verification of bank reconciliations for all accounts produced by the RFO, to sign the reconciliations and original bank statements as evidence of verification, and report the activity on conclusion to the Council to be noted;
e) Financial Risk Assessment;
f) Hub Fire Safety Risk Assessment;
g) Social Media Policy.

20/08

Asset Register

Resolved: that the Asset Register was reviewed and approved.

The insurance for the Steeton and Eastburn Christmas Lights Group lights was discussed: agreed that the Clerk to highlight their cost and the fact that the Council do not own these but only store them when investigating insurance providers prior to the insurance renewal in August.

20/09

Keighley Road Recreation Ground

The Chair updated all that the Clerk had applied online to request a quote for the diversion of the gas main which runs through this land prior to proceeding with any plans: Clerk to circulate the information as soon as it is received.

20/10

Memorial Gardens

The Chair updated all that the plans for the Memorial Garden have been on hold due to the coronavirus lockdown; agreed that the Clerk to investigate builders who specialise in ground work to obtain quotes for removing tarmac and stabilising ground.

Resolved: That the Clerk to obtain a specification for this work, for a fee, from a local specialist, which can then be put out to tender.

20/11

Parish Council website

The potential website hosts were discussed at length, and it was agreed that the Clerk to contact 2Commune, the preferred choice, for clarification of their cost regarding the ‘responsive’ add on fee.

20/12

Committees

Resolved: That the following committees’ membership and terms of reference were reviewed and approved:

- a) Community Hub Committee – members: Cllrs Blagden, Danby, Mullen, Thompson and Annette Mullen as the public member.
- b) Staffing Committee – members: Cllrs Danby, Gill, Mounsey, Mullen, Short, Thompson.

20/13

Community Asset Transfer for Corn Mill Yard

Resolved: That the application to apply for a Community Asset Transfer for Corn Mill Yard ratified: Clerk to begin the application process.

20/14

Planning

a) **Planning applications** – None received.

b) Approvals (to note):

- i. **20/00436/HOU:** 1 Pot Lane, Steeton with Eastburn, BD20 6SR – demolition of detached single garage and construction of single storey rear extension (Parish Council did not comment on this application);
- ii. **20/00428/HOU:** Eastburn House, Green Lane, Steeton with Eastburn, BD20 8UT – construction of cycle store (Parish Council did not comment on this application);
- iii. **20/00798/LBC:** Steeton Hall Farm, St Stephen’s Road, Steeton with Eastburn, BD20 6SB – single storey rear extension (Parish Council did not comment on this application).

c) Refusals (to note):

- i. **19/05295/HOU:** 1 Summerhill Avenue, Steeton with Eastburn, BD20 6RU – two storey side and single storey side extensions (Parish Council recommended refusal due to overdevelopment in conservation area).

20/15

Finance

a) The following cheque payments made remotely during the Covid-19 situation ratified:

Purpose	Payee	Amount (£)
Salaries for March	E Haskins	729.23
Clerk’s Allowance and expenses	E Haskins	49.94
Cleaner	E O’Hara	52.00
Gardener	J Westbrook	273.00
Tax	HMRC	259.80
Annual subscriptions	YLCA	859.00
BMDC Covid 19 funding	Steeton Pharmacy	111.11

BMDC Covid 19 funding	Eastburn Junior and Infant School	111.11
BMDC Covid 19 funding	Steeton Primary School	111.11
Payroll fees	Bradford Community Payroll	73.20
Use of water for gardening	C Metcalfe	60.00
	Total	2689.50

b) The following payments approved at the meeting:

Purpose	Payee	Amount (£)
Salaries for April	E Haskins	832.39
Clerk's Allowance and expenses	E Haskins	20.00
Cleaner	E O'Hara	100.00
Gardener	J Westbrook	284.00
Tax	HRMC	154.84
Hub supplies	Scott Janitorial Supplies Ltd	55.97
Keighley Rd rec utilities report/design	STRI Ltd	1740.00
War memorial survey/report	Hutchinson Whitlam Associates Ltd	474.00
Christmas lights grant	Steeton and Eastburn Christmas Lights	1500.00
	Total	5161.20

c) To agree the accounts for payment and note receipts for the month of March, up to 31 March 2020:

Payments for March 2020

Purpose	Payee	Amount (£)
TV License for Hub	TV Licensing	154.50
Payroll charge	Bradford Community Payroll	38.40
Maintenance of village stones	A Chapman	800.00
Tax	HMRC	260.00
Expenses	D Mullen	17.70
Expenses	T Mounsey	43.20
Clerk's Allowance and expenses	E Haskins	35.30
Salaries for February	E Haskins	729.03
Signs for Hub	R Thompson	1638.72
Supplies for Hub	Scott Janitorial Supplies	159.11
Cleaner	E O'Hara	52.00
Annual subscriptions	Society of Local Council Clerks	90.00
Hub Broadband	Talk Talk Business	31.14
Council mobile phone	O2	25.07
January newsletters	E P Print Ltd	265.00
Gardening	J Westbrook	273.00
Pension costs	NEST	32.23

Total	4644.40
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Receipts for March:

Purpose	Payee	Amount (£)
Interest	Public Sector Deposit	27.41
Hub hire	F Iqbal	20.00
Hub hire	Aire Valley Polymer Clay	14.00
Hub hire	Knit and Natter	75.00
Funds transfer	Business Base Tracker	10,000
Feed in Tariff (FiT)	NPower	47.17
Hub hire	Bradford Council	60.00
Hub hire	R Wilson	70.00
Hub hire	R Sharples	30.00
Hub hire	M Redpath	128.00
Hub hire	A Haggett	54.00
Hub hire	Keighley Plastic Model Club	6.00
Total		10,531.58

- d) To agree the accounts for payment and note receipts for the month of April, up to 30 April 2020:

Payments for April 2020

Purpose	Payee	Amount (£)
Salaries for March	E Haskins	729.23
Clerk's Allowance and expenses	E Haskins	49.94
Annual subscriptions	Community First Yorkshire	42.00
Cleaner	E O'Hara	52.00
Precept	Business Base Tracker	73,349.00
Payroll fees	Bradford Community Payroll	73.20
Use of water for gardening	C Metcalfe	60.00
Annual subscriptions	YLCA	859.00
Tax	HMRC	259.80
Broadband	Talk Talk Business	31.14
Council mobile phone	O2	33.80
Covid-19 grant	Eastburn Junior and Infant School	111.11
Total		75,650.22

Receipts for April 2020

Purpose	Payee	Amount (£)
Interest	Public Sector Fund	25.18
Precept	Bradford Council	73,349.00
Covid-19 grant	Bradford Council	333.33
Hall hire	AGH	60.00
Total		73,767.51

Account balances as at 30 April 2020:

Community Account	£10,727.82
Business Base Tracker	£152,754.07
Public Sector Deposit	£50,000.00

20/16

Correspondence

- Emails from website providers: acknowledged, see item 20/11;
- Emails from YLCA and NALC re coronavirus regulations, etc.: acknowledged, see item 20/05;
- Preliminary enquiry letter received regarding the installation of a mast on Skipton Road, Steeton: acknowledged, agreed not to comment at this time.

20/17

Meetings attended

None reported.

20/18

Members reports

Cllr Pickles reported a query regarding whether a planning application from the Co-op for metal shutters would have the support of the Parish Council: the Chair advised that any planning application would be judged on its own merits when it came to a meeting, and highlighted that Bradford Council make the final decision. The Parish Council also advised that the Co-op would benefit from installation of CCTV to deter crime.

Cllr Mounsey noted that she has been involved with the Silsden Emergency Planning Group during the lockdown, which has been doing a sterling job locally.

20/19

Defibrillator checking rota

Cllr. Pickles will carry out the weekly check and file the online report accordingly.

20/20

Time and dates of future meetings

Next meeting to be held on Wednesday 3 June 2020 at 7.00pm.

There being no further business the meeting closed at 8.25pm.

Eve Haskins

Clerk and RFO

Steeton-with-Eastburn Parish Council