



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 1 July 2020 at 7.00pm held remotely via Zoom

APPROVED

- Present:** Councillors: Blagden, Gill, Mounsey, Mullen, Pickles, Rayner, Short, Thompson.
In attendance Ward Councillors: None.
Police: None.
Members of the public: Two.
- Public question time:**
A representative of Steeton Bowling Club outlined that the Club need to organise for their green to be watered regularly, preferably via a water supply nearby, and requested financial help from the Parish Council: agreed that Steeton Bowling Club to provide the Parish Council with a detailed breakdown of all plans and costs involved prior to the next meeting in September.
- 20/40 **Co-option of Member:**
Deferred to the next meeting.
- 20/41 **Apologies:**
Apologies received and reasons for absence approved from Cllr Danby; the absence of Cllr Weller noted.
- 20/42 **Disclosures of Interest:**
None.
- 20/43 **Dispensations:**
None.
- 20/44 **Minutes**
Resolved: The minutes of the following meeting were approved and signed by Chair:
a) Parish Council monthly meeting 3 June 2020.
- 20/45 **Keighley Road Recreation Ground**
The Chair confirmed that the quote is still being awaited from the online request 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.
- 20/46 **Memorial Gardens**
The Chair updated all on the following:
 - Local structural engineers have completed the exploratory work on the site of the war memorial: currently awaiting their final report and recommendations for contractors to undertake the work.
 - Work on the tap in this area will be able to go ahead once payment is received by Yorkshire Water.
 - Company have been identified to undertake work on the gas lamp (Zeta) prior to being erected in the area; Clerk to continue to contact company to install this lamp.**Resolved:** Chair and Clerk to progress with the above following agreement via email.
- 20/47 **Trees**
Resolved: Hard-standing to be placed around the trees on Chapel Road and Mill Lane in Steeton, and Clerk to liaise with Incommunities regarding the tree in Eastburn also, for their protection; Chair to progress with the plans following agreement via email.

20/48

Community Asset Transfer for Corn Mill Yard

The Chair confirmed that the application process for this transfer has been instigated again and will continue to update all as further information is received.

Resolved: The solicitors used for previous asset transfers be used again; Chair and Cllr Mounsey to liaise regarding the solicitors’ needs.

20/49

Review of annual insurance

Resolved: The quote from BHIB for a three-year contract for the Parish Council’s annual insurance agreed; Clerk to liaise with them regarding the insurance cover of the Christmas lights.

20/50

Website accessibility requirements

Resolved: The new website hosts, 2commune, will ensure that the Parish Council is adhering to website accessibility requirements.

20/51

Defibrillator at the Hub

Resolved: The defibrillator cabinet at the Hub to be replaced with a polycarbonate version.

20/52

Steeton Bowling Club

Resolved: Discussion on this item be deferred to the next meeting, when detailed plans and costings have been received from Steeton Bowling Club.

20/53

Planning

a) Planning applications:

i. **20/01440/HOU:** 1 Seed Hill Terrace, Steeton with Eastburn, BD20 6QE – creation of new window opening to ground floor and two new window openings to first floor side elevation –

RESOLVED: The Parish Council had **no comment**.

ii. **20/01808/HOU:** 8 David Emmott Walk, Steeton with Eastburn, BD20 6FP – demolition of open porch and construction of enclosed porch – **RESOLVED:** The Parish Council had **no comment**.

iii. **20/02631/HOU:** 38 Aireburn Road, Steeton with Eastburn BD20 6NH – **RESOLVED:** The Parish Council **recommend refusal** of this application, on the following grounds: despite the Design and Access Statement's claims to the contrary, the application is not unobtrusive; out of keeping with the area; out of keeping with the neighbouring houses; concerns over access/egress on a private access road; concerns over construction work on dirt track road; overlooking neighbouring properties; overdevelopment; inappropriate development in the area.

iv. **20/02063/FUL:** Works Department, Airedale General Hospital, Skipton Road, Steeton with Eastburn, BD20 6TD – use of land for the siting of two green shipping containers – **RESOLVED:** The Parish Council had **no comment**.

v. **20/02163/HOU:** 4 Hawthorne Road, Steeton with Eastburn, BD20 6FH – single storey side extension – **RESOLVED:** The Parish Council had **no comment**.

b) Approvals (to note):

i. **20/01440/HOU:** 1 Seed Hill Terrace, Steeton with Eastburn, BD20 6QE – creation of one new window opening to ground floor and two new window openings to first floor side elevation (Parish Council had no comment on this application).

ii. **20/01808/HOU:** David Emmott Walk, Steeton with Eastburn, BD20 6FP – demolition of open porch and construction of enclosed porch (Parish Council had no comment on this application).

c) Refusals (to note): None received.

20/54

Finance

a) **RESOLVED:** The Annual Governance and Accountability Return (AGAR) for 2019-20 approved as follows:

- i. Annual Internal Audit Report 2019 received and noted;
- ii. Section 1 Annual Governance Statement 2019-20 approved;
- iii. Section 2 Accounting Statements 2019-20 approved.

b) **RESOLVED:** Cllr Mounsey and the Clerk to liaise regarding the internal controls checks.

c) **RESOLVED:** The following payments approved at the meeting:

Purpose	Payee	Amount (£)
Salaries for June	E Haskins	832.71
Clerk’s Allowance and expenses	E Haskins	42.58

(including £20 allowance, £6.10 travel and £16.48 postage)		
Cleaner (June)	E O'Hara	100.00
Gardener (June)	J Westbrook	284.00
Tax (June)	HRMC	154.84
Payroll charge	Bradford Community Payroll	63.60
Expenses (IT equipment)	D Mullen	36.99
Website set up, training etc.	2commune Ltd	2,040.00
Washroom services	Scott Janitorial Services Ltd	310.32
YLCA webinars/training (June)	YLCA	111.00
Refurbishment of gas lamp	Zeta Specialist Lighting	1368.00
Internal audit	Town Parish Audit	250.00
Stationery	ASK The Office	7.68
Defibrillator cabinet	MedUK Group Ltd	581.94
Electrics work on Hub	One Contact Property Solutions	322.24
Water connection at Memorial Gardens	Yorkshire Water	440.40
Salaries for July	E Haskins	832.71
Tax (July)	HMRC	154.84
Cleaner (July)	E O'Hara	100.00
Gardening (July)	J Westbrook	284.00
YLCA webinar/training (July/August)	YLCA	153.00
Annual insurance	BHIB Ltd	835.55
War memorial investigative work	PWA Geo-Environmental Ltd	2,034.00
	Total	11,340.40

d) **RESOLVED:** The accounts for payment and note receipts for the month of June agreed:
Payments for June 2020

Purpose	Payee	Amount (£)
Pension costs	Nest	31.67
Expenses	D Mullen	108.82
Salaries for May	E Haskins	832.71
Clerk's allowance and expenses	E Haskins	200.78
Stationery	ASK The Office	16.50
Cleaner	E O'Hara	75.00
Tax	HMRC	154.84

Expenses	S Thompson	2.94
Broadband	TalkTalk Business	31.14
Covid-19 grant	Steeton Pharmacy	111.11
Gardening/maintenance (April)	J Westbrook	284.00
Gardening/maintenance (May)	J Westbrook	284.00
Council mobile phone (handset finance)	Propel Finance Plc	13.43
Council mobile phone (calls)	O2	18.34
	Total	2,165.28

Receipts for June 2020:

Purpose	Payee	Amount (£)
Interest	Public Sector Deposit	14.40
VAT rebate	HMRC	1,622.00
FiT payment	NPower	345.30
	Total	1981.70

Account balances as at 25 June 2020:

Community Account	£10,968.11
Business Base Tracker	£147,812.38
Public Sector Deposit	£50,000.00

20/55

Correspondence

- Emails from NALC including Code of Conduct consultation: acknowledged;
- Emails from NALC/BHIB re risk assessments: acknowledged, agreed that relevant risk assessments necessary for the re-opening of the Hub once it is deemed safe to do so;
- Emails from BHIB 2Commune re website information: acknowledged, see item 20/49.

20/56

Meetings attended

None.

20/57

Members reports

Cllr Thompson reported fly tipping at the top of Intake Lane: Clerk to contact Bradford Council. Cllr Pickles reported issues with cyclists using the pavements in Steeton, on both Skipton Road and Station Road (outside Julie/Joanne's Hairdressers specifically): Clerk to report this to Bradford Council, requesting signage to discourage cyclists from using the pavement. Cllr Pickles reported that some of the footpaths off Redding Gill are dangerous, e.g. Barrow Lane: agreed that Clerk to report this to Bradford Council. Cllr Rayner reported that there is still a man living in a van off Mill Lane: Chair confirmed that this has been reported to Bradford Council and the police. Cllr Rayner also noted that the benches on Mill Green are looking shabby and need replacing: Chair advised that this will need to be included within next year's budget. Cllr Short reported that she has received concerns regarding the large trees on Parkway, Steeton, whose roots are showing in residents' gardens, however after this was reported to Bradford Council residents were told that the trees belong to Cliffe Castle, not Bradford Council: Cllrs agreed that the trees do not belong to Cliffe Castle but to Bradford Council – Clerk to contact Bradford Council regarding this issue.

20/58

Defibrillator checking rota

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

20/59

Time and dates of future meetings

Next meeting to be held remotely via Zoom on Wednesday 2 September 2020 at 7.00pm.

There being no further business the meeting closed at 9.00pm.

Eve Haskins, Clerk and RFO, Steeton-with-Eastburn Parish Council