



## 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 Full Council of Steeton with Eastburn Parish Council held on 3<sup>rd</sup> November 2021 at 7.00pm at Steeton HUB, Skipton Road, Steeton, BD20 6FE

Commenced: 7pm  
Concluded: 9.15pm

Present: Cllr Mullen (Chairman) Cllr Thompson, Cllr Beardmore, Cllr Danby, Cllr Gill, Cllr Pickles, Cllr Johnson, Cllr Mounsey, Cllr Short and Cllr Weller.

In attendance: Ward Councillors: Cllr Peter Clarke and Cllr Rebecca Whitaker  
Local Authority representatives: None.  
Police: None.  
Members of the public: 10 members of public  
Members of the press: None

#### Public Participation

10 members of public were present and raised concerns about the parking permit scheme.

- One resident made Cllrs aware she is going to petition and asked for the PCs support.
- All agreed the communication for the scheme has been unacceptable.
- Cllr Mullen has enquired with parking services about a special permit for health services.
- It was noted that the start date for the scheme has been delayed to 15<sup>th</sup> November 2021.
- Cllr Clarke and Cllr Whitaker are attending a meeting with all the relevant parties to raise all concerns raised and will send an update to the Clerk. The main purpose for the meeting is to make the scheme fit for purpose.

#### 21/90 Introduction from the Chairman

Cllr Mullen welcomed all to the meeting.

#### 21/91 To receive any apologies and approve reasons for absence

Apologies were received from Cllr Rayner and reasons were approved.

#### 21/92 Declaration of interests

a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests

None declared.

b) To receive, consider and decide upon any applications for dispensation

None received.

21/93 To confirm the minutes of the full council meeting held on 6<sup>th</sup> October 2021 as a true and accurate record.

**Resolved** that the minutes of the meeting held on 6<sup>th</sup> October 2021 be approved as a true and accurate record.

#### **21/94 Financial Matters**

**a) To approve the schedule of payments and note the receipts**

**Resolved** to approve the schedule of payments. See Appendix 1.

**a) To approve the bank reconciliation and budget comparison**

**Resolved** to approve the bank reconciliation and budget comparison with amendments to the budget. See Appendix 2.

**b) To consider and agree the proposed budget**

**Resolved** to defer to the next meeting.

**c) To note the CIL payment of £1327.34 and agree any arrangements**

**Resolved** that the CIL payment was noted and the Clerk will investigate opening a new bank account specifically for CIL payments and will prepare a report for the next meeting.

#### **21/95 To receive information on the following ongoing issues and decide further action where necessary:**

**a) Keighley Road recreation Ground**

The Clerk confirmed that a play inspection has been carried out by Bradford Council and some works have been carried out. Cllr Clarke and Cllr Whitaker agreed to contact BC and request a further update on the scheme of works.

**b) Memorial Gardens including the planning application, grasscutting, maintenance and benches**

**Resolved** to approve the cost of purchasing and installing 4 benches at a cost of £4000.

It was noted that the payment has been received for the planning application and it will be submitted shortly.

**c) Community Asset Transfer for Corn Mill Yard**

It was noted that Cllr Clarke has enquired about the refusal of the CAT application and the decision is being reviewed.

**d) Corn Mill Green and Eastburn Playing Fields plans**

Cllr Pickles made Cllrs aware that her husband has spray painted two benches on Corn Mill Green.

**Resolved** to agree to allow the Christmas light switch on to be held on Corn Mill Green on 28<sup>th</sup> November 2021.

Cllr Gill presented two proposed plans for Eastburn Playing Fields. This was discussed and the plans will be sent to Cllrs for further comments.

**e) Legal agreement for use of Parish land**

No update.

**f) Speed calming measures**

The Clerk confirmed that she has not received a response from BC about the traffic survey and will email again and include Cllr Clarke and Cllr Whitaker in the email.

#### **21/96 Matters requested by Councillors and Clerk**

**a) To consider and agree a scheme of inspection for PC owned open spaces and recreation (TM)**

Cllr Mullen confirmed that BC carries out weekly inspections as part of the SLA. This was discussed. Cllr Clarke agreed to enquire further about this and request evidence of the inspections and inspection guidelines.

**Resolved** that Cllrs will carry out regular inspections and this will be added to the next agenda.

**b) To consider and agree to appoint three members to a complaints committee (Clerk)**

**Resolved** that Cllr Johnson, Cllr Beardmore and Cllr Short are appointed on the Complaints Committee and Cllr Beardmore was nominated as Chairman of the committee.

**c) To agree the meeting dates for 2022 (Clerk)**

**Resolved** to agree the meeting dates for 2022.

#### **21/97 Planning matters**

**a) To consider and decide upon the following applications, including any planning applications, approvals or refusals received after the agenda has been published:**

App Number	Proposal	Address	Comments
21/05224/FUL	Addition of 2 Portakabins to extend the existing Cardiac Catheter Unit.	Airedale General Hospital Skipton Road Steeton With Eastburn	No comment
21/05246/CLP	Loft conversion and associated box dormer to rear elevation	5 Thornhill Road Steeton With Eastburn	No comment.

**b) To note decisions made on the following applications:**

Noted.

Application Details	Decision
21/04244/CLP: Childrens home for up to 3 children aged 8-18 at Old Forge Cottage 4 Low Fold Steeton With Eastburn	Granted
21/04418/FUL: Retention of replacement agricultural building at Hollins Bank Farm Hollins Bank Lane Steeton With Eastburn	Granted
21/04493/HOU: Summer house at 9 Westy Bank Croft Steeton With Eastburn	Granted

**21/98 To adopt/approve/review the following policies and procedures**

**a) Complaints Committee Terms of Reference**

**Resolved** to adopt the policy with amendments.

**b) Vexatious Complaints Policy**

**Resolved** to adopt the policy.

**c) Memorial Bench Policy**

**Resolved** to defer to the next meeting.

**d) Standing Orders**

**Resolved** to approve the policy.

**21/99 To consider correspondence received and agree any necessary action:**

**a) Consultation on the West Yorkshire Police and Crime Plan 2021 – 2024**

**Resolved** that the Clerk will forward the details to Cllrs for comments.

**21/100 To notify the clerk of matters for inclusion on the agenda of the next meeting**

- Benches
- Grant requests

**21/101 To confirm that the date of the next meeting is Wednesday 1<sup>st</sup> December 2021 at 7.00pm at the HUB.**

**Resolved** that the next meeting will be held on 1<sup>st</sup> December 2021 at 7pm at the Hub.

**Appendix 1**

**Schedule of Payments**

**Payments made in October**

Payee	Purpose	Amount
Pheonix Fire	Annual Fire alarm check	£106.20
Steeton Bowling Club	Hub Deposit Refund	£270.00
Bradford Community Payroll	Payroll charge	£51.60

ICO	Annual data fee	£35.00
Propel Finance	Mobile phone	£13.43
D. Mullen	Expenses	£146.33
TalkTalk Business	Broadband and line rental	£27.54
O2	Mobile phone	£12.17

### Payments to be approved

Payee	Purpose	Amount
R. Crabtree	Salary for October	£800.25
R. Crabtree	Mileage	£41.40
Nest	Pension	£38.40
HMRC	Tax	£213.80
Clerk	Allowance and expenses (Stamps £15.30 and wreath £21.98)	£57.28
E. O'Hara	Hub Cleaning for October	£100.00
J Westbrook	Gardener	£291.00
YLCA	Training	£52.50
Talk Talk	Line Rental and Broadband	£27.54
O2	Telephone	£22.75
Propel Finance	Telephone	£13.43
Jo Steel	Planning application	£285.00
2 X HUB Users	Deposits returned	£90.00
YLCA	Training	£120.00

### Receipts

#### Details of total income received from 1<sup>st</sup> April 2021

Received from	Purpose	Amount
Bradford Council	Precept	£79,462.00
Barclays	Interest	£16.27
Eon	Feed in tariff	£553.43
Hub user	Charge for lost key	£100.00
HMRC	VAT Reclaim	£4046.00
Silsden Town Council	Contribution towards N. Plan	£300.00
Hub users	Hub hire	£3985
Bradford Met	CIL	£1327.34
		<b>£89,790.04</b>

**Please note: The HUB Hire amount includes deposits that were made. £90 will be returned to the HUB users.**

## Appendix 2

### Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 28<sup>th</sup> October 2021

Balance as per bank statement at 27<sup>th</sup> October 2021

<b>BANK STATEMENTS</b>		
Balance per bank statements as at 27th October 2021		
Community Account	£12,250.36	
Business Base Rate Tracker Account	£167,324.68	
Public Sector Deposit Account	£50,000.00	
		<b>£229,575.04</b>
Unpresented payments	£426.00	
Closing balance as at 27th October 2021 2021		<b>£229,149.04</b>
<b>CASH BOOK</b>		
Opening balance as at 1st April 2021	£165,382.33	
Add receipts (Precept £79,462, Hub hire £3985, Interest £16.27, VAT Reclaim £4046, Misc £953.43, CIL £1327.34)	£89,790.04	
		£255,172.37
Payments to date	£26,023.33	
Cash book closing balance as at 27th October 2021		<b>£229,149.04</b>

### **Budget Comparison**

The table below shows the Parish Councils expenditure before 27<sup>th</sup> October 2021 against the approved budget. The difference to the bank reconciliation expenditure is the VAT amount.

<b>Budget Heading</b>	<b>Approved Budget</b>	<b>Current Expenditure</b>
<b>Administration:</b>		
Audit fees: Internal	£400.00	£250.00
Audit fees: External	£400.00	£360.00
Chairman's Allowance	£500.00	£571.93
Clerk's salary	£14,000.00	£8,653.43
Insurance	£2,700.00	£940.06
IT equipment	£1,000.00	
Postage, printing and stationery	£700.00	£243.23
Reference books	£100.00	

Subscriptions	£1,500.00	£1,048.88
Telephone (inc. Clerk mobile)	£360.00	£183.13
Broadband (Hub)	£400.00	£167.50
Clerk's fixed allowance	£240.00	£140.00
Training	£3,000.00	£510.00
Travel	£1,500.00	£93.10
Website and newsletter	£2,500.00	£855.00

#### Service Delivery:

Community Grants	£1,500.00	
Hub	£4,500.00	£1,777.96
Grant to Eastburn PFA	£2,000.00	
Professional fees	£2,500.00	£256.00
Maintenance/cleaning rec areas	£6,500.00	£3,400.00
Repairs & renewals	£6,000.00	£670.51
Miscellaneous provision	£95.00	

#### Projects:

Local group grant	£4,000.00	£4,000.00
Christmas lights at Hub	£2,500.00	£180.00
Corn Mill Green development	£5,000.00	
Keighley Rd rec ground improvements	£4,000.00	
Improvements on land nr Meth Church	£3,000.00	
Water supply to Memorial Gardens	£2,000.00	
Neighbourhood Planning	£600.00	£600.00
Smaller poppy/electrical supply installation	£0.00	
Memorial Garden improvements	£10,000.00	
HUB maintenance	£1,000.00	£483.50

#### Reserves

Hub reserve	£2,000.00	
Earmarked	£115,382.00	
General	£50,000.00	

<b>Total</b>	<b>£251,877.00</b>	<b>£25,384.23</b>
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