



## Steeton-with-Eastburn Parish Council



c/o The HUB, Skipton Road, Steeton, BD20 6FE  
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### Minutes of the Meeting of the Full Council of Steeton with Eastburn Parish Council held on 6<sup>th</sup> October 2021 at 7.00pm at Steeton HUB, Skipton Road, Steeton, BD20 6FE

Commenced: 7pm  
Concluded: 9.30pm

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

In attendance: Ward Councillors: Cllr Peter Clarke and Cllr Rebecca Whitaker  
Local Authority representatives: Simon D'Vali from Highways (SD) and Liz Horn from the Neighborhood and Customer Service Department (LH)  
Police: None.  
Members of the public: 6 members of public  
Members of the press: None

#### **Public participation**

6 members of public were present. Two members of public gave background information for planning application 21/04418/FUL and the other members of public were in attendance for item 21/84a.

#### **21/79 Introduction from the Chairman**

Cllr Thompson welcomed all to the meeting.

#### **21/80 To receive any apologies and approve reasons for absence**

Apologies were received from Cllr Mullen and reasons were approved.

#### **21/81 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.

#### **21/82 To confirm the minutes of the full council meeting held on 1<sup>st</sup> September 2021 as a true and accurate record**

**Resolved** that the minutes of the meeting held on 1<sup>st</sup> September 2021 be approved as a true and accurate record.

#### **21/83 To receive an update from Robbie Moore MP and agree any necessary action**

Robbie Moore MP gave the following update:

He has been an MP for 19 months and due to time being spent in Parliament, has been unable to attend a PC meeting. He made Cllrs aware that he would like to build a working relationship with the Parish Council.

The Government is funding 48 new hospitals and there will be a bidding process for 8. He has proposed that Airedale Hospital is included due to its structure. The hospital is an aerated concrete structure and is a high risk. The hospital sits on a 43-acre site and therefore, building could commence without impacting the current building.

The Railway Crossing scheme was discussed. He has been liaising with the authority regarding the railway crossing, bridge and footpath and is determined to make progress on this as it is a priority.

He made Cllrs aware that he meets the Chief Executive of Bradford Council monthly and therefore, if the PC has any issues, he will filter this through.

### **21/84 Matters requested by Councillors and Clerk**

#### **a) To receive an update about the parking permit scheme introduced by Bradford Council and agree any necessary action (ST)**

**Simon D'Vali, (SD) Principal Engineer for Traffic and Highways (North) to attend to answer questions and concerns.**

The following issues were raised by residents and Cllrs:

- SD confirmed that the hospital will begin charging all staff members for parking imminently and there will be an announcement shortly. This will lead to an increase in on street parking and without the scheme, it would have a significant impact on local residents.
- The registration of vehicles was discussed. SD confirmed that residents can register one vehicle and up to 10 visitors. This can be done online or residents can call 01274 434300 to request a paper application form. Residents can also apply over the phone if required.
- A resident asked about having multiple accounts and the issue of registering for visitor permits at a multiple adult household. SD will contact Parking Services and send further information to the Clerk to publish.
- The policy states that only one visitor is allowed per household at any one time. SD said that residents can contact Parking Services, and provisions will be made for occasions. Special permits can be issued such as carers and tradesmen.
- A resident asked what would happen if it is not practical to register a visitor such as if the resident is working. It was confirmed that visitors can register for a permit. SD agreed to find out further information to clarify the process.
- LH confirmed that Parking Services is an operational department and the system they use for the permits is used across Bradford as a whole. The one visitor per household was brought in across the district in 2018.
- It was confirmed that once registered, you are able to park anywhere within the zone.
- All had concerns about the way the scheme has been introduced and the lack of information available to residents. SD and Cllr Clarke confirmed that they had already raised their concerns about the poor communication to Parking Services and will be preparing further documents to residents with instructions.
- Card permits were discussed including the advantages and disadvantages but this decision has already been made.
- Local amenities such as the HUB, Bowling Green and the Church were discussed. There were concerns about how to register for visitors when the number of people using the facilities changes daily and it would not be viable to register everyone. SD agreed to find out further information to clarify the process.
- It was confirmed that the deadline to register has been extended to 1<sup>st</sup> November 2021.
- LH confirmed that Neighbourhood and Traffic Wardens will do patrols in the village but there are no set days/times.
- It was noted that streets not in the scheme are now becoming impacted and SD confirmed that this is being monitored.
- It was confirmed that the scheme is being monitored and will be reviewed.
- All agreed that residents need more information that is easy to understand. Cllr Clarke and SD agreed to send the clerk information by 1<sup>st</sup> November 2021 and she will include it in the next newsletter, noticeboards, website and social media.

- The name of the scheme was discussed and how it was confusing to people. The PC agreed to change the name of the scheme to the Steeton-with-Eastburn Parking Scheme and SD will feed this back.
- SD confirmed he has received positive feedback from residents.
- It was confirmed that the fines will be spent within the service delivery. The charges are agreed through a rigorous process and they are not allowed to make a profit.
- If a resident has an issue on a particular road, they need to let Cllr Whitaker and Cllr Clarke know so that it can be investigated.
- A resident asked how long it takes from registering for a permit to it being on the system. SD said he will confirm this with Parking Services.
- Other issues were raised such as overgrown hedges and residents can call Bradford Council directly on 01274 431000 to report a problem.

**b) To confirm the defibrillator inspection rota (Clerk)**

Cllr Pickles and Cllr Gill agreed to inspect the defibrillators.

**21/85 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 note that the proposed budget will be considered at the meeting held in November and request that Cllr's bring ideas for consideration**

Noted.

**c) To consider and agree to appoint the internal auditor at a cost of £225**

**Resolved** to agree to appoint the internal auditor.

**21/86 To receive information on the following ongoing issues and decide further action where necessary:**

**a) Keighley Road recreation Ground**

Cllr Rayner gave an update about the project she is working on.

She made Cllrs aware that an officer has inspected the play equipment recently and she made him aware of the main safety issues. The Clerk has contacted Bradford Council about the standard of the equipment and is waiting for a response. The Clerk will email again and CC the Ward Councilors.

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

It was confirmed that the planning application is now being processed.

Cllr Clarke confirmed that the Memorial gardens is the PC's responsibility.

**Resolved** that the Clerk will raise the PC's concerns about the state of the grasscutting.

Cllr Pickles made all aware that Himalayan Balsam need to be cleared and this was discussed.

**Resolved** to purchase four benches at a cost of £1510 plus VAT. Cllr Pickles will obtain a quote to repair one bench.

The memorial benches were discussed and it was **resolved** to find out who owns the benches. This will be done by including information in the next newsletter and social media.

It was noted that the grant to maintain the memorial base was refused.

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

It was confirmed that the application has been refused. This was discussed.

**Resolved** to consider another use for the land and re-apply.

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

Cllr Gill has had site meetings at Eastburn Playing Fields with a number of contractors and quotes will be presented at the next meeting.

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

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

**f) Communications update including the newsletter**

The Clerk reminded Cllrs to send her information to include in the newsletter.

**g) Speed calming measures**

Cllr Clarke confirmed that the Police will deploy speed cameras but no timeframe has been given.

The Clerk confirmed she has not received an update about the traffic survey.

It was noted that there was a recent fatality on Sutton Lane.

**21/87 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
21/04493/HOU:	Summer house	9 Westy Bank Croft Steeton With Eastburn	No comment
21/04509/HOU:	Garage conversion replacement door and personnel door with new windows	12 The Shroggs Steeton With Eastburn	No comment
21/04418/FUL:	Retention of replacement agricultural building	Hollins Bank Farm Hollins Bank Lane Steeton With Eastburn	No comment
21/04674/FUL:	Formation of a new entrance from Steeton Grove, including the formation of boundary retaining wall, fencing and gates and alterations to form additional parking spaces	The Bakery Millennium Business Park Steeton With Eastburn	No comment
21/04759/FUL:	Construction of one detached dwelling, residential annexe to serve existing dwelling, and associated works (resubmission of application ref. 20/02980/FUL)	Apple Garth Chapel Road Steeton With Eastburn	See below.

The PC objects on the following grounds:

Despite the modifications, such as reduced number of dwellings and reduced height of the large separate dwelling, many of the original issues remain.

Retention of more greenspace than the previous planning application does not, in our opinion, mitigate the previous refusal.

It is still 2 dwellings – an annexe and a large house on green belt land and in a conservation area.

The development would still breach the Green Belt boundary to the southern edge of Steeton village. The boundary to the Green Belt at this point is the edge of Chapel Lane. Green Belt boundaries are supposed to be permanent and the present boundary is a strongly defined feature.

The site is currently open and has a strong visual relationship to the expanse of open countryside to the South. Whilst the applicant states that the site is garden land, it is noted that the site has had trees removed in the recent past. The site also abuts Chapel Road so development here would be very noticeable.

Although the "limited infilling in villages" is an exception to Green Belt control, in this case this site is not a small gap, it is both quite large and there is no development to the south. Instead of infilling, this would be an outward expansion of development - or urban sprawl.

The breaching of the very clear and permanent boundary to the Green Belt formed by the boundary wall to Chapel Lane would undermine the permanence of the Green Belt and conflict with the purposes of the Green Belt in containing sprawl and safeguarding the countryside from encroachment.

Thus, the residential development proposed on this site would cause substantial harm to openness and continued protection of this land from inappropriate development that serves to check the unrestricted sprawl of the built-up area and to assist in safeguarding the countryside from encroachment.

In short: the breach of Green Belt at this location would cause harmful and appreciable sprawl into the countryside.

The access to the dwellings would require breaching the drystone wall and considerable excavation to form a level site to accommodate the proposed basement garage at road level for both the annexe and the separate dwelling. The

combination of swept access, parking court and altered topography would result in a very different appearance and character to present.

The proposal does not constitute infilling in a village, by reference to saved Policy GB3 of the Bradford Replacement Unitary Development Plan, or any other definition, since the site is not a small gap enclosed by buildings.

21/04522/HOU:	Formation of dropped kerb	25 Main Road Steeton With Eastburn West Yorkshire	No comment
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**b) To note decisions made on the following applications:**

Noted.

Application Details	Decision
21/02833/FUL: Construction of three dwellings and detached garage at the land at Sycamore Grove, Steeton with Eastburn, grid ref 401884 444466.	Refused
21/03479/FUL: Construction of three new build dwellings at the land at Sycamore Grove, Steeton with Eastburn, grid ref 401884 444478.	Refused
21/03383/HOU: Glass roofed carport to west elevation with 2 no. windows at Woodland Barn, Coppy Road, Steeton with Eastburn.	Granted
21/02944/HOU: Vehicular access and creation of parking space at 12 Station Road, Steeton with Eastburn.	Withdrawn
21/04027/HOU: Single storey rear extension at 63 Sycamore Grove Steeton With Eastburn	Granted
21/03806/HOU: Demolition of existing single storey rear extension and construction of new single storey rear extension Grid Ref: 402840 444402 Location: 51 Williams Road Steeton With Eastburn	Granted
21/03777/HOU: Alterations to existing outbuildings/workshop (re-submission) at The Coach House Knott Lane Steeton With Eastburn	Granted
21/03644/HOU : Single storey rear extension and alterations to existing dwelling at 33 Currer Walk, Steeton With Eastburn	Granted
21/03559/HOU: Side and rear single storey extension to existing dwelling at at 24 Ellison Grove, Steeton with Eastburn.	Granted
21/03367/HOU: Single storey rear extension at 16 Ellison Grove, Steeton with Eastburn.	Granted

**21/88 To notify the clerk of matters for inclusion on the agenda of the next meeting**

The Clerk will email the Cllr's in advance of the next meeting to request agenda items.

**21/89 To confirm that the date of the next meeting is Wednesday 3<sup>rd</sup> November 2021 at 7.00pm at the HUB.**

**Resolved** that the next meeting will be held on 3<sup>rd</sup> November 2021 at 7pm at the Hub.

**Appendix 1**

**Schedule of Payments**

**Payments made in September**

Payee	Purpose	Amount
5 x HUB users	Deposits returned	£225.00
YLCA	Training	£90.00
Gardener	Gardening/Maintenance	£291.00
Scott Janitorial LTD	Hub Supplies	£33.12
Nest	Pension costs	£53.65
Propel Finance	Mobile phone	£13.43

### Payments to be approved

Payee	Purpose	Amount
R. Crabtree	Salary for September	£800.45
Nest	Pension	£38.40
HMRC	Tax	£213.60
Clerk	Allowance and expenses (Stamps £10.20 and envelopes £6.75)	£39.77
E. O'Hara	Hub Cleaning for September	£100.00
J Westbrook	Gardener	£291.00
YLCA	Training – D. Mullen, S. Thompson and I. Beardmore	£75.00
Talk Talk	Line Rental and Broadband	£27.54
O2	Telephone	£22.75
Propel Finance	Telephone	£13.43
2 X HUB Users	Deposits returned	£90.00
Planning Portal	Planning application fee	£145.00

### Receipts

#### Details of total income received.

Received from	Purpose	Amount
Bradford Council	Precept	£79,462.00
Barclays	Interest	£11.07
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	£2996
		<b>£87,468.50</b>

**Please note: The HUB Hire amount includes deposits that were made. £270 will be returned to the HUB users.**

## Appendix 2

### Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 27<sup>th</sup> September 2021

Balance as per bank statement at 15<sup>th</sup> September 2021

<b>BANK STATEMENTS</b>
Balance per bank statements as at 15th September 2021

Community Account	£14,166.32	
Business Base Rate Tracker Account	£167,320.38	
Public Sector Deposit Account	£50,000.00	
		<b>£231,486.70</b>
Unpresented payments	£1,173.45	
Closing balance as at 15th September 2021		<b>£230,313.25</b>
<b>CASH BOOK</b>		
Opening balance as at 1st April 2021	£165,382.33	
Add receipts (Precept £79,462, Hub hire £3266, Interest £11.07, VAT Reclaim £4046, Misc £953.43)	£87,738.50	
		£253,120.83
Payments to date	£22,807.58	
Cash book closing balance as at 15th September 2021		<b>£230,313.25</b>

### Budget Comparison

The table below shows the Parish Councils expenditure before 15<sup>th</sup> September 2021 against the approved budget. The difference to the bank reconciliation expenditure is the VAT amount.

Budget Heading	Approved Budget	Current Expenditure
<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	£7,522.63
Insurance	£2,700.00	£940.06
IT equipment	£1,000.00	
Postage, printing and stationery	£700.00	£174.06
Reference books	£100.00	
Subscriptions	£1,500.00	£1,013.88
Telephone (inc. Clerk mobile)	£360.00	£142.84
Broadband (Hub)	£400.00	£121.60
Clerk's fixed allowance	£240.00	£120.00
Training	£3,000.00	£352.50
Travel	£1,500.00	£84.10
Website and newsletter	£2,500.00	£855.00
<b>Service Delivery:</b>		
Community Grants	£1,500.00	

Hub	£4,500.00	£988.67
Grant to Eastburn PFA	£2,000.00	
Professional fees	£2,500.00	£68.00
Maintenance/cleaning rec areas	£6,500.00	£2,818.00
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	£395.00

#### **Reserves**

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

<b>Total</b>	<b>£251,877.00</b>	<b>£22,228.78</b>
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