



Steeton-with-Eastburn Parish Council



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

Approved Minutes of the Annual Meeting of the Council held remotely via Zoom on 5 May 2021 at 7.00pm

- Present: Councillors: Danby, Gill, Mounsey, Mullen, Pickles, Rayner, Short, Thompson, Weller.
In attendance Ward Councillors: None.
Police: None.
Members of the public: 1.
Public forum
None.
- 21/01 Election of Chairman and Vice-Chairman
Resolved that Cllr David Mullen be elected as Chairman and Cllr Su Thompson be elected as Vice-Chairman for 2021-22; Declaration of Acceptance of Office duly signed by the Chair.
- 21/02 Apologies
Apologies received, and reasons for absence approved, from Cllrs Blagden and Johnson.
- 21/03 Disclosures of Interest
Cllr Thompson declared in interest in item 16a:ii: she did not take part in the vote on this item.
- 21/04 Dispensations
None.
- 21/05 Minutes
Resolved that the minutes of the following meeting were approved and signed by the Chair:
a) Parish Council monthly meeting, 7 April 2021.
- 21/06 Use of the HUB
The Chair provided an update from the Community HUB Committee meeting held prior to this one:
- It was reported that there had been some confusion over the required use of the HUB by Airedale General Hospital (AGH) for nurses' training, therefore it was agreed that the Clerk to contact them requesting confirmation and clarification of their desired use, outlining that their request for use needs to be received formally, in writing, not via telephone calls, as per the terms and conditions of the HUB use (necessary for insurance and equity purposes).
 - It was also agreed that once the formal request is received, AGH may continue to use the HUB at the reduced rate of £30 per day for two days per week until the end of May, to be reviewed again in June following the possible re-opening of the building to the public.
 - Regarding the re-opening of the HUB to the public, agreed that the Chair and Clerk to undertake a risk assessment on the building as soon as possible prior to 17 May. If deemed safe to open to the public, users will be required to sign a contract agreeing to adhere to specific terms and conditions regarding social distancing and cleaning; failure to do so will result in the forfeit of their deposit and loss of any future use. Chair and Clerk to communicate risk assessment outcome to Community HUB Committee members in the first instance, and any resulting decisions to be made by members via email if necessary; all Parish Council members to be kept updated.
- 21/07 Delegation of decisions
Resolved that the delegation of planning decisions to be deferred to the Clerk, following member agreement via email, in case meetings cannot be held in future months: Clerk to amend the

- Parish Council's Standing Orders accordingly.
- 21/08 Policy reviews
Resolved that:
- The following policies adopted: Child Protection Policy/Procedures, Complaints Policy, Disciplinary Policy, Equal Opportunities Policy, Financial Regulations, Financial Risk Assessment, Grant Awarding Policy, Grievance Policy, Health and Safety Policy, Information and Data Protection Policy, Internal Controls Policy, ICO Publication Scheme, Recording of Meetings Policy, Records Management Policy, Safeguarding Vulnerable Adults Policy, Standing Orders.
 - Clerk to contact YLCA for advice regarding the Child Protection Policy (Named Person).
- 21/09 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.
- 21/10 Keighley Road Recreation Ground
The Chair confirmed that there were no updates on this issue due to Covid.
- 21/11 Memorial Gardens
The Chair reported the following updates on this issue:
- Water supply: Bradford Council have now stated that they will not allow the road closure order, necessary for the water to be connected – agreed that the Chair to continue to investigate this.
 - War memorial work - trees: Resolved that the overseers of the necessary war memorial work to liaise with a Planning Consultant regarding this issue, Parish Council to cover any costs incurred.
- 21/12 Community Asset Transfer for Corn Mill Yard
The Clerk reported that the CAT Stage 1 application form has been received, which needs to outline the aims for the asset etc., however the Asset Management Officer did state that, in the event of a successful CAT application, the garages in the area will potentially still remain on site, as Bradford Council currently have no intention to remove those garages still in situ.
Resolved that the Clerk to contact the Asset Manager to confirm that the Parish Council will not continue with the asset transfer unless the garages are removed and the area made safe; to also report the unsafe use of the garages as dens by children to the local Ward Officer.
- 21/13 Parish Plan
Cllr Mounsey reported that the Parish Plan Working Group have compiled a draft residents' questionnaire, which was circulated to all, and that the Group were in agreement that a Parish Plan should not be pursued at this time, however the Section 106 and CIL monies should be consulted upon (discussed in item 21/17d).
- 21/14 Summer scheme
Resolved that this scheme not to be pursued by the Parish Council for this coming summer due to the uncertain situation with Covid.
- 21/15 Legal agreement for use of Parish Council land
The Chair reported that the Parish Council have been advised by YLCA that all Parish Council owned land should have a land agreement with any users, therefore the Clerk has contacted a local solicitor for a quote for a land agreement for the land used by the Bowling Club.
- 21/16 Planning
a) Planning applications – The following were resolved:
- i. 21/01544/HOU: 51 Williams Road, Steeton with Eastburn – Demolition of existing single storey extension to rear of property, construction of new single storey extension generally in the same position: No comment.
 - ii. 21/01582/HOU: 47 Styveton Way, Steeton with Eastburn – replacement garage: Recommend refusal on the following grounds – garage has been built without planning consent therefore it is a retrospective application; there are a few inconsistencies within the application form, including

date of works commencing shown as 16 December when in fact it was in August 2020, new garage is bare blockwork and not in keeping with the original (which contravenes Core Strategy Development Plan and Householder Supplementary Planning Design Principle DS4: wall and roof materials should be in keeping), contrary to what is stated on the application form there is a large listed oak tree in an adjoining garden which is within falling distance of the garage (prior to constructing the new garage the overhanging branches were pruned from the listed oak tree without consent of the owner or Bradford Council tree department); the drawing is misleading as it suggests the final structure is cement rendered which it is not; the plans show no “existing” or “proposed” drawings; there are no site levels therefore there is no indication of how the garage looks in situ; no indication of whether the new garage and resurfaced driveway are at the same ground level as the previous structures; the footprint of the new structure is much larger than the old one (recommend that the measurements/actual dimensions of the structure are inspected by the planning or enforcement team); too large a structure for the plot size, raising the question of overdevelopment; potential contravention of Core Strategy Development Plan and Householder Supplementary Planning Design Principles DS1 and DS3 (garages should not have an overbearing impact on any neighbour); outlet pipe at north east corner of the garage, which goes directly into a pre-existing seating area in a neighbour’s garden, giving rise to health and safety concerns.

iii. 21/01676/CLE: Redcar Wood Farm, Redcar Lane, Steeton with Eastburn – storage use: No comment.

iv. 21/01743/HOU: 6 Teal Court, Steeton with Eastburn – Conversion of single storey detached garage into a residential annexe: No comment.

v. 20/05637/SUB01: Dale House, Skipton Road, Steeton with Eastburn – Submission of details required by conditions 6 (materials), 7 (boundary wall materials), 12 (tree protection fencing), 13 (tree protection measures remain for duration of development), 15 (tree planting scheme), 16 (tree protection fencing for T5): No comment.

vi. 21/02150/HOU: 10 Haxton Boulevard, Steeton with Eastburn – Single storey side extension: Recommend refusal on the grounds that the re-submitted plans show no proposed ground floor plan nor footprint dimensions and the proposed elevations drawing is the one that was submitted previously.

b) Approvals (to note):

i. 21/00772/HOU: 13 Clough Avenue, Steeton with Eastburn – Two storey side extension with part single extension to the rear and demolition of existing garage (the Parish Council had no comment on this application).

ii. 21/00876/HOU: 12 Ghyll Close, Steeton with Eastburn – Conversion of garage to sun-room, rear decking and internal alterations (the Parish Council had no comment on the application in principle however recommended that Building Control are involved).

c) Refusals (to note): None received.

d) Pre-applications (to note):

i. Proposed 5G telecommunications installation at Skipton Road, Steeton, BD20 6TR.

21/17

Finance

a) Resolved that the Annual Governance and Accountability Return (AGAR) for 2020-21 approved as follows:

i. Annual Internal Audit Report 2020-21 received and noted;

ii. Section 1 - Annual Governance Statement 2020-21 approved and signed;

iii. Section 2 - Accounting Statements 2020-21 approved and signed.

b) Clerk reported that £4046 has been claimed for VAT rebate for 2020-21.

c) Resolved that the following direct debits paid by the Parish Council: TV licence, Clerk’s mobile phone, pension costs, HUB line rental and broadband, Information Commissioner and Zoom subscription.

d) Section 106 and CIL planning funding: Extended discussion took place regarding the s106 and CIL funding monies. Resolved that investigations be made and plans drawn up by Cllrs Gill and Pickles with a view to applying for this funding to be spent on two projects in the parish, namely play equipment for younger children at Eastburn recreation ground

and improvements to Cornmill Green, Steeton: to be discussed again at the next meeting.

e) To note payments to be approved at this meeting:

Purpose	Payee	Amount (£)
Salaries for April	E Haskins	855.79
Clerk's Allowance and expenses (includes £20 allowance, £6.50 travel and £7.92 postage)	E Haskins	34.42
Cleaner	E O'Hara	100.00
Gardener	J Westbrook	284.00
Tax	HRMC	192.87
Training/conference	YLCA	60.00
Website hosting, support, annual licence, emails	2commune Ltd	1026.00
Grant	Steeton with Eastburn Crown Green Bowling Club	2000.00
Fire extinguisher etc. testing at the HUB	Churches Fire Security Ltd	108.30
Internal audit	Town Parish Audit	250.00
Grant	Steeton and Eastburn Christmas Lights Group	2000.00
	Total	6,911.38

f) To note the payments and receipts for the past month, up to 28 April 2021:

Payments for April 2021

Purpose	Payee	Amount (£)
Salaries for March	E Haskins	868.79
Clerk's allowance and expenses (£20 allowance, £6.10 travel and £8.88 postage)	E Haskins	34.98
Mobile phone	Propel Finance	13.43
Gardening/maintenance	J Westbrook	284.00
Tax	HMRC	180.56
HUB cleaning	E O'Hara	52.00
Reimbursement for expenses (£15.84 postage, £55.68 ink)	D Mullen	71.52
Payroll costs	Bradford Community Payroll	43.20
Broadband	TalkTalk Business	31.14
Pension costs	Nest	35.61
Training	YLCA	165.00
Annual subscription	YLCA	870.00
	Total	2,662.40

Receipts for April 2021

Purpose	From	Amount (£)
Interest	Public Sector Deposit Fund	1.97
Precept	Bradford Council	79,462.00
50% Neighbourhood Plan costs	Silsden Town Council	300.00

Account balances as at 28 April 2021:

Community Account	£10,209.00
Business Base Tracker	£182,316.90
Public Sector Deposit	£50,000.00

21/18

Correspondence

- Email from resident re need for street lighting between AGH and Thornhill Road, Steeton: acknowledged, it was reported that the existing lights are provided by AGH.
- Email from Bradford Council re the CAT for Cornmill Yard: acknowledged, see item 21/12.
- Email from AGH re continued use of the HUB: acknowledged, see item 21/06.
- Emails from YLCA re White Rose publication, training, return to face-to-face meetings etc.: acknowledged, see item 21/06.
- Email from Zoom re renewal of subscription: acknowledged, see item 21/17c.
- Email from resident re unsafe behaviour at Eastburn playing fields: acknowledged, Clerk reported this to Bradford Council.

21/19

Meetings and training attended

The Chair attended the two-day YLCA conference; Cllr Thompson attended CCTV training.

21/20

Members reports

Cllr Gill reported a broken inspection cover on Skipton Road: this has been reported to Bradford Council.

Cllr Pickles reported residents' concerns regarding the corner of the Memorial Wood where the tap is sited: the Chair confirmed that he has reported this several times and still awaiting the water connection.

Cllr Pickles also reported missing wall top stones at the corner of Skipton Road and Mill Lane: the Chair confirmed that this land does not belong to the Parish Council.

Cllr Pickles enquired about the location of the original lamp-top for Memorial Gardens, as it would be ideal to copy for Mill Green: the Chair confirmed that this is stored safely.

21/21

Defibrillator checking rota

Cllr Pickles confirmed that she continues to carry out a fortnightly check and file the online report.

21/22

Time and dates of future meetings

Next meeting due to be held on Wednesday 2 June 2021 at 7.00pm, at Steeton HUB on Skipton Road, Steeton, if deemed safe to return to face-to-face meetings following the risk assessment: to be confirmed.

There being no further business the meeting closed at 9.15pm.

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