



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 1st September 2021 at 7.00pm at Steeton HUB, Skipton Road, Steeton, BD20 6FE

Commenced: 7pm
Concluded: 9.45pm

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

In attendance: Ward Councillors: Ward Cllr Peter Clarke.
Police: None.
Members of the public: Ex Cllr P. Blagden
Members of the press: None

Public participation

No comments were made by the public.

21/67 Introduction from the Chairman

Cllr Mullen welcomed all to the meeting. He thanked P. Blagden who resigned from her role as Parish Councillor in 2020 and thanks her for her 25 years of service.

21/68 To receive any apologies and approve reasons for absence

Apologies were received from Cllr Johnson and reasons were approved.

21/69 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

Cllr Mounsey declared an interest in item 21/03777/FUL.

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

None received.

21/70 To confirm the minutes of the full council meeting held on 7th July 2021 as a true and accurate record.

Resolved that the minutes of the meeting held on 7th July 2021 be approved as a true and accurate record.

21/71 Financial Matters

a) To receive a verbal report from Cllr Mounsey regarding internal controls and the Quarter 1 budget monitor.

Cllr Mounsey confirmed that she had carried out the quarterly internal control check and all accounts were correct.

b) To ratify the payments made in August 2021

Noted. See Appendix 1.

c) To approve the schedule of payments and note the receipts

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

d) To approve the bank reconciliation and budget comparison

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

e) To note the conclusion of the External Audit for the financial year ending 31st March 2021

Noted.

21/72 To receive information on the following ongoing issues and decide further action where necessary:

a) Keighley Road recreation Ground

Cllr Rayner confirmed that she has attended a site visit with two contractors and is waiting for final quotes and designs. This was discussed. It was noted that the current play equipment needs maintenance.

Resolved that Cllr Rayner will continue to work on the project, send proposed designs to Cllrs and will provide further information at the next meeting.

The Clerk was requested to contact Bradford Council to enquire about the maintenance of the current play equipment.

b) Memorial Gardens

Cllr Mullen made Cllrs aware that he requested the planning consultant to organise the required planning application.

Resolved that the Clerk will contact the planning consultant for an update.

c) Community Asset Transfer for Corn Mill Yard

It was noted that the garages have now been demolished.

Resolved that the Clerk will complete and submit the CAT application form.

d) Corn Mill Green and Eastburn Playing Fields plans

Cllrs Gill and Pickles have attended a site meeting with Bradford Council and Ward Cllrs to discuss the project. This was discussed.

Resolved that due to there being a delay at Bradford Council, the PC approved for the project to be PC led with Cllrs Gill And Pickles agreeing to continue to investigate designs and costs to improve the areas.

e) Legal agreement for use of Parish land

It was noted that Cllr Mullen has continued to liaise with the solicitors but has not yet received the final draft of the agreement.

Resolved that Cllr Mounsey will contact the solicitors to request a copy of the final agreement and this will be added to the next agenda for approval.

f) Horticultural needs/wildflower meadows

Cllr Mullen made Cllrs aware that he contacted the Parks Department to request the areas to be wild meadows but the 'triangle' of grass on Station Road in Steeton has been cut.

The state of the Memorial Garden was discussed including the grass cutting and benches.

Resolved that the Clerk will contact Bradford Council to enquire what their plans are and if the PC can take over the maintenance and replace the benches. Cllr Pickles agreed to do a survey of the Memorial Wood benches.

21/73 Matters requested by Councillors and Clerk

a) To consider items for publication in the next newsletter (Clerk)

The Clerk made Cllrs aware that she is preparing the newsletter and asked Cllrs for their ideas of information to include. This was discussed.

Resolved that the Clerk will prepare a draft newsletter and send to all Cllrs. A mailing list will be set up so that the PC can send E-Newsletters to residents.

b) To consider the purchase and maintenance of SIDS from Bradford Council (TM)

Resolved not to purchase SIDs from Bradford Council. Instead, the council agreed to request the deployment of speed cameras in the village and the Clerk will request Bradford Council to carry out a speed traffic survey.

c) To consider parking issues outside the Hub (DD)

Cllr Danby made Cllrs aware that she has received complaints by Hub users and residents about the way cars are parked outside the Hub.

Resolved that Cllr Short will ask the Bowling Club to contact the Methodist Church and enquire if they could use their carpark.

21/74 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
21/03644/HOU	Single storey rear extension and alterations to existing dwelling	33 Currer Walk, Steeton With Eastburn	No comment
21/03559/HOU	Side and rear single storey extension	24 Ellison Grove	No comment
21/03777/HOU	Alterations to existing outbuildings/workshop (re-submission)	The Coach House Knott Lane Steeton With Eastburn	No comment
21/03806/HOU:	Demolition of existing single storey rear extension and construction of new single storey rear extension	51 Williams Road Steeton With Eastburn	No comment
21/04027/HOU:	Single story rear extension	63 Sycamore Grove Steeton With Eastburn	No comment
21/04165/FUL:	Construction of new Helipad and associated infrastructure works, removal of trees and provision of additional car parking	Airedale General Hospital Skipton Road Steeton With Eastburn	See below.

Resolved to object to the application on the following grounds:

The design is out of keeping with the residential area.

Noise pollution.

It is an inappropriate use of materials and this could be mitigated by cladding it with similar materials to the neighbouring building.

21/04244/CLP	Children's home for up to 3 children aged 8-18	Old Forge Cottage 4 Low Fold Steeton With Eastburn	No comment
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b) To note decisions made on the following applications:

Noted.

Application Details	Decision
21/02270/PAR: Change of use of agricultural buildings and land to no. 1 dwelling (C3) and associated building operations at Lane off High Street, Steeton Eastburn	Prior approval by default out of time.
21/02911/LBC: Replacement frames and roof to existing conservatory at The Coach House, St Stephen's Road, Steeton with Eastburn	Granted
21/02879/CLE: Use of Fern Cottage as a separate dwelling to Stiverton House at Fern Cottage Stiverton House Keighley Road Steeton	Granted
21/02910/HOU: Replacement frames and roof to existing conservatory at The Coach House, St Stephen's Road, Steeton with Eastburn	Granted
21/03126/HOU: Single storey rear extension at 4 Beech Close, Steeton with Eastburn.	Granted
21/02997/HOU: Two storey side extension at 35 Thornhill Road, Steeton with Eastburn.	Granted
21/02818/REM: Reserved matters application requesting consideration of appearance, landscaping, layout and scale for detached dwelling (pursuant to outline approval 17/05330/OUT) at the land at Sycamore Grove, Steeton with Eastburn	Granted

21/00430/HOU: Demolition of existing garage and replacement with two storey side, single storey rear and porch extension at 6 Haxton Boulevard, Steeton with Eastburn	Granted
21/03332/HOU: Single storey rear extension at 26 Sycamore Grove, Steeton with Eastburn.	Granted
21/03401/HOU: Side and rear single storey extension at 38 Halstead Ways, Steeton with Eastburn.	Granted

21/75 To consider correspondence received and agree any necessary action

a) To consider a letter received by a resident regarding the parking scheme

The correspondence was discussed.

Resolved that the Clerk will respond and answer all queries raised.

b) To note correspondence received by Keighley Town Council regarding the LNER Timetable consultation

Resolved to support Keighley Town Council and the Clerk will respond.

c) To note the Community Ownership Funding opportunity

Resolved to publish the information in the next newsletter.

d) To note the National Resilience Strategy consultation

Noted.

21/76 To receive an update from the Parish Councillors

Cllr Pickles raised her concerns about the parking by workmen on Skipton Rd This was discussed.

Cllr Rayner raised the state of the public bins in the village and potholes on Chapel Road. The Clerk will contact Bradford Council.

It was noted that Cllr Beardmore had attended YLCA training for new councillors.

Cllr Pickles raised her concerns about the state of the hedges on the road side. The Clerk will include this on the next newsletter.

Cllr Danby raised that Hub users are not following the conditions of use and the Clerk confirmed this will be monitored.

It was noted that Cllr Thompson had attended YLCA training for grievance issues.

21/77 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.

21/78 To confirm that the date of the next meeting is Wednesday 6 October 2021 at 7.00pm at the HUB.

Resolved that the next meeting will be held on 6th October 2021 at 7pm at the Hub.

Appendix 1

Schedule of Payments

Payments made in August

Payee	Purpose	Amount
Propel Finance	Mobile phone	£13.43
TalkTalk Business	Broadband and line rental	£27.54
o2	Mobile phone	£12.17
Nest	Pension costs	£35.61
Clerk	Salaries for July – E. Haskins	£855.59
Clerk	Clerk's allowance and expenses	£28.70
HMRC	Tax	£193.07
Yorkshire lighting & Electrical Services	Tree lighting	£216.00
Gardener	Gardening/Maintenance	£291.00

YLCA	Training	£30.00
PKF Littlejohn	External Audit	£360.00
Propel Finance	Mobile phone	£13.43
TalkTalk Business	Broadband and line rental	£27.54

Payments to be approved

Payee	Purpose	Amount
R. Crabtree	Salaries for August	£1389.00
Nest	Pension	TBC
HMRC	Tax	£386.68
Clerk	Allowance and expenses (Stamps £10.20)	£30.20
E. O'Hara	Hub Cleaning for July and August	£200.00
J Westbrook	Gardener	£291.00
YLCA	Training – D. Mullen, S. Thompson and I. Beardmore	£75.00
S. Thompson	Amazon gift purchase	£49.91
One Contact Property Solutions	Replacement exit sign and defib repair	£185.51
Talk Talk	Line Rental and Broadband	£27.54
O2	Telephone	£12.17
Propel Finance	Telephone	£13.43

Receipts

Details of income received.

Received from	Purpose	Amount
Bradford Council	Precept	£79,462.00
Barclays	Interest	£10.11
Eon	Feed in tariff	£274.83
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	£2460.00
		£86,652.94

Please note: The Hub Hire amount includes deposits that were made. This month £225 will be returned to the Hub users.

Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 25th August 2021

Balance as per bank statement at 20th August 2021

BANK STATEMENTS		
Balance per bank statements as at 20th August 2021		
Community Account	£10,626.80	
Business Base Rate Tracker Account	£172,320.38	
Public Sector Deposit Account	£50,000.00	
		£232,947.18
Unpresented payments (102214,102215 & 102216)	£681.00	
Closing balance as at 31st July 2021		£232,266.18
CASH BOOK		
Opening balance as at 1st April 2021	£165,382.33	
Add receipts (Precept £79,462, Hub hire £2460, Interest £10.11, VAT Reclaim £4046, Misc £674.83)	£86,652.94	
		£252,035.27
Payments to date	£19,769.09	
Cash book closing balance as at 20th August 2021		£232,266.18

Budget Comparison

The table below shows the Parish Councils expenditure before 20th August 2021 against the approved budget. The difference to the bank reconciliation expenditure is the VAT amount.

Budget Heading	Approved Budget	Current Expenditure
Administration:		
Audit fees: Internal	£400.00	£250.00
Audit fees: External	£400.00	£360.00
Chairman's Allowance	£500.00	£500.00
Clerk's salary	£14,000.00	£5,458.04
Insurance	£2,700.00	£940.06
IT equipment	£1,000.00	
Postage, printing and stationery	£700.00	£119.08
Reference books	£100.00	
Subscriptions	£1,500.00	£1,013.88

Telephone (inc. Clerk mobile)	£360.00	£96.51
Broadband (Hub)	£400.00	£121.60
Clerk's fixed allowance	£240.00	£100.00
Training	£3,000.00	£277.50
Travel	£1,500.00	£69.70
Website and newsletter	£2,500.00	£855.00

Service Delivery:

Community Grants	£1,500.00	£2,000.00
Hub	£4,500.00	£788.67
Grant to Eastburn PFA	£2,000.00	
Professional fees	£2,500.00	£68.00
Maintenance/cleaning rec areas	£6,500.00	£2,527.00
Repairs & renewals	£6,000.00	£485.00
Miscellaneous provision	£95.00	

Projects:

Local group grant	£4,000.00	£2,000.00
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	

Total	£251,877.00	£19,205.04
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