



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 7 July 2021 at 7.00pm at Steeton HUB, Skipton Road, Steeton, BD20 6FE

Present: Councillors: Beardmore, Danby, Gill, Johnson, Pickles, Rayner, Thompson.
Cllr Thompson to chair the meeting in the absence of Cllr Mullen.

In attendance Ward Councillors: Ward Cllrs Peter Clarke and Rebecca Whitaker.
Police: None.
Members of the public: None.
Members of the press: None

Public forum

None.

21/44 Co-option of Member

Resolved that Ian Beardmore be co-opted onto the Parish Council.

21/45 Apologies

Apologies received, and the reasons for absence accepted from, Cllrs Mounsey, Mullen, Short and Weller.

21/46 Disclosures of Interest

None.

21/47 Dispensations

None.

21/48 Minutes

Resolved that the minutes of the following meeting were approved and signed by the Chair:

- a) Full Council meeting, 2 June 2021.

21/49 Parish Council vacancy

Cllr Thompson confirmed that the one vacancy on the Parish Council has now been filled: see item 21/44 above.

21/50 Parish Council staffing vacancy

Cllr Thompson reported that the interview for the new Clerk went well yesterday and the successful candidate, Rebecca Crabtree, has been offered the job; there will be a period of a few weeks for a handover before the present Clerk leaves.

Resolved to ratify the above recruitment recommendation of the Staffing Committee.

- 21/51 HUB updates**
Cllr Thompson confirmed that the HUB will re-open to the public on 19th July, in accordance with government guidelines, as long as all Covid restrictions are lifted.
- 21/52 Keighley Road Recreation Ground**
Resolved that Cllr Rayner to continue to investigate the possibility of organising a sensory garden at Keighley Road Recreation Ground, including liaising with Those Plant People; Clerk confirmed that there is £4000 in the budget for this project, plus extra in reserves.
- 21/53 Memorial Gardens**
Cllr Thompson reported the following:
- Tap: Cllr Mullen continues to liaise with Yorkshire Water, who will be contacting Bradford Council to organise the water connection – currently awaiting response.
 - Trees: planning permission is required to remove trees in the area; the project managers recommended using the services of a planning consultant to organise this.
Resolved to use a planning consultant to organise the required planning application.
- 21/54 Community Asset Transfer (CAT) for Corn Mill Yard**
Cllr Thompson explained that Asset Management, Bradford Council, have sent the relevant form for progressing the CAT however they have said they cannot guarantee clearance of the area first, therefore she met a contractor on site to gain a cost for the removal of all rubbish/asbestos etc.; the contractor had several questions for Asset Management, which have been sent onto them, and now awaiting their response. Cllr Rayner reported that notification letters have been sent to tenants regarding the demolition of the garages, which will be demolished and the land cleared on 29th July. Ward Cllr Clarke confirmed that he has requested that the area is secured as a priority and will continue to liaise with Asset Management regarding this.
- 21/55 Corn Mill Green and Eastburn Playing Fields – Section 106 money**
Resolved that Cllrs Gill and Pickles to meet up with the Ward Cllrs and Bradford Council representative to discuss the feasibility of the following projects for the spending of the Section 106 money:
- Corn Mill Green: Cllr Pickles has been investigating ideas, including widening pathways, new surface, reasonable lighting along the length (including heritage type lighting), wildflower meadow, picnic benches/activity tables etc.: currently overgrown areas which need clearing, and need a tree survey: Clerk to request this from Bradford Council, as well as requesting new bins for the area.
 - Eastburn Playing Fields: Cllr Gill to continue to investigate prices for refurbishing the playground.
- 21/56 Legal agreement for use of Parish Council land**
Cllr Thompson reported that Cllr Mullen is liaising with the solicitors regarding this agreement, as advised by YLCA.
- 21/57 Repairs to St Stephen’s Road**
Resolved that the Parish Council will not commit to spending public money on repairs to St Stephen’s Road this financial year.
- 21/58 Horticultural needs/wildflower meadows**
Resolved that Cllr Mullen to liaise with Parks Department representative of Bradford Council regarding the possibility of making the ‘triangle’ of grass on Station Road in Steeton, and the grass verge on the way to Eastburn, into wildflower meadows, as recommended by Those Plant People.

21/59

Data Audit

Resolved to adopt the updated Data Audit, and that Cllrs who have not already done so to organise their Parish Council email addresses for council business.

21/60

Planning

a) Planning applications – **Resolved** the following responses:

- i. 21/02833/FUL: Land at Sycamore Grove, Steeton with Eastburn – Construction of three dwellings and detached garage, grid ref. 401884 444466: Parish Council recommend refusal of this application on the following grounds: clarity is required on this and similar applications 21/02818/REM and 21/03479/FUL on ownership and plans; access/egress safety concerns.
- ii. 21/02879/CLE: Fern Cottage, Stiverton House, Keighley Road, Steeton with Eastburn – Use of Fern Cottage as a separate dwelling to Stiverton House: Parish Council had no comment on this application.
- iii. 21/02911/LBC: Replacement frames and roof to existing conservatory at The Coach House, St Stephen's Road, Steeton with Eastburn: Parish Council had no comment on this application.
- iv. 21/02910/HOU: Replacement frames and roof to existing conservatory at The Coach House, St Stephen's Road, Steeton with Eastburn: Parish Council had no comment on this application.
- v. 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 off Sycamore Grove, Steeton with Eastburn: Parish Council recommend refusal of this application on the following grounds: clarity is required on this and similar applications 21/02833/FUL and 21/03479/FUL on ownership and plans; access/egress safety concerns.
- vi. 21/02997/HOU: Two storey side extension at 35 Thornhill Road, Steeton with Eastburn: Parish Council had no comment on this application.
- vii. 21/03126/HOU: Single storey rear extension at 4 Beech Close, Steeton with Eastburn: Parish Council had no comment on this application.
- viii. 21/03367/HOU: Single storey rear extension at 16 Ellison Grove, Steeton with Eastburn: Parish Council had no comment on this application.
- ix. 21/03401/HOU: Single and rear single storey extension at 38 Halsteads Way, Steeton with Eastburn: Parish Council recommend refusal of this application on the following grounds: overdevelopment; loss of parking spaces creating highways concerns.
- x. 21/03332/HOU: Single storey rear extension at 26 Sycamore Grove, Steeton with Eastburn: Parish Council had no comment on this application.
- xi. 21/03383/HOU: Glass roofed carport at west elevation with 2 no. windows at Woodland Barn, Copsy Road, Steeton with Eastburn: Parish Council had no comment on this application.
- xii. 21/02944/HOU: Vehicular access and creation of parking space at 12 Station Road, Steeton with Eastburn: Parish Council would advise that the Highways Department are consulted on this application due to access/egress concerns so close to the junction.
- xiii. 21/03479/FUL: Construction of three new build dwellings at the land at Sycamore Grove, grid ref. 401847 444478: Parish Council recommend refusal of this application on the following grounds: clarity is required on this and similar applications 21/02833/FUL and 21/02818/REM on ownership and plans; access/egress safety concerns.

b) Approvals (to note):

- i. 20/05637/SUB01: Dale House, Skipton Road, Steeton with Eastburn – Submission of details required by conditions 6, 7, 12, 13, 14, 15 and 16 – Partial grant, approval of details (the Parish Council had no comment on this application).
- ii. 21/02150/HOU: 10 Haxton Boulevard, Steeton with Eastburn – Single storey side extension (the Parish Council recommended refusal of the application 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).
- iii. 21/02257/HOU: 39 Parkway, Steeton with Eastburn – Partial demolition of garage to shorten and single storey extension to rear of bungalow (the Parish Council had no comment on this application).

Finance

- a) **Resolved** that Cllr Mounsey and the Clerk to liaise re the internal controls process for the Quarter 1 Budget Monitor: Cllr Mounsey to report back at the next meeting.
- b) To note payments to be approved at this meeting:

Purpose	Payee	Amount (£)
Salaries for June	E Haskins	855.79
Clerk's Allowance and expenses (includes £20 allowance, £24.20 travel, £8.36 postage)	E Haskins	52.56
Cleaner	E O'Hara	100.00
Gardener	J Westbrook	291.00
Tax	HMRC	192.87
HUB supplies	Scott Janitorial Supplies Ltd	105.38
HUB services	Janitorial Direct Ltd	310.32
Training	YLCA	22.50
Payroll charges	Bradford Community Payroll & Accounts Ltd	27.60
Chair's Allowance (£500) and expenses (23.76 postage)	D Mullen	523.76
Servicing of wall system in HUB	Monowa Operable Wall Systems Ltd	474.00
Annual insurance	BHIB Ltd	940.06
	Total	3895.54

- c) To note the payments and receipts for the past month, up to 1 July 2021:

Payments for June 2021

Purpose	Payee	Amount (£)
Pension	Nest	35.61
Gardening/maintenance	J Westbrook	284.00
Salaries for May	E Haskins	855.59
Clerk's allowance and expenses (£20 allowance, £24.20 travel, £7.92 postage and £143.88 Zoom subscription)	E Haskins	196.00
Grant	Steeton and Eastburn Christmas Fund	2000.00
Mobile phone	Propel Finance	13.43
Tax	HMRC	192.87
Tax	HMRC	193.08
Line rental and broadband at HUB	TalkTalk	26.16
Mobile phone	O2	12.17
Clerk job advert	YLCA	15.00
Gardening/maintenance work/plants	J Westbrook	1377.00
	Total	5300.91

Receipts for June 2021

Purpose	From	Amount (£)
Interest	Public Sector Deposit Fund	1.12
FiT payment	Npower	274.83
	Total	275.95

Account balances as at 1 July 2021:

Community Account	£13,575.12
Business Base Tracker	£172,320.38
Public Sector Deposit	£50,000.00

21/62

Correspondence

- Email from Robbie Moore MP re Preparedness Plan: acknowledged, agreed that the Emergency Plan will need to be updated post-Covid.
- Emails from Parks and Green Spaces re Section 106 funding: see item 21/55.
- Emails confirming the positive result in the Neighbourhood Plan referendum: acknowledged.
- Email from Ward Cllr Whitaker re gully cleaning: acknowledged, agreed that the Clerk to contact Bradford Council regarding Lyon Road, Eastburn, and Stone Grove, Steeton.
- Email from Ward Cllr Clarke re Corn Mill Yard garages: see item 21/54.
- Emails from YLCA re White Rose publications, training, Law and Governance updates, Queen's Platinum Jubilee beacons etc.: acknowledged.
- Email from Those Plant People re suggestion for wildflower meadows: see item 21/58.
- Email from local allotments re spraying of herbicide: acknowledged.
- Email from Savage Crangle solicitors re bowling green land agreement: see item 21/56.
- Email from Robbie Moore, MP, re campaign to rebuild AGH and attendance at meeting on 6 October 2021: acknowledged, agreed to invite Mr Moore to the October meeting.
- Email from BHIB Ltd re annual insurance: acknowledged, insurance reviewed and agreed to stay with BHIB Ltd for the next two years.

21/63

Meetings and training attended

None.

21/64

Members reports

Cllr Pickles reported that Steeton and Eastburn Christmas Lights Group will be facilitating the Christmas lights in the parish again this year, unsure whether a switch on event will be held. Cllr Johnson reported that Green Lane has potholes forming: Clerk to contact Bradford Council to report this.

Cllr Thompson expressed thanks on behalf of the Parish Council to Ward Cllr Clarke for facilitating the removal of the old truck in the parish.

Cllr Gill expressed disappointment that the parish has a lack of police presence again, as there have been a couple of incidents of shoplifting.

21/65

Defibrillator checking rota

Cllr Pickles confirmed that she continues to carry out a fortnightly check on the defibrillator.

21/66

Time and dates of future meetings

Next meeting to be held at Steeton HUB, Skipton Road, Steeton on Wednesday 1 September 2021 at 7.00pm (apologies noted from Cllr Johnson).

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