



**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 held on 2 December 2020 at 7.00pm held remotely via Zoom

Approved

- Present: Councillors: Blagden, Danby, Gill, Johnson, Mounsey, Mullen, Pickles, Rayner, Short, Thompson, Weller.
- In attendance: Ward Councillors: None.
Police: None.
Members of the public: Two.
- Public forum
- The resident who has put in the planning application due to be discussed in item 20/129a)iii, the proposal to provide an outbuilding to house sheepdogs, outlined the plans and stated that they were necessary to adhere to breeder licence regulations and to provide a safe, secure and warm environment for the dogs, next to an exercise area.
- 20/120 Apologies
None.
- 20/121 Disclosures of Interest
Cllr Weller declared an interest in item 20/129a)i, as a direct neighbour of the property: he did not take part in the discussion for this item.
- 20/122 Dispensations
None.
- 20/123 Minutes
Resolved: The minutes of the following meeting were approved and signed by Chair:
a) Parish Council monthly meeting 4 November 2020.
- 20/124 Keighley Road Recreation Ground
The Chair reported that he has inspected the area to be developed, at the top of the site near the wall (playground area and flat field to be remain as they are, and other areas unusable due to being waterlogged), and that he has liaised with both the school and a local gardener regarding plans for this area; the following was agreed:
- The Chair to continue to liaise with the local gardener regarding infilling the area before any plans can be put into place, and also to determine the viability and approximate cost of suggested plans (community/sensory/herb gardens etc.).
 - Feasible plans for the area then to be publicised to residents in the next newsletter (possibly in February 2021) to garner public opinion.
- 20/125 Memorial Gardens
The Chair reported the following updates on this issue:
- Gas lamp: this has now been completed, with the new head-stock.
 - War memorial work: the company undertaking work have submitted the planning application for permission to remove nearby trees, therefore awaiting Bradford Council representatives to inspect the trees before a decision is made.

- Tree sculpture work: trees along Skipton Road also need crown-lifting; agreed that the Clerk to investigate professional for advice on this prior to applying for the relevant planning permission.
- Water supply: company still awaiting permission for a four way road closure from Bradford Council, which may not be granted until the pandemic has receded.

20/126

Hard-standing around trees in Steeton (Chapel Lane, Mill Lane) and Eastburn (Grange Rd/Main Rd)

The Chair confirmed that the work on the trees has now taken place, and the Parish Council generally agreed that these look good, although Cllr Pickles commented that the tree on Mill Lane ideally requires railings and gravel.

20/127

Community Asset Transfer for Corn Mill Yard

The Chair confirmed that the decisions from Bradford Council on this transfer are still being awaited; delays due to COVID-19.

20/128

Parish Plan

Resolved that this item to be deferred to the next meeting, where a Working Party made up from the newer members of the Council will be agreed to update this, to allow all members time to peruse the old Parish Plan from 2008.

20/129

Planning

a) Planning applications – the following applications were considered:

i. 20/04970: 40 Elmsley Street, Steeton with Eastburn – Outlined application for residential development of land for 5 no. 3 bed roomed town houses with all matters reserved - Resolved that the Parish Council recommend refusal of this application, on the following grounds: over-development; problems with access/egress; detrimental impact on traffic volume; concerns regarding a historical contamination issue with the land (due to asbestos: a contamination report is required).

ii. 20/05158/HOU: 40 Hawthore Road, Steeton with Eastburn – Front porch and single storey rear extension - Resolved that the Parish Council had no comment on this application.

iii. 20/05179/FUL: Brighton House Farm, Intake Lane, Steeton with Eastburn – Building for rearing sheepdogs - Resolved that the Parish Council fully support this application and recommend approval.

iv. 20/05370/HOU: 11 Holly Fold, Steeton with Eastburn – Construction of conservatory to rear - Resolved that the Parish Council had no comment on this application.

v. 20/05360/CLE: 9 Keighley Road, Steeton with Eastburn – Removal of small stone built outbuilding - Resolved that the Parish Council had no comment on this application.

vi. 20/05411/HOU: 33 Sycamore Grove, Steeton with Eastburn – Single storey rear extension - Resolved that the Parish Council had no comment on this application.

b) Approvals (to note):

i. 20/04132/HOU: 5 Clough Avenue, Steeton with Eastburn – Garage conversion and extension to form annexe accommodation (Parish Council recommended refusal of this application due to overdevelopment).

ii. 20/03625/FUL: Allotment and agricultural land at Charnock off High Street, Steeton with Eastburn – Repair and alterations to existing small agricultural shed (Parish Council had no comment on this application).

iii. 20/04462/FUL: Airedale General Hospital, Skipton Road, Steeton with Eastburn – Installing a Pacer train carriage and all associated supporting structures, on a grass verge, to use as a meeting space (Parish Council had no comment on this application).

c) Refusals (to note):

i. 20/03819/FUL: Land at grid ref 401711 441898 Green Sykes Road, Laycock, Keighley –

Construction of detached dwelling and garage ancillary to existing farm for farm worker and family with associated access and landscaping (Parish Council had no comment on this application).

ii. 20/04174/HOU: 1 Summerhill Avenue, Steeton with Eastburn – Two storey extension to side and single storey extension to rear (Parish Council recommended refusal of this application due to overdevelopment in a conservation area).

20/130

Finance

a) Budget and Precept for 2021-22: Resolved the following:

- Budget for 2021-22 approved and precept agreed at £79,462: based upon the Council Tax base of 1,769 dwellings, this will be an annual cost of £44.92 per Band D property.
- The allocation of grants within the Budget to local groups (namely Steeton Crown Green Bowling Club and Steeton and Eastburn Christmas Lights Group) be subject to a process of due diligence by the Parish Council, in adherence with the Parish Council's Grant Awarding Policy.

b) Quarter 2 Budget Monitor: Resolved that the verbal internal controls' report received from Cllr Mounsey, which outlined that the Clerk shared all information necessary for the checks remotely, including bank statements, cheque stubs, invoices etc. in adherence with the internal controls' checklist and it was all in order and the quarterly bank reconciliation for Quarter 2 Budget Monitor duly signed off, was approved.

c) Resolved that the following payments at the meeting approved:

| Purpose | Payee | Amount (£) |
|---|------------------------------------|------------|
| Salaries for October | E Haskins | 1298.05 |
| Clerk's Allowance and expenses (including £20 allowance, £12.20 travel, £7.80 postage, £21.98 Remembrance Day poppy wreath) | E Haskins | 33.90 |
| Cleaner | E O'Hara | 52.00 |
| Gardener | J Westbrook | 284.00 |
| Tax | HRMC | 469.61 |
| Training | YLCA | 135.00 |
| Expenses (includes £24.89 for deed wallets and £12.99 for HUB diary) | D Mullen | 37.88 |
| Verifying connection of poppy illumination | Yorkshire Lighting Services | 162.00 |
| PAT testing | D Harrison-Young | 131.00 |
| Website amendments (addition of HUB calendar) | 2commune Ltd | 60.00 |
| Purchase and planting of bedding plants/spring bulbs etc. | J Westbrook | 1060.00 |
| Water works at Memorial Gardens | One Contact Property Solutions Ltd | 2673.07 |

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|-------|---------|
| Total | 6396.51 |
|-------|---------|

- d) To agree the accounts for payment and note receipts for the past month, up to 26 November 2020:

Payments for November 2020

| Purpose | Payee | Amount (£) |
|---|--------------------------|------------|
| Newsletter printing | E P Print Ltd | 265.00 |
| Salaries for October | E Haskins | 868.59 |
| Clerk's allowance and expenses (£20 allowance, £12.20 travel, £7.80 postage, £21.98 Remembrance Day wreath) | E Haskins | 61.98 |
| Annual fire alarm service | Phoenix Fire | 106.20 |
| Mobile phone | Propel Finance Ltd | 13.43 |
| HUB cleaning | E O'Hara | 100.00 |
| External audit | PKF Littlejohn LLP | 360.00 |
| Expenses (included £9.00 travel, £2.00 stationery) | D Mullen | 11.00 |
| Valuation of HUB | Dacre, Son & Hartley Ltd | 240.00 |
| HUB supplies | Scott Janitorial Ltd | 109.94 |
| Additional HUB insurance | BHIB Ltd | 68.38 |
| Tax | HMRC | 180.76 |
| Broadband | TalkTalk Business | 31.14 |
| Mobile phone | O2 | 12.00 |
| Training | YLCA | 78.00 |
| | Total | 2506.42 |

Receipts for November 2020

| Purpose | Payee | Amount (£) |
|----------|----------------------------|------------|
| Interest | Public Sector Deposit Fund | 3.65 |
| HUB hire | Knit and Natter | 32.00 |
| | Total | 35.65 |

*Please note payments & receipts may be added on or subject to change after publication of the agenda.

Account balances as at 26 November 2020:

| | |
|-----------------------|-------------|
| Community Account | £16,982.82 |
| Business Base Tracker | £112,849.44 |
| Public Sector Deposit | £50,000.00 |

20/131

Correspondence

- Emails from Bradford Community Play and Development Service re Play in Parks 2021: acknowledged that the availability/prices were received/circulated by

Clerk, agreed to include this on the agenda in April 2021.

- Email from resident re party wall at Eastburn Playing Fields: acknowledged.
- Email from 2commune Ltd re confirmation of live status of new website: acknowledged, agreed that Clerk to include request for details of local groups in next newsletter to include on website also, and to contact 2commune to query the members' email passwords.
- Phone call from Guardian Installations, who will be servicing the HUB alarm on 14 December 2020.

20/132

Meetings and training attended

Cllr Mounsey reported that she had attended risk assessments training.

Cllr Rayner reported she had attended YLCA facilitated 'Off to a Flying Start' and 'Spreading Your Wings' training.

The Chair reported he had attended a 'Managing People' training session.

20/133

Members reports

Cllr Short reported that two trees on Parkway in Steeton which are dying are also pushing the pavement up therefore they will be cut down.

Cllr Rayner reported that the double yellow lines on Chapel Lane have not been painted where the footpath starts: the Chair explained that there will be a 'Keep Clear' sign or similar painted there.

Cllr Rayner confirmed that the old stone trough on School Street has not been removed in recent works in the area, which some residents expressed concerns about, however has now been planted with attractive flowers.

Cllr Gill reported that there is a cover missing on a hole on the footpath on Main Road, Eastburn, just past the junction with Green Lane in the direction of Skipton: agreed that the Clerk to report this to Bradford Council.

Cllr Gill also reported concerns regarding the four way traffic lights being constructed at Miller Homes in Eastburn, opposite the Post Office: agreed that the Chair to contact the Ward Cllrs regarding this as a matter of urgency.

Cllr Pickles reported that the protruding bushes obscuring the line of sight on Skipton Road have now been cut down.

Cllr Blagden reported that the surfacing on the centre of Skipton Road near to the traffic lights is breaking up again: agreed that the Chair to report this to Bradford Council.

20/134

Defibrillator checking rota

The Chair will carry out the weekly check and file the online report.

20/135

Time and dates of future meetings

Next meeting to be held remotely via Zoom on Wednesday 6 January 2021 at 7.00pm.

There being no further business the meeting closed at 8.35pm.

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