



## 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 June 2021 at 7.00pm at Steeton HUB, Skipton Road, Steeton, BD20 6FE

- Present: Councillors: Danby, Gill, Johnson, Mounsey, Pickles, Rayner, Thompson, Weller.  
Cllr Thompson to chair the meeting in the absence of Cllr Mullen.
- In attendance Ward Councillors: Ward Cllrs Clarke and Whitaker.  
Police: None.  
Members of the public: None.  
Members of the press: None  
Public forum  
None.
- 21/23 Apologies  
Apologies received and the reasons for absence accepted from Cllrs Mullen and Short.
- 21/24 Disclosures of Interest  
None.
- 21/25 Dispensations  
None.
- 21/26 Minutes  
Resolved: The minutes of the following meeting were approved and signed by the Chair:  
a) Annual Meeting of the Council, 5 May 2021.
- 21/27 Representation on External Bodies  
Resolved that Cllr Mullen to represent the Parish Council on the following external bodies:  
Community First Yorkshire; Parish Council Liaison; and YLCA.
- 21/28 Parish Council vacancy and Committee membership  
Cllr Thompson reported that the resignation of Pam Blagden has left a vacancy on the Parish Council, therefore Electoral Services have been informed and the vacancy notice displayed.  
Resolved that Cllr Johnson to be a member of the Staffing Committee.
- 21/29 Parish Council staffing  
Cllr Thompson confirmed that the Clerk's resignation has left a vacancy for Clerk, which has been advertised via YLCA, the Parish Council website, Facebook and parish notice-boards.
- 21/30 HUB updates  
Cllr Thompson reported the following:
- The Community HUB Committee agreed to keep the HUB building closed to the public until restrictions are lifted, following a risk assessment carried out by Cllr Mullen and the Clerk; Clerk to place the risk assessment on the Parish Council website.
  - AGH nurses still using the HUB until 21 June 2021, or until restrictions are lifted.
  - Parish Councils now need by law to hold face-to-face meetings, therefore Parish Council meetings will be held at the HUB with social distancing and limited numbers.
- 21/31 Maintenance contract  
Resolved that Joel Westbrook to be granted the contract again; Clerk to contact him accordingly.
- 21/32 Keighley Road Recreation Ground  
Cllr Rayner reported that she has been exploring the possibility of a sensory garden at Keighley Road recreation ground, and met with a representative from Those Plant People on site to

- 21/33 discuss the area being natural etc.: awaiting their response with ideas. Cllr Rayner to update all.  
Memorial Gardens  
Cllr Thompson reported that current situation is that planning permission is needed to fell trees/carry out work in the area from Bradford Council, therefore a planning consultant was contacted, who visited the area and is compiling a report: agreed that the Clerk to chase this. Cllr Pickles reported that she met with the planning consultant on site, and expressed concern regarding the slope at the war memorial and confirmed that two trees needed removing for safety reasons. Cllr Pickles also reported that two of the benches on St Stephen's Road need refurbishment: agreed that the Clerk to contact Bradford Council regarding this. Also confirmed the reserves for the work in the Memorial Gardens, agreed and approved in the 2021-22 budget, of £60,382.
- 21/34 Community Asset Transfer (CAT) for Corn Mill Yard  
Cllr Thompson explained that Asset Management 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. She also reported evidence of young people using the area for drinking and drug taking: the Clerk reported this to both Asset Management and the local Ward Officer. Regarding the abandoned lorry in area: Cllr Rayner reported that she has contacted Bradford Council several times for its removal. Ward Cllr Clarke explained that the issue is that the owner claims it is not abandoned, however he is pushing this through with Bradford Council, and will keep the Parish Council updated.
- 21/35 Corn Mill Green and Eastburn Playing Fields  
Cllrs Pickles and Gill reported back on their research into improving the Corn Mill Green and Eastburn Playing Fields respectively, with potential use of Section 106 funds:
- Cllr Pickles reported that she has had much feedback regarding suggestions for Corn Mill Green, and core suggestions included a bandstand, a community garden area with fruit trees, an allotment, more trees, benches, picnic benches, wildflower meadow, improved pathways, lighting, improving area round car-parking etc. She subsequently investigated benches, including the idea of memorial benches; lighting, which could echo the heritage type lighting in Memorial Garden; trees, including a green canopy idea (possibly tied in with Queen's Platinum Jubilee next year); picnic table/children's playthings, which could possibly be integrated; and the possibility of starting a 'Friends of' group to pursue all this. She emphasised that there is large potential for using space in positive way and add immensely to village. Resolved that Cllr Pickles to proceed with obtaining design and costings for this project; and to pursue the organisation of a local community group to allow the community to own this idea, in close communication with the Parish Council.
  - Cllr Gill confirmed that the recreation ground at Eastburn Playing Fields has very tired equipment and problems with drainage, needing different surfacing. She has also received much feedback regarding suggestions for this area, and responses included a slide for younger children, better surfacing and swings. Resolved that Cllr Gill to proceed with obtaining design and costings for this project, and that Cllrs Gill and Johnson to liaise regarding this. Ward Cllr Clarke reported Bradford Council's recent Playable Spaces Consultation: to circulate further information to all.
  - Clerk to contact Bradford Council regarding the feasibility of the above ideas with a view to spending Section 106 monies, and to gain advice on the way forward.
- 21/36 Legal agreement for use of Parish Council land  
No update from the solicitors regarding this agreement: agreed that Cllr Mounsey to liaise with them.
- 21/37 Planning  
a) Planning applications – The following were resolved:  
i. 21/02257/HOU: 39 Parkway, Steeton with Eastburn – Partial demolition of garage and single storey side extension - no comment.  
b) Approvals (to note):

- i. 21/01582/HOU: 47 Styveton Way, Steeton with Eastburn – Replacement garage (the Parish Council recommended refusal of this application).
- ii. 21/01743/HOU: 6 Teal Court, Steeton with Eastburn – Conversion of single storey detached garage into residential annexe (the Parish Council had no comment upon this application).
- c) Refusals (to note):
- 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 (the Parish Council had no comment on this application).
- d) Withdrawn (to note):
- i. 21/01524/PMI: The Stables, land off Hollins Bank Lane, Steeton with Eastburn – Construction of new infill dwelling - Pre app Minor Enquiry Unaccept Principle (the Parish Council had no comment on this application).

21/38

Finance

a) Signatory: Resolved that Cllr Pickles agreed as a signatory on the Parish Council bank accounts.

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

Purpose	Payee	Amount (£)
Salaries for May	E Haskins	855.59
Clerk's Allowance and expenses (includes £20 allowance, £24.20 travel, £7.92 postage and £143.88 Zoom subscription)	E Haskins	196.00
Cleaner	E O'Hara	100.00
Gardener	J Westbrook	1377.00
Tax	HRMC	193.07
Clerk's job advert	YLCA	15.00
Grant (to replace void cheque from last meeting)	Steeton and Eastburn Christmas Lights Fund	2,000.00
	<b>Total</b>	<b>4736.66</b>

c) To note the payments and receipts for the past month, up to 26 May 2021:

**Payments for May 2021**

Purpose	Payee	Amount (£)
Pension	Nest	35.61
Annual subscription	Community First Yorkshire	42.00
Salaries for April	E Haskins	855.79
Clerk's allowance and expenses (£20 allowance, £6.50 travel and £7.92 postage)	E Haskins	34.42
Mobile phone	Propel Finance	13.43
HUB cleaning	E O'Hara	100.00
Grant	Steeton with Eastburn Crown Green Bowling Club	2,000.00
Fire extinguisher etc testing at HUB	Churches Fire Security Ltd	108.30
Line rental and broadband at HUB	TalkTalk	33.54
Training	YLCA	60.00
Internal audit	Town Parish Audit	250.00
Mobile phone	O2	12.17
Gardening/maintenance	J Westbrook	284.00

Website costs	2commune	1,026.00
Post examination modifications to Neighbourhood Plan	Kirkwells Ltd	720.00
<b>Total</b>		<b>5,575.26</b>

### Receipts for May 2021

Purpose	From	Amount (£)
Interest	Public Sector Deposit Fund	1.33
Bank transfer	Business Base Tracker	10,000.00
VAT rebate	HMRC	4,046.00
HUB hire for local elections	Bradford Council	120.00
<b>Total</b>		<b>14,167.33</b>

### Account balances as at 26 May 2021:

Community Account	£19,085.07
Business Base Tracker	£172,316.90
Public Sector Deposit	£50,000.00

21/39

#### Correspondence

- Email re free trees (<https://queensgreencanopy.org/get-involved/communities-and-groups/>): acknowledged, agreed that these may be pursued by the Corn Mill Green 'Friends of' group once organised; see item 21/35.
- Email from resident re planning application 21/02270/PAR: acknowledged.
- Emails from residents and local MP re use of HUB: acknowledged, see item 21/30.
- Emails from Asset Management at Bradford Council re Corn Mill CAT: acknowledged, see item 21/34.
- Emails from residents re repairs to St Stephen's Road, Steeton: acknowledged, agreed to include as an item on the agenda for further discussion at the next meeting.
- Petition received from residents of East Parade, Steeton, re request for double yellow lines on road: agreed that this is not under the remit of the Parish Council, Clerk to send it onto Bradford Council.

21/40

#### Meetings and training attended

None.

21/41

#### Members reports

Cllr Rayner reported that the benches on Chapel Road are still in need of repair: Cllr Thompson confirmed that Cllr Mullen will be liaising with Bradford Council regarding this.  
Cllr Pickles reported that a resident would like to borrow the old lantern head: agreed she should liaise with Cllr Mullen.  
Cllr Mounsey reported that Gateway Vaccination Hub, Skipton, need volunteers and asked whether the Parish Council could put an advert on the website/Facebook pages: agreed that Cllr Mounsey to send the links to the Clerk to include.

21/42

#### Defibrillator checking rota

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

21/43

#### Time and dates of future meetings

Next meeting to be held at Steeton HUB, Skipton Road, Steeton on Wednesday 7 July 2021 at 7.00pm.

There being no further business the meeting closed at 8.25pm.

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