



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 3 March 2021 at 7.00pm held remotely via Zoom

Approved

- Present: Councillors: Blagden, Danby, Gill, Mounsey, Mullen, Pickles, Rayner, Short, Thompson, Weller.
In attendance Ward Councillors: None.
Police: None.
Members of the public: One.
Public forum
None.
- 20/152 Apologies
Apologies received, and reasons for absence approved, from Cllr Johnson.
- 20/153 Disclosures of Interest
None.
- 20/154 Dispensations
None.
- 20/155 Minutes
Resolved: The minutes of the following meeting were approved and signed by Chair:
a) Parish Council monthly meeting 6 January 2021.
- 20/156 Use of Community HUB by Airedale General Hospital
Resolved that Airedale General Hospital be permitted to continue using the HUB for training at the reduced rate of £30 per day only until the end of April, at which point consideration will be made to open the building up again to the general public, if deemed safe and legal: Clerk to send an invoice accordingly.
- 20/157 Calendar of Meetings for 2021-22
Resolved that the meeting schedule to continue as previously, with Full Council meetings being held on the first Wednesday of every month, and Community HUB Committee meetings being held when necessary; on Wednesday 7 April 2021, the Annual Parish Meeting to be held at 7.00pm, the annual EPFA meeting to be held at 7.15pm and the Full Council meeting to be held at 7.30pm; and the Annual Meeting of the Council to be held on Wednesday 5 May 2021.
- 20/158 Cleaner Contract
Resolved that the Cleaner Contract approved for 2021-22.
- 20/159 Landscape Maintenance Contract and Village Stones Contract
Resolved the following:
- Landscape Maintenance Contract approved for 2021-22: this to be put out for tender, with a deadline of 31 May 2021: Clerk to place notices on website and parish noticeboards.
 - Village Stones contract approved for 2021-22: to continue with the service of 'Those Plant People'.
- 20/160 Bowling Club Contract
Resolved that the contract with Steeton with Eastburn Crown Green Bowling Club for their use of the HUB approved for 2021, including amendments to change dates, to specify that a £45 deposit is required per key, and that the Parish Council must be provided with names and addresses of all

- key-holders.
- 20/161 Policy Reviews
Resolved that the HUB Fire Safety Risk Assessment approved, with amendments regarding the full electric survey carried out in 2019 and Landlord's Certificate issued for boiler in addition to annual safety checks.
- 20/162 Asset Register
Resolved that the Asset Register for 2021-22 approved, with amendments to highlight that the lights owned by Steeton and Eastburn Christmas Lights Groups are stored at the HUB, and to include the new lights and floodlights at the HUB.
- 20/163 Keighley Road Recreation Ground
Resolved that the Chair to liaise with the local builder for costings for raised beds in the south west corner, to bring sketches etc. back to a meeting for consideration by all members.
- 20/164 Memorial Gardens
The Chair reported the following updates on this issue:
 - War memorial work: planning permission to remove six trees was withdrawn following advice from Bradford Council. The Chair met with a representative from Bradford Council on site to discuss this further, and it may be possible to remove just one tree to carry out the necessary work and protect the cenotaph, although need to determine where tree roots are. Agreed that the Chair to liaise with Waites to determine the cost for the removal of one or two trees, in the event that the roots are likely to cause damage to the memorial.
 - War Memorial Trust funding: pre-application has been reviewed and to be passed to wider team.
 - Tree sculpture work: advice from company was that the trees on Skipton Road did not yet need crown lifting, to revisit this issue next year.
- 20/165 Community Asset Transfer for Corn Mill Yard
The Chair reported decisions from Bradford Council on this transfer are still being awaited.
- 20/166 Parish Plan
Resolved that the Parish Plan Working Group to continue to liaise to review the original Parish Plan and compile a residents' questionnaire.
- 20/167 Newsletter
Resolved that this item is deferred until lockdown restrictions are lifted.
- 20/168 Bridleway at back of Airedale General Hospital
The Chair reported that Bradford Council have allocated some Section 106 money to resurface part of this bridleway next financial year.
- 20/169 Planning
a) Planning applications – The following were resolved:
 - i. 21/00165/HOU: 11 Currer Walk, Steeton with Eastburn - Single storey extension at replace existing conservatory, minor alterations to existing dwellings, external openings and internal layout – no comment.
 - ii. 21/00398/HOU: 36 Copsy Road, Steeton with Eastburn – First floor extension – no comment.
 - iii. 21/00430/HOU: 6 Haxton Boulevard, Steeton with Eastburn – Demolition of existing garage and replacement with two storey side, single storey rear and porch extension – recommend refusal due to reasons of size, overdevelopment and lack of adherence to Core Strategy.
 - iv. 21/00361/FUL: Crown Green Bowling Club, Skipton Road, Steeton with Eastburn – New tool shed on concrete base – recommend withdrawal of application, with a view to re-apply taking architect's comments into account and with accurate map. Agreed that Chair and Vice-Chair to meet with representative of Bowling Club next week to discuss an appropriate site for the shed.
 - v. 21/00405/HOU: Eastburn House, Green Lane, Steeton with Eastburn – Alterations to form a new gateway through the boundary wall to allow construction of a new drive and new access with timber gates – no comment.
 - vi. 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 – no comment.
 - vii. 21/00876/HOU: 12 Ghyll Close, Steeton with Eastburn – Conversion of garage to sun-room,

rear decking, and internal alterations – no comment on the application in principle however recommend that Building Control are involved.

b) Approvals (to note):

- i. 20/05658/HOU: 40 Hawthorne Road, Steeton with Eastburn – Front porch and single storey rear extension (Parish Council had no comment on this application).
- ii. 20/05370/HOU: 11 Holly Fold, Steeton with Eastburn – Construction of conservatory to rear (Parish Council had no comment on this application).
- iii. 21/00320/HOU: 9 Keighley Road, Steeton with Eastburn – New outbuilding to be used as a garden room (Parish Council had no comment on this application).

c) Refusals (to note):

- i. 20/00734/FUL: Old Goods Yard, Station Road, Steeton with Eastburn – change of use from yard to car park.

d) Withdrawn

- i. 20/05856/FUL: Land at Sycamore Grove, Steeton with Eastburn – Pair of semi-detached two storey dwellings with attached garages.
- ii. 20/04970/OUT: 40 Elmsley Street, Steeton with Eastburn – Outline application for residential development of land for five three-bedroom townhouses with all matters reserved.

e) Correspondence

- i. Notice of Planning Panel - Outline application for residential development of land (site area 0.16 ha) for five three-bedroom town houses with all matters reserved at 40 Elmsley Street, Steeton with Eastburn (Parish Council objected to this application).
- ii. Notice of Appeal – Two storey extension to side and single storey extension to rear at 1 Summerhill Avenue, Steeton (Parish Council objected to this application).

f) Neighbourhood Plan

Resolved that Steeton, Eastburn and Silsden Neighbourhood Development Plan is approved, prior to the referendum in May.

g) Local Development Plan

Agreed that further information on the Local Development Plan consultation to be placed on the website and Facebook page to encourage residents to respond to it.

Finance

- a) Quarter 3 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 3 Budget Monitor duly signed off, was approved.
- b) Section 106 and CIL funding: The Chair confirmed that he circulated figures regarding Section 6 funding to all members, highlighting that these figures were for the whole ward, and confirmed that CIL monies will not be known until next month.
- c) Resolved that the following payments made in February ratified:

Purpose	Payee	Amount (£)
Salaries for January	E Haskins	868.59
Clerk’s Allowance and expenses (includes £20 allowance and £6.10 travel)	E Haskins	26.10
Cleaner	E O’Hara	52.00
Gardener	J Westbrook	284.00
Tax	HRMC	180.76
Training	YLCA	58.00
HUB music licence	PPL PRS Ltd	191.37
Notice of Intent report (Memorial Gardens)	JCA Ltd	180.00
	Total	1842.64

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

Purpose	Payee	Amount (£)
Salaries for February	E Haskins	868.79
Clerk's Allowance and expenses (includes £20 allowance and £6.10 travel)	E Haskins	26.10
Cleaner	E O'Hara	52.00
Gardener	J Westbrook	284.00
Tax	HRMC	180.56
Training/conference	YLCA	70.00
Safety survey (minus credit for Notice of Intent cost)	JCA Ltd	600.00
Annual subscriptions	Community First Yorkshire	42.00
HUB supplies	Scott Janitorial Supplies Ltd	166.69
	Total	2290.14

b) To note the payments and receipts for the past two months, up to 25 February 2021:

Payments for January and February 2021

Purpose	Payee	Amount (£)
Mobile phone	Propel Finance	13.43
Gardening/maintenance	J Westbrook	284.00
Bulbs etc.	J Westbrook	1060.00
Salaries for December 2020	E Haskins	868.79
Clerk's Allowance and expenses (including £20 allowance, £6.10 travel, £7.80 postage, £39.80 toner)	E Haskins	73.70
Poppy connection	Yorkshire Lighting and Electrical Services	162.00
HUB cleaning	E O'Hara	52.00
Tax	HMRC	180.56
Broadband	TalkTalk Business	31.14
Christmas tree bases	D Clarke	3000.00
Payroll charges	Bradford Community Payroll	43.20
Mobile phone	O2	12.00
HUB alarm check	Guardian Security Installations Ltd	100.80
Pension costs	Nest	35.61
Training	YLCA	40.00
Salaries for January 2021	E Haskins	868.59
Clerk's Allowance and expenses (including £20 allowance, £6.10 travel, £7.92 postage)	E Haskins	27.92
HUB cleaning	E O'Hara	52.00
Mobile phone	Propel Finance	13.43
Gardening/maintenance (Jan)	J Westbrook	284.00
Gardening/maintenance (Feb)	J Westbrook	284.00

Training	YLCA	58.00
HUB music license	PPL PRS	191.37
Memorial gardens – Notice of Intent	JCA Ltd	180.00
Tax	HMRC	180.76
Broadband	TalkTalk Business	31.14
Mobile phone	O2	12.00
	Total	8140.44

Receipts for January and February 2021

Purpose	From	Amount (£)
Interest	Public Sector Deposit Fund	2.16
Funds transfer	Business Base Tracker	10,000
Interest	Public Sector Deposit Fund	1.57
	Total	10,003.73

Account balances as at 28 February 2021:

Community Account	£13,784.20
Business Base Tracker	£102,852.25
Public Sector Deposit	£50,000.00

20/171

Correspondence

- Emails re Neighbourhood Plan: acknowledged, see item 20/169f.
- Emails from Bradford Council re CAT of Cornmill Yard and Climate Action Fund: acknowledged, see item 20/165.
- Email from PPLPRS Music Licence re HUB cover: acknowledged.
- Email from resident re liaising with Enforcement re 4 Low Fold, Steeton with Eastburn: acknowledged.
- Emails from residents re concerns re felling of trees in Memorial Gardens: acknowledged, see item 20/164.
- Email from the War Memorial Trust re grant pre-application: acknowledged, see item 20/164.
- Email from resident re Steeton back blockage: acknowledged.
- Emails from Bradford Council re Local Development Plan: acknowledged, see item 20/169g.
- Letter from Department of Transport re station footpath: acknowledged, agreed that the Chair to continue to liaise with Robbie Moore MP regarding this issue, requesting a meeting on site with those in authority, and that the Clerk to place an update on the Parish Council's website, including this latest correspondence from the Department of Transport.
- Email from resident re concerns re dog fouling: acknowledged, agreed that Cllr Rayner to investigate how other local councils have address this problem.
- Emails from YLCA including training, White Rose publication on General Power of Competence, return to face to face meetings etc.: acknowledged.
- Email from Airedale General Hospital re request to continue use of HUB: acknowledged, see item 20/156.
- Email from Those Plant People re village stones maintenance: acknowledged, see item 20/159.
- Email from Community First Yorkshire re membership renewal: acknowledged.

20/172

Meetings and training attended

Cllr Pickles reported that she attended the YLCA facilitated Councillors' Discussion on 25 February 2021.

- 20/173 Members reports
Cllr Gill reported that the logistics of siting the defibrillator for Eastburn will be looked at this week. She also confirmed that the work on the traffic lights has been halted for health and safety reasons.
- 20/174 Cllr Weller reported recent fly tipping in the cemetery: advised to report this to Bradford Council.
Defibrillator checking rota
Cllr Pickles to carry out a fortnightly check and file the online report.
- 20/175 Time and dates of future meetings
Next meetings to be held remotely via Zoom on Wednesday 7 April 2021: Annual Parish Meeting at 7.00pm, followed by the EPFA annual meeting at 7.15pm and Full Council meeting at 7.30pm.

There being no further business the meeting closed at 9.35pm.

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