



**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 4 November 2020 at 7.00pm held remotely via Zoom

Approved

- Present: Councillors: Blagden, Danby, Gill, Mounsey, Mullen, Pickles, Rayner, Thompson, Weller.  
In Ward Councillors: None.  
attendance Police: None.  
Members of the public: One.  
Public question time  
No comments.
- 20/102 Apologies  
Apologies received and reasons for absence approved from Cllrs Johnson and Short.
- 20/103 Disclosures of Interest  
Cllr Blagden expressed an interest in item 20/113a(iii), as a direct neighbour of the property: she did not take part in the decision for this item.
- 20/104 Dispensations  
None.
- 20/105 Minutes  
Resolved: The minutes of the following meeting were approved and signed by Chair:  
a) Parish Council monthly meeting 7 October 2020.
- 20/106 Keighley Road Recreation Ground  
The suggestions for the recreation ground, including tree planting, creation of sensory garden, wildflower meadow, community herb garden, and raised vegetable/fruit beds, as a community and school cohesion activity were discussed and the following agreed:
- Area to be developed only at the top of the site near the wall: playground area and flat field to be remain as they are.
  - The Chair to liaise with the school regarding these ideas in the new year, once the pandemic is receding.
  - Cllr Mounsey to compose an article requesting designs for the next newsletter.
- 20/107 Memorial Gardens  
The Chair reported the following updates on this issue:
- Gas lamp: company refurbishing gas lamp has advised that this is not in a fit state to be repaired therefore have suggested an alternative, new head-stock, at the original price quoted; Resolved that the Chair to contact the company to confirm that the suggested new head-stock is provided and to determine the status of the old head-stock.
  - Water supply: company still awaiting road closure permit from Bradford Council; Chair to investigate the progress.
  - War memorial work: company undertaking work have applied for planning permission to remove nearby trees, will take at least eight weeks for a decision to

be received.

- 20/108 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 will take place later this month.
- 20/109 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.
- 20/110 Green Lane, Eastburn – traffic issues  
It was reported that the bollards that have been put up by Miller Homes out of their site into Green Lane are not full width so cars/vans are using Green Lane as a rat run, going in through Miller, onto Green Lane, then out onto Lyon Road, to cut out the lights/crossings: agreed that the Clerk to contact the Highways Department at Bradford Council to request that they ensure that Miller Homes place adequately sized bollards here to provide a barrier to such nuisance traffic.  
It was also reported that the corner of Green Lane/Lyon Road has been widened, although there was no planning consultation for this work: agreed that the Clerk to contact Planning/Enforcement regarding this.
- 20/112 Policies  
Resolved that the following policies were adopted:
- Health and Safety Policy;
  - Recruitment and Selection Policy (subject to the amendment to remove the need for a practical test for post applicants);
  - Training Policy and Statement of Intent.
- 20/113 Planning  
a) Planning applications – the following applications were considered:  
i. 20/04462/FUL: Airedale General Hospital, Steeton with Eastburn – proposed installation of a Pacer train carriage and all supporting structures, on a grass verge, to use as a meeting space: Resolved that the Parish Council had no comment on this application.  
ii. 20/04599/HVC: Old Forge Cottage, 4 Low Fold, Steeton with Eastburn – removal of condition 5 (painted timber garage doors) of planning approval 10/05397/HOU: Resolved that the Parish Council had no comment on this application.  
iii. 20/04744/HOU: 13 Clough Avenue, Steeton with Eastburn – two storey side extension and demolition of existing detached garage, proving new garage, utility space and first floor habitable living space: Resolved that the Parish Council had no comment on this application.  
b) Approvals (to note):  
i. 20/03713/HOU: 36 High Street, Steeton with Eastburn – dormer windows to front and rear elevation and insertion of new window to front elevation at first floor level (the Parish Council had no comment on this application).  
ii. 20/03916/HOU: 53 Styveton Way, Steeton with Eastburn – amendment to roof of two storey side extension (revised details to planning permission 20/02463/HOU) (the Parish Council had no comment on this application).  
iii. 20/03885/FUL: Land at grid reference 403340 at Barrows Lane, Steeton – extension to existing agricultural building (the Parish Council had no comment on this application).  
iv. 20/04251/HOU: 5 Sycamore Grove, Steeton – garage conversion and first floor extension (the Parish Council had no comment on this application).  
v. 20/03917/HOU: 41 Hawthorne Road, Steeton with Eastburn – two storey side

extension and single storey rear extension (the Parish Council had no comment on this application).

c) Refusals (to note): None received.

20/114

#### Finance

- a) Quarter 2 Budget Monitor: agreed to defer this item until the next meeting.
- b) Budget for 2021-22: Lengthy discussion of the proposed budget took place, which had been circulated to all members prior to the meeting: Resolved that the budget be amended to include a £2000 grant for Steeton Bowling Club next year; Clerk to make amendments as agreed and include both the Budget and Precept for 2021-22 on the next agenda to be agreed at the next meeting.
- c) Adoption of Grant Awarding Policy and Procedures: Resolved that this policy is adopted.
- d) AGAR (Annual Return) 2019-20: The Clerk confirmed that the AGAR 2020-21 has been returned by the external auditors with no concerns.
- e) Resolved that the following payments at the meeting approved:

Purpose	Payee	Amount (£)
Salaries for October	E Haskins	868.59
Clerk's Allowance and expenses (including £20 allowance, £12.20 travel, £7.80 postage, £21.98 Remembrance Day poppy wreath)	E Haskins	61.98
Cleaner	E O'Hara	100.00
Gardener	J Westbrook	284.00
Tax	HRMC	180.76
Training	YLCA	78.00
External audit	PKF Littlejohn LLP	360.00
Extra email account	2commune Ltd	42.00
Annual fire alarm service charge	OIDIA Ltd	106.20
Valuation of HUB	Dacre, Son and Hartley Ltd	240.00
HUB supplies	Scott Janitorial Supplies Ltd	109.94
Insurance	BHIB Ltd	63.38
Pension costs	Nest	35.61
Expenses (includes £9.00 travel, £2.00 stationery)	D Mullen	11.00
	<b>Total</b>	<b>2541.46</b>

- f) To agree the accounts for payment and note receipts for the past month, up to 29 October 2020:

#### Payments for October 2020

Purpose	Payee	Amount (£)
ICO register	The Information Commissioner	35.00

Mobile phone	Propel Finance	13.43
Postage	D Mullen	1.64
Salaries for September	E Haskins	935.53
Clerk's allowance and expenses (£20 allowance, £12.20 travel, £8.95 postage, £99 accessibility course)	E Haskins	140.15
Reimbursement (£160 tree surgery, £23.40 postage, £25 phone charges)	D Mullen	208.40
Gardening/maintenance	J Westbrook	284.00
Provision of structural works	Paul Waites Associates	1980.00
HUB cleaning	E O'Hara	100.00
Tax	HMRC	228.25
Newsletter distribution	Worth Valley Publishing Ltd	228.00
Broadband	TalkTalk Business	31.14
Installation of new socket, tree lighting and flood lighting at HUB	Yorkshire Lighting Services	2484.00
Mobile phone	O2	12.00
Payroll charge	Bradford Community Payroll	73.20
Servicing of HUB boiler	One Contact Property Solutions Ltd	150.00
	Total	7188.74

#### Receipts for September 2020

Purpose	Payee	Amount (£)
Interest	Public Sector Deposit Fund	5.57
HUB hire (March)	Girls' Group	149.00
CIL payment	Bradford Council	89.98
	Total	244.55

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

#### Account balances as at 29 October 2020:

Community Account	£19,556.70
Business Base Tracker	£112,849.44
Public Sector Deposit	£50,000.00

20/115

#### Correspondence

- Emails from residents re suggestions for Keighley Road Recreation Ground, including tree and vegetable bed planting in liaison with the school, wildflower meadow/community herb garden/sensory garden etc.: acknowledged, see item 20/106.
- Email from BHIB Ltd re amended insurance cover and risk assessments: acknowledged.
- Email from Planning confirming acknowledgement of complaint re land 200m

west of Station Road roundabout, Aire Valley Road, Steeton with Eastburn: acknowledged.

- Email from Shipley Town Council re their draft response to the Government's Planning White Paper: acknowledged.
- Email from YLCA confirming the Parish Council's lack of eligibility for Gold Quality Award and Code of Conduct consultation: acknowledged, Chair confirmed that two thirds of members need to be elected to apply for Gold Quality Award, therefore the Parish Council do not currently fulfil the necessary criteria.
- Phone call from resident re building of wall on Low Fold: acknowledged, Clerk reported that this concern had been passed onto Bradford Council who confirmed that this is private land.
- Letter and purchase order paperwork from Director of Nursing at Airedale General Hospital confirming continued use of the HUB for training purposes at a reduced rate of £30 per day from 1 January 2021 to 28 February 2021 (£1230 in total): acknowledged.
- Letter from Bradford Council re requirement for Steeton HUB on Thursday 6 May 2021 for District, Police and Crime Commissioner and Mayoral Elections: acknowledged.
- Email from resident re Steeton Village website/local history information: acknowledged.

20/116

Meetings attended

CLlr Mounsey reported that she attended the recent YLCA facilitated Rights of Way training, which was useful.

The Chair reported that the recent WYCA (West Yorkshire Combined Authority) meeting revealed that the cost of the proposed car park at the train station has increased substantially.

20/117

Members reports

CLlr Blagden reported that she has investigated a resident's concerns regarding the sealed off footpath at the bottom of David Emmott Walk in the Red Row estate, and confirmed that this footpath is on privately owned land.

CLlr Pickles reported that lamp-post 59 on Keighley Road is faulty: this has been reported. CLlr Pickles also advised the Chair that the MPAN number needs to be determined for the lamp-post poppy illumination so costs for the electricity can be covered by the Parish Council.

CLlr Mounsey commented favourably upon the new parking area outside Eastburn Post Office and Stores.

CLlr Weller reported that Bradford Council have undertaken some work at Memorial Gardens this week, removing leaves, however there remains a slippery mossy area: it was confirmed that Bradford Council are returning to continue work at this area next week.

CLlr Weller also reported a faulty lamp-post at the back of Elmsley Street.

20/118

Defibrillator checking rota

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

20/119

Time and dates of future meetings

Next meeting to be held remotely via Zoom on Wednesday 2 December 2020 at 7.00pm.

There being no further business the meeting closed at 9.03pm.

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