



**Steeton-with-Eastburn
Parish Council**



**c/o The HUB, Skipton Road, Steeton, BD20 6FE
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07841633230**

Approved Minutes of the Meeting of the Full Council held on 7 April 2021 at 7.30pm held remotely via Zoom

Present: Councillors: Blagden, Danby, Gill, Johnson, Mounsey, Mullen, Pickles, Rayner, Short, Thompson, Weller.

In attendance Ward Councillors: None.
Police: None.
Members of the public: 1.
Members of the press: 1.

Public forum
None.

20/176 Apologies
None received.

20/177 Disclosures of Interest
None.

20/178 Dispensations
None.

20/179 Minutes
Resolved: The minutes of the following meeting were approved and signed by Chair:
a) Parish Council monthly meeting 3 March 2021.

20/180 Keighley Road Recreation Ground
Resolved that the Chair to continue 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.

20/181 Memorial Gardens
The Chair reported the following updates on this issue:

- War memorial work - trees: Following the meeting held on site with the Chair and the representative from Bradford Council it was agreed that it needs to be determined where tree roots are, however the Bradford Council worker is now away for a month. Agreed that the Chair to continue 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: no further updates.
- Tap: Agreed that the Chair to continue to attempt to liaise with the contractors to rectify the water connection.

- 20/182 Community Asset Transfer for Corn Mill Yard
The Chair reported decisions from Bradford Council on this transfer are still being awaited: no progress expected until after the local elections on 6 May.
- 20/183 Parish Plan
Cllr Mounsey reported that the Parish Plan Working Group have continued to liaise to review the original Parish Plan and compile a residents' questionnaire; some draft questions have already been suggested and another meeting to take place next week: agreed that the draft questions to be circulated to the other members prior to the next meeting in May.
- 20/184 Code of Conduct
Resolved that the updated Councillors' Code of Conduct adopted: the Clerk emphasised that all members will be required to attend training on this Code as soon as it becomes available.
- 20/185 Planning
a) Planning applications – The following were resolved:
i. 21/01524/PMI: The stables land off Hollins Bank Lane, Steeton with Eastburn – Construction of new infill dwelling – no comment.
b) Approvals (to note):
i. 21/00165/HOU: 11 Curren Walk, Steeton with Eastburn - Single storey extension at replace existing conservatory, minor alterations to existing dwellings, external openings and internal layout (Parish Council had no comment on this application).
ii. 21/00361/FUL: Steeton with Eastburn Crown Green Bowling Club, Skipton Road, Steeton with Eastburn – New tool storage shed on concrete base (Parish Council recommended that this application be withdrawn, with a view to re-apply taking architect's comments into account and with accurate map).
iii. 21/00398/HOU: 36 Copsy Road, Steeton with Eastburn – First floor extension (Parish Council had no comment on this application).
iv. 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 (Parish Council had no comment on this application).
b) Refusals (to note): None received.
- 20/186 Finance
a) Annual Return 2020-2021: Agreed that the Clerk to liaise with the internal auditor to request that the internal audit can be carried out prior to the meeting in May to allow approval and signing of the AGAR can take place then, to ensure this has taken place prior to the deadline in July in the event that a meeting cannot be held in June (due to the virtual meeting legislation expiring on 6 May and no guarantee that the HUB will be Covid secure).
b) To note payments to be approved at this meeting:

Purpose	Payee	Amount (£)
Salaries for March	E Haskins	868.79
Clerk's Allowance and expenses (includes £20 allowance, £6.10 travel and £8.88 postage)	E Haskins	34.98
Cleaner	E O'Hara	52.00
Gardener	J Westbrook	284.00
Tax	HRMC	180.56
Training/conference	YLCA	165.00
Annual subscriptions	YLCA	870.00
Post examination modifications	Kirkwells Limited	720.00

to Neighbourhood Plan		
Reimbursement for expenses (£15.84 postage, £55.68 ink)	D Mullen	71.52
Fire alarm and emergency lighting testing in HUB	Phoenix Fire Ltd	TBC
Payroll costs	Bradford Community Payroll & Accounts	43.20
Maintenance of village stones	A Chapman ('Those Plant People')	485.00
Total		TBC

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

Payments for March 2021

Purpose	Payee	Amount (£)
TV License for HUB	TV License DDA	157.50
Pension	Nest	35.61
Salaries for February	E Haskins	868.79
Clerk's allowance and expenses (£20 allowance, £6.10 travel)	E Haskins	26.10
Mobile phone	Propel Finance	13.43
Gardening/maintenance	J Westbrook	284.00
Tax	HMRC	180.56
Training	YLCA	70.00
Memorial Gardens survey	JCA Ltd	600.00
HUB cleaning	E O'Hara	52.00
HUB supplies	Scott Janitorial Supplies	166.69
Broadband	TalkTalk Business	31.14
Mobile phone	O2	12.00
Total		2497.82

Receipts for March 2021

Purpose	From	Amount (£)
Interest	Public Sector Deposit Fund	1.50
Wayleave payment	Northern Electric	21.44
Feed in Tariff (FiT)	Npower Ltd	30.11
HUB hire	Airedale NHS Foundation Trust	1230.00
Total		1283.05

Account balances as at 1 April 2021:

Community Account	£12,569.43
Business Base Tracker	£102,854.90
Public Sector Deposit	£50,000.00

20/187

Correspondence

- Email from another parish council regarding the National Green Dog Walker Scheme: acknowledged, agreed that Cllr Rayner to contact Bradford Council regarding this scheme.
- Email from Bradford Council re progress with the CAT on Corn Mill Yard: acknowledged, see item 20/182
- Email from resident and Bradford Council re concerns over potholes in roads in parish:

acknowledged, Clerk forwarded the concerns onto the Ward Officer at Bradford Council.

- Email from local churches re placing Easter Egg Hunt posters up in Eastburn Playing Fields: acknowledged.
- Emails from YLCA including new Code of Conduct, training, White Rose publication etc.: acknowledged, see item 20/184.
- Email from Bradford Council re Neighbourhood Plan referendum on 6 May 2021: acknowledged, agreed that the referendum to be publicised in the parish on the four notice-boards, and via Facebook and local social media.
- Email re Great British Spring Clean: acknowledged.
- Emails from external auditor and internal auditor re the Annual Return 2020-21: acknowledged, see item 20/186a.
- Email re Playable Spaces Strategy Consultation for Keighley area, Tuesday 11 May 2021 at 6.00pm: acknowledged.
- Email from resident re Chapel Road 'No Entry' sign, light out, traffic and grass verge: acknowledged, Clerk forwarded concerns onto the Ward Officer at Bradford Council.
- Email from resident re station car-park: acknowledged, Clerk advised the resident to contact WYCA.
- Email from Bradford Council re Section 106 monies: acknowledged.

20/188

Meetings and training attended

Cllrs Mullen and Thompson reported that they attended the YLCA facilitated Local Council Powers: recording circulated to all for information.

20/189

Members reports

Cllr Gill reported that several residents have expressed concern regarding the state of EPF, and especially the lack of play equipment for under 5s, as has just been discussed in the EPFA meeting prior to this one. The Chair confirmed that although the Parish Council own the site, it is maintained by Bradford Council, and that the playground was last refurbished 15 years ago at a cost of £150,000. Cllr Thompson explained that the site was not properly drained at the time, and the area is therefore a quagmire. Agreed that Cllr Johnson to liaise with residents regarding the possibility of forming a fund-raising group to address this area, that the Clerk to investigate with Bradford Council whether there is a drain-off site near EPF, and that it should be discussed again at the Parish Council meeting in May.

Cllr Short reported that children have been playing on the land near the bowling green, including stamping down the ground near the Scottish pine.

Cllr Blagden reported that there had been some broken glass in the HUB playground: the Chair reported this and it was immediately cleaned up by Bradford Council.

Cllr Mounsey reported that she has been investigating the traffic access on Green Lane, Eastburn, following residents' concerns that this road may be blocked: the Chair confirmed that this road will not be blocked.

20/190

Defibrillator checking rota

Cllr Pickles confirmed that she continues to carry out a fortnightly check and file the online report; she also checked the defibrillator this week as the Clerk received a message from YAS regarding its potential use – it had been opened but all pads and ancillary kit were unused therefore Cllr Pickles wiped it down ready for use again, YAS have been informed.

20/191

Time and dates of future meetings

Next meeting to be held remotely via Zoom on Wednesday 5 May 2021 at 7.00pm, and confirmed this meeting as the Annual Meeting of the Council.

There being no further business the meeting closed at 8.20pm.

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