

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON  
WEDNESDAY 10<sup>TH</sup> AUGUST 2016 AT OXENHOPE METHODIST CHURCH,  
COMMENCING AT 7:30 PM**

Present: Cllr Ken Eastwood  
Cllr Penny Cusdin  
Cllr David Ashcroft (7.37 – 8.16)  
Cllr Derrick Hopkinson  
Cllr Tony Maw  
Cllr Joyce Harrop

In attendance: Miran Rahman, Keighley News Reporter  
Worth Valley Ward Councillor Russell Brown (7.30 – 7.45)  
PCSO Helen Wynn-Jones  
No members of the public

**51/16. Apologies consented to**

Cllr Peter McManus (family commitments)  
Cllr Jonathan Gill (family commitments)  
Cllr David Ashcroft (work commitments)

**52/16. No Disclosures of Interest**

**53/16. No applications for dispensation had been received**

**54/16. Minutes of meetings**

The minutes of the Parish Council meeting held on 13 <sup>th</sup> July were proposed as a correct record by Cllr Harrop and were signed by Cllr Eastwood.
------------------------------------------------------------------------------------------------------------------------------------------------------------

**No matters arising.**

The August Outstanding Issues Report was duly noted.
------------------------------------------------------

**Matters arising:**

Agreed that the issue 'roadside vegetation' could be removed from the Report.

**55/16. Public question time**

No questions raised.

**56/16. Planning**

**Resolved:**

To note the following decisions:

Permission granted - 16/01036/FUL - Construction of single storey station cafeteria and extension to existing car park at Oxenhope Station Station Road

Permission granted - 16/01217/FUL - Conversion of barn to catering accommodation, conversion and replacement of outbuildings in support of catering facility and extension of existing dwelling at Thornton Moor Reservoir House Thornton Moor Road

Permission refused - 16/01852/FUL - Barn conversion as ancillary to dwelling, minor extension of domestic curtilage, engineering works to create an underground car park within established curtilage and deposit of excavated material on adjacent field at High Binns Height Lane

Permission granted - 16/02531/FUL - Conversion of redundant stable to holiday accommodation at West Shaw Farm West Shaw Lane Oxenhope

Permission granted - 16/03434/HOU - Demolish existing garage and re-position a new garage at 10 Perseverance Fold

SIGNED ..... 14<sup>th</sup> September 2016

1754

PAGE NUMBERING CHECKED.....

Permission granted - 16/03305/HOU - Demolition of existing garage and construction of new replacement garage with attached workshop at The Old Vicarage 21 Hebden Bridge Road

Permission granted - 16/03723/HOU - Construction of two storey side and single storey rear extension at 1 Denby Mount

Permission granted - 16/03839/FUL - Demolition of the existing agricultural livestock building and construction of a new one in the same location at Windle House Farm Lee Lane

#### **57/16. Guest Speakers**

The Chairman welcomed PCSO Helen Wynn-Jones to the meeting. PCSO Wynn-Jones confirmed that over the last month there had been five incidents of a criminal nature which included theft of stone and theft from vehicles. In relation to the theft of stone the Police had been following up details of a van which may have been connected to the crime. The theft from vehicles related to tourists not locking valuables out of sight. Over the same period the Police had received 18 telephone calls which included reports of neighbour disputes (7) and traffic incidents (6).

The Chairman welcomed Worth Valley Ward Councillor Russell Brown. Cllr Brown reported on the recent Worth Valley Ward meeting which included Bradford Council's work on verges and ditch clearance. He reminded Parish Councillors that Scratch & Sniff cards were still available. Cllr Ashcroft suggested that sports clubs with young people may be interested in the cards and Cllr Hopkinson added that sports coaches should have a supply of the cards. Cllr Brown confirmed that someone had been recently prosecuted for fly-tipping although he wasn't sure whether it was the person responsible for the fly-tipping on Jew Lane. A reminder was given to report vehicle registration numbers if any fly-tipping was witnessed.

#### **58/16. Safety Inspection Reports**

**Resolved:**

To note the July Safety Inspection Reports for Marsh Common and the Allotments. Cllr Hopkinson confirmed that he had been able to trim the two pathways to the benches at Marsh Common and that they would probably need strimming again later in August.

#### **59/16. Highways**

**Resolved:**

- a) To note e-mails dated 26<sup>th</sup> July re the demolished outbuilding adjacent to Hebden Bridge Road (see appendix 3). It was agreed that no further action be taken as 90% of the rubble had been subsequently removed.
- b) To discuss what measures should be recommended to Highways Department to slow down traffic approaching the mini-roundabout at Muffin Corner. It was suggested by Cllr Maw that perhaps strips of cobbles could be installed across the highway, similar to what has been done in Pecket Well to slow traffic down. Agreed that the Clerk arrange an on-site meeting with Cllr Eastwood, a Worth Valley Ward Councillor and a representative from Highways Department.

#### **60/16. Correspondence**

**Resolved:**

To note the White Rose Update – July 2016 edition. Agreed that the Clerk draft a Transparency Funding application for costs incurred this year and order two copies of the 'Being a Good Employer - 2016'.

#### **61/16. Oxenhope Neighbourhood Development Plan (NDP)**

**Resolved:**

SIGNED ..... 14<sup>th</sup> September 2016

1755

PAGE NUMBERING CHECKED.....

- a) To note that external funding of £4,913 has been granted to cover the first six months costs involved in starting a NDP for Oxenhope.
- b) To note that the first NDP Public Meeting will be held on Saturday 1<sup>st</sup> October at 14:00 at Oxenhope Methodist Church. Cllr Eastwood confirmed that he had already e-mailed the 42 interested parishioners about the meeting and would post details of the meeting on Oxenhope Online's Facebook page.

**62/16. Reports**

**Resolved:**

- a) To note Cllr Harrop's previously circulated report re allotments. Cllr Harrop added that she had spoken to the Deputy Head of Oxenhope School who had confirmed that some parents would be undertaking some work at Plot 1 over the Summer holidays and that he would remain responsible for the cultivation of the plot following the holidays. Cllr Cusdin confirmed that she hoped that the school children could continue to cultivate the plot as she recalled her son's absolute joy of returning home recently with two spring onions he had grown at the plot.
- b) To note the clerk's previously circulated report re community Public Access Defibrillators (cPADs). Agreed that the Clerk should brief Oxenhope Pharmacy as to the Parish Council's plans to install two cPADs in the village. Cllr Eastwood then reported on the First Responders meeting two weeks ago when disappointingly only three volunteers attended. Cllr Eastwood confirmed he would make contact again with other parishioners who had previously indicated their interest in becoming an Oxenhope First Responder.

**63/16. Financial Matters**

**Resolved:**

[Cllr Eastwood declared a disclosable pecuniary interest (DPI) regarding the proposed work at the Rose Garden as a neighbouring property owner and as Cllr Eastwood's business had quoted to assist the Parish Council in possibly obtaining ID cards, Cllr Eastwood declared a further DPI and left the meeting]

- a) To authorise the quote received from Keighley Tree Services for work to be undertaken in Oxenhope Rose Garden. Cllr Maw confirmed that he had enquired whether the unspent section 106 monies for recreation purposes could be spent at the Rose Garden and had been advised that this was not permissible.
- b) To not authorise expenditure of £200.56 (plus VAT) for the production of ID cards for members of the Parish Council and for the Clerk. It was agreed that should the need arise the Clerk finds alternative measures to ensure Parish Councillors at future external meetings were identifiable. [Cllr Eastwood returned to the meeting]
- c) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£25.00	Monthly mobile phone bill
Gratuity Account	Transfer	£30.38	Monthly transfer
Elaine Pearson	Standing Order	£793.56	Monthly salary
Graham Whitaker	101190	£65.00	Allotment tap keys
Elaine Pearson	101191	£51.60	Expenses

- d) To note the following trial balance:

Analysis	A/c			Grand Total	Budget remaining
	Current	Deposit	Gratuity		
001. Balance b/fwd	1441.51	26459.50	3499.62	31400.63	
002. Transfer	-151.30		151.30		
01. Precept	17459.00			17459.00	
05. Grants Received	726.00			726.00	
07. Allotment key deposits	5.00			5.00	

SIGNED ..... 14<sup>th</sup> September 2016

1756

PAGE NUMBERING CHECKED.....

119. PAYE & NIC	-105.27	-105.27	
120. Clerk's monthly salary	-3960.76	-3960.76	£5,979.24
121. Subscriptions	-547.00	-547.00	£253.00
122. Insurance	-491.16	-491.16	
123. Audit Fee	-50.00	-50.00	£100.00
124. Room Hire	-135.00	-135.00	£185.00
125. Stationery & printing	-66.94	-66.94	£282.46
126. Postage	-45.5	-45.5	£14.50
128. Christmas Lights	-71.29	-71.29	£290.59
129. Travel & subsistence	-48.30	-48.30	£101.70
131. Allotments	-110.78	-110.78	
133. Contingency Fund	-6.74	-6.74	£163.26
134. Reserves	-1589.64	-1589.64	
135. Mobile phone	-125.00	-125.00	£145.85
139. Outreach	-125.00	-125.00	£250.00
145. Website	-419.59	-419.59	£10.34
146. Oxenhope Youth Club	-1414.22	-1414.22	£2,391.48
<b>Grand Total</b>	<b>£10,168.02</b>	<b>£26,459.50</b>	<b>£3,650.92</b>
			<b>£40,278.44</b>

#### **64/16. Minor items and items for the next agenda**

##### Minor items

- a) Agreed that Cllr Eastwood should attend the Yorkshire Local Councils Associations Conference in October and to seek a financial contribution from Harden Parish Council.
- b) Agreed that the Chairman should write to Rev. Nigel Wright & Mrs Jo Wright to thank them for their work in the village following the recent announcement that they will be leaving Oxenhope as Rev. Nigel Wright has been appointed as Incumbent of St Edmund's Roundhay, Leeds.
- c) Agreed that the Clerk investigate the refused planning application 15/02694/HOU (Replace existing timber windows/doors with UPVC units at 29 Lower Town Mills) as it would appear the owners have proceeded and installed UPVC units.

#### **65/16. To note the date, time and venue of the next meeting**

Monthly meeting on Wednesday 14<sup>th</sup> September 2016 at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 20.16 p.m.

SIGNED ..... 14<sup>th</sup> September 2016

1757

PAGE NUMBERING CHECKED.....