

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

Present: Cllr Tony Maw
Cllr David Ashcroft
Cllr Ken Eastwood
Cllr Jonathan Gill
Cllr Derrick Hopkinson
Cllr Joyce Harrop
Cllr Peter McManus

In attendance: Worth Valley Ward Councillor Russell Brown
Two members of the public

171/16. Apologies consented to

Cllr Penny Cusdin (illness)

172/16. No disclosures of Interest

173/16. No applications for Dispensation

177/16. Public question time

The meeting was adjourned to allow the applicants of planning application 16/00073/FUL to advise members of the Parish Council as to the reasons for applying for planning permission to construct a timber lodge annex at Saddlers Farm. The primary reason was there was a 'need of the family members to be close to constant support to the occupants of the proposed lodge. This is a case of family self-help and planning for the future care of ageing and infirm relatives.' [Extract from the 16/00073/FUL Planning Statement.] Members of the Parish Council were sympathetic to the family's requirement of the timber lodge annex, however, they explained to the applicants that they had to apply a consistent approach and had recently objected to a recent planning application to convert a stable into residential use in the Green Belt. Furthermore, the few exceptions allowable under Green Belt policy to build in the Green Belt did not extend to new builds for family members.

174/16. Guest Speakers

Worth Valley Ward Councillors. Cllr Brown reported on his recent meeting with representatives from Yorkshire Water to discuss sensible ways to hopefully prevent the Boxing Day floods happening again. Cllr Brown requested details of specific flooding incidents in Oxenhope and Cllr Eastwood gave details of the Moorside Lane, Yate Lane and Millennium Green flooding. Cllr Brown requested that Cllr Eastwood send him and Liz Parker a comprehensive report of how the flooding occurred in these three areas so that measures can be put in place to prevent it happening again. Cllr Brown confirmed that there was European funding for Bradford Council to do the work. Cllr Ashcroft stressed that Millennium Green was a public space in the village and as it was a public safety issue now, some urgency needed to be exercised with this case.

Sergeant Chris Watson. As Sergeant Chris Watson was unable to attend, Cllr Maw read out the following e-mail which had been received from Sgt. Watson on 7th February: 'Due to further restructure of the Neighbourhood Policing Team, the current 6 ward Sergeants for the Keighley constituency area are reducing to 5 with effect from the 15th February. Whilst this in effect means that there is no longer a ward sergeant with specific responsibility for the Worth Valley, the remaining Sergeants will supervise any issues or incidents throughout the constituency wards on a 24/7 5 shift basis. In order to support this model and in order to give specific ward responsibility to a single contact, Neighbourhood Officers have been put in

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place throughout the ward areas to address ward priorities and problem solving, including addressing repeat calls for service.

These officers will also report to our community partners, such as the Parish Council. The Neighbourhood Officer for Worth Valley is PC Mark Chapman. Mark has a significant amount of experience in Neighbourhood Policing and is qualified to the rank of Sergeant. He will direct the ward PC's and PCSO's to address issues specific to the area and work toward reducing demand on police resources by working with partner agencies to find the most appropriate long term solutions.

In a non-emergency, Mark can be contacted by calling the Neighbourhood Team on 01535 617119 or by emailing keighleynt@westyorkshire.pnn.police.uk He can also be emailed directly on mark.chapman@westyorkshire.pnn.police.uk

I would like to take this opportunity to thank the Parish Council for the continuous support given to me during the last 6 years as ward Sergeant. Whilst I no longer have specific ward responsibility, the Worth Valley remains very close to me; not least because I am a Worth Valley resident myself. I'm still working from Keighley and will be closely monitoring the ward area to ensure it continues to enjoy a quality policing service and response.'

Cllr Ashcroft proposed that the Clerk write a letter of thanks to Sergeant Watson, agreed nem con.

175/16. Neighbourhood Planning

Resolved:

- a) To note the following feedback as provided by Cllr Eastwood: 41 responses, via Facebook, had been received to date, 26 parishioners had willingly provided e-mail addresses and 12 parishioners had confirmed that they would take an active part in a Neighbourhood Planning working group.
- b) That Cllr McManus would consult with parishioners about developing an Oxenhope Neighbourhood Development Plan at the Participatory Budgeting public session on 12th March between 3 – 5 p.m. at Oxenhope Community Centre.

176/16. Minutes of meetings

The minutes of the Parish Council meeting held on 13th January were proposed as a correct record by Cllr Hopkinson and were signed by the Chairman.

Matters arising:

Minute 166/16 – Oxenhope School becoming an Academy. Cllrs Maw and Hopkinson reported on the meeting at the School on 28th January. Cllr Maw confirmed that the School Governors had agreed to move towards academy status and that a public meeting with parents/carers would be held at 7 p.m. on 25th February. Cllr Maw agreed he would attend the meeting on 25th February. Cllr Ashcroft confirmed that if the School did become an academy then there would not be a LEA Governor.

The February Outstanding Issues Report was duly noted.

Matters arising:

Cllr Maw proposed that he draft a letter to Shabir Mohammed re section 106 monies amounting to £52k in respect of the development at Woodridge, agreed nem con.

178/16. Planning

Resolved:

To formulate observations relating to the following planning applications:
16/00073/FUL – Construction of timber lodge annex at Saddlers Farm, Upper Marsh Lane. Members of the Parish Council were unable to support the application as the

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timber lodge would encroach upon the Green Belt and therefore be contrary to Green Belt policy.

15/07310/HOU – Insertion of window to rear ground floor and addition of canopy to front door at 1 Bank. The Parish Council raised no objections.

16/00346/HOU – Construction of conservatory to side at 17 Moorhouse Lane. The Parish Council raised no objections.

16/00353/HOU – Construction of two storey extension to rear, first floor extension to front and infill to form porch at Yew Tree Lodge, Cross Lane. The Parish Council raised no objections.

16/00377/HOU – Two storey extension to side and single storey extension to rear of existing dwelling at 1 Denby Mount. The Parish Council raised no objections.

179/16. Transparency Code compliance

Resolved:

- a) To note the work undertaken by Cllr Eastwood. Cllr Maw added that he appreciated the extent of the work undertaken and thanked Cllr Eastwood.
- b) To agree that the Finance, Governance & Expenditure webpage be accessible to all at www.oxenhopeparishcouncil.gov.uk
- c) To agree that the Policies webpage be accessible to all at www.oxenhopeparishcouncil.gov.uk. It was noted that some policies were due for renewal and that these would be reviewed over the forthcoming months.

179/16. Participatory Budgeting

Resolved:

- a) To note that six applications had been received. The Clerk to e-mail the applicants to outline details of the public participation session and what would be required by each applicant.
- b) To note that the public participation session will be held from 3 – 5 p.m. at the Community Centre on Saturday 12th March.
- c) Ways in which Oxenhope parishioners were to be encouraged to attend the public participation session on 12th March were discussed and included details to be published via Facebook, the Keighley News, Oxenhope online website and by displaying posters in the Co-op and on the notice boards in the Rose Garden.

180/16. Safety Inspection Reports

Resolved:

To note the January Safety Inspection Reports for the allotments and Marsh Common. Cllr Harrop suggested that Cllr Hopkinson may wish to approach Unique Tyres as the proprietor of this business may be able to assist with the removal of the vehicle wheel from Marsh Common.

181/16. Correspondence

Resolved:

- a) To note e-mail dated 4th February re Aire and Calder Catchment Partnership. Cllr Eastwood confirmed that he had completed the questionnaire on behalf of the Trustees of the Millennium Green.
- b) To note email dated 26th January re Moorside Lane drainage. Cllr Eastwood reported on his meeting with Kevin Whitaker, Highways Department and confirmed that he would draft an e-mail to Bradford Council's Drainage Department. The concerned Moorside Lane resident would be applying for a £5k Flood Resilience Grant.
- c) To note e-mail dated 29th January re Regulation by reservoirs. Agreed that the Clerk approach Keighley Town Council and Haworth, Cross Roads &

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Stanbury Parish Council to gain their support to approach Yorkshire Water and ask 'Why was the water level of each of the five local reservoirs not lowered in advance of the predicted December storms, by releasing a controlled amount of water down the River Worth, so that during the storms themselves, a similar amount of water could be held back in the reservoirs, thus mitigating the Boxing Day flooding effect in Oxenhope, Haworth, Ingrow and Stockbridge?' Agreed that the Clerk should also write to Yorkshire Water so that a representative could attend a future Parish Council meeting so that members could learn about their water management.

- d) To note e-mail dated 28th January re Standards Committee Local Council Representatives – nominations request.
- e) To note e-mail dated 26th January re the Flood Resilience Grant. It was confirmed by Cllr McManus that Moorhouse Lane residents were submitting applications for Flood Resilience Grants. Cllr Eastwood suggested that the Clerk write to the residents of Yate Lane advising them of the availability of Flood Resilience Grants as their combined grants could prevent future flooding by having the kerb raised on Yate Lane.
- f) To note e-mail dated 25th January re gritting pavements in Oxenhope. Cllr Maw reported that the Parish Council was not in a position to grit Oxenhope's pavements and would draft a response to Bradford Council. It was noted that many grit bins around the village were empty. Cllr Maw agreed to add this point to his response to Bradford Council.
- g) To note e-mail dated 20th January re Public rights of way in your area affected by the December flooding.
- h) To note e-mail dated 6th January re Speedwatch & inconsiderate parking on Cross Lane.
- i) To note e-mail dated 2nd February re Neighbourhood Development Plan update
- j) To note e-mail dated 2nd February re Proposed Waiting Restrictions – Mill Lane / Station Road. It was agreed that the proposed scheme would not solve the problem and it was therefore proposed that additional restrictions be put in place as shown in pink on the amended drawing (see appendix 1) and that Bradford Council's proposed length of waiting restriction be shortened so that people can continue to park outside the hairdressers and the beautician at Cross Green. The Clerk to submit the amended drawing to Traffic & Highways (North) together with a request that the worn road surface on the corner be attended to along with proper road markings for the bus stop.

182/16. Reports

- a) School Governors. Cllr Ashcroft confirmed that he had resigned as a School Governor and would relinquish his post at a time considered most appropriate by the Board of School Governors.
- b) Oxenhope Youth Club. No report received.
- c) Worth Valley Joint Transport Committee. Cllr Eastwood confirmed that there was nothing significant to report.
- d) Allotments. Cllr Harrop reported on the successful Allotment Holders Open Forum held on 27th January.
- e) Rights of Way. Cllr Hopkinson confirmed that regrettably both he and Cllr Gill were unavailable next Tuesday evening to attend a Bradford Council Rights of Way meeting.
- f) Oxenhope Community Centre. Cllr Maw confirmed that there was nothing significant to report.
- g) Parish Councils' Liaison Meeting on 20th January. Due to prior engagements, neither the Clerk nor Cllr Maw were able to attend the meeting on 20th January but every effort would be made to attend the next meeting.

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- h) Perseverance Mill s106 monies. Cllr Maw confirmed that Cllr Eastwood had set up an online poll to ascertain which equipment should be installed in the children's play area in Oxenhope Recreation Ground.

183/16. Financial Matters

Resolved:

- a) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£25.00	Monthly mobile phone bill
Gratuity Account	Transfer	£30.08	Monthly transfer
Elaine Pearson	Standing Order	£786.52	Monthly salary
Oxenhope Methodist Church	101163	£54.00	Room hire
Cultrix Ltd	101164	£30.00	Starter Business Hosting – worthexploring.co.uk (31/01/16 – 30/01/17)
City of Bradford MDC	101165	£1,400.00	Youth Workers staffing costs for undertaking 13 sessions

- b) To note the following trial balance:

Analysis	A/c			Grand Total	Budget remaining
	Current	Deposit	Gratuity		
001. Balance b/fwd	1723.92	30442.65	3137.00	35303.57	
002. Transfer	3669.12	-4000.00	330.88		
01. Precept	15330.00			15330.00	
04. Bank Interest Business Base Rate		4.11		4.11	
06. VAT repayment					
08. Rent Allotment Holders	337.00			337.00	
09. Bank Interest - Gratuity Account			0.42	0.42	
10. Allotments Grant	472.00			472.00	
119. PAYE & NIC	-342.98			-342.98	
120. Clerk's monthly salary	-8522.16			-8522.16	£1,417.84
121. Subscriptions	-732.00			-732.00	£68.00
122. Insurance	-470.75			-470.75	£24.25
123. Audit Fee	-170.00			-170.00	£100.00
124. Room Hire	-242.00			-242.00	£78.00
125. Stationery & printing	-466.4			-466.4	£6.00
126. Postage	-59.73			-59.73	£0.27
128. Christmas Lights	-1162.85			-1162.85	£50.00
129. Travel & subsistence	-192.03			-192.03	-£38.10
130. Grants via Participatory Budgeting	-1000.00			-1000.00	£1,000.00
131. Allotments	-1276.55			-1276.55	
133. Contingency Fund					
134. Reserves	-1955.19			-1955.19	
135. Mobile phone	-305.27			-305.27	£25.44
136. Worth Exploring	-106.08			-106.08	
137. Section 137	-20.00			-20.00	
138. Training	-269.70			-269.70	
139. Outreach	-250.00			-250.00	£125.00
141. Marsh Common	-414.00			-414.00	£905.00
142. Contribution towards the 812 service	-500.00			-500.00	
144. Use of David Pearson & Associates premises					
145. Website	-546.00			-546.00	

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146. Oxenhope Youth Club	-1400			-1400
Grand Total	£1,128.35	£26,446.76	£3,468.30	£31,043.41

- c) To transfer from Reserves £94.10 in order to clear the current debit balances on Stationery & Printing (£6), Christmas lights (£50) and Travel & subsistence (£38.10)

184/16. Minor items and items for the next agenda

- a) Cllr Harrop reported on an article she had seen in the Telegraph & Argus that flood victims in the Bradford District could benefit from a fund of thousands of pounds. The money is part of a £40k handout, from the Police Property Act Fund, to help people in flood-hit areas of West Yorkshire. Bradford will share £20k of it with Leeds.
- b) Cllr Eastwood reported on the online poll for new park equipment to be installed in the children's play area in the Recreation Ground. Cllr Eastwood confirmed that 67 responses had been received. 82.61% supported the installation of a 'Lillie' basket swing. 71.64% supported the installation of a 'Gullwing' seesaw and 68.66% supported the installation of a replacement slide. As there were 22 'Any other comments or observations', Cllr Maw volunteered to draft a response. Agreed that consideration should be made to have the 'paid version' of the online polling system as results and comments would be automatically transported to an Excel spreadsheet and it would be a useful facility for the Oxenhope Neighbourhood Development Plan.
- c) Cllr McManus reported that Bradford Council would not be carrying out the topping and trimming of the Christmas tree in Oxenhope Rose Garden. Cllr McManus volunteered to obtain a costing and work specification from Victor Blackman.
- d) Following a short discussion on the noticeboards currently being used at the Horseshoe Dam, Cllr Eastwood volunteered to remind the working group that the Parish Council had already approved to fund the cost of new notice boards (minute 57/15a).

185/16. To note the date, time and venue of the next meeting

Monthly meeting on Wednesday 9th March 2016 at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 21.27 p.m.

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Appendix 1



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