

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON  
WEDNESDAY 11<sup>TH</sup> JANUARY 2017 AT OXENHOPE METHODIST CHURCH,  
COMMENCING AT 7:30 PM**

Present: Cllr Ken Eastwood  
Cllr Penny Cusdin  
Cllr Robert Goulding  
Cllr Derrick Hopkinson  
Cllr Joyce Harrop  
Cllr Tony Maw

In attendance: Miran Rahman, Keighley News Reporter  
Worth Valley Ward Councillor Glen Miller (7.30 – 7.40 p.m.)  
PCSO Helen Wynn-Evans (7.30 – 7.40 p.m.)  
One member of the public

**130/17. Apologies consented to**

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

**131/17. Disclosures of Interest**

Cllr Eastwood, owner of a neighbouring property, declared a disclosable pecuniary interest re the Rose Garden agenda item.  
Cllr Goulding, a friend of the owner of Thornton Moor Reservoir House, declared a disclosable pecuniary interest re planning application 16/09172/FUL

**132/17. No applications for dispensation had been received**

**133/17. Minutes of meetings**

The minutes of the Parish Council meeting held on 14 <sup>th</sup> December were proposed as a correct record by Cllr Hopkinson and were signed by Cllr Eastwood.
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**No matters arising.**

The January Outstanding Issues Report was duly noted.
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**No matters arising.**

**134/17. Public question time**

No matters raised.

**135/17. Planning**

**Resolved:**

To formulate observations re the following planning application:  
16/09172/FUL - Construction of single storey lounge extension at Thornton Moor Reservoir House, Thornton Moor Road. The Parish Council raised no objections.

**136/17. Guest Speakers**

- a) PCSO Wynn-Evans reported that since the last meeting there had been one burglary dwelling, three thefts from vehicles, two criminal damages and one theft of a bike. The thefts from vehicles had been valuables left on show. Three people had been arrested for the burglary and entry had been made to the dwelling through the conservatory which did not have a three star rated euro cylinder lock (further details

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of recommended euro cylinder locks can be found at <https://www.westyorkshire.police.uk/help-advice/crime-prevention/your-home/euro-cylinder>). Thirty six calls had been logged over the last month which included calls relating to animal welfare.

- b) Councillor Glen Miller wished everyone a happy new year. Bradford Council's budget consultation was ongoing but even at this stage it was likely that the Haworth Contact Point would be closed even though the Contact Point in the middle of Bradford would remain open. The thirty minutes free parking was likely to cease and there would be cut backs to gully cleaning. However, he gave re-assurances that the Worth Valley Ward Councillors would continue campaigning on everyone's behalf.
- c) As John Parkin, Acting Head Teacher of Oxenhope Primary School could not attend the meeting, Cllr Cusdin gave a short report on Mr Parkin's behalf. Mr Parkin would be consulting parents as to whether an Oxenhope School App should be developed. It was agreed that the Parish Council would work with the school to put the consultation online and to share the details on Oxenhope online. An information evening for parents had demonstrated what gaming equipment was capable of and Mr Parkin had requested the Parish Council's assistance to be able to promote an e-safety presentation for residents and parents in the village. Agreed that the Parish Council would assist.

#### **137/17. Participatory Budgeting**

- a) Resolved: That the publicity would be along similar lines as last year's publicity.
- b) Resolved: That the 'Public Session' would be held at Oxenhope Community Centre on 11<sup>th</sup> March from 2 – 4 p.m.
- c) Proposed: That groups not having a constitution and/or bank account provide a receipt upfront for work done. The Clerk to run the proposal past Sheena Spence, Chief Officer, Yorkshire Local Councils Associations (YLCA) and to inform members of YLCA's feedback.

#### **138/17. Correspondence**

**Resolved:**

- a) To note letter dated 19<sup>th</sup> December received from the West Riding Masonic Charities Limited confirming a grant of £1,000 towards the community defibrillator at Leeming.
- b) To note e-mail received from Pennine Prospects re the future of LEADER funding. Cllr Eastwood commented that as the Oxenhope NDP progresses that it may be appropriate to submit a bid. Agreed that the funding should be advertised in the village via Facebook.
- c) To note e-mail dated 5<sup>th</sup> January re the next Flying Scotsman meeting. Cllr Maw confirmed that he would make every effort to attend.

#### **139/17. Safety Inspection Reports**

**Resolved:**

To note the December Safety Inspection Reports for Marsh Common and the Allotments.

#### **140/17. Oxenhope Neighbourhood Development Plan (NDP)**

**Resolved:**

- a) To note that a meeting has been arranged for Cllrs Eastwood & McManus and representatives of IntegreatPLUS to meet Bradford Council NDP officers Emma Higgins and Bill Caulfield, on 23<sup>rd</sup> January.
- b) To note that the second NDP Project Group meeting will be held at 7.00 p.m. on Thursday 26<sup>th</sup> January.

#### **141/17. Reports**

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**Resolved:**

- a) To note Cllr Harrop's previously circulated report re allotments. In preparation for the Allotment Holders' Open Forum on 25<sup>th</sup> January, Cllr Hopkinson confirmed that he was currently consulting with the allotment holders at the bottom of the site to ascertain the extent of the poor drainage. Cllr Goulding confirmed that he was well experienced in unblocking culverts and kindly offered to investigate the situation.
- b) To note the clerk's previously circulated report re community Public Access Defibrillators (cPADs). The Clerk to circulate to members a comparison sheet of two suppliers of cPADs so that members can decide before the next meeting which supplier should be approached to supply the two cPADs for the village.
- c) To note Cllr McManus's previously circulated report re Oxenhope Rose Garden.

**142/17. Financial Matters**

**Resolved:**

- a) To authorise the following second draft of the 2017/18 budget:

<b>Predicted spending:</b>			
<b>2016/17</b>	<b>Administration</b>	<b>2017/18</b>	
9940	Clerk's salary <sup>1</sup>	9950	
340	Stationery and printing <sup>2</sup>	1500	
250	Mobile phone	250	
60	Postages	60	
275	Office costs	300	
150	Travel and subsistence	150	
150	Internal and external audits <sup>3</sup>	150	
	Total		12360
800	Subscriptions <sup>4</sup>	975	
320	Room Hire <sup>5</sup>	170	
475	Insurance	500	
250	Training	500	
100	Marketing	100	
375	Outreach	375	
	Total		2620
	<b>Projects (To be agreed by resolution)</b>		
350	Christmas Lights <sup>6</sup>	350	
650	Maintenance of Marsh Common	200	
100	Telephone kiosks	100	
3570	Youth Club	3570	
0	Contribution towards the 812 bus service	0	
2000	Neighbourhood Development Plan	2000	
360	Website	750	
	Total		6970
170	Contingency Fund <sup>7</sup>	170	
2500	Grants via Participatory Budgeting & OPC approval	2500	
5000	Take over of services previously provided by CoBMDC	5000	
	Total		7670
28185	<b>Total Predicted Spending</b>		<b>29620</b>
	<b>Predicted Income:</b>		
10000	Transfer from reserves <sup>8</sup>		5000
	Total		5000

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	<b>Total Predicted Income</b>			5000
<b>18185</b>	<b>Precept (Spending - Income)</b>			<b>24620</b>

Based on Bradford Council's latest figures, the Council Tax Support Grant will be £985 (2016/17 Council Tax Support Grant was £726)

With a Tax Base of 1016 then the Parish Council Tax for a Band D Property would be £23.26 (2016/17 Tax Base was 1012 and Band D tax was £17.25)

- Notes:
1. Salary scale 29, hours per week 14.
  2. Includes the printing of 50 Annual Reports for collection at the Co-Op
  3. This assumes the Parish Council's income/expenditure is < £50,000
  4. Includes annual web site hosting fee and annual subscriptions to  
ICO, SLCC, YLCA &  
PollDaddy
  5. All room hire at Oxenhope Methodist Church  
Current charges £10 per session May - Sept (£18 Oct - Apr)
  6. Based on 2016 - 17 energy consumption and anticipated 2017 - 18 electrician's fees
  7. Fund to pay for any unforeseen expenditure
  8. Forecast amount of reserves as at 31st March 2017                   £25,000.00
  9. Earmarked funds for allotments   £2,000.00

b) To note the potential benefits of investing £20,000 in a Unit Linked onshore Investment Bond offered by the Prudential. The Clerk to resolve a couple of queries, including that two signatures would be required for all withdrawals, clarification of the initial set up charge, before the Parish Council proceeded with the investment.

c) To authorise the Clerk to purchase a portable screen costing £35.01 for use at the next NDP Project Group meeting on 23<sup>rd</sup> January.

d) To authorise the estimate received from Victor Blackman to remove Christmas lights off the large fir tree in Oxenhope Rose Garden.

e) 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
Yorkshire Water	101206	£12.26	Water usage at the allotments
Victor Blackman	101207	£100.00	Fixing 11 x LED String Lite lights and four transformers at Oxenhope Rose Garden
Oxenhope PCC	101208	£250.00	Contributions towards Outreach for the Autumn and Winter editions
YLCA	101209	£15.00	Clerk's vacancy advert on website
Elaine Pearson	101210	£61.57	Expenses

f) 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	-10303.50	10000.00	303.50		
01. Precept	17459.00			17459.00	
04. Bank Interest Business Base Rate		8.38		8.38	
05. Grants Received	8351.00			8351.00	
07. Allotment key deposits	5.00			5.00	

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09. Bank Interest - Gratuity Account		0.89	0.89	
119. PAYE & NIC	-315.81		-315.81	
120. Clerk's monthly salary	-7935.60		-7935.60	£2,004.40
121. Subscriptions	-582.00		-582.00	£218.00
122. Insurance	-491.16		-491.16	
123. Audit Fee	-170.00		-170.00	
124. Room Hire	-203.00		-203.00	£117.00
125. Stationery & printing	-132.38		-132.38	£217.02
126. Postage	-53.18		-53.18	£6.82
128. Christmas Lights	-488.75		-488.75	
129. Travel & subsistence	-86.84		-86.84	£63.16
131. Allotments	-189.55		-189.55	
133. Contingency Fund	-170		-170.00	
134. Reserves	-1653.61		-1653.61	
135. Mobile phone	-250.00		-250.00	£41.70
137. Section 137	-20.00		-20.00	
139. Outreach	-375.00		-375.00	
141. Marsh Common	-192.00		-192.00	£490.00
142. Neighbourhood Development Plan	-9.00		-9.00	
145. Website	-1067.59		-1067.59	
146. Oxenhope Youth Club	-1414.22		-1414.22	£2,391.48
<b>Grand Total</b>	<b>£1,153.32</b>	<b>£36,467.88</b>	<b>£3,804.01</b>	<b>£41,425.21</b>

#### 143/17. Minor items and items for the next agenda

##### Minor items

- a) Cllr Eastwood confirmed that he had been approached by Mercy Ministries in Oxenhope to provide a letter of support for Mercy Ministries to develop a similar facility in Brighton. Members raised no objections to the Parish Council providing such a letter and at the same time welcomed Mercy Ministries invite to have a guided tour of Cragg Royd.
- b) Cllr Eastwood confirmed that he had received seven job applications for the position of Clerk and Responsible Financial Officer. The closing date for applications was 20<sup>th</sup> January and interviews would take place on 30<sup>th</sup> January.

#### 144/17. To note the date, time and venue of the next meeting

Monthly meeting on Wednesday 8<sup>th</sup> February 2017 at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 20.25 p.m.

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