

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON  
WEDNESDAY 11<sup>TH</sup> NOVEMBER 2015 AT OXENHOPE METHODIST CHURCH,  
COMMENCING AT 7:30 PM**

Present: Cllr Tony Maw  
Cllr Penny Cusdin  
Cllr Ken Eastwood  
Cllr Jonathan Gill  
Cllr Derrick Hopkinson  
Cllr Joyce Harrop  
Cllr Peter McManus

In attendance: Miran Rahman, Keighley News Reporter  
PCSO Tracy Metcalfe  
Emma Higgins, Bradford Council's Planning Officer – Development Plans  
Sam MacDougall, Chairman, Operating Company, Keighley & Worth Valley Railway  
Worth Valley Ward Councillor Glen Miller  
Two members of the public

**123/15. No apologies consented to**

**124/15. Disclosures of Interest**

Cllr Cusdin declared a personal interest re the Proposal: Amend the admissions oversubscription priority areas of Parkside School (see minute 133/15).

**125/15. No applications for Dispensation**

**126/15. Guest Speakers**

PCSO Tracy Metcalfe reported that there had been a couple of thefts of vehicles together with three burglaries and that Police enquiries were on-going. As the dark nights were now upon us PCSO Metcalfe urged parishioners to put lights on timers when parishioners were not expected to arrive home until after dark. She also urged parishioners to make sure all windows and doors were locked. Following the recent report of anti-social behaviour on Yate Lane, PCSO Metcalfe confirmed that the Police Anti-Social Behaviour Team had been working with the young people and their parents. Cllr Cusdin reported that she had encouraged a young person at Oxenhope Youth Club to report to the Police that he had been approached by a person in a vehicle wanting to sell him drugs. PCSO Metcalfe took details and confirmed she would investigate the matter.

Cllr Miller confirmed that the recent flooding on Hebden Bridge Road had been reported to Bradford Council and that it had been caused by leaves blocking the gullies. The gullies would be cleared on Saturday 14<sup>th</sup> November. Cllr Miller encouraged parishioners to report blocked gullies by phoning bdirect on 01274 431000 or by filling a form on the Bradford Council website.

Emma Higgins confirmed that she was attending the meeting to hear members concerns/comments regarding the production of a Neighbourhood Development Plan (NDP) for Oxenhope. The concerns ranged from the costs involved to very few tangible benefits resulting from having a NDP. Ms Higgins confirmed that although the Village Design Statement (VDS) had been adopted by Bradford Council as Supplementary Planning Guidance (SPG), SPG would be superceded by NDPs. Members may therefore wish to consider conducting a public consultation on very broad terms and then bring in the policies from the VDS. She confirmed that Locality had produced a 'road map' to assist local community groups to produce a NDP. The most expensive NDPs to produce were those which had gone down the allocation plan route and had necessitated the employment of

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external consultants. However, government funding was available and Ms Higgins directed members to investigate the Locality website and Planning Aid England website. Ms Higgins confirmed that she would continue to make herself available if further guidance was required by members of the Parish Council.

Sam MacDougall explained that the Railway was run by 99% volunteers living locally and some distance away. There was a very small number of paid staff which would rise shortly. The Railway didn't have any big aspirations to expand as it couldn't and did not want to extend the line. Instead the Railway is concentrating on innovative ideas to raise income to cover on-going large expenditure such as repairs to engines. Regrettably the Railway was not as engaged as it should be with local people. Although this was recognised, greater efforts were needed to keep locals informed about the Railway's events. In terms of projects going forward, the Railway was to build a 100 seater restaurant and café at Oxenhope. A revised planning application would be submitted at the end of the year. Although corporate events would be encouraged it was hoped that local people would use the facility as the café would be open every day during the year. As some of the existing car parking would be utilised for the restaurant/café the Railway intended to improve the existing overflow car park. Currently Oxenhope Station, the carriage café and Station toilets were open each Wednesday to Sunday from 10:00 a.m. to 4:00 p.m. The new restaurant/café would be run as a business and would require the recruitment of a facilities manager, chefs, waiters and local people would be encouraged to apply for these jobs. Cllr McManus confirmed that the new restaurant/café would encourage people to come to Oxenhope in line with 'Worth Exploring'. Cllr Cusdin explained that Oxenhope Online and Oxenhope's Facebook page were good avenues to publicise the Railway's plans and suggested that the Railway may like to include lockable bike racks so that cyclists coming through the village could stop off at the café. It was further suggested that the Railway link into the events page on Oxenhope Online to encourage people to use the train instead of their cars to such events as the Oxenhope Straw Race, Manorlands Garden Party etc. Mr MacDougall confirmed that he would relay these ideas to the Railway's new Marketing Director.

#### **127/15. Neighbourhood Planning**

**Resolved:**

- a) That Cllrs Cusdin & Eastwood advertise on Oxenhope Online and on the Oxenhope Facebook page that parishioners were wanted to drive forward a Neighbourhood Development Plan for Oxenhope. A Neighbourhood Development Plan would be pursued for Oxenhope dependant on take-up.
- b) That Cllr Maw formulate a response to the Haworth Cross Roads & Stanbury Neighbourhood Plan Policy Intention Document 2015 from the feedback received from members.

#### **128/15. Minutes of meetings**

The minutes of the Parish Council meeting held on 14<sup>th</sup> October were proposed as a correct record by Cllr Cusdin and were signed by the Chairman.

**Matters arising:**

Minute 121/15 (b) on page 1701. Cllr Harrop reported that there was a First Responder in Denholme and it was hoped that if Haworth Fire Station re-opens there would be a First Responder there.

The November Outstanding Issues Report was duly noted.

**No matters arising**

#### **129/15. Public question time**

The meeting was adjourned to allow two parishioners to share their concerns regarding planning application 15/05397/HOU – Construction of a rear extension and garage at 53 Mallard View. It was confirmed that the two parishioners had submitted their objections to the planning application to the Planning Department.

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**130/15. Planning**

**Resolved:**

To note the following decisions:

Permission refused – 15/01924/HOU – Demolition of existing porch and construction of two storey rear extension at Mount Pleasant Farm, Black Moor Road

Permission granted – 15/02134/FUL – Two storey side extension to replace single storey kitchen at The Cottage, 1 Height Lane

Permission refused – 15/02204/FUL – Change of use from first floor office to private hire booking office at Hawkcliffe Works, Keighley Road

Permission refused – 15/02123/HOU – Two storey extension to side of single storey extension incorporating integral garage and rear extension to provide single storey garden room at 1 Denby Mount

Permission granted – 15/00986/HOU – retrospective application for demolition of attached outbuilding and construction of storage building extension to residential annex approved under 14/01221/HOU at Forge House, Denholme Road

Permission granted – 15/02631/HOU – Retrospective application for side extension at 5 Mill Lane

Permission refused – 15/02694/HOU – Replace existing timber windows/doors with UPVC units at 29 Lower Town Mills

Permission granted – 15/03066/FUL – Timber lodge – annex to farmhouse and alterations to barn at South View Farm, Upper Marsh Lane

Permission granted – 15/02746/HOU – Construction of sun lounge extension to rear and canopy extension to detached garage at Millcote, 7 Perseverance Fold

Permission refused – 15/03236/FUL – Demolition of existing single garage and construction of a bungalow in the rear garden at 5 Moorhouse Close

Permission granted – 15/03292/FUL – Construction of multi-purpose agricultural building at Cuckoo Park Farm, Cuckoo Park Lane

Permission refused – 15/03540/HOU – Demolition of existing porch and construction of two storey rear extension at Mount Pleasant Farm, Black Moor Road

Permission refused – 15/03567/HOU – Demolish existing conservatory and replace with new conservatory and decking area at 5 Moor House Close

Permission granted – 15/03655/FUL – Resubmission of 15/01485/FUL for change of use of land to allow siting of one camping pod and removal of timber store at Upwood Park, Blackmoor Road

Permission refused – 15/02854/FUL – Installation of 250kw wind turbine on a 30m mast and 48m to tip at Naylor Hill Quarry, Black Moor Road

Permission refused – 15/01555/FUL – Construction of four flats at land south west of 22 Denholme Road

To formulate observations relating to the following planning applications:

15/03662/FUL – Extension of holiday season to allow 12 month use of holiday park at Upwood Holiday Park, Black Moor Road. The Parish Council raised no objections.

15/05397/HOU – Construction of a rear extension and garage at 53 Mallard View. The Parish Council raised the following objections (i) proportionality especially considering that there was no evidence to suggest that planning permission had been granted to convert the integral garage into a dining room; (ii) the adverse effects on the adjoining property. Members of the Parish Council also agreed that if the planners were minded to approve the planning application then determination should take place at the next Planning Panel meeting.

**131/15. Participatory Budgeting**

**Resolved:**

- a) To increase the budgeted amount of PB funding from £1,000 to £2,000 by utilising a transfer from Reserves

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- b) To note the guidance received from Yorkshire Local Councils Associations regarding granting PB funding to groups without a constitution and bank account
- c) To award PB funding only to community groups with a constitution and a bank account. It was suggested in next year's budget that an amount of £500 would be designated for groups without constitutions and bank accounts but each application for funding would be considered by members of the Parish Council and that this £500 funding would be outside the PB funding umbrella.
- d) That the acceptance of PB applications would close on 31<sup>st</sup> January 2016 and that the Public Participation Session would be held during the afternoon of Saturday 5<sup>th</sup> March 2016.
- e) To discuss the actual conduct the Public Participation Session at the December 2015 monthly meeting.

**132/15. Play in the Worth Valley Ward**

**Resolved:**

- a) Not, at this stage, to consult parishioners about improving the children's play area in Oxenhope Recreation Ground
- b) That the Parish Council, via Oxenhope Online, encourage the formation of a friend's group with a view to pursuing match funding for the Perseverance Mill section 106 monies and to organise a 'Perk up your Park' event in the Spring.

**133/15. Consultation**

**Resolved:**

Not to formulate a response to the Proposal: Amend the admissions oversubscription priority areas of Parkside School as members of the Parish Council felt it was more appropriate for parents of schoolchildren to respond.

**134/15. Safety Inspection Reports**

**Resolved:**

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

**135/15. Correspondence**

**Resolved:**

- a) To note e-mail dated 14<sup>th</sup> October received from a concerned parishioner re very large tipper waggons using Hill House Edge Lane. Agreed that the Clerk raise the parishioners concerns with Highways Department and suggest that a safer route would be to and from Halifax.
- b) To note e-mail dated 2<sup>nd</sup> November received from Sarah Howsen, Senior Tourism Development Officer
- c) To note e-mail 26<sup>th</sup> October received from Andrew Horrocks, Development Officer Estate Management, re Oxenhope Rose Garden
- d) To note e-mail dated 6<sup>th</sup> November received from Shabir Mohammed, Housing Development & Enabling Manager re £52k section 106 monies. Agreed that the Clerk contact 'Your Headrow'.

**136/15. Reports**

- a) School Governors. No report received.
- b) Oxenhope Youth Club. Cllr Cusdin reported that attendance levels continued at a good level enabling the Youth Club to remain self-sustaining. It was hoped to engage the services of external people to run a first aid course.
- c) Allotments. Cllr Harrop reported that nine names were on the waiting list, however, this would be reduced in the near future as allotment plot 10 would soon

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be vacated which would be taken over by existing allotment holders currently cultivating plot 11. Plot 11 would be halved and would be offered to the top two names on the waiting list.

- d) Rights of Way. Cllr Hopkinson reported that he had been approached by two members of the Parish Council enquiring whether the gate from the Recreation Ground into the School yard should be locked. Cllr Hopkinson confirmed that this was not a public right of way and that the School had every right to keep the gate locked.
- e) Oxenhope Community Centre. Cllr Maw confirmed that the toilets were now finished and that the decorating would be undertaken in the very near future.
- f) Perseverance Mill s106 monies. Agreed that Cllr Maw put pressure on Bradford Council for delivery of their plan for the childrens play area in the Recreation Ground and also report the dangerous copping stones and slide.
- g) SLCC Leeds Regional Roadshow. Cllr McManus reported that the day had been very interesting in particular the information exchanged in the exhibition area. The Clerk reported that it had been a useful opportunity to speak to a SLCC representative, Lis Moore, about matters recently raised at the last Staffing Committee meeting. The Clerk confirmed that she and Lis would be meeting in the next fortnight to discuss in depth gratuity payments and policies. The Clerk also confirmed that the Transparency Code required the Parish Council to publish all expenditure over £100 and to have the Annual Return published on the Parish Council's website and suggested that she and Cllr Eastwood liaise to discuss how this can be progressed.

**137/15. Financial Matters**

**Resolved:**

- a) To authorise section 137 expenditure of £20 to purchase this year's Remembrance Day wreath:
- b) 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
LawnOrder	101148	£126.00	Grass cutting/strimming of Marsh Common
SLCC Enterprises Ltd	101149	£118.20	Two delegate places at the Leeds Regional Roadshow
Oxenhope Methodist Church	101150	£58.00	Room hire
J A A Maw	101151	£200.00	Chairman's Allowance

- c) 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	-2240.64	2000.00	240.64		
01. Precept	15330.00			15330.00	
04. Bank Interest Business Base Rate		4.11		4.11	
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	-243.95			-243.95	
120. Clerk's monthly salary	-6162.60			-6162.60	£3,777.40
121. Subscriptions	-561.00			-561.00	£239.00
122. Insurance	-470.75			-470.75	£24.25
123. Audit Fee	-170.00			-170.00	
124. Room Hire	-188.00			-188.00	£132.00

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125. Stationery & printing	-459.4	-459.4	
126. Postage	-0.95	-0.95	
128. Christmas Lights	-497.13	-497.13	
129. Travel & subsistence	-143.51	-143.51	
130. Grants via Participatory Budgeting	-1000.00	-1000.00	£1,000.00
131. Allotments	-1258.29	-1258.29	
134. Reserves	-1407.00	-1407.00	
135. Mobile phone	-230.27	-230.27	£54.73
138. Training	-368.20	-368.20	
139. Outreach	-125.00	-125.00	£250.00
141. Marsh Common	-126.00	-126.00	
142. Contribution towards the 812 service	-500.00	-500.00	
145. Website	-875.99	-875.99	
<b>Grand Total</b>	<b>£834.24</b>	<b>£32,446.76</b>	<b>£3,378.06</b>
			<b>£36,659.06</b>

**138/15. Minor items and items for the next agenda**

**Minor items:**

- a) Agreed that the Clerk contact Highways Department to request that the mini-roundabout at Muffin Corner be repainted and to request that the two warning signs be realigned.
- b) Agreed that Cllr McManus bring to the attention of Cllr Ashcroft at the December monthly meeting that the volunteers who are maintaining the Horseshoe Dam are doing so at their own risk
- c) Agreed that the Clerk e-mail the agenda for future meetings to members as well as placing it in the members' Dropbox.
- d) Agreed that the Clerk e-mail the Haworth Parish Council Clerk requesting that the Parish Council investigate the provision of bins on Penistone Hill.

**139/15. To note the date, time and venue of the next meeting**

Monthly meeting on Wednesday 9<sup>th</sup> December at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 21.44 p.m.

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