

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON
WEDNESDAY 12TH OCTOBER 2016 AT OXENHOPE METHODIST CHURCH,
COMMENCING AT 7:30 PM**

Present: Cllr Ken Eastwood
Cllr Penny Cusdin
Cllr David Ashcroft
Cllr Derrick Hopkinson
Cllr Peter McManus
Cllr Tony Maw
Cllr Joyce Harrop

In attendance: Miran Rahman, Keighley News Reporter
Worth Valley Ward Councillor Russell Brown
Worth Valley Ward Councillor Rebecca Poulsen (7.38 – 8.22)
Oxenhope School acting Headteacher, John Parkin
PCSO Helen Wynn-Evans
Two members of the public

81/16. No apologies consented to

82/16. Disclosures of Interest

Cllr Eastwood, owner of a neighbouring property, declared a disclosable pecuniary interest re proposed Christmas light expenditure at the Rose Garden.

83/16. No applications for dispensation had been received

84/16. Minutes of meetings

The minutes of the Parish Council meeting held on 14 th September were proposed as a correct record by Cllr Cusdin and were signed by Cllr Eastwood.

No matters arising.

The October Outstanding Issues Report was duly noted.

No matters arising.

85/16. Public question time

The meeting was adjourned to allow:

- a) A concerned parishioner to report that people were abusing the one-way system at Cross Lane. Agreed that the Clerk make Bradford Council's Highways Department aware that it was not only drivers of vehicles but also cyclists.
- b) John Parkin, acting Headteacher of Oxenhope School, to introduce himself. Mr Parkin confirmed that he was the acting headteacher until Easter and confirmed that, if available, he would like to attend all future Parish Council meetings. Agreed that the School's newsletter would be sent to the Clerk for dissemination to members of the Parish Council. Cllr Cusdin confirmed that she had been nominated by members of the Parish Council as the community link governor but as yet had not been able to attend any School Governor meetings. Agreed that she would write to the Head of School Governors to explain current circumstances. Cllr Ashcroft explained that the Parish Council was soon to embark on putting together an Oxenhope Neighbourhood Development Plan and hoped that the School would be involved, as it was for the Parish Plan.

86/16. Planning

Resolved:

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To note the following decisions made by Bradford Council:
Permission granted - 16/03306/OUT - Construction of five-bed detached dwelling at Land 403166 434645 Hill House Lane
Permission granted - 16/03574/FUL - Construction of detached dwelling (amendment to previously approved scheme 13/02564/FUL dated 22.08.2013) at Ellarbank, Back Leeming

87/16. Guest Speakers

The Chairman welcomed PCSO Helen Wynn-Evans. PCSO Wynn-Evans reported on the recent burglary at a dwelling at Waterside when two vehicles had been stolen. One vehicle had been subsequently recovered. Ongoing investigations were being made as regards the attempted burglary on Denholme Road. A reminder was given not to leave sat navs and luggage on show in parked vehicles as these items are easy targets for thieves. A man over the legal alcohol limit was arrested from his vehicle on Hill House Edge Lane. Following Cllr Cusdin's e-mailed report to the Police, PCSO Wynn-Evans confirmed that matters had been discussed with the youth workers and that the Police were closely monitoring the situation. Further reports were made by two councillors of people acting suspiciously in the village. PCSO Wynn-Evans made notes and confirmed she would make further investigations. A recent break-in at the Cricket Club was reported and although the Cricket Club had been given a crime number, no further information had been forthcoming. PCSO Wynn-Evans confirmed she would investigate and report back.

The Chairman welcomed Worth Valley Ward Councillors Brown & Poulsen. Cllr Poulsen confirmed that the wall at St. Mary's Church was being repaired and that any issues should be reported to Bradford Council's nominated officer, Yaser Mohammed. Determination of the planning application relating to 14 Cross Lane would be made at the next Planning Panel meeting. Cllr Poulsen confirmed that she would be attending the meeting to raise objections. Cllr Eastwood confirmed that he would be representing the Parish Council at the Panel meeting and raising members' objections. Cllr Brown confirmed that Bradford Council's Highways Department were developing a strategy to work more closely with Parish Councils. He welcomed details of any overgrown verges which needed Bradford Council's attention. Cllr Ashcroft reported that Jew Lane had been marked out three times for highway improvements and that he had been informed these improvements would be carried out on 1st September. As nothing further had happened, Cllr Ashcroft requested that the matter be followed up by Cllr Brown.

88/16. Safety Inspection Reports

Resolved:

To note the October Safety Inspection Report for Marsh Common and the September Safety Inspection Report for the Allotments. Cllr Hopkinson commented that the overhanging branches at Marsh Common had been removed and that he would like to thank whoever was responsible. No names were put forward.

89/16. Section 106 monies

Resolved:

- a) To authorise Cllr McManus to draft and circularise a letter to Bradford Council recommending that the section 106 monies relating to the Brooks Meeting Mill s106 Agreement be utilised in Oxenhope.
- b) To note Cllr Maw's report relating to section 106 monies to be spent on Leemingbeck Close.

90/16. Correspondence

Resolved:

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- a) To note e-mail dated 15th September received from Martin Fagan, The Community HeartBeat Trust.
- b) To note the White Rose Update – September edition.
 - i) Agreed that Cllr Cusdin draft and circulate a response to the consultation re Council tax referendum principles.
 - ii) Cllr Eastwood confirmed that he had already approached Bradford Council to ensure that parish councils in the Bradford District had permission to copy and display planning applications, technical drawings and plans.
 - iii) The Clerk confirmed that the Parish Council's declaration of compliance re Workplace Pensions had already been submitted.

91/16. Oxenhope Neighbourhood Development Plan (NDP)

Resolved:

- a) To note that the first NDP Public Meeting was held on Saturday 1st October from 14:00 until 16:00.
- b) To authorise Cllr McManus to sign the minutes of the Public Meeting.
- c) To receive an update from Cllr Eastwood as to how many people have signed up for the NDP Stakeholder and Project Groups. Cllr Eastwood confirmed that 84 and 13 people had signed up for the NDP Stakeholder and Project Groups respectively. A summarised NDP update had also been posted on Twitter and on Oxenhope online.
- d) To note that a date mid-November would be arranged for the first meeting of the NDP Project Group. Cllr Ashcroft suggested that capturing the richness of work already undertaken by Oxenhope groups prior to the first meeting maybe advantageous. Cllr Eastwood confirmed that the NDP process was not just about planning per se and that it should address what we are trying to achieve in the village, such as improved broadband, youth provision, affordable homes, transport and other local priorities, as they emerge.

92/16. Reports

Resolved:

- a) To note Cllr Harrop's previously circulated report re allotments. Since submitting the report Cllr Harrop confirmed that plot 8 had been vacated and that existing plot holders of 2a had taken over plot 8. A new plot holder had been assigned to plot 2a. As plot 1 required a lot of work, Cllr Harrop requested that members consider a discounted rent for 2017. The Clerk confirmed that as the review of all rents was due next month that consideration of a discounted rent for the new tenants of plot 1 should be discussed at the November meeting.
- b) To note the clerk's previously circulated report re community Public Access Defibrillators (cPADs). Since submitting the report the Clerk confirmed that the Parish Council's application for funding via the Oxenhope Straw Race Committee had been successful. The Straw Race Committee had granted £700 which meant there would be a £995 shortfall for the Leeming cPAD. The Clerk agreed to draft an Awards for All funding application for the £995 and would chase up the Manager of Oxenhope Co-Op to investigate the progress made to install a cPAD on one of the exterior walls of the store.
- c) To note Cllr Maw's previously circulated report re the Community Centre.

93/16. Financial Matters

Resolved:

- a) To authorise section 137 expenditure of £20 to purchase a Remembrance Day wreath. Cllr Harrop would represent the Parish Council and lay the wreath at the Remembrance Day Service at St. Mary's Church. [Cllr Eastwood left the meeting]

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b) To authorise Christmas lights expenditure at the Rose Garden of £533.41. Cllr McManus thanked Cllr Eastwood for his recent work on the lights which had saved the Parish Council £180. An update was also given by Cllr McManus as regards the section 211 application and confirmed that Bradford Council's decision should be known by the beginning of November. [Cllr Eastwood returned to the meeting]

c) To note the internal and external audit reports for the year ended 31st March 2016

d) 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
PKF Littlejohn LLP	101195	£120.00	External Auditor's fee
Green Hill Landscapes Ltd	101196	£192.00	Treatment of Japanese knotweed at Marsh Common
D Hopkinson	101197	£24.94	Rat poison for the allotments
J Harrop	101198	£10.00	Keys for allotment holders

e) 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	-212.06		212.06			
01. Precept	17459.00				17459.00	
05. Grants Received	5639.00				5639.00	
07. Allotment key deposits	5.00				5.00	
119. PAYE & NIC	-210.54				-210.54	
120. Clerk's monthly salary	-5547.88				-5547.88	£4,392.12
121. Subscriptions	-547.00				-547.00	£253.00
122. Insurance	-491.16				-491.16	
123. Audit Fee	-170.00				-170.00	
124. Room Hire	-135.00				-135.00	£185.00
125. Stationery & printing	-66.94				-66.94	£282.46
126. Postage	-45.5				-45.50	£14.50
128. Christmas Lights	-71.29				-71.29	£290.59
129. Travel & subsistence	-48.30				-48.30	£101.70
131. Allotments	-177.29				-177.29	
133. Contingency Fund	-6.74				-6.74	£163.26
134. Reserves	-1589.64				-1589.64	
135. Mobile phone	-175.00				-175.00	£104.19
138. Training	-190.00				-190.00	£60.00
139. Outreach	-125.00				-125.00	£250.00
141. Marsh Common	-192.00				-192.00	£490.00
145. Website	-419.59				-419.59	£10.34
146. Oxenhope Youth Club	-1414.22				-1414.22	£2,391.48
Grand Total	£12,709.36	£26,459.50	£3,711.68		£42,880.54	

94/16. Minor items and items for the next agenda

Minor items

- a) Agreed that Cllr Cusdin draft and circularise a response re the current Boundary Commission consultation.

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Items for the next agenda

- b) Annual review of allotment holders rent for 2017.

95/16. To note the date, time and venue of the next meeting

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

The Chairman closed the meeting at 20.22 p.m.

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