

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON
WEDNESDAY 13TH APRIL 2016 AT OXENHOPE METHODIST CHURCH, COMMENCING
AT 7:30 PM**

Present: Cllr Tony Maw
Cllr Penny Cusdin
Cllr David Ashcroft
Cllr Ken Eastwood
Cllr Jonathan Gill
Cllr Joyce Harrop
Cllr Peter McManus

In attendance: Worth Valley Ward Councillor Rebecca Poulsen
Liz Parker, Ward Officer Keighley West & Worth Valley
Miran Rahman, Keighley News Reporter
Three members of the public

202/16. Apologies consented to

Cllr Derrick Hopkinson (family commitments)

203/16. Disclosures of Interest

Cllr Harrop declared a Disclosable Pecuniary Interest re planning application 16/01852/FUL.
Cllr Cusdin declared a Personal Interest re the Leemingbeck Close correspondence.

204/16. No applications for Dispensation

205/16. Minutes of meetings

The minutes of the Parish Council meeting held on 9 th March were proposed as a correct record by Cllr Eastwood and were signed by the Chairman.

No matters arising

The minutes of the Parish Councils' Liaison meeting held on 23 rd March were noted.
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No matters arising

The minutes of the Worth Valley Contact Point Management meeting held on 14 th January were noted.

No matters arising

The April Outstanding Issues Report was duly noted.

No matters arising

206/16. Public question time

The meeting was adjourned to allow the applicant of planning application 16/00612/HOU (rear extension at 53 Mallard View) to express his disappointment that due to the Parish Council's objections that his application would now be determined at a Planning Panel meeting. He explained that his extension was just the same as other extensions on Mallard View; that the design would minimise the loss of light on the neighbouring property; and, drainage problems would be addressed. Cllr Maw thanked the applicant for attending the Parish Council meeting and Cllr McManus confirmed that the applicant and his architect would be allowed five minutes to express their points at the Panel meeting.

207/16. Planning

Resolved:

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To formulate observations relating to the following planning applications:
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. The Parish Council supported the application as the conversion into a business amenity would attract additional tourists to the area and it was seen as good use of a peripheral dwelling.

[Cllr Harrop left the meeting]

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. The Parish Council raised no objections.

[Cllr Harrop returned to the meeting]

To discuss how best to utilise section 106 monies relating to Brooks Meeting Mill (planning application 15/05054/MAF). It was agreed that necessary improvements would be made in Oxenhope Recreation Ground to utilise the £7k of the section 106 monies.

To note the following decisions:

Permission granted - 15/05378/CLE - Certificate of Lawful Development stating that the 4 bedroom detached house is a lawful development at 4 Woodridge Moorhouse Lane

Permission granted - 15/06343/FUL - Change of use from existing bed and breakfast to dwelling (no internal or external alterations) at The Barn Harry Lane

Permission refused - 15/06861/FUL - Conversion of stable to holiday accommodation at West Shaw Farm West Shaw Lane

Permission granted - 15/07310/HOU - Insertion of window to rear ground floor and addition of canopy to front door at 1 Bank

Permission granted - 15/05054/MAF - Conversion of three storey mill into five houses, demolition of existing northlights shed, construction of five houses, construction of car parking spaces and alterations to existing vehicular access at Brooks Meeting Mill West Shaw Lane

Permission refused - 15/03364/FUL - Ancillary residential conversion of a barn with underground car park at High Binns Height Lane

Permission granted - 16/00346/HOU - Construction of conservatory to side at 17 Moorhouse Lane

Permission refused - 16/00377/HOU - Two storey extension to side and single storey extension to rear of existing dwelling at 1 Denby Mount

208/16. Guest Speakers

Worth Valley Ward Councillors. Cllr Poulsen confirmed that the new green waste scheme would be introduced in June which would mean residents wanting a brown wheelie bin would be charged. There would be an early bird discount and details were available online or by phoning 01274 431000. At the next Area Committee meeting the resurfacing of Church Street, Apple Street, Crossfield Close and Outside Lane would be recommended. Cllr Maw then raised that he hadn't received a response from Cllr Poulsen following his e-mail that neighbouring bowling greens had been cut for the beginning of the bowling season with the exception of Oxenhope. Cllr Poulsen explained she had only just returned from holiday leave and was currently catching up on her e-mails. This then prompted a discussion of the decline of other Bradford services in Oxenhope. Cllr Cusdin highlighted the email received from Bradford Council as regards the lack of gritting in Oxenhope this last winter and that it was suggested that the Parish Council should take over this service. It was explained to Cllr Poulsen and Liz Parker that a few years ago, the Parish Council did enter into negotiations with Bradford Council to take over the maintenance of the Recreation Ground and the Rose Garden and various figures were given to the Parish Council as to how much the grant would be. The end figure was not economically viable for the Parish Council to proceed. Cllr

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Ashcroft confirmed that we need a constructive dialogue with Bradford Council so that good services were delivered locally and that Bradford needs to be much more transparent than ever before. Cllr Poulsen confirmed that Bradford Council's officers were having to unravel costs for services and to work more closely with parish councils.

Mr Robert Heaton & Mr Robert Goulding, Oxenhope Social Club. Mr Heaton, member of the Social Committee Management Committee, explained that a sub-committee of Robert Goulding, Derek Price and Graham Ellis were tasked with investigating long term solutions to provide a new building for the Social Club. A structural report of the existing building confirmed it was reaching the end of its life. A planning application was drawn up to demolish the existing building and to build a new building in its place. Planning permission was granted and a loan was required to bridge the gap of utilising the Club's reserves and what financial sums were required to start the new build. In principle, Charity Bank agreed to lend providing the Social Club could prove that it could service the loan and demonstrate that there was a need in the village for a Social Club. In the short term the Club demonstrated it could service the loan but last year's financial loss has meant that Charity Bank have withdrawn their offer. Mr Goulding confirmed that he was not appealing for a grant from the Parish Council but instead seeking ideas of other funding sources. Cllr Cusdin suggested that the Social Club write an article of what they do and what they are seeking to achieve. This would then be published on Oxenhope online (www.oxenhope.org.uk). Cllr Eastwood then cited The Fox at Hebden Bridge which utilised the community ownership scheme and that the lady who led on this project lives in Oxenhope. Cllr Ashcroft proposed a vote of thanks for the presentation and that the Parish Council supported in principle the Social Club's endeavours to maintain the Club as a community amenity, agreed nem con.

209/16. Oxenhope Neighbourhood Development Plan (NDP)

Resolved:

- a) To note feedback received on 12th March which included that there are 30+ volunteers showing interest in pursuing an Oxenhope NDP and a strong core of these volunteers wishing to form a working group. Keighley & Worth Valley Railway was on board as was Manorlands Hospice and Robert Goulding who would represent the farming community. It was proposed by Cllr McManus that a further promotion of the NDP be done at this year's Fete, that the Parish Council engage the services of a planning consultant end of June and that work has begun on the NDP by the final quarter this year with the view that the NDP be finished in 2018. This proposal was accepted by members of the Parish Council.
- b) To defer agreeing a date, time and venue for an Oxenhope Development Plan public meeting until the June Parish Council monthly meeting.
- c) To agree that delegated powers are granted to Cllrs McManus & Eastwood and the Clerk to draw up a job specification to invite tenders from planning consultants to assist the Oxenhope NDP working group and to provide to the Parish Council a budget for the NDP.

210/16. Participatory Budgeting 2015/16 debrief session

Resolved:

- a) To conduct the Participatory Budgeting Scheme for 2016/17 on this year's model, including holding the public voting session at the same time on a Saturday afternoon.
- b) To note what could be improved for the 2016/17 Participatory Budgeting Scheme which included increased promotion of next year's public voting session at Oxenhope Primary School.

211/16. Safety Inspection Reports

Resolved:

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To note the March Safety Inspection Reports for Marsh Common and the Allotments and the April Safety Inspection Report for Marsh Common.

212/16. Correspondence

Resolved:

- a) To note e-mail dated 14th March received from Liz Parker and New Deal feedback. Agreed that (i) Liz Parker or a work colleague should consult with some more parishioners say at the Oxenhope Fete and/or at an Oxenhope School Parents Evening; (ii) Cllr Maw form a sub-group to investigate what services the Parish Council could take over from Bradford Council.
- b) To note e-mail dated 24th March received from Ijaz Ahmed re Leemingbeck Close.
- c) To note e-mail dated 4th April received from Chris Slaven re Emergency & Flood planning. Agreed that members of the Parish Council would draw up an Emergency & Flood Plan which would also include snow planning.
- d) To note e-mail dated 5th April received from Jo Wright re Governor vacancy. It was strongly agreed that the link between the Parish Council and the School should be maintained and members unanimously supported the Chairman’s proposal that Cllr Cusdin was the best candidate to fill the Governor vacancy.
- e) To note e-mail dated 4th April received from a concerned resident re the Recreation Ground. Agreed that the Clerk should respond to the concerned resident confirming that Cllr Maw was investigating the ownership of the lower football pitch.

213/16. Reports

- a) Allotments. Cllr Harrop’s previously circulated report was noted. Cllr Harrop confirmed that she was closely monitoring Plot 1 and that it may be necessary to consider appropriate action at the next Parish Council meeting, if at that time the conditions of the lease agreement had not been adhered to.
- b) Oxenhope Rose Garden. Cllr McManus’s previously circulated report was noted. Agreed that Cllr McManus draft a section 211 application to remove the trees and shrubs.

214/16. Financial Matters

Resolved:

- a) To authorise the Chairman and Responsible Financial Officer to sign Section 1 of the Annual Return
- b) To authorise the following accounts for the year ended 31st March 2016 and to authorise the Chairman and Responsible Financial Officer to sign Section 2 of the Annual Return

	31/3/15	31/3/16	Variance	Explanations of significant variations
Balances brought forward	£33,017	£35,304	£2,287	Budgeted grants of £1k via the Participatory Budgeting Scheme not paid out before the 2015 year end
(+) Annual Precept	£14,495	£14,482	£13	N/A
(+) Total other receipts	£3,115	£4,324	£1,209	A one-off Transparency Code grant of £2,222 was received
(-) Staff costs	£9,722	£9,840	£118	N/A
(-) Loan interest/capital repayments	£0	£0	£0	N/A

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				Participatory Budgeting Scheme amounted to £3k (£0), Youth Club £1,167 (£0), Allotments £1277 (£631), Website design £400 (£0), Drawdown of reserves £2,034 (£229). N.B. Previous year's expenditure in brackets.
(-) Total other payments	£5,601	£12,869	£7,268	
(=) Balances carried forward	£35,304	£31,401	£3,903	As per above
Total Cash & Investments	£35,304	£31,401	£3,903	N/A
Total Fixed Assets	£34,948	£34,874	£74	Disposal of Christmas lights (£470), purchase of Christmas lights (£346) & purchase of a printer (£50)
Total Borrowings	£0	£0	£0	N/A

c) To defer authorising, or otherwise, a fundraising effort to install one or more community defibrillators in the village until the Clerk (i) ascertained from the Baptist Minister how much the defibrillator at Haworth Baptist Church cost; (ii) made enquiries as to whether Keighley & Worth Valley Railway would contribute financially towards a community defibrillator; and (iii) made enquiries as to whether the Doctors Practice in Haworth would assist with the obtaining of a community defibrillator and with resurrecting a First Responder team in Oxenhope.

d) Not to authorise a transfer of £25k to the CCLA Local Authorities Property Fund as the Fund is unregulated. The Clerk to investigate whether the COIF Fund could offer a better return than that currently offered by the Parish Council's bankers, Barclays. [Post meeting note – the COIF Fund is only available to charities.]

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	£30.08	Monthly transfer
Elaine Pearson	Standing Order	£786.52	Monthly salary
Yorkshire Water	101172	£5.60	Quarterly standing charge
Oxenhope PCC	101173	£125.00	Outreach contribution
Yorkshire Local Councils Associations	101174	£547.00	Annual subscription
Digital Nomads Limited	101175	£1,038.00	Website development & design services, online survey design services (x3) including processing of data & reporting and training services
Digital Nomads Limited	101176	£173.64	Polldaddy Pro annual subscription

f) To note the following trial balance:

Analysis	A/c				Budget remaining
	Current	Deposit	Gratuity	Grand Total	
001. Balance b/fwd	1441.51	26459.50	3499.62	31400.63	
002. Transfer	-30.08		30.08		
01. Precept	17459.00			17459.00	
05. Grants Received	726.00			726.00	
120. Clerk's monthly salary	-786.52			-786.52	£9,153.48
121. Subscriptions	-547.00			-547.00	£253.00
131. Allotments	-5.60			-5.60	
134. Reserves	-1211.64			-1211.64	
135. Mobile phone	-25.00			-25.00	£229.17

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139. Outreach	-125.00			-125.00	£250.00
Grand Total	£16,895.67	£26,459.50	£3,529.70	£46,884.87	

215/16. Minor items and items for the next agenda

- a) Cllr Gill agreed to attend future Worth Valley Contact Point Management meetings whenever possible.
- b) Agreed that Cllrs Maw & Ashcroft meet to discuss the best way forward in making historical booklets/photographs of Oxenhope available to all electronically.

216/16. To note the date, time and venue of the next meeting

Annual meeting on Wednesday 11th May 2016 at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 21.42 p.m.

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