

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

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

In attendance: Worth Valley Ward Councillor Rebecca Poulsen
Worth Valley Ward Councillor Russell Brown
PC Irvin
Liz Parker, Ward Officer, Keighley West and Worth Valley
Tanya Graham, PA for Kris Hopkins MP
Four members of the public

156/16. Apologies consented to

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

157/16. Disclosures of Interest

Cllrs Maw & Cusdin declared disclosable pecuniary interests re planning application 15/07332/FUL

Cllr Cusdin declared a personal interest re minute 166/16 (b).

Cllr Eastwood declared personal interests re minutes 166/16 (a) & 168/16 (b).

158/16. No applications for Dispensation

159/16. Guest Speakers

- a) Worth Valley Ward Councillors. Cllr Poulsen confirmed that there was funding of £500 available to parishioners whose properties had recently been flooded. Details should be reported to floodrelief@bradford.gov.uk or to 01274 437866. Council Tax would also be frozen whilst parishioners could not live in their properties. The lack of gully cleaning had impacted on the flooding across the area. The Shaw Lane blocked gullies, originally reported to Bradford Council in November, had now been cleared. The Ward Councillors had not been consulted as regards Oxenhope School becoming an Academy and the meeting called by the School in February unfortunately clashed with Bradford Council's Budget Review meeting. Cllr Brown reported that there was a meeting the following week at City Hall to discuss the Queen's birthday celebrations in June and that he would be attending the next e-on Ovenden Moor wind farm meeting on Friday 22nd January.
- b) Liz Parker. Ms Parker gave a presentation as regards the details relating to Bradford Council's 'New Deal'. Following the presentation Cllr Maw confirmed that members of the Parish Council were quite willing to investigate opportunities of taking over the management of services previously managed by Bradford Council but by taking on such services would more than likely result in an increase in the precept. Previous negotiations with Bradford Council for the taking over of the Recreation Ground maintenance was highlighted by Cllr Cusdin and that under no circumstances should parishioners be subject to double taxation. It was agreed that Ms Parker could conduct a consultation with parishioners attending the Parish Council's Participatory Budgeting Public Session in March to capture parishioners views on which Bradford Council's services need to be protected. Ms Parker then went onto another initiative to better educate parents of teenagers of potential signs of drug use. This work would be started this week-end at the Airedale Centre in Keighley.

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- c) PC Irvin. PC Irvin confirmed that very little crime had been reported recently for the Oxenhope area. Cllr Cusdin reported details of a crime, which PC Irvin was unaware of, that had happened during the day of 13th January.
- d) Tanya Graham. Ms Graham introduced herself and confirmed that she had attended the meeting on behalf of Kris Hopkins MP and reminded members of the Parish Council that she and Kris were available, if required, to assist members.

160/16. 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 the Clerk should check the availability of Emma Higgins, Bradford Council's Planning Officer – Development Plans, in order to chair a Neighbourhood Planning meeting one Saturday afternoon at the Oxenhope Community Centre.

161/16. Minutes of meetings

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

No matters arising

The January Outstanding Issues Report was duly noted.

No matters arising

162/16. Public question time

The meeting was adjourned to allow the following matters to be discussed:

- a) A request was made by a parishioner that the Parish Council make a financial donation to help the flood victims in the Calder Valley. Members of the Parish Council acknowledged the devastating affects of the Boxing Day flooding in the Calder Valley and agreed to donate the proceeds of the sale of refreshments at the Participatory Budgeting Public Session in March. Cllr Eastwood agreed he would publicise details of how Oxenhope parishioners could donate to the cause in a personal capacity via Oxenhope Online.
- b) A request was made by a parishioner that the Parish Council object to planning application 15/07332/FUL – Construction of new dwelling and access at land at Sykes Mill, Denholme Road. Members of the Parish Council agreed that objections to previous applications (12/ & 13/) still applied. Cllr Poulsen confirmed that she was minded to submit objections and to attend the Planning Panel meeting.

163/16. Planning

Resolved:

To formulate observations relating to the following planning applications:
 15/06861/FUL – Conversion of stable to holiday accommodation at grid reference 402635 435032 West Shaw Lane. The Parish Council objected to the conversion as it was regarded as inappropriate for the area as the stable was built of materials which do not fit in with surrounding properties. The conversion was also not compliant with Bradford Council's Green Belt policy. Members of the Parish Council also agreed that if the planners were minded to grant permission then determination should take place at a Planning Panel meeting.

[Cllrs Maw & Cusdin left the meeting.]

15/07332/FUL – Construction of new dwelling and access at land at Sykes Mill, Denholme Road. Members of the Parish Council raised similar objections to this

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application as they did to planning applications 12/02350/FUL & 13/01943/FUL, namely (i) that the vista of Leeming looking northwards across the reservoir would be destroyed and therefore contrary to the UDP Policies NE3 and NE3A; (ii) that the opening up of another vehicle access on Denholme Road would jeopardise road safety at an existing busy area of Denholme Road which attracts many motorists to the petrol filling pump at B & S Motors and to the Rocking Horse Nursery to either drop off or pick up children. This would therefore be contrary to UDP Policy TM19A; (iii) that the new vehicle access would exacerbate the existing on-road parking problems on Denholme Road and therefore would jeopardise road safety and be contrary to UDP Policy TM19A; (iv) that the Oxenhope Village Design Statement would not advocate this design of property in the location proposed; (v) that the new dwelling would create negative impact to adjoining properties. As this planning application is very similar to the first application members of the Parish Council wish to remind the Planners of the reason for refusal of planning application 12/02350/FUL, namely 'the introduction of built form onto this open site and the removal of the boundary wall fronting Denholme Road would have a significant negative impact on the character and appearance of the Leeming Conservation Area.' In addition the Clerk was requested by members of the Parish Council to point out to the planners the June 2009 Leeming Conservation Area Appraisal and that map on page 9 specifically designates the proposed development plot as a 'key view or vista' and that on page 6 it commends the fact that [here in Leeming] key open spaces have not been developed, hence settlement retains its open rural character and key views and vistas and Management Proposal 3 recommends improving the quality and amenity value of open spaces. It was noted that if the planners were minded to approve the application then members of the Parish Council would require determination of this application at a Planning Panel meeting and would request that Panel members visit the site prior to making any decision on the application.

[Cllrs Maw & Cusdin returned to the meeting.]

15/07481/LBC & 15/07479/MAF – Construct 46 retirement apartments in the listed building retained component 1 (change of use from employment to residential) with extension, dismantled and rebuilt component 2 and the new build on site of demolished component 3, to construct 77 dwelling and access roads; an extension to Airedale Springs, a new factory for Wyedean Weaving, a junction improvement, taxi office, five garages and parking spaces together with landscaped areas and links to public footpaths at Bridgehouse Mills, Bridgehouse Lane, Haworth. The Parish Council objected on the grounds that the development was too large for the site; that the development would cause traffic problems; and that the mix use development would cause a nuisance to the residents in the retirement apartments. It was noted that if the planners were minded to approve the application then members of the Parish Council would require determination of this application at a Planning Panel meeting.

To note the following decisions:

Refused planning permission – 15/03668/HOU – Conversion of existing garage into garden room and gym and construction of extension to create new double garage at Fernhill, Jew Lane

Refused planning permission – 15/05397/HOU – Construction of a rear extension and garage at 53 Mallard View

Granted planning permission – 15/04260/FUL – Demolition of existing garage and construction of two bungalows at 16 Gledhow Drive

Granted planning permission – 15/04579/HOU – Construction of single storey extension at Hillside, Lower Town

164/16. Participatory Budgeting

Resolved:

- a) To authorise the posters to promote this year's Participatory Budgeting with the following amendments:

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- (a) The closing date for applications would be 9th February 2016
- (b) The Public Session would be held on Saturday 12th March from 2.30 p.m. – 4.30 p.m.
- b) That each group would be encouraged to have a display at the Public Session to illustrate what the group does and how the group would utilise the Participatory Budgeting funding, if successful.

165/16. Safety Inspection Reports

Resolved:

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

166/16. Correspondence

Resolved:

- a) To note e-mail dated 10th December re trees growing at the rear of 57 Mallard View. Cllr Hopkinson kindly gave residents of Mallard View details of action they could take via the Rights of Light Act and via the Trees & Hedges Act 2005. Cllr Poulsen also recommended that the residents may wish to contact Bradford Council's Tree Department (contact details to be obtained via Bradford Council's website by searching 'Trees').
- b) To note e-mails dated 21st & 22nd December re Oxenhope School becoming an Academy. It was confirmed that the meeting with the parents/carers would be held at 7 p.m. on 25th February. Parish Council representation at the meeting was requested. Agreed that Cllr Maw write a letter to the Chairman of the School Governors.
- c) To note e-mail dated 28th December re Yate Lane. Agreed that Cllr Eastwood draft an e-mail to Highways Department and suggest a site meeting. Cllr Eastwood also kindly agreed to discuss the lack of Bradford Council action on Boxing Day with Mike Powell, Emergency Planning Manager.

167/16. Reports

- a) School Governors. No report received.
- b) Oxenhope Youth Club. Cllr Cusdin reported that the Youth Club was going from strength to strength, having organised sessions to the end of April and attracting 42 people to the last session on 8th January. Regrettably problems remain with the Youth Service, as they only sent two youth workers to the session on 8th January and as the future of the Service was bleak, the youth workers were very much demoralised. As a consequence it may be a case for the Parish Council to employ youth workers directly.
- c) Worth Valley Joint Transport Committee. Cllr Eastwood confirmed that there was nothing significant to report.
- d) Allotments. Cllr Harrop thanked Cllr Hopkinson for undertaking the last inspection report due to Cllr Harrop's recent illness. Sacks of rubbish, which require removing from plot 1, will be pointed out to the allotment holders at the Open Forum on 27th January.
- e) Rights of Way. Cllr Hopkinson confirmed that there was nothing significant to report.
- f) Oxenhope Community Centre. Cllr Maw confirmed that the decorating had been completed over the Christmas period.
- g) Perseverance Mill s106 monies. Cllr Maw confirmed that there was nothing significant to report.

168/16. Financial Matters

Resolved:

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a) To authorise the following second draft of the 2016/17 Budget

Predicted spending:			
2015/16		2016/17	
	<u>Administration</u>		
9940	Clerk's salary ¹	9940	
340	Stationery and printing ²	340	
285	Mobile phone	250	
60	Postages	60	
275	Office costs	275	
150	Travel and subsistence	150	
250	Internal and external audits ³	150	
	Total		11165
800	Subscriptions ⁴	800	
320	Room Hire ⁵	320	
495	Insurance	475	
250	Training	250	
100	Marketing	100	
375	Outreach	375	
	Total		2320
	<u>Projects (To be agreed by resolution)</u>		
1030	Christmas Lights ⁶	350	
1250	Maintenance of Marsh Common	650	
150	Telephone kiosks	100	
3570	Youth Club	3570	
500	Contribution towards the 812 bus service	0	
0	Neighbourhood Development Plan	2000	
400	Website	360	
	Total		7030
170	Contingency Fund ⁷	170	
1000	Grants via Participatory Budgeting & OPC approval	2500	
0	Take over of services previously provided by CoBMDC	5000	
	Total		7670
21710	Total Predicted Spending		28185
	Predicted Income:		
6380	Transfer from reserves ⁸		10000
	Total		10000
	Total Predicted Income		10000
15330	Precept (Spending - Income)		18185

Based on Bradford Council's latest figures, the Council Tax Support Grant will be £726 (2015/16 Council Tax Support Grant was £848)
 With a Tax Base of 1012 then the Parish Council Tax for a Band D Property would be £17.25 (2015/16 Tax Base was 992 and Band D tax was £14.60)

- 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
 5. All room hire at Oxenhope Methodist Church
 Current charges £10 per session May - Sept (£18 Oct - Apr)
 6. Based on 2015 - 16 energy consumption and anticipated 2016 - 17 electrician's fees
 7. Fund to pay for any unforeseen expenditure

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8. Forecast amount of reserves as at 31st March 2016	£25,000.00
9. Earmarked funds for additional allotments	£3,634.00

- b) To authorise the Transparency Code funding application.
- c) To note that the Chairman and the Clerk were required to exercise their powers as prescribed under financial regulations 3.4 as the Parish Council's printer had ceased to work on 7th December and a replacement was purchased for £59.99.

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	£30.08	Monthly transfer
Elaine Pearson	Standing Order	£786.52	Monthly salary
Yorkshire Water	101158	£18.26	Water usage at the allotments
Victor Blackman	101159	£50.00	Remaining balance on the November 2015 invoice
Elaine Pearson	101160	£101.93	Expenses including a replacement printer
Derrick Hopkinson	101161	£32.40	Car mileage to attend meetings on behalf of the Parish Council which have been held outside the parish
Cultrix Ltd	101162	£76.08	Domains renewals – worthexploring.co.uk and worthexploring.org.uk until 30/01/2018

e) To note the following trial balance:

Analysis	A/c				Budget
	Current	Deposit	Gratuity	Grand Total	remaining
001. Balance b/fwd	1723.92	30442.65	3137.00	35303.57	
002. Transfer	1699.20	-2000.00	300.80		
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	-342.98			-342.98	
120. Clerk's monthly salary	-7735.64			-7735.64	£2,204.36
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	-188.00			-188.00	£132.00
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	
134. Reserves	-1955.19			-1955.19	
135. Mobile phone	-280.27			-280.27	£46.27
136. Worth Exploring	-76.08			-76.08	
137. Section 137	-20.00			-20.00	
138. Training	-269.70			-269.70	
139. Outreach	-250.00			-250.00	£125.00

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141. Marsh Common	-414.00			-414.00	£905.00
142. Contribution towards the 812 service	-500.00			-500.00	
145. Website	-546.00			-546.00	
Grand Total	£1,453.95	£28,446.76	£3,438.22	£33,338.93	

169/16. Minor items and items for the next agenda

Minor items:

Cllr Cusdin advised members that mini libraries had been established by Bradford Libraries at Oxenhope Methodist Church and at St. Mary's Church.

170/16. To note the date, time and venue of the next meeting

Monthly meeting on Wednesday 10th February 2016 at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 21.55 p.m.

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