

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON
WEDNESDAY 14TH OCTOBER 2015 AT OXENHOPE METHODIST CHURCH,
COMMENCING AT 7:30 PM**

Present: Cllr Tony Maw
Cllr Penny Cusdin
Cllr David Ashcroft (7.39 – 9.30)
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
PCSO Ben Leahy
Worth Valley Ward Councillor Rebecca Poulsen
Worth Valley Ward Councillor Glen Miller
One member of the public (7.30 – 7.57)

107/15. No apologies consented to

108/15. Disclosures of Interest

Cllr Harrop declared a disclosable pecuniary interest re planning application 15/03364/FUL – Ancillary residential conversion of a barn with underground car park at High Binns, Height Lane.

109/15. No applications for Dispensation

110/15. Guest Speakers

PCSO Tracy Metcalfe reported that she didn't have any exact crime figures to hand but theft from motor vehicles was still a problem. It was noted that tourists tended to be the victims as they leave a lot of valuables on display but as less tourists would be visiting the area this particular crime should reduce. A concerned resident raised the current problems of anti-social behaviour by young people on Yate Lane and irresponsible dog owners not clearing up after their dogs. The PCSOs confirmed that they would obtain further details from the concerned resident and take action to tackle the anti-social behaviour. Cllr Maw confirmed that the concerned resident should report the irresponsible dog owners to Bradford Council's Dog Warden Service.

Cllr Poulsen reported that she and Cllr Cusdin had attended the last meeting of Keighley Play Forum. As very little organised play provision was available in the Worth Valley for 5 – 13 year olds, a special committee had been set up and a questionnaire sent to parents of school children. This had generated a poor response of only 10 completed questionnaires which included two responses from Oxenhope parents. It was hoped that the Perseverance Mill section 106 monies could be used to provide new equipment in the Oxenhope Recreation Ground play area. Other matters to note included the refused planning applications for the new wind turbine on Black Moor Road and the new flats at Leeming. Cllr Poulsen requested details of the gentleman who parks his car in Oxenhope Recreation Ground to walk his dog but fails to clear up after his dog. The registration number of his vehicle would be appreciated.

111/15. Minutes of meetings

The minutes of the Parish Council meetings held on 9 th & 23 rd September were proposed as a correct record by Cllr Ashcroft and were signed by the Chairman.

No matters arising

SIGNED 11th November 2015

The minutes of the Staffing Committee meeting held on 23rd September were proposed as a correct record by Cllr Cusdin and were signed by the Chairman.

No matters arising

The October Outstanding Issues Report was duly noted.

No matters arising

112/15. Public question time

No matters raised.

113/15. Planning

Resolved:

15/04260/FUL – Demolition of existing garage and construction of two bungalows at 16 Gledhow Drive. The Parish Council raised no objections in principle but raised concerns as regards the close proximity of the two bungalows to 16 Gledhow Drive and inadequate parking arrangements.

15/04579/HOU – Construction of single storey extension at Hillside, Lower Town. The Parish Council raised no objections.

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. The Parish Council raised no objections in principle but reference was made to the Design & Access Statement which states Public Footpath 195 runs north east of the site and 'it is proposed to close the existing access in front of the Mill Cottage'. This being the case, then a Rights of Way diversion order is required. [Cllr Harrop left the meeting.]

15/03364/FUL – Ancillary residential conversion of a barn with underground car park at High Binns, Height Lane. The Parish Council raised no objections.

[Cllr Harrop returned to the meeting.]

114/15. Ongoing e-mail problems

Resolved:

That Cllr Eastwood proceed with the behind the scenes work to ensure <http://oxenhopeparishcouncil.gov.uk> was JANET UK compliant and therefore there will be no further suspensions of the e-mail address clerk@oxenhopeparishcouncil.gov.uk

115/15. Participatory Budgeting

Resolved:

That this year's Participatory Budgeting:

- a) Should be better publicised than in previous years to increase the number of applications
- b) Requires more neutral voters
- c) Requires the public participation session to be held one Saturday afternoon for a couple of hours at the Community Centre
- d) Be an agenda item for the November monthly meeting to consider:
 - i) Increasing the funding pot from £1,000 to £2,000
 - ii) Allowing all community groups to apply for PB funding
 - iii) Finalising dates for the acceptance of applications and for the public participation session

116/15. Oxenhope Community Centre

Resolved:

To authorise the application to Bradford Council to make Oxenhope Community Centre a community asset.

SIGNED 11th November 2015

117/15. Safety Inspection Reports

Resolved:

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

118/15. Correspondence

Resolved:

To note the e-mail dated 22nd September received from Cllr Jonathan Gill re appropriate car parking facilities to be provided when large events are held in the village. Agreed that event organisers should be encouraged to do more to assist and it was suggested that Pawsons Mill, Keighley & Worth Valley Railway and Oxenhope School maybe amenable in allowing visitors to use their car parking facilities when attending large events. As one or possibly two KWVR representatives would be attending the November Parish Council meeting, the making available of the Railway's overflow car park would be investigated.

119/15. Reports

- a) School Governors. Cllr Ashcroft confirmed that the School Governors met three weeks ago and discussed the new curriculum which was being introduced. All schools have a big job to get this in place and the Governors are closely monitoring progress at Oxenhope School. An added pressure was the absence of the Deputy Head due to him breaking his collar-bone. The next meeting of the School Governors will be in three weeks time and Cllr Ashcroft confirmed he would report on this at the next Parish Council meeting.
- b) Oxenhope Youth Club. Cllr Cusdin reported that the Club was attracting good numbers of young people and that three youth workers were attending each session.
- c) Worth Valley Contact Point. Cllr Cusdin reported on the last management meeting she had attended and confirmed that discussions continue on whether an electric bike should be purchased for the use of the PCSOs. As these meetings very much concentrate on Haworth issues, Cllr Cusdin questioned whether Oxenhope representation at future meetings was required especially when there was no Police representation. Cllr Cusdin would make her decision when the next management meeting agenda was issued.
- d) Allotments. Cllr Harrop reported that the tenants of 7b would be vacating their plot in November and that she would request them to remove their rubbish. As the next names on the waiting list had requested a half plot, Cllr Harrop confirmed that she would make arrangements in the near future to show them plot 7b.
- e) Rights of Way. Cllr Hopkinson confirmed that there was nothing of significance to report.
- f) Oxenhope Community Centre. Cllr Maw confirmed that last year's £200 Participatory Budgeting funding had been spent renovating the Gents toilets. The Ladies toilets would be renovated at half term and then all that was required was the redecoration of the toilets.
- g) Perseverance Mill s106 monies. Cllr Maw reported that he and Cllr Hopkinson had met that day with representatives from Bradford Council's Recreation Department. The current state of the play area, the perimeter tennis court fencing and drainage problems were discussed along with ideas on how to make best use of the Perseverance Mill section 106 monies. The representatives agreed to come back to the Parish Council with ideas and plans for the s106 monies. The plans will include a new slide.

120/15. Financial Matters

Resolved:

SIGNED 11th November 2015

a) To note the External auditor report for the financial year ended 31st March 2015
 'On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

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
Oxenhope Methodist Church	101144	£40.00	Room hire
Ian Mitchell	101145	£660.00	Work undertaken at the allotments
PKF Littlejohn LLP	101146	£120.00	External audit
Post Office	101147	£99.03	National Insurance Contributions

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	-4210.56	4000.00	210.56			
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	-5376.08				-5376.08	£4,563.92
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	-130.00				-130.00	£190.00
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	-1207.00				-1207.00	
135. Mobile phone	-205.27				-205.27	£79.73
138. Training	-250.00				-250.00	
139. Outreach	-125.00				-125.00	£250.00
142. Contribution towards the 812 service	-500.00				-500.00	
145. Website	-875.99				-875.99	
Grand Total	£178.04	£34,446.76	£3,347.98		£37,972.78	

121/15. Minor items and items for the next agenda

Minor items:

- Agreed that Cllr Maw have a discussion with a KWVR representative as regards the forthcoming Beer & Music Festival.
- Agreed that Cllr Harrop bring back to the next Parish Council meeting a report detailing the number of First Responders in the village and what access they have to a defibrillator.

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PAGE NUMBERING CHECKED.....

- c) It was noted that recent e-mail problems had impacted on the Clerk's workloads but the Clerk confirmed that she was carefully managing the situation to ensure nothing of importance was being missed.
- d) Agreed that the Clerk chase up Highways Department to get the road surface of Best Lane repaired.
- e) Cllr Eastwood brought to members attention the meeting held on 12th October in Stanbury which was to gauge residents appetite for a fixed wireless broadband network from LN Communications. It had been hoped to fund the capital cost of a wireless network through the Government's business broadband voucher scheme but unfortunately the scheme came to an end during the afternoon of 12th October.
- f) Cllr Cusdin brought to members attention the 'Perk up your Park Day' which would be held in Oxenhope Recreation Ground on date to be confirmed in Spring 2016.

122/15. To note the date, time and venue of the next meeting

Monthly meeting on Wednesday 11th November at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 21.30 p.m.