

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON
WEDNESDAY 9TH DECEMBER 2015 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
Cllr Peter McManus

In attendance: Worth Valley Ward Councillor Rebecca Poulsen
Worth Valley Ward Councillor Russell Brown
Philip Lawton, Keighley & Worth Valley Railway
Two members of the public

140/15. Apologies consented to

Cllr David Ashcroft (work commitments)
Cllr Jonathan Gill (work commitments)

141/15. No disclosures of Interest

142/15. No applications for Dispensation

143/15. Guest Speakers

- a) Worth Valley Ward Councillors. Cllr Poulsen reported that the new bin policy had now been rolled out – all green bin collections were now on a Friday. It was acknowledged that not all residents had been notified in advance by letter despite assurances from Bradford Council that every household had been hand delivered a letter. The Labour budget proposals for Bradford Council had been announced which included that the collection of green garden waste would be chargeable at £40 per annum, green bin collections would be fortnightly, some street lighting would be switched off during quiet hours early morning and gritting would be reduced by 20%. Cllr Brown confirmed that gritting was more important in rural areas rather than urban areas and encouraged parishioners to complain at every opportunity on 01274 431000. Cllr Poulsen confirmed that the Planning system was now off-line for a fortnight, however, parishioners would still be able to submit comments on planning applications by posting a letter to Bradford Council. Cllr Brown confirmed that he had put his name forward to be included on the e-on Grants Panel.
- b) Philip Lawton. Mr Lawton confirmed that it had been quite a tortuous journey with the Worth Exploring project since July 2014, partly due to the numerous staff changes at Creative Spark and their lack of willingness to put in human resources to finish the Worth Exploring website and app. Mr Lawton enquired as to what content should be included on the website for Oxenhope. It was agreed that public eating establishments such as the pubs, Drop Farm and the Railway should be included along with places to stay, including self catering establishments. The new Oxenhope leaflet was brought to Mr Lawton's attention and it was agreed that Cllr Eastwood would be the 'link-man' between the Parish Council and Mr Lawton. Mr Lawton then demonstrated the test app and confirmed that the iphone app would be developed first before the android and windows version.

144/15. Neighbourhood Planning

Resolved:

- a) That as Cllr Eastwood had only recently advertised on Oxenhope Online and on the Oxenhope Facebook page that parishioners were encouraged to drive forward a Neighbourhood Development Plan for Oxenhope that this online promotion would

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continue for a bit longer. Feedback received to date was encouraging as 38 people had already completed the survey and 12 had indicated they wanted to become involved. As 24 had left details of their e-mail addresses it was agreed that Cllr Eastwood respond confirming that a meeting would be held at the end of February and that details of the meeting would be sent to them nearer the time. It was suggested that the meeting should take place one weekend afternoon and that Emma Higgins should be invited to chair the meeting. Hard copies of the survey would be left in the Co-op to encourage parishioners not online to complete one.

- b) That the decision to pursue a Neighbourhood Development Plan for Oxenhope would be deferred to the March 2016 meeting.

145/15. Minutes of meetings

The minutes of the Parish Council meeting held on 11th November were proposed as a correct record by Cllr Cusdin and were signed by the Chairman.

No matters arising

The December Outstanding Issues Report was duly noted.

No matters arising

146/15. Public question time

The meeting was adjourned to allow concerned parishioners to raise the following:

- a) Problems caused to local residents on Cross Lane by parents dropping off and picking up children from Oxenhope Primary School. The problems highlighted included speeding traffic and the irresponsible parking of vehicles across driveways. Agreed that the Clerk report these problems to the Neighbourhood Policing Team and suggest the Police send an e-mail, via the School, to all parents that regular Speedwatch campaigns will operate in the village and especially on Cross Lane and that irresponsible parking of vehicles will not be tolerated. Also agreed that the Clerk write to Highways Department suggesting that white lines be painted on the highway across residents driveways.
- b) Drainage problems on Moorhouse Lane. The problems highlighted included the recent work undertaken on Marsh Lane whereby a large drain was installed which now drains surface water into a culvert in an adjacent field not sufficiently big enough to cope with current volumes of water. As a result water now enters the sewers and during high rain fall, water and sewage emerges from man hole covers. Agreed that the Parish Council would report these problems to Yorkshire Water and Bradford Council.

147/15. Planning

Resolved:

To formulate observations relating to the following planning applications:
15/05378/CLE – Certificate of Lawful Development stating that the 4 bedroom detached house is a lawful development at 4 Woodridge, Moorhouse Lane. As members of the Parish Council were aware of the history of the unacceptable standards of construction of this property and that the previous owners were advised to vacate as there was life threatening danger if they continued to inhabit the dwelling, members unanimously agreed that determination of the granting of the CLE should be undertaken at the next Planning Panel meeting. Cllr McManus agreed to represent the Parish Council at this meeting. [Post meeting note: Following further investigations as the unfortunate people who bought this property did live there for four years, with no planning objections during that period, then a Certificate of Lawful Development can be issued by the planning officer under delegated powers. The structural condition of the property is not a planning issue and therefore has no relevance. Agreed that the Clerk write to the Planning Department and include an

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extract from the minutes when the property purchasers attended a Parish Council meeting, make reference to the existence of surveys and recommend that any potential buyer seek out previous surveys on the property before entering into any agreement.]

15/06343/FUL – Change of use from existing bed and breakfast to dwelling (no internal or external alterations) at The Barn, Harry Lane. The Parish Council raised no objections.

148/15. Participatory Budgeting

Resolved:

- a) That the publicity to promote this year's Participatory Budgeting (PB) would include posting a notice on Oxenhope online and on Oxenhope Facebook page. A notice would be displayed in the Co-op and a press release sent to the Keighley News. Agreed that the Clerk would work alongside Cllr Eastwood to maximise publicity opportunities and also to investigate whether online voting would be possible.
- b) That the Clerk would liaise with Cllr Eastwood as to the format to be adopted for the public participation session.
- c) That properly constituted groups with a bank account would be able to apply for up to £500 of PB funding.

149/15. Schedule of 2016 meeting dates

Resolved:

To authorise the 2016 schedule of meeting dates.

150/15. Safety Inspection Report

Resolved:

To note the November Safety Inspection Reports for the Allotments.

151/15. Correspondence

Resolved:

- a) To note e-mail dated 12th November re the remedial work required on Best Lane.
- b) To note e-mail dated 9th November re CCLA. Agreed that if the Parish Council's financial reserves amount to £25k as at 31st March 2016 then members should discuss at the April monthly meeting whether to transfer £25k into CCLA's Local Authority Property Fund.
- c) To note e-mail dated 6th November re Worth Exploring website and app.
- d) To note e-mail dated 19th November re planning application 15/05397/HOU and following receipt of a subsequent e-mail from the applicant this matter was not discussed.
- e) To note e-mail dated 21st November re St Mary's Church Carol Service. Agreed that Cllr Harrop would do this year's reading.
- f) To note e-mail dated 19th November re Fly Flatts Quarry. Cllr Hopkinson confirmed that Websters Transport had been notified to use the Halifax rather than the Oxenhope route. Cllr McManus to monitor.
- g) To note e-mail dated 25th November re Grant Opportunity from the Tesco Local Community Fund. Agreed that Cllr Eastwood circulate details via Oxenhope online.
- h) To note e-mail dated 25th November re Grants panel representatives wanted for new local fund. Agreed that Cllr Hopkinson represent the Parish Council on the panel.

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- a) School Governors. No report received.
- b) Oxenhope Youth Club. Cllr Cusdin reported the difficulties Oxenhope Youth Club were experiencing due to different youth workers attending each session and in effect voluntary groups were picking up what Bradford Council used to do. £500 had been received from Straw Race Fund.
- c) Worth Valley Joint Transport Committee. Cllr Eastwood confirmed that he had circulated to members the press release relating to the 812 service following the withdrawal of funding from Metro.
- d) Allotments. Cllr Harrop reported that she had taken appropriate action to encourage allotment holders to tidy their plots. One plot that had previously been divided into two was being made into a full plot again and another full plot was being divided into two plots.
- e) Rights of Way. Cllr Hopkinson confirmed that there was nothing significant to report.
- f) Meeting with Mark Scott, Trees and Woodlands Assistant. Cllr McManus reported that his meeting with Mark Scott and Victor Blackman had confirmed that the Christmas tree in the Rose Garden required a minimum of two metres lopping off the top and the lowest branches needed trimming. As the tree is located near the mini-roundabout at Muffin Corner, then Bradford Council would undertake the work. This would be done end of January or early autumn 2016. As the Christmas tree was short of festive lights around the back of the tree, members may need to consider a further purchase of five sets of lights in 2016 at a cost of £175.
- g) Oxenhope Community Centre. Cllr Maw confirmed that the ladies toilets in the community centre had been refurbished and that over Christmas the decorating would be completed.
- h) Perseverance Mill s106 monies. Cllr Hopkinson reported that Bradford Council had now installed a kerb in the Recreation Ground and Cllr Maw brought to members attention the letter dated 7th December received from Department of Sport & Leisure Services detailing Oxenhope Play Equipment Proposals.

153/15. Financial Matters

Resolved:

- a) To increase the Marsh Common 2016/17 budget by £200 and to include a £2k budget for a Neighbourhood Development Plan. The Clerk to revise the first draft of the 2016/17 Budget and to bring back the second draft for members' authorisation at the January 2016 monthly meeting.
- b) To agree that the rent for the allotment plots remain at the same levels as 2015
- c) 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
Elaine Pearson	101152	£97.39	Expenses
Green Hill Landscapes Ltd	101153	£288.00	Japanese knotweed treatment at Marsh Common
Victor Blackman	101154	£638.00	To fix LED lighting to the Christmas tree at the Rose Garden
The Society of Local Council Clerks	101155	£171.00	Annual subscription
Oxenhope PCC	101156	£125.00	Outreach contribution
Post Office	101157	£99.03	National Insurance Contributions

- d) To note the following trial balance:

Analysis	A/c				Budget remaining
	Current	Deposit	Gratuity	Grand	

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				Total	
001. Balance b/fwd	1723.92	30442.65	3137.00	35303.57	
002. Transfer	-270.72		270.72		
01. Precept	15330.00			15330.00	
04. Bank Interest Business Base Rate		4.11		4.11	
06. VAT repayment					
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	-6949.12			-6949.12	£2,990.88
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	-465.4			-465.4	£5.00
126. Postage	-29.49			-29.49	£30.51
128. Christmas Lights	-1135.13			-1135.13	£22.28
129. Travel & subsistence	-186.36			-186.36	-£32.43
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	-255.27			-255.27	£67.10
137. Section 137	-20.00			-20.00	
138. Training	-368.20			-368.20	£98.50
139. Outreach	-250.00			-250.00	£125.00
141. Marsh Common	-414.00			-414.00	£905.00
142. Contribution towards the 812 service	-500.00			-500.00	
145. Website	-875.99			-875.99	£329.99
Grand Total	£574.22	£30,446.76	£3,408.14	£34,429.12	

e) To authorise a transfer of £488.20 from Reserves to cover the current deficit balances on Stationery & Printing (£5), Christmas Lights (£22.28), Travel & Subsistence (£32.43), Training (£98.50) and Website (£329.99)

154/15. Minor items and items for the next agenda

Minor items:

Agreed that the Clerk should refer the recent work at 5 Crossfield Close to the Planning Department.

155/15. To note the date, time and venue of the next meeting

Monthly meeting on Wednesday 13th January 2016 at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 21.52 p.m.

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