

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON
WEDNESDAY 8TH FEBRUARY 2017 AT OXENHOPE METHODIST CHURCH,
COMMENCING AT 7:30 PM**

Present: Cllr Ken Eastwood
Cllr Penny Cusdin
Cllr Robert Goulding
Cllr Derrick Hopkinson
Cllr Joyce Harrop
Cllr Tony Maw
Cllr Peter McManus

In attendance: Miran Rahman, Keighley News Reporter
Worth Valley Ward Councillor Russell Brown (7.30 – 8.05 p.m.)
Worth Valley Ward Councillor Rebecca Poulsen
John Parkin, Acting Headteacher, Oxenhope Primary School
PCSO Helen Wynn-Evans (7.30 – 8.05 p.m.)
Two members of the public

145/17. Apologies consented to

Cllr David Ashcroft (work commitments)

146/17. Disclosures of Interest

Cllr McManus declared a disclosable pecuniary interest re planning applications 17/00297/FUL & 17/00477/FUL.

147/17. No applications for dispensation had been received

148/17. Minutes of meetings

The minutes of the Parish Council meeting held on 11 th January were proposed as a correct record by Cllr McManus and were signed by Cllr Eastwood.
--

No matters arising.

The February Outstanding Issues Report was duly noted.
--

No matters arising.

149/17. Public question time

The meeting was adjourned to allow the applicant of planning application 17/00477/FUL to explain that Peter Timbrell's (Bradford Council Planning Officer) guidance had been heeded prior to submitting the application. As there were big substantial houses adjacent to 21 Moorhouse Lane, the proposed five bedroomed dwelling would be in keeping and would create a good impression as people approached the village. The design complied with the Oxenhope Village Design Statement and the current drainage problems on site would be addressed by the applicant.

150/17. Planning

Resolved:

To formulate observations re the following planning application:
17/00297/FUL - Construction of one new dwelling with altered access at Moorhouse Farm, Moorhouse Lane. The Parish Council raised no objections.
17/00477/FUL - Construction of one dwelling at 21 Moorhouse Lane. The Parish Council raised no objections.

SIGNED 8th March 2017

1788

PAGE NUMBERING CHECKED.....

To note the following decisions made by Bradford Council:
 Permission refused - 16/09027/HOU - Demolition of existing garage, construction of two storey side extension, single storey porch and detached double garage at Westaways Moorhouse Lane.
 Permission granted - 16/09266/HOU - Rebuild porch to original design at Keepers Lodge Hebden Bridge Road.
 Permission granted - 16/08330/FUL - Demolition of existing garage and bungalow and construction of new two-storey house and detached double garage at Greenacres Moorhouse Lane.
 Permission granted - 16/08791/FUL - Replacement agricultural building at West Croft Farm Hebden Bridge Road.

151/17. Guest Speakers

- a) PCSO Wynn-Evans reported that since the last meeting, 33 calls for service had been logged. As there had been two attempted thefts from vehicles within the Blackmoor Road area, two Specials would be assigned to the vicinity. Comparing statistics of crime committed this last month to the same period last year, there had been one Burglary Other (four last year), two criminal damages to vehicles (none last year). PCSO Wynn-Evans reiterated the importance of not leaving valuables in vehicles and to report crime direct to the Police rather than via Facebook. Concern was raised by a member of the Parish Council of various illegal activities around the Heights Lane area and PCSO Wynn-Evans confirmed patrols of the vicinity would be prioritised.
- b) Cllr Rebecca Poulsen confirmed that despite asking back in November for the list of highways not now on Bradford Council's gritting routes, and requesting this information twice in Full Council, she had only recently received the list. Cllr Poulsen confirmed she would share this list with the Parish Council. Bradford Council's Highway Officers would now attend Parish Council meetings if requested. Cllr Poulsen to send contact details to the Clerk. As regards as to what happened on 13th January, Cllr Poulsen reported that she had been advised that the gritters were out on the 12th and undertook an evening grit between 6 – 9 p.m. and a full grit was undertaken before 7 a.m. on the 13th. Cllr Harrop disputed this and confirmed that the full grit on the 13th was only undertaken after the Police contacted Bradford Council and this was after 7 a.m.
- c) John Parkin confirmed that years 5 & 6 had given feedback to the Neighbourhood Development Plan consultation. Representation from Oxenhope School would be made at the New Voices event which will involve in total 8,000 children taking part. A Bell Ringing Club was being developed. The Gardening Club had received a generous donation. A new Chair of Governors had been appointed, Mr Antony Blackwell. Mr Blackwell was an experienced Chairperson, having previously been involved in Secondary Schools in Leeds. Mr Parkin thanked Cllr Eastwood for uploading a recent School Consultation onto Oxenhope online, this had generated an excellent response rate from parents and further information regarding a School App would be disseminated soon. Following an enquiry of the Schools involvement in this year's Fete, it was agreed that Cllr Eastwood would have a separate meeting with Mr Parkin.

152/17. Community Defibrillator Scheme

- a) Resolved: That the defib shop was the preferred supplier of two community defibrillators.
- b) Resolved: To authorise expenditure of up to £3,800 to purchase and install two community defibrillators and enclosures and to sign-up to annual servicing arrangements.
- c) Proposed: That as the provision of training on how to use a community defibrillator was important, this would be investigated as to how and when this could be delivered. It was suggested that the general awareness raising of the two community

SIGNED 8th March 2017

1789

PAGE NUMBERING CHECKED.....

defibrillators could be achieved by articles in Outreach and in the Worth Valley Magazine.

153/17. Participatory Budgeting (PB)

- a) Resolved: To note the response received from Yorkshire Local Councils Associations dated 19th January.
- b) Resolved: That PB would not be opened up to groups without constitutions and bank accounts.

154/17. Safety Inspection Reports

Resolved:

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

155/17. Allotments

Resolved:

To note that the allotment holders Open Forum was held on 25th January and Cllr Harrop signed the notes of the Forum.

156/17. Oxenhope Neighbourhood Development Plan (NDP)

Resolved:

- a) To note the verbal report from Cllr McManus following the meeting with representatives of IntegreatPLUS and Bradford Council NDP officers Emma Higgins and Bill Caulfield, on 23rd January. This included a strategy of informing Bradford Council of NDP meetings and the growing NDP evidence base. Cllr McManus went on to confirm that the NDP consultation with pupils in years 5 & 6 at Oxenhope School had produced useful feedback.
- b) To note the minutes of the second NDP Project Group meeting held at on Thursday 26th January and Cllr McManus signed the minutes. Cllr McManus confirmed that this had been an excellent meeting and that four working groups were now examining each of the Conservation Areas. Subsequent to the meeting the Parish Council's consultants were working on producing a timetable to ensure that the first draft of the Oxenhope NDP could be consulted on in 12 – 15 months time. Cllr Eastwood thanked Cllr McManus for driving the NDP forward and requested that Cllr McManus pull all the documents together so that Cllr Eastwood could upload these documents onto the Parish Council's website.

157/17. Reports

Resolved:

- a) To note Cllr Harrop's previously circulated report re allotments. Agreed that if Cllr Goulding's attempts were not successful in removing the moss from the access track, then Cllr Harrop would come back to members with another strategy.
- b) To note the clerk's previously circulated report re community Public Access Defibrillators (cPADs).
- c) To note Cllr Maw's previously circulated report re Leemingbeck Close.
- d) To note Cllr Maw's previously circulated report re Oxenhope Community Centre.

158/17. Financial Matters

Resolved:

SIGNED 8th March 2017

1790

PAGE NUMBERING CHECKED.....

- a) To authorise that a sum of £20,400 be invested in a Prudential International Investment Bond and that Cllrs Eastwood & Cusdin would be the authorised signatories.
- b) To authorise that up to £100 is spent on aggregate to alleviate the muddy turning circle at the allotments.
- c) To authorise that £50 be transferred from Reserves to clear the current deficit on Christmas Lights.

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
City of Bradford Metropolitan District Council	101211	£664.00	Recovery of overpaid amount of the Allotment Grant
Victor Blackman	101212	£50.00	Removal of LED lights from the fir tree in the Rose Garden
Oxenhope Methodist Church	101213	£74.00	Room hire
Post Office	101214	£70.18	National Insurance Contributions
Elaine Pearson	101215	£322.29	Expenses including 'use of home' as OPC office (11 months)
Keighley Tree Services	101216	£720.00	Work carried out in the Rose Garden as per quote 2677
Elaine Pearson	101217	£1128.40	Repayment of the tax free element of the Gratuity Account
Prudential International	101218	£20,400.00	Investment in a Prudential International Investment Bond

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	-10333.88	10000.00	333.88			
01. Precept	17459.00				17459.00	
04. Bank Interest Business Base Rate		8.38			8.38	
05. Grants Received	10086.00				10086.00	
06. VAT repayment						
07. Allotment key deposits	5.00				5.00	
08. Rent Allotment Holders						
09. Bank Interest - Gratuity Account			0.89		0.89	
119. PAYE & NIC	-385.99				-385.99	
120. Clerk's monthly salary	-8729.16				-8729.16	£1,210.84
121. Subscriptions	-582.00				-582.00	£218.00
122. Insurance	-491.16				-491.16	
123. Audit Fee	-170.00				-170.00	
124. Room Hire	-277.00				-277.00	£43.00
125. Stationery & printing	-151.86				-151.86	£200.20
126. Postage	-53.18				-53.18	£6.82
128. Christmas Lights	-538.75				-538.75	-£50.00
129. Travel & subsistence	-102.64				-102.64	£47.36
130. Grants via Participatory Budgeting						
131. Allotments	-189.55				-189.55	
132. Gratuity Account			-1128.4		-1128.4	
133. Contingency Fund	-170				-170.00	

SIGNED 8th March 2017

1791

PAGE NUMBERING CHECKED.....

134. Reserves	-3072.62			-3072.62	
135. Mobile phone	-275.00			-275.00	£20.87
137. Section 137	-20.00			-20.00	
138. Training					
139. Outreach	-375.00			-375.00	
141. Marsh Common	-192.00			-192.00	£490.00
142. Neighbourhood Development Plan	-9.00			-9.00	
144. Use of David Pearson & Associates premises	-252.00			-252.00	
145. Website	-1067.59			-1067.59	
146. Oxenhope Youth Club	-1414.22			-1414.22	£2,391.48
Grand Total	£138.91	£36,467.88	£2,705.99	£39,312.78	

159/17. Minor items and items for the next agenda

Minor Items

- a) Cllr Hopkinson kindly agreed to represent the Parish Council at the forthcoming Tour de Yorkshire meeting.
- b) Concern was raised that following the retirement of the current Clerk at the end of the month that the link with the Keighley & Worth Valley Railway would be lost. Ross Graham, who had previously attended a Parish Council meeting to inform members of the forthcoming Flying Scotsman visit, would be contacted to investigate if he could continue to provide the link.

Items for the next Agenda

- c) To adopt a policy for requests of letters of support.
- d) Cllr Harrop to provide a costing of materials needed to repair the boundary fence adjacent to allotment plot number 12.

160/17. To note the date, time and venue of the next meeting

Monthly meeting on Wednesday 8th March 2017 at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 20.40 p.m.

SIGNED 8th March 2017

1792

PAGE NUMBERING CHECKED.....