

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

Present: Cllr Ken Eastwood
Cllr Penny Cusdin
Cllr David Ashcroft
Cllr Robert Goulding
Cllr Joyce Harrop
Cllr Derrick Hopkinson
Cllr Tony Maw

In attendance: Worth Valley Ward Councillor Rebecca Poulsen
PC Irving
Dave Mazurke, Bradford Council Highways

161/17. Apologies consented to

Cllr Peter McManus.

162/17. Disclosures of Interest

Cllr Eastwood declared an interest in the Rose Garden and the financial matters. Cllr's Goulding and Hopkinson both declared an interest in the participatory budget item.

163/17. No applications for dispensation had been received

164/17. Guest Speaker

It was agreed to move this item up the Agenda.

Mr Dave Mazurke, Group Manager Highways at Bradford MDC, gave a presentation on the challenges faced in providing winter maintenance and flood resilience in the Bradford Council district.

He provided information on gritting routes, timing of gritting and location of gritting bins. Following the presentation and questions from Councillors, Mr Mazurke agreed to the following: -

- To re-instate Trough Lane on the gritting routes
- To look at gritters coming from the Queensbury depot (rather than Stockbridge depot in Keighley)
- To look at changing gritting routes, driving out to areas like Oxenhope and working back in towards the urban centres

Councillors were also given a map showing the location of grit bins in Oxenhope. Mr Mazurke asked Councillors to feedback to him on whether the bins are in the correct location and whether more bins are needed. He said he would ensure that bins would have grit. He stated that if used properly (that is on public roads rather than private driveways) grit bins provided self-help on gritting and saved Highways costs. Councillors agreed to review the location of gritting bins and contact Mr. Mazurke with their recommendations.

Mr Mazurke was thanked for his presentation and then left the meeting.

SIGNED 12th April 2017

1793

PAGE NUMBERING CHECKED.....

165/17. Minutes of meetings

The minutes of the Parish Council meeting held on 8th February 2017 were proposed as a correct record by Cllr Ashcroft and were signed by Cllr Eastwood.

Matters arising

Cllr Maw raised the ongoing issue of the Section 106 money for Leemingbeck Close and the use of the money for creating level access and walk in showers. A price of £13,400 was quoted to create level access. Cllr Maw questioned whether this was a good use of the funding just to make level access. He stated the original sum of £56,000 was not enough to buy a property for social housing.

Cllr Poulsen said that in future the Parish Council will get 15% of the Community Infrastructure Levy (CIL) and the Council can decide how this money will be spent.

Once the Neighbourhood Development Plan (NDP) has been approved, then the Council will receive 25% of CIL. Bradford MDC will decide on the use of the other 75% of CIL in line with their strategic plan. The CIL would not necessarily be spent in Oxenhope.

Councillors raised the issue of whether any Section 106 underspend will be reclaimed once the CIL starts. Cllr Poulson said it would not be reclaimed but will run in parallel with CIF. There is likely to be £40,000 Section 106 underspend in Oxenhope.

The March Outstanding Issues Report was duly noted.

No matters arising.

166/17 Public Question Time

There were no representations from members of the public.

167/17 Planning

To formulate observations re. the following planning applications: -

17/00427/FUL - Change of use from detached garage to fully accessible dwelling at Fishers Lodge, Crossfield Road, Oxenhope. The Parish Council raised no objections.

17/00644/HOU - Demolition of an existing garage, construction of a two storey side extension, a single storey porch and a detached double garage at Westaways, Moorhouse Lane, Oxenhope. The Parish Council raised no objections.

16/08330/NMA01 - Non-material amendment to planning permission. The Parish Council raised no objections.

16/08330/FUL dated 05.12.16: Demolition of existing garage and bungalow and construction of new two-storey house and detached double garage at Greenacres, Moorhouse Lane, Oxenhope. The Parish Council raised no objections.

17/00949/HOU - Internal alterations and a new first floor window in the side elevation at Far Stones Farm, Stone Lane, Oxenhope. The Parish Council raised no objections.

(Details of all planning applications can be viewed at Bradford Council's online planning system <http://www.planning4bradford.com/online-applications/>)

SIGNED 12th April 2017

1794

PAGE NUMBERING CHECKED.....

168/17. Guest Speakers

- a) PC Irving reported that since the last meeting there had been 3 burglaries (1 gaining entry via a conservatory roof), sheep stolen, two reports of criminal damage, three cases of arson, one assault and one theft from a motor vehicle. He stated the Police were still working the plans for the visit of the Flying Scotsman. He had been given a timetable but it was still only provisional. Councillors expressed concern about parking pressures in Oxenhope during the visit, especially as the Keighley and Worth Valley Railway (K&WVVR) website directs people to park in Oxenhope as there is no parking at Ingrow. They stated there was a need for marshalls for the overflow car park. PC Irving said the challenge was, although numbers traveling on the train were known, the numbers of people coming to watch the train were completely unknown. PC Irving was thanked for his report and left the meeting.
- b) Cllr Rebecca Poulsen stated she was pleased that a Council Officer had attended the OPC meeting to talk about gritting. She said that she had had some of the same enquires as OPC, including a query about the rise in precept. She stated that she was attending a Planning Committee meeting with a resident, in relation to a planning application for a conversion of stables. Following a meeting with Highways, she asked if the agreed work on roundabout markings, cutting back trees and cleaning of signs had been undertaken. Councillors confirmed the work had been undertaken. She stated that an assessment of access round the school was being looked at and there would be liaison with the school about this. Cllr Eastwood reinforced the importance of addressing the parking opposite the school to improve safety for vehicle exiting the top of West Drive. Cllr Poulsen also stated that following representation from a resident, a sign to Oxenhope on the road from the Flappit, which had been missing for over eight years, was now back up. Cllr Poulsen was thanked for her report and left the meeting.

169/17 Rose Garden

Cllr Eastwood left the meeting at this point.

Cllr Cusdin presented the report and plans for the Rose Garden and said OPC needed to consider the appropriate next steps and whether to authorise Cllr McManus and the Clerk to progress the following actions: -

- a) To open dialogue with Bradford MDC with regard to asset transfer.
- b) To obtain initial estimates for various works to be included in a scheme of phased improvement.
- c) To investigate and explore grant funding opportunities to support the project.
- d) To discuss and progress any planning consent requirements with Bradford MDC, noting that the Rose Garden is within a conservation area.
- e) To display proposals at the Participatory Budget public event on 11th March in the Community Centre.

Cllr Cusdin reported that there had been a couple of site meetings with Paul Redshaw, Landscape Architect, who was working for free on this project. They had looked in detail at layout and use of the garden, taking into account the views of the village. The plans produced were a starting point and the need now was to consider the next steps.

The plan was basically to split the Rose Garden into parts. The proposed design includes a new level main entrance at Muffin Corner. There would be a wide boulevard across the garden, dividing the area into two.

SIGNED 12th April 2017

PAGE NUMBERING CHECKED.....

The Christmas tree would be at the top not in the middle. There would be an area of formal planting with roses. The idea is to have a formal garden and a more open area. Cllr Cusdin suggested that more consultation with residents was needed as well as looking at practicalities and budget implications. She said that the next steps were: -

1. To open dialogue with BMDC about asset transfer. This would be a dialogue only not a decision.
2. To look at costs and funding pots, so OPC is ready to apply for grants once the scheme is agreed.
3. To look at opportunities for grant funding.
4. To consider starting work on the plans. Some old cherry trees stumps had been left in the garden and need to be moved to make room for the new trees. At the top of the site the proposal is to plant blue conifers as a backdrop.
5. To consider planning considerations around changes of entrances and exits. Muffin corner will be opened up. The idea is to make the entrance visible with a welcome to Oxenhope notice and map. The planting will also be used to direct foot traffic, with dense planting used to deter cutting across the site, which is very boggy in places.

Councillors thought an excellent start had been made. The issue now was cost, though it was pointed out the project could be phased. It would not be possible to get detailed estimates until more settled plans have been drawn up. It was mentioned that the conifers in the middle of the Garden are popular as a den area with young children, but unless there are very strong views on keeping them, the plan is for them to be removed.

Cllr Cusdin said that when the scheme is put out for consultation, it needs to be clear what the design offers to the village, such as an area to walk, area for Christmas tree etc. The proposal is to plant a tree at the top end of the site which will become the Christmas tree in 2018. The conifers will still be there at Christmas 2017. Other considerations are foot traffic across the site and it is important that it is a dog friendly area and that a dog waste bin is included.

Concerns were expressed over maintenance and running costs, which will need to be costed up. In terms of new deal there are significant number of people willing to help. The landscape architect has advised that some of the cherry trees are diseased. His ideal would be to replace all cherry trees. However, this is not being supported.

Cllr Cusdin stated there was a need to drive the project forward, based on practicality and cost. Any amendments to the proposed design would need to be based on sound reasoning such as costs, practicality or strong opinion from residents.

Other considerations include how to attract grants. This could be difficult as OPC and it might be better if a community group was set up, as they might find it easier to obtain grant funding. Another possibility was management by Oxenhope Millennium Green Trust and third party sponsorship. The possibility of the paving stones being engraved or sponsored was also mentioned.

Resolved:

- a) To open dialogue with Bradford MDC with regard to asset transfer.
- b) To obtain initial estimates for various works to be included in a scheme of phased improvement.

SIGNED 12th April 2017

1796

PAGE NUMBERING CHECKED.....

- c) To investigate and explore grant funding opportunities to support the project.
- d) To discuss and progress any planning consent requirements with Bradford MDC, noting that the Rose Garden is within a conservation area.

Cllr Eastwood re-joined the meeting at this point.

170/17 Participatory Budget Scheme (PBS)

Cllrs Goulding and Hopkinson both left the meeting at this point.

It was noted that there were four applications for funding under the PBS totalling £1,970, which is less than the allocated budget of £2,000.

Councillors expressed slight regret that there would not be a participatory element (given that the funding applied for was less than the budget), however there was still a need for scrutiny and to check that the projects were appropriate.

As the application form was fairly basic, councillors felt there should be scrutiny at a public meeting where more information could be obtained. The options were to continue with the planned public meeting at the Community Centre, but it was felt it would be better to invite all the grant applicants to attend the next OPC meeting to give a short presentation on their project.

Councillors felt the PBS process needed to be re-considered next year. The planned meeting for Saturday 11th March would therefore be cancelled, but it was pointed out that as it was a late cancellation OPC may still be charged for the booking.

Cllrs Goulding and Hopkinson re-joined the meeting at this point.

171/17 Safety Inspection Reports

Resolved:

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

172/17 Oxenhope Neighbourhood Development Plan (NDP)

To note the minutes of the NDP Project Group meeting held at on Thursday 2nd February 2017 and, in the absence of Cllr McManus, Cllr Eastwood signed the minutes.

173/17 Reports

Resolved:

- a) To note Cllr Harrop’s previously circulated report re allotments.
- b) To pay an allotment holder £35 for the cost of repairs to fencing at the allotments.
- c) That in future agendas the report and safety report for the allotments will be one item.

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174/17 Correspondence

- a) Email from Kris Hopkins, MP re. Oxenhope Parish Council precept.
Resolved that proposed response prepared by Cllr. Eastwood be sent with suggested minor amendments.
- b) Email from David Hemsley re. incinerator
Resolved that Cllr. Eastwood would draft a response stating that OPC are not planning any action on this issue.

SIGNED 12th April 2017

- c) Email from Stuart and Anne Taylor re. fare increases by Keighley & Worth Valley Railway.

The changes to fares were noted with some disappointment. A query was raised about whether there had also been a change to the residents' rail card. OPC has encouraged active use of the railway by all residents. The impact of the railway on the village was noted and it was suggested that it would be useful to have a regular dialogue with K&WVR.

Resolved: that Cllr Eastwood would contact K&WVR and seek to reinstate an open dialogue with the railway.

175/17 Financial Matters

Cllr. Eastwood left the meeting at this point.

Resolved:

- a) To authorise expenditure of £250.00 + VAT to Imperative Training Limited (defibshop) for attendance at the village fete on 15th July, to provide 15-minute familiarisation sessions to introduce residents to the use of defibrillator equipment and life saving techniques.
- b) To authorise payment of the Clerk's Membership of the Society of Local Council Clerks (SLCC) (£10 one off joining fee and annual membership currently £121).
- c) To authorise expenditure of £99 for the Clerk's online training course, Introduction to Local Council Administration (ILCA), provided by SLCC.
- d) To authorise expenditure of £149 + VAT for the Clerk's Parish Council website training half-day workshop provided by Digital Nomads Limited.
- e) To authorise the following accounts for payment: -

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£25.00	Monthly mobile phone bill
Janet Foster	Standing Order	£755.42	Monthly salary
Digital Nomads Limited	101219	£210.00	PollDaddy annual subscription
Imperative Training Limited	101220	£4,129.20	Defibrillators, cabinets and annual support x 2

Cllr Eastwood re-joined the meeting at this point.

- f) To note the following trial balances: -

Sum of Net amount	Accounts				Budget remaining
	Current	Deposit	Gratuity	Grand Total	
Analysis					
001. Balance b/fwd	1,441.51	26,459.50	3,499.62	31,400.63	
002. Transfer	-9,205.48	-10,400.00	-794.52	-20,400.00	
	17,459.0				
01. Precept	0			17,459.00	
04. Bank Interest Business Base Rate		12.93		12.93	
	10,626.1				
05. Grants Received	1			10,626.11	
06. VAT repayment					
07. Allotment key deposits	5.00			5.00	
08. Rent Allotment Holders	400.00			400.00	

SIGNED 12th April 2017

09. Bank Interest - Gratuity Account			1.35	1.35	
119. PAYE & NIC	-385.99			-385.99	
120. Clerk's monthly salary	-8,729.16			-8,729.16	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	206.85
126. Postage	-53.18			-53.18	6.82
128. Christmas Lights	-488.75			-488.75	
129. Travel & subsistence	-102.64			-102.64	47.36
131. Allotments	-189.55			-189.55	
132. Gratuity Account	-1,128.40			-1,128.40	
133. Contingency Fund	-170.00			-170.00	
134. Reserves	-3,122.62			-3,122.62	
135. Mobile phone	-275.00			-275.00	20.87
137. Section 137	-20.00			-20.00	
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	-1,067.59			-1,067.59	
146. Oxenhope Youth Club	-1,414.22			-1,414.22	2,391.48
Grand Total	1,079.02	16,072.43	2,706.45	19,857.90	4,635.22

176/17 Minor items and items for next agenda

Minor Items

- a) Cllr Eastwood described concerns about damage being caused to the Millennium Green by a dog persistently digging up areas of the Green.

Items for the next Agenda

None.

177/17. To note the date, time and venue of the next meeting

It was agreed that the next monthly meeting of OPC will be on Wednesday 12th April 2017 at 7.30 p.m. at Oxenhope Methodist Church.

The Chair closed the meeting at 21.35 p.m.

SIGNED 12th April 2017

1799

PAGE NUMBERING CHECKED.....