

**DRAFT MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL
HELD ON WEDNESDAY 12TH JULY 2017 AT OXENHOPE METHODIST CHURCH,
COMMENCING AT 7:30 PM**

Present: Cllr Ken Eastwood (Chair)
Cllr Penny Cusdin
Cllr David Ashcroft
Cllr Robert Goulding
Cllr Joyce Harrop
Cllr Derrick Hopkinson
Cllr Tony Maw
Cllr Peter McManus

In attendance: Worth Valley Ward Councillor Russell Brown
Philip Balmforth, Keighley and Worth Valley Railway (KWVR)

35/17 Apologies

None

36/17 Disclosures of Interest

Cllr Eastwood declared an interest in the Rose Garden but, as the item was for discussion only, he would not be leaving the meeting.

37/17 Applications for a Dispensation

None.

38/17 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the meeting held on 14th June 2017 were agreed as a correct record with the following amendment to 27/17: The area for rose bed in Rose Garden will be 14 metres by 10 metres.
- b) No matter arising.
- c) July outstanding issues report.

Cllr Maw reported there was no update or contact in connection with the Section 106 money.

The Clerk is to contact the electrician to get an update on the installation of the defibrillators.

Cllr Ashcroft is underway with the plan for the siting of grit bins.

Cllr Maw reported he has nearly completed the Emergency Planning form. The Community Centre will be used for the storage cabinet for emergency equipment. The main areas liable to flooding had been identified. Chris Slaven, Emergency Planning Officer at Bradford MDC, was to be asked to follow up with school in terms of the use of the school in an emergency. The main contacts at Oxenhope Parish Council for emergency planning are Cllrs Harrop, Maw and Eastwood.

Other possible emergencies mentioned by councillors included burst water mains, extreme weather and a burst dam on a reservoir.

Cllr Goulding said that in an emergency situation he would be able to help for example by clearing a fallen tree from a road.

No date has been set for a meeting between Cllrs Ashcroft and Cusdin and the Vice Chair of Governor and Headteacher at Oxenhope CofE School.

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A letter and email have been sent to Whin Knowle concerning the overhanging trees but there has been no response to date. Cllr Goulding stated that he thought a response is unlikely. Cllr Maw queried if Highways would clear the vegetation. Cllr McManus said Highways had previously cleared overgrowing vegetation a couple of years ago. It was agreed that the Clerk contact Highways, as Cllr Cusdin pointed out the vegetation was now nearly covering the No Entry sign. Cllr Hopkinson pointed out there was a similar problem at the bottom of Cross Lane.

39/17 Public Question Time

Philip Balmforth pointed out that all the road closure signs refer to Station Road and not the B6141.

40/17 Guest Speakers

- a) No representative from the Police was present.
- b) Worth Valley Ward Councillors. Cllr Poulsen sent her apologies. Cllr Brown reported that PC Irving is currently on sick leave. Cllr Brown said he had met the new Police chief. He said the Online Watch Link (OWL) reporting system was up and running.

He said he has also had a lot of complaints relating to Highways and signage issues and felt that Highways were being slow to respond. Cllr Eastwood reported there were still Tour de Yorkshire signs that had not been removed and there was also a query about the speed-activated sign coming into the village. Cllr Brown asked to be provided with details so he could follow this up.

Cllr Brown also mentioned that there had been a proposal from Bradford Council for Ward Councillors to be given tabards with their name on. He asked if Oxenhope Parish Councillors had any particular views on this both in terms of Ward Councillors having tabards and possibly Parish Councillors as well.

Cllr Ashcroft said in the past Parish Councillors had had polo shirts with their names on but he was concerned that having tabards might imply they had an "official" role in an incident when this would not be the case. Any help provided by Parish Councillors would be as volunteers / residents.

Cllr Eastwood said that if the Parish Councillors did have a role through the local emergency plan then it may be useful for councillors to be identified but further discussion was needed. The possibility of Bradford Council producing identity badges for Parish Councillors was also mentioned.

Cllr Brown then asked whether it would be useful for Parish Councillors to be invited to Area Committees. This had been tried in Bingley and had worked well, but had been less successful in Keighley. He suggested a six-month trial with representatives from different Parish Councils attending. The meetings start at 6 p.m. Cllr Brown said if Parish Councillors are invited to the meeting they can make comments.

Cllr Ashcroft supported the idea of promoting greater understanding between Area Panels and Parish Councils but queried if this would be the case with rotating attendance. It was suggested that it might be better if Parish Councils were invited to a meeting when there was an item on the agenda relating to their area. Cllr Brown agreed to send out invites to the meetings.

Cllr Harrop then asked about skips and how long they can be left on the road. There is an issue with a skip on the chicane at Leeming, which had been there for some time. Cllr Brown asked for further details so he could follow this up.

Cllr Harrop also reported the issues of vehicles driving slowly along Shaw Lane, with one property being marked with purple paint. Cllr Harrop has reported this to 101 who said it could be connected with dog stealing. Cllr Cusdin again reported problems with

contacting the Police both using the 101 number and the live web chat when there were issues with a car speeding through the road works.

Cllr Brown was thanked for his contribution and left the meeting.

- c) John Parkin, Headteacher at Oxenhope School sent his apologies due to bereavement.
- d) Philip Balmforth said he had been invited to attend Parish Council meeting on a six monthly basic to develop links with KWVR. He is a director of the KWVR Preservation Society and is in charge of volunteers. There are currently 633 registered volunteers. He stated that KWVR still offer local residents' card for the BD20, 21 and 22 postcode areas. Residents' cards cost £5 and give the holder half price fares. The office at Haworth is open 7 days a week.

Cllr McManus said he had thought residents' cards had been discontinued, though Cllr Eastwood said the previous query the Parish Council raised was about price increases. Cllr McManus suggested it would be good to have some publicity about the residents' cards. Mr. Balmforth explained that the charges for rover cards had been rationalised.

Mr Balmforth said the cafe in Oxenhope is now open seven days a week until September. Cllr Ashcroft asked about refurbishment of the cafe. Mr. Balmforth explained there had been problems with groundwork, which had delayed work on the cafe. Cllr Ashcroft said this was an example of something where it is good for the Parish Council to be aware and could then support KWVR.

Mr. Balmforth also emphasised that the KWVR wanted to support local events and gave the example of the Straw Race where participants could get free tickets.

Cllr Eastwood asked for details of the residents' pass so that this could be put on Oxenhope Online. Mr Balmforth was invited to attend a Parish Council meeting in six months' time.

Mr. Balmforth was thanked for his contribution and left the meeting.

41/17 Planning

Resolved:

To formulate observations for the following planning applications: -

- a) 17/03425/CLP To extend the existing boiler/utility building forwards by 2 metres and raise the roof by 0.9 metres at Bents House, Marsh 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>

42/17 Safety Inspection Reports and Allotment Report

The April Safety Inspection Reports for Marsh Common and for the allotments and the allotment report were noted.

Cllr Hopkinson said the treatment of the Japanese knotweed on Marsh Common was due to start on Friday 14th July. There was a need to strim the grass round the benches. Cllr Goulding agreed to look at this when treating the Japanese knotweed.

Cllr Harrop said the issues on plot 11 b were being addressed and she was delighted with the big improvement on plot 1. There are currently 10 people on the waiting list for allotments.

43/17 Rose Garden Report

Cllr McManus said it would be appropriate, in due course, to speak to Reg Hindley's family with regard to a possible commemorative feature within the Oxenhope Rose Garden. However, no decisions need to be taken in the short term.

The proposed square would be 104 metres square, filled with stones each a metre square. Cllr McManus suggested one possibility would be to use different stones to remember the 72 Oxenhope men who died in the two World Wars.

Cllr McManus also suggested that it might be appropriate to place plaques on the cherry trees to acknowledge donations. Cllr Ashcroft said trees on the Millennium Green had been sponsored but they weren't marked with plaques or signs.

Cllr Goulding asked if transfer of the Rose Garden could fall through. Cllr McManus explained that the Parish Council has applied to Bradford MDC for a Community Asset Transfer. So far Bradford MDC have been very happy for the Parish Council to take on any work connected with the Rose Garden.

Cllr Goulding also asked about possible covenants connected to the Rose Garden, particularly in relation to a bursary fund and whether taking over the Rose Garden might lead to the Parish Council being liable for the covenants.

Cllr McManus said the proposed development could be undertaken in two main phases. The first phase would be the physical elements in terms of paths, walls etc. He estimated that the cost of the planned work in these areas would be in the region of £40,000.

The second stage would be the "soft" work including the creation of a rose garden. He pointed out that Bradford MDC had done work in Haworth Park and may be able to help with elements of the work.

He stated the Rose Garden had been transferred in 1968. He stated he thought Bradford MDC would not have registered ownership with the Land Registry. Cllr Maw said that the recreation ground is registered with the Land Registry.

Cllr Ashcroft said it is important to separate the use of donations for short term funding from long term funding. All members agreed to support a permanent memorial to Reg Hindley, at an appropriate time.

It was felt it was a good idea to separate the different areas of the Rose Garden and keep it low maintenance, with meadow grass round the cherry trees.

Cllr McManus stated a decision was needed on where to place the Christmas tree. It should not be a problem to get power run up to the top part of the Rose Garden. There was no issue with land drains and the main drain is at the bottom of the site.

Cllr McManus said that as the previous Christmas tree had gone the options were to put lights on the conifer in the middle or to bring forward the longer term plans and remove the existing trees and plant a new tree this year. He was concerned that a container grown tree might not survive and was waiting for Keighley Trees to get back to him with costing and sourcing a suitable tree.

Cllr Cusdin stated it was important that there was access to the Christmas tree so that a cherry picker could be used to put the lights on the tree.

Cllr McManus said, once permission had been obtained from Bradford MDC the work could start to open up Muffin Corner.

He stated he thought the best type of tree was the same as used previously but it would need to be trimmed every year to keep it at the required height.

It was suggested that the donation from Reg Hindley's service could possibly be used to buy a new Christmas tree. It was agreed that Cllr McManus would circulate a proposal and bring costings to the August meeting of the Parish Council.

Cllr McManus also stated he had approached Sue Gibson from the Oxenhope Gardeners Club. She was very keen to get involved in the Rose Garden. There are also people (including Cllr Eastwood, Roger Smales and other residents) who are willing to be involved in a Friends' Group. Cllr Eastwood queried whether it would need to be constituted as a formal group or whether it could be a sub-committee of Oxenhope Parish Council. He said he would check with YLCA and report back to the meeting in August.

Cllr Ashcroft said there was great potential in the plans for the Rose Garden but there was a need to demonstrate community involvement from the start. This had already been partly demonstrated by the public consultation, the involvement of the school and the informal group of friends who currently undertake litter picking in the Rose Garden.

43/17 Oxenhope Village Fete 2017

The Village Fete officially opens at 1.30 p.m. It was agreed that Cllrs Ashcroft, Cusdin, Eastwood and McManus would help to staff the Parish Council stall and would arrive by 1.00 p.m.

Cllr Eastwood confirmed the attendance of defibrillator trainers. John Grogan MP had also agreed to open the Fete and Cllr Eastwood had suggested that Mr. Grogan could be based at the Parish Council stall. Mr. Grogan has been invited to attend a future Parish Council meeting and is also planning to hold resident surgeries in the village.

Cllr Eastwood stated that the Young Farmers were helping to set up the Fete. Overhanging branches on the site were due to be cut back on Friday 14th July.

44/17 Update on Station Road roadworks

Cllr Eastwood started by saying he felt Bradford MDC had not managed communication about the roadworks at all well and there had been a general lack of notification.

He stated that the Japanese knotweed has been treated in some areas but in others it had just been cut back. He had been informed that as part of the contract awarded by Bradford MDC the knotweed will be treated for a three year period.

Cllr Ashcroft asked if there was any information on when the work would be completed and if it was on schedule. Cllr Eastwood stated the contractor was currently expecting to complete the work in fourteen weeks.

Cllr Ashcroft expressed concern about the watercourse being narrowed and whether this might lead to increased risk of flooding. Cllr Eastwood stated the work was to strengthen the wall and was not part of flood prevention work.

Cllr McManus queried the use of Dark Lane as a diversion and asked if there could be signs stating that it was unsuitable for large vehicles (and not just HGVs). Cllr Goulding pointed out the sat navs took HGVs down Denholme Road and that some drivers were often not allowed by their companies to deviate from the sat nav route. He stated the sign says not suitable for HGVs but does not state that they are banned.

45/17 Correspondence

To receive the following correspondence and to formulate a response, if appropriate:

- a) Letter from L.M. Leeson, Funeral Director, concerning donations made in memory of Reg Hindley.

Resolved:

Cllr Eastwood would draft a letter of thanks for the donation of £420 made in memory of Reg Hindley.

- b) Email from Bradford Council, dated 04/07/17, asking for consultee comments on proposed changes to Local Area Action Plans.
Noted.
- c) Email from YALC concerning a training courses for Councillors and Clerks.
Noted. The Clerk is to look at whether any of the clerks' courses would be useful.
- d) Minutes from Local Council Liaison Meeting held on 14th June 2017.
Noted
- e) Email from Philip and Veronica Balmforth raising issues connected to Straw Race.

Resolved:

As this issue has been raised before in 2015, it was resolved to write to Straw Race committee and ask them to attend a future Parish Council meeting and discuss whether additional toilets are needed. Cllr Goulding stated he had organized three temporary toilets at the Oxenhope Social Club and there had been a queue all day. He stated the Social Club's toilets had been vandalized the night before the Straw Race.

- f) Email from Bradford MDC re. trees on Station Road.

Resolved:

Cllr McManus is to provide information to the Clerk on the ownership of the Horseshoe Dam and the Clerk is to pass this information to Bradford MDC.

46/17 Financial Matters

Resolved:

- a) To authorise expenditure of £492.08 for the refurbishment of the phone booth at Leeming.
Cllr Goulding said the garage at Leeming had previously painted the kiosk and he would speak to them about whether they would be able to do this again.
- b) To authorise expenditure of approximately £100 for a plaque to be installed by the defibrillator in the station.
- c) To authorise the following accounts for payment: -

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£12.29	Phone
Janet Foster	Standing Order	£583.44	Monthly salary for July
Janet Foster	Standing Order	£25.00	Home working allowance
A. Sunderland	101247	£216.00	Work on culvert
SLCC	101248	£174.00	Allotment Course
Oxenhope Methodist Church	101249	£130.00	Hire of Church January to June 2017
Post Office (HMRC)	101250	£487.30	Payment for April to June

- d) To note the following bank reconciliation and budget:

Balance per bank statements as at 06/07/17

	£	£
Community Account	8,050.16	
Business Savings Account	13,072.43	
Business Bonus (Gratuity Account)	0.00	
Prudential Investment	20,000.00	

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		41,122.59
Less: unpresented items as at:	06/07/17	
Cheque number 101237		-125.00

Net balances as at:	06/07/17	<u>£40,997.59</u>
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CASH BOOK

Opening Balance 1 April 2017	35,912.96
Add: Receipts in the year	24,620.00
Less: Payments in the year	-19,535.37
Closing balance per cash book as at	<u>£40,997.59</u>

Budget 2017/2018

06/07/2017

Heading	Budget	Spend to date	Budget remaining	Predicted year end Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	
Expenditure					
Clerk's Salary	9,950	1,981	7,969	1,329	1
Clerk's home working allowance	0	75	-75	-300	2
Stationery and Printing	1,500	307	1,193	0	
Mobile Phone	250	69	181	75	3
Postages	60	19	41	0	
Office Costs	300	0	300	300	2
Travel and Subsistence	150	120	30	0	
Internal and external audits	150	81	69	0	
Subscriptions	975	834	141	0	
Room Hire	170	0	170	0	
Insurance	500	477	23	23	
Training	500	494	6	0	
Marketing	100	0	100	0	
Outreach	375	125	250	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	0	100	0	
Youth Club	3,570	2,737	833	833	4
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development Plan	2,000	5,242	-3,242	-5,242	5
Website	750	358	392	-358	
Contingency Fund	170	0	170	0	
Grants via Participatory Budgeting and OPC approval	2,500	1,970	530	530	6

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Take over services previously provided by Bradford MDC	5,000	0	5,000	0	
Allotments	0	103	-103	-203	
Gratuity Account	0	2,706	-2,706	-2,706	7
Total Expenditure	29,620	17,698	11,922	-5,719	

Notes to Budget:

1. Saving on clerk's salary as new clerk appointed at bottom of salary scale.
2. Home working allowance has replaced payment for use of office.
3. Saving on mobile phone costs with new contract.
4. Invoice paid relates to 2106/17. Assumption is that support in 2107/18 will be invoiced in 2018/19.
5. Payment to NDP consultants paid in 2017/18, with grant income received in 2016/17.
6. Saving on Participatory Budget as grant applications less than budget.
7. Payment funded by transfer from Gratuity Account.

47/17 Minor items and items for next agenda

Cllr Eastwood was pleased to state that the first responder scheme has got off the ground. Two of four volunteers have been trained. Leaflets and posters will be handed out at the Village Fete. More volunteers are needed. Cllr Ashcroft emphasised the need to publicise the scheme as the earlier scheme had folded without notice.

Cllr Eastwood asked if there was support to make an application for funding for two more defibrillators. He stated Harden Parish Council had successfully applied for an Awards for All grant for a defibrillator. Cllr Cusdin said there was also funding available from the British Heart Foundation. The Parish Council would need to fund the annual maintenance charge of approximately £150 for any defibrillators installed. It was agreed that it should investigate funding two more defibrillators.

Funding from the Co-op was mentioned but this is just for registered charities so the Parish Council would not be able to apply.

Cllr Maw mentioned that the information about Oxenhope Parish Council on the Bradford MDC website was incorrect. The Clerk is to contact Bradford MDC and ask for the information to be updated.

Cllr Cusdin gave an update on the Youth Club. This had now closed for the summer but was due to re-open in September. She reported that Talish, from Bradford MDC's Youth Service, was helping to move the Youth Club forward. The club had helped at the Straw Race and really enjoyed this.

Talish wants to work with older children (those over fourteen). The budget funded the club to stay open until the end of April and it actually stayed open until the end of May. There was a demand for the Club to stay open until the end of June. She has asked for costings from the Youth Service for keeping the Club open longer. She felt the Youth Club was the best it has ever been.

Cllr Cusdin has also had an email inviting her to the service for the new vicar on 29th August. Cllrs Ashcroft and Hopkinson agreed to attend the service on behalf of the Parish Council. The new vicar is to be invited to attend a future Parish Council meeting.

48/17 To note the date and time of the next meeting

The next monthly meeting will be on Wednesday 9th August 2017 at 7.30 p.m. at Oxenhope Methodist Church.

The meeting closed at 9.25 p.m.

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