

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL
HELD ON WEDNESDAY 9TH AUGUST 2017 AT OXENHOPE METHODIST CHURCH,
COMMENCING AT 7:30 PM**

Present: Cllr David Ashcroft (Chair)
Cllr Joyce Harrop
Cllr Derrick Hopkinson
Cllr Peter McManus

In attendance: Worth Valley Ward Councillor Glenn Miller
Worth Valley Ward Councillor Rebecca Poulsen
Miran Rehman
PCSO Helen Wynn-Evans
Robin Wright and Roger McDowell, Straw Race Committee

In the absence of the Chair and Deputy Chair, Cllr Ashcroft was voted in as Chair for this meeting of the Oxenhope Parish Council.

49/17 Apologies

Cllr Ken Eastwood
Cllr Penny Cusdin
Cllr Robert Goulding
Cllr Tony Maw

50/17 Disclosures of Interest

None.

51/1 Applications for a Dispensation

None.

52/17 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the meeting held on 12th July 2017 were agreed as a correct record.
- b) Matters arising. Cllr Ashcroft reported the Parish Council stall at the Oxenhope Village Fete had been very busy, with lots of interest in the Neighbourhood Plan.
- c) August outstanding issues report. The clerk reported that the electrician has stated he will install the two defibrillators on 18th August. The rest of the items are either outstanding or in hand.

53/17 Public Question Time

The two members of the Straw Race Committee, Mr. Robin Wright and Mr. Roger McDowell were welcomed to the meeting. Cllr Ashcroft said the Race had been very successful event but there had been concerns expressed to the Parish Council about the lack of toilet provision and people urinating in public. Cllr Ashcroft stated there had been concerns about this in previous years.

Mr. Wright pointed out that a temporary toilet was installed at Leeming. Cllr McManus said the problem was worse after the race when people were returning from the Dog and Gun pub.

Mr. Wright said this was the 41st Straw Race. He said there could be a condition added to the entry requirements or they could possibly put in additional toilet provision. However each toilet costs £100 and this would reduce the amount going to charity.

Cllr Ashcroft emphasised that the Parish Council did not want to make specific requests to the Straw Race Committee, but there had been a complaint, which the Parish Council needed to feed back to the Committee.

Mr. McDowell said he could look at the possibility of hiring a urinal, which might be a cheaper option.

Cllr Ashcroft asked about how the race had gone this year. Mr. Wright stated there had been nearly 500 competitors, several thousand spectators and nearly £15,000 raised for charity. Over the years nearly half a million pounds had been raised for charity by the Straw Race.

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Mr. Wright stated that organising the Race was a challenge with a decline in the number of committee members and various logistical challenges. These have included the fact that the Wagon and Horses pub had been shut for a two year period, Bradford Council not wanting certain roads closed and the requirement to find an alternative "off road" route.

He said they were trying to minimise cost of running the event. He stated they did apply for grant a couple of years ago, but were not successful in obtaining funding from the Parish Council. It was pointed out that the grants are awarded annually and the Straw Race Committee would be welcome to apply in future. Mr. McDowell stated they had been successful in obtaining grants to cover the cost of road closure and toilet provision.

Cllr Hopkinson asked if the Police had any comments on the organisation of the Race. PCSO Wynn-Evans stated she had not been on duty that day but had taken part in the Race. She reported she had not heard any complaints from the Police Station about the Race.

Mr. Wright said the Race runs from midday to 3 o'clock. He was aware that there had been problems in the evening at the Social Club. They capped the number of runners at 500 to try and limit any problems.

Cllr McManus highlighted a problem with a particular area of the Race by the Stones, but Mr. Wright said the Committee were aware of potential flooding in this area and monitored it.

Cllr Harrop said it was clear that the Committee were working hard to address issues. Mr. Wright said they were happy to receive any feedback.

Cllr Ashcroft wanted to record the Parish Council's support and encouragement for the Straw Race. Mr. McDowell said they wanted to raise more money and were looking at ways to increase the money raised. The entry fee was £30

Cllr Ashcroft thanked Mr. Wright and Mr. McDowell for attending. They said they would be happy to attend on an annual basis. Cllr Ashcroft stated the Straw Race, along with the Manorlands Garden Party and the Village Fete were key event in the Oxenhope calendar.

Mr. Wright and Mr. McDowell left the meeting.

54/17 Guest Speakers

a) PCSO Helen Wynn-Evans reported there had been one burglary in the Oxenhope area. There had been 143 calls made, the majority of which were related to disputes with neighbours.

PCSO Mike Anderson had recently started working the area and they would both be covering the area.

She said she was still trying to obtain information and statistics about the 101 service. Cllr Ashcroft stated this service did not appear to work as advertised.

She has also asked for patrols along Best Lane and Height Lane due to the road works in Station Road

Cllr McManus thanked PCSO Wynn-Evans for her help in solving a nuisance parking issue.

b) Worth Valley Ward Councillors. Cllr Russell Brown sent his apologies. Cllr Poulsen said the main issue she had been dealing with was the road works. There had been complaints about people driving on the pavement on Best Lane. Cones had been promised to address this issue, but so far had not materialised. She said she would follow this up.

The clerk said there had also recently been issues related to pedestrian safety on Station Road. These concerns had been passed on to the Highways Department at Bradford Council.

Cllr Ashcroft said that in general the issues over the road works were settling down and the contactors were considerate.

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Cllr Poulsen also stated that a road safety scheme to address safety concerns around Oxenhope School had been successful in obtaining funding from Bradford Council. The Highways Department will put together a proposal and have been asked to liaise with the Parish Council.

She also reported that work was due to start at Ponden Reservoir. Bentleys are the main contractor and the work should take about twelve weeks.

Cllr Miller left the meeting.

- c) There was no representative from Oxenhope Primary School.

55/17 Planning

To formulate observations for the following planning applications: -

- a) **15/07479/MAF** Submission of details to comply with Condition 4 of permission 15/07479/MAF dated 25.4.17: Mixed Use Development Comprising: Change of use, alteration, conversion, extension and partial demolition of existing mill buildings to develop 45 retirement living apartments; construction of 77 new dwellings including associated access; construction of an extension to the existing industrial building accommodating Airedale Springs; construction of a new factory for Wyedean Weaving; provision of junction improvement works, landscaping works, flood water storage works, parking and links to public footpaths at Bridgehouse Mills Bridgehouse Lane Haworth. The Parish Council raised no objections.
- b) **17/03890/FUL** Conversion of part of an agricultural implement store to dwelling at North Ives Farm, Marsh Lane, Oxenhope. Cllr McManus said the original building was built under permitted development rights. Cllr Ashcroft pointed out the recommendations of conservation concerning the materials to be required. The Parish Council raised no objections and supported the recommendations of the Design and Conservation Officer about the use of appropriate materials.
- c) **17/04231/OUT** Construction of two detached dwellings at premises adjoining West Shaw Farm, West Shaw Lane, Oxenhope. Cllr McManus stated it is brownfield land within the Green Belt. The spirit of the Neighbourhood Development Plan is for small-scale development. The Parish Council raised no objections, but noted the comments about drainage.
- d) **17/04440/HOU** Internal alterations, amendments to existing roof to form external terrace, new conservatory at Marsh End Barn, Marsh Lane, Oxenhope. The Parish Council raised no objections.

56/17 Safety Inspection Report Marsh Common

The safety inspection report for Marsh Common was noted. Cllr Hopkinson reported that due to weather conditions and Cllr Goulding being busy, the Japanese knotweed had not been treated. Cllr Hopkinson asked for a contractor to be appointed at an estimated cost of £200. This will be included in the next agenda.

57/17 Rose Garden Report

Cllr McManus reported he is still working with Keighley Trees on a suitable Christmas tree. He reported that the request for a Community Asset Transfer in relation to the Rose Garden has passed Stage 1 of the process and he is setting up a meeting with an officer from Bradford Council.

Cllr Eastwood was not present so there was no update on the organization for the Rose Garden.

58/17 Community Public Access Defibrillator Funding Application

Resolved:

To authorize the application to Awards for All for two additional Community Public Access Defibrillators (application previously circulated by Cllr Eastwood). Cllr Ashcroft suggested adding information about the defibrillator training provided at the Village Fete.

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59/17 Correspondence

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

- a) Email from PCSO Helen Wynn-Evans concerning issues raised in the Oxenhope Parish Meeting in July. Noted.
- b) Emails to and from Naveed Anwar, Bradford MDC Highways Department about concerns relating to vehicles using Height Lane. Noted.
- c) Email from Philip Balmforth, Keighley and Worth Valley Railway (KWVR), about the café at Oxenhope Station. This was noted. It was also agreed to discuss parking at the Railway at the next meeting with KWVR.
- d) Email from Emma Higgins, Bradford MDC concerning consultation on Bingley Neighbourhood Area Application. Noted.

60/17 Financial Matters

Resolved:

- a) To authorize expenditure of £115 for the clerk to attend Clerk Induction training course on 30th September.
- b) To authorize the following accounts for payment:

Payee	Cheque no.	Amount	Description
H3G (Three)	Direct Debit	£10.00	Phone
Janet Foster	Standing Order	£583.44	Monthly salary for August
Janet Foster	Standing Order	£25.00	Home working allowance
X2 Connect	101251	£139.18	Paint and 3 defibrillator signs for phone kiosk
Mick Skwarek	101252	£31.73	Materials to repair allotment fence
City of Bradford MDC	101253	£827.06	Youth Club – Additional sessions April and May 2017

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

Bank Reconciliation

Balance per bank statements as at	31/07/17	£	£
Community Account		6,717.13	
Business Savings Account		13,072.43	
Business Bonus (Gratuity Account)		0.00	
Prudential Investment		20,000.00	
			39,789.56

Less: unpresented items

Net balances: £39,789.56

CASH BOOK

Opening Balance 1 April 2017	35,912.96
Add: Receipts in the year	25,040.00
Less: Payments in the year	<u>-21,163.40</u>
Closing balance per cash book:	<u><u>£39,789.56</u></u>

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Heading	Budget	Spend to date	Total Spend to date and commitment	Predicted year end Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	
Expenditure					
Clerk's Salary	9,950	3,052	8,954	996	1
Clerk's home working allowance	0	100	300	-300	2
Stationery and Printing	1,500	307	1,500	0	
Mobile Phone	250	75	155	95	3
Postages	60	19	60	0	
Office Costs	300	0	0	300	2
Travel and Subsistence	150	120	150	0	
Internal and external audits	150	81	150	0	
Subscriptions	975	834	975	0	
Room Hire	170	130	310	-140	4
Insurance	500	477	477	23	
Training	500	639	639	-139	5
Marketing	100	0	100	0	
Outreach	375	125	500	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	0	283	-183	6
Youth Club	3,570	2,737	3,426	144	7
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development Plan	2,000	5,242	7,242	-5,242	8
Website	750	358	1,108	-358	
Contingency Fund	170	0	170	0	
Grants via Participatory Budgeting and OPC approval	2,500	1,970	1,970	530	9
Take over services previously provided by Bradford MDC	5,000	0	5,000	0	
Allotments	0	283	383	-383	
Gratuity Account	0	2,706	2,706	-2,706	10
Total Expenditure	29,620	19,255	37,108	-7,363	
Income	Budget	Income to date	Total Income	Predicted year end Shortfall (-) / Surplus (+)	
Transfer from Reserves	5,000	0	5,000	0	
Precept	24,620	24,620	24,620	0	
Rose Garden	0	420	420	420	11
Transfer from Gratuity Account	0	2,706	2,706	2,706	10

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Total Income	29,620	27,746	32,746	3,126	
Surplus (+) / Deficit (-)				-4,237	12

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 covers January to June 2017. If all room hire in 2017/18 invoiced before 31st March 2018, there will be an overspend.
5. Training budget is currently overspent by £139.
6. Refurbishment of kiosk at Leeming is more than budgeted, but cost savings as garage has volunteered to undertake painting.
7. Invoices paid relate to 2016/17. Assumption is that support in 2017/18 will be invoiced in 2018/19.
8. NDP consultants paid in 2017/18, with grant income received in 2016/17.
9. Saving on Participatory Budget as grant applications less than budget.
10. Payment funded by transfer from Gratuity Account.
11. Donations in memory of Reg Hindley.
12. Projected deficit may need to be funded from reserves.

61/17 Minor items and items for next agenda

Cllr Hopkinson reported witnessing a nasty fall in the Recreation Ground, which was due to grass cuttings being left on the path making it very slippery. Cllr Poulsen said cuttings should not have been left on the path and agreed to contact the Parks Department about this.

62/17 To note the date and time of the next meeting

The next monthly meeting will be on Wednesday 13th September 2017 at 7.30 p.m. at Oxenhope Methodist Church.

The meeting closed at 8.20 p.m.

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