

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL
HELD ON WEDNESDAY 13TH SEPTEMBER 2017 AT OXENHOPE METHODIST CHURCH,
COMMENCING AT 7:30 PM**

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

In attendance: Worth Valley Ward Councillor Rebecca Poulsen
3 members of the public

63/17 Apologies

Cllr David Ashcroft
Cllr Peter McManus

64/17 Disclosures of Interest

Cllr Harrop declared an interest in the planning application for Jew Lane (17/04998/HOU).

65/17 Applications for a Dispensation

None.

66/17 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the meeting held on 9th August 2017 were agreed as a correct record.
- b) Matters arising. None
- c) September outstanding issues report. Cllr Cusdin reported that she has been in touch with a school governor and will be setting up a meeting.
She asked about promotion of the two defibrillators now that they are installed. Cllr Eastwood said a photo shoot and press release was being organised. It was suggested that that the defibrillators are also mentioned in the Outreach magazine article.
Cllr Hopkinson asked about the issue of the trees at the top of Cross Lane. He said a car had driven the wrong way on Cross Lane as it had not seen the no entry sign. The clerk was asked to follow this up.
Cllr Maw said they are still waiting for the cabinet for emergency equipment to be delivered. It is expected to arrive in the near future.

67/17 Public Question Time

A query was raised by a member of the public about funding for any other areas of Oxenhope affected by Japanese knotweed. Cllr Eastwood stated funding was made available for Marsh Common as the Parish Council has a responsibility for the Common. He also explained about Station Road, stating that the contractors responsible for the road works have to remove the knotweed and are contractually obliged to deal with any re-occurrence for the next three years. If Japanese knotweed was found elsewhere, it would be the responsibility of the landowner, but if no one was responsible then the Parish Council may consider paying for it to be treated. The issue of Himalayan balsam was also mentioned but is less of a problem to deal with than Japanese knotweed.

68/17 Guest Speakers

- a) Worth Valley Ward Councillors. Cllr Brown sent his apologies.
Cllr Poulsen started by saying that PC Irving has moved to a different area.

She said there was a slight delay in Station Road works due to a fatality (which was not caused by the work). The road works had also not been fully discussed with the Environment Agency, who had asked for extra work. This will benefit Oxenhope, as the channel will hold more water. Cllr Maw said that Yorkshire Water would be installing gabions further upstream.

She said that now that the alternative weekly bin collection system has bedded in, a stricter policy would be enforced about side waste. Bin lids must not be open and no side waste will be collected. Any side waste will be put back in the bin. Householders can have as many

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recycling bins as they want but only one green bin (unless there are more than seven people in the household). Advice on recycling is available if needed.

Bradford Council are now looking at rural bin collection routes and trying to move them where possible onto traditional routes. Everyone affected will be contacted.

She said that it has been agreed that Bronte Parsonage will run Haworth Visitor centre.

She is currently acting Chair of the Exhibition Trust, which provides small grants for anyone in the old parish of Haworth (which includes Oxenhope) who is going to university or college and encouraged applications.

Haworth and Oxenhope allotment show was held recently. There were a variety of classes and allotment holders at Oxenhope had been well represented.

Cllr Harrop asked about sale of the fire station. Cllr Poulsen said it is not known who has bought it, but will be clear when any planning application is made.

Cllr Maw asked about proposed changes to pharmacy services in village. The issue relates to repeat prescriptions, which have to go to the Haworth surgery, which could mean delays of up to five days. He said it is less of an issue if you have Internet access, but if not, repeat prescription have to be taken to the surgery or requested by letter. The lack of buses makes it difficult to get to Haworth.

Cllr Cusdin stated that repeat prescriptions for children cannot be ordered online. Cllr Eastwood said Bradford Clinical Commissioning Group (CCG) has implemented the changes. He felt that the effect on service users not been considered.

Councillors felt that the pharmacy in Oxenhope provided a good service locally and were concerned about the effects of these changes on the business. Cllr Maw felt that this was also causing additional work for the pharmacy in Haworth.

Cllr Eastwood asked how CCG reported to Council. Cllr Poulsen said this would go through the Health Scrutiny Committee and she agreed to speak to the Chair of the Heath Committee about this issue.

- c) John Parkin, Headteacher at Oxenhope School sent his apologies.

69/17 Planning

To formulate observations for the following planning applications: -

- a) **17/04731/HOU** First floor extension and alterations at Woodcroft Moorhouse Lane Oxenhope BD22 9RY. A member of the public provided information on this application. They stated it was a mid-1960s bungalow in a poor state of repair. They are wanting to create a second storey, install insulation and new windows. There will be wood look weatherboarding. Cllr Hopkinson asked if the footprint of the building would be extended and was told there was no change to the footprint. The Parish Council raised no objection.

Cllr Harrop left the meeting.

- b) **17/04998/HOU** Construction of extension, detached garage and increased width of vehicular access at West View, Jew Lane, Oxenhope BD22 9HS. The Parish Council raised no objection. Cllr Harrop rejoined the meeting.
- c) **17/05084/HOU** Demolition of existing raised verandah and construction of new two storey rear extension at 10 Gledhow Drive Oxenhope BD22 9SA. The Parish Council raised no objection.
- d) **17/05197/HOU** Retrospective application for rear single storey extension and garage conversion at 54 Mallard View Oxenhope BD22 9JZ. The Parish Council raised no objection.

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70/17 Safety Inspection Reports for Marsh Common and the Allotment

Noted.

Cllr Goulding raised the issue of stone for the access road to the allotment. Funding for this has been agreed but the work has not yet been done. He agreed to liaise with Cllr Harrop about this work and also about scraping the moss off the road.

Cllr Hopkinson is asking a contractor to provide a quote to treat the Japanese knotweed on Marsh Common.

71/17 Rose Garden Report

Cllr Eastwood has spoken to YLCA. He is waiting for written confirmation of their verbal advice that there should not be an issue setting up a Friends of the Rose Garden as a committee of the Parish Council. There were three possible options for the committee:

- 1. Could have advisory committee with no council members
- 2. Could have a committee with council members with some limited delegated powers
- 3. Or could have a sub committee of an existing committee

Cllr Eastwood proposed that draft terms of reference be prepared for consideration at the next meeting. The next stage would then be to talk to interested people, including the litter pickers and gardening club. It would also be promoted on Oxenhope Online as well as in the Outreach magazine. In terms of grant applications and financial management, overall responsibility would remain with the Parish Council if this option is pursued.

Cllr Hopkinson said the grants from the wind farm would be in the region of £45,000 to £50,000. They are not yet available as there have been teething problem and they are still waiting for the money to come from E-On.

72/17 Correspondence

- a) Email from Cllr Poulsen re grass cutting and response from Cllr Hopkinson blowers not in evidence.

Cllr Hopkinson said that the grass cuttings were still not being blown off paths. Cllr Poulsen agreed to follow this up.

- b) External Audit Report
Noted.

73/17 Neighbourhood Development Plan (NDP)

Cllr Eastwood provided an update following on from the NDP meeting on 7th September 2017. He said a summary of progress to date was provided in a PowerPoint presentation. The clerk will email this to Councillors.

About 95 housing surveys have been returned. It was promoted online and at the pharmacy and school. Cllr Eastwood felt there had been little additional response compared with just doing the survey online. The Consultants said this was a good response compared with else where.

The next step is a commuting survey. The NDP team is looking at the possibility of large signs on roads into the village to promote the survey.

A list of businesses is under preparation, with already over 150 businesses on the list. The plan is to undertake a business survey to see what else is needed to support businesses in Oxenhope.

74/17 Financial Matters

Resolved:

- a) To authorise expenditure of up to £200 for the appointment of a contractor to treat the Japanese knotweed on Marsh Common.
- b) To note the valuation of the Prudential Investment Bond on 1st September was £20,154.83 (investment shown at purchase value of £20,000 in bank reconciliation).
- c) To authorise the following accounts for payment:

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Payee	Cheque no.	Amount	Description
H3G (Three)	Direct Debit	£10.00	Phone
Janet Foster	Standing Order	£583.44	Monthly salary
Janet Foster	Standing Order	£25.00	Home working allowance
YLCA	101254	£115.00	Clerk's Training Course
PKF Littlejohn LLP	101255	£240.00	External Audit fee
Npower	101256	£60.46	Electricity for Christmas lights
Janet Foster	101257	£88.95	Total due for expenses (£39.45) and mileage (£49.50)
Yorkshire Water	101258	£68.33	Water charges (22 nd May to 30 th August)

Cllr Goulding asked how the electricity bill for the Christmas lights was calculated. He was told the supply is unmetered but information on wattage and the number of days the lights are in use is supplied to Npower.

Cllr Hopkinson asked about the water invoice for the allotments. The clerk agreed to provide information on the readings. Cllr Goulding offered containers, which could be used as water butts if anyone on the allotments wanted one.

b) To note the following bank reconciliation and budget:

Bank Reconciliation

Balance per bank statements as at	06/09/17		
		£	£
Community Account		5,876.45	
Business Savings Account		13,072.43	
Business Bonus (Gratuity Account)		0.00	
Prudential Investment		20,000.00	
			38,948.88
Less: unrepresented items			
Cheque No. 101252 M. Skwarek			-31.73
Net balances:			<u>£38,917.15</u>

CASH BOOK

Opening Balance 1 April 2017	35,912.96
Add: Receipts in the year	25,784.00
Less: Payments in the year	-22,779.81
Closing balance per cash book:	<u>£38,917.15</u>

Budget 2017/2018

06/09/2017

Heading	Budget	Spend to date	Total Spend to date and commitment	Predicted year end Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	
Expenditure					
Clerk's Salary (Inc. Employer NI)	9,950	3,635	8,855	1,095	1
Clerk's home working allowance	0	125	300	-300	2

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Stationery and Printing	1,500	307	1,500	0	
Mobile Phone	250	83	142	108	3
Postages	60	19	60	0	
Office Costs	300	0	0	300	2
Travel and Subsistence	150	120	270	-120	
Internal and external audits	150	81	281	-131	
Subscriptions	975	834	975	0	
Room Hire	170	130	330	-160	4
Insurance	500	477	477	23	
Training	500	639	754	-254	5
Marketing	100	0	100	0	
Outreach	375	125	375	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	55	55	45	
Youth Club	3,570	3,426	3,426	144	6
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development Plan	2,000	5,242	9,567	-7,567	7
Website	750	358	1,108	-358	8
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	315	315	-315	
Defibrillators	0	61	451	-451	
Gratuity Account	0	2,706	2,706	-2,706	10
Total Expenditure	29,620	20,708	39,736	-10,116	
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	
NDP Grant	0	0	4,087	4,087	7
Rose Garden	0	420	420	420	11
Allotment Grant	0	344	344	344	
Fee refund	0	400	400	400	12
Transfer from Gratuity Account	0	2,706	2,706	2,706	10
Total Income	29,620	28,490	37,577	7,957	
Surplus (+) / Deficit (-)				-2,159	

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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 as additional spend relating to new clerk.
6. Invoices paid relate to 2016/17. Assumption is that support in 2017/18 will be invoiced in 2018/19.
7. NDP consultants paid in 2017/18, with grant income received In 2016/17. Commitment for further spend is now shown. This should be funded from grant income. Application for further funding of £5,087 was submitted on 30th August 2017.
8. NDP grant should cover this overspend.
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. Goodwill refund of fee from Financial Advisors.

75/17 Minor items and items for next agenda

Cllr Hopkinson said that two people had complained about vegetation growing out from a field on Marsh Lane. Cllr Goulding said he knew who owns the field and would be in touch with them to resolve the issue.

Cllr Hopkinson said he had also been aware of a problem on Shaw Lane caused by cars parking on both sides of the road and making it impossible for larger vehicles to get through. He was not sure if this was a one off problem or not.

The clerk said an email had been received complaining about the issue of litter on the Goit and suggesting that a litter bin be installed on Mill Lane / overflow car park for the railway stations. Cllr Poulsen said that Bradford Council would not agree to paying for any new bins to be installed but might agree to empty a bin. The possibility of contacting Keighley and Worth Valley Railway and the Millennium Green Trust to see if they would sponsor a bin or split the cost with the Parish Council was mentioned. Cllr Poulsen stated that bins cost around £250. It was agreed to have this as an agenda item next time so consideration can be given to if new bins are needed and if so where they should be placed and how should they be funded.

The clerk also said an email has been received about litter on Nab Water Lane. Councillors said there had been an on-going issue with fly tipping in this area. Yorkshire Water owns much of the land and the landowner is responsible.

Cllr Cusdin said the wooden area for bikes in the playground had been vandalised. The wood was fairly rotten in places and there had been attempts to set the wood alight. As she felt it was now dangerous, it needed to be reported to Bradford Council. Cllr Maw said he was due to contact Recreation about another matter and will mention this issue.

Cllr Cusdin asked about the Christmas tree. This will be on the next agenda.

Cllr Goulding spoke about the state of footpaths round his farm. He explained that every decade or so the water table rises. It is very high at the moment and water is pouring out of the hillside, making the path by his farm very wet. His cows are also churning it up. He is has put a sign up indicating a permissive path to use until the path dries up. He explained it also affects the Railway Children walk and stated the details on the walk are out of date and leads to people getting lost. Cllr Poulsen suggested contacting the rights of way officer at Bradford, Darren Hinchliffe and asking for the information to be updated.

A member of public raised the issue of sight lines for pedestrians when crossing from the Bay Horse towards Best Lane and asking if a mirror can be provided to improve the sight line for pedestrians. The clerk is to contact Bradford Council Highways department to enquire about this.

76/17 To note the date and time of the next meeting

The next monthly meeting will be on Wednesday 11th October 2017 at 7.30 p.m.
The meeting closed at 8.30 p.m.

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