

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON  
WEDNESDAY 8<sup>TH</sup> JANUARY 2014 AT OXENHOPE METHODIST CHURCH,  
COMMENCING  
AT 7:30 PM**

Present: Cllr Neal Cameron  
Cllr Tony Maw  
Cllr David Ashcroft  
Cllr Pauline Bedford  
Cllr Penny Cusdin  
Cllr Derrick Hopkinson  
Cllr Tony Jones

In attendance: Worth Valley Ward Councillor Glen Miller  
No members of the public

**170/14. Apologies consented to**

Cllr Reg Hindley (family commitments)

**171/14. No disclosures of Interest**

**172/14. No applications for dispensation had been received**

**173/14. Guest Speakers**

The Chairman welcomed Cllr Glen Miller. Cllr Miller confirmed that on 7<sup>th</sup> January there had been a public meeting to discuss the pending closure of Haworth's Children's Centre (Tree Tops). Concern was raised by members of the current treacherous state of pavements and highways following the high volume of this year's leaves. Cllr Miller confirmed he had already reported the blocked gullies on the now flooded Keighley Road. He further confirmed that the street cleaning budget had been reduced by a third. Cllr Cameron suggested that in the circumstances it would be better for Street Cleaning to concentrate their efforts at this time of year and to cut back on Summer street cleaning schedules. Cllr Miller confirmed that Bradford Council had allocated £750k for expenses relating to the Tour de France.

**174/14. Minutes of meetings**

The minutes of the Parish Council meeting held on 11 <sup>th</sup> December were proposed as a correct record by Cllr Hopkinson and were signed by the Chairman.
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**No matters arising**

The January Outstanding Issues Report was duly noted.
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**Matters arising**

Cllr Cameron agreed to chase Julian Jackson to arrange a meeting to discuss Oxenhope planning enforcement matters.

The Clerk agreed to chase David Stuttard for suggestions of Housing Associations operating in Oxenhope.

**175/14. Public question time**

No matters raised.

**176/14. Planning**

13/04969/FUL - Construction of 2 storey cafe adjacent to the existing railway platform at Oxenhope Railway Station, Station Road. The Parish Council supported the planning application but queried why the normal practice of displaying notices about this application within close proximity of the Station had not happened.

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13/04835/FUL - Construction of detached dwelling with access and parking at 59 Denholme Road. The Parish Council raised no objections in principle to a new dwelling on the site but members expressed serious concerns as to the inadequate splay for vehicle access and egress and requested that Highways Department reconsider their consultee response as the build out on Denholme Road is within close proximity of the site. It was further considered appropriate for the detached dwelling to be situated further away from the highway to maintain the existing Leeming street scene and ribbon look.

The following decisions were noted:

Planning Permission Granted - 13/03806/HOU - Construction of porch and greenhouse at 2 Yate Lane

Planning Permission Granted - 13/03816/FUL - Change of use of part of the attached barn to form an enlarged hallway/reception, office and extra bedroom at Lower Isle, Isle Lane

Planning Permission Granted - 13/04110/FUL - Redecoration of the existing entrance doors frames and installation of a new AC condenser unit to the rear elevation at The Co-operative, 24 Station Road

Planning Permission Granted - 13/04334/HOU - Construction of porch to front of dwelling at 85 Denholme Road

Planning Permission Granted - 13/04455/FUL - Conversion and alterations to existing garage to form single dwelling at Lower Heights Farm 3 - 5 Height Lane

Planning Permission Granted - 13/04245/HOU - Rear single storey extension at 11 Denholme Road

#### **177/14. Participatory Budgeting**

**Resolved:**

- a) To note that Wednesday 19<sup>th</sup> February is the date booked for the Public Meeting and that the meeting will commence at 7.30 p.m. at Oxenhope Methodist Church
- b) To note the Clerk's revised report.
- c) To agree the draft e-mail to be sent to applicants.
- d) To agree the draft press release with minor amendments noted by the Clerk.

#### **178/14. Communication**

**Resolved:**

- a) To agree that Participatory Budgeting, Neighbourhood Planning and le Tour de France 2014 would be articles for the next e-newsletter.
- b) To agree that Participatory Budgeting, Neighbourhood Planning and le Tour de France 2014 would be articles for the Spring edition of Outreach.

#### **179/14. Marsh Common**

**Resolved:** To note the January Safety Inspection Report.

#### **180/14. Worth Exploring**

**Resolved:** To authorise the production of interpretative panels following receipt of the proofs (version number 6). It was noted that the watermark on the East Riddlesden Hall image required removing prior production.

#### **181/14. Standing Orders**

**Resolved:** To confirm receipt of the standing orders as adopted at the December 2013 monthly meeting and to note that publication of agendas will be in accordance with the revised standing order 3b.

#### **182/14. Reports**

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**Resolved:** To receive the following reports:

- a) Oxenhope School Governors. Cllr Ashcroft reported that Mr Parkin had been appointed as Deputy Head Teacher and that interviews were being held on 9<sup>th</sup> January to appoint a part-time reception teacher. At next week's School Governors meeting the budget would be re-examined following the influx of new pupils during the year.
- b) Allotments. Cllr Bedford confirmed that two allotment holders had already paid this year's rent. Cllr Maw agreed to chair the allotment holders Open Forum on 15<sup>th</sup> January 2014. Cllr Hopkinson reported that one allotment holder due to ill health would not be able to maintain his plot this year. It was agreed that Cllr Bedford contact the allotment holder concerned to give him a year's rent free holiday and to offer the plot to someone on the waiting list willing to maintain and pay the appropriate rental charge for the plot for one year.
- c) Worth Valley Joint Transport Committee (WVJTC). Cllr Cameron confirmed that members of the Committee would be meeting on 9<sup>th</sup> January to prepare for the Haworth Fire Station vision setting meeting next week.
- d) Oxenhope Youth Club. Cllr Cusdin reported that she had nothing significant to report as the Youth Club had not reconvened since the Christmas break.
- e) Rights of Way. No report received.
- f) Le Tour de France (TdF). Cllr Hopkinson reported that he would be attending the Worth le Tour meeting on 13<sup>th</sup> January. Cllr Ashcroft confirmed that if he remained available on 23<sup>rd</sup> January he would attend the meeting with Cllrs Hopkinson and Maw to discuss the Parish Council's aspirations for 6<sup>th</sup> July with Mike Powell, Emergency Planning Manager. Cllr Cameron volunteered to attend Welcome to Yorkshire's Road Show on 20<sup>th</sup> February.
- g) KWVR matters. Cllr Jones reported that he had already thanked Mike Tarran (via Mike Tarran's wife) for the considerate coning of Mill Lane for the Christmas Santa Specials. Cllr Jones volunteered to arrange the next meeting with KWVR representatives which Cllrs Jones and Ashcroft would attend.
- h) Oxenhope Community Centre. Cllr Maw reported that negotiating the lease with Bradford Council was progressing along with drawing up a job specification for the repair of the Community Centre's roof. Discussions were ongoing regarding organising a Jubilee like event at the Community Centre on 6<sup>th</sup> July.

#### 183/14. Financial Matters

**Resolved:**

- a) To authorise the following draft budget for 2014 – 15 and to note that part payment of the Oxenhope Neighbourhood Plan would be paid from Reserves

<b>Predicted spending:</b>			
<b>2013/14</b>	<b>Administration</b>	<b>2014/15</b>	
9940	Clerk's salary <sup>1</sup>	9940	
800	Stationery and printing <sup>2</sup>	545	
0	Mobile phone	275	
50	Postages	60	
275	Office costs	275	
150	Travel and subsistence	150	
250	Internal and external audits <sup>3</sup>	250	
	Total		11495
890	Subscriptions <sup>4</sup>	870	
320	Room Hire <sup>5</sup>	320	
505	Insurance	495	
250	Training	250	
250	Marketing	250	
375	Outreach	375	
	Total		2560
	<u>Projects</u> (To be agreed by resolution)		

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1330	Christmas Lights <sup>6</sup>		880	
300	Maintenance of Marsh Common		250	
200	Telephone kiosks		250	
250	Contribution towards the 812 bus service		500	
0	Website		0	
	<b>Total</b>			<b>1880</b>
935	Contingency Fund <sup>7</sup>		935	
1000	Grants via Participatory Budgeting		1000	
0	Grants - Other		0	
	<b>Total</b>			<b>1935</b>
<b>18070</b>	<b>Total Predicted Spending</b>			<b>17870</b>
	<b>Predicted Income:</b>			
2500	Transfer from reserves <sup>8</sup>		2500	
	<b>Total</b>			<b>2500</b>
	<b>Total Predicted Income</b>			<b>2500</b>
<b>15570</b>	<b>Precept (Spending - Income)</b>			<b>15370</b>

Based on Bradford Council's latest figures, the Council Tax Support Grant will be £700 (2013/14 Council Tax Support Grant was £1,274)

With a Tax Base of 968 then the Parish Council Tax for a Band D Property would be £15.16 (2013/14 Tax Base was 943 and Band D tax was £15.16)

- Notes:
- Salary scale 29, hours per week 14.
  - Includes the printing of the Annual Reports
  - This assumes the Parish Council's income/expenditure is < £50,000
  - Includes annual web site hosting fee and annual subscriptions to ICO, SLCC & YLCA
  - All room hire at Oxenhope Methodist Church  
Current charges £10 per session May - Sept (£18 Oct - Apr)
  - Based on 2013 - 14 energy consumption, anticipated 2014 - 15 electrician's fees and £140 for additional lights
  - Fund to pay for any unforeseen expenditure
  - Forecast amount of reserves as at 31st March 2014 £27,000.00
  - Existing unspent earmarked funds:  
Purchase of land for allotments £3,335.00

- To authorise that the precept for 2014 – 15 will amount to £14,670
- To authorise a transfer of £10 from the Contingency Fund to cover the current Postages deficit of £5.45
- To authorise a transfer of £350 from the Contingency Fund to Participatory Budgeting
- To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Orange	Direct Debit	£27.54	Mobile phone charges from 17 <sup>th</sup> December to 16 <sup>th</sup> January
Gratuity Account	Transfer	£29.14	Monthly transfer
Elaine Pearson	Standing Order	£713.54	Monthly salary
Post Office	101063	£246.93	PAYE & NIC
Tony Maw	101064	£17.00	Travelling costs to attend the December Parish Councils' Liaison Meeting

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Yorkshire Water	101065	£24.37	Water usage at the allotments
Haworth, Cross Roads & Stanbury Parish Council	101066	£30.00	600 x A4 copies
Oxenhope PCC	101067	£125.00	Outreach contribution
SLCC	101068	£179.00	Annual subscription
Cultrix	101069	£98.88	Renewal of the two Worth Exploring domain names and hosting costs

f) To note the following trial balance:

Analysis	A/c				Grand Total	Budget remaining
	Current	Deposit	Gratuity			
001. Balance b/fwd	908.47	30406.95	2426.00		33741.42	
002. Transfer	708.60	-1000.00	291.40			
01. Precept	15570.00				15570.00	
02. Worth Exploring Grants	9415				9415	
04. Bank Interest Business Base Rate		4.56			4.56	
08. Rent Allotment Holders	379.00				379.00	
09. Bank Interest - Gratuity Account			0.61		0.61	
10. Allotments Grant	449.00				449.00	
119. PAYE & NIC	-740.79				-740.79	
120. Clerk's monthly salary	-7135.40				-7135.40	£2,804.60
121. Subscriptions	-766.00				-766.00	£124.00
122. Insurance	-492.89				-492.89	£12.11
123. Audit Fee	-290.00				-290.00	
124. Room Hire	-134.00				-134.00	£186.00
125. Stationery & printing	-521.9				-521.9	£324.56
126. Postage	-55.45				-55.45	-£5.45
128. Christmas Lights	-56.96				-56.96	£1,282.53
129. Travel & subsistence	-57.35				-57.35	£92.75
131. Allotments	-164.17				-164.17	
133. Contingency Fund	-403.05				-403.05	£571.20
134. Reserves	-475.00				-475.00	
135. Mobile phone	-260.34				-260.34	
136. Worth Exploring	-11298				-11298	
137. Section 137	-17.00				-17.00	
138. Training	-152.80				-152.80	£111.00
139. Outreach	-375.00				-375.00	
141. New printer	-89.00				-89.00	
142. Contribution towards the 812 service	-250.00				-250.00	
143. Telephone Kiosks	-243.98				-243.98	
<b>Grand Total</b>	<b>£3,450.99</b>	<b>£29,411.51</b>	<b>£2,718.01</b>		<b>£35,580.51</b>	

#### 184/14. Minor items and items for the next agenda

##### Minor items:

- Cllr Cusdin to enquire whether the Parish Council's Annual Report could be in future hand delivered to households along with the Summer edition of Outreach.
- A parishioner's report of mis-delivered Perseverance Fold Christmas post to Charles Court residents was noted.
- The Clerk was requested to enquire whether the Worth Exploring Gateway Unit was now in full working order and whether it was more appropriate to have it located at Keighley or Ingrow Station.

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- d) Members were requested to encourage parishioners by word of mouth to attend the Participatory Budgeting Public Meeting on 19<sup>th</sup> February.

**185/14. To note the date and time of the next meeting**

- Monthly meeting on Wednesday 12<sup>th</sup> February 2014 at 7.30 p.m.

The Chairman closed the meeting at 21:10 p.m.

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