

**MINUTES OF THE ANNUAL MEETING OF OXENHOPE PARISH COUNCIL HELD ON
WEDNESDAY 8TH MAY 2013 AT OXENHOPE METHODIST CHURCH, COMMENCING
AT 7:30 PM**

Present: Cllr Neal Cameron
Cllr Tony Maw
Cllr Pauline Bedford
Cllr Penny Cusdin
Cllr Reg Hindley
Cllr Derrick Hopkinson
Cllr Tony Jones

In attendance: Two members of the public

01/13. Election of Chairman 2013/14

It was proposed that Cllr Cameron be elected as Chairman for 2012/13 by Cllr Jones, voted nem. con.

02/13. Apologies consented to

Cllr David Ashcroft (family commitments)

03/13. Election of Vice Chairman 2013/14

It was proposed that Cllr Maw be elected as Vice-Chairman for 2012/13 by Cllr Hindley voted nem.con.

04/13. Appointment of representatives to outside bodies & committees

It was proposed by Cllr Cameron that the following appointments be voted on block, agreed nem.con.

Allotments Officer	Cllr Bedford
Rights of Way Officer	Cllr Hindley
LEA Oxenhope School Governor	Cllr Ashcroft
Worth Valley Contact Point Committee Member	Cllr Jones
Worth Valley Joint Transport Committee Member	Cllr Cameron Cllr Ashcroft (reserve)
Oxenhope Sports Association Representatives	Cllr Maw Cllr Hopkinson
YLCA Branch meeting representatives (to attend branch meetings individually in rotation)	Cllr Cameron Cllr Maw Cllr Hopkinson
Consultations working group	Cllr Ashcroft (Chairman) Cllr Bedford Cllr Cusdin Cllr Jones
Millennium Green Trustee	Cllr Jones
Parish Council Liaison representative	Cllr Maw
Oxenhope Community Association	Cllr Maw Cllr Cusdin
Staffing Committee	Cllr Ashcroft Cllr Cameron Cllr Cusdin Cllr Hopkinson Cllr Jones Cllr Maw

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05/13. Disclosures of Interest

Cllrs Cusdin & Maw declared discloseable pecuniary interests re planning application 13/01406/FUL - Retrospective conversion of chapel to 3 dwellings at Horkinstone House Sykes Lane.

Cllrs Hopkinson & Jones declared discloseable pecuniary interests re agenda item 13a – to agree, or otherwise, to the recommendations as put forward by the working group to attend to the allotment holders feedback re the amended tenancy agreement.

06/13. No applications for dispensation had been received

07/13. No Guest Speakers

08/13. Minutes of meetings

The minutes of the Parish Council meeting held on 10th April were proposed as a correct record by Cllr Jones and were signed by the Chairman.

No matters arising

The minutes of the Worth Valley Joint Transport Committee meeting held on 24th April were duly noted.

No matters arising

The May Outstanding Issues Report was duly noted.

No matters arising

09/13. Public question time

No matters raised.

10/13. Planning

13/01423/FUL - Construction of replacement pigeon lofts building at land at Hebden Bridge Road (grid ref: 402827 434490). The Parish Council objected on the following grounds (i) the applicant has been subject to a number of planning enforcement notices, some of which have not been complied with e.g. the proposed new structure would sit upon a concrete base which formed the foundations of a previous illegal building on the site. The illegal building was removed as the result of a planning enforcement notice but the concrete base was not and this part of that enforcement notice remains unfulfilled. (ii) The application is contrary to section 9 of the National Planning Policy Framework 2013. Subsection 89 states that a local authority should regard the construction of new buildings as inappropriate in Green Belt unless the replacement building is for the same use and not materially larger than the one it replaces. The current use of the building since the occupation of the site by the applicant has been as a storage shed not a pigeon loft. A heating stove with flue was installed by the applicant and Planning Enforcement has served many notices to discontinue such uses on the site since 2007. The proposed replacement building is materially larger than the existing building. The floor area of the proposed building is 34.56m², which is a 128% increase on the floor area of the existing building which is 26.88m². Volume of the proposed building is 202m³ which is a 234% increase on the volume of the existing building which is 86m³. The replacement building would form an entirely new structure, in a completely different location to the existing building and would be constructed of stone and slate. This proposal is not a like for like replacement as the existing building is of a temporary timber structure. It was agreed that if the Planners are minded to approve this application then determination should take place at an Area Planning Panel meeting.

13/01387/FUL - Construction of agricultural building with associated hardstanding access track and access to highway at Marsh Top Farm Marsh Lane. The Parish Council objected as there was no agricultural need specified and no justification for an agricultural

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building that size. The size was regarded as massively disproportionate in relation to the size of the smallholding and certainly not in keeping with existing buildings. It was agreed that if the Planners were minded to approve this application then determination should take place at an Area Planning Panel meeting.

13/01406/FUL - Retrospective conversion of chapel to 3 dwellings at Horkinstone House Sykes Lane. The Parish Council raised no objections.

13/01487/FUL - Resurfacing and extension of existing horse paddock to create a new ménage at 14 Moorside Lane. The Parish Council raised no objections provided no floodlights were to be installed as outlined in planning application 08/04468/FUL.

11/13. Dog Fouling Awareness Signs

Resolved: To accept the Ward Councillors offer of Dog Fouling Awareness signs and that these should be located by Cllr Jones on Best Lane, at Lowertown, at the Millennium Green, at Leeming Reservoir, adjacent to the Green Room, within the Recreation Ground and on Hebden Road. Their effectiveness was to be monitored and other locations were to be identified at the June monthly meeting. This motion was carried by five votes and two abstentions.

12/13. Consultation

Resolved: That the combined authority consultation at <http://www.kirklees.gov.uk/community/yoursay/authoritycombined.shtml> would be pursued by Cllr Cameron through the WVJTC.

13/13. Allotments

Resolved:

- a) To agree with the recommendations as put forward by the working group (authorised by the Parish Council) to attend to the allotment holders feedback re the amended tenancy agreement. The Clerk to send the revised tenancy agreement to allotment holders with a covering e-mail.
- b) To defer discussing the recommendations as put forward by the working group (authorised by the Parish Council) to plan the work needed to convert the Keighley Road piece of land into allotment plots until the May Planning meeting.
- c) To defer authorising the draft £500 funding bid to Skipton Building Society Big 160 Appeal to develop the new Keighley Road Allotment site until the May Planning meeting.

14/13. Correspondence

Resolved:

- a) To note the letter dated 24th April received from awb Charlesworth Solicitors re lease of allotments from Keyland Developments Limited. The Clerk was given delegated powers to liaise with the Solicitors to ascertain their costs for acting on behalf of the Parish Council and to give instructions including the alteration to the mutual break clause that it should be at year 9 (not 5) with a notice period of 12 months.
- b) To note the e-mail dated 10th April received from CoBMDC Planning & Transport Strategy Manager re the Oxenhope Area Application.
- c) To note the e-mail dated 12th April received from CoBMDC Environmental Health Manager re the burning that took place at 20 – 22 Denholme Road.
- d) To note the e-mail dated 17th April received from CoBMDC Principal Engineer re the collapsed wall at Marsh Lane.
- e) To note the e-mail dated 18th April received from CoBMDC Enforcement Officer re 71 – 73 Denholme Road.
- f) To note the e-mail dated 24th April received from CoBMDC Planning Officer re 22 Denholme Road. Cllr Hindley to draft and circulate a response.
- g) To note the e-mail dated 24th April received from Came & Co re parish councils seeking expert advice from an Arboriculturalist on the health of trees under parish

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councils control. As the Parish Council is only responsible for two trees at the Allotments and four trees at Marsh Common it was agreed that Cllrs Bedford and Jones continue with their respective monthly Safety Inspection Reports and report any matters of concern to the Council so that appropriate action may be taken.

- h) To note the e-mail dated 25th April received from a concerned resident re dog fouling.
- i) To note the e-mail dated 26th April received from a concerned resident re bullying and abusive dog fouling signs.
- j) To note the e-mail dated 2nd May received from Lawn Order and to confirm that the watering of the new trees in the Rose Garden was being attended to by Cllr Jones and a local parishioner.

15/13. Reports

Resolved: To receive the following reports:

- a) Allotments. Cllr Bedford confirmed that following the recent article in Outreach that the Parish Council was to secure additional land to meet the demand of allotment plots, the waiting list for plots now contained seventeen names.
- b) WVJTC. Cllr Cameron confirmed that the Haworth Fire Station would remain for the next two years and that the Committee were investigating a Community Fire Service which would take over in 2015.
- c) Oxenhope Youth Club. Cllr Cusdin reported that fifteen young people had already reserved places at the First Aid Course on Friday 17th May.
- d) Rights of Way (RoW). Cllr Hindley confirmed that he had attended the recent CoBMDC RoW Forum. It had been confirmed at the Forum that the current impassable muddy state of Isle Lane would be improved to Lower Isle Farm. Cllr Hindley had queried why the improvement of bridleways was given priority attention over footpaths and the response given was that there are not many bridleways locally. The work undertaken on the North Ives Bottom footpath had been successful to remove its previous very muddy state but the action needed to remove the muddy state of the footpath from Ducking Stool to Hole was proving difficult to solve due to the stone wall on top of the drain.
- e) Discussions between the Parish Council and KWVR. Cllr Jones reported that KWVR had sent out a letter out to properties within close proximity of Oxenhope Station. The recent Diesel weekend had seen the utilisation of the car parks and that there was no parking on Mill Lane. Cllr Jones was requested to arrange another meeting with representatives from the Railway.
- f) Oxenhope Community Centre. Cllr Maw confirmed that there hadn't been another meeting since the AGM. Additional evidence was being gathered for the funding bid, which would be submitted at the end of the month.

16/13. Financial Matters

Resolved:

- a) To authorise that CJH Electrical repair the faulty lighting at the Denholme Road telephone kiosk at a cost of £50 (including parts).
- b) To note the internal auditors report and to authorise the Chairman to sign Section 2 of the Annual Return
- c) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Lawn Order	101029	£256.50	Trees for the Rose Garden
Keighley Town Council	101030	£250.00	Contribution towards the 812 service
Orange	Direct Debit	£31.87	Mobile phone charges from 12 th April until 16 th May
Gratuity Account	Transfer	£29.14	Monthly transfer
Elaine Pearson	Standing Order	£713.54	Monthly salary

- d) To note the following trial balance:

Analysis	A/c				Budget remaining
	Current	Deposit	Gratuity	Grand	

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				Total	
001. Balance b/fwd	908.47	30406.95	2426.00	33741.42	
002. Transfer	-14058.28	14000.00	58.28		
01. Precept	15570.00			15570.00	
08. Rent Allotment Holders	348.00			348.00	
120. Clerk's monthly salary	-1427.08			-1427.08	£8,512.92
121. Subscriptions	-502.00			-502.00	£388.00
133. Contingency Fund	-260			-260	£675.00
135. Mobile phone	-31.87			-31.87	
142. Contribution towards the 812 service	-250			-250	
143. Telephone Kiosks	-220.98			-220.98	£13.02
Grand Total	£76.26	£44,406.95	£2,484.28	£46,967.49	

17/13. Annual Report 2012 - 13

Resolved: That the second draft of the Annual Report be authorised at the May Planning meeting.

18/13. Minor items and items for the next agenda

Minor Items:

- a) Cllr Cameron confirmed that the WVJTC were investigating a community transport scheme probably involving vouchers for taxis.

Items for the next agenda:

- b) Cllrs Cameron & Cusdin to give a Worth Exploring update at the May Planning meeting.

19/13. To note the date and times of the next meetings

- Planning meeting on Wednesday 22nd May 2013 at 7.30 p.m.
- Monthly meeting on Wednesday 12th June 2013 at 7.30 p.m.

The Chairman closed the meeting at 21:15 p.m.

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