

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON  
WEDNESDAY 12<sup>TH</sup> JUNE 2013 AT OXENHOPE METHODIST CHURCH, COMMENCING  
AT 7:30 PM**

Present: Cllr Neal Cameron  
Cllr Tony Maw  
Cllr David Ashcroft (9:25 – 9:49)  
Cllr Pauline Bedford  
Cllr Penny Cusdin (7:35 – 9:49)  
Cllr Reg Hindley  
Cllr Derrick Hopkinson  
Cllr Tony Jones (7:30 – 9:00)

In attendance: No members of the public  
Police Constable Edward Irving  
Worth Valley Ward Councillor Rebecca Poulsen  
Miran Rahman, Keighley News Reporter

**20/13. Apologies consented to**

Cllr Ashcroft (attending a Tour de France 2014 meeting)  
Cllr Cusdin (attending an Oxenhope School meeting)  
Cllr Jones (family commitments)

**21/13. No applications for dispensation had been received**

**22/13. Guest Speakers**

PC Irving confirmed that the following crimes had been reported for the preceding 6 week period:

Burglaries dwellings - 3. (All three were unsecured dwellings.)  
Thefts from motor vehicles - 2. (Three people had subsequently been arrested from the Calderdale area.)  
Other – 4.

PC Irving reported that a recent theft of a smart phone had been recovered due to the owner having previously downloaded a tracking app. He recommended that owners of smart phones, tablets and laptops download such software.

A bike which had been chained to the bus stop on Denholme Road for the last week was reported to PC Irving.

Cllr Poulsen gave apologies for absence for Cllrs Miller and Brown. Cllr Poulsen confirmed that positive feedback had been received regarding the new dog fouling awareness signs, mainly along the lines that they are very clear and people can't miss them. Thanks were given to Cllr Jones for putting up the signs in Oxenhope. Stickers for wheelie bins were also available. As regards Sugden End, permits were now required by local residents to use the tip.

Cllr Cameron requested Cllr Poulsen and her fellow Worth Valley Ward Councillors to create some political will to operate a trial daily service at Keighley & Worth Valley Railway. Cllr Cameron confirmed that the Railway and the Parish Council were very much working together on this project via the Worth Valley Joint Transport Committee (WVJTC) and as no input had been provided by the Worth Valley Ward Councillors he enquired as to what their stance was on the matter. Cllr Poulsen agreed to feedback this information to Cllrs Miller and Brown and to respond to Cllr Cameron on this matter.

Cllr Cameron had again been requested by the WVJTC to enquire what the Worth Valley Ward Councillors stance was on creating a Worth Valley Fire and Rescue Service on a

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community first response basis. Cllr Poulsen confirmed she would brief her fellow Councillors and feedback their responses to Cllr Cameron.

### 23/13. Minutes of meetings

The minutes of the Parish Council meeting held on 8 <sup>th</sup> May were proposed as a correct record by Cllr Jones and were signed by the Chairman.
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#### No matters arising

The June Outstanding Issues Report was duly noted.
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#### Matters arising

Cllr Jones was congratulated on his involvement in getting a Post Office located within the Co-operative premises.

### 24/13. Public question time

No matters raised.

### 25/13. Planning

13/01708/HOU - Installation of 13 photovoltaic solar panels at Egypt House Isle Lane. The Parish Council raised no objections to the solar panels to be located on the roof but objections were raised to those solar panels to be located on the exterior wall of Egypt House as the aesthetic nature of the building would be ruined.

### 26/13. Dog Fouling Awareness Signs

**Resolved:** To defer the discussion of the effectiveness of the Dog Fouling Awareness signs situated in seven locations around the village until the next monthly meeting and to agree, or otherwise, to the change of their current locations. In the meantime as Yate Lane had been identified as another problem area, Cllr Jones was requested to install a sign in this vicinity.

### 27/13. Allotments

#### Resolved:

- a) To note that feedback had been received from just one allotment holder and that his suggestion to remove the word lawful from section 9 of the revised tenancy agreement should be complied with.
- b) To agree that Cllr Jones obtain three written quotes for the work needed to convert the Keighley Road piece of land into no more than a dozen allotment plots as only nine people on the waiting list had indicated their willingness to rent a plot at this site. Details of what will be available at this site will be posted on Facebook and in the Parish Council's first e-newsletter. Cllr Cameron agreed to provide Cllr Cusdin with the wording.
- c) To agree that Cllr Hopkinson draft a £500 funding bid to Skipton Building Society Big 160 Appeal to develop the new Keighley Road Allotment site.
- d) To note AWB Charlesworth Solicitors verbal indication of costs of between £350 - £500 re acting on the Parish Council's behalf for the 10 year lease for the new Keighley Road Allotment site. Land Registry fees will amount to £40.
- e) To note the Allotments Safety Inspection Report dates 6<sup>th</sup> May 2013

### 28/13. Worth Exploring

Cllr Cameron explained that he and Cllr Cusdin attended a meeting with representatives from Welcome to Yorkshire and Keighley & Worth Valley Railway to hear the pitches made by four separate bidders to develop the Worth Exploring App and website. Creative Spark was the successful bidder and Cllr Cameron went through their Powerpoint presentation.

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### 29/13. Sharing Heritage Fund

Cllr Hindley highlighted the problems in keeping his historical maps and other documentation relating to Oxenhope in the village which could be readily accessible if required. The main problems were the identification of a suitable building and the associated costs of room hire along with a paid part-time custodian. An alternative location, Keighley Reference Library, had been identified. Cllr Cameron confirmed that digitalisation was the natural answer and Cllr Maw confirmed that this resource could then be incorporated into the Worth Exploring App and website.

### 30/13. Correspondence

#### Resolved:

- a) To note the copy e-mails dated 15<sup>th</sup> May received from a concerned parishioner re land south west of 22 Denholme Road.
- b) To note the e-mail dated 15<sup>th</sup> May received from David Stuttard re section 106 monies of £52k. The Chairman requested members to research which Housing Associations operated in Oxenhope and to report back at the next monthly meeting.

### 31/13. Reports

#### Resolved: To receive the following reports:

- a) School Governors. Cllr David Ashcroft confirmed that the next School Governors meeting would be held in four weeks' time and that there would be a meeting with all the pupils' parents next week. Pupil numbers for 2014 were expected to be 210 which would include a Reception Class intake of 30. This was very positive news as was the positive nature of recent external inspections.
- b) Le Tour de France 2014. Cllr Ashcroft reported on the two recent meetings he had attended i.e. the Bronte Country Partnership meeting on 29<sup>th</sup> May and the Worth the Tour meeting earlier that evening. Le Tour de France 2014 will be a huge event but the actual route will not be confirmed until October although it was known at this stage that the route would leave Oxenhope by the A6033 to Hebden Bridge. It was envisaged that this part of the Tour would attract many spectators and that Cllr Ashcroft would start liaising with Oxenhope groups as the provision of refreshments, portable cycle racks etc would be required. Bradford Council was very much concentrating on emergency planning to ensure communities would not be cut off from the Fire and Rescue Service etc. The main concern was Keighley becoming a bottle neck. Across the whole of the Yorkshire route there would be 10 core bases. These bases would accommodate public conveniences and car parking. The base between Silsden and Hebden Bridge had yet to be determined. Practical issues would be discussed at the next BCP meeting in July. Cllr Ashcroft confirmed that he was happy to continue representing the Parish Council at these meetings and would welcome any support from other members. Issues such as how the Tour can be used to help raise funds and how to involve young people needed to be resolved. Worth the Tour were to populate a calendar of events and York City Council would in due course publish details of the 100 day cultural festival.
- c) Allotments. Cllr Bedford confirmed she had nothing significant to report.
- d) WVJTC. Cllr Cameron confirmed that his report had already been given earlier in the meeting during the Guest Speakers session.
- e) Oxenhope Youth Club. Cllr Cusdin reported on the success of the first aid training and confirmed that the Youth Club would continue until the end of the school term but would break during the summer school holidays.
- f) Rights of Way (RoW). Cllr Hindley confirmed that he would be attending the RoW Forum at the end of July.
- g) Planning Panel Meeting on 15<sup>th</sup> May. Cllr Hopkinson confirmed that planning application 13/00826/FUL - alterations and conversion of existing flat-roofed single storey garage into a two storey home office including new dual-pitched roof at Field Head Field Head Lane was approved by the Panel and that the conversion could not be used as a holiday let.

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- h) Progress report on discussions between the Parish Council and KWVR. At this stage of the meeting Cllr Jones had already left and no report was provided.
- i) Oxenhope Community Centre. Cllr Maw confirmed that he had nothing significant to report.
- j) Parish Councils' Liaison Meeting on 4<sup>th</sup> June. Cllr Maw confirmed that the meeting consisted mainly of a presentation given by Andy Ross regarding Bradford Council's involvement of le Tour de France 2014. Cllr Maw had advised Mr Ross of the existence of Oxenhope aerodrome as these facilities would more than likely be needed by the many helicopters which would be filming the Tour. As camp sites would also be required Cllr Maw confirmed the need for Frank Towers of Upwood Caravan Park to be involved in future Tour de France 2014 meetings. It was noted that the Recreation Ground and Millennium Green could also be utilised as camp sites.

### 32/13. Financial Matters

#### Resolved:

- a) To authorise the Clerk to attend the SLCC Regional Conference in July (cost of one delegate place £82.80 including VAT)
- b) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Npower Limited	101031	£56.96	Energy consumption re the Christmas lights
Elaine Pearson	101032	£175.64	Expenses
Orange	Direct Debit	£27.54	Mobile phone charges from 17 <sup>th</sup> May to 16 <sup>th</sup> June
Tony Maw	101033	£10.00	Travelling costs to attend the Parish Councils' Liaison Meeting
Oxenhope Methodist Church	101034	£54.00	Room hire
Creative Spark	101035	£4,800.00	Worth Exploring App
Gratuity Account	Transfer	£29.14	Monthly transfer
Elaine Pearson	Standing Order	£713.54	Monthly salary

- c) 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	-7587.42	7500.00	87.42			
01. Precept	15570.00				15570.00	
08. Rent Allotment Holders	349.00				349.00	
119. PAYE & NIC	-246.93				-246.93	
120. Clerk's monthly salary	-2140.62				-2140.62	£7,799.38
121. Subscriptions	-502.00				-502.00	£388.00
124. Room Hire	-54.00				-54.00	£266.00
125. Stationery & printing	-64.04				-64.04	£735.96
126. Postage	-18.8				-18.8	£31.20
128. Christmas Lights	-56.96				-56.96	£1,273.04
129. Travel & subsistence	-13.80				-13.80	£136.30
133. Contingency Fund	-256.5				-256.5	£675.00
135. Mobile phone	-59.41				-59.41	
136. Worth Exploring	-4800				-4800	
141. New printer	-89				-89	
142. Contribution towards the 812 service	-250				-250	
143. Telephone Kiosks	-220.98				-220.98	£13.03
<b>Grand Total</b>	<b>£467.01</b>	<b>£37,906.95</b>	<b>£2,513.42</b>		<b>£40,887.38</b>	

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**33/13. Annual Report 2012 - 13**

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

**34/13. No minor items and items for the next agenda**

**35/13. To note the date and times of the next meetings**

- Planning meeting on Wednesday 26<sup>th</sup> June 2013 at 7.30 p.m.
- Monthly meeting on Wednesday 10<sup>th</sup> July 2013 at 7.30 p.m.

The Chairman closed the meeting at 21:49 p.m.

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