

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON
WEDNESDAY 13TH NOVEMBER 2013 AT OXENHOPE METHODIST CHURCH,
COMMENCING
AT 7:30 PM**

Present: Cllr Tony Maw
Cllr David Ashcroft
Cllr Pauline Bedford
Cllr Penny Cusdin
Cllr Reg Hindley
Cllr Derrick Hopkinson
Cllr Tony Jones

In attendance: Miran Rahman, Keighley News Reporter
One member of the public

141/13. Apologies consented to

Cllr Neal Cameron (family commitments)

142/13. No disclosures of Interest

143/13. No applications for dispensation had been received

144/13. No Guest Speakers

145/13. Minutes of meetings

The minutes of the Parish Council meetings held on 9 th & 23 rd October were proposed as a correct record by Cllr Hindley and were signed by the Chairman.
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No matters arising

The November Outstanding Issues Report was duly noted.
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No matters arising

The November Highways Issues Report was duly noted.

No matters arising

146/13. Public question time

The meeting was adjourned to allow the applicant of planning application 13/04455/FUL - Conversion and alterations to existing garage to form single dwelling at Lower Heights Farm 3 - 5 Height Lane to explain the reasoning behind this submission following refusal of planning permission re 11/02121/FUL re the eco house.

147/13. Planning

13/04334/HOU - Construction of porch to front of dwelling at 85 Denholme Road. The Parish Council raised no objections.

13/04455/FUL - Conversion and alterations to existing garage to form single dwelling at Lower Heights Farm 3 - 5 Height Lane. The Parish Council raised no objections in principle but would prefer a chimney as opposed to the proposed flue, this would then be in accordance with the Oxenhope Village Design Statement.

To note the following decisions:

Planning permission granted - 13/02563/FUL - Construction of single storey dwelling at Ellarbank, Back Leeming

Planning permission granted - 13/02564/FUL - Erection of two detached dwellings at Gale House, Back Leeming

SIGNED 11th December 2013

1571

PAGE NUMBERING CHECKED.....

Planning permission granted - 13/02608/HOU - Construction of single storey extension to rear at Ridge End, Shaw Lane
 Planning permission granted - 13/02058/HOU - Extension to house, new staircase and excavation of basement at High Binns, Height Lane
 Planning permission granted - 13/02662/FUL - Construction of agricultural building with associated hardstanding access track and access to highway at Marsh Top Farm, Marsh Lane
 Planning permission granted - 13/02963/FUL - Conversion of church to a single dwelling including the demolition of soil latrines, the insertion of two windows and the provision of access and parking to the south west elevation (rear) of the building at Hawksbridge Baptist Chapel Hawksbridge Lane
 Planning permission granted - 13/03469/HOU - Construction of single storey side and rear extension and two storey side extension at Fair Winds Moorhouse Lane
 Planning permission granted - 13/03494/HOU - Conversion of existing storage into habitable space at Upper Yate Farm Yate Lane
 Refused planning permission - 13/02622/HOU - Single storey sunroom extension to dwelling house and conversion of lounge area to additional bedroom at Saddlers Farm, Upper Marsh Lane
 Refused planning permission - 13/03033/FUL - Installation of one medium scale 250Kw turbine on a 30m monopole mast at Upper Bradshaw Head Farm, Long Causeway, Denholme

148/13. Standing Orders

Resolved: To note receipt of the new model standing orders and to formulate an e-working group of Cllrs Maw, Ashcroft, Cusdin & Hindley so that the Clerk's recommended amendments to the model standing orders meet the needs of the Parish Council before they are brought to a full Parish Council meeting.

149/13. Reports

Resolved: To receive the following reports:

- a) Le Tour de France (TdF). Cllr Ashcroft reported that due to increased work commitments he had been unable to attend recent Worth le Tour meetings and that he was happy to act as a 'back-up' Parish Council representative but as ever demanding work commitments were becoming the norm then perhaps an alternative representative should be sought. Cllr Hopkinson kindly offered to attend next week's Bradford Council's TdF Emergency Planning meeting. Cllr Cusdin confirmed that the Parish Council need to be asking Bradford Council (i) which roads will be closed for the TdF so that we can feed this information back to parishioners; (ii) have adequate arrangements been made to ensure Emergency Services will be able to enter and exit the village on 6th July 2014; (iii) will the promotional entourage use the same route as the cyclists; (iv) what arrangements have been made for alternative parking for Shaw Lane residents; (v) what arrangements have been made for the provision of adequate toilet facilities in the village. Cllr Cusdin confirmed that answers to these queries need to be available so that this information can be disseminated to parishioners in the Spring 2014 edition of Outreach. Cllr Hopkinson also queried whether the Football Club would be able to use the top football pitch in the Recreation Ground as a temporary TdF camp-site and would it be permissible for the Football Club to retain the income as the land is owned by Bradford Council. The Clerk was requested to draft a letter to the residents of Shaw Lane requesting them to let the Parish Council know their TdF concerns.
- b) Oxenhope School Governors. Cllr Ashcroft reported that Catherine Nutting was appointed as the Head Teacher as from 1st November and that the Governors were in the process of appointing a permanent Deputy Head Teacher. At next week's meeting, the Governors would be examining next year's budget and whether single age class groups would be feasible as from September 2014. Cllr Ashcroft confirmed that a lot of support had been given by the diocese to submit a funding application to finance the building of a mezzanine floor in the main hall for

SIGNED 11th December 2013

1572

PAGE NUMBERING CHECKED.....

an extra classroom. As there was a vacancy for a PCC nominated foundation governor, the existing governors had been encouraged by the people already identified as suitable candidates, however, other people may still be keen to apply for this role and if so they should contact Cllr Ashcroft.

- c) Allotments. Cllr Bedford confirmed that she had received seventeen signed tenancy agreements from allotment holders. As three remained outstanding Cllr Bedford would be reminding those allotment holders concerned. Having taken advice from John Groves, it would appear that the hedge trimming would be best done by hand. It was agreed that Cllr Bedford should try and source a person who would be prepared to undertake this work along with raising the tree canopy. A receipt for the cutting of additional keys was handed to the Clerk. Cllr Bedford confirmed that 20 names remained on the waiting list for allotment plots.
- d) WVJTC. No report received.
- e) Oxenhope Youth Club. Cllr Cusdin reported that the Club had no regular youth worker and this did not provide continuity for the young people. Despite this though the number of attendees to Youth Club nights remained at a good level. It was hoped that a replacement youth worker would be appointed in the near future.
- f) Meeting with Rev. Nigel Wright to discuss a joined up approach to communicating with parishioners. Cllr Cusdin reported on the positive meeting she and the Clerk attended with Rev. Nigel Wright on 8th November and this had been brought about following Rev. Wright taking over as editor of Outreach. As Rev. Wright was keen to encourage other groups to submit Outreach articles he had expressed his interest to share a table with Cllr Cusdin and the Clerk in the Co-op to chat with parishioners. As it was acknowledged that Outreach remained a valuable communication tool with parishioners as not all parishioners have an e-mail address and/or want to be on Facebook, it was inevitable that the discussion at the meeting would be directed on how best a joined up approach could be introduced to keep parishioners informed of next year's Tour de France and following this the Parish Council's intention to have a Neighbourhood Plan for the village. It was agreed that a centrally located Community Notice would be appropriate and the Clerk confirmed she had already left a telephone message for the Co-op's Site Manager to contact her in this respect. Cllr Jones at this point agreed that he would also send an e-mail to his Co-op contact to see if he could progress matters with a Community Notice Board. Cllr Cusdin then continued her report on the meeting on 8th November, confirming that she had made it clear to Rev. Wright that Oxenhope Online was not a Parish Council Facebook account and that it had grown very organically from the group who had established www.oxenhope.org.uk So far the Facebook postings on Oxenhope Online had worked quite well, with people being quite frank and honest but not abusive. Despite this open philosophy the working group have now drafted some guidelines.
- g) Rights of Way. Cllr Hindley confirmed that he had received the 15 page report compiled by the Ramblers detailing the problems specific to Oxenhope. The report contained details of missing signage, styles with steps missing, impassable footpaths due to drainage problems or overgrown vegetation. Cllr Hindley had endorsed the Ramblers recommendations with Bradford Council's RoW Department. Cllr Hindley invited members to keep him informed of any RoW that needed attention and Cllr Ashcroft reported the footpath from Goose Green to Pawsons as currently being very muddy with overgrown vegetation.
- h) Oxenhope Community Centre. Cllr Maw reported that the outcome of the WREN funding bid of £50k should be known at the end of the week. If successful then the priority would be to get the roof replaced (repaired?) although considering the time of year it might be best to leave this until the Spring. Cllr Maw confirmed that there were tickets remaining for the Fiona Katie Roberts concert and that some of the proceeds of the concert would go into the Community Centre's restoration fund.

150/13. Financial Matters

Resolved:

SIGNED 11th December 2013

1573

PAGE NUMBERING CHECKED.....

- a) To authorise a section 137 payment of £17 to cover the cost of this year's Remembrance Day wreath
- b) To authorise training expenditure of £70 to allow Cllr Bedford and the Clerk to attend the SLCC West Yorkshire Training Day in December
- c) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Orange	Direct Debit	£27.54	Mobile phone charges from 17 th October to 16 th November
Gratuity Account	Transfer	£29.14	Monthly transfer
Elaine Pearson	Standing Order	£713.54	Monthly salary
P Cannon	101054	£42.00	To update internet security and install updates
Oxenhope Methodist Church	101055	£50.00	Room hire
J D A Jones	101056	£37.62	Stationery
P Bedford	101057	£6.95	Postages
Elaine Pearson	101058	£243.88	Expenses

d) 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	-5733.12	5500.00	233.12			
01. Precept	15570.00				15570.00	
02. Worth Exploring Grants	4800				4800	
04. Bank Interest Business Base Rate		4.56			4.56	
08. Rent Allotment Holders	361.00				361.00	
09. Bank Interest - Gratuity Account			0.61		0.61	
10. Allotments Grant	449.00				449.00	
119. PAYE & NIC	-493.86				-493.86	
120. Clerk's monthly salary	-5708.32				-5708.32	£4,231.68
121. Subscriptions	-587.00				-587.00	£303.00
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	-491.9				-491.9	£313.96
126. Postage	-55.45				-55.45	-£5.45
128. Christmas Lights	-56.96				-56.96	£1,273.04
129. Travel & subsistence	-40.35				-40.35	£109.75
131. Allotments	-132.80				-132.80	
133. Contingency Fund	-403.05				-403.05	£528.45
135. Mobile phone	-205.26				-205.26	
136. Worth Exploring	-4800				-4800	
138. Training	-82.80				-82.80	£181.00
140. Oxenhope Youth Club						
141. New printer	-89				-89	
142. Contribution towards the 812 service	-250				-250	
143. Telephone Kiosks	-243.98				-243.98	
Grand Total	£1,797.73	£35,911.51	£2,659.73		£40,368.97	

151/13. Marsh Common

Resolved: To note the October Safety Inspection Report.

152/13. Minor items and items for the next agenda

SIGNED 11th December 2013

1574

PAGE NUMBERING CHECKED.....

Minor items:

- a) Agreed that Cllr Hopkinson & Cllr Jones would represent the Parish Council at the Planning Panel Meeting in November when planning application 13/01943/FUL – construction of dwelling with access at land south west of 22 Denholme Road would be determined.
- b) Agreed that the Power of Competence training would be suggested to YLCA for next year's training programme along with citing practical examples of what works and what doesn't when conducting consultations in their 'Learning Procedures and Legalities through Practical Examples' workshops.
- c) Agreed that the Clerk proceed as in previous years in authorising Chris Hutton of CJH Electrical to check the existing Christmas lights and to ensure they will be illuminated for the usual times in December. The Clerk was also requested to investigate if the electrician could re-arrange the lights on the Christmas Tree so that they become more visually attractive.
- d) Agreed that the Clerk should report to Planning Enforcement the alleged change of use of a residential property at Goose Green to a back street Barbers.
- e) Agreed that the Clerk should report to Highways Department the current problems caused by cars parking on the white line on Best Lane and Lowertown which seriously restricts the buses manoeuvrability on this corner.
- f) Cllr Jones reported that he had received confirmation from Mick Priestley, Bradford Council, that Parks & Landscape Department would be widening the paths in the Recreation Ground this winter and that Drainage Department would be investigating the drainage problems on the new football pitch by using underground cameras.

153/13. To note the date and time of the next meeting

- Monthly meeting on Wednesday 11th December 2013 at 7.30 p.m.

The Chairman closed the meeting at 21:02 p.m.

SIGNED 11th December 2013

1575

PAGE NUMBERING CHECKED.....