

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD  
ON WEDNESDAY 12<sup>TH</sup> APRIL 2017 AT OXENHOPE METHODIST CHURCH,  
COMMENCING AT 7:30 PM**

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

In attendance: Worth Valley Ward Councillor Russell Brown  
Miran Rahman, Keighley News Reporter  
Representative from Oxenhope Pre-School  
Representative from Oxenhope Cricket Club  
Representative from Worth Valley Young Farmers  
3 members of the public

**178/17. Apologies consented to**

Cllr David Ashcroft (work commitments)  
Cllr Penny Cusdin (family commitments)

**179/17. Disclosures of Interest**

Cllr Hopkinson declared an interest in the Cricket Club's application for funding and the allotment report.  
Cllr Goulding declared an interest in planning application 17/01404/FUL and in the Social Club's application for funding  
Cllr Eastwood declared an interest in items listed for payment.

**180/17 Applications for a Dispensation**

None received.

**181/17 Guest Speakers**

It was decided to move this item up the agenda.

Cllr Brown informed the meeting that it is now possible to comment on gritting routes including grit bins on the Bradford Council website.

He also informed the meeting that Kersten England, Bradford Council's Chief Executive had visited the Worth Valley Ward. The visit had been very worthwhile. She had started by joining a tourist meeting. She talked about Bradford Council being under financial pressure and had emphasized the need for successful businesses to help generate business rates, as this was an increasingly important source of revenue for the Council. As part of the visit she went to the Airedale Springs and Wyedean factories. She was very impressed with the range of products made and again stressed the need to promote successful businesses.

Kersten England has also visited Stanbury Village School and had been "grilled" by the pupils. Cllr Poulsen and Liz Parker were preparing a briefing note from the meeting. She has been invited back for another visit to the Worth Valley Ward.

Cllr Hopkinson asked about road closures for Tour de Yorkshire and how long the roads would be closed. Cllr. Russell replied that there would be rolling road closures and the length of time the roads were closed may depend on stragglers in the race. Bradford Council was supporting the race.

*SIGNED* ..... 10<sup>th</sup> May 2017

1800

*PAGE NUMBERING CHECKED*.....

Cllr Brown was thanked for his report.

**182/17 Public Question Time**

A member of the public, Mr. Stuart Sharp, gave details of his concerns relating to 5 mature trees being felled on 31<sup>st</sup> March without permissions on land, which he stated, belongs to Hoyle Syke Farm.

Mr. Sharp eventually found out that Beck Developments, a house building company, who had bought the adjoining land, had ordered the work. Mr. Sharp has referred this matter to his solicitors.

Mr. Sharp also stated that he had tried several time to contact Simon Keenan, Arboricultural Officer at Bradford Council, but had had no response.

Mr. Sharp stated that he believed there was a planning application pending for the adjoining land, but stated that it is in the green belt. Cllr McManus stated that on Bradford Council's land allocation map this area is shown as area of housing but the local plan for the area has not decided on this. He stated that his understanding was that Beck Developments have purchased the land, speculating that it will be developed.

Cllr McManus queried if the Parish Council should be looking at which trees should be listed. He stated that trees are not listed for aesthetical reasons. They are only listed if a request has been made to list them. The community has to ask for listing and this needs to be done in advance. All trees on Moorhouse Farm are listed. The trees that were cut down were not protected and most trees in Oxenhope are not listed. He suggested that this issue may need to looked at as part of the neighbourhood planning process.

Cllr Eastwood expressed the Council's sympathy in relation to the trees being cut down, but stated that it was a private matter. He thanked Mr. Sharp for bringing the metter to the Council's attention.

Cllr McManus suggested writing to Simon Keenan at CMBC and say if there were to be any development on this land, then the developer need to ensure trees planned on boundary to replace trees cut down. Cllr McManus offered to draft a letter. Mr Sharp stated he had made eight phone calls over a two week Bradford Council with no response, but he would be happy to meet Simon Keenan.

Cllr Brown asked to be copied into any letter to Bradford Council.

**183/17 Participatory Budget Scheme (PBS)**

**Oxenhope Pre-School**

Jessica Copland, deputy manager at Oxenhope Pre-school based in Community centre presented their application for funding. She stated there is a new management team at the pre-school and Clare Wild is now the Manager. Jessica emphasized the importance of early education and stressed the need to invest in the children in the community.

She stated the pre-school want high quality resources. The application is for new sensory equipment. Last year they used the funding to purchase outdoor equipment, which has much improved the outdoor provision. Sensory play is very important for young children. She said it helps to develop brain pathways and also promotes social interaction. The pre-school wants the best opportunities for all children and sensory play is particularly important for children with additional needs.

*SIGNED ..... 10<sup>th</sup> May 2017*

*PAGE NUMBERING CHECKED.....*

The pre-school wants to purchase a mix of equipment. Firstly they would like a modular dark room, which is a pack away tent with LED light and colour change projectors. They will then add to this over time.

**Cricket Club**

Ian Jowett, President of Oxenhope Cricket Club, presented the Cricket Club's application. He stated they had just bought new nets. This had involved borrowing £25,000, which had to be repaid over the next five years. They have also bought a square cover. The club has several senior and junior teams with over 40 children playing cricket. He stressed the importance of making sure as few as possible games were cancelled. To help achieve this they want to replace their current Bowdry machine, which is no longer fit for purpose. The Bowdry can be used on both grass and artificial surfaces. The total cost was £695 plus VAT.

**Social Club**

Cllr Goulding presented the application from Oxenhope Social Club. He stated the club was celebrating its 80<sup>th</sup> anniversary this year. A new committee had been formed in January this year. The big issue for the club is the structure of the building. They have had a report from a structural engineer. The report was very favourable, stating that the building was basically quite sturdy. However there has been water leaks in the roof space and to repair the first area of damage did mean closing the building for a time. The work was undertaken by a local builder and is now safe. The second area of water damage needs monitoring weekly and work needs to be done to replace the roof joists at a cost estimated at £600.

Cllr Goulding mentioned there had been concerns expressed that it was a members' club. However he emphasised that membership was open to all to all and that guests were welcome. They have also run events open to the entire village. He stated the Social Club sponsor and host the local football club. The bowls club also meet there. They hold events for all ages including the monthly Stormin Norman night, an Easter egg hunt and recently an exhibition of photographs of old Oxenhope, which had been very popular.

He stated there was danger the Social Club could be lost to village but with support it could be a real village asset.

**Worth Valley Young Farmers' Club**

Jo Holmes presented the application on behalf of the Worth Valley Young Farmers Club. They want to create a large-scale land artwork in Oxenhope for the Tour de Yorkshire cycle race, which passes through Oxenhope on 30<sup>th</sup> April. He stated that the club had been involved in creating a number of land art projects for the 2014 Tour de France, but there had not been any in Oxenhope.

He said he saw this as opportunity to put Oxenhope on map. They wanted to have a competition in the village to design the artwork. They had found a field at Leeming, which would be suitable as it could be seen from both a helicopter and the road.

He said that there were options to use a variety of different materials, tarpaulin pegged down, cutting the grass or making a ripple. White line marking is another possibility but it is costly and doesn't go very far. He stated that another possibility would be straw bales, which have a unique connection to Oxenhope because of the straw race. The also provided a good contrast. He would plan to enter the artwork in the Welcome to Yorkshire competition, which would gain more publicity for the village.

Jo was asked if there was sufficient time for the competition and creation of the artwork before 30<sup>th</sup> April. He replied that they have already drafted the rules for the competition and would use social media for competition. They would choose the design in conjunction with Oxenhope Parish Council.

Cllr McManus asked if he was confident it could be done for 30<sup>th</sup> April and Jo replied that he was. He stated that they have 30 members who would all be involved in creating the artwork.

*SIGNED ..... 10<sup>th</sup> May 2017*

*PAGE NUMBERING CHECKED.....*

All the presenters and Cllrs Goulding and Hopkinson left the meeting so that a decision could be made on the awarding of PBS grants.

**Resolved:** To support all four applications with the full amount of funding each applied for.

The presenters and Cllrs Goulding and Hopkinson re-joined the meeting and were informed of the funding decision.

### **184/17 Minutes of Meetings**

The minutes of the Parish Council meeting held on 8<sup>th</sup> March 2017 were proposed as correct by Cllr. Eastwood and signed by Cllr Eastwood.

### **No matters arising.**

The April outstanding issues report was duly noted.

### **185/17 Planning**

**17/01306/CLP** - Removal of the existing porch and construction of a new porch, removal of existing first floor windows from front elevation and replacement with new, removal of existing windows to rear elevation and alteration of openings and installation of new windows at 1 Back Leeming, Oxenhope. **Councillors stated that this planning application had been withdrawn.**

**17/01667/FUL** - Construction of an agricultural barn (16m x 12m) for the storage of farm implements and stabling of animals at Fieldgate Farm, Outside Lane. The Parish Council raised no objections.

**17/01650/HOU** - Construction of single and two storey rear extensions to dwelling at Mount Pleasant Farm, Black Moor Road. The Parish Council raised no objections.

**17/01404/FUL** - Conversion of swimming pool and stable to form two new dwellings at Hawksbridge Farm, Hawksbridge Lane. Cllr Goulding left the meeting at this point. The Parish Council raised no objections. Cllr Goulding re-joined the meeting.

The following decision made by Bradford Council was noted:

Permission refused -16/07909/FUL - Conversion of stables to form one dwelling at Land North of Well Cottage Black Moor Road.

(Details of all planning applications can be viewed at Bradford Council's online planning system <http://www.planning4bradford.com/online-applications/>)

### **186/17 Guest Speakers**

Police Constable Irving / PCSO Wynn Evans had given their apologies before the meeting but provided a report which will be circulated with the minutes.

### **187/17 Rose Garden**

Cllr McManus explained why he was proposing requesting Metro buses to move the existing bus stop from outside the Hebden Bridge Road frontages of 1 and 3 West Drive to a position lower down the hill closer to Muffin Corner. The bus stop would then be in a wider part of the road. Cllr Eastwood stated that he was also due to meet with Highways to discuss issues around this area.

The quote from Keighley Trees for £1,200 had been provided for information to provide an idea of costs for this work. Cllr McManus is also getting a quote for the ground work as this information is needed for future grant applications.

*SIGNED* ..... 10<sup>th</sup> May 2017

1803

*PAGE NUMBERING CHECKED*.....

### 188/17 Safety Inspection Reports and Allotment Report

The March Safety Inspection Reports for Marsh Common and for the allotments and the allotment report were noted. The stone on the turning circle has made things much better.

Cllr Hopkinson left the meeting. Discussion then took place on how to resolve the issue of the flooded culvert affecting Plot 9. Cllr Goulding said the issue needed addressing, but explained it was hard to decide what needed doing and explained the technical challenges involved. Andrew Sunderland had the necessary equipment (micro-digger and crane) and had offered to undertake the work for £200.

**Resolved:** To authorise expenditure up to a maximum of £300 to address the issue.

Cllr Hopkinson re-joined the meeting.

### 189/17 Oxenhope Neighbourhood Development Plan (NDP)

Cllr McManus explained that he had had to postpone the meeting planned for 11<sup>th</sup> April and this will now take place on Tuesday 9<sup>th</sup> May. He will then provide an update at the next Parish Council meeting on 10<sup>th</sup> May.

### 190/17 Bradford MDC & Local Council Liaison Meeting

Cllr Eastwood referred to his report from the Liaison meeting with Bradford MDC. He said the Council needs to follow up on the location of the grit bins. He also talked about the emergency planning and the need to have a follow up meeting with Chris Slaven. He stated there was emergency equipment and radios, which could be located in the Community Centre. Cllrs Harrop and Maw volunteered to help with this.

Cllr Eastwood stated asset transfer and the issue of double taxation had also been discussed at the meeting. He said the reality was that Bradford Council's resources were shrinking and in the future there was likely to be no funding for grass cutting, sports grounds maintenance etc. Given this situation there is a need for local conversations. Bradford Council want to work with local groups. Cllr Goulding stated there were some advantages in getting local people involved and not just expecting Bradford Council to deal with everything. Cllr Maw pointed out the Parish Councillors were volunteers and Oxenhope could only afford a part time clerk so there was a limit to what they could take on.

### 191/17 Correspondence

- a) Email from Ian Scott re. Internal audit.  
Cllr Eastwood explained that the previous internal auditor had retired, so he was proposing using the internal auditor used by Harden Parish Council  
**Resolved:** That Ian Scott be appointed as internal auditor
- b) Email from YLCA re. Training course on planning.  
**Noted.**
- c) Email from YLCA re. Transparency Fund. Cllr Eastwood explained that the Parish Council can re-apply for this grant.  
**Resolved:** To obtain further information about Transparency Fund and prepare a grant application in due course.

### 192/17 Financial Matters

**Resolved:**

- a) To authorise expenditure of £145 plus VAT for allotment course on 23<sup>rd</sup> June run by SLCC for the clerk.

SIGNED ..... 10<sup>th</sup> May 2017

1804

PAGE NUMBERING CHECKED.....

- b) To note the transfer of £3,000 from the deposit account to the current account authorised by the Chair to cover March expenditure.
- c) To authorise the transfer of a further £6,500 from the deposit account to the current account to cover the expenditure listed below.
- d) To appoint Ian Scott as Internal Auditor, using Appendix 9 from Governance and Accountability for the basis of the audit. To note that YLCA recommends using Appendix 9 as the basis for internal audit. To authorise costs of £55 including travel.
- e) To authorise the following accounts for payment: -

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£25.00	Monthly mobile phone bill
Janet Foster	Standing Order	£577.41	Monthly salary
Janet Foster	Standing Order	£25.00	Home working allowance
SLCC	101221	£121.00	Annual membership of Society of Local Clerks
ILCA	101222	£118.80	Registration for Introduction to Local Council Administration course
Community Account	Inter account transfer	£2,706.45	Closing gratuity account
Elaine Pearson	101223	£2,706.45	Payment of remaining amount in gratuity account
Ken Eastwood		£38.55	Elaine Pearson's retirement
Ken Eastwood		£1.27	Postage
Ken Eastwood	101224	£39.82	Total amount due for two items above
Yorkshire Water	101225	£6.35	Water usage at the allotments
Calderdale Council	101226	£108.00	Invoice for advert for clerk and RFO post
Yorkshire Local Council Associations	101227	£678.00	Annual membership of YLCA
CIQ Agency (Integreat Plus)	101228	£1,594.50	Costs associated with NDP
Post Office	101229	£230.70	Amount due to HMRC for NI and tax for three months ending 5 <sup>th</sup> April 2017
Grant payment under PBS – payee to be confirmed	101230	Up to £500.00	Oxenhope Pre-School PBS application (Appendix 3)
Grant payment under PBS – payee to be confirmed	101231	Up to £500.00	Oxenhope Cricket Club PBS application (Appendix 4)
Grant payment under PBS – payee to be confirmed	101232	Up to £500.00	Oxenhope Social Club PBS application (Appendix 5)
Grant payment under PBS – payee to be confirmed	101233	Up to £500.00	Worth Valley Young Farmers' Club PBS application (Appendix 6)
Imperative Training Limited (Defibshop)	101234	£300	Defib training at Oxenhope Village Fete
Digital Nomads Ltd.	101235	£178.80	Website training workshop

- f) To note the following trial balances: -

SIGNED ..... 10<sup>th</sup> May 2017

1805

PAGE NUMBERING CHECKED.....

Sum of Net amount	A/c	Account			Grand Total	Net Amounts
		Deposit	Gratuity	Prudential		
<b>Analysis</b>	<b>Current</b>					
001. Balance b/fwd	1,441.51	26,459.50	3,499.62	0.00	31,400.63	31,400.63
002. Transfer	-5,805.48	-13,400.00	-794.52	20,000.00	0.00	0.00
01. Precept	17,459.00	0.00			17,459.00	17,459.00
04. Bank Interest Business Base Rate	0.00	12.93			12.93	12.93
05. Grants Received	10,626.11				10,626.11	10,626.11
06. VAT repayment	1,021.67				1,021.67	
07. Allotment key deposits	5.00				5.00	5.00
08. Rent Allotment Holders	400.00				400.00	400.00
09. Bank Interest - Gratuity Account			1.35		1.35	1.35
119. PAYE & NIC	-385.99				-385.99	-385.99
120. Clerk's monthly salary	-9,306.57				-9,306.57	-9,306.57
121. Subscriptions	-582.00				-582.00	-582.00
122. Insurance	-491.16				-491.16	-491.16
123. Audit Fee	-170.00				-170.00	-150.00
124. Room Hire	-277.00				-277.00	-277.00
125. Stationery & printing	-151.86				-151.86	-133.15
126. Postage	-53.18				-53.18	-53.18
128. Christmas Lights	-488.75				-488.75	-390.59
129. Travel & subsistence	-102.64				-102.64	-102.64
130. Grants via Participatory Budgeting	0.00				0.00	0.00
131. Allotments	-189.55				-189.55	-185.39
132. Gratuity Account	-1,128.40				-1,128.40	-1,128.40
133. Contingency Fund	-170.00				-170.00	-170.00
134. Reserves	-3,122.62				-3,122.62	-2,737.68
135. Mobile phone	-300.00				-300.00	-249.96
137. Section 137	-20.00				-20.00	-20.00
138. Training	0.00				0.00	0.00
139. Outreach	-375.00				-375.00	-375.00
141. Marsh Common	-192.00				-192.00	-160.00
142. Neighbourhood Development Plan	-9.00				-9.00	-9.00
144. Use of David Pearson & Associates premises	-252.00				-252.00	-252.00
145. Website	-1,277.59				-1,277.59	-1,064.66
146. Oxenhope Youth Club	-1,414.22				-1,414.22	-1,178.52
Defibrillators	-4,129.20				-4,129.20	-3,441.00
Home working	-25.00				-25.00	-25.00

SIGNED ..... 10<sup>th</sup> May 2017

1806

PAGE NUMBERING CHECKED.....

allowance						
Financial advisor	-400.00				-400.00	-400.00
<b>Grand Total</b>	<b>134.08</b>	<b>13,072.43</b>	<b>2,706.45</b>	<b>20,000.00</b>	<b>35,912.96</b>	
					VAT to reclaim	-723.17
						<b>35,912.96</b>

**193/17 Minor items and items for next agenda**

To consider increasing the number of signatories for the bank account from two to four signatories. Cllr Maw and Cllr Harrop stated they were willing to be signatories.

**194/17 To note the date and time of the next meeting**

Monthly meeting on Wednesday 10<sup>th</sup> May 2017 at 7.30 p.m. at Oxenhope Methodist Church.

The Chair closed the meeting at 8.50 p.m.

SIGNED ..... 10<sup>th</sup> May 2017

1807

PAGE NUMBERING CHECKED.....