

**DRAFT MINUTES OF THE ANNUAL MEETING OF OXENHOPE PARISH COUNCIL HELD ON
WEDNESDAY 10TH MAY 2017 AT OXENHOPE METHODIST CHURCH, COMMENCING
AT 7:30 PM**

Present: Cllr Ken Eastwood
Cllr David Ashcroft
Cllr Penny Cusdin
Cllr Robert Goulding
Cllr Joyce Harrop
Cllr Derrick Hopkinson
Cllr Tony Maw
Cllr Peter McManus

In attendance: Worth Valley Ward Councillor Glenn Miller
Worth Valley Ward Councillor Rebecca Poulsen
PCSO Helen Wynn-Evans
John Parkin, Headteacher
Miran Rahman, Keighley News Reporter
1 members of the public

01/17 Election of Chair 2017/18

It was proposed that Cllr Eastwood be elected as Chair for 2017/18 by Cllr Cusdin, seconded by Cllr Harrop. Voted nem. con.

02/17 Election of Vice Chair 2017/18

It was proposed that Cllr Cusdin be elected as Vice Chair for 2017/18 by Cllr Harrop, seconded by Cllr Goulding. Voted nem. con.

03/17 Apologies consented to

None

04/17 Appointment of representatives to outside bodies and committees

There was a discussion firstly on the requirement to have an Oxenhope School Representative. Cllr Cusdin stated she was the representative as she was supposed to be a Governor. However the school is now an academy. She queried if a representative was still needed, especially as Mr. Parkin attended the Parish Council meetings.

Cllr Ashcroft felt there was a need to continue with this position, even if did not appoint at the moment. He stressed the importance of having a link to the academy trust.

Mr. Parkin explained there was now an appointment process for Governors. He stated he found the Parish Council meeting useful for providing links between the school and the community. He was not sure where a Parish Council representative would fit in with the current structure of school governance. Cllr Eastwood stressed that it was important to have a structural link in place so this was not just about current post holders. Cllr Cusdin pointed out that there was currently no vicar in post. It was decided not to appoint to this role currently but Cllr Ashcroft and Mr. Parkin will discuss and feedback. It was stated that Mr. Parkin's attendance at the Parish Council meetings was very much appreciated.

A discussion then followed on whether to continue to have a representative attending the Worth Valley Contact Point. It was felt that it mainly concentrated on Haworth issues, and it was noted that Oxenhope Parish Council had previously withdrawn funding, as the Council did not feel the Contact Point was benefiting people in Oxenhope. It was resolved that there would be no named representative but attendance would be decided on a meeting by meeting basis.

Cllr Ashcroft asked for a general discussion at a future meeting on the Parish Council's links with outside bodies, as this will change as the Neighbourhood Development Plan is agreed. Observations from Ward Councillors on this item would be appreciated. It was agreed that this would be on the next agenda.

Resolved that the following appointments be made:

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Allotments Officer	Cllr Harrop
Rights of Way Officer	Cllr Hopkinson
Oxenhope School Representative	No appointment made
Worth Valley Contact Point Committee Member	No appointment made
Oxenhope Sports Association Representatives	Cllr Hopkinson
YLCA Branch meeting representatives (to attend branch meetings individually in rotation)	Cllr Eastwood Cllr Hopkinson
Consultations working group	Cllr Ashcroft (Chairman) Cllr McManus Cllr Cusdin Cllr Harrop Cllr Goulding
Millennium Green Trustee	Cllr Eastwood
Parish Council Liaison representative	Cllr Eastwood
Oxenhope Community Association	Cllr Cusdin
Staffing Committee	Cllr Ashcroft Cllr McManus Cllr Cusdin Cllr Hopkinson Cllr Eastwood
Marsh Common Overseer	Cllr Hopkinson
Oxenhope Neighbourhood Development Plan representative	Cllr McManus

05/17 Disclosures of Interest

Cllr Maw declared an interest in planning application 17/01438/HOU (Agenda item 9 a)

Cllr McManus declared an interest in planning application 7/02571/FUL (Agenda item 9 c)

Cllr Goulding declared an interest in planning application 17/01677/FUL (Agenda item 9 d)

06/17 Applications for a Dispensation

None.

07/17 Minutes of Meetings (previously circulated to Members)

The minutes of the meeting held on 12th April 2017 were agreed and signed by the Chair.

Matters arising

Cllr Maw fed back on the meeting he and Cllr Harrop had with Chris Slaven, Bradford Council's Emergency Planning Officer. It had been a useful meeting. Further work was needed, particularly around the storage of emergency equipment, but this would be undertaken in the next month.

May Outstanding Issues Report

Cllr Maw said that, that given the difficulties with the Section 106 funding, he was going to ask Bradford Council if the money can be put on hold, until further funding is available.

Cllr Eastwood said that he is liaising with an electrician to get the defibrillators installed.

Cllr Ashcroft is working on the information about the location of grit bins.

Cllr McManus is waiting for a response from Metro about moving the bus stop. Cllr Eastwood said he was due to have a further meeting with Highways, about issues around the Rose Garden.

08/17 Public Question Time

No matters raised.

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09/17 Guest Speakers

Police: PCSO Helen Wynn-Evans said there had been 25 calls from Oxenhope, mainly in relation to loose animals and there had been no reported crime. Last month's report had mentioned issues with anti-social behaviour behind the Idiot Hut. She had been round the area in an unmarked car but not seen anyone causing a problem. Cllr Goulding promised to keep an eye and report back if there were any further issues.

Cllr Cusdin said that in relation to the loose sheep, she had been told that the person ringing 101 to report this had been on hold for 30 minutes. She asked if there was any other way of reporting this type of incident. PCSO Wynn-Evans said that internet chat or email were alternatives. Cllr Cusdin said the person reporting the incident wanted to talk to someone as they were concerned about the sheep and the dangers to road users.

PCSO Wynn-Evans said the response times for 101 depended on the level of demand. Cllr Cusdin asked for concerns about response times to be flagged up. Cllr Eastwood asked if there was performance data on 101 response times.

Worth Valley Ward Councillors Cllr Miller said there had been a couple of incidents of dogs worrying sheep. The speed sign on Station Road had been reported in.

Cllr Poulsen pointed out that the alternative weekly bin collection system had now started. Not everyone in Oxenhope had received the promised information leaflet. Bin collections were now on Fridays, and she would post reminders on facebook. There were different crews collecting, which has meant some properties had been missed and the collection was also sometimes much earlier in the day than before.

Cllr Goulding queried about collections from farms. Cllr Poulsen said this was classed as a rural route and they were currently unaffected. The need was to get the main routes on to the alternative weekly collection system and then roll this out. Trade waste collection, which is a paid for service, is not affected by these changes.

Cllr Miller said the Bradford Council app was useful as it provided information on collection dates.

Cllr Poulsen said she had attended the Environment Agency Flood Road Show at Keighley on 9th May. She had flagged up the issues Oxenhope had in the Boxing Day floods in 2015. Cllr Miller said that if the Parish Council wanted they could invite a representative from the Environment Agency to a future meeting. Cllr Eastwood stated that it would be good to have an update from them. Cllr Miller said he had contact details for the Agency.

Cllr Poulsen said that due to the General Election on June 8th, Bradford Council was in a pre-election purdah.

Cllr Cusdin asked when all the "no stopping" signs put up for the Tour de Yorkshire would be collected. Cllr Poulsen said she would follow this up.

Mr. John Parkin, Headteacher at Oxenhope School.

Mr. Parkin started by apologising for missing the Parish Council meeting in April.

He reported that this was a very busy term at school and talked about the Spring Concert at Beckfoot School, where six Worth Valley schools had taken part and given a wonderful performance.

Four children from school had ridden out on the route of the Tour de Yorkshire before the cyclists came through Oxenhope. Year 5 had recently had a sleepover at The Deep in Hull and had come back "buzzing" about the experience.

Year 4 are going on a two night residential trip to Ingleborough Hall and the School Council is due to visit the Parliament in Westminster next week.

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Other events include transition events for joiners and leavers, 30 children taking part in the Brownlee Triathlon at Bradford Grammar School, an Oxenhope's got talent event and an end of year performance by Years 5 and 6.

An arts week is planned which will aim to provide funding for the Millennium Green and there will also be a sports day.

The school is particularly busy at the moment as it is SATs week for Key Stage 2, SATs for Key Stage 1 and phonics screening still to come.

In order to promote links with the Parish Council, Mr Parkin agreed to email the school newsletter to the clerk for her to distribute to Councillors. However he wanted to think about whether the newsletter should appear on the Oxenhope Facebook page.

He also informed the meeting that he has now been appointed to post of Headteacher at Oxenhope Church of England Primary School. The Parish Council congratulated him on his appointment.

Cllr Maw stated that Section 106 funding can be used for recreation and one possible area was the nature area behind the school. Cllr Maw promised to get in touch if this was possible.

10/17 Planning

Resolved:

To formulate observations about the following planning applications:

Cllr Maw left the meeting.

- a) **17/01438/HOU** Construction of single storey extension at Stone Trough Barn Sykes Lane, Oxenhope BD22 9NP. The Parish Council raised no objections.

Cllr Maw rejoined the meeting.

- b) **17/02555/HOU** Replace existing conservatory flat roof with a pitched roof at 11 Upper Town, Oxenhope BD22 9LL. The Parish Council raised no objections.

Cllr McManus left the meeting

- c) **17/02571/FUL** Amended design of 3 no. dwellings approved under planning permission 14/04252/FUL: Demolition of existing house and outbuildings and construction of 5 dwellings at former site of 21 Moorhouse Lane Oxenhope BD22 9RX

A member of the public attending the meeting explained changes to the application including re-positioning the houses and the culvert.

The Parish Council raised no objections.

Cllr McManus re-joined the meeting.

Cllr Goulding left the meeting.

- d) **17/01677/FUL** Demolition of existing stables and construction of two detached bungalows with parking at Moorcroft, Moorhouse Lane Oxenhope BD22 9LD.

The Parish Council raised no objections.

Cllr Goulding re-joined the meeting.

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11/17 Safety Inspection Reports and Allotment Report

The April Safety Inspection Reports for Marsh Common and for the allotments and the allotment report were noted.

Cllr Harrop reported that the work on the culvert had finished. Cllr Hopkinson said that the effectiveness of the work would not be known until after a period of heavy rain. Cllr Goulding said the contractor thinks they have solved the problem. There had been a lot of silt build up. Cllr Hopkinson stated that the contractor had done an excellent job with a small digger.

Cllr Hopkinson had reported a problem with Japanese knotweed on Marsh Common. Cllr Goulding stated he has the appropriate licence to apply the required chemical treatment. It was agreed that Cllr Goulding would meet with Cllr Hopkinson to look at treating the Japanese knotweed on Marsh Common. Cllr Eastwood mentioned the knotweed present on Station Road and the issue of the bamboo at Pawson’s Mill was also raised. It was requested that these items be placed on the agenda for the next Parish Council meeting.

12/17 Oxenhope Neighbourhood Development Plan (NDP)

Cllr McManus reported that there had been a very good meeting of the NDP project team on 9th May. There had been a high level of engagement and good, positive ideas including the suggested inclusion of wild life corridors. The NDP team have broadly agreed with the Parish Council’s comments on Bradford Council’s proposed land allocations.

The main focus now was to push the housing survey, which is already available online and would also be distributed by the school and the Outreach Magazine, as well as being covered in the Keighley News.

Cllr Eastwood stated there had been 39 responses so far, but a lot more were required. The deadline for returning the surveys was the end of the summer, so it could also be promoted at the Village Fete.

Once the surveys were returned, the results would be analysed by the Planners working with the project team.

The next focus for the NDP team is the economy.

The next meeting will take place on Tuesday 13th June at 7.30 p.m. at Oxenhope Social Club.

13/17 Correspondence

- a) Letter from Loraine Radcliffe, Civic Affairs Manager with invitation to attend Civic Service at Bradford Cathedral on Saturday 13th May at 11.30 to mark end of Lord Mayor’s civic year.
Resolved that individual councillors decide if they wish to attend.
- b) Email from Margaret Smith with invitation to attend Worth Valley Police & Community Contact Point Management Committee on Thursday 29th June at 11 a.m.
Resolved that the clerk contacts the Contact Point to say no councillors available to attend this meeting.
- c) Email from Simon Keenan, Arboricultural Officer, Bradford MDC in reply to letter about felling of trees on Crossfield Road.
Resolved that the clerk contacts Mr. Stuart Sharp to inform him of the reply from Bradford Council.

14/17 Financial Matters

Cllr Eastwood reported that he and Janet Foster had met with the Internal Auditor to have the Annual Return for the year ended 31st March 2017 audited. He explained that the Parish Council was required, firstly to agree the systems of internal control (examples were provided) and then to consider and authorise the Accounting Statement for the year ended 31st March 2017.

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Resolved:

- a) To agree the effectiveness of internal control and authorise the Chair and Responsible Financial Officer to sign Section 1 of the Annual Return (Annual Governance Statement 2016/17)
- b) To approve the Accounting Statement (Section 2 of Annual Return), to authorise the following accounts for the year ended 31st March 2017 and to authorise the Chair and Responsible Financial Officer to sign the 2016/17 Annual Return.

	31/03/16	31/03/17	Variance	Explanation of significant variations (over 15%)
Balances brought forward	£35,304	£31,401	-£3,903	NDP grant income not paid out by year end
(+) Annual Precept	£14,482	£17,459	£2,977	Budget increased to offset forecast additional expenditure on NDP, Christmas lights and Rose Garden
(+) Total other receipts	£4,324	£11,045	£6,721	Grand of £4,913 for NDP and fund raising (£3,435) for two defibrillators
(-) Staff costs	£9,840	£9,693	-£147	N/A
(-) Loan interest / capital repayments	£0	£0	£0	N/A
(-) Total other payments	£12,869	£14,300	£1,431	N/A
Balances carried forward	£31,401	£35,913	£4,512	As detailed above
Total Cash and short term investments	£31,401	£35,913	£4,512	
Total Fixed Assets	£34,998	£34,932		N/A

- c) To authorise expenditure of up to £200 for stone infill for allotments paths.
- d) To authorise payment of £477.26 to Came and Company for the renewal of the insurance policy (price based on a three year contract) and following the provision of three quotes being provided by Came and Company and this was the lowest quote.
- e) To authorise the payment of up to £100 for the printing of 210 copies of NDP survey to distribute via school pupils and also for more general distribution.
- f) To authorise payment of up to £250 to an electrician for installation of two defibrillators.
- g) To note that transfer of funds from deposit account (requested at April meeting) was not needed as precept payment received on 13th April.
- h) To authorise the closure of the gratuity account.
- i) To authorise the increase in the number of Councillors authorised to sign cheques from two to four with any two to sign.
- j) That Cllrs Harrop and Maw, in addition to existing signatories of Cllrs Eastwood and Cusdin, will be authorised signatories.
- k) 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	£583.44	Monthly salary for May – new standing order amount (following 1% national pay award)
Janet Foster	Standing Order	£25.00	Home working allowance
Janet Foster	101236	£6.30	Back pay for April following pay award
Oxenhope PCC	101237	£125.00	Report in April / Spring issue of Outreach Magazine
Cultural Industries Quarter	101238	£4,695.60	NDP consultancy

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City of Bradford MDC	101239	£77.00	Advert for Clerk
Jacob Mitchell Agricultural Services	101240	£100.00	One load of stone for turning circle at allotments

l) To note the following trial balances and bank reconciliation: -

Heading	Budget	Spend to date	Budget remaining	Predicted year end Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	
Expenditure					
Clerk's Salary	9,950	808	9,142	1,026	1
Clerk's home working allowance	0	25	-25	-300	2
Stationery and Printing	1,500	90	1,410	0	
Mobile Phone	250	21	229	0	
Postages	60	1	59	0	
Office Costs	300	0	300	300	2
Travel and Subsistence	150	39	111	0	
Internal and external audits	150	0	150	0	
Subscriptions	975	799	176	0	
Room Hire	170	0	170	0	
Insurance	500	0	500	0	
Training	500	494	6	0	
Marketing	100	0	100	0	
Outreach	375	0	375	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	0	100	0	
Youth Club	3,570	0	3,570	0	
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development Plan	2,000	1,329	671	-5,242	3
Website	750	0	750	0	
Contingency Fund	170	0	170	0	
Grants via Participatory Budgeting and OPC approval	2,500	1,970	530	530	4
Take over services previously provided by Bradford MDC	5,000	0	5,000	0	
Allotments	0	6	-6	-106	
Gratuity Account	0	2,706	-2,706	-2,706	5
Total Expenditure	29,620	8,288	21,332	-6,498	

Notes to Budget:

1. Saving on clerk's salary as new clerk appointed at bottom of salary scale.
2. Home working allowance has replaced payment for use of office.
3. Payment to NDP consultants paid in 2017/18, with grant income received in 2016/17.

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4. Saving on Participatory Budget as grant applications less than budget.
5. Payment funded by transfer from Gratuity Account.

Bank Reconciliation

Balance per bank statements as at	02/05/2017	£	£
Community Account		39,895.30	
Business Savings Account		13,072.43	
Business Bonus (Gratuity Account)		0.00	
Prudential Investment		0.00	
			52,967.73
Less: unrepresented items as at:	02/05/2017		
Cheque number 101218			-20,400.00
Prudential investment			20,000.00
Cheque number 101221			-121.00
Cheque number 101222			-118.80
Cheque number 101233			-470.00
Net balances as at:	02/05/2017		<u>£51,857.93</u>

CASH BOOK

Opening Balance 1 April 2017		35,912.96
Add: Receipts in the year		24,620.00
Less: Payments in the year		<u>-8,675.03</u>
Closing balance per cash book as at	02/05/2017	<u>£51,857.93</u>

15/17 Minor items and items for next agenda

Cllr Hopkinson said residents had been complaining about overhanging shrubs on Cross lane and Mill Lane. This appears to be a Highways issue as the footpath is severely impeded.

The village fete needs to be on the next agenda as the fete is on 15th July.

Cllrs Harrop and May sent their apologies for the next meeting.

16/17 To note the date, time and venue of the next meeting

The next monthly of Oxenhope Parish Council will take place on Wednesday 14th June 2017 at 7.30 p.m. at Oxenhope Methodist Church.

The Chair closed the meeting at 8.45 p.m.

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