

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL
HELD ON WEDNESDAY 13TH DECEMBER 2017 AT OXENHOPE METHODIST
CHURCH, COMMENCING AT 7:30 PM**

Present: Cllr Ken Eastwood (Chair)
Cllr Penny Cusdin
Cllr David Ashcroft
Cllr Derrick Hopkinson
Cllr Tony Maw
Cllr Peter McManus

In attendance: Worth Valley Councillor Russell Brown
Worth Valley Councillor Rebecca Poulsen
Miran Rehman
Rev. Cat Thatcher
1 members of the public

109/17 Apologies for absence and reason approved

Cllr Joyce Harrop (other commitment) and Cllr Goulding (injury).

110/17 Disclosures of Interest

Cllr Cusdin declared an interest in the item on the Youth club but requested to remain in the meeting. This was agreed.

111/17 Applications for a Dispensation

None.

112/17 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Parish Council's monthly meeting held on 8th November were confirmed as a true and correct record.
- b) There were no matters arising.
- c) Updates on the December Outstanding Issues Report were:
Cllr Ashcroft has not reviewed location of grit bins, which seem to be in the appropriate places, but has noticed that a lot of them are already empty.
Cllr Maw has circulated the Emergency Plan for comments. He also mentioned that Oxenhope Pre-School has put in a funding bid in connection with the Community Centre.
The application for additional defibrillators is still outstanding.
The claim of copyright infringement is still ongoing. Legal advice has been obtained from the Parish Council's insurance company.

113/17 Public Question Time

Rev. Cat Thatcher was welcomed to the meeting and introduced herself. She has been in Oxenhope since August and is really enjoying living in the village.

114/17 Guest Speakers

- a) **Police**
Apologies had been received from PCSO Helen Wynn-Evans.

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The Clerk read out the Police report received which reported that since the last meeting there have been 201 calls for service within the Worth Valley Ward, 51 of these have been within the Oxenhope area. These vary from loose animals to calls of a more serious nature.

Reported Crime:

2 garages have been broken into.

1 Landrover stolen.

1 theft from a vehicle.

1 theft of a dishwasher, which had been placed outside.

Cllr Hopkinson said he wanted to ask the Police about the double decker bus currently parked on Cross Lane.

b) **Worth Valley Ward Councillors**

Apologies had been received from Cllr Miller.

Cllr Poulsen reported the main issue recently had been gritting. Gritting routes are set following risk assessments and follow primary routes. She had tried to put this out on social media. There is an interactive map on the Bradford Council website where requests for gritting can be made (provided the gritting lorry is able to access the road).

There is no automatic system for logging requests to re-fill grit bins. This can only be requested by ringing the main council number (01274 431000). They are normally filled twice per year but currently need refilling. The Council stress that it is important that grit is used correctly on roads and not on personal drives.

Cllr Poulsen has also raised the issue of gritting pavements. Pavements seem to be gritted in Keighley, where gritting was much less needed, but there seems to be no gritting of pavements from Cross Roads and higher up.

Cllrs expressed the view that the main roads had been gritted well so far this year, but recognised that there is always a problem with minor roads.

Cllr Poulsen said there is a particular problem when rain and snow are mixed. Cllr Cusdin asked if there could be an ice warning sign by Denholme Court as there has been several incidents there. Cllr Poulsen will raise this with Highways.

Cllr Poulsen informed the meeting that the Keighley Ward Officer, Liz Parker is moving on. Marie Copley is taking over the role in January.

PCSO Helen Wynn-Evans is also moving on after 10 years in the role, to be a Police Officer. The Clerk was requested to express the Council's thanks for PCSO Wynn-Evans work during her time working in the Worth Valley.

Cllr Poulsen said Bradford MDC's draft two year budget is out for consultation. She had not seen anything that stood out as particularly affecting Oxenhope. Cllr Eastwood commented that the Pest Control service was ending.

Cllr Maw asked if Ward Councillors push the message of how difficult the cuts are. Cllr Maw said the cuts were made by central government and yet it is local government that gets the blame. Cllr. Poulsen said the cuts can be disproportionate across the district and there are political differences about this. Cllr Ashcroft asked about the level of increase in Council tax and was told it would be 1.99%.

Cllr Poulsen reported that Sun Street was closed due to overnight work on the water pipes and buses were terminating in Haworth.

Cllr Brown reported that the Tour de Yorkshire cycle race in May 2018 is coming through Oxenhope again, but not the centre of Bradford. He emphasised the need to put on as good a show as possible and asked about possible support from the Parish Council. He said he had plans ready and was trying to get schools involved.

He pointed out the race was the day after the local election, which would make things a bit difficult. Cllr Eastwood said that the Parish Council would want to offer support and be involved. There was a suggestion to use the Rose Garden.

It was agreed to have this as a specific item on the next agenda and invite Cllr Brown to discuss his proposals.

Cllrs Brown and Poulsen left the meeting.

- c) **John Parkin, Headteacher Oxenhope School**
Apologies had been received from Mr. Parkin.

115/17 Youth Club

It was agreed to move this item up the agenda. Cllr Cusdin moved to the floor of the meeting.

Cllr Hopkinson reported he had attended a meeting about the Youth Club. There was now a new management committee, with a new Chair and Treasurer. A list of activities, which had taken place and were planned for the future, had been circulated.

The Youth Service are looking to copy the Oxenhope model, where working with and obtaining funding from the Parish Council had worked well. The main issue was still funding. There was a meeting next week to look at fundraising and possible grant applications.

The issue of Parish Council representation was seen as important as the Council is the as main funder. Meetings are held every 6 to 8 weeks. Cllr Hopkinson asked if the Parish Council would want a permanent representative or ad hoc representation.

Mr. John Scott from the Youth Club then addressed the meeting. He said that the Parish Council had been provided with the cost of future funding. There had been a big boost in demand for the Youth Club, with older young people

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staying and helping. It was a team effort to raise funds, however they do need the Parish Council to meet the cost of staffing. The application for grant funding is to build up resources.

Cllr Eastwood stated that the Parish Council would want to support the Youth Club. Mr. Scott said there was demand to extend the sessions into the summer term.

Cllr Ashcroft said he was willing to be representative of the Parish Council at Youth Club committee meetings, but work commitments may be an issue. Cllr Hopkinson said he was willing to be a stand in representative.

The next committee meeting is on 6th February. Mr. Scott was asked to keep in contact with the clerk about meeting dates.

Cllr Ashcroft wants to record the Council's thanks for the success of the Youth Club and the increased numbers attending.

115/17 Planning

The following planning applications were considered: -

- a) **17/06062/FUL** Construction of detached dwelling at Brent Villa, Upper Town, Oxenhope BD22 9LL. The Parish Council raised no objection.
- b) **17/06026/CLE** Certificate of lawfulness for existing use as two residential dwellings at Middle Isle Farm And Cottage, Isle Lane, Oxenhope BD22 9QA. The Parish Council is not able to comment on lawfulness issues.
- c) **17/06243** Garden landscaping and building of a raised decking to the side of property at 6 Perseverance Fold, Oxenhope BD22 9HN. The Parish Council agrees with the comments of the Conservation Officer and objects to this planning application.
- d) **17/06352/CLP** Single storey rear extension in compliance with permitted developments dimensions at Lower Town Farm 2 Yate Lane, Oxenhope BD22 9HL The Parish Council raised no objection.
- e) **17/06413/HOU** Removal of conservatory and construction of single storey extension at 3 Moorhouse Court, Oxenhope BD22 9SF. The Parish Council raised no objection.
- f) **17/06069/PNH** Construction of single storey rear extension at 3 Crossfield Gardens, Oxenhope BD22 9DZ. The Parish Council raised no objection.
- g) **17/06525/FUL** Construction of agricultural building on land at Hebden Bridge Road, Oxenhope BD22 9QE. The Parish Council raised no objection.
- h) **17/06500/HOU** Single storey extension along the frontage of 1 & 3 Back Leeming at 1 Back Leeming Oxenhope BD22 9NL. The Parish Council felt that the change would alter the character of the cottages and was not in the spirit of the village design statement. The Council objects to this planning application.

116/17 Safety Inspection Reports for Allotments and Marsh Common

The reports for the Allotments and Marsh Common were noted.

117/17 Rose Garden Report

Cllr Eastwood reported that the application to Ovenden Wind Farm grant scheme had been submitted. He expressed his thanks to Cllr McManus and the Clerk for their help with the application. The grant scheme is oversubscribed.

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Cllr Eastwood said there was a need to discuss the proposed lease of the Rose Garden and whether the Council wanted to look into the possibility of purchase.

Cllr McManus pointed out that 50 years is a long lease and the Parish Council could give the Rose Garden back to Bradford MDC if it becomes too onerous. Cllr McManus said he would ask Bradford Council for an option to renew within 6 months of the end of the lease.

Cllr Maw pointed out the scheme was described as an asset transfer when it is actually a long lease. It is really a liability transfer.

Cllr McManus stated it should not be an issue with grant applications if there is a 50 year lease. Cllr Ashcroft said he favoured the pragmatic solution of the long lease and felt this was appropriate for what the Parish Council wanted to do. He felt Bradford MDC was making it very complicated. He queried why Bradford MDC would not be continuing with litterbin collections.

Cllr Eastwood commented that the survey on the Rose Garden showed there was support for having the Rose Garden back under Oxenhope control.

Resolved: To progress the option of leasing the Rose Garden from Bradford MDC. The Clerk was asked to seek legal advice on the proposed terms of lease.

119/17 Safeguarding Policy

Resolved:

To authorise the proposed Safeguarding Policy. Cllr Ashcroft to appointed as safeguarding lead with the Policy being reviewed every two years.

120/17 General Data Protection Regulation (GDPR)

Cllr Eastwood stated the deadline for implementing GDPR is 25th May. NALC is working on guidelines as is SLCC. The Parish Council will need to do an information audit, looking at what data is held, where it is and what agreements there are around it. The survey will include correspondence containing personal data, Dropbox security (no personal information should be held in the Dropbox), use of the MacBook. Cllr Eastwood and the Clerk will undertake an audit early in the new year and report back. Cllr Ashcroft said there should not be onerous new duties or requirements.

121/17 Correspondence

The following new correspondence was considered:

- a) Report from Oxenhope Pre-School on use of Participatory Budget grant. Noted.
- b) Email from Judith Kirk, Deputy Director, Education, Employment and Skills, Bradford MDC on Special Education Needs and Disability (SEND) places consultation. Noted.
- c) Email from Stewart Pedley about vehicle speed activation sign. Concern was express about this email and the approach taken by Highways. There was discussion on the role of the Area Panel in issues like this. **Resolved:** the Clerk is to contact Highways to express the Parish Council's concern to Highways at length of time taken on Vehicle Activated Speed sign

122/17 Financial Matters

Resolved:

- a) Following discussion on the draft budget it was resolved to authorise the 2018/19 draft budget as follows:

Draft Budget 2018/19

Expenditure	Forecast Outturn 2017/18	Budget 2018/19	Notes
Clerk's Salary (Inc. Employer NI)	9,186	10,300	Based on 14 hours. Assumes one increase in Spinal Column Point to SCP 27 and 2% pay award (not yet finalised)
Clerk's home working allowance	300	300	
Stationery and Printing	500	500	
Mobile Phone	143	150	
Postages	50	50	
Travel and Subsistence	270	300	
Internal and external audits	281	300	£200 for external audit plus estimate of £100 for internal audit
Subscriptions	962	850	
Room Hire	300	200	£10 for 5 summer months, £18 for 7 months, plus allotment meeting
Insurance	477	500	Second year of three year agreement
Training	754	500	
Marketing	0	100	
Outreach	375	400	
Christmas Lights	750	750	
Maintenance of Marsh Common	120	200	
Telephone Kiosks	55	100	
Youth Club	3,426	5,000	Youth club sessions funded to end of June 2018
Neighbourhood Development Plan	9,329	3,000	Budget for 2018/19 is Parish Council contribution to NDP (including printing). Expenditure in 2017/18 includes payment to Integreat which is grant funded
Website	1,026	1,400	Includes website development, subscription to Poll daddy, domain name hosting and GDPR measures
Contingency Fund	0	964	
Grants via	1,970	0	

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Participatory Budgeting			
Community Initiative Fund	0	1,500	Budget replaces Participatory Budget fund. To be used for village initiative including a possible annual village clean up
Take over services previously provided by Bradford MDC	0	1,500	For capital works on the Rose Garden
Rose Garden - annual maintenance costs	0	1,300	
Allotments	575	1,000	Budget includes for possible work on improving access road
Defibrillators	377	700	Maintenance costs for 2 existing and 2 additional defibrillators
Gratuity Account	2,706	0	
Total Expenditure	33,932	31,864	Total Predicted expenditure

Income	Forecast Outturn 2017/18	Budget 2018/19	Notes
Transfer from Reserves	5,000	3,000	
Precept	23,635	27,189	Band D equivalent tax base for 2018/19 is 1007 (may rise to 1015). Income shown is for a precept of £27.00
Bradford MDC Council Tax Support Grant	985	1,225	
Bank Interest	2	0	
NDP Grant	4,087	0	
Grants - other	0	0	
Rose Garden	420	0	
Allotment Grant	344	0	
Allotment income - rents	400	450	
Miscellaneous Income	870	0	
Transfer from Gratuity Account	2,706	0	
Total Income	38,449	31,864	

- b) To authorise expenditure on a replacement permanent Christmas tree at a cost of £279 plus VAT (Total £334.80). The Clerk is to place an order for the tree.
- c) To authorise expenditure of £128 for annual membership of the Society of Local Council Clerks (SLCC).
- d) To authorise subscription to the Livedrive Back Up Storage Service, to provide a secure, UK based back up service for the Clerk's MacBook.

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Subscription to a Personal Plan with unlimited storage for 1 computer at a cost of £5 per month.

e) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
H3G (Three)	D' Debit	£10.00	Phone
MWT	101267	£300.00	Electrical supply – Christmas lights
Digital Nomads	101268	£628.20	Work on website for NDP and training on Website and Facebook
Cllr McManus	101269	£100.00	Invoice from V. Blackman for fixing Christmas lights
MK Illumination UK Ltd.	101270	£33.63	Connector and splitter for Christmas lights
Cllr Eastwood	101271	£43.36	Signs and safety fencing for Christmas lights
Yorkshire Water	101272	£31.49	Water for allotments to 01/12/17
		£59.94	Expenses
		£114.75	Mileage
Janet Foster	101273	£174.69	Total

e) To note the following payments previously authorised:

Clerk's salary and home working allowance (01.12.17 – 31.12.17)

f) To note the bank reconciliation and budget.

122/17 Minor items and items for next agenda

The Clerk was requested to express the Parish Council's thanks to Liz Parker for her work during her time as Ward Officer.

The Clerk reported that there had been a request for a representative of the Parish Council to read a lesson in the Church service of nine lessons and carols. Cllr Harrop has volunteered to take part. This was agreed.

Concerns were raised about the gritting of Black Moor Road and the lack of grit piles on Hill House Edge Lane. Contact has been made with Bradford MDC on both these issues.

A request has been made for a representative of the Parish Council to attend a potential Planning Panel in relation to the Council's objection to planning application 17/03049/FUL Change of use of land to campsite including siting of a single static caravan and two camping pods at Windle House Farm, Lee Lane, Oxenhope. Cllr McManus agreed to attend, subject to him being available once the date of any meeting is confirmed.

123/17 To note the date and time of the next meeting

The next monthly meeting will be on Wednesday 10th January 2018 at 7.30 p.m.

The meeting closed at 9.20 p.m.

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