

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL  
HELD ON WEDNESDAY 11<sup>TH</sup> APRIL 2018 AT OXENHOPE METHODIST  
CHURCH, COMMENCING AT 7:30 PM**

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

In attendance: Worth Valley Councillor Rebecca Poulsen  
8 members of the public

**54/18 Apologies for absence and reason approved**

Cllr David Ashcroft (work commitments) and Cllr Robert Goulding (family commitments)

**55/18 Disclosures of Interest**

Cllr Eastwood declared an interest in the Rose Garden but stated he would stay in the meeting, as no decisions were due to be taken.

**56/18 Applications for a Dispensation**

None received.

**57/18 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the Parish Council's monthly meeting held 14<sup>th</sup> March 2018 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) Updates on the April Outstanding Issues Report were:

Cllr Eastwood reported that there had been small updates to the draft Emergency Plan, which is due to be submitted to Bradford MDC.

Cllr Eastwood said there needed to be a discussion over the application to the Big Lottery.

**58/18 Rose Garden**

As several members of the public were attending the meeting to discuss this item, Cllr Eastwood proposed moving this item up the agenda. This was agreed.

Cllr McManus gave a verbal update on the Rose Garden. The work by Keighley Trees on clearing shrubs and the non-cherry trees in the border had been delayed by bad weather but had now taken place.

The Christmas tree has now been delivered to the local nursery. Once in place, it will be allowed to grow to a maximum of 23 feet and will be pruned to keep it to that height. Cllr McManus stated he had taken advice from MK Illuminations, who provide Christmas decorations and they had stated this would be a good height for decorations. The tree would provide a long term

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Christmas tree and would not become the 55 foot Christmas tree that had been there previously and which had become too large and unsafe.

Cllr McManus asked if there were any questions from members to Cllr McManus. There were no questions from members.

Cllr McManus then asked for questions from the public.

The first question was about future plans for the Rose Garden and whether these had been publicised. Cllr McManus said the plans have been discussed publically from autumn 2016. A report had been obtained from a landscape designer. The plans drawn up by the landscape designer were good but expensive. The vision developed from the report had been publicised on line, in the Outreach magazine, in Parish Council minutes and in the Keighley News. The current plan was to maintain the central conifers, until the new Christmas tree had become established and then they could be removed. There would be an avenue of flowering trees, the Christmas tree with some central rose beds and possibly a small public square in the middle.

Cllr McManus stated all proposals had been guided by the consultation undertaken. He had also had a consultation with Years 5 and 6 in school.

There was a comment from a member of the public who felt that the plans had not been well publicised. They stated that no one on West Drive was aware of the plans until they saw the trees being cut down. They were aware of the consultation, which had been undertaken approximately two years previously, though they stated that they felt the questions were loaded. They said they had been asked to join the Friends of the Rose Garden and had been in favour of this having previously been involved in voluntary work in the village, but were very unhappy about not being consulted about the proposals. They pointed out that when you apply for planning permission, neighbours quite rightly have to be informed and this should have been the case with the Rose Garden.

They stated they were very much against the paved area in the middle and were opposed to the amount of money, which would be needed. They also stated that due to the nature of the soil it would not be possible to grow roses as proposed.

Cllr McManus replied that he has taken advice on the soil and the type of plants that can be grown. He re-iterated that all decisions taken by the Parish Council are taken in public and the minutes are published on the Council website.

The member of the public again emphasised that they felt the Parish Council should have written to all properties on West Drive informing them of the plans.

There was then a complaint that there had been no consultation on the siting of the Christmas tree. Cllr McManus replied that all the correct protocols had been followed when deciding where to site the Christmas tree.

A member of the public replied that while this might be the case it was not particularly helpful. They asked about the idea of starting again with the Rose Garden, querying why not only all the shrubs had been removed but also a sycamore tree and willow tree. There was a short discussion on the merits of sycamore and willow trees. There was also a query about the Norway spruce Christmas tree. Cllr McManus stated that the village and school had been very much in favour of having a Christmas tree and he had taken advice on the best place for it.

There was then a query about the central conifers and if they were due to be removed. Cllr McManus replied that the current plan was to remove them once the Christmas tree was fully grown, which he stated would take about three to five years depending on the rate of growth of the Christmas tree.

There was a query about the cherry trees and Cllr McManus stated they were being kept, which was in line with the result of the consultation with residents and indeed it was the Parish Council's intention to plant additional cherry trees around the borders.

There was then a question about having flowering shrubs. Cllr McManus said that in principle there would be flowering shrubs but this would be a decision for the Friends of the Rose Garden.

A question was asked about the removal of the ramp access. Cllr McManus replied that the current ramp entrance did not comply with the requirements of the Disability Discrimination Act. There are no immediate plans to close the existing ramp but there are longer term plans to create a new entrance at Muffin Corner. This idea was welcomed.

There were then queries about paths across the Rose Garden used by children and whether a path should be created at the top of the Garden. There was also a comment about the use of thorny bushes to prevent access.

Cllr McManus asked residents present to join the Friends of Rose Garden and help make decisions on the Rose Garden.

There was then a question about why there were such major changes to the Rose Garden. It was stated that residents were aware of plans for the Parish Council to take over the Rose Garden from Bradford Council but said they were not aware of the extent of the vision. They queried where the money was coming from to fund this. Cllr McManus stated there was some immediate funding available. A query followed about the overall cost, which the questioner said was between £30,000 and £40,000. Cllr McManus stated that the plan was to undertake the work in stages.

There was a query about how much the Rose Garden would be used together with concern about the overall cost and use of public money.

Cllr McManus said the aim was to apply for grant funding for the bulk of the cost but there is already a small budget available for the immediate plans.

Cllr McManus said the Parish Council would make sure that residents are informed in future and again asked for people to become part of the Friends of the Rose Garden.

Cllr Eastwood said the points about the Rose Garden and concerns of local residents had been well made. He suggested that a way forward would be to arrange a meeting of residents boarding the Rose Garden. He accepted that the Parish Council could have been more pro-active in engaging with residents bordering the site.

Concerns were raised about the new Christmas tree and whether roses would be a hazard to children. There was also a query about the two trees, which had been removed as they were in a Conservation Area. Cllr McManus stated that approval had been given by Bradford Council.

A concern was raised about the signs in the village concerning dog fouling, which were not very attractive. Cllr Eastwood agreed with this and stated that given the extent of fouling on pavements in the village, they were not effective. Cllr Poulsen stated there is a new design available and there are plans for a campaign to target areas where this is a particular issue.

There was a final query about responsibility for emptying the bins in the Rose Garden once the asset transfer had been completed.

Cllr Eastwood thanked the members of the public for attending the meeting and expressing their concerns about the Rose Garden.

Six members of the public left the meeting.

**59/18 Public Question Time**

None.

**60/18 Guest Speakers**

a) No representative was present from the Police.

b) Worth Valley Ward Councillors.

Cllr Brown sent his apologies. He is preparing for the Community Art day on 12<sup>th</sup> April.

Cllr Poulsen said there had been changes in the way the Police covered the Keighley area and Sergeant Beecroft has taken over responsibility for the Worth Valley area. She said she was meeting him next week to see how new regime would work. She said the new system was still settling down but there should be more dedicated officers and PCSOs for the Worth Valley.

Cllr Poulsen said the main issue she had been dealing with was the changes to the rural bin collections. She stated there had been no discussions either with the Parish Council or with Ward Councillors. It was only when she was contacted by residents that some of the issues were addressed. Some residents had gone back to old system, some had been moved onto assisted collections, which would not reduce the time or resources needed for collections.

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Some residents had moved to smaller bins while other properties were now sharing commercial sized bins. She stated the changes had been badly communicated and the roll out of the changes had also been poor.

Cllr Poulsen said that Bradford Council was now in an election period. The elections take place on 3<sup>rd</sup> May and there will be a new Ward Councillor.

She mentioned that after the election there would be a campaign on dog fouling.

The Highway scheme proposing changes on Hebden Bridge Road was at the end of the consultation period and she was waiting to hear if there were any objections. She said the school was struggling to find volunteers for the walking bus, but the railway was willing for their car park to be used.

Cllr McManus said the main issues with parking flagged up in the transport survey seemed to be Leeming and secondly round the school. He felt that the parking round school was very dangerous.

Cllr Eastwood asked for an update on the proposed parking restrictions near the station, as there was still an issue with KWVR putting out cones. Cllr Poulsen said she would follow this up.

Cllr Hopkinson asked Cllr Poulsen about the artwork at the Cricket Club for the Tour de Yorkshire. He was informed it involved a pen full of sheep.

Cllr Poulsen was thanked for her contribution.

- c) Mr. Parkin, Headteacher at Oxenhope School sent his apologies.

#### **61/18 Planning**

##### **Resolved:**

- a) **17/03049/FUL** Change of use of land to campsite including siting of two camping pods (Description changed and amended site layout received) at Windle House Farm, Lee Lane, Oxenhope BD22 9RB. The Parish Council raised no objection.
- b) **18/00477/HOU** First floor extension and ground floor extension at Great Hill House Farm Hill House Lane Oxenhope BD22 9JH. The Parish Council raised no objection.
- c) **18/01039/FUL** Replacement agricultural building at Marsh Top Farm Marsh Lane Oxenhope BD22 9RN. The Parish Council raised no objection.
- d) **18/01186/HOU** Construction of single storey extension to side to form annexe at 4 Woodridge Moorhouse Lane Oxenhope BD22 9RG. The Parish Council raised no objection.

#### **62/18 Safety Inspection Reports for Allotments and Marsh Common**

The reports for the Allotments and Marsh Common were noted.

Cllr Harrop reported she had contacted plot 3 about the gate.

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She said that Cllr Goulding was willing to remove tree, which is pushing the fence down at the back of plot 10, with no charge. She needs to contact the farmer for permission to use the field for access. No consent is needed before removing the tree, as it is self seeded. She will need to request funding for the fence and will bring quotes to the next Parish Council meeting.

Cllr Hopkinson reported that there was no sign of Japanese knotweed on Marsh Common at the moment. Cllr Eastwood reported that a letter of thanks had been sent to Stuart Sharp.

### **63/18 Correspondence**

#### **Resolved:**

- a) Report from Councillor Maw on meeting with Bradford Council Highways Department held on 21<sup>st</sup> March 2018. Noted.

Cllr Maw reported back from the meeting. Once a named contact has been appointed they will be invited to a future Parish Council meeting to discuss what the reduction in service will mean for Oxenhope.

- b) Email from Louse McCaul, Bradford Council, about gully cleaning in Oxenhope. Noted.

Cllr McManus reported that he had used Bradford Council's system to report a broken gully and the issue was quickly addressed.

- c) Email from Cllr Poulsen and report on School Crossing Patrol. Noted.
- d) Email from Cllr Hopkinson about donation from Oxenhope Women's Fellowship. Noted.

The clerk was requested to write a letter of thanks to Oxenhope Methodist Women's fellowship for their donation towards the purchase of roses in the Rose Garden.

- e) Information Poster – Community Art Project preparing for the Tour de Yorkshire to be held at Oxenhope Primary School on 12<sup>th</sup> April 2018. Noted.

### **64/18 Financial Matters**

#### **Resolved:**

- a) To authorise General Data Protection Regulation (GDPR) training for Cllr Eastwood and Clerk at a cost of £45 each (Total £90).
- b) To authorise payment of up to £85 to Ian Scott for provision of internal audit services.
- c) To authorise payment of £200 to PKF Littlejohn for provision of external audit services.
- d) To note the draft of Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ended 31<sup>st</sup> March 2018.
- e) To note the draft of Section 2 of the AGAR, the accounting statement for 2017/18.

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f) To authorise the following accounts for payment:

Payee	Cheque No.	Amount	Description
H3G (Three)	Direct Debit	<b>£10.00</b>	Phone
Oxenhope Methodist Church	101282	<b>£54.00</b>	Hire of Church October to December 2017
YLCA	101283	<b>£687.00</b>	Membership fee Yorkshire Local Council Association
HMRC	101284	<b>£487.50</b>	PAYE and Employer NI January to March 2018
Ken Eastwood	101285	<b>£33.78</b>	Supplies needed in preparation for installing new Christmas tree in Rose Garden
Janet Foster	101286	£51.30	Mileage 01/12/17 to 31/03/18
		£73.65	Expenses 01/12/17 to 31/03/18
		<b>£124.95</b>	Total
YLCA	101287	<b>£90.00</b>	GDPR training course for Cllr. Ken Eastwood and Janet Foster (provided authorised)

- g) To note the following payments previously authorized:  
Clerk's salary and home working allowance (01.04.18 - 30.04.18)
- h) To note the budget and bank reconciliation for 2017/18.

**65/18 Minor items and items for next agenda**

Cllr Maw reported that there was a Community Centre meeting on 12<sup>th</sup> April.

Funding for the allotment fencing and the Rose Garden to be on the May agenda.

Cllr McManus asked about Section 106 housing. He stated he was shocked, when he realised how few flats there are in Leemingbeck Close sheltered housing complex.

Cllr Maw gave background information on the £52,000 Section 106 funding. He had approached Leemingbeck about making the flats more accessible but this had not been possible. There had been discussion about using the funding to make bathrooms accessible but this was then done by the Housing Association using their own funds.

Cllr McManus asked if the funds could be used to address accessibility issues elsewhere in the village.

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Cllr Poulsen said the funding was not enough to buy a property, but she would follow it up to find out about the ring fencing and the timescale for using the funding.

**66/18 The date and time of the next meeting**

The next monthly meeting will be on Wednesday 9<sup>th</sup> May 2018 at 7.30 p.m.

The meeting closed at 8.45 p.m.