

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL  
HELD ON WEDNESDAY 9<sup>TH</sup> MAY 2018 AT OXENHOPE METHODIST CHURCH,  
COMMENCING AT 7:30 PM**

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

In attendance: Worth Valley Councillor Russell Brown  
Worth Valley Councillor Chris Herd  
Worth Valley Councillor Rebecca Poulsen  
Miran Rehman  
Rev. Cat Thatcher  
Police Sergeant Adam Beecroft  
John Parkin  
5 members of the public

**67/18 Election of Chair 2018/19**

Cllr Eastwood was proposed and agreed as Chair.

**68/17 Election of Vice Chair 2018/19**

Cllr Goulding was proposed and agreed as Vice Chair.

**69/18 Apologies**

Cllr Ashcroft (work commitments) and Cllr McManus (family commitments).

**70/18 Disclosures of Interest**

Cllr Eastwood declared an interest in the Rose Garden item.

**71/18 Applications for a Dispensation**

None received.

**72/18 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the Parish Council's monthly meeting held 11<sup>th</sup> April 2018 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The May Outstanding Issues Report was noted.

**73/18 Rose Garden**

It was proposed and agreed to discuss the Rose Garden as the next item.

Cllr Eastwood said he would introduce the item, but having declared an interest, he would then leave the meeting. He said he had met with residents on West Drive and had produced a report for the Parish Council to consider.

Signed.....

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Cllr Eastwood wanted to record his thanks to all the people who had helped with the work on the Rose Garden. The aim is to make the Rose Garden an asset for the whole village.

Cllr Eastwood then left the meeting and Cllr Goulding led the meeting.

Cllr Goulding said that the aim is now to head forward in a spirit of compromise, working with residents on the plans for the Rose Garden.

A member of the public queried why Cllr Eastwood had to leave the meeting. It was explained that councillors leave the meeting when there is potential for a conflict of interest. Another member of the public stated they were disappointed that Cllr Eastwood was not involved as he had been the link between residents and the Parish Council.

Cllr Goulding then read out report on the Rose Garden, with the main proposals being:

- No central square
- Support for more cherry trees
- Query about whether roses would thrive
- Possible planting of climbing roses
- Two new curving paths
- New entrance by bus stop
- Query about new entrance at Muffin Corner or on Hebden Bridge road by dropped kerb
- Query about whether ramp should be replaced by steps
- Support for grasses and wild flowers
- Keep central conifers
- Christmas tree to be planted at top of Rose Garden, but moved slightly towards Hebden Bridge Road.
- Possibility of communal herb and vegetable garden in bed at top of Rose Garden

Discussion then followed on these proposals.

The first query was about the ramp from West Drive. It was stated by a member of the public that the ramp is not Disability Discrimination Act (DDA) compliant. Rather than remove the ramp, it was suggested it could be modified, as it was stated that ramp access was very useful, for example when taking machinery into the Rose Garden.

Cllr Goulding then asked the meeting if the proposals were a move in the right direction. The general feeling was that it was. A member of the public said they know a landscape architect who may be able to help with the plans for the Rose Garden. They also said it would be good to have involvement from the school and said a nature garden would be good. There are plans to contact the Incredible Edible project at Todmorden to with regard to a possible herb and vegetable garden area.

Cllr Hopkinson pointed out that the current plans had been drawn up by a landscape architect.

Signed.....

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Cllr Goulding stated the Parish Council were in the process of applying for a long term lease for the Rose Garden, with the aim that there could be greater involvement from residents. He said the Parish Council was committed to working with local residents.

Cllr Faulkner volunteered to work with residents to ensure their views were taken into account. Cllr Goulding emphasised the need to get a broad view on the Rose Garden. He emphasized the good job done by Cllr McManus in getting to the current position.

A member of the public pointed out that all the Friends of Rose Garden are from West Drive. They suggested using the notice board to get greater involvement from other parts of the village.

Cllr Hopkinson pointed out that progress on the plans for the Rose Garden would be dependent on both the number of volunteers and the amount of finance available. A member of the public offered to help with work on accesses to the Rose Garden. There was also discussion on whether paths should be tarmac or wood chip.

Cllr Goulding then asked if the report could be agreed as providing a framework for the direction of travel for work on the Rose Garden. This was agreed.

A member of the public asked about the authorisation for the removal of three trees, a sycamore, a holly and a willow tree. They stated that they had seen authorisation for the removal of the conifers and the unsafe Christmas tree, but could not find permission for the other three trees. They asked for a response from the Parish Council to the email, which had been sent about this issue.

There was also a query from the public about whether public money was used. It was stated that Parish Council funding had been used to pay for the removal of the bushes and trees.

Cllr Eastwood re-joined the meeting. He was asked why he felt he had to leave the meeting. Cllr Eastwood said the previous clerk had advised him that as he lived opposite the Rose Garden, he should err on the side of caution and leave the Parish Council meeting when decisions relating to the Rose Garden were being taken. He wanted to ensure he protected the reputation of the Parish Council, but stated he had no pecuniary interest.

Cllr Eastwood said the Parish Council realised that there needed to be more public debate about the Rose Garden, but emphasised that the Council wanted to create an asset for the village.

**74/18 Planning**

It was proposed and agreed to discuss Planning as the next item.

**Resolved:**

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- a) **18/01463/FUL** Construction of detached dwelling at land west of Holmfield, Jew Lane, Oxenhope.

The applicant addressed the meeting. He stated that he had taken advice from Cllr McManus about the planning application.

The land is in a green area of Oxenhope, which is also part of a conservation area. He stated this should be balanced against the need for housing. The proposed dwelling is a single storey house with a sedum roof and would be ideal for a retired couple.

The house would not overlook any other property and would be an asset to the area. It would be built on the garden area of an existing house and improve a neglected piece of land.

Cllr Hopkinson thanked the applicant for providing hard copies of the planning application. He stated there had been two previous applications to build on this site, both of which had been for two storey buildings. He felt a one storey building was much better.

Cllr Hopkinson then asked about the query on drainage, which has been raised by Bradford Council. The applicant said he was not sure what exactly was required, but obviously the scheme would not get approval from Bradford Council unless the building met their requirements.

Cllr Goulding stated he would be reluctant to approve a planning application just because the land was derelict, as this might encourage land to be made derelict. He queried if the house could be extended at a later date. The applicant said this was not really possible due to the size of the site. Cllr Goulding stated that he was not against the application.

Cllr Eastwood stated he liked the development and thanked the applicant for the amount of detail provided.

The Parish Council raised no objections.

- b) **18/01629/HOU** Ground floor rear extension and side dormer extension at first floor at 4 Moorhouse Close Oxenhope BD22 9LA

The Parish Council raised no objections.

**75/18 Public Question Time**

None.

**76/18 Appointment of representatives to outside bodies and committees Resolved:**

To appoint the following Councillors to the following roles:

|  |  |
|--|--|
| Allotments Officer   | Cllr Harrop  |
| Rights of Way Officer  | Cllr Hopkinson   |
| Oxenhope School Representative   | To be agreed   |
| Worth Valley Contact Point Committee Member  | No appointment to be made  |
| Oxenhope Sports Association Representatives  | Cllr Maw   |
| YLCA Branch meeting representatives (to attend branch meetings individually in rotation) | Cllr Eastwood<br>Cllr Hopkinson                                  |
| Consultations working group  | Cllr Ashcroft<br>Cllr McManus<br>Cllr Harrop<br>Cllr Goulding    |
| Millennium Green Trustee   | Cllr Eastwood  |
| Parish Council Liaison representative  | Cllr Eastwood  |
| Oxenhope Community Association   | Cllr Faulkner  |
| Staffing Committee   | Cllr Ashcroft<br>Cllr Eastwood<br>Cllr Hopkinson<br>Cllr McManus |
| Marsh Common Overseer  | Cllr Hopkinson   |
| Oxenhope Neighbourhood Development Plan representative                                   | Cllr McManus   |
| Haworth Exhibition Trust   | Cllr Maw   |
| Sports Association   | Cllr Maw   |
| Community Association  | Cllr Maw   |
| Emergency Planning   | Cllr Harrop<br>Cllr Maw  |

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**77/18 Guest Speakers**

a) Police.

Sergeant Adam Beecroft introduced himself to the meeting. He had started leading the Neighbourhood Police Team covering the Worth Valley in March.

He reported that there had been four crimes in the area during the last month. One was an attempted burglary and a possible vehicle connected with this has been identified. There were two burglaries from sheds, one involving the theft of two mountain bikes and the other power tools. There had also been a theft of coping stones.

There were no arrests in Oxenhope during the period.

The main complaint was about Hebden Bridge Road being used as race track. He said there was now funding available to help tackle this problem.

Cllr Hopkinson asked about the theft of flagstones, which had been a problem in the past. Sergeant Beecroft said that this had become less of a problem in the last 12 months. He said that marking flagstones with SmartWater had helped with this issue.

b) Worth Valley Ward Councillors.

Cllr Eastwood welcome all three Worth Valley Ward Councillors to the meeting and especially the newly elected Ward Councillor Chris Herd.

Cllr Poulsen said Councillors had mainly been busy with the local election and she pointed out that there is now an Oxenhope resident as councillor.

She stated that there was a planned community action day / clean up at Penistone Hill on 16<sup>th</sup> June. She is trying to set up a friends of Penistone Hill group. The area is on the border between parishes. She will provide further details about the action day.

Cllr Brown said the projects connected to the Tour de Yorkshire had been a huge success. The Community Arts day was very successful and he also thanked everyone involved in putting up rosettes around the village. He was looking at funding opportunities and is due to meet the Chief Executive of Bradford Council to see what can be done at future events.

Cllr Eastwood thanked Cllr Brown for all the work involved in the project. He said the project had been a real boost to community spirit in the village and especially mentioned the visit to Oxenhope of Sir Gary Verity, Chief Executive of Welcome to Yorkshire and Christian Prudhomme, Director of the Tour de France.

Cllr Hopkinson mentioned the wonderful artwork on the Cricket Field, done by the Young Farmers, the only problem being that the sheep escaped.

c) John Parkin, Headteacher at Oxenhope School.

Mr. Parkin also stated that the work around the Tour de Yorkshire had been very successful. It had been great to open the school to the community and he was delighted that all sections of the community, not just parents and grandparents had come into the school. He said he would be very happy to do it again as it had worked really well. He said he was both pleased and proud to see Oxenhope on the news. It was working together that made great things happen.

KS2 SATs is next week and KS1 SATs will follow this.

In terms of Rose garden, he said he would be happy for the school to be involved but was concerned about making a long term commitment. The school and school council could certainly help with individual projects.

He said that Year 5 had slept over at the Deep and reported being kept awake by catfish. Two other schools were also involved in the sleep over.

There is also a trip to Ingleborough planned.

Mr Parkin also reported that the school cricket team have won a under 9s tournament and links are being developed with Oxenhope Cricket Club.

He said there had been a lot of interest in the Brownlee Triathlon, which was open to local schools. Unfortunately, they could only take a few children.

Links are being developed with other schools and in the near future some teachers from Canada would be visiting the school.

Cllr Eastwood expressed the thanks of the Parish Council for all support and work done by Mr Parkin for the Tour de Yorkshire Art Project.

d) Rev. Cat Thatcher

Rev. Thatcher reported that Messy church craft sessions have also been involved in painting rosettes for the Tour de Yorkshire.

She is currently busy running marriage preparation courses for people getting married during the summer.

There is also a "Youth thing" which meets once a month.

Plans are already underway for Bonfire night and for a traditional folk carol concert at Christmas. Work is also underway to mark the centenary of the

end of the First World War. A harvest festival ceilidh is also planned for 7<sup>th</sup> September.

She is hoping that funding will be found to install a projector and screen in the church in the near future.

She reported that the Church is in good repair and invited everyone to come along at 10 o'clock each Sunday.

**78/18 Safety Inspection Reports for Allotments and Marsh Common**

Noted.

Cllr Harrop reported that the broken fencing had not yet been replaced. She has been waiting for the ground to dry off. She has had one person up to look at fence, but they could not provide an estimate until the tree has been removed.

Cllr Goulding said he would be removing the tree shortly and he also knows a fencing contractor who could give a quote once the tree has been removed.

Cllr Harrop reported that the allotment holder, adjoining the area, was aware of the tree being removed.

Cllr Hopkinson reported there were some signs of Japanese knotweed reappearing on Marsh Common. The will need treatment but probably not this year.

Cllr Hopkinson said that some of the paths need hardcore. He was willing to spread this on the paths. Cllr Goulding stated he could deliver 2 tons of hardcore at a cost of £40. This was authorised.

**79/18 Correspondence**

The following new correspondence was considered: -

- a) Email from Cllr McManus about Section 106 funding  
**Resolved:**  
The suggestion of using the Section 106 funding on affordable units at Oakworth was approved.
- b) Email from Damian Fisher, Bradford Council about cleansing  
Noted.
- c) Email correspondence about road surface on Denholmegate Road

Cllr Harrop explained that she had had a conversation with Mr. Kevin Whitaker from Bradford Council Highways to discuss the road surface on Denholmegate Road near Charles Court. She had also had a site meeting with Mr. Andrew Hargreaves, Senior Engineer, Bradford Council Highways. He stated that the road surface was fine and the only issue is with the speed of cars coming down Denholmegate Road. He said he will monitor the traffic, but the road surface has been tested and is fine. However Cllr



Harrop stated the problems had only started after the road had been re-surfaced.

Cllr Eastwood asked about the vehicle activated speed sign, which had been damaged. The clerk was asked to contact Bradford Council about the sign which should help to reduce vehicle speed.

- d) Email from Kathryn Jones, Bradford Council, about representation on the Standards Committee

**Resolved:**

To abstain as the Parish Council has no preference between the two candidates.

- e) Email from Michael Jameson, Bradford Council, about consultation on proposed post-16 transport policy statement.

Noted.

**80/18 Parking on Station Road**

Cllr Goulding said a resident on Station Road has approached him, as they were very concerned about the speed of traffic in the village. They asked about traffic calming measures on Station Road.

They also expressed concern about parking around the Co-op. This will only get worse with more housing in the village leading to more traffic. The resident suggested the Co-op could move to the Millennium Green, where better parking would be available.

Cllr Eastwood stated that the terms of the Millennium Green Trust forbids any development on the Green and therefore the proposal would not be viable. Cllr Eastwood stated he is concerned about parking in village and especially about parking on pavements. He said that parking on pavements is currently an offence in London and he understood this may be extended nationally.

Cllr Goulding pointed out that cars parked around the Co-op were effectively calming traffic as cars were forced to slow down. He said that while the proposals may not be feasible, with the proposed developments in the village, it will get busier in the village.

Cllr Eastwood said the transport survey has just finished and it will be reviewed by planning consultants.

Cllr Hopkinson said in the past there has been a query about the timing of deliveries to the Co-op as they had blocked the road preventing buses from getting through. This seemed to be less of an issue now.

Cllr Maw also said there had been talk about having yellow lines opposite the Co-op, but this had not happened. He stated the parked cars did work as traffic calming.

Cllr Harrop pointed out that the Co-op is a lifeline for many people and it is vital to village.

Cllr Eastwood said a one way loop round village has been suggested as a possibility in the past, but Best Lane residents would be against it.

**81/18 General Data Protection Regulations (GDPR)**

Cllr Eastwood said that there ideally needed to be an additional Parish Council meeting to discuss and agree the measures the Parish Council has to undertake to meet the requirement of the GDPR, which comes into force on 25<sup>th</sup> May.

He stated that training is needed for Councillors. Decisions will need to be made. One example he gave was email addresses and whether all Councillors should use a parish council email address.

Cllr Eastwood said that Parish Councils would probably not be required to appoint a Data Protection Officer, but this was subject to an amendment currently going through Parliament.

The additional meeting was agreed for Wednesday 23<sup>rd</sup> May at 7.30 p.m. The clerk was requested to find out if the Methodist Church is available.

**82/18 Updated Standing Orders**

**Resolved:**

To authorise the updated Standing Orders.

**83/18 Updated Financial Regulations**

**Resolved:**

To authorise the updated Financial Regulations.

**84/18 Financial Risk Assessment**

**Resolved:**

To authorise the Financial Risk Assessment.

**85/18 Financial Matters**

**Resolved:**

- a) The internal audit report and the recommendations made were noted. The Clerk stated she had queried the recommendation concerning monthly bank reconciliations. Bank reconciliations are provided at each Parish Council meeting. An updated internal audit report has now been received and this recommendation has been removed.
- b) The Annual Internal Audit Report part of the Annual Governance and Accountability Return (AGAR) was noted.
- c) The effectiveness of internal controls were reviewed and the Chair and Responsible Finance Officer were authorised to sign Section 1 (Annual Governance Statement 2017/18) of the AGAR

Signed.....

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- d) Section 2 (Accounting Statement 2017/18) of the AGAR was reviewed. The accounts for the year ending 31<sup>st</sup> March 2018 were authorised. The Chair and Responsible Finance Officer were authorised to sign the 2017/18 return.

|   | 31/03/17 | 31/03/18 | Variance | Explanation of significant variations (over 15%)  |
|---|----------|----------|----------|---|
| <b>Balances brought forward</b>               | £31,401  | £35,913  |          |   |
| <b>(+) Annual precept</b>                     | £17,459  | £23,635  | +35%     | Increase in precept agreed by Councillors. Precept per household increased from £17.25 to £23.26 which is a 35% increase. The increase supported a revised budget, including additional project work. |
| <b>(+) Total other receipts</b>               | £12,067  | £7,804   | -35%     | One off grants totalling £3,435 were received in 2016/17 to fund two defibrillators. In addition in 2016/17 there was an overpayment of £664 allotment grant which had to be repaid to Bradford MDC.  |
| <b>(-) Staff Costs</b>                        | £9,693   | £11,985  | +24%     | Payment in 2017/18 includes a pension payment of £2,706 to the previous clerk.  |
| <b>(-) Loan interest / capital repayments</b> | £0       | £0       |          |   |
| <b>(-) Total other payments</b>               | £15,321  | £24,681  | +61%     | Payments totalling £9,128 relating to the Neighbourhood Development Plan (NDP) were made in 2017/18. There were no NDP payments in 2016/17.   |
| <b>Balances carried forward</b>               | £35,913  | £30,687  | -15      | The agreed budget for 2017/18 included using £5,000 from reserves.  |
| <b>Total cash and short term investments</b>  | £35,913  | £30,687  |          |   |
| <b>Total fixed assets</b>                     | £38,373  | £38,373  |          |   |
| <b>Total borrowings</b>                       | £0       | £0       |          |   |

- e) To authorise expenditure of £97.20 on seeds for the Rose Garden.
- f) To authorise expenditure of up to £140 (including VAT) for hire of a rotavator and associated costs (collection / return costs). Cllr Eastwood explained the actual costs had been reduced as there had been problems with the rotavator.

Signed.....

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- g) To note the temporary transfer of £1,000 from reserve account to current account on 30<sup>th</sup> April to cover shortfall until precept paid. The precept was paid into the current account on 3<sup>rd</sup> May and £1,000 transferred on 4<sup>th</sup> May from current account back to reserve account.
- h) To authorise expenditure of £112.80 including VAT and delivery on a hardware encrypted, USB drive to support the Parish Council's compliance with the forthcoming General Data Protection Regulation.
- i) To authorise the following accounts for payment: -

| Payee            | Cheque No.   | Amount         | Description                                     |
|------------------|--------------|----------------|---|
| H3G (Three)      | Direct Debit | <b>£10.00</b>  | Phone   |
| Peter McManus    | 101288       | <b>£97.20</b>  | Seed invoice from John Chambers                 |
| Ken Eastwood     | 101289       | <b>£18.00</b>  | Collection / return costs for rotavator         |
|                  |              | <b>£14.40</b>  | Mileage GDPR training                           |
| Total            |              | <b>£32.40</b>  |   |
| Keighley Trees   | 101290       | <b>£1,080</b>  | Removal of trees and shrubs from Rose Garden    |
| Came and Company | 101291       | <b>£486.81</b> | Insurance (second year of three year agreement) |
| Ian Scott        | 101292       | <b>£78.10</b>  | Internal audit fee                              |
| Digital Nomads   | 101293       | <b>£66.38</b>  | Rotavator hire                                  |

- g) To note the following payments previously authorized: - Clerk's salary and home working allowance (01.05.18 - 31.05.18)
- h) To note the budget and bank reconciliation for 2018/19.

#### **86/18 Minor items and items for next agenda**

Report of staffing committee held on 9<sup>th</sup> May 2018 to be included in the next agenda.

Cllr Maw raised an issue connected to the work done on the beck in 2017. He pointed out the only one of the two arches on the bridge had been excavated. He also stated that the weir had not been fully reinstated. A member of the public offered to check on this and report back.

#### **87/18 Date and time of the next meeting**

The next monthly meeting will be on Wednesday 13th June 2018 at 7.30 p.m. As agreed there will be an additional meeting on Wednesday 23<sup>rd</sup> May to discuss and agree on how the Parish Council will meet the requirements of the GDPR.

The meeting closed at 9.00 p.m.

Signed.....

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