

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL  
HELD ON WEDNESDAY 10<sup>TH</sup> OCTOBER 2018 AT OXENHOPE METHODIST  
CHURCH, COMMENCING AT 7.30 PM**

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

In attendance: Worth Valley Councillor Russell Brown  
Worth Valley Councillor Rebecca Poulsen  
PCSO Anderson  
Miran Rehman  
Rev. Cat Thatcher

**161/18 Apologies**

Apologies for absence have been received from Cllr Ashcroft. The reason for absence was approved.

**162/18 Disclosures of Interest**

Cllr Eastwood declared an interest in the financial matters.

**163/18 Applications for a Dispensation**

None received.

**164/18 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the Parish Council's monthly meeting held on 12<sup>th</sup> September 2018 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The October Outstanding Issues Report was noted. Cllr Eastwood mentioned the need progress the safeguarding training.

**165/18 Public Question Time**

There were no public questions

**166/18 Guest Speakers**

a) **Police**

PCSO Anderson reported that there had been two crimes in the last month, which were theft from a motor vehicle and a shipping container being broken into.

b) **Worth Valley Ward Councillors**

Cllr Herd sent his apologies.

Cllr Poulsen reported that West Drive is now on the Priority 2 gritting route. She also reported that the Bradford Council gritting map is being updated. It currently only shows only Priority 1 routes, but after the update Priority 2 routes will be added.

Signed.....

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She also encouraged everyone to report any street lights that were not working, with the easiest way being on the Bradford Council website. This will show if a fault has already been reported and will give a reference number, which can be used to chase up any work that has not been done.

Cllr Brown reported that he had attended the committee meeting on the Parks and Cleansing teams being merged. One million pounds is being taken out of the budgets for these services. The merger is now out to consultation with unions.

There were no questions for the Ward Councillors, who were thanked for their reports.

c) John Parkin, Headteacher at Oxenhope C of E School sent his apologies.

d) **Rev. Cat Thatcher**

Rev. Thatcher reported that the toddlers group had restarted and was now run by the church every Thursday morning in term time. It starts at 9.30 a.m. and all are welcome.

She also reported that a community café had started. It is open from 2 o'clock to 4 o'clock each Wednesday afternoon in the Methodist Church on West Drive. It is for local residents and is being run as a pilot up to Christmas as a joint venture by the Methodists and the Church of England. She thanked the Co-op for their generous support for the community café.

At Halloween there will be a light party for children. Details will be on the St Mary's Facebook page.

The Remembrance Service will be on Sunday 11<sup>th</sup> November at 10.30 a.m.

Cllr McManus asked if there would be a bonfire this year and was told there would a bonfire on Monday 5<sup>th</sup> November. Cllr Maw offered some wood for the bonfire.

**167/18 Planning  
Resolved:**

a) **18/03883/FUL** Construction of timber framed and clad stable / sheep shelter at 2 - 4 Upper Marsh Lane Oxenhope BD22 9RH  
The Parish Council raised no objection.

**168/18 Safety Inspection Reports for the Allotments and Marsh Common**  
The reports for the Allotments and Marsh Common were noted.

Cllr Harrop reported that the allotment holder on allotment 1b has decided to give up the allotment. The plot has been allocated to the first person on the waiting list who still wants an allotment.

The new holder of Plot 11b has signed the tenancy agreement.

Signed.....

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The Clerk reported there were no obvious issues at Marsh Common, other than the sign on the entrance gate being very faded.

**169/18 Correspondence  
Resolved:**

- a) The minutes from the Liaison Meeting between Bradford MDC and Local Councils held on 21<sup>st</sup> March 2018 were noted.
- b) Email from Cllr Poulsen with Highways response to query about Greenacres.

Cllr Poulsen said that she had informed councillors at the September Parish Council meeting that Planning had no issues relating to Greenacres. She has now had a response from Highways as well. They do not have a problem with what has been done. Technically Highways should have been informed about the work on the pavement, but as it is such a small area Highways would not be raising an objection.

There would be a query if a bollard is ever installed in front of the gate, as this would be on the public path.

Cllr Poulsen said she has updated the resident who had initially raised concerns.

- c) The email from Ovenden Wind Farm Fund was noted. The Parish Council will put information about the grant scheme on its Facebook page.

**170/18 Rose Garden**

Cllr Eastwood reported that the community bulb planting afternoon had been a great success with 14 people helping to plant well over 1,000 bulbs.

Advice will be taken on the best time to plant the cherry trees.

The Friends of the Rose Garden will be putting in a bid for funding from the Ovenden Wind Farm Fund.

**17/118 Invitation to speak at National Association of Local Councils (NALC) Conferences**

Cllr Eastwood reported that the NALC Policy Director has noticed what the Parish Council has been doing, particularly in relation to communication and the use of Oxenhope Online. Cllr Eastwood has been invited to speak at NALC's National and Spring conferences, representing Oxenhope Parish Council to discuss the Council's experience of engagement and communication.

The invitation was welcomed by Councillors and would be an opportunity to promote the work done by the Parish Council.

**172/18 Reports from the Yorkshire Local Councils' Association (YLCA) Annual Conference and the Local Councils' Liaison Meeting**

Cllr Eastwood provided information following his attendance at a YLCA conference. At the meeting Jonathan Owen, Chief Executive at the National Association of Local Councils (NALC) had spoken about NALC's vision for local councils and the increasing importance of their role as principal councils cut back on discretionary services. He spoke about the importance of improving engagement and widening representation, as local councils were often largely made up of older men.

Jonathan Owen also stressed the importance of professionalism in councillors and had promoted the local council award scheme. This had previously involved councils achieving quality status, though this scheme has now finished. The new council award scheme involves peer review and costs £50. The scheme involves detailing training records and having an annual plan. Cllr Eastwood stated it would be relatively easy to draw up an annual plan as part of the budget setting process.

Cllr Maw asked about the benefit of the scheme. Cllr Eastwood replied that it would demonstrate the Council's professionalism. Cllr Maw expressed concerns that the previous scheme to become a quality council involved a lot of work, which only resulted in the words "quality council" being added to the logo and no other clear benefit.

Cllr Eastwood replied that there was much less paperwork in the new scheme. The Parish Council is still using the words "quality council" on the logo even though this scheme is no longer in existence.

Cllr Harrop asked how long the work for the new scheme would take. Cllr Eastwood estimated it would take a couple of months around budget time. Cllr Harrop asked how often the work would need to be undertaken. Cllr Eastwood said it was largely a one off piece of work. He agreed to circulate information about the scheme and include more detail on the next agenda.

Cllr Eastwood stated there had also been a big discussion on the name of "Parish Council". The name means Councils may often be confused with the Church of England. He stated that Parish Councils are free to change their names if they want, possibly using the name Community Council. Councillors agreed to consider if a change of name would be helpful in the future.

Cllr Eastwood also talked about a presentation from Church Fenton Parish Council. They have a precept of £25,000 but have accessed funding of over £980,000 (from the Plunkett Foundation amongst others) to buy and run the village shop and pub, which had been closed down.

Cllr Eastwood had also attended the Liaison Meeting with Bradford Council, held on 25<sup>th</sup> September. He stated the main point of interest was a short presentation on dementia friendly communities. The Ward Officer, Marie Copley, is a dementia champion and can provide training on dementia friendly communities.

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Cllr Brown said that Chris Farquhar, Bradford Council, had provided training for councillors on dementia. Cllr Brown also mentioned his own personal experience of caring for someone with dementia.

Cllr Eastwood suggested that contact be made with the Ward Officer to see if she would be available to attend and provide training for Parish Councillors.

### **173/18 Neighbourhood Development Plan (NDP)**

Cllr McManus stated the consultation on the informal draft of the NDP had now ended.

The consultants were now drawing up a draft for formal consultation. Once the draft is ready, Cllr McManus will organise a meeting between the Parish Council and the NDP consultants to finalise the draft. Cllr Eastwood had suggested a workshop format might be the best way of doing this. The workshop would take about an hour and would probably be towards the end of November. The Parish Council has to formally sign off the draft NDP before it goes out to consultation.

Cllr Goulding asked about the requirement for a set number of houses to be built in Oxenhope. An increase in the number of houses would make congestion worse, but the figure of 100 houses had been accepted. There has recently been discussion in the press about the overall targets for house building being reduced and he wanted to know if this had affected the target set for Oxenhope.

Cllr McManus stated that Bradford Council was looking at their overall target, but he explained that the NDP will not agree a set number of houses. The NDP will state which of the housing sites proposed by Bradford Council it agreed with.

The requirement for wildlife corridors will reduce the number of houses that could be built on each agreed site.

Bradford Council's Local Plan has been delayed. Cllr McManus pointed out the number of houses achieved on sites within the whole of the Bradford Metropolitan District was approximately a third less than the Council had estimated. Cllr McManus said the NDP could not control the numbers of houses. It is likely that number of houses could be reduced in the centre of Bradford and Keighley, which may mean higher numbers in rural locations.

Cllr Eastwood stated that it was important to acknowledge that the figures for new housing were entirely notional – a target of 100 or of 50 would not necessarily mean that number of houses would be built in Oxenhope. The allocations and numbers were entirely notional and would depend upon landowners and developers agreeing to progress new development.

Cllr McManus said the school has a problem with numbers, as there was a very low intake in reception this year. This may reflect a change in demographics in Oxenhope.

Cllr Maw stated the low numbers might be due to parents applying to other schools. He felt the point needed to be made that the infrastructure of the village was not conducive to large developments.

Cllr McManus said that when the Parish Council meets with the NDP consultants these points could be made.

Cllr McManus said that once the Parish Council has signed off the NDP, the final draft will be produced. There will then be a six-week formal consultation period. He is aiming to take the NDP to a referendum in May, at the same time as the local election. The Plan should then get signed off in the following year.

### **174/18 NDP Photography Competition**

Councillors reviewed the entries in the NDP photography competition and decided on the winners for the various categories, as follows:

- Architecture Tom Marshall
- Landscape Andrew Schofield
- Heritage Sarah Stott
- Movement and Travel Beth Nixon
- Agriculture Annelise Chippendale
- Village Life Joy Holdsworth
- Leisure and Recreation Tom Marshall

Councillors thanked everyone who had submitted a photograph to the competition.

### **175/18 Financial Matters**

Cllr Eastwood left the meeting.

#### **Resolved:**

- a) The External Audit report for 2017/18 was noted.
- b) The valuation of the Prudential Investment was noted. It was also noted that the increase in value will not be recognised until the end of the financial year.
- c) To authorise expenditure of up to £185 for Cllr Eastwood for accommodation costs to attend the NALC National and Spring conferences.
- d) To authorise expenditure of £41.98 (plus VAT) for purchase of a laminator and laminating pouches.
- e) To authorise the removal of P. Cusdin and the addition of Cllr Goulding as a signatory on the Prudential Account (along with existing signatory Cllr Eastwood).

Signed.....

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- f) To authorise the following accounts for payment:

Payee	Cheque No.	Amount	Description
H3G (Three)	Direct Debit	£10.00	Phone
HMRC	101314	£524.81	PAYE and Employer NI for July to September 2018
PKF Littlejohn LLP	101315	£240.00	External Audit fee
J Parker Dutch Bulbs (Wholesale) Ltd	101316	£208.74	Spring Bulbs for Rose Garden
Digital Nomads	101317	£27.47	Printing and laminating costs
Janet Foster		£71.08	Expenses 01/07/18 - 30/09/18
		£60.75	Mileage 01/07/18 - 30/09/18
	101318	£131.83	<b>Total</b>

- g) The following payments previously authorised were noted: -  
Clerk's salary and home working allowance (01.10.18 - 31.10.18)
- h) The budget and bank reconciliation for 2018/19 were noted.

Cllr Eastwood re-joined the meeting.

#### 176/18 Minor items and items for next agenda

Cllr McManus reported that the owner of Hawkcliffe Works had contacted him. They stated that the mill is fully let at the moment. They were aware that the Parish Council had objected to the planning application for a taxi office at the mill.

They stated they had been approached about having a food cabin, which would be open at weekends and aimed mainly at cyclists. It would be based in a portacabin in the layby opposite the mill. They were looking to progress this and were asking for an initial response to the idea.

Cllr McManus stated that in principle it was a good idea. The layby belongs to Hawkcliffe Mill. It was unclear if planning permission would be needed for the portacabin. The businesses based at the mill are not currently using the layby.

Cllr Eastwood stated he has been in touch with YLCA and been informed that appendices need to be published as part of the agenda. Care needs to be taken that the information provided in the appendices is in line with the requirements of the General Data Protection legislation.

Cllr Maw said residents in Shaw Lane had raised an issue with him about the road being narrowed, due to a resident parking a van and having garden waste on the road. Cllr Eastwood said he would look to see if this is still an issue.

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Cllr Goulding said he had circulated a draft letter to all Councillors about the unadopted road in The Square. He stated that he intended to deliver the letter and host a public meeting.

The Clerk asked about having a wreath for the Remembrance Day service. It was agreed to spend the same amount as last year on buying a wreath. Cllr Harrop agreed to attend the Remembrance Day service and lay the wreath on behalf of the Parish Council.

**177/18 Date and time of the next meeting**

The next monthly meeting will be on Wednesday 14th November 2018 at 7.30 p.m.