

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL  
HELD ON WEDNESDAY 12<sup>TH</sup> DECEMBER 2018 AT OXENHOPE METHODIST  
CHURCH, COMMENCING AT 7.30 PM**

Present: Cllr Robert Goulding (Vice Chair)  
Cllr David Ashcroft  
Cllr Joyce Harrop  
Cllr Derrick Hopkinson  
Cllr Peter McManus

In attendance: Worth Valley Councillor Chris Herd  
Worth Valley Councillor Rebecca Poulsen  
PCSO Anderson  
Miran Rehman  
Rev. Cat Thatcher  
No members of the public

**198/18 Apologies**

Apologies for absence have been received from Cllrs Ken Eastwood, Tony Maw and Karen Faulkner. The reasons for absence were approved.

**199/18 Disclosures of Interest**

Cllr McManus declared an interest in the first planning application, reference 17/00297/FUL.

**200/18 Applications for a Dispensation**

None received.

**201/18 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the Parish Council's monthly meeting held on 14<sup>th</sup> November 2018 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The December Outstanding Issues Report was noted. Cllr Harrop said she was still waiting to hear from Chris Slaven, Emergency Planning Officer at Bradford Council about the Emergency Plan for Oxenhope.

**202/18 Public Question Time**

None.

**203/18 Guest Speakers**

- a) **Police**  
PCSO Anderson reported that there had been no crimes in last 31 days.

Cllr Herd said that he had reported suspicious activity by a black Golf and had provided Police with details of the car. PCSO Anderson confirmed that the details had been logged on the system, but pointed out that acting suspiciously is not a crime in itself.

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Cllr Goulding reported that when picking up litter on Old Oxenhope Lane he had found packets containing legal highs. PCSO Anderson thanked him for the information and said he would do more patrols in the area.

PCSO Anderson was thanked for his contribution and left the meeting.

b) **Worth Valley Ward Councillors**

Cllr Russell Brown sent his apologies.

Cllr Poulsen reported that Highways had been out to roads in upper Marsh, marking out potholes. They are hoping to get the work done before Christmas.

She also said that the Gullies team from Bradford Council had been out to Keighley Road to address the issue of blocked gullies reported by the Clerk. They had attended the same day that the problem was reported. They had cleared the gullies on Keighley Road and two on Dark Lane (one of which was blocked by tar). There is also an issue with the design of some of the gullies, with water flowing straight along the road rather than going into the drain. This has been referred to Highways to see if they can address the design issues.

She reported that there has been a meeting about setting up a Friends of Penistone group. A Countryside Officer attended the meeting, as well as the Parish Officer from Haworth and also a representative from the Friends of Ilkley Moor, who provided information on how their Friends group worked. It has been suggested that a litter pick, followed by food, might be a good starting point for the new group. This could lead to a more formalised structure, with perhaps a meeting every month.

Cllr Ashcroft suggested it would be useful to link up with dog walkers who use the area.

Cllr Poulsen said that the Tour de Yorkshire would be coming back to the area on 5<sup>th</sup> May next year. Cllr Brown was keen to do a project again, as the last one had been a very positive community event.

She reported that the full Bradford Council budget is out for consultation at the moment, but it is not easy to comment, as there is a lack of detail. She gave the example of the library service, which is being cut by £1 million but there is no detail on the impact of this cut. However she said that feedback would be welcomed.

Cllr Ashcroft asked about the withdrawal of Council Tax support for Parish Councils. He said there was no detail provided. Cllr Poulsen agreed and stated that she thought the full amount of support was to be cut. Cllr Ashcroft wanted the effect of this cutback to be noted, especially when Parish and Town Councils were being asked to take on more responsibilities.

Cllr Herd reported he had met with Highways to look at how to make the junction of Marsh and Lee Lane safer.

c) **Rev. Cat Thatcher**

Rev. Thatcher reported that the Church is now running the Thursday morning Toddler Group. It is free and runs from 9.15 to 10.30 a.m.

On Wednesday afternoons between 2 and 4 o'clock there is a community café at the Methodist Church, which the Co-op have generously supported.

A leaflet has been delivered throughout Oxenhope with details of Church services and events over the Christmas period.

**204/18 Planning**

Cllr McManus left the meeting.

**Resolved:**

- a) **17/00297/FUL** Non Material Amendment to planning permission 17/00297/FUL: to include changes to floor levels and ground levels, roof alterations and minor alterations to doors and windows at Moorhouse Farm Moorhouse Lane Oxenhope BD22 9RX. The Parish Council raised no objection.

Cllr McManus rejoined the meeting.

- b) **18/04729/PAR** Change of use of agricultural building to dwelling at agricultural barn at New Stones Farm Hebden Bridge Road Oxenhope. Following a discussion, the Parish Council decided to support this planning application.

**205/18 Safety Inspection Reports for the Allotments and Marsh Common**

The reports for the Allotments and Marsh Common were noted.

Cllr Harrop reported that the frame of a greenhouse had blown down. Another allotment holder had said they were willing to move it and help the owner.

Cllr Hopkinson reported that the sign on the gate to Marsh Common is badly faded and might need replacing. Cllr Herd agreed to provide signs about fly tipping and dog fouling.

Cllr Goulding said there was a need for more improved general signage. Cllr Ashcroft suggested looking at all areas for which the Parish Council is responsible and getting signs made. It was agreed to add this to the January agenda.

**206/18 Correspondence**

**Resolved:**

- a) Email from Damian Fisher about cuts to Bradford Council's street cleaning budget. Noted.

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Cllr Ashcroft commented that as the impact of the cuts were not specified, it was difficult to comment as there were no details of what the cuts would mean for Oxenhope. Cllr Poulsen said that the merging of the Parks and Cleansing teams made sense in some ways, but there was concern where teams were being cut. The aim is to try and make use of new technology and new routes to limit the effect of the cuts.

- b) Emails from Kathryn Jones about proposal to remove of Council Tax Support Grant in 2020/21 budget. Noted.

Cllr Ashcroft again expressed concern about the lack of detail. He asked if a representative of the Parish Council would be attending the Liaison meeting in January. The Clerk confirmed that a representative of the Parish Council normally attended the Liaison meetings.

- c) Email from Oxenhope resident about public common at Delf Hill.

Cllr Goulding stated the area is a public common owned by Yorkshire Water. Cllr Hopkinson said the Forest of Bradford project might be able to help with trees.

Cllr Hopkinson stated that there are no rights of way through common. He suggested contacting Yorkshire Water to see what their views are on fencing the area to prevent vehicle access. Cllr McManus said that there was a danger to pedestrians from vehicles and substantial fencing would be needed to stop access. He stated the Yorkshire Water were very health and safety conscious. The Clerk was requested to contact the sender of the email and Yorkshire Water.

**207/18 Rose Garden**

The Clerk reported that the funding bid for funding to the Ovenden Wind Farm Fund had been successful and £9,672 had been given to the Rose Garden project. The funding will be used to buy benches, a new noticeboard and plants for the Rose Garden.

Councillors recorded their thanks to Cllr Eastwood and the Clerk for their work on the funding application.

**208/18 Draft Lease Community Asset Transfer Rose Garden**

Cllr Ashcroft asked for information about the review of the lease. Cllr McManus stated that the Parish Council has two quotes from lawyers. The cost for a full review of the lease was around £1,300 and was seen as too expensive.

The second quote was for a review of the Heads of Terms of the lease and would cost £220. As a result of this review, Cllr McManus had queried seven points in the lease. This had included altering the length of the lease from 50 to 99 years. Bradford Council has also agreed to accept photographic evidence provided by the Parish Council as evidence of the condition of the Rose Garden.

Cllr McManus pointed out the lease was a generic one, used for all Community Asset Transfers (CAT's) agreed by Bradford Council. As it is a generic lease, there are terms that are largely irrelevant for the Rose Garden. He gave the example of amendments to structures. This is irrelevant as there are no structures in the Rose Garden. There is also a conditions guarantee, which would only apply if the Friends became a separate entity and the Rose Garden was sub-let to them. This was unlikely to happen.

Cllr McManus recommended that the lease be agreed. He stated that there was funding of £1,000 from Bradford Council to cover the legal costs incurred by the Parish Council. He said the lease would need to be registered.

**Resolved:**

To approve the draft lease from Bradford Council in relation to the Rose Garden and AWB Charlesworth be appointed to register the lease.

**209/18 Parcels of Land off Mallard View**

The Clerk informed Councillors that a price had been agreed for the parcels of land off Mallard View. The land has been withdrawn from auction. The price, together with the associated fees, is less than the amount authorised by Councillors. The purchase is being handled by AWB Charlesworth, who are acting for the Parish Council.

**210/18 Dementia Friendly Community (DFC)**

Cllr Harrop stated that, following the presentation by Marie Copley on DFCs, she had emailed some ideas to Cllr Eastwood. It has been suggested that Cllr Faulkner might like to take the lead on this project, which she has agreed to do. Cllr Harrop suggested asking Marie Copley to provide further information as well as feedback on the park project.

Cllr Ashcroft suggested taking a broader approach in the village, so it was not just the Parish Council. He said it would be good to involve Rev. Thatcher, the Co-op and the Keighley and Worth Valley Railway.

Cllr Hopkinson mentioned the DFC group in Keighley. Sandra Kelly is the contact person. They were given £10,000 funding from Keighley Town Council.

Cllr Harrop agreed to liaise with Cllr Faulkner about the best way to progress the project.

**211/18 Stones Common**

Cllr McManus said there had been a post on Oxenhope Online expressing concerns about an issue on Stones Common. He pointed out that the public have rights of access on Common Land on footpaths, but common land is owned. Around Oxenhope common land is often owned either by Yorkshire Water, Bradford Council or by individuals. Stones Common belongs to three farms.

Farmsteads owning common land have rights to use the land. The temporary storing of manure by one of the farms owning Stones Common is not an issue, as the farms have the right to use the land for agricultural purposes.

## **212/18 Village Warden**

Cllr Goulding summarised the report provided by Cllr Eastwood. It stated that many town and parish councils have started to employ village wardens. There was a list of suggested area of work, including work on the Rose Garden and Horseshoe Dam. The report included the pay scale, cost of employing a warden for four hours a week and equipment that would be needed.

Cllr McManus state that he was against the idea of having the person employed in Haworth working a few hours in Oxenhope. He preferred a dedicated person for Oxenhope.

Cllrs McManus and Hopkinson were in favour of employing a village warden, though Cllr Hopkinson queried who would manage and organise the work.

Cllr Goulding said he was also in favour of the idea, but thought that four hours a week would not be enough. This would mean the costs would need to increase. He also queried whether it might be better to contract someone who was self employed to undertake the work, rather than employing someone.

Cllr Ashcroft said he agreed with the idea in principle, but queried how much work there was, how much can the Parish Council afford and also how the work would fit alongside volunteers. He stressed the Parish Council's responsibility for health and safety above amenity work.

Cllr Goulding said it could almost be a full time job. Cllr McManus suggested taking out work in the Rose Garden and Horseshoe Dam. He referred back to the time when a full time lengthsman was employed to look after the highways and byways. He said the work had made the village pristine.

Cllr Ashcroft said that the approach should be to look at the amount of work and the amount of money available, which he said were two separate discussions. Cllr McManus suggested starting with the budget and seeing what the Parish Council can afford. This will be included in the January agenda.

## **213/18 Financial Matters**

### **Resolved:**

- a) To authorise expenditure up to £9,672, funded by Ovenden Wind Farm Grant, on benches, noticeboard and plants for the Rose Garden.

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- b) To authorise expenditure of £350 (plus VAT) to AWB Charlesworth for the engrossment and registration of the lease with Bradford Council in relation to the Rose Garden.
- c) To authorise payment of £136 to renew the Clerk's membership of the Society of Local Council Clerks (SLCC).
- d) To consider possible projects for inclusion in 2019/20 budget including:
  - Employing a village warden

Reference was made to the discussion earlier in the meeting.

- Replacing Christmas lights

Discussion took place on the information provided by Cllr Eastwood. Cllr Goulding summarized the proposals. Cllr Hopkinson asked what could be afforded. There was agreement that more lights were needed for the main tree. Concern was also expressed about the junction boxes and safety.

Cllr Ashcroft said he was concerned about how much has been spent on lights over the past few years. He stated he would much rather use any money on things that would provide permanent year round improvements for the village, which was why he wanted to invest in the Rose Garden.

He stated that Oxenhope is a small village with a mix of architecture. He stated he was not in favour of lamppost illuminations.

There was general agreement that £10,000 was too large an amount to spend on Christmas light, but any safety concerns need to be addressed. Cllr Ashcroft said that in past the issue had been fudged, with lights bought that did not last. There was a need for a robust system that would last.

- Replacing the allotment fencing

Cllr Goulding suggested the replacement of the fence might need to be done over a number of years. Cllr Hopkinson asked if it was a stock fence. Cllr Goulding said it was a mix of fencing, including some concrete posts and wire.

Cllr Hopkinson said it needs a fresh start with a fence that could last for ten years.

Cllr Goulding agreed to get a quote for cost of replacing the whole fence so that it could be included in the budget. He estimated that a stock proof fence would cost around £3,000.

Cllr Ashcroft said there was a need to have a budget for maintenance of Parish Council's assets. He stated there was a need to look across all sites, set priorities and include an annual amount for maintenance.

Cllr Goulding asked if Councillors had any other projects that they would want to be included in the budget. Cllr Hopkinson suggested that the community initiative

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budget may not be needed, as there were other sources of funding available, including the Straw Race, the Co-op and the Wind Farm Fund.

e) To authorise the following accounts for payment:

Payee	Cheque No.	Amount	Description
H3G (Three)	Direct Debit	<b>£10.00</b>	Phone
Yorkshire Water	101320	<b>£12.48</b>	Water for allotments 16/08/18 to 22/11/18
AWB Charlesworth	101321	<b>£217.54</b>	Search fees – Land off Mallard View

f) The following payments previously authorised was noted: - Clerk's salary and home working allowance (01.12.18 - 31.12.18).

g) The budget and bank reconciliation for 2018/19 was noted.

**214/18 Minor items and items for next agenda**

The Clerk said that as it is an election year in 2019 and there may be vacancies on the Parish Council, it might be an idea to have a drop in event in the New Year to give people the chance to find out what is involved in being a Parish Councillor. Councillors felt it would be better to use the Easter Outreach magazine, notice board and Oxenhope Online as a way to help encourage people to stand as a Parish Councillor.

Cllr Herd stated there had been a case of Alabama foot rot, which is dangerous for dogs, on Penistone Common.

Cllr McManus said he had circulated the draft Neighbourhood Development Plan. He will arrange a meeting for the Parish Council to review the document before it is taken to the project committee, as the Parish Council need to approve the Plan first. Cllr McManus said he would circulate suggested dates for a meeting early in 2019.

**215/18 The date and time of the next meeting**

The next monthly meeting will be on Wednesday 9<sup>th</sup> January 2019 at 7.30 p.m.

Meeting closed at 8.55 p.m.