

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL
HELD ON WEDNESDAY 9TH JANUARY 2019 AT OXENHOPE METHODIST
CHURCH, COMMENCING AT 7.30 PM**

Present: Cllr Robert Goulding (Vice Chair)
Cllr Karen Faulkner
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
PCSO Montgomery
PCSO Stronell
Miran Rehman
Alice Jones, Head of School Oxenhope Primary School
1 member of the public

01/19 Apologies

Apologies for absence have been received from Cllrs David Ashcroft, Ken Eastwood and Peter McManus. The reasons for absence were approved.

02/19 Disclosures of Interest

None.

03/19 Applications for a Dispensation

None.

04/19 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Parish Council's monthly meeting held on 12th December 2018 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The January Outstanding Issues Report was noted. The Clerk reported she had emailed Chris Slaven at Bradford Council about the Emergency Plan. Funding for two defibrillators has been included in the draft budget.

05/19 Public Question Time

A member of the public asked about the amount offered for the land around the Horseshoe Dam. Cllr Goulding replied that the Parish Council had set an upper limit and the amount agreed for the land was considerably under the maximum. Lawyers are currently dealing the purchase.

The member of the public said that they also had a question for the Headteacher, but was informed that Mr. Parkin had left the school.

He also had a query about a neighbour blocking his driveway. The Police asked for further details. In the light of this problem, he asked about the allocation of off road parking for new houses.

Signed.....

1964

Page Numbering checked.....13th February 2019

06/19 Guest Speakers

a) Police

PCSO Montgomery introduced himself. He stated he has recently joined the Worth Valley Team and will be an addition member of staff, adding to the two existing PCSOs. He said he grew up in area and still lives locally. He provided Councillors with his business card and contact details.

He then introduced PCSO Stronell who provided information on crimes in the area in the last month. These were:

An attempted burglary at Gledhow. Nothing was taken.
Damage to a property on Blackmoor Road.
Theft from a motor vehicle on Station Road.
Theft by an employee.

The PCSOs were thanked for their contribution and left the meeting.

b) Worth Valley Ward Councillors

Cllr Poulsen said that Bradford Council was consulting on their proposed budget. The budget meeting is on 21st February. She said the Cleansing and Parks Teams were being merged. Staff were in the process of taking on new positions and it was a very uncertain time for staff. Everything should be in place by April. She stated she did have some concerns about the merger and said the situation would need to be monitored.

Cllr Brown reported he had attended the meeting about the merger and stated there was both good and bad news. The arteries into towns would be cleaned first and then other areas.

He said that wardens were going back to how they used to be, with parking wardens dealing with parking. He saw this as an advantage, but also stated there would be a loss of 25 street sweepers across the district.

Cllr Poulsen also spoke about Dementia Friendly Communities (DFC). She reported that the Ward Officer, Marie Copley, has emailed Parish Councillors with an update on the DFC scheme at Harald Park. Two routes have been created. The first is a daily mile for fitter people. The second is a scenic stroll of half a mile with no change in levels, with DFC signs.

The Keighley DFC group will be holding their AGM on the 29th January at Alice Street. Cllr Poulsen said that anyone from the Parish Council would be welcome to come along. Cllr Faulkner said she is planning to attend.

Cllr Poulsen said she is keen to set up friends group at Penistone. They are starting with a clean up on Sunday 27th January from 1 o'clock to 3 o'clock. She said they would then trial the idea of meeting up one Sunday a month. She said they would have a bigger event in the spring and then look at setting up more formally. The Clerk was asked to add this event to Oxenhope Online.

Cllr Harrop asked about new signs on Station Road about dog fouling. Cllr Herd said he had some signs, which he could put up. Cllr Hopkinson asked about signs for Marsh Common. Cllr Herd said he was sorting this out.

Cllr Brown asked if there was support for a project for the Tour de Yorkshire. He suggested three projects. Firstly the roses which would be a slightly larger than in the previous year. Secondly there was a large bike sign. There was some discussion on the colours to use on this sign. Finally he suggested having a wind powered moving bicycle artwork.

He said this would underpin work for the cycling world championships, which are coming to Yorkshire in September.

It was suggested the big yellow Oxenhope sign could be placed either near the caravan site on Blackmoor Road or near Cllr Goulding's farm.

The project would involve a community day at school in the Easter holidays. He stated that the community art day in 2018 had been so popular that they had run out of materials.

As it is 50 years since the moon landing, he was also looking at a project involving the creation of a moving moon buggy and a rocket day as well. Cllr Goulding asked about the level of financial support required. Cllr Brown said £250 should cover both the Tour de Yorkshire event and the rocket day.

Cllr Herd said the manure heap on Stones Common should soon be gone.

c) **Oxenhope C of E Primary School**

Mrs Alice Jones introduced herself as the acting Head of School. She said that Mr. John Parkin had resigned as Headteacher and the school will be recruiting for a new Headteacher to start after the summer holidays.

She stated that the School was in a good place. They had the best results for a long time. They were working on data for this year but were excited about the expected results.

She stated it is a very sporty school, with some talented children, some of whom had represented Bradford at cross county events and may qualify to represent West Yorkshire.

The School had held nativities, which had been attended by lots of parents. She stated the School was passionate about keeping a "proper" nativity.

The PTFA had been very active, raising funds for the school with a disco, raffles and a fair. The money raised had been used to support school sports and purchase a homework app.

She said the School had positive links with Church, but she was planning to develop these links.

She wanted to contact ex pupils of all ages so that current pupils could see what they could achieve. She gave the example of a former pupil who had been awarded a Duke of Edinburgh Gold Award. She asked Councillors to ask ex-pupils to get in touch. She said this was about raising ambition. Cllr Goulding said he was willing to come and talk about farming.

The School has links with Stanbury and Oldfield schools. Together they were involved in a music concert at Bingley Arts Centre.

Liz Lawley, an ex-Ofsted inspector, would be working with the school and Mrs Jones for two days a week. She would provide experience and help the school in its aim of moving from good to outstanding.

The school has a cyber PCSO, who helps them work on line safely. She will be coming to a parent assembly in the near future.

She stated the school was keen to be involved in a Tour de Yorkshire art project, which she said was becoming a tradition and provides links with the community.

Cllr Maw asked about mental health provision at the School. Mrs Jones said schools are required to have a qualified mental health person. She is the person at Oxenhope School. She was very keen to promote mental health, which is included in the curriculum. The school uses both prayers and also mindfulness.

Additionally they were involved in an NHS pilot scheme aimed at building resilience in Year 5 pupils. She was keen to roll this scheme out to all pupils. Cllr Maw stated that transition could be a difficult time. Mrs Jones agreed this could be a challenging time, as secondary schools, even smaller ones, could seem very daunting.

Mrs Jones was thanked for her contribution and left the meeting.

07/19 Planning Resolved:

- a) **18/05419/HOU** Single storey rear extension at 24 Cross Lane, Oxenhope BD22 9LE.
The Parish Council raised no objection.

08/19 Safety Inspection Reports for the Allotments and Marsh Common

The reports for the Allotments and Marsh Common were noted.

Cllr Hopkinson reported that a fallen branch at Marsh Common had been cut up. The Clerk was asked to send a letter of thanks.

Cllr Harrop reported that the annual meeting of allotment holders had just taken place. She said she would report back to Councillors at the next Parish Council meeting.

Cllr Goulding reported that two companies been to look at the allotment fencing. Both had stated that new fencing would cost about £3,000. However the old fencing would also need removing and this was likely to cost at least an additional £2,000.

Cllr Harrop reported the allotment holders had expressed concern about the old fencing not being removed until the new fencing was in place. They were concerned about rabbits getting on to the allotments. Cllr Hopkinson said the fencing could not be rabbit proof, but he would be concerned about the allotment being left open. He stated there were different types of fencing. Post and rails with netting would last longer but be more expensive.

Cllr Goulding said it may be necessary to do the work in stages, as the cost of replacing all the fencing was more than had been included in the draft budget. Cllr Hopkinson suggested starting with the fencing at the bottom end of the allotments.

Cllr Harrop reported that one of the allotment holders had suggested setting up a Whatsapp group.

09/19 Correspondence Resolved:

- a) Email from Oxenhope Primary School on consultation to changes to School Admission Policy 2020/2021. Noted.
- b) Email from an Oxenhope resident about parking near Muffin Corner and dog waste bin.

The Clerk informed the meeting that she had emailed the resident to inform them that Bradford Council Highways department would apply for funding in the 2019/20 financial year for a Traffic Regulation Order on the road from Muffin Corner towards Keighley.

Cllr Poulsen said Bradford Council no longer provide bins specifically for dog waste. General waste bins might be considered if they were on a main bin collection route.

Cllr Goulding said it might be useful to have more bins and asked about the procedure. Cllr Poulsen said Bradford Council does not have a budget for new bins but if the Parish Council were to provide bins it may be that Bradford Council would agree to empty them. She said bins cost approximately £200 each.

Councillors agreed to consider where bins might be needed and this item will be on the agenda for next month's meeting.

10/19 Neighbourhood Development Plan (NDP)

Cllr Goulding gave a brief summary of the meeting held on 3rd January to review the draft NDP. The meeting had recommended changes to the draft

NDP to make it more reflective of Oxenhope and to provide more detail of listed buildings and green spaces.

11/19 Dementia Friendly Communities (DFC)

Cllr Faulkner said she has been in contact with Marie Copley, Ward Officer and had some further information about the DFC project in Harold Park. There had not yet been feedback but she said the scheme sounded very positive. All the sensory elements could be incorporated into the Rose Garden and Millennium Green.

She felt the best way to start in Oxenhope was to have a meeting with the church, the school and local businesses, such as the Co-op and Pharmacy, to get them on board. The next stage would involve a more general meeting with carers and general public.

She said Bradford Council was keen to promote DFC and she would be attending the Keighley DFC AGM.

She suggested that the date of a general meeting might be put in the Easter edition of Outreach Magazine. Cllr Goulding suggested writing an article about DFC for Outreach and having posters in the Co-op and on Oxenhope Online. Cllr Faulkner agreed to write an article for Outreach.

An update on DFC will be on the agenda at next month's meeting.

12/19 Parish Council Signage

Cllr Goulding asked if Councillors had any particular thoughts on signage and whether there should be a uniform design. Councillors agreed that the signage should be uniform. It was mentioned that the Parish Council might be looking at changing its name in the near future. It was felt this should be agreed first and could then agree a design.

Cllr Maw asked if Bradford Council would have any requirements in relation to signage. Cllr Poulsen said she did not think there would be any issue.

13/19 Financial Matters

a) Budget and Precept for 2019/20

Cllr Goulding started the discussion by giving information on precepts. In 2018/19 the precept in Oxenhope was £27, the average for the Bradford Council district was £33 and in the Craven area £65. He stated that as Bradford Council withdraws services, the Parish Council would need to take on more to protect Oxenhope from the full effect of the cuts. He stated that if all the expenditure set out in the draft budget was agreed, the precept for 2019/20 would need to be set at £35 to cover all the expenditure without using reserves.

Cllr Hopkinson said that to increase the precept to £35 would be a 30% increase, which is a large increase in percentage terms.

Cllr Maw said that with a small budget, a small increase in cash terms would equate to a large increase in percentage terms. Cllr Goulding pointed out a precept of £35 would only mean an annual increase of £8 per household. He stated the precept rate was partly about the longer term vision for the Parish Council. Were Councillors ambitious and wanting the Parish Council to take on a wider role or did Councillors want to pull back slightly?

Councillors decided to review the budget line by line. The budget for the clerk (salary and homeworking allowance), stationery, mobile phone, postage and mileage were all agreed. The training budget was reduced by £200 to £300 and it was felt that £250 was sufficient for marketing and promoting the NDP.

There was a discussion on the budget for the Outreach magazine, which was seen as rather high, but it was felt this was a way of reaching residents who may not access Oxenhope Online.

The budget for Christmas lights had been discussed at the December Parish Council and was agreed at £500 to allow any safety concerns to be addressed. It was stated that the lights were getting towards the end of their life and there may need to be expenditure on them next financial year.

Marsh Common may need some hardcore, but a budget of £150 should be sufficient.

Cllr Goulding said the Youth Club budget looks expensive but the Club does appear to fill a function and he felt it would be wrong to stop support. Cllr Hopkinson said the problem was that the Youth Club budget had been cut, so the Parish Council had to help financially. He said it would be a shame to see it disappear. Cllr Goulding said the Youth Club expenditure was a large part of the Parish Council's expenditure. The budget was agreed at £4,800.

Cllr Goulding pointed out the Parish Council was increasing its assets and they would need to be maintained. The budget for maintaining Council assets (including the Rose Garden, the Horseshoe Dam and the two phone kiosks) was increased by £500 to £3,000.

Cllr Goulding started the discussion on the budget for a village warden or maintenance contract by pointing out there was no commitment to employing a warden. The idea was to start with a budget and see how it could work.

Cllr Hopkinson stated he was not sure exactly what work the warden would be doing. There was already work undertaken by volunteers. Cllrs Harrop and Hopkinson said they were not in favour of allocating funding for this. Cllr Faulkner suggested reducing the budget and using a contractor.

Cllr Hopkinson pointed out that other villages have voluntary groups and this might be a way forward, particularly for set projects. He gave the example of cleaning up the Cat Steps.

Cllr Maw said it may be good to have a budget to get some work done, but it was better to use volunteers where possible.

Cllr Goulding mentioned the issues of litter on road verges. Bradford Council did not collect this and maybe one of the jobs could be collecting this litter on a monthly basis. Cllr Hopkinson said that on a voluntary basis he collected rubbish daily from the Recreation Ground. Cllr Harrop said it would be good to get groups to help with clean ups. This had been done successfully in other areas.

Cllr Goulding then talked about the Horseshoe Dam. He said that some of the work required would need the use of chainsaws. Cllr Maw said that funding would be needed for this but volunteers could be used for general maintenance.

Cllr Goulding suggested that maybe the budget should be reduced by half to £2,500 to see how it could work. Cllr Hopkinson said he was still not clear about what work would be done. He preferred to cut the budget completely and use volunteers.

Cllr Faulkner pointed out there was a difference between volunteering to work on the Rose Garden and litter picking.

Cllr Goulding mentioned about the possibility of salting pavements, but he was concerned that one man would not have enough of an impact.

Cllr Faulkner asked if there was any information from Haworth on how the system worked there. Cllr Hopkinson said there had not been any feedback.

Cllr Maw said that further information on how wardens or contract have worked elsewhere was needed. He said there was pressure to spend the budget on other large items and gave the example of the allotment fence.

Cllr Goulding said it would be interesting to see if the idea of a warden works. Cllr Maw felt that more information was needed on how this works elsewhere. Cllr Hopkinson suggested deferring the scheme for a year. This was agreed.

In terms of the allotment budget, Cllr Hopkinson thought that £4,000 was a large amount, saying the fence had been bad for 15 years. Cllr Faulkner pointed out the amount was probably not enough to replace the whole fence and suggested keeping the full amount so that part of the fence could be replaced. Cllr Goulding said the long edge of fencing would need to be replaced in one go. It was suggested that the bottom edge only was replaced, however it is the long edge, which is in the worst state of repair.

Cllr Goulding queried if £1,000 was needed for the general maintenance of allotments. Cllr Harrop said that it had been needed in the last year to cover pest control and minor fence repairs. Cllr Goulding said it felt like a large amount to spend for 20 people who had allotments. Cllr Harrop said the allotments are an asset for the village and need to be maintained.

Cllr Goulding suggested just repairing the worse parts of the fence but Cllr Harrop said this would not be possible. Cllr Hopkinson said there was a

hedge for most the way. Cllr Maw asked why a fence was needed if there was a hedge. Cllr Hopkinson suggested getting a tree surgeon to trim the hedge, as this would be a cheaper solution. It was agreed to replace the fence at the bottom and look into trimming the hedge along the back of the allotments

It was agreed to purchase two defibrillators, one for Station Road and one for Marsh.

Councillors then discussed options for the precept. It was decided there was a need to slightly increase reserves, allowing planned investment in Parish Council assets.

Resolved:

To approve the revised budget as shown below and to set the precept for 2019/20 at £30.00 (band d equivalent).

Budget 2019/20

| Heading | Predicted outturn 2018/19 | Budget 2019/20 | Notes |
|---|---------------------------------|-------------------|---|
| Expenditure | | £ | |
| Clerk's salary (includes employer's NI) | 9,427 | 9,900 | Clerks salary for 14 hours based on one increment in pay scale. |
| Clerk's home working allowance | 300 | 300 | |
| Stationery and Printing | 752 | 500 | Higher costs in 2018/19 due to GDPR |
| Mobile Phone | 150 | 150 | |
| Postages | 64 | 50 | |
| Travel and Subsistence | 284 | 300 | |
| Internal and external audits | 456 | 400 | |
| Subscriptions | 858 | 900 | |
| Room Hire | 278 | 200 | |
| Insurance | 487 | 500 | |
| Training | 194 | 300 | |
| Marketing | 0 | 250 | |
| Outreach | 375 | 400 | |
| Christmas Lights | 150 | 500 | |
| Maintenance of Marsh Common | 0 | 150 | |
| Youth Club | 3,721 | 4,800 | Support for salary costs to July 2019 |
| Neighbourhood Development Plan | 758 | 500 | |

Signed.....

1972

| | | | |
|--|----------------------------------|-----------------------|---|
| Website | 625 | 900 | |
| Contingency Fund | 0 | 500 | |
| Community Initiative Fund | 500 | 250 | Possible project in connection with Tour de Yorkshire cycle race |
| Take over services previously provided by Bradford MDC | 2,075 | 0 | |
| Rose Garden - annual maintenance costs | 1,503 | 0 | |
| Rose Garden - Grant Expenditure | 9,672 | 0 | |
| Purchase - Land off Mallard View | 5,281 | 0 | |
| Maintenance of Parish Council Assets | 0 | 3,000 | To include the Rose Garden, Horseshoe Dam and telephone kiosks |
| Allotments | 831 | 2,000 | Includes £1,000 for fence repairs |
| Defibrillators | 25 | 3,400 | Purchase of two new defibrillators and maintenance of two existing defibrillators |
| | | | |
| Total Expenditure | 38,764 | 30,150 | |
| | | | |
| Income | | | |
| | Predicted outturn 2018/19 | Budget 2019/20 | |
| Transfer to Reserves | 0 | -3,173 | Planned increase in reserves |
| Precept | 27,405 | 30,480 | Tax base of 1016. Precept set at £30 |
| Council Support Grant | 1,225 | 1,225 | |
| Rose Garden | 9,842 | 0 | |
| Allotment Grant | 338 | 338 | |
| Allotment rents | 480 | 480 | |
| VAT refund | 3,969 | 800 | |
| Miscellaneous | 12 | 0 | |
| | | | |
| Total Income | 43,271 | 30,150 | |
| | | | |
| Surplus (+)/Deficit (-) | 4,506 | 0 | |

Signed.....

1973

Page Numbering checked.....13th February 2019

- b) To authorise the following accounts for payment:

| Payee | Cheque No. | Amount | Description |
|---------------------------|--------------|-------------------|---|
| H3G (Three) | Direct Debit | £10.00 | Phone |
| HMRC | 101322 | £525.01 | PAYE and employer's NI October to December 2018 |
| SLCC | 101323 | £136.00 | Clerk's annual membership of Society of Local Council Clerks |
| Oxenhope Methodist Church | 101324 | £104.00 | Room hire July to December 2018 |
| Janet Foster | | £117.51 £47.25 | Expenses 01/10/18 - 31/12/18 Mileage 01/10/18 - 31/12/18 |
| | 101325 | £164.76 | Total |
| Oxenhope P.C.C. | 101326 | £250.00 | Autumn and winter issues of Outreach magazine |
| Bradford MDC | | | Contributions to Youth Club staffing (June 2017 to July 2018) |
| | 101327 | £3,721.08 | |

- c) The following payments previously authorised were noted:
Clerk's salary and home working allowance (01.01.19 - 31.01.19).

- d) The budget and bank reconciliation for 2018/19 were noted.

14/19 Minor items and items for next agenda

Cllr Faulkner circulated a poster for a meeting on Tuesday 5th February at 8 o'clock about unadopted roads in the Square. The meeting will be included on the February agenda.

15/19 Date and time of the next meeting

The next monthly meeting will be on Wednesday 13th February 2019 at 7.30 p.m.

Signed.....

1974

Page Numbering checked.....13th February 2019