



# **OXENHOPE PARISH COUNCIL**

Signed: *Janet Foster* 1<sup>st</sup> March 2019  
Mrs Janet Foster, Clerk to the Parish Council  
Tel No.: 07972 717058  
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**You are summoned to attend the monthly meeting of Oxenhope Parish Council to be held at 7.30 p.m. on Thursday 7<sup>th</sup> March 2019 at The Bay Horse Pub, Oxenhope**

## **AGENDA**

### **36/19 Apologies**

To note any apologies offered and approve reasons for absence.

### **37/19 Disclosures of Interest**

To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.

### **38/19 Applications for a Dispensation**

To grant, or otherwise, the applications as received by the Clerk.

### **39/19 Minutes of Meetings (previously circulated to Members)**

- a) To confirm the minutes of the Parish Council's monthly meeting held on 13<sup>th</sup> February 2019 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the March Outstanding Issues Report (Appendix 1) and decide further action where necessary.

### **40/19 Public Question Time**

To welcome members of the public and to receive their representations.

### **41/19 Guest Speakers**

- a) Police
- b) Worth Valley Ward Councillors
- c) Oxenhope C of E School

### **42/19 Planning**

To consider and decide upon the following planning applications: -

- a) **18/05310/FUL** Semi detached property consisting of two dwellings at land on Shaw Lane Oxenhope
- b) **19/00698/HOU** Replacement dormer windows to front and rear at The Homestead, Shaw Lane Oxenhope BD22 9QL
- c) **19/00759/HOU** Two storey side extension at Great Hill House Farm Hill House Lane Oxenhope BD22 9JH
- d) **19/00801/FUL** Construction of agricultural building at land off Stone Lane Oxenhope

**43/19 Safety Inspection Reports for the Allotments and Marsh Common (Appendix 2)**

To note the reports for the Allotments and Marsh Common.

**44/19 Correspondence (Appendix 3)**

To consider the following new correspondence received and to decide action where necessary: -

- a) Email from Keep Britain Tidy

**45/19 Financial Matters**

- a) To authorise, or otherwise, expenditure of £115 for work on the allotment taps by Cllr Goulding.
- b) To authorise, or otherwise, expenditure of £65 (plus VAT) to supply and install a LED light in the phone kiosk at Leeming.
- c) To authorise, or otherwise, expenditure of £230 (plus VAT) on work by Keighley Trees to reduce the height of the conifers in the Rose Garden (subject to planning approval being obtained).
- d) To authorise, or otherwise, the following accounts for payment:

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>	<b>Description</b>
H3G (Three)	Direct Debit	<b>£10.00</b>	Phone
Digital Nomads	101329	<b>£234.00</b>	Online survey platform
Defibshop	101330	<b>£98.40</b>	Replacement pads for the two defibrillators
Meika Ltd.	101331	<b>£844.83</b>	8 Cherry trees, stakes and ties

- e) To note the following payments previously authorised: -  
Clerk's salary and home working allowance (01.03.19 - 31.03.19).
- f) To note the budget and bank reconciliation for 2018/19 (Appendix 4).

**46/19 Minor items and items for next agenda**

To discuss minor items and to note items for the next agenda.

**47/19 To note the date and time of the next meeting**

The next monthly meeting will be on Thursday 4th April 2019 at 7.30 p.m.

**48/19 Allotments**

To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 3 (d): The public and press should leave the meeting during the consideration of issues relating to the management of the allotments.

**THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME**

## Appendix 1 – March outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Emergency Planning	Emergency Plan	Cllr Harrop and Cllr Maw	31/01/19	Emergency plan agreed by Chris Slaven, Emergency Planning Officer Date for tabletop exercise to be agreed after elections in May 2019.
Representation on School Governing Body	Meeting to be arranged with school and Cllr Ashcroft	Cllr Ashcroft	14/06/17	Yes
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	27/02/19	Emailed Chris Farquhar at Bradford Council. Awaiting reply.
Rose Garden	Lease	Clerk	26/02/19	AWB Charlesworth has received documents from Bradford Council.
Land off Mallard View	Purchase	Chair and Clerk	02/02/19	Emailed AWB Charlesworth to check on progress. Issue relating to Asset of Community Value needs to be resolved before purchase can progress.
Litter Bins	Parish Council considering additional bins	Clerk	01/03/19	Map of bin locations has been received for part of Oxenhope. Email sent requesting map for rest of Oxenhope.

## Appendix 2 – Allotment Report and Marsh Common

### Allotments Safety Inspection Report

**Name:** Joyce Harrop

**Date** 15 February 2019

**Weather** Bright, Sunny and windy

**Time** 1.30 pm

	Seen	Comment if necessary
	√	
<b>Water drainage – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		
Any defects e.g. collection of water on any one plot?	√	
<b>Plots – Monthly Basis</b>		
Any hazards e.g. broken glass, containers of chemicals?	√	
<b>Access track - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	√	
Any unauthorised vehicular use?	√	
Any dog fouling visible on or within close proximity of access track?	√	
<b>Gates – Monthly Basis</b>		
Pedestrian swing gate working as it should?	√	
Field gate intact?	√	
<b>Vegetation – Monthly Basis</b>		
Any vegetation need removing and/or cutting well back?	√	
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	√	
<b>Fires – Monthly Basis</b>		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	√	
<b>Boundary walls – Monthly Basis</b>		
Any defects?	√	
<b>Fencing – Monthly Basis</b>		
Any defects?	√	

I certify that I inspected the above route on the above date when the only defects observed were those recorded above.

Inspector's Signature *Joyce Harrop*

## REPORT

Most plots ready for planting.

Paths above 4a 4b need clearing. Also above 6a and 6b plus Plot 7 and above Plot 8.

Have already written to holder of Plot 3 about the path above the plot and also about the fence which, apparently, is not a gate, but is a fence to stop rabbits getting in. It is still broken down on this inspection.

I am obtaining estimates to have the water taps on the Allotments upgraded. This will happen in the near future before the mains water is turned on.

I have had an estimate from Cllr Robert Goulding of £115 and he is not charging for labour.

### Marsh Common Safety Inspection Report

Name: D Hopkinson

Date: 17 February 2019

Weather Dry

Time 11.25

<b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		No major changes in condition of Common
Water free flowing?	<input type="checkbox"/>	Side ditch dry, 2 main culverts minimal flow
Free of debris?	<input type="checkbox"/>	Old dead vegetation in places.
<b>Footpath - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	<input type="checkbox"/>	Footpath dry but in need of some hardcore.
Any unauthorised vehicular use e.g. off road motor bikes etc?	<input type="checkbox"/>	No signs of vehicular use,
Any dog fouling visible on or within close proximity of footpath?	<input type="checkbox"/>	None
<b>Seating – Monthly Basis</b>		
Any defect which may cause personal injury?	<input type="checkbox"/>	None
Adequately secured to the ground?	<input type="checkbox"/>	Yes
<b>Gates – Monthly Basis</b>		
Kissing gate working as it should?	<input type="checkbox"/>	Yes.
Padlock and chain on the field gate intact?	<input type="checkbox"/>	Yes. Old large faded No Fouling sign removed.
Padlock on the palisade fencing gate in full working order?	<input type="checkbox"/>	Yes
<b>Vegetation – Monthly Basis</b>		
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Vegetation has died back
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	<input type="checkbox"/>	None
<b>Fencing – Monthly Basis</b>		
Any defects?	<input type="checkbox"/>	Reasonable.
<b>Boundary walls – Monthly Basis</b>		
Any defects?	<input type="checkbox"/>	Reasonably sound

I certify that I inspected Marsh Common on the above date when the only defects observed were those recorded above.

Inspector's Signature D Hopkinson

**Appendix 3 – Correspondence**

a) Email from Keep Britain Tidy

Date: 2<sup>nd</sup> February 2019

Subject: Great British Spring Clean



# Will your Town or Parish Council help clean up this country?

**Great British Spring Clean  
22 March - 23 April 2019**

**Help us make history and make the Great British Spring Clean 2019 the country's biggest-ever, mass-action environmental campaign.**

We want to inspire 500,000 people to join forces to clear litter, including single-use plastic, from our streets, parks and beaches, recycling as much as possible.

Will your Town or Parish Council help clean up this country?

Click the link above and let us know your Town or Parish Council will be taking part and declaring that litter pollution – that degrades the beauty of our environment and threatens to harm wildlife – is not acceptable.

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## Appendix 4 – Budget and Bank Reconciliation

### Budget 2018/2019 01/03/2019

Heading	Budget	Spend to date	Commitments	Total Spend to date and commitment	Year end Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	£	
<b>Expenditure</b>						
Clerk's Salary (inc. Employer NI)	10,300	8,815	613	9,428	872	
Clerk's home working allowance	300	275	25	300	0	
Stationery and Printing	500	707	0	707	-207	
Mobile Phone	150	92	8	100	50	
Postages	50	35	0	35	15	
Travel and Subsistence	300	211	0	211	89	
Internal and external audits	300	456	0	456	-156	
Subscriptions	850	858	0	858	-8	
Room Hire	200	278	0	278	-78	
Insurance	500	487	0	487	13	
Training	500	149	0	149	351	
Marketing	100	0	0	0	100	
Outreach	400	375	0	375	25	
Christmas Lights	750	70	0	70	680	
Maintenance of Marsh Common	200	0	0	0	200	
Telephone Kiosks	100	0	0	0	100	
Youth Club	5,000	3,721	0	3,721	1,279	
Neighbourhood Development Plan	3,000	158	0	158	2,842	
Website	1,400	450	195	645	755	
Contingency Fund	964	0	0	0	964	
Community Initiative Fund	1,500	500	0	500	1,000	
Take over services previously provided by Bradford MDC	1,500	1,175	0	1,175	325	
Rose Garden - annual maintenance costs	1,300	377	704	1,081	219	



## Bank Reconciliation

Balance per bank statements as at	01/03/19	
Community Account		£24,413.56
Business Savings Account		£8,092.21
Prudential Investment		£20,675.62
		£53,181.39
Less: unpresented items		
Cheque No. 101328 (Oxenhope PCC)		-£125.00
Net balances:		<u><u>£53,056.39</u></u>

## CASH BOOK

Opening Balance 1 April 2018	£30,686.75	
Add: Receipts in the year	£43,274.70	
Less: Payments in the year	-£20,905.06	
Closing balance per cash book:		<u><u>£53,056.39</u></u>