



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 29th March 2019
Mrs Janet Foster, Clerk to the Parish Council
Tel No.: 07972 717058
E-mail: clerk@oxenhopeparishcouncil.gov.uk

**You are summoned to attend the monthly meeting of Oxenhope Parish Council
to be held at 7.30 p.m. on Thursday 4th April 2019 at
Marsh Methodist Church, Marsh Lane, Oxenhope**

AGENDA

49/19 Apologies

To note any apologies offered and approve reasons for absence.

50/19 Disclosures of Interest

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

51/19 Applications for a Dispensation

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

52/19 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of the Parish Council's monthly meeting held on 7th March 2019 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the April Outstanding Issues Report (Appendix 1) and decide further action where necessary.

53/19 Public Question Time

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

54/19 Guest Speakers

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

55/19 Safety Inspection Reports for the Allotments and Marsh Common (Appendix 2)

To note the reports for the Allotments and Marsh Common and to agree a date for the re-inspection of allotments following the visit by Councillors on 10th March.

56/19 Correspondence (Appendix 3)

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

- a) Minutes from Liaison Meeting 16th January 2019.
- b) Draft Minutes Friends of the Rose Garden meeting on 22nd February 2019.
- c) Email to Yorkshire Water concerning Delf Common

57/19 Dementia Friendly Communities (DFC)

To receive a verbal update from Cllr Faulkner on DFC.

58/19 Financial Matters

- a) To authorise, or otherwise, expenditure of £698.00 for annual membership of the Yorkshire Local Council Associations (YLCA) which provides automatic membership of the National Association of Local Councils (NALC).
- b) To authorise, or otherwise, expenditure of £120 per annum (£10 per month direct debit) for clerk's mobile phone.
- c) To authorise, or otherwise, expenditure of £35 payment by direct debit to Information Commissioners Office in June 2019 for data protection fee.
- d) To authorise, or otherwise, expenditure of £250 for the Tour de Yorkshire Community project.
- e) To authorise, or otherwise, expenditure of up to £1,265 (plus VAT) to Lawnorder for the cutting of the grass in the Rose Garden (based on cutting the grass 22 times between April and October at £57.50 per cut).
- f) To authorise, or otherwise, expenditure of up to £95 to Ian Scott for provision of internal audit services.
- g) To authorise, or otherwise, expenditure of £200 to PKF Littlejohn for provision of external audit services.
- h) To authorise, or otherwise, purchase of two defibrillators at £1,075 each plus two outdoor cabinets at £575 each, with a total cost of £3,300.
- i) To authorise, or otherwise, the following accounts for payment:

Payee	Cheque No.	Amount	Description
J Parker Dutch Bulbs (Wholesale) Ltd.	101330	£1,017.80 £34.00 £1,051.80	Invoice No. SI112523 Invoice No. SI112687 Plants for Rose Garden (Grant funded) Total
Yorkshire Water	101331	£6.86	Water for allotments 22/11/18 to 26/02/19 (Standing charge only)
HMRC	101332	£524.81	PAYE and employer's NI January to March 2019
Janet Foster	101333	£47.97 £68.40 £116.37	Expenses January to March 2019 Mileage January to March 2019 Total
Digital Nomads	101334	£132.00	Grit and sand for Rose Garden (Grant funded)
Meika Ltd	101335	£844.83	8 cherry trees for Rose Garden

- j) To note the following payments previously authorised: - Clerk's salary and home working allowance (01.04.19 - 30.04.19).
- k) To note the draft outturn and bank reconciliation for 2018/19 (Appendix 4).

59/19 Minor items and items for next agenda

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

60/19 To note the date and time of the next meeting

The next monthly meeting will be on Wednesday 15th May 2019 at 7.30 p.m. at the Methodist Church on West Drive.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – April 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	23/03/19	Emailed Chris Farquhar at Bradford Council. Awaiting reply. Email sent to chase up reply.
Rose Garden	Lease	Clerk	13/03/19	AWB Charlesworth contacted to say lease approved. Parish Council has also provided them with an updated condition survey.
Land off Mallard View	Purchase	Chair and Clerk	18/03/19	Issue relating to Asset of Community Value (ACV) being resolved. Bradford Council due to serve notice to Parish Council, who will state they do not intend to initiate a moratorium period.
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 10 March 2019

Weather Cold, wet, windy, bright

Time 1.30 pm.

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

This report was carried out by a number of parish councillors.

It was decided that the trees behind the allotment would be cut back and an estimate is needed. Also the main path would be treated by a professional firm twice a year with weedkiller. An estimate needed.

Also that all allotment holders would be contacted about the state of their access paths, as nothing has been done since it was requested at the allotment meeting in January.

Two allotment holders will be written to about the state of the allotments reminding them that 3/4 of the allotment needs to be cultivated as per their lease agreement.

It is also hoped that a new covering with hard core on the main path will be possible

Marsh Common Safety Inspection Report

Name: D Hopkinson
Weather Dry

Date: 26 March 2019
Time. 09.00

Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		No major changes in condition of Common
Water free flowing?	<input type="checkbox"/>	Side ditch minimal flow, main culvert steady flow
Free of debris?	<input type="checkbox"/>	Old dead vegetation in places.
Footpath - Monthly Basis		
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
Seating – Monthly Basis		
Any defect which may cause personal injury?	<input type="checkbox"/>	None
Adequately secured to the ground?	<input type="checkbox"/>	Yes
Gates – Monthly Basis		
Kissing gate working as it should?	<input type="checkbox"/>	Yes.
Padlock and chain on the field gate intact?	<input type="checkbox"/>	Yes.
Padlock on the palisade fencing gate in full working order?	<input type="checkbox"/>	Yes
Vegetation – Monthly Basis		
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Vegetation has died back but not blocking ditch
Trees – Monthly Basis		
Any overhanging branches need removing?	<input type="checkbox"/>	None
Fencing – Monthly Basis		
Any defects?	<input type="checkbox"/>	Reasonable.
Boundary walls – Monthly Basis		
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) Liaison Meeting

Date: 16th January 2019

Subject: Minutes from Meeting

CBMDC & LOCAL COUNCIL LIAISON MEETING

Wednesday 16 January 2019

Queens Hall, Burley

MINUTES

Attendees

Local Councils

Parish Cllr Peter Allison	Wilsden Parish Council
Town Cllr Steve Butler	Ilkley Parish Council
Parish Cllr David Mullen	Steeton with Eastburn Parish Council
Ian Orton, Clerk	Burley Parish Council
Town Cllr Helen Owen	Bingley Town Council
Town Cllr David Rushworth	Silsden Town Council
Town Cllr David Shaw	Baildon Town Council
Parish Cllr Paul Sullivan	Harden Parish Council
Town Cllr (and District Cllr) Rebecca Whitaker	Silsden Town Council
Parish Cllr Mike Wild	Burley Parish Council

Bradford Council

District Cllr Abdul Jabar (Chair)	Bradford Council
Ian Day	Assistant Director; Neighbourhoods & Customer Services
Stephen Hay	Local Plan Team Leader (Interim)
Jonathan Hayes	Keighley Area Co-ordinator
Kathryn Jones	Office of the Chief Executive
Andrew Marshall	Planning & Transport Strategy Manager

Apologies

Town Cllr Peter Ashton	Baildon Town Council
Ruth Batterley, Clerk	Bingley Town Council
Parish Cllr Ken Eastwood	Oxenhope Parish Council
Parish Cllr Kay Kirkham	Harden Parish Council (Clerk)
Jane Markham	Harden Parish Council
Town Cllr Steve Nunn	Addingham Parish Council
Clare Smith, Clerk	Denholme Town Council
Anne Wilson, Locum Clerk	Ilkley Town Council
Louanna Winch, Clerk	Keighley Town Council
	Baildon Town Council

Item

1 **Welcome, introductions, apologies**

Introductions were made and apologies given.

2 **Minutes of previous meeting**

The minutes were accepted as accurate.

3 **Matters arising**

a) At the last meeting it was requested that the Council look into and give consideration to the devolvement of some planning matters to Local Councils. Chris Eaton, Planning Development Manager, has started his considerations of this matter and has spoken with Peter Allison. A further update will be provided once the suggestion has been further assessed.

b) There was a request for confirmation of election costs for Local Councils. These were confirmed by the Council's Electoral Services as continuing as outlined in the [Charter](#).

4 **Council's Budget Consultation for 2019/20 and 2020/21**

The Council is consulting until 27 January on its budget proposals for the next two years. The consultation was directly promoted to Local Councils the first week of December, with parishes encouraged to share their views on the proposals, and to promote the opportunity in their communities. There is an online survey, paper survey, and representations can be shared with Officers or Executive Members of the Council. Feedback on the consultation will be shared with Executive on 5 February, following which they will confirm their proposals on 19 February, with full Council setting the budget on 21 February.

The proposals of greatest interest to Local Councils would be the reductions in funding for Libraries, the ceasing of the Parish Grant from April 2020, Welfare Advice/Customer Services and Youth Services. A query was raised about the parish grant and its implications on the tax base. The same query has also been raised with YLCA/NALC by Peter Allison. A response will be sought from the Council's Finance team. Any clarifications will be shared more widely.

Clarity was sought on how a future library service might look. Most of the current budget is on staffing, so a future service is likely to be highly dependent on volunteers. How libraries work as a service/function needs addressing to meet future challenges. Burley confirmed that they are dependent on over 60 volunteers and only have one paid member of staff. The impact of any further reductions will as a consequence be felt very strongly.

The previously agreed reduction to Cleansing was also discussed. By April 2019 it is intended to reduce the original 100 cleansing staff by 23. Mechanical sweepers will reduce from 17 to 12. Efficiencies on management costs continue to be found through Parks Services coming under Ian Day's remit. Over the next two months each Area Committees will receive a report which will identify the exact resource for their area, and as this is a devolved service, they will then decide how to deploy that resource. The intention however would be for all cleansing staff to focus the first part of their working days on the main gateways, and then focus their effort on the neighbourhoods where they are deployed. Computerised routing systems are still intended for sweepers, to ensure a more efficient use of that resource.

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Though not part of this service, it was highlighted that more focus was needed on clearing blocked gullies.

Action Point: Kathryn to seek clarification on the implications of the Parish Grant ceasing with the Council's Finance Team. Peter Allison to share any response from NALC.

5 National Planning Framework/Core Strategy Update

Andrew Marshall was in attendance at the meeting and introduced his new interim Local Plan manager Stephen Hay. The team has recently successfully recruited a number of new colleagues and are now in the middle of planning and updating roles. The team will now be able to better respond to development work and queries from Local Councils, and drive forward the Local Plan programme in particular work on the Core Strategy Partial Review and Site Allocations Plan. Andrew and Stephen provided the following key points.

- a) A planning update "[Plan-it Bradford](#)" was made available just before Christmas with headline news and progress.
- b) An updated brownfield site register is now available online. The purpose of the register is to promote previously developed sites which are suitable for residential development, to encourage reuse of the land and stimulate regeneration and drive up housing delivery.
- c) A new Housing Land Supply Update (HLSU) has also been published on the planning policy web page. This new statement provides an update on residential development activity across the district (between 2013 and 1 April 2018) and provides more detailed information on the nature and potential availability of land for new homes (including completions by settlement and outstanding permissions and the delivery on brownfield land).
- d) In response to changes in national policy (National Planning Policy Framework & Guidance) and updated local priorities (such as the New Economic Strategy) the Council has committed to review selective elements of the adopted Core Strategy, particularly around housing and employment. Views will be sought on this with consultation commencing on 11 January 2019, which seeks views on the scope of the review – information on the web site.
- e) Green belt review – The Council consulted on its methodology for its selective Green Belt review in early 2018 and is scheduled to publish consultation feedback and its finalised methodology soon (next couple of weeks) following external review and changes in light of representations and trials. The final methodology will then be used to assess the green belt and the implication of site allocations in terms of green belt function together with other technical work to inform site selection work. The Green belt Review will then be published alongside the next consultation on sites later this year.
- f) Neighbourhood plans (NP) – the new team are getting up to speed on the status of the district's NPs and will be getting in touch (if not done so already) with relevant Local Councils in due course to check on progress and timetable ambitions. They are keen to maximise experience and knowledge across the district and are keen to hear if setting up something like a NP Forum would be helpful to Local Councils. It was confirmed that pending all the above local plan work locally and national changes, there is nothing to stop NPs continuing to

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progress, but that on going conversation is needed to ensure alignments with the Local Plan work.

- g) Community Infrastructure Levy – a review is taking place this year, in tandem with the Local Plan, which will focus on the charging schedule in particular.

6 Civic Affairs Communications

Dawn Lowe, from the Civic Affairs (Lord Mayor's Office), was unable to be at this meeting due to the date change. However Ian Orton confirmed that Dawn needed better communications from Local Councils around civic dates. This applies to Remembrance Day in particular, when the Council provide a Civic representative to key events. A request was made that all Local Councils provide a point of contact for these matters for Dawn as soon as possible. Please email your named person to dawn.lowe@bradford.gov.uk.

More broadly it is important that any local arrangements that need Council input (such as the cleaning of memorials for Remembrance Day or provision of power supplies), should be notified to the relevant department, especially with changes in Council staff and some historic knowledge being lost. In the first instance these could be reported to the Area Coordinator.

A request was made that road closures for recent events continue to be facilitated through strategic parking of refuse wagons, rather than through policing. It was felt that this was very effective and should be repeated in the future. It was suggested that Emergency Planning should be contacted on this matter.

Action Point: All Local Councils to provide a point of contact to Dawn Lowe as soon as possible.

9 Any other business

The Chair wished to pass on his thanks to Ian Orton, Clerk of Burley Council for his positive involvement over recent years with the Council and the liaison meetings. Ian is retiring in March and this was his last meeting.

Date and time of next meeting

Thanks to Burley Parish Council for hosting this meeting.

The next meeting on 20 March is being hosted by Ilkley Town Council at Ilkley Town Hall.

b) Friends of Rose Garden Meeting
Date: 22nd February 2019
Subject: Draft Minutes from Meeting

**Meeting of Meeting of Friends of the Rose Garden
on 22th February 2019 at 7.30 p.m.
at the Bay Horse Pub**

Present:
6 Attendees

Clerk: Janet Foster

1. Welcome to meeting

Ken welcomed everyone to the meeting in the Bay Horse Pub.

2. Approval of minutes of meeting on 17th January 2019

The minutes were agreed.

3. Update on plant and tree orders

A large number of plants have been delivered. In error they were delivered to the Methodist Church, rather than to Ken's house. Janet was asked to email a copy of the order to Roger for him to check off, as there did not appear to be a delivery note. Ken asked if there was a planting plan. It was agreed that the rhododendrons and azaleas should be planted round the edge of the Garden.

Roger said there was a need to change the shape of the central beds.

The fruit bushes would go in the top bed, which would need more manure digging in if possible, or the manure could be put on top after planting.

Janet said the plan had been to buy Cherry trees, grown in a 30 litre pot, and about 3 metres high. These were advertised as being available from 1st March. However they are now shown as not available. It was suggested the alternative was to buy trees grown in a 25 litre pot which would be about 2 metre high. These should be available in early March. The exact number to buy would be agreed when working in the Rose Garden.

4. Update on benches, signs and paths

Benches

Ken agreed that the sample bench was rather utilitarian. He showed a picture of a bench, which was bigger and longer. It has a space on both ends for a memorial plaque and also for a crest or logo. With 6 benches there would be 12 opportunities for memorial plaques. When the survey about the Rose Garden was undertaken, there was interest from residents in having memorial plaques. Ken said it would probably be better to sort out the plaques using a local firm rather than by using the company supplying the benches.

It was suggested the logo could be a logo for the Friends of the Rose Garden.

He said the bench costs a bit more than the basic one, but the price does include delivery. He suggested having dark coloured slats. The ends are dark and with brass plaques, they would match the black and gold colouring proposed for the new bins.

The exact number of benches would be agreed at the working party on Sunday 24th February.

Signs

Ken has been in touch with a sign company (David Ogilvie). They have estimated the cost at £2,250. Ken said he was also trying to get a quote from a company in Bingley.

Roger asked for the dimensions of the sign. Ken suggested it would be approximately 3 foot by 4 foot. Ken asked for ideas about what information should be included on the sign, and suggested walks, pubs, fish and chip shops, picnic areas and businesses. There was concern about including businesses as what would happen if they ceased trading, but it was stated that it should be possible to update the information.

Paths

The need for a path from bottom part of the Garden was mentioned, and the idea of curved paths was supported. Ken said the path would need to be more than just hard core as it is formal garden. He suggested asking Ian Chapman (who had been very helpful in the past) to come up with suggestions and quotes. It was felt that the paths would definitely need edging and the possibility of resin was mentioned.

5. Plans for working party

It was decided to have an extra working party on Sunday 24th February, starting at 1 o'clock, to make a start on planting the large delivery, which had arrived this week.

6. Grass cutting options

Ken said the lease for the Rose Garden has still not been signed. It has taken over two years. Janet was asked to find out what was happening with the lease.

Ken felt that as the Rose Garden is a formal Garden, the grass does need cutting, otherwise there would be complaints. The options are to either to buy a lawn mower and the Friends cut the grass or to pay a contractor. Janet was asked to contact Lawnorder to get a quote for cutting the grass.

7. Work on central trees

The central trees are getting quite large. Consent will be needed for any work on the trees. Janet was asked to contract Keighley Trees to get advice on the work needed to keep them under control and to get a quote.

8. A.O.B

Janet suggested having a snowdrop appeal asking people to bring any snowdrops bulbs once they have finished flowering to add to the snowdrops in the Garden.

Jill suggested placing the bins in the garden area rather than on the paths and looking at growing climbing plants round them.

9. Date of next meeting

This would be agreed at the working party.

c) Email from Clerk to Yorkshire Water, Land and Property

Date: 18th March 2019

Subject: Delf Common

Hi,

I am the clerk at Oxenhope Parish Council. Following a complaint by a resident and a visit by one of our Councillors I have been asked to get in touch with you about land off Bodkin Lane, known as Delf Common (approx. postcode is BD22 9RA), which I am told is owned by Yorkshire Water. The land is being used intensively by off road motorbikes / 4 wheel drive vehicles. This is clearly visible on the aerial view on Google maps.

Assuming that you are the land owner, I am requesting that Yorkshire Water take measures to secure the land from vehicular access, as the off road activity is clearly causing damage to the moorland as well as creating nuisance for residents along Bodkin Lane.

My understanding is that the area is part of the South Pennine Moors, which constitutes both a Site of Special Scientific Interest and a Special Area of Conservation.

If you need any further information please let me know and I look forward to hearing from you.

Regards

Janet Foster
Clerk Oxenhope Parish Council

Appendix 4 Draft Outturn and Bank Reconciliation

Outturn 2018/2019 (Draft) 31/03/2019

Heading	Budget	Spend to date	Year end Shortfall (-) / Surplus (+)
	£	£	£
Expenditure			
Clerk's Salary (inc. Employer NI)	10,300	9,428	872
Clerk's home working allowance	300	300	0
Stationery and Printing	500	707	-207
Mobile Phone	150	100	50
Postages	50	35	15
Travel and Subsistence	300	211	89
Internal and external audits	300	456	-156
Subscriptions	850	858	-8
Room Hire	200	278	-78
Insurance	500	487	13
Training	500	149	351
Marketing	100	0	100
Outreach	400	375	25
Christmas Lights	750	70	680
Maintenance of Marsh Common	200	0	200
Telephone Kiosks	100	0	100
Youth Club	5,000	3,721	1,279
Neighbourhood Development Plan	3,000	158	2,842
Website	1,400	645	755
Contingency Fund	964	0	964
Community Initiative Fund	1,500	500	1,000
Take over services previously provided by Bradford MDC	1,500	1,175	325
Rose Garden - annual maintenance costs	1,300	377	923
Rose Garden - Grant Expenditure	0	0	0
Purchase - Land off Mallard View	0	181	-181
Allotments	1,000	831	169
Defibrillators	700	107	593
Total Expenditure	31,864	21,149	10,715

Income	Budget	Income to date	Year end Shortfall (-) / Surplus (+)
Transfer from Reserves	2,784	0	-2,784
Precept	27,405	27,405	0
Council Support Grant	1,225	1,225	0
NDP Grant	0	0	0
Rose Garden	0	9,842	9,842
Allotment Grant	0	338	338
Allotment rents	450	484	34
VAT refund	0	3,969	3,969
Miscellaneous	0	116	116
Change in value of Prudential Investment	0	0	0
Total Income	31,864	43,379	11,515
Surplus (+) / Deficit (-)			22,230

Bank Reconciliation

Balance per bank statements as
at 28/03/19

Community Account	£24,144.56	
Business Savings Account	£8,096.24	
Prudential Investment	£20,675.62	
		£52,916.42
Less: unpresented items		
Cheque No. 101330 (Imperative Training Ltd)		-£98.40
Clerk - March 2019 Salary		-£613.01
Clerk - March 2019 homeworking allowance		-£25.00
Net balances:		<u>£52,180.01</u>

CASH BOOK

Opening Balance 1 April 2018	£30,686.75	
Add: Receipts in the year	£43,378.73	
Less: Payments in the year	-£21,885.47	
Closing balance per cash book:		<u><u>£52,180.01</u></u>