

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL
HELD ON WEDNESDAY 10TH JULY 2019 AT THE METHODIST CHURCH, WEST
DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)
Cllr Robert Goulding (Vice Chair)
Cllr Michelle Dawson
Cllr Peter McManus
Cllr Chris Pawson

In attendance: Worth Valley Councillor Chris Herd
4 members of the public

100/19 Apologies

Apologies for absence have been received from Cllr Faulkner. The reason for absence was approved.
Worth Valley Councillors Brown and Poulsen, Sgt. Beecroft, Rev. Thatcher and Alice Jones sent their apologies.

101/19 Disclosures of Interest

Cllr Eastwood declared an interest in the financial matters and also a general interest in the Rose Garden item.

102/19 Applications for a Dispensation

None.

103/19 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Parish Council's monthly meeting held on 12th June 2019 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The July Outstanding Issues Report was noted. The Emergency Planning Officer had suggested possible dates for a table top exercise. The Clerk was asked to liaise with Councillors to agree a date.

The item on representation on the school body is to be removed from the outstanding issues report.

As there has not been any response from Bradford Council about safeguarding training, the Clerk was asked to contact Yorkshire Local Councils Associations (YLCA) to see what training might be available.

104/19 Public Question Time

A member of the public asked about employing a contractor to fix the new Rose Garden benches and litterbins. It was agreed that the member of the public and the Clerk would both obtain quotes for this work.

The member of public also asked about creating two new entrances to the Rose Garden. Cllr McManus said he had contacted Bradford Council in the

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past to check if planning permission would be needed for this, but had not had a reply.

Cllr Eastwood suggested that this be included on the agenda for the August Council meeting. Cllr McManus agreed to contact Bradford Council's planning department again to check if planning permission would be needed.

105/19 Guest Speakers

a) Police

Sgt Beecroft had sent his apologies and had provided crime statistics, which were read out by the Clerk.

Theft from Motor Vehicle - 1

1 theft from a locked and secure motor vehicle on 18th June on Hebden Bridge Road by unknown suspects.

Arson – 1

On 30th June on Waterside, know suspects set fire to a tree, which then spread and the surrounding boundary bush caught fire. Suspects are known and the investigation is under way.

Local Police and Community Support Officers (PCSOs) have done a lot of work following complaints about youth activity, particularly on Friday evenings. They have identified the youths involved and are in the process of issuing yellow Anti-Social Behaviour (ASB) warning letters to the individuals in front of their parents. This is also on the patrol plans for every Friday night.

The Clerk was asked to pass on the Parish Council's thanks for the report and for the response to the anti-social behaviour.

b) Worth Valley Ward Councillors

Cllr Herd had provided information from Bradford Council on traffic speeds on Shaw Lane and Marsh Lane. Cllr Eastwood thanked Cllr Herd for the information. He said that the survey of Shaw Lane had been undertaken on the slow part of the road. Cllr Goulding expressed concerns about speeding along Marsh Lane. Cllr McManus asked for any monitoring on Moorside Lane to be done from 7 o'clock as he was concerned about speeding commuter traffic.

Cllr Herd then said he was also trying to monitor the park on Friday nights.

Cllr Herd was asked about the village fete and said he would take trips around the village in a horse and trap, weather permitting.

c) Oxenhope C of E School

Cllr Dawson said the school had recently had an Ofsted inspection and she was pleased to report the school had been given a rating of good. The SATs results were all above national average.

The School will have also have a presence at the village fete.

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106/19 Co-option to fill two vacancies

Cllr Eastwood explained that there were two vacancies on the Parish Council. Two people had expressed an interest and he invited them to introduce themselves.

John Haigh said he had lived in the village all his life. He is interested in the village and has links to most sports clubs in the village and would be happy to liaise with them. He said that everyone has limited time but he wanted to help.

Nikki Denny said she had lived most of her life in Haworth, but she will be moving to Oxenhope shortly. She has served two years on Haworth Parish Council and also has a business there. She organised the 1940s weekend, which raised £140,000, and also a steam punk weekend. She said that we are only custodians of the village and she wanted to do her best for the village.

Neither person had any questions for Councillors.

After the two people had left the meeting, there was a short discussion and it was agreed that both would make good councillors. They were invited back into the meeting and both offered positions on the Parish Council, which they accepted. Cllr Eastwood formally welcomed them to the Parish (soon to be Village) Council and said they were now Councillors and could take part in the rest of the meeting.

The Clerk was asked to send them both the register of interest form and to obtain and share contact details.

107/19 Planning

Resolved:

- a) **19/02711/HOU** Single storey rear extension at 18 Waterside, Oxenhope BD22 9HW.
The Parish Council supports this planning application.
- b) **19/02575/FUL** Construction of agricultural building at Stables Barn, 21A Lee Lane, Oxenhope BD22 9RB.
The Parish Council raised no objection to this planning application.

108/19 Safety Inspection Reports for the Allotments and Marsh Common

The reports for the Allotments and Marsh Common were noted.

Cllr Eastwood reported that the access road is overgrown at the top. The bottom half has been treated by allotment holders. It has been suggested by one allotment holder that a way forward might be for the Parish Council to provide weed killer for allotment holders to treat the access road. The Clerk was requested to email allotment holders to see if this might be a way forward.

Cllr Eastwood also reported that a gate has appeared at the back of a house, which borders the access road. Concern was expressed that this might lead to

permitted right of access being established. The Clerk was asked to write to the household stating there is no public right of way on the allotment access road. Cllr McManus agreed to help with the wording of the letter.

The Clerk was asked to write to the holder of Plot 4a as it is not being cultivated.

Cllr Goulding reported there had been no change at Marsh Common.

109/19 Correspondence

- a) Email from Yorkshire Local Councils Association (YLCA) about Councillors' right to time off work. Noted.
- b) Email from YLCA about website accessibility. Cllr Eastwood explained the requirements on website accessibility. As the Parish Council has an existing website, it has until September 2020 to meet the accessibility requirements. Cllr Eastwood said it could be very expensive to meet these requirements in full and he was aware this was being considered by the National Association of Local Councils. There is a requirement for an Accessibility Statement, which offers opportunity to explain which requirements cannot be met, for example, due to probative costs to a small organisation. Cllr Eastwood to report back to a future meeting, in more detail.
- c) Email from YLCA about YLCA Joint Annual Meeting 2019. Noted. The Clerk was asked to send apologies as no one from the Parish Council was able to attend.
- d) Letter from Prudential about change of investment aims. Noted.
- e) Emails from Cllr Chris Herd about statistics for Shaw Lane and Marsh Lane. Noted. Cllr Herd was thanked for circulating this information.
- f) Email from Electoral Services, Bradford Council, about a review of Polling Districts and Polling Stations. Noted.
- g) Email from West Yorkshire Combined Authority about Bus Information Strategy 2019-24 Engagement. Noted.
- h) Email from Tree Planting Manager, Bradford Environmental Action Trust (BEAT), about sites for planting trees.

Cllr Goulding said he had met with a representative from the Forest of Bradford (Ian Butterfield) and had been told that funding was available for tree planting. He said there was no paper work involved and they had been very helpful. Cllr Goulding suggested that this should be publicised on Oxenhope Online. Cllr Dawson queried if it was possible to plant fruit trees.

It was suggested that Cllr Haigh contact the football club, with the suggestion of planting trees to protect one side of the football pitch.

110/19 Update on unadopted roads on The Square

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Cllr Goulding requested that this would be an on going agenda item until this is sorted. He has had estimates for the work. To tarmac the roads would cost in the region of £40,000, which is too expensive. Concreting would cost around £20,000 to £25,000, which is also too much.

Cllr Goulding said the option therefore is to look again at road planings. These would be a temporary solution, but should last around 10 years. The work would need between 80 and 90 tons of planings, digging out the road would take between two and three days to complete. There would be a need for a tractor and to hire an eight-ton road roller. Concrete would be needed on the initial rise. The total estimated cost is between £2,000 and £2,500.

Cllr Goulding reported that the next step would be to get householders in The Square to agree to the work. Everyone he has spoken to has agreed it is a good price, but consent is needed from all houses, some of which are owned by people from outside the village.

The work needs to be done in the summer. It was suggested going round on a Sunday with consent forms. The Parish Council could not contribute to the scheme as the properties are privately owned, but it could offer to hold the contributions. The offer to hold residents' contributions was agreed.

Cllr Haigh raised the issue of houses with more than one frontage onto the roads and whether they would be asked for a higher contribution. Cllr Goulding stated it would need to be a set amount per house, but there will be a percentage who would not be willing to contribute.

Cllr Goulding again outlined the costs. Road planing costs £8 per ton, labour costs of £300 per day and hire of the roller at £50 per day. The concrete would cost around £750. He said he was prepared to provide a tractor at no cost. £8 per ton for road planings.

Cllr Denny said she would be able to get a quote for the work, which would provide a price comparison.

Cllr Goulding said the scheme would benefit all residents but if they decided not to pay or sufficient funding was not received, then nothing would happen. The Parish Council was only acting as a facilitator.

A member of the public who lives in The Square stated there are 32 houses in The Square.

Cllr Goulding said that if there was any surplus once the work was completed, this would be returned to the households who had contributed.

The cost per household could be around £200, which is considerably less than the costs proposed several years ago (£500 per house).

Cllr Goulding stated consent would be needed from all houses, even if they were not willing to contribute to the scheme.

Clerk to ask YALC about whether they had any advice on the Parish Council providing a facilitating role for households undertaking improvement unadopted roads and whether they had any legal advice concerning the wording of the consent form.

Cllr Goulding also raised the issue of damage, for example to cables or stopcocks.

It was decided that Councillors who had volunteered would go round the houses in The Square on Sunday 28th July meeting at 12 o'clock, ideally with consent forms to sign (provided the content of the form has been agreed by this date).

111/19 Update on the Neighbourhood Development Plan (NDP)

Cllr McManus reported that the NDP was ready to go for printing once it has been updated with the seventeen pages of very positive responses from Bradford Council. He reported that the changes were all agreeable and Bradford Council had stated that if they were all included in the document they would support the NDP. Cllr McManus is planning to have the NDP printed and available at the village fete.

112/19 Village Fete

Cllr Eastwood said the new Parish Council gazebo would be in use at the village fete which starts at 1.30 p.m. on Saturday 20th July. The Council will be promoting the NDP, the change of name to Village Council and the logo competition.

113/19 Toilets in Recreation Ground

The Clerk was asked to chase up Bradford Council to arrange a visit to the buildings.

114/19 Litter bins

Cllr Dawson reported there have been several posts on Oxenhope Online about litter bins in the Recreation Ground overflowing. It was confirmed that Bradford Council is responsible for emptying the bins. Cllr Dawson has contacted Bradford Council about the issue but to date has not had a response.

Cllr Eastwood thought the bins were emptied once a week. He said either more bins (or bigger bins) should be provided or they need to be emptied more often. Cllr Herd said he would speak to Cllr Poulsen, who had recently raised this issue.

115/19 Financial Matters

Resolved:

- a) Before removing himself from the meeting, Cllr Eastwood provided information about the damaged and disintegrating Parish Council noticeboard. He explained grant funding was being used to buy a Welcome to Oxenhope noticeboard. He had obtained quotes from different suppliers and said it would be preferable to use the same supplier to provide a replacement Parish

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Council noticeboard. The preferred supplier also offered an installation service.

Cllr McManus asked if there would still be the option for anyone to use part of the Parish Council noticeboard to pin up their own notices. Cllr Eastwood said this would still be possible.

Cllr Eastwood then absented himself from the meeting and Cllr Goulding took over. It was resolved to authorise the replacement of the Parish Council noticeboard at a cost of £1,800 plus VAT. The Welcome to Oxenhope sign will cost £1,425 (grant funded) and the installation cost for both signs will be £595 (minor changes to specification may make small changes to the quotes received).

- b) The Community Infrastructure Levy (CIL) payment of £672 was noted. Possible projects to use this funding include the new Parish Council noticeboard, the purchase of Horeshoe Dam or the possible acquisition of the toilet building in the Recreation Ground. The requirement is to report back within five years on how the CIL was used. It was decided that the CIL should be used to part fund the new Parish Council noticeboard.
- c) To authorise the removal of retired Cllr Joyce Harrop as a bank signatory and authorise Cllrs McManus and Pawson to be signatories to the Parish Council bank account (in addition to the existing signatories of Cllrs Eastwood and Goulding).
- d) To authorise the increase in the monthly direct debit for the clerk's phone to £10.25 from May 2019.
- e) To authorise the following accounts for payment:

Payee	Cheque No.	Amount	Description
Imperative Training Limited	101354	£105.90	Annual service of 2 defibrillators (£297.90) less credit note of £192.00
City of Bradford MDC	101355	£1,413.60	Contribution to Youth Club staffing
Janet Foster		£78.78 £46.47 £42.75	Back pay April to June 2019 Expenses May to June 2019 Mileage April to June 2019
Total	101356	£168.00	Total
Lawnorder Limited	101357	£138.00	Rose Garden – grass cutting May 2019
HMRC	101358	£528.18	PAYE and employer's NI April to June 2019
Digital Nomads	101359	£414.40	Work on website and emails re change to Village Council
Glasdon UK Limited	101360	£3,476.98	6 benches for the Rose Garden (grant funded)
Royal Mail Group	101361	£342.00	Annual fee Post Box address

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- f) The following payment previously authorised was noted: -
Clerk's salary and home working allowance (01.07.19 - 31.07.19).
- g) The budget and bank reconciliation for 2019/20 was noted.
Cllr Eastwood rejoined the meeting.

116/19 Minor items and items for next agenda

Cllr Goulding reported that a planning notice relating to Cullingworth had been posted on a lamppost in Oxenhope by mistake. Cllr Herd agreed to take the notice into Bradford Council Planning Department so that it could be displayed in the correct location.

Cllr Dawson said the Pre-School Playgroup have asked if the Parish Council will take over responsibility for the annual maintenance of their new defibrillator. It was agreed to add this to the agenda for consideration at the next meeting.

Cllr Dawson mentioned an on-going issue with sheep regularly getting onto the Hebden Bridge Road by the Waggon and Horses pub. One sheep had been run over at the weekend. She thought the sheep might belong to someone in Hebden Bridge. Cllr Goulding offered to try and find out who owns the sheep. The other option would be for the issue to be reported to Highways.

Cllr Eastwood reported he was due to shortly have a meeting with the resident and landowner about the fence in Yate Lane.

117/19 Date and time of next meeting

The next monthly meeting will be on Wednesday 14th August 2019 at the Methodist Church on West Drive starting at 7.30 p.m.

The meeting closed at 8.55 p.m.