

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL HELD ON  
WEDNESDAY 14<sup>TH</sup> SEPTEMBER 2016 AT OXENHOPE METHODIST CHURCH,  
COMMENCING AT 7:30 PM**

Present: Cllr Ken Eastwood  
Cllr Penny Cusdin  
Cllr David Ashcroft  
Cllr Jonathan Gill  
Cllr Derrick Hopkinson  
Cllr Peter McManus  
Cllr Tony Maw  
Cllr Joyce Harrop

In attendance: Miran Rahman, Keighley News Reporter  
Worth Valley Ward Councillor Russell Brown (7.30 – 8.20)  
Worth Valley Ward Councillor Rebecca Poulsen (7.30 – 8.44)  
Four members of the public

**66/16. No apologies consented to**

**67/16. Disclosures of Interest**

Cllr Harrop, declared a disclosable pecuniary interest re planning application 16/06259/HOU - Rebuild and extension of fire-damaged dwelling at Upper Isle Farm Isle Lane.  
Cllr Cusdin, declared a disclosable pecuniary interest re planning application 16/06569/FUL - Construction of new dwelling to include alterations to existing dwelling at 14 Cross Lane.

**68/16. No applications for dispensation had been received**

**69/16. Minutes of meetings**

The minutes of the Parish Council meeting held on 10 <sup>th</sup> August were proposed as a correct record by Cllr Hopkinson and were signed by Cllr Eastwood.
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**No matters arising.**

The September Outstanding Issues Report was duly noted.
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**No matters arising.**

**70/16. Public question time**

The meeting was adjourned to allow:

- a) Two neighbouring residents of 14 Cross Lane to raise their objections against planning application 16/06569/FUL.
- b) One neighbouring resident to raise his objections against planning application 16/06711/HOU - Single storey extension to front and renovations at 1 Back Leeming.
- c) One parishioner to report her efforts to establish a community small holding. It was suggested by members of the Council that she may wish to raise awareness in the village by speaking at the Neighbourhood Plan Public Meeting on 1<sup>st</sup> October, by submitting an article for the next edition of Outreach and forwarding content for Oxenhope Online.

**71/16. Planning**

**Resolved:**

To formulate observations re the following planning applications:  
16/06528/FUL - Construction of agricultural building at Stairs Bottom Farm Outside Lane. The Parish Council raised the following objections (i) the application did not

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provide an adequate case that there was an agricultural need for the construction of an agricultural building; (ii) current activities on site indicate that the applicant should instead be applying for change of use as it appeared car repairs were being undertaken. Members agreed that if the planners were minded to approve then determination of the planning application should take place at a Planning Panel meeting. The Parish Council in its response would also ask that Planning Enforcement review current activities on the site.

[Cllr Cusdin left the meeting]

16/06569/FUL - Construction of new dwelling to include alterations to existing dwelling at 14 Cross Lane. The Parish Council raised the following objections (i) the design is contrary to the character of other dwellings on Cross Lane; (ii) the close proximity to neighbouring properties, number 12 in particular, would lead to loss of privacy; (iii) members concurred with the objections already raised by Highways Department. Members agreed that if the planners were minded to approve then determination of the planning application should take place at a Planning Panel meeting.

[Cllr Cusdin returned to the meeting]

16/06381/HOU - Construction of two storey side extension and formation of new off street parking space at Rose Lea Upper Town. The Parish Council raised no objections.

[Cllr Harrop left the meeting]

16/06259/HOU - Rebuild and extension of fire-damaged dwelling at Upper Isle Farm Isle Lane. The Parish Council raised no objections.

[Cllr Harrop returned to the meeting]

16/06711/HOU - Single storey extension to front and renovations at 1 Back Leeming. The Parish Council raised the following objections: (i) The design of the extension was inappropriate for a dwelling within a Conservation Area and contrary to the Oxenhope Village Design Statement; (ii) The lowering of the fenestration compromises the privacy of a neighbouring property. Members agreed that if the planners were minded to approve then determination of the planning application should take place at a Planning Panel meeting.

16/07221/HOU - Demolition of existing side extensions and garage, construction of two storey side and rear extension and rebuilding of existing porch at Keepers Lodge Hebden Bridge Road. The Parish Council raised no objections.

## **72/16. Guest Speakers**

The Chairman welcomed Worth Valley Ward Councillors Brown & Poulsen. Cllr Poulsen confirmed that she had been happy to support members of the Parish Council, in particular Cllr Cusdin in getting a full time youth worker to oversee Oxenhope Youth Club's activities and meeting Simon D'Vali with Cllr Eastwood to discuss highway problems at Muffin Corner and adjacent to the school. Cllr Brown reported on his recent work with Dave Melling to source a suitable site for a broadband repeater. Cllr Ashcroft confirmed that better broadband facilities were supported by the Parish Council and should be considered as part of the Neighbourhood Planning process.

The Chairman welcomed Martin Fagan, National Secretary, The Community Heartbeat Trust. Mr Fagan explained that The Community Heartbeat Trust works with communities to ensure the right equipment is chosen. Community defibrillators need to be robust in case they are dropped and should be easy to use by visually impaired as well as deaf people. Mr Fagan gave a demonstration using a community defibrillator which continued to issue verbal and visual instructions after it had been dropped. The Community Heartbeat Trust is not beholden to any one manufacturer and as a registered charity could manage/maintain community defibrillators in Oxenhope for an annual fee of £126. Mr Fagan confirmed that any outside cabinets used to house a community defibrillator need to be double skinned to withstand extreme weather conditions and should also house high viz jackets. The Community Heartbeat Trust can assist communities in attracting external funding for community defibrillators and confirmed that many applications for Lottery Funding had been

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successful. The Trust would also be willing to conduct Awareness Sessions and to supply posters, signage and information cards.

**73/16. Safety Inspection Reports**

**Resolved:**

To note the August Safety Inspection Reports for Marsh Common and the Allotments.

**74/16. Worth Valley Joint Transport Committee**

**Resolved:**

- a) To note that members of the WVJTC are reviewing the future direction of the group, and,
- b) That they have indicated that they would like the Parish Council's representative, Cllr Eastwood, to be their Vice-Chairman. Cllr Maw supported the proposal and it was agreed nem.con that Cllr Eastwood become Vice-Chairman and report back to members of the Parish Council on the future direction of the group.

**75/16. Correspondence**

**Resolved:**

To note the e-mail dated 7<sup>th</sup> September re the next edition of Outreach. Agreed that the Parish Council's article for the next edition of Outreach should include a Neighbourhood Development Plan update along with news that the Parish Council hope to secure sufficient funding for two community public access defibrillators (cPADs) for the village.

**76/16. Oxenhope Neighbourhood Development Plan (NDP)**

**Resolved:**

- a) To note that funding of £4,913 has been received to cover the first six months costs involved in starting a NDP for Oxenhope.
- b) To note that the Clerk and Cllrs Eastwood & McManus had a very productive meeting with Richard Motley and Jamie Wilde from IntegreatPlus on 1<sup>st</sup> September to agree a way forward in establishing a NDP Stakeholder Group and a NDP Project Group.
- c) To note that the first NDP Public Meeting will be held on Saturday 1<sup>st</sup> October at 14:00 at Oxenhope Methodist Church.
- d) To thank Miran Rahman for writing an article to be hopefully published in a future edition of the Keighley News prior to 1<sup>st</sup> October.
- e) To thank Cllr McManus for all his work to date in encouraging parishioners and young people to attend the meeting on 1<sup>st</sup> October. Cllr McManus showed to members a Word document he had produced and encouraged each member to give out 10 of these documents to people they knew.

**77/16. Reports**

**Resolved:**

- a) To note Cllr Harrop's previously circulated report re allotments. Cllr Harrop expressed her concerns that plot 1 was now very overgrown with weeds and that following her conversation with the plot holders, they wished to give notice to quit the plot as allegedly there was not sufficient support from the parents of school children willing to assist with cultivating the plot. Cllr Cusdin responded that as a school child parent she had not been invited to assist with the work and as the 'link councillor' to Oxenhope School offered to have a meeting with the Head Teacher and with the Chairperson of the School Governors to help resolve the situation and to begin providing regular updates of the School's activities at monthly Parish Council meetings.

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Members agreed to allow the plot holders and school children parents until 12<sup>th</sup> October to clear the plot of weeds.

- b) To note the clerk's previously circulated report re community Public Access Defibrillators (cPADs).
- c) To note Cllr Hopkinson's previously circulated report re Ovenden Wind Farm. Cllr Hopkinson confirmed that delivery waggons had again commenced accessing the Wind Farm via Oxenhope and that he would contact e-on to ensure this would cease.
- d) To note Cllr Cusdin's previously circulated reports re Oxenhope Youth Club. Cllr Cusdin confirmed that the appointment of a full time Youth Leader to oversee the Club's activities had given her comfort for the continuity of the Club and that the proposed monthly trips would make membership of the Youth Club more interesting for the young people.
- e) To note Cllr Eastwood's previously circulated report re meeting with Highways Department with Cllr Poulsen on 9<sup>th</sup> September.

### 78/16. Financial Matters

#### Resolved:

- a) To authorise the Transparency Funding application for £540.00
- b) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£25.00	Monthly mobile phone bill
Gratuity Account	Transfer	£30.38	Monthly transfer
Elaine Pearson	Standing Order	£793.56	Monthly salary
Yorkshire Local Councils Associations (YLCA)	101192	£190.00	One delegate place at the YLCA Conference
Yorkshire Water	101193	£31.57	Water usage at the allotments
Post Office	101194	£105.27	National Insurance Contributions

- c) To note the following trial balance:

Analysis	A/c				Grand Total	Budget remaining
	Current	Deposit	Gratuity			
001. Balance b/fwd	1441.51	26459.50	3499.62	31400.63		
002. Transfer	-181.68		181.68			
01. Precept	17459.00			17459.00		
05. Grants Received	5639.00			5639.00		
07. Allotment key deposits	5.00			5.00		
119. PAYE & NIC	-210.54			-210.54		
120. Clerk's monthly salary	-4754.32			-4754.32	£5,185.68	
121. Subscriptions	-547.00			-547.00	£253.00	
122. Insurance	-491.16			-491.16		
123. Audit Fee	-50.00			-50.00	£100.00	
124. Room Hire	-135.00			-135.00	£185.00	
125. Stationery & printing	-66.94			-66.94	£282.46	
126. Postage	-45.5			-45.5	£14.50	
128. Christmas Lights	-71.29			-71.29	£290.59	
129. Travel & subsistence	-48.30			-48.30	£101.70	
130. Grants via Participatory Budgeting						
131. Allotments	-142.35			-142.35		
133. Contingency Fund	-6.74			-6.74	£163.26	
134. Reserves	-1589.64			-1589.64		
135. Mobile phone	-150.00			-150.00	£125.02	
138. Training	-190.00			-190.00	£60.00	

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139. Outreach	-125.00			-125.00	£250.00
145. Website	-419.59			-419.59	£10.34
146. Oxenhope Youth Club	-1414.22			-1414.22	£2,391.48
Grand Total	£13,905.24	£26,459.50	£3,681.30	£44,046.04	

### 79/16. Minor items and items for the next agenda

#### Minor items

- a) It was noted that local electrician, Matthew Turner, MWT Electrical Service, had been extremely helpful in being able to get the festive lighting to work for the Sue Ryder Starlight Hike.
- b) It was noted that Isaac Towers, son of Frank Towers (proprietor of Upwood Caravan Park) had qualified for the Paralympics T34 800m final.
- c) It was noted that local taxi drivers appear to be regularly breaking the speed limits in the village. Agreed that the Clerk write to Bronte Taxis and DCW Taxis.

#### Items for the next agenda

- d) It was noted that the Christmas lights in the Rose Garden had been vandalised and that replacement sets would be required later in the year. Cllr McManus kindly agreed to obtain quotes for the next meeting.
- e) The Clerk to provide an update as to what external funding had been secured to purchase two community public access defibrillators (cPADs) for the village and members to decide whether they wish to work with The Community Heartbeat Trust or with Heart Safe Communities.

### 80/16. To note the date, time and venue of the next meeting

Monthly meeting on Wednesday 12<sup>th</sup> October 2016 at 7.30 p.m. at Oxenhope Methodist Church.

The Chairman closed the meeting at 21.05 p.m.

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