

**DRAFT MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL  
HELD ON WEDNESDAY 14<sup>TH</sup> JUNE 2017 AT OXENHOPE METHODIST CHURCH,  
COMMENCING AT 7:30 PM**

Present: Cllr Ken Eastwood (Chair)  
Cllr Penny Cusdin  
Cllr David Ashcroft  
Cllr Robert Goulding  
Cllr Peter McManus

In attendance: Worth Valley Ward Councillor Rebecca Poulsen  
Miran Rahman, Keighley News Reporter  
1 member of the public

**17/17 Apologies consented to**

Cllr Joyce Harrop  
Cllr Derrick Hopkinson  
Cllr Tony Maw

**18/17 Reg Hindley**

Cllr Eastwood opened the meeting by reporting the sad news of the death of Reg Hindley, a former Parish Councillor and someone who had a deep knowledge of Oxenhope. Cllr Ashcroft also shared his memories of someone who was very committed to the village. It was suggested the Parish Council look at how Reg Hindley's contribution to Oxenhope can be marked in a permanent way.

A minute's silence was held in his memory.

**19/17 Disclosures of Interest**

Cllr Eastwood declared an interest in the Rose Garden and Finance.

**20/17 Applications for a Dispensation**

None received.

**21/17 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the meeting held on 10<sup>th</sup> May 2107 were agreed as a correct record with the following alteration to item 04/17 Paragraph 4 which now states:  
"A discussion then followed on whether to continue to have a representative attending the Worth Valley Contact Point. It was felt that it mainly concentrated on Haworth issues, and it was noted that Oxenhope Parish Council had previously *declined to provide* funding, as the Council did not feel the Contact Point was benefitting people in Oxenhope. It was resolved that there would be no named representative but attendance would be decided on a meeting by meeting basis".
- b) No matters arising.
- c) June Outstanding Issues Report

Cllr Eastwood said a quote of £190 had been received from the electrician for the installation of the two defibrillators and the work had been authorised.

A report will be presented to the next meeting on refurbishing the phone kiosk at Leeming.

Cllr Ashcroft said he would look at the issue of the location of grit bins.

Cllr McManus stated Metro had raised safety issues in connection the re-location of the bus stop and it would not be possible to have the bus stop re-located.

Emergency planning would be updated at the next meeting.

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## 22/17 Public Question Time

A member of the public raised the issue of the bamboo by Pawson's Mill encroaching on the footpath between the Mill and Best Lane. He asked if the Parish Council knew who owned the land. Cllr Ashcroft said he though the mill did not own the land. He said work had been done periodically to tidy up the area with the bamboo and no objections had been raised.

The member of the public said they had tried to get a response from Liz Parker, Ward Officer to get the path cleared. There were issues further down the path with an overgrown hawthorn hedge. He asked if the Parish Council objected to the involvement of the Ward Officer. She had suggested using a community pay back team. Cllr Ashcroft said a community payback team had been used previously and did a good job. Both the Parish Council and Cllr Poulsen supported this.

It was pointed out the Neighbourhood Development Plan team were also looking at footpaths and Cllr McManus agreed to provide a list of footpath issues.

## 23/17 Guest Speakers

- a) Police Constable Irving. Apologies had been received form PC Irving and PCSO Wynn-Evans.
- b) Worth Valley Ward Councillors. Cllr Poulsen said she had raised the issue of problems with the 101 service with Inspector Khan. He said are other reporting channels available, including web chat etc. Cllr Eastwood had attended a meeting with Mark Burns Williamson, the Police and Crime Commissioner for West Yorkshire, who had also talked about issues with the 101 service and had offered the opportunity to visit the 101 call centre.

Cllr Poulsen said she had also had issues brought to her concerning footpaths. The other main issue was individual concerns about planning and enforcement.

- c) John Parkin, Headteacher at Oxenhope School sent his apologies, as he was not able to attend due to illness.

## 24/17 Planning

### Resolved:

To formulate observations for the following planning applications: -

- a) 17/03042/HOU Demolition of existing raised verandah and construction of two storey rear extension at 10 Gledhow Drive, Oxenhope. The Parish Council raised no objections.
- b) 17/02800/FUL Creation of additional dwelling by converting existing three storey dwelling to two dwellings at 22 Denholme Road Oxenhope. The Parish Council objects to this application as it does not take into account the additional pressure on parking and highways from the creation of an additional dwelling.
- c) 17/02875/LBC Replacement of three bedroom windows (frames and panes), like-for-like at Yate Barn, Yate Lane, Oxenhope. The Parish Council raised no objections.
- d) 17/03050/FUL Amended house type to previously approved 16/08330/FUL and 16/08330/NMA01 to include conservatory to rear, rooms in roof space, revised porch, addition of chimney and altered garage position at Greenacres, Moorhouse Lane, Oxenhope. The Parish Council raised no objections.
- e) 17/03068/CLP Construction of single storey rear extension at 54 Mallard View Oxenhope. The Parish Council raised no objections.
- f) 17/03272/MAF The resumption of working and extension of gritstone quarry at land to rear of New Stones Farm, Hebden Bridge Road, Oxenhope. The Parish Council raised the following objections (i) it should be a condition of granting planning that assurance are provided on the visible impact when work is underway (ii) it should be a condition of planning that vehicles movements to and from the quarry do not use the B6141.
- g) 17/03049/FUL Change of use of land to campsite including siting of a single static

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caravan and two camping pods at Windle House Farm, Lee Lane, Oxenhope. The Parish Council objected to this planning application on the basis that it was inappropriate development in a Green Belt area. The Council requested that if Officers are minded to approve the application, then it is requested that the determination should take place at Planning Panel.

Details of all planning applications can be viewed at Bradford Council's online planning system <http://www.planning4bradford.com/online-applications>

**25/17 Representation on outside bodies**

Cllr Ashcroft wanted the Parish Council to consider the links with external bodies both inside and outside Oxenhope. A formal link might not be needed but it would be good to have contacts with the Churches, Keighley and Worth Valley Railway (KWVR) etc.

Links had been made with some organisations via the Participatory Budget scheme. Cllr McManus pointed out wider links have been developed in the Neighbourhood Planning process and a representative from KWVR, Philip Balmforth, attended meetings.

Cllr McManus agreed to compile a list of organisations and contact is to be made to promote the work done by the Parish Council.

**26/17 Safety Inspection Reports and Allotment Report**

The April Safety Inspection Reports for Marsh Common and for the allotments and the allotment report were all noted.

Cllr Goulding was thanked for his offer to treat the Japanese knotweed on Marsh Common free of charge.

**27/17 Rose Garden Report**

Cllr Eastwood left the meeting.

Cllr McManus stated that he was seeking support in principle for the proposals for the re-development of the Rose Garden. There had been changes to the original design as a result of physical constraints and also following feedback from the public consultation.

The plan has not been costed as this will depend on which options are chosen. The plan is to revise the whole garden, stripping out everything other than the cherry trees and adding more cherry trees. The top wall will be treated.

The main feedback from the consultation was the request for a level central square. This could be used for a carol service, provide an outdoor area for the school to use and an area where teenagers could gather.

There would be a rose garden, approximately 40 metres x 10 metres, with around 250 roses and three grassed areas.

Additionally there would be a raised planting bed on the Hebden Bridge Road side. This should not be overly expensive. All borders would be planted with thorny shrubs to stop short cuts being developed.

Cllr McManus stated he had applied to Bradford Council for the Rose Garden to be registered as Community Asset but to date no response had been received. He then asked for answers to the following questions:

Question 1 Is approval given for the Rose Garden Project? Approval was given for the project.

Question 2 Is approval given for a raised stone bed (approximate cost of £4,000)? Approval given in principle but this can be reviewed once costs are known.

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Question 3 Is approval given for the creation of a new public square? Approval given. It was emphasised that this must be an open and easily visible area. A suggestion was made that this could be called the Reg Hindley square.

Question 4 Should conifers be planted at top of Rose Garden? It was decided that it would be better to have cherry trees all round the garden.

Question 5 Should there be a permanent tree or a cut Christmas tree? The decision on this was deferred. Cllr McManus agreed to provide information on the costs of a cut tree, where any permanent tree could be placed and what type of tree might be suitable.

Question 6 Should the paths be resurfaced? Cllr McManus stated that currently there is very uneven tarmac, but the edgings are all right. Approval was given for the replacement of the paths.

Question 7 Should the work be done in one go or be phased? Cllr Ashcroft stated it would be better to package the work into different elements, as this can be helpful when applying for funding, even if work was eventually done in one go. This helps it become a village project.

Question 8 Should we seek a community group to work on project with the Parish Council? This was approved as it will be an on-going project and it would be hoped the group could continue. Cllr Ashcroft suggested asking people to sponsor a one or more roses. He stated it was not just about manpower volunteers. It was agreed that as a starting point Cllr McManus would talk to the gardeners group.

Cllr Eastwood re-joined the meeting.

#### **28/17 Oxenhope Neighbourhood Development Plan (NDP)**

Cllr McManus stated the fifth meeting of NDP project team took place yesterday, 13th June. The first meeting was a general meeting, the second looked at conservation areas, with a debrief on this at the third meeting. The fourth meeting concentrated on housing, providing an interim view. There would be a temporary halt on housing discussions whilst the public consultation on housing was underway. The housing survey has been distributed via the school, shops and other public places. It was also available on line and will be in the next Outreach Magazine. Once the surveys have been returned the information will be digested.

The fifth meeting concentrated on the economy and was led by Richard Motley from Integreat. Cllr McManus thanked Cllr Eastwood for the digital briefing note. He stated that digital was a key factor. He explained that Richard Motley had also talked about the importance of micro businesses, economic hubs and links with other areas. The list of businesses will be expanded to include tourist provision.

The plan is to undertake a business survey, which will include a question on home working. The aim is to identify what is needed to support and grow businesses. It would also ask what was needed to support commuters living in the village.

Cllr Goulding agreed to provide a list of farms and a briefing note on agriculture.

The next NDP meeting is on Thursday 7<sup>th</sup> September.

#### **29/17 Pawson's Mill and Station Road.**

The issue with the bamboo at Pawson's Mill was discussed earlier in the meeting.

Highways have stated that they will not treat the Japanese knotweed on Station Road as part of the wall strengthening work. Cllr Eastwood felt this was a slightly odd approach, as the knotweed will undermine the wall being strengthened.

Cllr Goulding said he could get someone to treat the knotweed. As it is near water the knotweed would be need to be injected and not sprayed. The estimated cost was £200. The work would need to be done in the summer, when water levels are low.

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Cllr Eastwood thanked Cllr Goulding for this offer and asked for the Parish Council's appreciation to be passed on. He suggested the best approach would be to revisit the situation once the Highways work was completed.

**30/17 Oxenhope Village Fete 2017**

A stall has been booked as usual for the village fete on Saturday 15th July. Defibrillator training has been booked. Cllrs McManus, Ashcroft and Goulding agreed to staff the stall. Cllr Ashcroft said it was an important way of promoting the NDP. Cllr McManus agreed to prepare an update on the NDP, which could be handed out.

**31/17 Correspondence**

To receive the following correspondence and to formulate a response, if appropriate: -

- a) Email from Naveed Anwar, Bradford MDC about wall strengthening work in Oxenhope / Response by Cllr Eastwood / Response by Naveed Anwar.

**Resolved:**

Cllr Eastwood expressed his concern about the approach taken by Highways in not dealing with the Japanese knotweed on Station Road. He pointed out the knotweed is an issue of public concern and it was irresponsible of Bradford Council not to recognize their responsibility.

Concern was also expressed about the bus routes to be used while the work on Station Road was underway. Some buses will be able to use the planned diversion route, but some will have to miss a loop out. Cllr Cusdin stated that school buses will have real issues as they will not be able to turn round. When she contacted the school bus operators they were not aware of this work.

Cllr Eastwood also expressed concern over the proposed finish on the wall. A modern masonry finish would not be appropriate in the conservation area. There was also a query over where the work on the wall was due to finish.

There was general concern about the information provided about the work, which is due to last for 20 weeks. It was questioned if the Council were aware of the one way system used for Manorlands garden party.

It was felt that there was a need to get Ward Councillors involved. It was agreed that Cllr Eastwood would circulate a draft response, which would be sent to Bradford Council. The email would include a query on the issue of whether the move of the street lamps was permanent.

- b) Email from Steve Dodd about road works on Station Road / Honey Pot View / Lower Town.

This was covered in the discussion about the works on Station Road.

- b) Email from Kevin Campbell-Wright, Joint Vice Chair of Governors about representation on school Governing Body.

**Resolved:**

There was some confusion over this email as at the last meeting, John Parkin, Headteacher at the school had stated there was the was no assigned place on the Governing Body for a representative from the Parish Council. It was decided the best course of action would be to set up a meeting between Kevin Campbell-Wright, John Parkin and Cllrs Ashcroft and Cusdin.

- c) Email from Sheila Spence, Chief Officer, YLCA about changes to Data Protection Legislation.

Noted.

### 32/17 Financial Matters

#### Resolved:

- a) To note minor **revisions** made to the Accounting Statement (Section 2 of Annual Return) following recommendations by the internal auditor on accounting for VAT. Revised items shown in bold. Note there is no change to the balance carried forward.

	31/03/16	31/03/17	Variance	Explanation of significant variations (over 15%)
<b>Balances brought forward</b>	£35,304	£31,401	-£3,903	NDP grant income not paid out by year end
<b>(+) Annual Precept</b>	£14,482	£17,459	£2,977	Budget increased to offset forecast additional expenditure on NDP, Christmas lights and Rose Garden
<b>(+) Total other receipts</b>	£4,324	<b>£12,067</b>	<b>£7,743</b>	Grant of £4,913 for NDP and fund raising (£3,435) for two defibrillators
<b>(-) Staff costs</b>	£9,840	£9,693	-£147	N/A
<b>(-) Loan interest / capital repayments</b>	£0	£0	£0	N/A
<b>(-) Total other payments</b>	£12,869	<b>£15,321</b>	<b>£2,452</b>	<b>Two community defibrillators were purchased at a cost of £4,129</b>
<b>Balances carried forward</b>	£31,401	£35,913	£4,512	As detailed above
<b>Total Cash and short term investments</b>	£31,401	£35,913	£4,512	
<b>Total Fixed Assets</b>	£34,998	£34,932		N/A

- b) To note the internal audit report and consider recommendations made.

Cllr Eastwood went through the points raised in the Internal Audit report:

Item 7 Financial Risk Assessment and Management in Place – Policy required. It was decided to ask the Clerk to produce a draft policy, which could cover items including recommended level of reserves.

Item 13 Monthly bank reconciliation. This has already been actioned.

Item 15 Two signatures required on cheque book stub and appropriate invoice. This will be actioned.

Item 21 Review of effectiveness of independent internal control. This process is being undertaken.

Item 22 Internal control systems in place. Cllr Ashcroft confirmed there were periodic discussion on internal control systems.

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c) To authorise expenditure of:

Payee	Cheque no.	Amount	Description
Three	Direct Debit	<b>£15.15</b>	Monthly mobile phone bill – paid 5 <sup>th</sup> June 2017 End of previous contract
Three	Direct Debit	<b>£27.83</b>	Monthly mobile phone bill – paid 8th June 2017 Final charge old contract and adjustment. New contract of 12 months at £10.00 per month
Janet Foster	Standing Order	<b>£583.44</b>	Monthly salary for June
Janet Foster	Standing Order	<b>£25.00</b>	Home working allowance
Janet Foster		<b>£185.30</b>	Expenses
Janet Foster		<b>£81.45</b>	Mileage
Janet Foster	101241	<b>£266.75</b>	Total due for expenses and mileage
Ian Scott	101242	<b>£80.65</b>	Fee for Internal Audit
City of Bradford MDC	101243	<b>£3,284.21</b>	Contribution Youth Club Sept 2016 – March 2017
Digital Nomads	101244	<b>£429.59</b>	Annual hosting and domain name registration
Came and Company	101245	<b>£477.26</b>	Renewal of insurance policy
Yorkshire Water	101246	<b>£13.54</b>	Water supply to 22/05/17
Information Commissioner	Direct Debit	<b>£35.00</b>	Annual renewal – data protection registration

a) To note the following bank reconciliation and budget:

### Bank Reconciliation

Balance per bank statements as at	05/06/2017	£	£
Community Account			13,273.43
Business Savings Account			13,072.43
Business Bonus (Gratuity Account)			0.00
Prudential Investment			20,000.00
			<b>46,345.86</b>
Less: unrepresented items as at:	05/06/2017		
Cheque number 101237			-125.00
Net balances as at:	05/06/2017		<b><u>£46,220.86</u></b>

### CASH BOOK

Opening Balance 1 April 2017			35,912.96
Add: Receipts in the year			24,620.00
Less: Payments in the year			-14,312.10
Closing balance per cash book as at	05/06/2017		<b><u>£46,220.86</u></b>

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**Budget 2017/2018**

**05/06/2017**

<b>Heading</b>	<b>Budget</b>	<b>Spend to date</b>	<b>Budget remaining</b>	<b>Predicted year end Shortfall (-) / Surplus (+)</b>	<b>Notes</b>
	£	£	£	£	
<b>Expenditure</b>					
Clerk's Salary	9,950	1,398	8,552	1,175	1
Clerk's home working allowance	0	50	-50	-300	2
Stationery and Printing	1,500	167	1,333	0	
Mobile Phone	250	42	208	75	3
Postages	60	1	59	0	
Office Costs	300	0	300	300	2
Travel and Subsistence	150	39	111	0	
Internal and external audits	150	0	150	0	
Subscriptions	975	799	176	0	
Room Hire	170	0	170	0	
Insurance	500	0	500	0	
Training	500	494	6	0	
Marketing	100	0	100	0	
Outreach	375	125	250	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	0	100	0	
Youth Club	3,570	0	3,570	0	
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development Plan	2,000	5,242	-3,242	-5,242	4
Website	750	0	750	0	
Contingency Fund	170	0	170	0	
Grants via Participatory Budgeting and OPC approval	2,500	1,970	530	530	5
Take over services previously provided by Bradford MDC	5,000	0	5,000	0	
Allotments	0	90	-90	-190	
Gratuity Account	0	2,706	-2,706	-2,706	6
<b>Total Expenditure</b>	<b>29,620</b>	<b>13,122</b>	<b>16,498</b>	<b>-6,358</b>	

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**Notes to Budget:**

1. Saving on clerk's salary as new clerk appointed at bottom of salary scale.
2. Home working allowance has replaced payment for use of office.
3. Saving on mobile phone costs with new contract.
4. Payment to NDP consultants in 2017/18, with grant income received in 2016/17.
5. Saving on Participatory Budget as grant applications less than budget.
6. Payment funded by transfer from Gratuity Account.

**33/17 Minor items and items for next agenda**

Cllr Cusdin raised the issue of the path to Whin Knowle, which is very overgrown with low hanging branches. There is also ivy growing towards the no entry sign, restricting visibility for pedestrians. It was agreed that a letter would be sent from the Parish Council asking the owner of the property to address these issues.

Cllr Cusdin also raised the issue of a tree on Horse Shoe Dam which is leaning into Station Road. Double decker buses are hitting the tree branches. It was agreed to write to Highways.

Contact had been made by a resident expressing concern about very ornate gates. The property with the gates is not in the conservation area. The Council suggested that the resident contact the planning department directly.

Cllr Goulding raised the issue of a caravan, dog and tethered horses on Blackmoor Lane. He had raised the issue with Bradford Council but with little response. Cllr McManus said that there was a six month waiting list for planning enforcement. It was suggest that Cllr Goulding contact Cllr Poulsen and also ask the resident to summarise the complaint, which will be an agenda item next time.

**34/17 To note the date and time of the next meeting**

The next monthly meeting will be on Wednesday 12<sup>th</sup> July 2017 at 7.30 p.m. at Oxenhope Methodist Church

The meeting closed at 9.28 p.m.

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