

**MINUTES OF THE ANNUAL GENERAL MEETING OF OXENHOPE PARISH COUNCIL
HELD ON WEDNESDAY 14TH MAY 2014 AT OXENHOPE METHODIST CHURCH,
COMMENCING
AT 7:30 PM**

Present: Cllr Neal Cameron
Cllr Tony Maw
Cllr David Ashcroft (7:38 – 9:30)
Cllr Pauline Bedford
Cllr Penny Cusdin
Cllr Reg Hindley
Cllr Tony Jones

In attendance: Two members of the public (7:30 – 8:12)

01/14. Election of Chairman 2014/15

It was proposed that Cllr Cameron be elected as Chairman for 2014/15 by Cllr Jones, voted nem. con.

02/14. Apologies consented to

Cllr Derrick Hopkinson (family commitments)

03/14. Election of Vice Chairman 2014/15

It was proposed that Cllr Maw be elected as Vice-Chairman for 2014/15 by Cllr Bedford voted nem.con.

04/14. Appointment of representatives to outside bodies & committees

It was proposed by Cllr Cameron that the following appointments be voted on block, agreed nem.con.

Allotments Officer	Cllr Bedford
Rights of Way Officer	Cllr Hindley, Cllr Hopkinson to 'buddy up'
LEA Oxenhope School Governor	Cllr Ashcroft
Worth Valley Contact Point Committee Member	Cllr Jones
Worth Valley Joint Transport Committee Member	Cllr Cameron Cllr Ashcroft (reserve)
Oxenhope Sports Association Representatives	Cllr Maw Cllr Hopkinson
YLCA Branch meeting representatives (to attend branch meetings individually in rotation)	Cllr Cameron Cllr Maw Cllr Hopkinson
Consultations working group	Cllr Ashcroft (Chairman) Cllr Bedford Cllr Cusdin Cllr Jones
Millennium Green Trustee	Cllr Jones
Parish Council Liaison representative	Cllr Maw
Oxenhope Community Association	Cllr Maw Cllr Cusdin
Staffing Committee	Cllr Ashcroft Cllr Cameron Cllr Cusdin Cllr Hopkinson Cllr Jones

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05/14. Disclosures of Interest

Cllr Jones, an allotment holder, declared a disclosable pecuniary interest re the allotments agenda item.

06/14. No applications for dispensation had been received

07/14. Guest Speakers

The Chairman welcomed Worth Valley Ward Councillor Rebecca Poulsen. Cllr Poulsen confirmed that the outcome of the Highways Report meant that surface road dressing would commence in the near future on Mallard View, from Muffin Corner to Moorhouse Lane and part of Station Road. Cllr Bedford enquired whether Yate Lane could be included. Cllr Poulsen confirmed she would investigate and report back. Following a Traffic Regulation Order, a scheme would be designed and it was likely that Mill Lane would have double yellow lines. Following reports from local residents that motorists frequently exceed the speed limit through Leeming, a monitoring device will be installed which will record the exact motoring speeds. Following a few staffing changes in Highways Department, namely the retirement of Keith Escritt and Steve Core, it was likely that Shipley Highways Department will be merged with Keighley Highways Department.

Concern was raised by Cllr Ashcroft as regards the poor traffic management re the recent installation of gas pipes along Station Road. Adverse impact was felt by local residents for a long period of time and that this should be fed back to Highways Department.

Cllr Cameron enquired who had authorised the new walls on Hebden Bridge Road. Cllr Poulsen confirmed she would make enquiries and report back.

Concern was raised that very few details were known about road closures regarding the Tour de France week-end. Cllr Poulsen confirmed that communications would be sent to local residents six weeks before the event confirming temporary car parking facilities for the week-end of 4th – 6th July and that Neighbourhood Forums would be held in June in Haworth and in Oxenhope.

Cllr Cusdin raised whether waste bags could be supplied by Bradford Council for the Oxenhope Straw Race. Cllr Poulsen confirmed she would investigate and report back.

08/14. Minutes of meetings

The minutes of the Parish Council meeting held on 9 th April were proposed as a correct record by Cllr Jones and were signed by the Chairman.
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No matters arising

The minutes of the Worth Valley Joint Transport Committee meetings held on 10 th & 30 th April were duly noted.

No matters arising

The May Outstanding Issues Report was duly noted.

No matters arising

09/14. Public question time

No matters raised.

10/14. Planning

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14/01697/FUL – Construction of detached garage for plot 10 at site of Perseverance Mill, Station Road. The Parish Council raised no objections.

11/14. Dog Fouling Awareness Signs

Resolved: Not to alter the current locations of the dog fouling awareness signs but for Cllr Jones to obtain stickers which would be placed on existing litter bins to confirm that dog waste can be deposited in these bins.

12/14. Haworth Fire Station – Community Service Centre

Resolved:

- a) That Oxenhope Parish Council approve the Worth Valley Joint Transport Committee proposition that a Steering Committee be empowered to oversee the transition of the management of Haworth Fire Station under the terms of a lease as designated by the West Yorkshire Fire & Rescue Authority and to participate in the establishment of a system of governance for the formation of a Community Service Hub at Haworth Fire Station.
- b) That the Steering Committee establish a viable, sustainable method of governance e.g. a Trust or Charitable Company Limited by Guarantee to take over the running of Haworth Fire Station from 1st January 2015 subject to the terms as recommended by the Fire and Rescue Authority.
- c) That in future press releases, communications etc., the Steering Committee make it clear that fire and rescue services will cease as from 31st December 2014 at Haworth Fire Station and that the building of the Fire Station will become a Community Service Hub.
- d) That of Oxenhope Parish Councillors wished for their thanks to be recorded for Cllr Cameron's input into establishing a Community Service Hub.

13/14. Allotments

[Cllr Jones left the meeting]

Resolved:

- a) To note correspondence received re plot number 11a and it was agreed that the Clerk responds along the lines that the Parish Council has no on-going concerns following a recent inspection.
- b) To note the April Safety Inspection Report

[Cllr Jones returned to the meeting]

14/14. Marsh Common

Resolved:

- a) To accept the following proposal 'It is proposed that the Parish Council take over the management of the remaining Oxenhope Conservation Initiative (OCI) monies in order to utilise these monies for the ongoing support of Oxenhope Conservation and Environmental projects in line with the rules set out for the governing participatory budgeting or at the discretion of the Parish Council other projects along these themes'
- b) That Cllrs Cameron and Jones present a projected management plan at the June monthly meeting for members consideration.

15/14. Correspondence

Resolved:

- a) To note the letter dated 30th March received from Oxenhope Cricket Club re participatory budgeting.
- b) To note the e-mail dated 29th April received from Club Chairman re Bradford Millennium Relay 2013

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- c) To note the e-mail dated 6th May received from Came and Company re the Parish Council's insurance and to accept the invite to enter into a long term agreement (3 years) with Came and Company.
- d) To note the e-mail dated 2nd May received from a parishioner wishing to set up a Neighbourhood Watch Scheme. Cllr Cusdin suggested that information of parishioners wishing to set up Neighbourhood Watch Schemes in the village could be gathered at this year's Fete. Cllr Jones confirmed that as the Police were likely to be at the Fete that they may wish to gather this information. Cllr Cusdin confirmed she would report the suggestions made back to the parishioner.
- e) To note the e-mail dated 7th April received from Creative Spark re the Worth Exploring website. Agreed that Cllr Cameron needed to liaise with Dr Matt Stroh to confirm that the Railway was inputting details into the Worth Exploring website.
- f) To note the e-mail dated 7th May from a parishioner to have a memorial seat at Stones. Agreed that the Clerk responds that in principle members of the Parish Council are supportive of the idea and as the previous bench was a 2m x 300cm piece of hardwood, planed, polished and bolted onto a concrete standing which exists at each end it will be a relatively simple job to reinstate a bench with a plaque fastened to it. If a bench with a back to it was installed it would require new concrete standings at considerable expense plus the cost of the bench.

16/14. Reports

Resolved: To receive the following reports:

- a) School Governors. Cllr Ashcroft confirmed that the students were in the middle of sitting their SAT's and as from September there would be a single age class structure.
- b) Allotments. Cllr Bedford confirmed that the Plot 1 allotment holder was now prepared to take a shared plot and that she would contact the Plot 2 allotment holder to investigate whether this plot holder would be willing to share Plot 2. Plot 4 allotment holders had given notice to vacate their plot. Potentially this meant four names would be removed from the waiting list. Cllr Bedford confirmed that she would consult with existing allotment holders as to the best time to have the trees and hedges trimmed. Post the growing season was suggested as the best time.
- c) WVJTC. Cllr Cameron confirmed that he had nothing further add.
- d) Oxenhope Youth Club. Cllr Cusdin reported that the recruitment of more volunteers was ongoing.
- e) Rights of Way (RoW). Cllr Hindley confirmed that the Rights of Way Forum would be held in June and that he would invite Cllr Hopkinson to also attend.
- f) Le Tour de France. No report received.
- g) KWVR matters. Cllr Cameron confirmed that a meeting would take place with KWVR representatives within the next week or so. Cllr Jones would be attending along with Cllr Cameron and Cllr Ashcroft (if available).
- h) Oxenhope Community Centre. Cllr Maw confirmed that the renovation work would commence at Spring Bank. A Ceilidh had been arranged for the Tour de France Saturday night i.e. 5th July and tickets would be on sale soon. A new lease had been negotiated with Bradford Council and the Trust now had four trustees; Peter Barrans, Tony Maw, Kim Holmes and Julie Atkinson. Possible Asset Transfer was discussed and Cllr Cameron confirmed that he had already requested a list of assets for possible transfer from Bradford Council.

17/14. Financial Matters

Resolved:

- a) To note the internal auditors report and to authorise the Chairman to sign Section 2 of the Annual Return
- b) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Stephen Brown	101086	£50.00	Internal audit fee
Oxenhope PCC	101087	£125.00	Outreach contribution

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Oxenhope Methodist Church	101088	£108.00	Room hire
Broker Network Ltd	101089	£481.09	Annual insurance premium
Orange	Direct Debit	£27.54	Mobile phone charges from 17 th April until 16 th May
Gratuity Account	Transfer	£29.43	Monthly transfer
Elaine Pearson	Standing Order	£730.28	Monthly salary

c) To note the following trial balance:

Analysis	A/c			Grand Total	Budget remaining
	Current	Deposit	Gratuity		
001. Balance b/fwd	811.70	29424.41	2780.43	33016.54	
002. Transfer	-12058.86	12000.00	58.86		
01. Precept	14495.00			14495.00	
05. Grants Received	875.00			875.00	
06. VAT repayment	194.24			194.24	
08. Rent Allotment Holders	367.00			367.00	
120. Clerk's monthly salary	-1460.56			-1460.56	£8,424.81
121. Subscriptions	-519.00			-519.00	£351.00
122. Insurance	-481.09			-481.09	£13.91
123. Audit Fee	-50.00			-50.00	£200.00
124. Room Hire	-108.00			-108.00	£212.00
135. Mobile phone	-55.08			-55.08	£229.10
139. Outreach	-125.00			-125.00	£250.00
Grand Total	£1,885.35	£41,424.41	£2,839.29	£46,149.05	

18/14. Annual Report 2013 - 14

Resolved: To defer authorisation of the first draft of the Annual Report until the June monthly meeting.

19/14. Minor items and items for the next agenda

Minor Items:

- Cllr Maw confirmed he had received a letter from a Tansy End resident regarding the excessive amount of rubbish left on a regular basis in the parking area at the top of Heights. Agreed that the Clerk should request Bradford Council to install a bin at the parking area.
- Agreed that Cllr Maw investigate whether the section 106 monies re Perseverance Mill are due for payment.
- Agreed that the Clerk report to Highways Department a large hole in the pavement on Hebden Bridge Road adjacent to the Cricket Club.

Items for the next agenda:

- Authorisation to print 1,000 copies of Cllr Maw's Oxenhope leaflet at a maximum cost of £340.

20/14. To note the dates and times of the next meetings

- Planning meeting on Wednesday 28th May at 7.30 p.m.
- Monthly meeting on Wednesday 11th June at 7.30 p.m.

The Chairman closed the meeting at 21:30 p.m.

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