

**MINUTES OF THE ANNUAL MEETING OF OXENHOPE PARISH COUNCIL HELD ON  
WEDNESDAY 13<sup>TH</sup> MAY 2015 AT OXENHOPE METHODIST CHURCH, COMMENCING  
AT 7:30 PM**

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

In attendance: Worth Valley Ward Councillor Rebecca Poulsen  
Worth Valley Ward Councillor Glen Miller  
Worth Valley Ward Councillor Russell Brown  
Miran Rahman, Keighley News Reporter  
One member of the public

**01/15. Election of Chairman 2015/16**

It was proposed that Cllr Maw be elected as Chairman for 2015/16 by Cllr Cusdin voted nem. con.

**02/15. Apologies consented to**

Cllr Peter McManus (family commitments)

**03/15. Election of Vice Chairman 2015/16**

It was proposed that Cllr Cusdin be elected as Vice Chair-person for 2015/16 by Cllr Harrop voted nem.con.

**04/15. Appointment of representatives to outside bodies & committees**

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

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

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	Cllr McManus Cllr Cusdin Cllr Hopkinson Cllr Eastwood Cllr Maw
Marsh Common overseer	Cllr Hopkinson

**05/15. No disclosures of Interest**

**06/15. No applications for dispensation had been received**

**07/15. Guest Speakers**

The Chairman welcomed the Worth Valley Ward Councillors. Cllr Poulsen confirmed that last month's reported lay-by had been cleared of rubbish; that feedback from the Tour de Yorkshire had been very positive and she welcomed seeing the new Oxenhope Parish Councillors. Cllr Ashcroft responded by congratulating the three Ward Councillors on their re-election. Cllr Miller confirmed that the forthcoming 1940's week-end in Haworth would result in some road closures and suggested to the Oxenhope Parish Councillors that they handled any associated complaints as they thought appropriate. Cllr Harrop reported the need to have Hill House Edge Lane resurfaced and Cllr Poulsen confirmed that she would request Highways Department to add it to their list. Cllr Miller suggested that each Oxenhope Parish Councillor should report Hill House Edge Lane to Highways Department to ensure this public highway was given a higher priority rating for resurfacing. The Clerk would also report the matter to Highways Department.

It was agreed to note the following report, which had been received from Sergeant Watson, Keighley Neighbourhood Policing Team:

'As you know, as a result of operating changes introduced in April 2014; the Worth Valley Ward moved from the then Bingley Neighbourhood Policing Team, to the remit of a new, Constituency based, Neighbourhood Policing Team at Keighley. It's fair to say that the twelve months since then have been a challenging time for the Policing Team, with losses to budget and back office function having a knock on effect to front line visibility. The coming year and beyond will be an even more significant challenge, with further cuts already in the pipeline and an indication that more will come in future budgets.

Whilst that is a daunting prospect, the Worth Valley ward is currently supported with staffing levels on the Neighbourhood Policing Team the same as seen before the cuts. Community events such as the 1940's weekend and the Tour De Yorkshire remain strongly supported by the Team and I have no plans to change this involvement.

Due in no small part to the efforts of the Worth Valley staff, the area remains a very safe place to live and work with crime numbers being significantly lower than the surrounding areas of Bradford and Keighley. The year 2014-2015 saw a drop in overall crime and a significant decrease in Burglaries in the area. Likewise, a robust and structured approach to anti-social behaviour has resulted in reported numbers being lower than previous years. I've no doubt that the future will hold changes to the structure and delivery of policing in the area, but I'm confident we can rise to that prospect and continue to deliver quality policing service to the residents of the Worth Valley.

The very positive results we have for the past year could not have been achieved without the ongoing assistance and support given to us by the three Town and Parish Councils. I am very grateful for the close and positive relationship the Policing Team has and would like to thank Councillors for their ongoing confidence in the team.'

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## 08/15. Minutes of meetings

The minutes of the Parish Council meeting held on 15<sup>th</sup> April were proposed as a correct record by Cllr Cusdin and were signed by the Chairman.

### **Matters arising:**

Cllr Ashcroft reported that the Environmental Department of Bradford Council had satisfactorily resolved the illegal burning of materials at George Emmott Pawsons.

The May Outstanding Issues Report was duly noted.

### **Matters arising:**

Agreed that the Yate Lane and planning enforcement matters could be removed from the Report.

## 09/15. Public question time

The meeting was adjourned to allow the one member of the public present to confirm that he would be willing to collect the rubbish on Hill House Edge Lane and he enquired how best to dispose of this rubbish. It was suggested that both the recyclable items and non-recyclable items would be best deposited at Bradford Council's Sugden End Tip. Any fly-tipping would be best reported to Bradford Council's Fly-tipping Department on 01274 431000. The member of the public was thanked by members of the Parish Council for offering to take such action voluntarily to improve the appearance of the Hill House Edge Lane area.

## 10/15. Planning

15/01485/FUL – Change of use of land to allow siting of no. 1 Camping Pod and removal of timber store at Upwood Park, Black Moor Road. The Parish Council raised no objections.

## 11/15. The Duck Pond on Station Road

**Resolved:** That as there were serious legal and ecological issues relating to the site, such as not knowing who legally owned the site and therefore anyone found on the site may be liable of trespass and anyone found threatening the habitat of say the kingfishers and wrens which have been observed on the site may be liable to a criminal conviction, members of the Parish Council agreed to proceed as follows:

- a) That the status of the land should be investigated and whether Bradford Council can assist. The Clerk would examine previous correspondence with Bradford Council and follow up if appropriate. Cllr Maw would draft a letter to Bradford Council's Legal Department.
- b) That community help should be natured. Initially this would be feedback from tonight's meeting via Facebook and subsequently it would be answers from point (a).

## 12/15. Highways

### **Resolved:**

- a) That the Parish Council and individual Oxenhope Parish Councillors approach Highways Department for the resurfacing of Hill House Edge Lane
- b) That the Parish Council do not accept Highways Department's proposal that the repair works needed to the seating area on Marsh Lane be left as the repairer has more high priority work to be undertaken in the Bradford District.
- c) That the Parish Council approach Highways Department for the installation of 'Geese Crossing' signs at the bottom of Jew Lane and Denholme Road

## 13/15. Allotments

### **Resolved:**

- a) That Cllrs Harrop and Hopkinson to obtain three quotes for the removal of rubbish from Plot 1.

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- b) That once the rubbish has been removed from Plot 1 that this plot be leased to the two names at the top of the waiting list. It was noted that the two individuals (at the top of the waiting list) had already indicated to the previous allotments officer that they would be involving pupils from Oxenhope School to assist with the cultivation of the plot.
- c) That members of the Parish Council note the solicitors fees to date regarding the lease of land from Keyland Developments Limited
- d) That the Parish Council pursue the lease of land from Keyland Developments Limited in order to provide additional allotment plots. Cllr Hopkinson kindly volunteered to obtain a further two quotes for the access and parking at the new allotment site.
- e) That the Clerk seek guidance from Yorkshire Local Councils Associations as to whether new allotment holders should give a bond and how much the bond should be.
- f) That in the 2016/17 budget predicted allotment expenditure to be included.

**14/15. Marsh Common**

**Resolved:**

- a) To accept the quote received from LawnOrder to strim and cut the grass
- b) To accept the quote received from Complete Weed Control for this year's treatment of the Japanese knotweed.

**15/15. Correspondence**

**Resolved:**

- a) To note the e-mail dated 20<sup>th</sup> April received from Richard Peters re the Launch of Haworth – Hebden Bridge walk booklet
- b) To note the e-mail dated 13<sup>th</sup> April received from a grateful parishioner re the bus shelter at Lowertown
- c) To note the e-mail dated 6<sup>th</sup> May received from Liz Parker re a new bin on Hebden Road. Cllr Ashcroft suggested that in readiness for the preparation of next year's budget that members of the Parish Council have a debate at the September monthly meeting whether, due to Bradford Council's cut backs, Oxenhope Parish Council should finance the purchase of additional bins and other such things that the principal authority now struggle to find funds for. The debate should be opened up to parishioners via the Fete and Facebook.
- d) To note the e-mail dated 23<sup>rd</sup> April received from Tiger Aspect Productions Limited re The Restoration Man. Agreed that the Clerk should respond pointing out that there are three main events in Oxenhope in July and if Tiger Aspect Productions wished to open their event on 6<sup>th</sup> August to the whole of the village then Cllrs Cusdin and Eastwood would promote it via Facebook.

**16/15. Reports**

**Resolved:** To receive the following reports:

- a) School Governors. Cllr Ashcroft confirmed that two new parent governors had been recruited. The search continues to try and recruit a governor with Health & Safety and buildings experience. The recent Ofsted report rated the School as good. Continuing improvements were being made with the teaching of maths and writing. Teaching lessons were regularly assessed as outstanding. Thirty 'first choice applications' for next year's Reception class had been received. There were lots of activities taking place at the School including the early development of the pupils producing a CD.
- b) Allotments. Cllr Harrop reported that following her recent inspection of the plots with Cllr Hopkinson, with the exception of plot 1, it was a thriving site. Cllr Harrop assured members that with Cllr Hopkinson's assistance she would soon get to grips with the role she had taken on.
- c) Oxenhope Youth Club. Cllr Cusdin reported that sessions were suspended for the Summer break.

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- d) Rights of Way (RoW). Cllr Hopkinson confirmed that it was hoped that Cllr Gill would accompany him to the next Local Access Forum.
- e) Oxenhope Community Centre. Cllr Maw confirmed that the members of the management committee were grateful for the £200 Participatory Budgeting funding which would enable them to replace some of the sanitary ware at the Community Centre. Some of the lost regular bookings had been replaced and there was a good uptake of private bookings at week-ends.

**17/15. Financial Matters**

**Resolved:**

- a) To defer noting the internal auditors report until the June monthly meeting but to proceed with authorising the Chairman to sign Section 2 of the Annual Return
- b) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Broker Network Ltd	101125	£470.75	Annual insurance premium
YLCA	101126	£180.00	'Developing Your Skills as a Councillor' training sessions for Cllrs Eastwood, McManus, Harrop and Gill
Gratuity Account	Transfer	£30.08	Monthly transfer
Elaine Pearson	Standing Order	£741.84	Monthly salary

- a) To note the following trial balance:

Analysis	A/c			Grand Total	Budget remaining
	Current	Deposit	Gratuity		
001. Balance b/fwd	1723.92	30442.65	3137.00	35303.57	
002. Transfer	-60.16		60.16		
01. Precept	15330.00			15330.00	
120. Clerk's monthly salary	-1488.16			-1488.16	£8,451.84
121. Subscriptions	-526.00			-526.00	£274.00
122. Insurance	-470.75			-470.75	£24.25
124. Room Hire	-90.00			-90.00	£230.00
130. Grants via Participatory Budgeting	-1000.00			-1000.00	£1,000.00
131. Allotments	-18.00			-18.00	
134. Reserves	-200.00			-200.00	
135. Mobile phone	-6.16			-6.16	£278.84
138. Training	-180.00			-180.00	£70.00
139. Outreach	-125.00			-125.00	£250.00
<b>Grand Total</b>	<b>£12,889.69</b>	<b>£30,442.65</b>	<b>£3,197.16</b>	<b>£46,529.50</b>	

**18/15. Annual Report 2014 - 15**

**Resolved:** To authorise the second draft of the Annual Report.

**19/15. The Hebden Bridge Road lay-by**

**Resolved:** To defer until the June monthly meeting.

**20/15. Minor items and items for the next agenda**

**Minor Items:**

- a) Agreed that the Clerk report to Highways Department the lack of Best Lane signs on this public highway.
- b) Agreed that the Clerk report to Bradford Council the fly-tipping on Trough Lane.
- c) Cllr Maw reported that he and Cllr Hopkinson would be meeting Mick Priestley from Bradford Council to discuss the Perseverance Mill section 106 monies.

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**Items for the next agenda:**

- d) Two funding requests received from Haworth Parish Council to assist with the ongoing costs of the Worth Valley Contact Point and to assist with the purchase of a motorised bike for the PCSOs. Cllr Maw confirmed that he would discuss such matters as to how many Oxenhope parishioners use the Contact Point with Cllr Huxley before the June planning meeting.

**21/15. To note the dates and times of the next meetings**

- Planning meeting on Wednesday 27<sup>th</sup> May at 7.30 p.m.
- Monthly meeting on Wednesday 10<sup>th</sup> June at 7.30 p.m.

The Chairman closed the meeting at 21:10 p.m.

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