



OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 9th October 2015
Mrs Elaine Pearson, Clerk to the Parish Council
Tel No.: 07972717058
E-mail: clerk@oxenhopeparishcouncil.gov.uk

You are invited to attend the monthly meeting of Oxenhope Parish Council to be held at 7:30 p.m. on Wednesday 14th October 2015 at Oxenhope Methodist Church, Oxenhope.

AGENDA

1. Apologies

To note any apologies offered and to consider whether they be consented to.

2. Disclosures of Interest

To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.

3. Applications for a Dispensation

To grant, or otherwise, the applications as received by the Clerk within one clear day of the council meeting

4. Guest Speakers

- a) Police Sergeant Chris Watson
- b) Worth Valley Ward Councillors

5. Minutes of meetings (previously circulated to Members)

- a) To agree and sign the minutes of the Parish Council meetings held on 9th & 23rd September
- b) To agree and sign the minutes of the Staffing Committee meeting held on 23rd September
- c) To discuss any matters arising from the minutes (information only)
- d) To note the October Outstanding Issues Report (information only) (see appendix 1)

6. Public question time

To receive representations from members of the public

7. Planning

To formulate observations relating to the following planning applications:

15/04260/FUL – Demolition of existing garage and construction of two bungalows at 16 Gledhow Drive

15/04579/HOU – Construction of single storey extension at Hillside, Lower Town

15/05054/MAF – Conversion of three storey mill into five houses, demolition of existing northlights shed, construction of five houses, construction of car parking spaces and alterations to existing vehicular access at Brooks Meeting Mill, West Shaw Lane

15/03364/FUL – Ancillary residential conversion of a barn with underground car park at High Binns, Height Lane

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

8. Ongoing e-mail problems

To discuss how best to resolve the e-mail problems relating to clerk@oxenhopeparishcouncil.gov.uk

9. Participatory Budgeting

To discuss how the Parish Council will conduct this year's Participatory Budgeting

10. Oxenhope Community Centre

To authorise, or otherwise, the application to Bradford Council to make the Oxenhope Community Centre a community asset

11. Safety Inspection Reports (see appendix 2)

To note the September Safety Inspection Reports for the Allotments and Marsh Common

12. Correspondence (see appendix 3)

To receive the following previously circulated communication and to formulate a response, if appropriate:

- a) E-mail dated 22nd September received from Cllr Jonathan Gill re appropriate car parking facilities to be provided when large events are held in the village

13. Reports

To receive the following reports or to note previously circulated reports:

- a) Cllr David Ashcroft re School Governors
- b) Cllr Penny Cusdin re Oxenhope Youth Club
- c) Cllr Penny Cusdin re Worth Valley Contact Point
- d) Cllr Joyce Harrop re Allotments
- e) Cllr Derrick Hopkinson & Cllr Jonathan Gill re Rights of Way
- f) Cllr Tony Maw re Oxenhope Community Centre
- g) Cllr Tony Maw & Cllr Derrick Hopkinson re Perseverance Mill s106 monies

14. Financial Matters

a) To note the External auditor report for the financial year ended 31st March 2015 'On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

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	£30.08	Monthly transfer
Elaine Pearson	Standing Order	£786.52	Monthly salary
Oxenhope Methodist Church	101144	£40.00	Room hire
Ian Mitchell	101145	£660.00	Work undertaken at the allotments
PKF Littlejohn LLP	101146	£120.00	External audit
Post Office	101147	£99.03	National Insurance Contributions

c) 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	-4210.56	4000.00	210.56			
01. Precept	15330.00				15330.00	
04. Bank Interest Business Base Rate		4.11			4.11	
08. Rent Allotment Holders	337.00				337.00	
09. Bank Interest - Gratuity Account			0.42		0.42	
10. Allotments Grant	472.00				472.00	
119. PAYE & NIC	-243.95				-243.95	
120. Clerk's monthly salary	-5376.08				-5376.08	£4,563.92
121. Subscriptions	-561.00				-561.00	£239.00
122. Insurance	-470.75				-470.75	£24.25
123. Audit Fee	-170.00				-170.00	
124. Room Hire	-130.00				-130.00	£190.00
125. Stationery & printing	-459.4				-459.4	
126. Postage	-0.95				-0.95	
128. Christmas Lights	-497.13				-497.13	
129. Travel & subsistence	-143.51				-143.51	
130. Grants via Participatory Budgeting	-1000.00				-1000.00	£1,000.00
131. Allotments	-1258.29				-1258.29	
134. Reserves	-1207.00				-1207.00	
135. Mobile phone	-205.27				-205.27	£79.73
138. Training	-250.00				-250.00	
139. Outreach	-125.00				-125.00	£250.00
142. Contribution towards the 812 service	-500.00				-500.00	
145. Website	-875.99				-875.99	
Grand Total	£178.04	£34,446.76	£3,347.98		£37,972.78	

15. Minor items and items for next agenda

To note minor items and to note items for the next agenda

16. To note the date and time of the next meeting

Monthly meeting on Wednesday 11th November 2015 at 7.30 p.m.

Appendix 1 – October outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Any outcome?	Notes/further action required
Highways	Road side vegetation which is jeopardising the safety of pedestrians and cyclists	Clerk	28/08/15	Yes	The Clerk & the Chairman have met Kevin Whitaker, Highways Department, to show him the problem sites. Kevin to investigate whether the problem sites can be applied with weed-killer during Spring 2016
Affordable Housing	s106 monies amounting to £52k in respect of the development at Woodridge still not utilised to purchase an affordable home in Oxenhope. Clerk has written to Shabir Mohammed suggesting that at least one maybe two housing units at Leemingbeck Close be made DDA compliant.	Clerk	02/10/15	No	Clerk sent a follow up e-mail as a response had not been received by 01/10/2015.
Oxenhope Neighbourhood Development Plan	Cllr Cameron arranged a free gratis meeting with Richard Motley on 17th July	Clerk	17/07/14	Yes	This is a November 2015 agenda item so it can be minuted whether OPC are to proceed or not with a Neighbourhood Development Plan

Appendix 2 – Safety Inspection Reports

OXENHOPE PARISH COUNCIL

Allotments Safety Inspection Report

Name: Joyce Harrop..... **Date** ...21st September 2015

Weather Overcast - Drizzle..... **Time** 11.30 am.....

	Seen √	Comment if necessary
Water drainage – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Any defects e.g. collection of water on any one plot?	√	
Plots – Monthly Basis		
Any hazards e.g. broken glass, containers of chemicals?	√	
Access track - Monthly Basis		
Any defects e.g. pot holes, glass etc?	√	Three broken panes in greenhouse – Plot
Any unauthorised vehicular use?	√	
Any dog fouling visible on or within close proximity of access track?	√	
Gates – Monthly Basis		
Pedestrian swing gate working as it should?	√	
Field gate intact?	√	
Vegetation – Monthly Basis		
Any vegetation need removing and/or cutting well back?	√	Trees by back wall need cutting back at appropriate time. Bags of rubbish/vegetat Plots 1 & 7 need removing.
Trees – Monthly Basis		
Any overhanging branches need removing?	√	As above
Fires – Monthly Basis		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	√	
Boundary walls – Monthly Basis		
Any defects?	√	
Fencing – Monthly Basis		
Any defects?	√	

I certify that I inspected the above route on the above date when the only defects observed were those recorded above.

Inspector's SignatureJ Harrop

OXENHOPE PARISH COUNCIL

Marsh Common Safety Inspection Report

Name: D Hopkinson..... **Date** 23 September 2015.....

Weather.....Fine..... **Time** 12.00.....

	Seen √	Comment if necessary
Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?	<input type="checkbox"/>	No flow due to dry conditions
Free of debris?	<input type="checkbox"/>	Partly overgrown with vegetation
Footpath - Monthly Basis		Footpath through common and path to benches urgently require strimming
Any defects e.g. pot holes, glass etc?	<input type="checkbox"/>	None apparent.
Any unauthorised vehicular use e.g. off road motor bikes etc?	<input type="checkbox"/>	No signs of vehicular use
Any dog fouling visible on or within close proximity of footpath?	<input type="checkbox"/>	None apparent. Large Sign attached to entrance
Seating – Monthly Basis		
Any defects which may cause personal injury?	<input type="checkbox"/>	None
Adequately secured to the ground?	<input type="checkbox"/>	Yes
Gates – Monthly Basis		
Kissing gate working as it should?	<input type="checkbox"/>	Yes, no problems
Padlock and chain on the field gate intact?	<input type="checkbox"/>	Yes
Padlock on the palisade fencing gate in full working order?	<input type="checkbox"/>	Yes
Vegetation – Monthly Basis		Japanese Knotweed still evident in some areas Repeat treatment required next year.
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Heavy growth elsewhere throughout the commo starting to seed and die back.
Trees – Monthly Basis		
Any overhanging branches need removing?	<input type="checkbox"/>	Overhanging footpath but at a height not to cause obstruction to walkers. Appear safe and no wind damage.
Fencing – Monthly Basis		
Any defects?	<input type="checkbox"/>	Reasonably sound

Boundary walls – Monthly Basis		
Any defects?	<input type="checkbox"/>	Reasonably sound

I certify that I inspected Marsh Common on the above date when the only defects observed were those recorded above.

Inspector's SignatureD Hopkinson.....

Appendix 3 - Correspondence

Date: 22 September 2015 16:42:33 BST

Subject: Planning meeting

From: Jonathan Gill <jonathangill25@gmail.com>

To: Parish Council Clerk <clerk@oxenhoeparishcouncil.gov.uk>

Hi Elaine please send my apologies as I have to work I will definitely be at the next meeting in October.

Also something that needs discussion is that when ever there is a event on in the village choose whether it is a charity event or not (I am all for charity) cars and vans park down best lane both sides of the road making it difficult to get down especially as it is a bus route.last Sunday morning when sue ryder had there bike ride it was chaos. I have a few pictures of the problem. A alternative solution is required for parking vehicles but where I don't know?Anyway could we have this on the October's agenda to discuss a satisfaction solution as I mentioned earlier I am not opposed to charity events

Thanks again and kind regards jonathan