



OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 6th November 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 11th November 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) Emma Higgins, Bradford Council's Planning Officer – Development Plans
- b) Sam MacDougall, Chairman, Operating Company, Keighley & Worth Valley Railway
- c) Police Sergeant Chris Watson
- d) Worth Valley Ward Councillors

5. Neighbourhood Planning

- a) To discuss whether a Neighbourhood Development Plan should be pursued for Oxenhope
- b) To formulate a response to the Haworth Cross Roads & Stanbury Neighbourhood Plan Policy Intention Document 2015

6. Minutes of meetings (previously circulated to Members)

- c) To agree and sign the minutes of the Parish Council meetings held on 14th October
- d) To discuss any matters arising from the minutes (information only)
- e) To note the November Outstanding Issues Report (information only) (see appendix 1)

7. Public question time

To receive representations from members of the public

8. Planning

To note the following decisions:

Permission refused – 15/01924/HOU – Demolition of existing porch and construction of two storey rear extension at Mount Pleasant Farm, Black Moor Road

Permission granted – 15/02134/FUL – Two storey side extension to replace single storey kitchen at The Cottage, 1 Height Lane

Permission refused – 15/02204/FUL – Change of use from first floor office to private hire booking office at Hawkcliffe Works, Keighley Road

Permission refused – 15/02123/HOU – Two storey extension to side of single storey extension incorporating integral garage and rear extension to provide single storey garden room at 1 Denby Mount

Permission granted – 15/00986/HOU – retrospective application for demolition of attached outbuilding and construction of storage building extension to residential annex approved under 14/01221/HOU at Forge House, Denholme Road

Permission granted – 15/02631/HOU – Retrospective application for side extension at 5 Mill Lane

Permission refused – 15/02694/HOU – Replace existing timber windows/doors with UPVC units at 29 Lower Town Mills

Permission granted – 15/03066/FUL – Timber lodge – annex to farmhouse and alterations to barn at South View Farm, Upper Marsh Lane

Permission granted – 15/02746/HOU – Construction of sun lounge extension to rear and canopy extension to detached garage at Millcote, 7 Perseverance Fold

Permission refused – 15/03236/FUL – Demolition of existing single garage and construction of a bungalow in the rear garden at 5 Moorhouse Close

Permission granted – 15/03292/FUL – Construction of multi-purpose agricultural building at Cuckoo Park Farm, Cuckoo Park Lane

Permission refused – 15/03540/HOU – Demolition of existing porch and construction of two storey rear extension at Mount Pleasant Farm, Black Moor Road

Permission refused – 15/03567/HOU – Demolish existing conservatory and replace with new conservatory and decking area at 5 Moor House Close

Permission granted – 15/03655/FUL – Resubmission of 15/01485/FUL for change of use of land to allow siting of one camping pod and removal of timber store at Upwood Park, Blackmoor Road

Permission refused – 15/02854/FUL – Installation of 250kw wind turbine on a 30m mast and 48m to tip at Naylor Hill Quarry, Black Moor Road

Permission refused – 15/01555/FUL – Construction of four flats at land south west of 22 Denholme Road

To formulate observations relating to the following planning applications:

15/03662/FUL – Extension of holiday season to allow 12 month use of holiday park at Upwood Holiday Park, Black Moor Road

15/05397/HOU – Construction of a rear extension and garage at 53 Mallard View

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

9. Participatory Budgeting

- a) To increase, or otherwise, the budgeted amount of PB funding from £1,000 to £2,000 by utilising a transfer from Reserves
- b) To note the guidance received from Yorkshire Local Councils Associations regarding granting PB funding to groups without a constitution and bank account (see appendix 3)
- c) To discuss whether or not PB funding should be awarded to all community groups, including those without a constitution and a bank account
- d) To confirm dates for the acceptance of PB applications and for the public participation session

10. Play in the Worth Valley Ward

- a) To discuss whether or not the Parish Council wish to consult parishioners about improving the children's play area in Oxenhope Recreation Ground
- b) To discuss whether or not the Parish Council wish to encourage the formation of a friend's group with a view to pursuing match funding for the Perseverance Mill section 106 monies
- c) To discuss whether or not the Parish Council wish to organise a 'Perk up your Park' event and stand the £300 if a Community Chest application is unsuccessful

11. Consultation

To formulate a response to the Proposal: Amend the admissions oversubscription priority areas of Parkside School

12. Safety Inspection Reports (see appendix 2)

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

13. Correspondence (see appendix 3)

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

- a) E-mail dated 14th October received from a concerned parishioner re very large tipper waggons using Hill House Edge Lane
- b) E-mail dated 2nd November received from Sarah Howsen, Senior Tourism Development Officer
- c) E-mail 26th October received from Andrew Horrocks, Development Officer Estate Management, re Oxenhope Rose Garden
- d) E-mail dated 6th November received from Shabir Mohammed, Housing Development & Enabling Manager re £52k section 106 monies

14. 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 Joyce Harrop re Allotments
- d) Cllr Derrick Hopkinson & Cllr Jonathan Gill re Rights of Way
- e) Cllr Tony Maw re Oxenhope Community Centre
- f) Cllr Tony Maw & Cllr Derrick Hopkinson re Perseverance Mill s106 monies
- g) Cllr Peter McManus & the Clerk re the SLCC Leeds Regional Roadshow

15. Financial Matters

a) To authorise section 137 expenditure of £20 to purchase this year's Remembrance Day wreath:

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
LawnOrder	101148	£126.00	Grass cutting/strimming of Marsh Common
SLCC Enterprises Ltd	101149	£118.20	Two delegate places at the Leeds Regional Roadshow
Oxenhope Methodist Church	101150	£58.00	Room hire
J A A Maw	101151	£200.00	Chairman's Allowance

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	-2240.64	2000.00	240.64			
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	-6162.60				-6162.60	£3,777.40
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	-188.00				-188.00	£132.00
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	-1407.00				-1407.00	
135. Mobile phone	-230.27				-230.27	£54.73
138. Training	-368.20				-368.20	
139. Outreach	-125.00				-125.00	£250.00
141. Marsh Common	-126.00				-126.00	
142. Contribution towards the 812 service	-500.00				-500.00	
145. Website	-875.99				-875.99	
Grand Total	£834.24	£32,446.76	£3,378.06		£36,659.06	

16. Minor items and items for next agenda

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

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

Monthly meeting on Wednesday 9th December 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	Yes	Response included in Correspondence
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

Marsh Common Safety Inspection Report

Name: D Hopkinson..... **Date** 4 October 2015.....

Weather.....Fine..... **Time** 11.00.....

	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"/>	Grass and weeds strimmed. Culvert now clear.
Footpath - Monthly Basis		Footpath through common and path to benches recently been strimmed.
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 has been treated and died but some still evident in places..
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Heavy growth elsewhere throughout the common starting to 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.....

OXENHOPE PARISH COUNCIL

Allotments Safety Inspection Report

Name: Joyce Harrop..... Date ...17th October 2015

Weather ...Overcast Time 11.00 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 Plot 1 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.....

Appendix 3 – Correspondence

On 14 Oct 2015, at 12:14, a concerned parishioner wrote:

Can something be done to prevent very large tipper wagons using Hill House Edge Lane? This is a narrow moorland road that is signed 'not suitable for HGV's', but every day I see very large loaded tipper wagons using this road to access the main Hebden Bridge road. The road is narrow with few or no passing places and erosion happens along the edges on a regular basis. The risk of a major accident is high and when you see them descending the steep inclines one could only imagine what carnage could ensue if they couldn't stop at the junction.

From: Sarah Howsen <Sarah.Howsen@bradford.gov.uk>

Subject: Moving on ... but nor far!

Date: 2 November 2015 09:28:22 GMT

To: undisclosed-recipients;

Hi All

I just wanted to let you all know that I will be leaving Bradford Council on the 24th November. I have accepted the job as marketing officer at the Keighley and Worth Valley Railway so I will still be working closely with you all.

I have been at the council for three years and I am now looking forward to the new challenge at the railway.

See you soon.

Sarah

Sarah Howsen

Senior Tourism Development Officer

From: Andrew Horrocks <andrew.horrocks2@bradford.gov.uk>

Subject: FW: Nomination to List as an Asset of Community Value - Oxenhope Rose Garden, West Drive, Oxenhope, Keighley. BD22

Date: 26 October 2015 11:40:40 GMT

To: "'clerk@oxenhopeparishcouncil.gov.uk'

Hello,

This matter has now been considered by the committee and the property has been listed as an asset of community value.

The Assets of Community Value register can be seen at www.bradford.gov.uk/communityassets

Regards

Andrew Horrocks
Development Officer
Estate Management

On 2 Nov 2015, at 10:03, YLCA Admin <Admin@Yorkshirelca.gov.uk> wrote:
FROM: SHEENA SPENCE
CHIEF OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Elaine,

OXENHOPE PARISH COUNCIL – PARTICIPATORY BUDGETING

Thank you for your e-mail enquiry of 20 October 2015.

It is pleasing that some councils continue to use the participatory budgeting tool; we assume that others do it but in a different guise and perhaps all forms of parishioner inclusivity in financial and other planning by a local council can be termed as a form of participatory budgeting.

It is commendable that the Council is keen to widen the criteria so that groups without constitutions and bank accounts can apply for funding. However, it is the opinion of these Associations that you are quite right as the Clerk and adviser to the Council to have some reservations about the Council's involvement in this initiative.

With regard to matters such as paying for the hire of a skip, the Council would have to be clear that it is the hiring only that is its involvement in what the volunteers intend to do. We have some concern that if something did go wrong by way of accident involving the skip, the Council may have some liability. It is difficult to say what that would be because each situation is obviously subjective, but we live in a litigious age and the risk to public funds by participating in helping ad hoc groups in this way has to be risk assessed by the Council.

As the type of group that you have described would have no legal identity it would be difficult for it to own assets; you are right therefore that if the Council purchased equipment etc for the group to use, this would be an asset of the Council, in the Council's ownership.

If the group is clearing land that is in the ownership of the Council then the Council will need to risk assess the exercise, provide safety clothing and other safety equipment and make sure that (depending on any power equipment being used) the users have had training.

The idea sounds excellent from the inclusivity perspective and indeed it should not be dismissed without some further thought. However, the Council does need to assess the risk to public funds due to extending the participation

Yours sincerely

Sheena Spence
CHIEF OFFICER

From: Mohammed Shabir <mohammed.shabir@bradford.gov.uk>
Date: 6 November 2015 at 09:08:26 GMT
To: "'Elaine Pearson'" <clerk@oxenhopeparishcouncil.gov.uk>
Cc: Julie Rhodes <julie.rhodes@bradford.gov.uk>
Subject: RE: Section 106 monies of £52k allocated to Oxenhope

Dear Elaine,

I have checked with Legal Services who have confirmed that when the Agreement was drawn up, using the money to make AH units DDA compliant was not considered. However, as the Agreement states "enhancement of" then as long as we all agree that the units will be being enhanced through the use of this money then it can be used towards making them DDA compliant. I can confirm that both Planning and Housing agree that the units will be enhanced by any necessary modifications to them to make them DDA compliant.

Please can you confirm estimated timescales for this project as the money has now been held by the Council for a number of years and if the DDA compliant work does not go ahead soon then we have no option but to spend the money elsewhere. I would like to inform you that whilst the parish council can request that S106 monies be spent on specific projects but they do not have the authority to determine where money will finally be spent.

I look forward to hearing from you soon.

Regards

Shabir Mohammed
Housing Development & Enabling Manager