



# OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 4<sup>th</sup> March 2016  
Mrs Elaine Pearson, Clerk to the Parish Council  
Tel No.: 07972717058  
E-mail: [clerk@oxenhopeparishcouncil.gov.uk](mailto:clerk@oxenhopeparishcouncil.gov.uk)

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**You are invited to attend the monthly meeting of Oxenhope Parish Council to be held at 7:30 p.m. on Wednesday 9<sup>th</sup> March 2016 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. Minutes of meetings (previously circulated to Members)**

- a) To agree and sign the minutes of the Parish Council monthly meeting held on 10<sup>th</sup> February and the Staffing Committee meeting hold on 24<sup>th</sup> February
- b) To discuss any matters arising from the minutes (information only)
- c) To note the March Outstanding Issues Report (information only) (see appendix 1)

### **5. Public question time**

To welcome members of the public and to receive their representations

### **6. Planning**

To formulate observations relating to the following planning applications:

16/00612/HOU - Rear extension at 53 Mallard View Oxenhope BD22 9JZ

16/00456/HOU - Demolish existing garage and re-position a new garage at 10 Perseverance Fold Oxenhope BD22 9HN

16/01036/FUL - Construction of single storey station cafeteria and extension to existing car park at Oxenhope Station Station Road Oxenhope BD22 9JJ

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

### **7. Guest Speakers**

- a) Police Sergeant Chris Watson
- b) Worth Valley Ward Councillors
- c) Simon Womersley, Yorkshire Water

### **8. Monthly meetings**

To discuss ways in which future monthly meetings can be conducted in a timely manner, including:

- a) Authorising the Vice Chairman to ascertain from members of the public their reasons for attending and to pass this information onto the Chairman before the monthly meeting commences
- b) Inviting members of the Parish Council to submit short written reports to the Clerk on matters such as allotments, rights of way, community centre etc the Friday preceeding the Wednesday's monthly meeting

### **9. Standing Orders and Policies (previously circulated to Members)**

- a) To adopt revised Standing Orders
- b) To adopt the revised Information Scheme
- c) To adopt the revised Complaints Policy
- d) To adopt the Data Protection Policy
- e) To note that the Clerk is investigating whether there is a model Retention & Destruction of Records Policy more suitable to Oxenhope Parish Council

**10. Participatory Budgeting**

- a) To note that the public participation session will be held from 3 – 5 p.m. at the Community Centre on Saturday 12<sup>th</sup> March
- b) To note ways in which Oxenhope parishioners have been encouraged to attend the public participation session on 12<sup>th</sup> March and whether more needs to be done
- c) To note Cllr McManus will have a Neighbourhood Development Plan (NDP) exhibition stand at the public participation session on 12<sup>th</sup> March
- d) To approve, or otherwise, the Oxenhope NDP leaflet

**11. Safety Inspection Report (see appendix 2)**

To note the February Safety Inspection Report for Marsh Common

**12. Correspondence (see appendix 3)**

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

- a) Funding request from Marsh Chapel
- b) E-mail from the Headteacher, Oxenhope CE Primary School

**13. Reports (see appendix 4)**

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 Ken Eastwood re Worth Valley Joint Transport Committee
- d) Cllr Joyce Harrop re Allotments
- e) Cllr Derrick Hopkinson re Ovenden Wind Farm update
- f) Cllr Derrick Hopkinson & Cllr Jonathan Gill re Rights of Way
- g) Cllr Tony Maw re Oxenhope Community Centre
- h) Cllr Tony Maw & Cllr Derrick Hopkinson re Perseverance Mill s106 monies

**14. Financial Matters**

- a) To authorise, or otherwise, expenditure of £200 to reduce the height of the existing Christmas tree in Oxenhope Rose Garden by circa 2/3 metres, to trim the top branches into conical shape and to re-organise the festive lights
- b) To authorise, or otherwise, expenditure of £450 in March 2017 to replant a rootball grown tree of 4/5 metres in Oxenhope Rose Garden
- c) To authorise, or otherwise, expenditure of £150 for the paid version of online polling for the ease of collating results and comments
- d) To authorise, or otherwise, a fundraising effort to install one or more community defibrillators in the village
- e) 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
Elaine Pearson	101166	£303.60	Expenses including annual charge to use David Pearson & Associates premises
Post Office	101167	£99.03	N I Contributions to HMRC
[Payee to be ascertained following the PB public session on 12 <sup>th</sup> March]	101168	£500.00	Participatory Budgeting Grant
[Payee to be ascertained following the PB public session on 12 <sup>th</sup> March]	101169	£500.00	Participatory Budgeting Grant
[Payee to be ascertained following the PB public session on 12 <sup>th</sup> March]	101170	£500.00	Participatory Budgeting Grant
[Payee to be ascertained following the PB public session on 12 <sup>th</sup> March]	101171	£500.00	Participatory Budgeting Grant

N.B. Cheques numbered 101168 – 101171 inclusive to be written and signed at the end of the PB public session on 12<sup>th</sup> March.

f) To note the following trial balance:

Analysis	A/c				Budget remaining
	Current	Deposit	Gratuity	Grand Total	
001. Balance b/fwd	1723.92	30442.65	3137.00	35303.57	
002. Transfer	6139.04	-6500.00	360.96		
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	-342.98			-342.98	
120. Clerk's monthly salary	-9308.68			-9308.68	£631.32
121. Subscriptions	-732.00			-732.00	£68.00
122. Insurance	-470.75			-470.75	£24.25
123. Audit Fee	-170.00			-170.00	£100.00
124. Room Hire	-242.00			-242.00	£78.00
125. Stationery & printing	-460.4			-460.4	
126. Postage	-59.73			-59.73	£0.27
128. Christmas Lights	-1112.85			-1112.85	
129. Travel & subsistence	-182.53			-182.53	-£28.60
130. Grants via Participatory Budgeting	-3000.00			-3000.00	
131. Allotments	-1276.55			-1276.55	
134. Reserves	-2049.29			-2049.29	
135. Mobile phone	-330.27			-330.27	£4.61
136. Worth Exploring	-106.08			-106.08	
137. Section 137	-20.00			-20.00	
138. Training	-269.70			-269.70	
139. Outreach	-250.00			-250.00	£125.00
141. Marsh Common	-414.00			-414.00	£905.00
142. Contribution towards the 812 service	-500.00			-500.00	
144. Use of David Pearson & Associates premises	-275.00			-275.00	
145. Website	-546.00			-546.00	
146. Oxenhope Youth Club	-1400			-1400	
<b>Grand Total</b>	<b>£483.15</b>	<b>£23,946.76</b>	<b>£3,498.38</b>	<b>£27,928.29</b>	

g) To transfer from Reserves £28.60 in order to clear the current debit balance on Travel & subsistence (£28.60)

**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 13<sup>th</sup> April 2016 at 7.30 p.m.

## Appendix 1 – February 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.	Cllr Maw	05/03/16	Yes	Cllr Maw to have an on-site meeting on 7th March at Leemingbeck Close with Mr Ijaz Ahmed, Your Housing Group, and a further on-site meeting on 11 <sup>th</sup> March with Mr Shabir Mohammed, CoBMDC Housing Development & Enabling Manager
Oxenhope Neighbourhood Development Plan (NDP)	Cllr McManus, via the PB Public Session on 12 <sup>th</sup> March, is ascertaining who would be interested in being involved with an Oxenhope NDP.	Cllr McManus	05/03/16	Yes	This is a March 2016 agenda item to approve the Oxenhope NDP leaflet

# Appendix 2 – Safety Inspection Report

## Marsh Common Safety Inspection Report

Name: D Hopkinson..... Date 16<sup>th</sup> February 2015.....

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

	Seen √	Comment if necessary
<b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		
Water free flowing?	✓	Yes, very little flow. Large vehicle wheel removed from main ditch still needs removal from site.
Free of debris?	✓	Culvert and ditches clear.
<b>Footpath - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	✓	None apparent. Suggest that some hardcore be put down on footpath to make it more suitable for walkers.
Any unauthorised vehicular use e.g. off road motor bikes etc?	✓	No signs of vehicular use,
Any dog fouling visible on or within close proximity of footpath?	✓	None apparent. Large Sign attached to entrance gate. No signs of sheep on common. Feeder removed.
<b>Seating – Monthly Basis</b>		
Any defects which may cause personal injury?	✓	None
Adequately secured to the ground?	✓	Yes
<b>Gates – Monthly Basis</b>		
Kissing gate working as it should?	✓	Yes, no problems
Padlock and chain on the field gate intact?	✓	Yes
Padlock on the palisade fencing gate in full working order?	✓	Yes
<b>Vegetation – Monthly Basis</b>		
Any vegetation need removing and/or cutting well back?	✓	Japanese Knotweed has died back but will need further treatment next summer particularly near culvert
Any overhanging branches need removing?	✓	No new growth yet visible.
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	✓	Willow trees from adjoining land require trimming. Overhanging footpath but at a height not to cause obstruction to walkers. Appear safe but some wind damage evident..
<b>Fencing – Monthly Basis</b>		
Any defects?	✓	Reasonably but some fencing alongside willow trees leaning and damaged.
<b>Boundary walls – Monthly Basis</b>		
Any defects?	✓	Reasonably sound apart from wall adjoining adjacent to Goulding's field.

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

Inspector's Signature .....D Hopkinson.....

## Appendix 3 – Correspondence

From: [clairegill1@hotmail.com](mailto:clairegill1@hotmail.com)  
To: [clerk@community.oxenhopeparishcouncil.gov.uk](mailto:clerk@community.oxenhopeparishcouncil.gov.uk)  
Subject: Parish Council Funding  
Date: Tue, 16 Feb 2016 09:35:02 +0000

Dear Elaine,

I am writing to enquire if there are any funds we can apply for to help us with our new initiative at Marsh Chapel called Messy Marsh. We started last Sunday and will run on a monthly basis 9.30-10.30am as an alternative to a traditional Sunday school with craft, stories and songs. We had 12 children attend which for the first one was really good. Our problem is that Marsh Chapel has a small but very willing congregation but the upkeep of the building is a great burden. We are in need of a new dehumidifier to help us keep the damp at bay and someone suggested the Parish Council may have funds that would either support our new initiative of Messy Marsh or assist us with enabling the chapel to be used for a wider variety of activities through helping to update and upkeep the property.

I realise you will receive a number of requests and that funds are scarce so appreciate your time and consideration in this matter.

Thank you,  
Claire Gill (Minister at Marsh Chapel)

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I thought I would share the good news about the school SIAMs inspection with you so that you can share with the parish council at your next meeting. A letter has gone out to parents with the report attached and the report is also available on the school website. The headlines are below.

### **GREAT NEWS! Oxenhope is an Outstanding Church School-SIAMS, February 2016.**

All Church Schools are subject to two cycles of inspection: OFSTED and SIAMS (Statutory Inspection of Anglican and Methodist Schools). I am delighted to inform you that we were judged to be Outstanding in our SIAMS inspection on Friday 12<sup>th</sup> February 2016 – an improvement on our previous Good rating in our SIAMs in June 2011. The full report is available on our school website. The inspector interviewed pupils, parents, staff and governors; observed lessons; shared in our celebration morning and examined a wide range of evidence including data, children's books and class portfolios in order to build a true picture of our school.

**In all four areas inspected, we were judged to be Outstanding. The results of SIAMs inspections are very important to a church school as they confirm the fundamental values and ethos that underpin everything about the school.**

***The distinctiveness and effectiveness of Oxenhope Church of England Primary School are outstanding***

***The Head teacher's Christian vision for the school is supported by all leaders and the local church and as a result children flourish as individuals and most pupils make good progress. Christian values such as wisdom, peace, compassion and forgiveness underpin all aspects of school life which results in strong, supportive relationships, children who are nurtured well, who feel secure and who are enthusiastic about their learning.***

***Children show excellent enquiry skills and can express their ideas and opinions confidently. They respect the views of others, they take on responsibilities and are taught skills that enhance their learning capacity and help to equip them for life.***

***The systematic monitoring and evaluation of the school's performance as a church school feeds into the School Development Plan and leads to ongoing improvement.***

The report builds on the 'Good' Ofsted grading we received in December 2014 and celebrates the fabulous work that is going on at Oxenhope every day which makes our school a unique and special place to be.

Kathrine Nutting-Head Teacher

Thank you  
Kathrine

Kathrine Nutting  
Head Teacher

Oxenhope CE Primary School

## Appendix 4 – Reports

### Ovenden Wind Farm Update

All the old turbines have now been removed and pads laid for the new turbines.

Commissioning of the turbines is still on course for this summer.

Delivery of the turbines will commence early March by Colletts Transport. They will be delivered from the Halifax side of the site.

Special arrangements are in place with Police escort and some short term road blocks,

Deliveries will be made on Tuesday/Wednesday between 20.00 -04.00 hours and Saturday/Sunday between 06.00-12.00 hours.

Some changes have been made to the **Community Fund** which will be £45,000 annually.

The community groups which will be considered for support will be split into 2 zones:

Area 1: Within 5Km of the wind farm. Grants of up to £10,000 will be considered.

Area2: Between 5-7.5Km. Grants of up to £3,000 will be considered but not for the first 3 years.

**Oxenhope and Denholme** are within Area 1

A Grants Panel consisting of probably 8 people is being formed who will make decisions on applications submitted.

Details and guidelines on who can apply will be published once the Panel has been selected.

Early indications are that I may be selected to the Panel.

23 February 2016

Councillor Derrick Hopkinson