



# OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 2<sup>nd</sup> June 2016  
Mrs Elaine Pearson, Clerk to the Parish Council  
Tel No.: 07972717058  
E-mail: [clerk@oxenhopeparishcouncil.gov.uk](mailto: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 Tuesday 7<sup>th</sup> June 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's annual meeting held on 11<sup>th</sup> May
- b) To discuss any matters arising from the minutes (information only)
- c) To note the June 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:

16/00729/FUL – Conversion of existing garage/workshop to dwelling and provision of three dwellings within the garden at Whin Knowle, Cross Lane

16/03434/HOU – Demolish existing garage and re-position a new garage at 10 Perseverance Fold

16/03305/HOU & 16/03482/LBC – Demolition of existing garage and construction of new replacement garage with attached workshop at The Old Vicarage, 21 Hebden Bridge Road

16/03723/HOU – Construction of two storey side and single storey rear extension at 1 Denby Mount

16/03839/FUL – Demolition of the existing agricultural livestock building and construction of a new one in the same location at Windle House Farm, Lee Lane

(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 Constable Irvin
- b) Worth Valley Ward Councillors

### **8. Safety Inspection Reports (see appendix 2)**

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

### **9. Annual Report 2015 - 16**

To approve, or otherwise, the first draft of the Annual Report

### **10. Correspondence (see appendix 3)**

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

- a) E-mail dated 20<sup>th</sup> May from YLCA re 2016-2018 National Salary Award
- b) E-mail dated 26<sup>th</sup> May from Rev. Nigel Wright re allotment plot 1

### **11. Reports (see appendix 4)**

To note/discuss previously circulated reports:

- a) Cllr Joyce Harrop re Allotments
- b) Clerk re community Public Access Defibrillators (cPADs)

## 12. Financial Matters

a) To authorise the following accounts for payment:

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£25.00	Monthly mobile phone bill
Gratuity Account	Transfer	£30.38	Monthly transfer
Elaine Pearson	Standing Order	£793.56	Monthly salary
Kevin Wilmot	101181	£90.00	Replacement of cheque number 101180
Stephen Brown	101182	£50.00	Annual internal audit
Elaine Pearson	101183	£450.54	Expenses including purchase of an iPad
Post Office	101184	£105.27	National Insurance Contributions

b) To note the following trial balance:

	A/c				Budget
Analysis	Current	Deposit	Gratuity	Grand Total	remaining
001. Balance b/fwd	1441.51	26459.50	3499.62	31400.63	
002. Transfer	-90.54		90.54		
01. Precept	17459.00			17459.00	
05. Grants Received	726.00			726.00	
120. Clerk's monthly salary	-2366.60			-2366.60	£7,573.40
121. Subscriptions	-547.00			-547.00	£253.00
122. Insurance	-491.16			-491.16	
123. Audit Fee	-50.00			-50.00	£100.00
124. Room Hire	-135.00			-135.00	£185.00
125. Stationery & printing	-24.48			-24.48	£319.60
126. Postage	-15.12			-15.12	£44.88
129. Travel & subsistence	-16.20			-16.20	£133.80
131. Allotments	-15.60			-15.60	
133. Contingency Fund	-6.74			-6.74	£163.26
134. Reserves	-1589.64			-1589.64	
135. Mobile phone	-75.00			-75.00	£187.51
139. Outreach	-125.00			-125.00	£250.00
Grand Total	£14,078.43	£26,459.50	£3,590.16	£44,128.09	

## 13. Minor items and items for next agenda

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

## 14. Oxenhope Neighbourhood Development Plan (NDP)

a) To accept one of the tenders received from the planning consultants to assist Oxenhope NDP working group

b) To note that delegated powers were granted to Cllrs McManus & Eastwood and the Clerk to draw up a funding bid to cover the costs involved in creating an Oxenhope NDP and that the bid will be presented to members at the July meeting

*N.B. Under the Public Bodies (Admission to Meetings) Act 1960, the Parish Council may resolve that due to the confidential nature of this item, the public and press withdraw from the meeting.*

## 15. To note the date and time of the next meeting

Monthly meeting on Wednesday 13<sup>th</sup> July 2016 at 7.30 p.m.

## Appendix 1 – June outstanding issues report

Subject	Issues	Responsibility	Date last	Any outcome?	Notes/further action required
---------	--------	----------------	-----------	--------------	-------------------------------

			actioned		
Highways	Road side vegetation which is jeopardising the safety of pedestrians and cyclists	Clerk	04/05/16	No	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	04/05/16	No	Cllr Maw to follow up this matter with Ijaz Ahmed, Your Housing Group

## Appendix 2 – Safety Inspection Reports

### Marsh Common Safety Inspection Report

**Name:** D Hopkinson..... **Date** 29 May 2015.....

**Weather**.....Fine..... **Time** 10.30.....

<b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		
Water free flowing?	<input type="checkbox"/>	Yes. Very minimal flow in both culverts.
Free of debris?	<input type="checkbox"/>	Culvert and ditches clear. Large vehicle wheel removed from site.
<b>Footpath - Monthly Basis</b>		Footpath through common dry but narrow where chippings are evident.
Any defects e.g. pot holes, glass etc?	<input type="checkbox"/>	None apparent. Pathway needs some improvement.
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 gate.
<b>Seating – Monthly Basis</b>		
Any defects which may cause personal injury?	<input type="checkbox"/>	None
Adequately secured to the ground?	<input type="checkbox"/>	Yes
<b>Gates – Monthly Basis</b>		
Kissing gate working as it should?	<input type="checkbox"/>	Yes.
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
<b>Vegetation – Monthly Basis</b>		Approximately 85% of Japanese Knotweed has died from treatment last year.
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Strimming to Derek Allen's bench and along footpath edge required..
<b>Trees – Monthly Basis</b>		Willow trees from adjoining land require trimming.
Any overhanging branches need removing?	<input type="checkbox"/>	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?	<input type="checkbox"/>	Reasonably but some fencing alongside willow trees leaning and damaged.
<b>Boundary walls – Monthly Basis</b>		
Any defects?	<input type="checkbox"/>	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.....

### Allotments Safety Inspection Report

**Name:** ...Joyce Harrop..... **Date** .....7 May 2016.....

**Weather**...Fine, sunny..... **Time** .....3.30 pm.....

	Seen √	Comment if necessary
<b>Water drainage – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		
Any defects e.g. collection of water on any one plot?	√	
<b>Plots – Monthly Basis</b>		
Any hazards e.g. broken glass, containers of chemicals?	√	
<b>Access track - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	√	
Any unauthorised vehicular use?	√	
Any dog fouling visible on or within close proximity of access track?	√	
<b>Gates – Monthly Basis</b>		
Pedestrian swing gate working as it should?	√	
Field gate intact?		
<b>Vegetation – Monthly Basis</b>		
Any vegetation need removing and/or cutting well back?	√	
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	√	
<b>Fires – Monthly Basis</b>		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	√	
<b>Boundary walls – Monthly Basis</b>		
Any defects?	√	
<b>Fencing – Monthly Basis</b>		
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 Signature .....Joyce Harrop

## Appendix 3 – Correspondence

**From:** Sheena Spence <[Sheena.Spence@yorkshirelca.gov.uk](mailto:Sheena.Spence@yorkshirelca.gov.uk)>  
**Subject:** 2016-2018 National Salary Award for local council employees  
**Date:** 20 May 2016 at 12:08:24 BST  
**To:** Sheena Spence <[Sheena.Spence@yorkshirelca.gov.uk](mailto:Sheena.Spence@yorkshirelca.gov.uk)>

FROM: SHEENA SPENCE  
CHIEF OFFICER  
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

To: Clerks and Chairmen of Member Councils/Parish Meetings of YLCA.

Dear Clerk/Chairman,

### **2016-2018 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has reached agreement on a 1% cost of living increase for local council/parish meeting employees with effect from 1 April 2016. All councils that employ their clerks and other staff under the NJC terms and conditions via the joint National Association of Local Council and Society of Local Council Clerks National Agreement will need to act on this information and ensure that the pay award is given. Please see the attached document.

An additional cost of living increase has been agreed to take effect from 1 April 2017 and the attachment also gives details of this.

Yours sincerely

Sheena Spence.

**From:** Rev Nigel Wright <nigel@stmarysoxenhope.co.uk>  
**Subject: Re: Allotment Plot 1**  
**Date:** 26 May 2016 at 15:11:39 BST  
**To:** Elaine Pearson <clerk@oxenhopeparishcouncil.gov.uk>

Dear Elaine,

Thank you for the letter, I will write to the council separately in due course, we were let down with our original arrangements to remove the rubbish. The removal of the rubbish started yesterday under alternative arrangements.

Many thanks

Nigel

Revd Nigel Wright  
Vicar, St Mary's Oxenhope

## **Appendix 4 – Reports**

### **Allotments Report**

Plot 1 – Bags of rubbish still not removed, in spite of numerous promises.

Plot 2A & 2B – Old wood and wire still not removed.

Plot 3 – Appears to be coarse grass and dandelions on part of plot which could be utilised for growing.

Remaining plots seem to be well-tended.

A plotholder's house has been put on the market for sale. If they move out of the village, this will result in the availability of the plot, but no details have, as yet, been advised.

Cllr Joyce Harrop

**Community Public Access Defibrillators (cPADs) Report**

Report to be added on 6<sup>th</sup> June following the Clerk's meeting with Dave Jones from the Yorkshire Ambulance Service.

Elaine Pearson, Clerk