



# OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 8<sup>th</sup> July 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 Wednesday 13<sup>th</sup> July 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 7<sup>th</sup> June
- b) To discuss any matters arising from the minutes (information only)
- c) To note the minutes of the Parish Councils' Liaison meeting held on 21<sup>st</sup> June
- d) To note the July 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 (AMENDED PLANS) at Whin Knowle Cross Lane

16/03574/FUL - Construction of detached dwelling (amendment to previously approved scheme 13/02564/FUL dated 22.08.2013) at Ellarbank Back Leeming

To note the following decisions:

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

Permission refused - 16/00073/FUL - Construction of timber lodge annex at Saddlers Farm Upper Marsh Lane

Permission granted - 16/00353/HOU - Construction of two storey extension to rear, first floor extension to front and infill to form porch at Yew Tree Lodge Cross Lane

Permission granted - 16/00612/HOU - Single storey rear extensions at 53 Mallard View

Permission refused - 16/00456/HOU - Demolish existing garage and re-position a new garage at 10 Perseverance Fold

(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. Consultation**

To approve, or otherwise, that Cllr McManus drafts a Parish Council response to Bradford Council's Land Allocations Consultation

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

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

### **10. ID/business cards for councillors and for the clerk**

To approve, or otherwise, ID/business cards for councillors and for the clerk

### **11. Oxenhope Fete on Saturday 16<sup>th</sup> July 2016**

To determine what needs doing in preparation of this year's Fete

## 12. 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> June re demolished outbuildings on Hebden Bridge Road
- b) E-mail dated 22<sup>nd</sup> June re this year's precept

## 13. Oxenhope Neighbourhood Development Plan (NDP)

- a) To accept, or otherwise, the costing to create an Oxenhope NDP
- b) To authorise, or otherwise, the £4,900 funding bid to cover the first six months costs involved in starting a NDP for Oxenhope

## 14. Reports (see appendix 4)

To note/discuss previously circulated reports:

- a) Cllr Joyce Harrop re Allotments
- b) Clerk re community Public Access Defibrillators (cPADs)
- c) Cllr Penny Cusdin re Oxenhope Youth Club
- d) Cllr Tony Maw re section 106 monies
- e) Cllr Tony Maw re Oxenhope Community Centre

## 15. 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
Yorkshire Water	101184	£30.18	Water usage at the allotments
Bradford Council	101185	£1414.22	Contribution towards Youth worker staffing costs
Digital Nomads	101186	£419.59	Annual hosting & domain name registration
Elaine Pearson	101187	£60.38	Expenses
Npower Limited	101188	£71.29	Energy consumption re Christmas lights

- b) To note the following trial balance:

Analysis	A/c				Grand Total	Budget remaining
	Current	Deposit	Gratuity			
001. Balance b/fwd	1441.51	26459.50	3499.62	31400.63		
002. Transfer	-120.92		120.92			
01. Precept	17459.00			17459.00		
05. Grants Received	726.00			726.00		
120. Clerk's monthly salary	-3167.20			-3167.20	£6,772.80	
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	-40.46			-40.46	£306.28	
126. Postage	-29.18			-29.18	£30.82	
128. Christmas Lights	-71.29			-71.29	£290.59	
129. Travel & subsistence	-39.50			-39.50	£110.50	
131. Allotments	-45.78			-45.78		
133. Contingency Fund	-6.74			-6.74	£163.26	
134. Reserves	-1589.64			-1589.64		
135. Mobile phone	-100.00			-100.00	£166.68	
139. Outreach	-125.00			-125.00	£250.00	
145. Website	-419.59			-419.59	£10.34	
146. Oxenhope Youth Club	-1414.22			-1414.22	£2,391.48	
<b>Grand Total</b>	<b>£11,233.83</b>	<b>£26,459.50</b>	<b>£3,620.54</b>	<b>£41,313.87</b>		

**16. Minor items and items for next agenda**

To discuss 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 10<sup>th</sup> August 2016 at 7.30 p.m.

**Appendix 1 – July 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	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** 27 June 2016.....

**Weather**.....Overcast/Fine..... **Time** 10.15.....

<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 but overgrown at edges.
<b>Footpath - Monthly Basis</b>		
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>		
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Approximately 85% of Japanese Knotweed died back from treatment last year. Very overgrown throughout. Strimming to Derek Allen's bench and along footpath edges required..
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	<input type="checkbox"/>	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?	<input type="checkbox"/>	Reasonable 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** .....24 June 2016.....

**Weather**...Sunny, windy, showery..... **Time** 11.00 am.....

	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:** [A concerned parishioner](#)

**Sent:** 16 June 2016 17:12

**To:**

**Subject:** Oxenhope Conservation Initiative.

Hello ,I am a resident of Pear St Oxenhope and I wish I had heard of your group sooner .I have no idea if you can help us at all , but I will tell you the problem.

Outside our house stood the old privvies .One part of it had been knocked down by the council ,and I always assumed the council owned the building .A few weeks ago a landlady from one of the houses in the street , knocked and asked if we would contribute to pulling it down.I automatically said no .I believed the council owned it and I knew we lived in a conservation area and I didn't want the building taken down.It would have been better to restore it I think.Anyway , without informing us , our neighbour and the above mentioned landlady went ahead and demolished the building . It is now almost 4 weeks later and the rubble has just been left at the side of Hebden Road.I contacted the council who at first believed that none of us in the street owned it .Today our contact at the council informed us that he had established that in the deeds , long ago, though it didn't show on our plans or the land registry , it was in fact , owned by the 4 houses .

We feel very deflated that we had no say in the loss of the old building ,and furthermore we have no way of shifting the building remnants .The people who demolished it are adamant they are leaving it in a heap , and I am a pensioner who lives on benefits with no excess money to shift the rubble.

I am so disappointed this building has gone.There are still plenty of these old outhouses that serve a purpose as a reminder of the past ,and when the Tour De France was on, people stood on it to film the race so I don't think it was beyond restoration.

My husband has Aspergers and he is very agitated about the mess as he feels it makes it look like our house let's the area down .  
thanks for your time,  
many thanks

On 22 Jun 2016, at 12:21, James Hopwood <James.Hopwood@bradford.gov.uk> wrote:  
Dear Elaine,

Thank you for your e-mail, which Peter has passed on to me.

Please accept my apologies for the late dispatch of your precept. This was my fault and as a result of reduced resources and change over of personnel. For the future I very much take on board your comments and would want to improve things for next year.

I will look to make the payment in April and revise the process to make it more efficient.

Please contact me if you have any other queries or would like to discuss further.

Regards,  
James Hopwood  
Head of Finance and Systems  
01274 432882

## **Appendix 4 – Reports**

### **Allotments Report**

Plot 1 – bags of rubbish now removed. Still broken panes in greenhouse.

Plot 2b – Timber and wire removed from rear of unit. Needs weeding and clearing.

Path between 3 & 4 is overgrown and needs clearing.

General improvement in state of allotments is encouraging now that growing season is in full swing. However, keeping a watching brief on Plot 1, where there is an improvement, but not a full utilisation of the plot. The summer holiday period will give a clearer indication of intentions.

Clr Joyce Harrop

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

Having met Michael McCann, Heart Safe Communities, on 1<sup>st</sup> July he has allocated two cPADs for Oxenhope. One to be located at Oxenhope Station and one to be located at the Co-Op, providing funding is secured for both. It is looking very positive at this stage that Keighley & Worth Valley Railway will come up with the £995 in two years time but they have already stressed that they do not wish to have the cPAD installed to the exterior of the Station building. I have suggested that it might be more appropriate to locate the cPAD on the exterior of the new café. I am to approach the Straw Committee to investigate whether they would fund the £700 upfront fee for the Oxenhope Station cPAD. As regards the cPAD to be located at the Co-Op, I am to discuss the funding of this with Dave Jones, Community Defibrillation Officer, as there is a registered charity which supports the Yorkshire Ambulance Service.

Elaine Pearson, Clerk

### **Report from meeting with Abina Dorgan-Smith and Taraf Yaqub regarding Oxenhope Youth Club from September 2016**

Lessons learned from 2015/16 were discussed in terms of group attendance, demographic, activities that worked/didn't work, and communication between the club and parents/other community members.

Since April, the Youth Worker who was leading the Oxenhope session has left the Youth Service, and so a new Leader-in-Charge is required to lead the sessions from September 2016.

It was agreed that we would continue the model previously – ie. Oxenhope Parish Council's funding contributes to the staffing costs to provide three Youth Workers for 3 hours per week, to cover 29 sessions from September to end April 2017. These will be one leader-in-charge, plus two other qualified youth workers. To end April 2016, we were paying an average of £118 per week in youth worker costs. The budget this year allows for a spend of £123 per week, based on 29 sessions. This should be achievable, but is subject to some variation depending on the salary scale of youth workers appointed to the session. Some provision will need to be made in terms of staffing to ensure that a known new member of the club, who has additional needs, can access all activities.

Other costs, including room hire and activities will continue to met through funds raised by members' subs, and tuck shop profits.

Some modifications will be made, so that the Leader-in-Charge becomes the main contact point for the Youth Club in Oxenhope, rather than myself, as has informally been the case up to now.

As before, responsibility for the running of the club in terms of safeguarding, policies, insurance, risk assessments etc rests with Bradford Youth Service. Any volunteers working in the setting, including myself, are volunteering for Bradford Youth Service during their time in the club.

The Youth Service recognises that Oxenhope Youth Club still needs more volunteers, and they will bear that in mind when they push to recruit volunteers over the summer. They have also offered to hold a recruitment briefing in Oxenhope for any local volunteers wanting to volunteer specifically to help our session (a massive improvement from last year's situation, where any potential volunteers

were required to travel to Bradford for a volunteer induction). In light of this offer, it is hoped that in September we will do some local advertising for volunteers from within the village.

A perceived increase in antisocial behaviour involving young people in Oxenhope was also briefly discussed. Information I have been given, regarding some criminal damage to the bowling green and community centre window allegedly caused by young people and, also, regarding concerns raised by residents that drug paraphernalia has been found in places young people are known to congregate, was also shared. The Youth Service still send out detached workers onto the streets, and Oxenhope gets regular visits from youth workers – we discussed hot spots in the village to concentrate on. However, it is the current opinion of the Youth Service, who are working closely with PC Irving in the Worth Valley, that levels of unreasonable/criminal behaviour by young people in the village is not of major concern at present.

Taraf will liaise with me regarding the appointment of a new Leader-in-Charge, and an opening date for September will be confirmed as soon as possible.

Cllr Penny Cusdin

## **Section 106 monies**

### **1) Leemingbeck Close**

The Housing Association asked residents of Leemingbeck Close if they would like walk in shower units instead of baths and seven residents replied positively. The estimated cost for the work is £28,000. Two people have also asked for stair lifts.

I have asked Your Housing Group for an estimate for carrying out work to the outside of the properties to improve access because there are a number of steps to the properties along with kerbs. This was included in the original discussions I had with Your Housing Group. A yet I have not heard back on this matter so will now follow up to see if progress has been made.

### **2) Oxenhope Recreation Ground**

The original proposal was to use the funding available to install new equipment in the play area. The need was specifically for younger children and a slide for small children has been ordered at a cost of £3,950. Section 106 monies can not be used for maintenance or repairs to the play area. Recreation have come to the conclusion that more equipment can not be safely installed because there is insufficient space. In view of this the Parish Council needs to consider what other options might be available such as the Rose Garden.

Cllr Tony Maw

## **Oxenhope Community Centre**

The management committee is constantly seeking to improve the community centre and stay on top of regular maintenance. The hall floor is to be re coated again this summer because it takes heavy wear from Preschool and Dance. The community centre has been accepted as a local charity to be supported by the Coop and hopefully if this is able to provide some funds, the kitchen area can be improved.

The community centre is grateful for the funding to provide WiFi in the building as installation should start soon.

Cllr Tony Maw