



# OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 5<sup>th</sup> August 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 10<sup>th</sup> August 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 13<sup>th</sup> July
- b) To discuss any matters arising from the minutes (information only)
- c) To note the August 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 note the following decisions:

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

Permission granted - 16/01217/FUL - Conversion of barn to catering accommodation, conversion and replacement of outbuildings in support of catering facility and extension of existing dwelling at Thornton Moor Reservoir House Thornton Moor Road

Permission refused - 16/01852/FUL - Barn conversion as ancillary to dwelling, minor extension of domestic curtilage, engineering works to create an underground car park within established curtilage and deposit of excavated material on adjacent field at High Binns Height Lane

Permission granted - 16/02531/FUL - Conversion of redundant stable to holiday accommodation at West Shaw Farm West Shaw Lane Oxenhope

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

Permission granted - 16/03305/HOU - Demolition of existing garage and construction of new replacement garage with attached workshop at The Old Vicarage 21 Hebden Bridge Road

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

Permission granted - 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 July Safety Inspection Reports for Marsh Common and the Allotments

## 9. Highways

- a) To note e-mails dated 26<sup>th</sup> July re the demolished outbuilding adjacent to Hebden Bridge Road (see appendix 3)
- b) To discuss what measures should be recommended to Highways Department to slow down traffic approaching the mini-roundabout at Muffin Corner

## 10. Correspondence (see appendix 3)

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

White Rose Update – July 2016 edition

## 11. Oxenhope Neighbourhood Development Plan (NDP)

- a) To note that funding of £4,913 has been granted to cover the first six months costs involved in starting a NDP for Oxenhope
- b) To note that the first NDP Public Meeting will be held on Saturday 1<sup>st</sup> October at 15:00 at Oxenhope Methodist Church

## 12. Reports (see appendix 4)

To note/discuss previously circulated reports:

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

## 13. Financial Matters

- a) To authorise, or otherwise, the quote received from Keighley Tree Services for work to be undertaken in Oxenhope Rose Garden
- b) To authorise, or otherwise, expenditure of £200.56 (plus VAT) for the production of ID cards for members of the Parish Council and for the Clerk
- c) 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
Graham Whitaker	101190	£65.00	Allotment tap keys
Elaine Pearson	101191	£51.60	Expenses

- d) 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	-151.30		151.30		
01. Precept	17459.00			17459.00	
05. Grants Received	726.00			726.00	
07. Allotment key deposits	5.00			5.00	
119. PAYE & NIC	-105.27			-105.27	
120. Clerk's monthly salary	-3960.76			-3960.76	£5,979.24
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	-66.94			-66.94	£282.46
126. Postage	-45.5			-45.5	£14.50
128. Christmas Lights	-71.29			-71.29	£290.59
129. Travel & subsistence	-48.30			-48.30	£101.70
131. Allotments	-110.78			-110.78	
133. Contingency Fund	-6.74			-6.74	£163.26
134. Reserves	-1589.64			-1589.64	
135. Mobile phone	-125.00			-125.00	£145.85
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>£10,168.02</b>	<b>£26,459.50</b>	<b>£3,650.92</b>	<b>£40,278.44</b>	

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

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

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

Monthly meeting on Wednesday 14<sup>th</sup> September 2016 at 7.30 p.m.

**Appendix 1 – August 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**

### Allotments Safety Inspection Report

**Name:** ...Joyce Harrop..... **Date** .....17 July 2016.....

**Weather**...Sunny, breezy..... **Time** 3.00 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.....

### Marsh Common Safety Inspection Report

**Name:** D Hopkinson..... **Date** 30 July 2016.....

**Weather**...Fine..... **Time** 10.00.....

<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>		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>		Remaining Japanese Knotweed treated. Starting to die back.
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Very overgrown throughout. Edges of path strimmed and path to and around benches strimmed
<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"/>	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.....

## Appendix 3 – Correspondence

[Re Demolished outbuilding adjacent to Hebden Bridge Road](#)

Hi Elaine,

Unfortunately, highway maintenance will not clear rubble from what is in effect private land. I looked yesterday and the highway was clear of any debris.

I have though copied Geoff Dudman in on this response to ask if he can suggest a way forward.

Regards

Kevin Whitaker  
Area Highways Manager (Northern Area)  
Traffic & Highways (North)

Kevin

The same goes for Street Cleansing, we do not clear waste/rubble from private land.

It may be worth contacting Environmental Enforcement to see if they can intervene.

Kind regards  
Geoff

**Geoff Dudman**  
Area Operations Manager - Keighley Neighbourhood & Customer Services

## Appendix 4 – Reports

### Allotments Report

Most plots growing well.

Concerns expressed by some plot holders about Plot 1.

A plot holder approached me regarding the pathway of the adjacent plot not being kept clear. Have spoken to the plot holder concerned and remedial action to be taken.

Further to the June report, I have spoken to the holders of plots 4A & 4B asking them to clear the path on the top side of their plot.

Plot 10 is very overgrown at the rear of the plot.

Thanks to a painstaking and valiant effort from our Clerk, I now have a supply of water tap keys. I have been able to provide a plot holder with his own key, for which he has paid a deposit of £5, which will be refunded on vacation of the plot.

Cllr Joyce Harrop

### Community Public Access Defibrillators (cPADs) Report

Having had a subsequent meeting with Michael McCann, Heart Safe Communities, on 22<sup>nd</sup> July he has allocated two cPADs for Oxenhope. One to be located at Oxenhope Station and one to be located in the telephone kiosk at Leeming, provided 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 and I have written to the President of Haworth Rotary Club to see if they will fund the £700 upfront fee. Having written to Robin Wright, Oxenhope Straw Committee, we will have to wait until the end of September as to whether the Parish Council's application for funding for a cPAD at Leeming is successful.

Elaine Pearson, Clerk