



# OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 9<sup>th</sup> September 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 14<sup>th</sup> September 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 10<sup>th</sup> August
- b) To discuss any matters arising from the minutes (information only)
- c) To note the September 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 re the following planning applications:

16/06528/FUL - Construction of agricultural building at Stairs Bottom Farm Outside Lane

16/06569/FUL - Construction of new dwelling to include alterations to existing dwelling at 14 Cross Lane

16/06381/HOU - Construction of two storey side extension and formation of new off street parking space at Rose Lea Upper Town

16/06259/HOU - Rebuild and extension of fire-damaged dwelling at Upper Isle Farm Isle Lane

16/06711/HOU - Single storey extension to front and renovations at 1 Back Leeming

16/07221/HOU - Demolition of existing side extensions and garage, construction of two storey side and rear extension and rebuilding of existing porch at Keepers Lodge Hebden Bridge Road

(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
- c) Martin Fagan, National Secretary, The Community Heartbeat Trust

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

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

### 9. Worth Valley Joint Transport Committee

- a) To note that members of the WVJTC are reviewing the future direction of the group, and,
- b) That they have indicated that they would like the Parish Council's representative, Cllr Eastwood, to be their Vice-Chairman

### 10. Correspondence (see appendix 3)

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

E-mail dated 7<sup>th</sup> September re the next edition of Outreach

### 11. Oxenhope Neighbourhood Development Plan (NDP)

- a) To note that funding of £4,913 has been received to cover the first six months costs involved in starting a NDP for Oxenhope
- b) To note that the Clerk and Cllrs Eastwood & McManus had a very productive meeting with Richard Motley and Jamie Wilde from IntegreatPlus on 1<sup>st</sup> September to agree a way forward in establishing a NDP Stakeholder Group and a NDP Project Group
- c) To note that the first NDP Public Meeting will be held on Saturday 1<sup>st</sup> October at 14:00 at Oxenhope Methodist Church

### 12. Reports (see appendix 4)

To note/discuss previously circulated reports:

- a) Cllr Harrop re Allotments
- b) Clerk re community Public Access Defibrillators (cPADs)
- c) Cllr Hopkinson re Ovenden Wind Farm Update
- d) Cllr Cusdin re Oxenhope Youth Club
- e) Cllr Eastwood re meeting with Highways Department with Cllr Poulsen on 9<sup>th</sup> September to discuss what measures could be adopted to slow down traffic approaching the mini-roundabout at Muffin Corner

### 13. Financial Matters

- a) To authorise, or otherwise, the Transparency Funding application for £540.00
- 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	£30.38	Monthly transfer
Elaine Pearson	Standing Order	£793.56	Monthly salary
Yorkshire Local Councils Associations (YLCA)	101192	£190.00	One delegate place at the YLCA Conference
Yorkshire Water	101193	£31.57	Water usage at the allotments
Post Office	101194	£105.27	National Insurance Contributions

- c) To note the following trial balance:

Analysis	A/c				Budget
	Current	Deposit	Gratuity	Grand Total	remaining
001. Balance b/fwd	1441.51	26459.50	3499.62	31400.63	
002. Transfer	-181.68		181.68		
01. Precept	17459.00			17459.00	
05. Grants Received	5639.00			5639.00	
07. Allotment key deposits	5.00			5.00	
119. PAYE & NIC	-210.54			-210.54	
120. Clerk's monthly salary	-4754.32			-4754.32	£5,185.68
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

130. Grants via Participatory Budgeting				
131. Allotments	-142.35		-142.35	
133. Contingency Fund	-6.74		-6.74	£163.26
134. Reserves	-1589.64		-1589.64	
135. Mobile phone	-150.00		-150.00	£125.02
138. Training	-190.00		-190.00	£60.00
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
Grand Total	£13,905.24	£26,459.50	£3,681.30	£44,046.04

**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 12<sup>th</sup> October 2016 at 7.30 p.m.

## Appendix 1 – September outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Any outcome?	Notes/further action required
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** .....13 August 2016.....

**Weather**...Sunny, breezy..... **Time** 4.20 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.....

# OXENHOPE PARISH COUNCIL

## Marsh Common Safety Inspection Report

Name: D Hopkinson..... Date 23 August 2016.....

Weather...Fine..... Time 12.30.....

<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 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 dying back.
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Very overgrown throughout. Footpath through common and to benches trimmed again.
<b>Trees – Monthly Basis</b>		Willow trees from adjoining land overhanging footpath.
Any overhanging branches need removing?	<input type="checkbox"/>	Overhanging footpath but at a height not to cause obstruction to walkers. Appear reasonably safe.
<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

**From:** Sam

**Subject:** Outreach

**Date:** 7 September 2016 at 12:20:54 BST

**To:** Elaine Pearson FRSA FCIBS ACIB MILCM <clerk@oxenhopeparishcouncil.gov.uk>

**Cc:** Bob Schofield

Hi Elaine

We're hoping for a publication late this month and wondered if you would contribute again. I suspect the topic of possible landlord areas for housing development will be present. If there is a lot of information to report you may want to put information in the main Outreach papers and that is quite welcome.

With best wishes

Sam

## Appendix 4 – Reports

### Allotments Report

Rear of Plots 2b and 11b in need of clearing. Allotment holders will be contacted.

Plot 1 – Have received a number of complaints from other plotholders about the state of the plot. On inspection, I have found broken panes of glass in the greenhouse and vast amount of weeds around the raised beds. I have also been informed that there is a stray cat living in the greenhouse. I have today spoken to Jo Wright, who is the named plotholder. It is not certain who is taking responsibility for the plot, but the potential parties are currently on holiday for 3 weeks. Therefore, I have asked for immediate action to be taken to tidy up the plot. The Wrights will not be leaving until October.

Cllr Joyce Harrop

### Community Public Access Defibrillators (cPADs) Report

Michael McCann, Heart Safe Communities, 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. Following Cllr Cusdin's recommendation at last month's Parish Council meeting, I have visited Oxenhope Pharmacy and briefed them as to the Parish Council's attempts to secure two cPADs for Oxenhope.

Elaine Pearson, Clerk

### Ovenden Wind Farm Update

The wind farm was expected to commence generating electricity in the summer but due to difficulties in delivering the new turbines it is now expected that work could be completed by October. Community Grants will then be available to Groups within 10 Km of the site but for the first three years it will be restricted to groups within 5Km distance. Oxenhope falls within this 5Km. After 3 years it is to be rolled out to cover 7.5Km and then 10Km.

There will be £45K available each year and which is expected to run for about 25 years. A Grants Panel of 6 members living in villages surrounding the site has been formed with support from the Community Foundation for Calderdale.

I have been selected to sit on the Panel. The first meeting of the Grants Panel Meeting was held on 22 August 2016 in Halifax.

As you may be aware, to enable the Grant's Panel to gain experience in determining applications, the CFFC has donated £5K as a pilot exercise. This is available to Groups within Oxenhope, the maximum grant being £1000. There are certain eligible criteria which can be found online or by contacting CFFC on 01422349700. Closing date for applications is 9.0am September 23<sup>rd</sup> 2016.

Online applications are welcomed at <http://www.cffc.co.uk/portfolio/omwf/>

In view of the short deadline I would recommend that we give wide publicity to the Grants Programme.

Cllr Derrick Hopkinson

## **Youth Club Report**

As I reported in the summer, I had a meeting with Abina and Taraf in July to work out the plan for Oxenhope reopening in September, where assurances were given that 3 youth workers would be allocated to the project. I said I wanted a definite reopening date, so that I could advertise to school leavers before they broke up for the summer .

However, despite this, we were unable to go ahead with our planning meeting last Friday as I was informed with very little notice that two out of the three allocated workers are now no longer available to work in Oxenhope on Friday nights.

I have been assured that 3 workers will arrive tomorrow night to allow us to reopen as advertised to our young people, but I have no idea who they are or whether continuity of workers will be possible. We have also not had a chance to plan sessions for this term now. There are also cost implications of this, as we had booked the community centre from the 2<sup>nd</sup> and it was too late to cancel the booking.

I am getting increasingly frustrated with this situation; especially since I can also see that Oakworth Youth Café (which I believe is funded and run entirely by the Youth Service, and gets lower numbers of young people attending) is reopening on Friday run by Taraf who is in charge of the Worth Valley, and they also have JB Sports Coaching sessions planned for their first two weeks back.

At my meeting, I was very clear that I needed to take a back seat this year and that most of the organisation needed to be taken on by the Youth Service. I also stressed that if there were any opportunities for external activities to be brought into our sessions (for example JB Sports Coaches), that they would be gratefully received AND that we had some funds to pay for it.

None of this seems to have been taken on board.

Abina was on annual leave last week, and I have not had time yet to call her this week, but I hope to have a frank conversation with her tomorrow to see where we go from here, as I simply do not have time to reorganise what I thought was already in place.

## **A further update**

I have now had chance to catch up with Abina now she has returned from her annual leave. We have had a frank discussion, and she understands my frustrations and has acknowledged that they could have done a lot better getting Oxenhope back up and running.

She has arranged for us to have 3 fully qualified and experience youth workers at tonight's session. As well as registering new members, they will need to quickly get a handle on the cohort of young people so that they can then go on to plan for the term.

From next week, it has been arranged for us to have 3 consistent workers (2 male and 1 female worker).

Taraf Yaqub remains in the role of overseeing the youth service provision in the Worth Valley, and has previously had a supervisory role for Oxenhope as our qualified workers were part-time; however our new Leader in Charge, Talish Butt, is also a full time qualified youth worker at the same grade as Taraf and so we should be getting a better service from now on as he will be taking the lead for Oxenhope. Talish has been tasked with providing a good service for Oxenhope, and he will be

responsible for all health and safety, operational day to day activities, dealing with complaints, talking to parents about policies and procedures and the content of the sessions.

We still have myself and John Scott as volunteers. I will be taking a lesser role this year, and will be assisting with liaising between the Community Centre and the Youth Club, managing the petty cash and banking, and volunteering at some of the evening sessions; but I am hoping to pass on responsibility for promotion, organisation, resource gathering and planning to the Youth Service as much as possible. I hope that the Youth Service will make efforts to recruit more volunteers for Oxenhope in due course.

I am feeling somewhat reassured but, as this is a completely new team, we will have to see how it turns out in practice. I will continue to push hard for Oxenhope to get a good service!

I will report on how our first session went at next week's meeting.

Cllr Penny Cusdin

### **Highways Issues - Oxenhope**

Meeting with Simon D'Vali (Bradford MDC Highways), Ward Cllr Rebecca Poulsen and Parish Cllr Ken Eastwood, 9 September, 2016

#### **1. Hebden Bridge Road, Cross Lane and West Drive**

Issues discussed included speed of vehicles in 20 mph zone, risks from crossing the road immediately opposite the school gate and difficulties for vehicles pulling out of the top of West Drive.

Agreed that sight lines on the bend are very poor and these are worsened by cars parking opposite the school and at busy times by vehicles turning right out of Cross lane.

#### **Actions**

Highways to progress a Transport Regulation Order restricting parking opposite the school.

Highways to consider a scheme to include an island at the Cross Lane and Hebden Bridge Road junction (and forcing vehicles exiting Cross Lane to only turn left).

Road Safety Team to engage with the school and deliver road safety awareness sessions and materials children can take home to parents and carers.

Number and positioning of 20 mph repeater signs to be reviewed and improved.

Additional 20 mph street markings to be provided either side of the school.

The caution school sign concealed by the 20 mph Vehicle Activation sign to be re-positioned.

#### **2. Hebden Bridge Road approach to Muffin Corner (Station Road mini roundabout)**

Concerns raised about vehicles approaching the junction at speed, downhill, often braking very heavily and occasionally missing the junction entirely.

#### **Actions**

The mini roundabout warning sign outside of The Rookery is shielded by low hanging foliage that Highways will remove.

The roundabout sign at the junction, on the left hand side of the road when viewed facing Cross Roads, is partially obscured by a lighting column. Highways to review re-positioning or installation of additional signage.

#### **3. Station Road & Hebden Bridge Road Junction**



Issue with sight line if turning right from Station Road into Hebden Bridge Road (towards Cross Roads). The boundary wall at The Croft conceals traffic approaching from Cross Roads.

**Actions**

Road markings to be altered at the junction to position vehicles turning right further to the left of the road and to move the stop line further out into Hebden Bridge Road.

**Note** the use of rumble strips in key locations on Hebden Bridge Road would not be considered appropriate due to the close proximity of housing and likely noise nuisance.

Cllr Ken Eastwood