



# OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 7<sup>th</sup> October 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 12<sup>th</sup> October 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 14<sup>th</sup> September
- b) To discuss any matters arising from the minutes (information only)
- c) To note the October 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 made by Bradford Council:

Permission granted - 16/03306/OUT - Construction of five-bed detached dwelling at Land 403166 434645 Hill House Lane

Permission granted - 16/03574/FUL - Construction of detached dwelling (amendment to previously approved scheme 13/02564/FUL dated 22.08.2013) at Ellarbank, Back Leeming (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 October Safety Inspection Report for Marsh Common and the September Safety Inspection Report for the Allotments

### **9. Section 106 monies**

- a) To authorise, or otherwise, Cllr McManus to draft a letter to Bradford Council recommending that the section 106 monies relating to the Brooks Meeting Mill s106 Agreement be utilised in Oxenhope
- b) To note Cllr Maw's report relating to section 106 monies to be spent on Leemingbeck Close

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

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

- a) E-mail dated 15<sup>th</sup> September received from Martin Fagan, The Community HeartBeat Trust
- b) White Rose Update – September edition

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

- a) To note that the first NDP Public Meeting was held on Saturday 1<sup>st</sup> October from 14:00 until 16:00
- b) To authorise, or otherwise, Cllr McManus to sign the minutes of the Public Meeting
- c) To receive an update from Cllr Eastwood as to how many people have signed up for the NDP Stakeholder and Project Groups
- d) To agree a date for the first meeting of the NDP Project Group

**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 Maw re the Community Centre

**13. Financial Matters**

- a) To authorise, or otherwise, section 137 expenditure of £20 to purchase a Remembrance Day wreath
- b) To authorise, or otherwise, Christmas lights expenditure at the Rose Garden of £533.41 (see report below for further details)
- c) To note the internal and external audit reports for the year ended 31<sup>st</sup> March 2016
- d) 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
PKF Littlejohn LLP	101195	£120.00	External Auditor's fee
Green Hill Landscapes Ltd	101196	£192.00	Treatment of Japanese knotweed at Marsh Common
D Hopkinson	101197	£24.94	Rat poison for the allotments
J Harrop	101198	£10.00	Keys for allotment holders

- e) 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	-212.06		212.06		
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	-5547.88			-5547.88	£4,392.12
121. Subscriptions	-547.00			-547.00	£253.00
122. Insurance	-491.16			-491.16	
123. Audit Fee	-170.00			-170.00	
124. Room Hire	-135.00			-135.00	£185.00
125. Stationery & printing	-66.94			-66.94	£282.46
126. Postage	-45.5			-45.50	£14.50
128. Christmas Lights	-71.29			-71.29	£290.59
129. Travel & subsistence	-48.30			-48.30	£101.70
131. Allotments	-177.29			-177.29	
133. Contingency Fund	-6.74			-6.74	£163.26
134. Reserves	-1589.64			-1589.64	
135. Mobile phone	-175.00			-175.00	£104.19
138. Training	-190.00			-190.00	£60.00
139. Outreach	-125.00			-125.00	£250.00
141. Marsh Common	-192.00			-192.00	£490.00
145. Website	-419.59			-419.59	£10.34
146. Oxenhope Youth Club	-1414.22			-1414.22	£2,391.48

Grand Total	£12,709.36	£26,459.50	£3,711.68	£42,880.54
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**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 9<sup>th</sup> November 2016 at 7.30 p.m.

## Appendix 1 – October 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	03/10/16	Yes	Please refer to Cllr Maw's report below

## Appendix 2 – Safety Inspection Reports

### Marsh Common Safety Inspection Report

**Name:** D Hopkinson..... **Date** 4 October 2016.....

**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 reasonably clear
<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.
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>		The remaining Japanese Knotweed has been treated, The Common will soon be free of Knotweed
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Generally overgrown throughout but dying back. Pathways to benches adequate.
<b>Trees – Monthly Basis</b>		Willow trees from adjoining land overhanging footpath have been trimmed back.
Any overhanging branches need removing?	<input type="checkbox"/>	Overhanging branches have been removed, presumably by adjoining landowner.
<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** .....12 September 2016.....

**Weather**...Sunny, windy..... **Time** ..... 9.15 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 or in the following detailed report.**

**Inspector's Signature** .....Joyce Harrop.....

## Appendix 3 – Correspondence

**From:** CHT Secretary <secretary@communityheartbeat.org.uk>

**Subject: Re: Community defibrillators**

**Date:** 15 September 2016 at 16:52:38 BST

**To:** Elaine Pearson <clerk@oxenhopeparishcouncil.gov.uk>

Hello Elaine

Many thanks for letting me speak last night. I hope the council found this useful.

I have attached some background information. To undertake a full project you have to consider the following:

- Cost of the defibrillator and cabinet (the ones I showed last night are £1670 plus delivery)
- Cost of installation (£120-150)
- Training for the community – Cardiac Arrest Response and awareness seminar - £175 per session up to 50 people per session.
- Community signage pack – typically about £35.
- Rescuer safety kit – typically £15
- A governance system – we run the WebNos Governance system which is free.
- Policies and procedures – typically data protection, duty of care, data downloading, defibrillators for the disabled, and others. We provide exemplar policies free for any project we do.
- Under Duty of care we offer free post rescue counselling if required.
- And long term support. We offer a standard annual support agreement at £126 which covers everything. This is optional except where this is done under a managed solution.
- We also undertake all the relevant ambulance service MoU and registrations on your behalf.

We also have a library of other information if it helps. We try as far as is possible to help communities realise that there is a liability and a need to adhere to disability issues. Therefore a defibrillator cabinet should comply with disability requirements, including how it is mounted, and the actual defibrillator needs to cater for people with hearing and sight issues, as well as non-English speakers or those with SEN. The device shown last night meets these requirements.

If done as a commercial transaction then this becomes liable for VAT at current rates. If as a managed solution, then we take care of the VAT. A managed solution also includes all the relevant theft, damage and public liability insurances. Most communities work with us as a managed solution.

You mentioned one site to be in the kiosk. BT have specific requirements for defibrillators in kiosks to protect themselves from liabilities. Since March 2016 the cabinet needs to be low voltage. The one I showed you yesterday was designed to meet BT requirements.

Please also be aware of the Ambulance service 'activation radii' which local to you is 200m. Therefore I would advise looking at a map of the area and planning locations carefully to give maximum cover. We can also provide the VETS service to help with lone rescuer, out of activation radius and child rescuer situations. This is free for the first year, then £100 per annum thereafter.

Please do feel free to contact me if you need more information.

Regards

Martin

## Appendix 4 – Reports

### Allotments Report

Plot 1 – In spite of several promises to clear the plot of weeds, no action has yet been taken. There have been complaints from other plottolders, who have complied with requests to tidy up their plots.

Faced with this predicament with Plot 1, I seek members authorisation that the tenants taking over Plot 1 should be offered a reduced rent for 2017.

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. Unfortunately the Parish Council's application for Haworth Rotary Club to fund the £700 upfront fee was unsuccessful. Having written to Robin Wright, Oxenhope Straw Committee, we will have to wait until week commencing 10<sup>th</sup> October to see whether the Parish Council's application for funding for a cPAD at Leeming was successful.

Elaine Pearson, Clerk

### **Section 106 update**

I met this week with representatives from Your Housing at Leemingbeck Close to finalise the plans to make the scheme accessible. The work includes walk in showers and creation of level access to the ground floor flats. In addition Your Housing is carrying out work to refurbish kitchens and central heating systems. Your Housing is now in the process of working up full costings and once received they can be sent to Bradford council for approval. It is intended that the work would be carried out before the end of the next financial year.

Cllr Tony Maw

### **Community Centre update**

This summer has seen the installation of new fencing around the entrance area, thanks to Pre-School who organised and paid for the improvement. The hall floor has been re-polished and WiFi has been installed thanks to the grant from the Parish Council. Work has also been done to clear all the vegetation in front of the centre and to start clearing growth encroaching on to the car park. The Community Centre has been adopted by the Coop as a local charity to support and it is intended use any funds obtained through this scheme to improve the kitchen facilities. The Community Centre remains well used and continues to be a viable organisation for the village.

Cllr Tony Maw

### **Proposed Christmas lights expenditure at the Rose Garden**

3 x multi colour strings @ £32.47 (to replace broken/missing on main tree)	£97.41
8 x green strings @ £37.67 (for four cherry trees where lights are missing)	£301.36
4 x transformers @ £6.16 (for four cherry trees)	£24.64
Carriage (estimate)	£10.00
Sub total (plus vat)	£433.41
Labour	
1 full day (no vat)	£100.00

Cllr Peter McManus