



OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 4th November 2016

Mrs Elaine Pearson, Clerk to the Parish Council

Tel No.: 07972717058

E-mail: 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 9th November 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 monthly meeting held on 12th October
- b) To discuss any matters arising from the minutes (information only)
- c) To note the November Outstanding Issues Report (information only) (see appendix 1)

5. Correspondence (see appendix 2)

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

- a) Letter received from Oxenhope School Council
- b) E-mail dated 19th October re HGV Prohibition Signs in Denholme and Oxenhope
- c) To note the holding response dated 2nd November received from the Planning Obligations Monitoring Officer relating to the Brooks Meeting Mill section 106 Agreement
- d) To note the e-mail dated 4th November received from Electoral Services confirming that the Parish Council must co-opt to fill the current vacancy as soon as practicable

6. Public question time

To welcome members of the public and to receive their representations

7. Planning

To formulate observations re the following planning applications:

- 16/08334/HOU - Single-storey extension to front and renovations at 1 Back Leeming
16/08330/FUL - Demolition of existing garage and bungalow and construction of new two-storey house and detached double garage at Greenacres Moorhouse Lane
(Details of all planning applications can be viewed at Bradford Council's online planning system <http://www.planning4bradford.com/online-applications/>)

8. Guest Speakers

- a) Police Constable Irving
- b) Worth Valley Ward Councillors
- c) John Parkin, Acting Headmaster at Oxenhope School

9. Oxenhope Rose Garden

- a) To note that Bradford Council has given permission for tree works to be undertaken at the Rose Garden in accordance with application 16/07447/CPN
- b) To discuss immediate requirements and future policy for The Rose Garden

10. Safety Inspection Reports (see appendix 3)

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

11. Schedule of Meetings in 2017 (see appendix 4)

To note the Schedule of Meetings in 2017

13. Oxenhope Neighbourhood Development Plan (NDP)

- a) To note that the first NDP Project Group meeting will be held at 7.00 p.m. on Tuesday 15th November
- b) To receive an update from Cllr Eastwood as to how many people have signed up for the NDP Stakeholder and Project Groups

14. Reports (see appendix 5)

To note/discuss previously circulated reports:

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

15. Financial Matters

- a) To agree the allotment holders rents for 2017
- 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
M K Illumination UK Ltd	101199	£517.69	LEDs for the Rose Garden
Oxenhope Methodist Church	101200	£68.00	Room hire
Haworth, Cross Roads & Stanbury Parish Council	101201	£9.00	30 x A4 laminates for the NDP Public Meeting
Elaine Pearson	101202	£70.09	Expenses

- c) 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	-242.44		242.44		
01. Precept	17459.00			17459.00	
04. Bank Interest Business Base Rate					
05. Grants Received	5639.00			5639.00	
06. VAT repayment					
07. Allotment key deposits	5.00			5.00	
08. Rent Allotment Holders					
09. Bank Interest - Gratuity Account					
119. PAYE & NIC	-210.54			-210.54	
120. Clerk's monthly salary	-6341.44			-6341.44	£3,598.56
121. Subscriptions	-547.00			-547.00	£253.00
122. Insurance	-491.16			-491.16	
123. Audit Fee	-170.00			-170.00	
124. Room Hire	-203.00			-203.00	£117.00
125. Stationery & printing	-66.94			-66.94	£282.46
126. Postage	-45.5			-45.50	£14.50
128. Christmas Lights	-588.98			-588.98	-£200.23
129. Travel & subsistence	-48.30			-48.30	£101.70
130. Grants via Participatory Budgeting					
131. Allotments	-177.29			-177.29	
133. Contingency Fund	-6.74			-6.74	£163.26
134. Reserves	-1589.64			-1589.64	
135. Mobile phone	-200.00			-200.00	£83.36
136. Worth Exploring					
137. Section 137					
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
142. Neighbourhood Development Plan	-9.00			-9.00	
144. Use of David Pearson & Associates premises					

145. Website	-419.59	-419.59	£10.34
146. Oxenhope Youth Club	-1414.22	-1414.22	£2,391.48
Grand Total	£11,265.73	£26,459.50	£3,742.06
			£41,467.29

- d) To transfer £163.26 from the Contingency Fund and £36.97 from Reserves to clear the debit balance of £200.23 re Christmas Lights
- e) To note that the Parish Council's application for additional Smaller Authorities Transparency Funding of £540.00 has been successful

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 14th December 2016 at 7.30 p.m.

Appendix 1 – November outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Any outcome?	Notes/further action required
Affordable Housing	To ensure the section 106 monies amounting to £52k in respect of the development at Woodridge is utilised Leemingbeck Close	Cllr Maw	03/10/16	Yes	Cllr Maw regularly chasing up officials concerned

Appendix 2 – Correspondence

Oxenhope School Council
Oxenhope C of E Primary School
Cross Lane
Oxenhope
BD22 9LE

Dear Mr Eastwood and the Parish council,

We had a talk about your Parish council meeting about making links with the school. If you wanted to come and have a meeting about the Parish council role and how we can work together, Mondays are best for us. We also know that you want to help in the village with projects. We want to do the best we can for the village because Oxenhope is a great place to live and we want to improve it the best we can. We would love to talk about how we can help you with your projects. We have had a talk about it and we thought we could have some bun sales and things like that to help raise money.

We are looking forward to meeting you.

Yours sincerely,
Oxenhope School Council

From: Bruce Andrews <bruce.andrews@bradford.gov.uk>

Date: 19 October 2016 at 17:56:25 BST

To: "clerk@oxenhopeparishcouncil.gov.uk" <clerk@oxenhopeparishcouncil.gov.uk>

Cc: Judith Warren <Judith.Warren@bradford.gov.uk>, Craig Williams <craig.williams@bradford.gov.uk>, Jill Mann <jill.mann@bradford.gov.uk>
Subject: HGV Prohibition Signs in a) Denholme and b) Oxenhope

Dear Elaine,

Firstly, please may I apologise for the delay in forwarding you a reply, your email appears to have slipped through the net.

I have now investigated your request and I would comment as follows.

The first location at a) Denholme at the junction of Halifax Road (A629) with Long Causeway (B6141) does not come under my area.

This area is the responsibility my colleague Craig Williams, so I have copied him in on this reply, and I will ask if he can contact you directly.

The second location b) Oxenhope at the junction of Station Road (B6141) with Lowertown and Yate Lane, I am pleased to say, does come under my area.

There would be a problem erecting a sign on Station Road (B6141) at it's junction with Lowertown due to the location of the bridge over Leeming Water.

However, I agree that it will be possible to erect a blue "Narrow Road 1 mile ahead Unsuitable for HGV's" sign on Station Road (B6141) near it's junction with Yate Lane that would allow any miscreant HGV's to divert along Lowertown, as has been requested.

I will ask my colleague to make arrangements for such a sign to be manufactured and erected at this location, but please note it usually takes approximately 10-12 week for this type of work to be carried out.

Kind Regards

Bruce Andrews
Senior Traffic Engineer
Traffic & Highways (North)

From: Michala Bartle <michala.bartle@bradford.gov.uk>
Date: 2 November 2016 at 15:15:40 GMT
To: "Elaine Pearson" <clerk@oxenhopeparishcouncil.gov.uk>
Subject: RE: Planning Consent 15/05054/MAF Granted 24/02/2016

Hi

I have asked my colleagues in education and am waiting for them to let me know. As soon as I hear, I will be in touch.

Thank you

Michala Bartle
Planning Obligations Monitoring Officer
Planning, Transportation & Highways

From: Adam Ciotkowski <adam.ciotkowski@bradford.gov.uk>
Subject: Vacancy - Oxenhope Parish Council
Date: 4 November 2016 at 12:32:55 GMT
To: "clerk@oxenhopeparishcouncil.gov.uk" <clerk@oxenhopeparishcouncil.gov.uk>

Good afternoon,

I am writing to inform you that the deadline has now passed to call an election to fill the Oxenhope Parish Council vacancy.

The required request from ten electors in the Parish Ward was not received, therefore in accordance with the Local Elections (Parishes and Communities) Rules 1986, the Parish Council must co-opt to fill the vacancy as soon as practicable. I would be grateful if you could notify me when this process is complete.

Kind regards,

Adam Ciotkowski
Electoral Services Assistant
Electoral Services

Appendix 3 – Safety Inspection Reports

Marsh Common Safety Inspection Report

Name: D Hopkinson..... **Date** 31 October 2016.....

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

Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		No major issues found
Water free flowing?	<input type="checkbox"/>	Yes. Very minimal flow in both culverts.
Free of debris?	<input type="checkbox"/>	Culvert and ditches reasonably clear
Footpath - Monthly Basis		Footpath through common reasonable but narrow.
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.
Seating – Monthly Basis		
Any defects which may cause personal injury?	<input type="checkbox"/>	None
Adequately secured to the ground?	<input type="checkbox"/>	Yes
Gates – Monthly Basis		
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
Vegetation – Monthly Basis		All knotweed has died back.
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	Generally overgrown throughout but dying back. Pathways to benches adequate.
Trees – Monthly Basis		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.
Fencing – Monthly Basis		
Any defects?	<input type="checkbox"/>	Reasonable but some fencing alongside willow trees leaning and damaged.
Boundary walls – Monthly Basis		
Any defects?	<input type="checkbox"/>	Reasonably sound apart from a small area adjoining 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 SignatureD Hopkinson.....

Allotments Safety Inspection Report

Name: ...Joyce Harrop..... **Date**16 October 2016.....

Weather...Fine. Wet underfoot..... **Time** 5.00 pm.....

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

Appendix 4 – Schedule of Meetings in 2017



OXENHOPE PARISH COUNCIL

CALENDAR OF COUNCIL MEETINGS FOR 2017

Date	Type	Venue	Time
11 th January 2017	Monthly Meeting	Methodist Church	7.30 p.m.
25 th January 2017	Allotm't Holders Forum	Methodist Church	7.30 p.m.
8 th February 2017	Monthly Meeting	Methodist Church	7.30 p.m.
8 th March 2017	Monthly Meeting	Methodist Church	7.30 p.m.
12 th April 2017	Annual Parish Meeting	Methodist Church	7.00 p.m.
12 th April 2017	Monthly Meeting	Methodist Church	7.30 p.m.
10 th May 2017	Annual Meeting	Methodist Church	7.30 p.m.
14 th June 2017	Monthly Meeting	Methodist Church	7.30 p.m.
12 th July 2017	Monthly Meeting	Methodist Church	7.30 p.m.
9 th August 2017	Monthly Meeting	Methodist Church	7.30 p.m.
13 th September 2017	Monthly Meeting	Methodist Church	7.30 p.m.
11 th October 2017	Monthly Meeting	Methodist Church	7.30 p.m.
8 th November 2017	Monthly Meeting	Methodist Church	7.30 p.m.
13 th December 2017	Monthly Meeting	Methodist Church	7.30 p.m.

Notes

1. Annual Parish Meeting. Although this meeting will be chaired by the chairman of Oxenhope Parish Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Parish Meeting must be held between 1st March and 1st June, **Local Government Act 1972 schedule 12 paragraph 14.**
2. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and the eighteenth day after the election (inclusive), **Local Government Act 1972 schedule 12 paragraph 7.**

Mrs Elaine Pearson, Clerk
Tel No.: 07972717058 E-mail: clerk@oxenhopeparishcouncil.gov.uk



Appendix 5 – Reports

Allotments Report

The growing season appears to be at an end.

Most plots are exceptionally tidy. Others are struggling slightly.

Plot 1A/1B – not much progress with removal of weeds, but I am assured that things will be happening.

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. The Oxenhope Straw Committee has granted £700 towards the Leeming cPAD. A Parish Council funding bid of £2,700 has been endorsed by the Brunswick Chapter of Royal Arch Masons No. 408, Haworth and will be considered on 3rd December for Provincial Grand Master's Funding.

Elaine Pearson, Clerk