



OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 9th December 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 14th December 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 9th November
- b) To discuss any matters arising from the minutes (information only)
- c) To note the December 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:

16/08791/FUL | Replacement agricultural building | West Croft Farm Hebden Bridge Road
15/07479/MAF & 15/07481/LBC | Mixed Use Development Comprising: Change of use, alteration, conversion, extension and partial demolition of existing mill buildings to develop 45 retirement living apartments; construction of 77 new dwellings including associated access; construction of an extension to the existing industrial building accommodating Airedale Springs; construction of a new factory for Wyedean Weaving; provision of junction improvement works, landscaping works, flood water storage works, parking and links to public footpaths. RE-CONSULTATION: REVISED/ ADDITIONAL PLANS & INFORMATION RECEIVED NOV & OCT 2016 | Bridgehouse Mills Bridgehouse Lane Haworth
16/08775/HOU | Two storey extension to side | 15 Denby Mount
16/07909/FUL | Conversion of stables to form one dwelling | Land North Of Well Cottage Black Moor Road

16/09027/HOU | Demolition of existing garage, construction of two storey side extension, single storey porch and detached double garage | Westaways Moorhouse Lane
16/09266/HOU | Rebuild porch to original design | Keepers Lodge Hebden Bridge Road

To note the following decisions made by Bradford Council:

Permission granted - 16/08643/SCR | EIA screening opinion for gritstone extraction | Land To Rear Of New Stones Farm Hebden Bridge Road

Permission granted – 16/06528/FUL – Construction of agricultural building at Stairs Bottom Farm, Outside Lane

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

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

Permission granted – 16/06259/HOU – Rebuild and extension of fire damaged dwelling at Upper Isle Farm, Isle Lane

Permission refused – 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 Irving
- b) Worth Valley Ward Councillors
- c) John Parkin, Acting Headmaster at Oxenhope School
- d) Ross Graham, Acting Chairman of Keighley & Worth Valley Railway's Operating Company re the Flying Scotsman

8. Parish Councillor 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.

- a) The three candidates (who have already indicated their interest to be co-opted) to each give short presentations as to what they can offer to the Parish Council
- b) Existing members of the Parish Council to vote on which candidate should be co-opted
- c) The successful candidate to sign the Declaration of Acceptance of Office

9. Parish Council Vacancy for a Clerk & Responsible Financial Officer

- a) To note that the current Clerk & Responsible Financial Officer has tendered her notice to retire at the end of February 2017
- b) The Clerk to address the meeting to formally announce her plans and to talk about her time with the Parish Council

10. Consultations

- a) To discuss consultation processes in the village
- b) To consider opportunities to engage fully with residents

11. Correspondence (see appendix 2)

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

- a) E-mails dated 10th & 11th November re the Co-op's new signage
- b) E-mail dated 10th November re highway signage on Cross Lane
- c) E-mail dated 11th November re planning consent 15/05054/MAF and section 106 monies

12. Oxenhope Rose Garden

To receive an update from Cllr McManus as regards the Parish Council's consultation

13. Safety Inspection Reports (see appendix 3)

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

14. Oxenhope Neighbourhood Development Plan (NDP)

- a) To note the minutes of the first NDP Project Group meeting held on Tuesday 15th November and Cllr McManus to sign these minutes
- b) To note that the second NDP Project Group meeting will be held at 7.00 p.m. on Thursday 26th January

15. Reports (see appendix 4)

To note/discuss previously circulated reports:

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

16. Financial Matters

- a) To authorise, or otherwise, the first draft of the 2017/18 budget (see appendix 5)
- 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
Ken Eastwood	101203	£12.00	Cylinder keys
Post Office	101204	£105.27	NI contributions
Digital Nomads Limited	101205	£648.00	Website management & content population (Transparency Code requirements)

- c) To note the following trial balance:

	A/c				Budget remaining
	Current	Deposit	Gratuity	Grand Total	
Analysis					
001. Balance b/fwd	1441.51	26459.50	3499.62	31400.63	
002. Transfer	-10273.12	10000.00	273.12		
01. Precept	17459.00			17459.00	

04. Bank Interest Business Base Rate		8.38		8.38	
05. Grants Received	6651.00			6651.00	
07. Allotment key deposits	5.00			5.00	
09. Bank Interest - Gratuity Account			0.89	0.89	
119. PAYE & NIC	-315.81			-315.81	
120. Clerk's monthly salary	-7142.04			-7142.04	£2,797.96
121. Subscriptions	-582.00			-582.00	£218.00
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	-108.41			-108.41	£240.99
126. Postage	-53.18			-53.18	£6.82
128. Christmas Lights	-388.75			-388.75	
129. Travel & subsistence	-69.24			-69.24	£80.76
131. Allotments	-177.29			-177.29	
133. Contingency Fund	-170			-170.00	
134. Reserves	-1638.61			-1638.61	
135. Mobile phone	-225.00			-225.00	£62.53
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	
145. Website	-1067.59			-1067.59	
146. Oxenhope Youth Club	-1414.22			-1414.22	£2,391.48
Grand Total	£741.09	£36,467.88	£3,773.63	£40,982.60	

17. Minor items and items for next agenda

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

18. To note the date and time of the next meeting

Monthly meeting on Wednesday 11th January 2017 at 7.30 p.m.

Appendix 1 – December 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

From: Peter Timbrell <peter.timbrell@bradford.gov.uk>

Subject: RE: New signage of the Co-op on Station Road Oxenhope

Date: 10 November 2016 at 15:13:58 GMT

To: "Elaine Pearson" <clerk@oxenhogetherishcouncil.gov.uk>

Hi Elaine

I'm sorry about the delay. I've passed the matter on to our enforcement team to look into the history.

I know the Co-Op has been changing its signage on various stores around the district and it may well be that consent has been granted for the new adverts here too.

If the light is perhaps disturbing neighbours then there may well be a nuisance issue that environmental health officers could look into.

Any kind of bright illumination, particularly in the countryside and villages is one of my pet hates and I agree Station Road shouldn't have unnecessary levels of light, but lux levels aren't routinely set so far as I am aware. Mostly this kind of shop lighting isn't a problem.

We could contact the Co-op head office and ask them to consider a lower wattage in the sign. Is the sign on all night?

Peter

From: Coral Tyrell-Parker <coral.tyrell-parker@bradford.gov.uk>

Subject: FW: New signage of the Co-op on Station Road Oxenhope

Date: 11 November 2016 at 11:35:12 GMT

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

Cc: Peter Timbrell <peter.timbrell@bradford.gov.uk>

Good Morning Elaine,

Your e-mail regarding the above matter was passed onto to me for a response.

I can tell you that express advertisement consent was granted for the signage at the premises on the 4th November 2016, under application number 16/07519/ADV.

Please do not hesitate to contact me if you require any further information and or assistance.

Regards.

Coral Tyrell-Parker
Senior Enforcement Officer

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

Subject: Cross Lane, Oxenhope - Reports that people are abusing the Cross Lane one way system - Not only motorists but also cyclists.

Date: 10 November 2016 at 13:08:53 GMT

To: "Elaine Pearson" <clerk@oxenhogetherishcouncil.gov.uk>

Hello Elaine,

Thank you for you email yesterday regarding the above issue.

I confirm that I will investigate if the signs needs improving.

Kind regards

Bruce Andrews

Senior Traffic Engineer
Traffic & Highways (North)

From: Michala Bartle <michala.bartle@bradford.gov.uk>

Subject: RE: Planning Consent 15/05054/MAF Granted 24/02/2016

Date: 11 November 2016 at 13:55:45 GMT

To: "Elaine Pearson" <clerk@oxenhogetherishcouncil.gov.uk>

Dear Elaine

Apologies for not getting back to you sooner.

I have now got confirmation from colleagues in education that S106 money that the money, when paid, will be spent on Haworth Primary as planned. The school was not an academy when it was identified for the Section 106 Agreement funding however it will still benefit from the payment.

I hope this helps. If you require any further information, please do not hesitate to contact me.

Regards

Michala Bartle
Planning Obligations Monitoring Officer

Appendix 3 – Safety Inspection Reports

Marsh Common Safety Inspection Report

Name: D Hopkinson..... **Date** 22 November 2016.....

Weather...Overcast..... **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. Medium flow in both culverts.
Free of debris?	<input type="checkbox"/>	Culvert and ditches reasonably clear
Footpath - Monthly Basis		Footpath through common reasonable but muddy in places following heavy rain.
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"/>	All has died back
Trees – Monthly Basis		Willow trees from adjoining land overhanging footpath have been trimmed back.
Any overhanging branches need removing?	<input type="checkbox"/>	Most of branches overhanging footpath have been removed, Those remaining look safe
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** ...21 November 2016.....

Weather...Raining. Extremely wet underfoot..... **Time** 10.30 am.....

	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 – Reports

Allotments Report

The pathway is currently covered in moss.

Cllr. Hopkinson has kindly agreed to spray with moss-killer when weather conditions become dry.

Plot 1A/1B – work on these plots appears to have started.

The season of mists and mellow fruitfulness has given way to one of fog and precipitation of one kind or another and ploholders have sensibly hibernated.

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 19th December for Provincial Grand Master's Funding. Following the Parish Council's article in the latest edition of Outreach, a parishioner has very kindly donated £40 towards one of the cPADs.

Elaine Pearson, Clerk

Appendix 5 – First draft of the 2017/18 budget

Predicted spending:			
2016/17		2017/18	
	<u>Administration</u>		
9940	Clerk's salary ¹	9950	
340	Stationery and printing ²	340	
250	Mobile phone	250	
60	Postages	60	
275	Office costs	300	
150	Travel and subsistence	150	
150	Internal and external audits ³	150	
	Total		11200
800	Subscriptions ⁴	800	
320	Room Hire ⁵	170	
475	Insurance	500	
250	Training	250	
100	Marketing	100	
375	Outreach	375	
	Total		2195
	<u>Projects (To be agreed by resolution)</u>		
350	Christmas Lights ⁶	350	
650	Maintenance of Marsh Common	200	
100	Telephone kiosks	100	
3570	Youth Club	3570	
0	Contribution towards the 812 bus service	0	
2000	Neighbourhood Development Plan	2000	
360	Website	360	
	Total		6580

170	Contingency Fund ⁷	170		
2500	Grants via Participatory Budgeting & OPC approval	2500		
5000	Take over of services previously provided by CoBMDC	5000		
	Total		7670	
28185	Total Predicted Spending			27645
	Predicted Income:			
10000	Transfer from reserves ⁸		10000	
	Total		10000	
	Total Predicted Income			10000
18185	Precept (Spending - Income)			17645

Based on Bradford Council's latest figures, the Council Tax Support Grant will be £726 (2016/17 Council Tax Support Grant was £726)

With a Tax Base of 1012 then the Parish Council Tax for a Band D Property would be £16.72 (2016/17 Tax Base was 1012 and Band D tax was £17.25)

- Notes:
1. Salary scale 29, hours per week 14.
 2. Includes the printing of 50 Annual Reports for collection at the Co-Op
 3. This assumes the Parish Council's income/expenditure is < £50,000
 4. Includes annual web site hosting fee and annual subscriptions to
ICO, SLCC &
YLCA
 5. All room hire at Oxenhope Methodist Church
Current charges £10 per session May - Sept (£18 Oct - Apr)
 6. Based on 2016 - 17 energy consumption and anticipated 2017 - 18 electrician's fees
 7. Fund to pay for any unforeseen expenditure
 8. Forecast amount of reserves as at 31st March 2016 £25,000.00
 9. Earmarked funds for additional allotments £3,634.00