



# OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 6<sup>th</sup> January 2017  
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 11<sup>th</sup> January 2017 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 14<sup>th</sup> December
- b) To discuss any matters arising from the minutes (information only)
- c) To note the January 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 application:

16/09172/FUL - Construction of single storey lounge extension at Thornton Moor Reservoir House, Thornton Moor 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) John Parkin, Acting Headmaster at Oxenhope School

### **8. Participatory Budgeting**

To agree the processes necessary to ensure another year's successful scheme of Participatory Budgeting, to include:

- a) Agreed publicity
- b) Agreed date, time and venue of the 'Public Session'
- c) Agreed processes for groups not having a constitution and/or a bank account

### **9. Correspondence (see appendix 2)**

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

- a) Letter dated 19<sup>th</sup> December received from the West Riding Masonic Charities Limited confirming a grant of £1,000 towards the community defibrillator at Leeming
- b) E-mail received from Pennine Prospects re the future of LEADER funding
- c) E-mail dated 5<sup>th</sup> January re the next Flying Scotsman meeting

### **10. Safety Inspection Reports (see appendix 3)**

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

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

- a) To note that a meeting has been arranged for Cllr McManus and representatives of IntegreatPLUS to meet Bradford Council NDP officers Emma Higgins and Bill Caulfield, on 23<sup>rd</sup> January
- b) To note that the second NDP Project Group meeting will be held at 7.00 p.m. on Thursday 26<sup>th</sup> January

## 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 McManus re Oxenhope Rose Garden

## 13. Financial Matters

- a) To authorise, or otherwise, the second draft of the 2017/18 budget (see appendix 5)
- b) To authorise, or otherwise, that a sum of £20,000 be invested in a Unit Linked onshore Investment Bond offered by the Prudential
- c) To authorise, or otherwise, the estimate received from Victor Blackman to remove Christmas lights off the large fir tree in Oxenhope Rose Garden

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
Yorkshire Water	101206	£12.26	Water usage at the allotments
Victor Blackman	101207	£100.00	Fixing 11 x LED String Lite lights and four transformers at Oxenhope Rose Garden
Oxenhope PCC	101208	£250.00	Contributions towards Outreach for the Autumn and Winter editions
YLCA	101209	£15.00	Clerk's vacancy advert on website
Elaine Pearson	101210	£61.57	Expenses

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	-10303.50	10000.00	303.50		
01. Precept	17459.00			17459.00	
04. Bank Interest Business Base Rate		8.38		8.38	
05. Grants Received	8351.00			8351.00	
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	-7935.60			-7935.60	£2,004.40
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	-132.38			-132.38	£217.02
126. Postage	-53.18			-53.18	£6.82
128. Christmas Lights	-488.75			-488.75	
129. Travel & subsistence	-86.84			-86.84	£63.16
131. Allotments	-189.55			-189.55	
133. Contingency Fund	-170			-170.00	
134. Reserves	-1653.61			-1653.61	
135. Mobile phone	-250.00			-250.00	£41.70
137. Section 137	-20.00			-20.00	
139. Outreach	-375.00			-375.00	
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
<b>Grand Total</b>	<b>£1,153.32</b>	<b>£36,467.88</b>	<b>£3,804.01</b>	<b>£41,425.21</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 8<sup>th</sup> February 2017 at 7.30 p.m.

**Appendix 1 – January outstanding issues report**

<b>Subject</b>	<b>Issues</b>	<b>Responsibility</b>	<b>Date last actioned</b>	<b>Any outcome?</b>	<b>Notes/further action required</b>
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**



## West Riding Masonic Charities Limited

20 Castle Grove Drive, Leeds LS6 4BR

Telephone: 0113 2782451 Email: [pgf@wvprovince.co.uk](mailto:pgf@wvprovince.co.uk)

Oxenhope Parish Council  
Oxenhope Methodist Church  
West Drive  
Oxenhope

Tree Tops  
Manor Lane  
Adwick-upon-Deerne  
Mexborough  
S64 0NN

Date: 19<sup>th</sup> December 2016

Tel Home 01709 587635 Mob. 07766318070  
Email: [iw.mason@zen.co.uk](mailto:iw.mason@zen.co.uk)

Our Ref: Minor 16/17-05

Dear Sir,

PGM's Fund Grant  
Proposed by Brunswick Chapter No. 408

I am delighted to inform you that the Freemasons of Yorkshire West Riding through West Riding Masonic Charities Ltd. have awarded you a grant of £1000 from the PGM's Fund and a cheque for this amount is enclosed.

This award is granted solely for the purpose of financing the project contained in the application submitted by the proposing chapter, namely, towards the purchase of a defibrillator.

Please be aware that if the Project for which this money is intended does not go ahead, for whatever reason, then the money must be returned.

Your assistance in gaining maximum publicity for this grant would be appreciated and representatives from the Lodge will be pleased to liaise with you on this matter.

Finally, please accept our sincere appreciation for the excellent work that you do. The Freemasons of Yorkshire West Riding are pleased to be associated with you and hope that your success goes from strength to strength.

With very best wishes.

Yours faithfully,

Ian Wright  
Administrator of PGM's Fund



Registered Charity No. 212073 Company No. 399211

**LEADER funding for the South Pennines has been confirmed and will remain in place until Britain leaves the EU.**

This means that we are now open for business again and can start accepting new applications for funding. To remind you; to be eligible projects must be within a LEADER area, should create jobs and must meet one of the 6 priority areas of:

- **Support for increasing farm productivity;**
- **Support for micro and small enterprises and farm diversification;**
- **Support for rural tourism;**
- **Provision of rural services;**
- **Support for cultural and heritage activity;**
- **Support for increasing forestry productivity.**

There are further details on our website <http://www.southpenninesleader.co.uk> but we would always encourage you to ring and speak to Rachael or Candy to chat over your idea and check your eligibility.

To date our programme has awarded **£188,253** which has attracted further investment of **£282,370** giving a total investment into the South Pennines of a fabulous **£470,632!** This money will also result in the creation of 9 new jobs. This funding has gone into such diverse projects, including a grant to open a burger bar using locally produced meat, improvements to a dairy farm leading to increased sustainability for a number of dairy farmers in the Calder Valley and Forestry equipment which will enable the management of un-used woodland, improving environmental diversity as well as economic growth.

We're really looking forward to receiving your applications and investing in the South Pennines!

**From:** Ross Graham <[rmrgraham@icloud.com](mailto:rmrgraham@icloud.com)>  
**Subject:** **Next Flying Scotsman meeting**  
**Date:** 5 January 2017 at 21:07:22 GMT  
**To:** [clerk@oxenhopeparishcouncil.gov.uk](mailto:clerk@oxenhopeparishcouncil.gov.uk)

Good evening Elaine

Our next meeting will take place on 16 January at the Old White Lion, Haworth commencing at 1700. David Senior of Haworth is attending; if either the leader or a representative from Oxenhope would like to come, he or she will be made most welcome. As much if the meeting will not be particularly interesting to the layman, an early exit will not be the subject of adverse comment!

Kind regards

Ross

## **Appendix 3 – Safety Inspection Reports**

**OXENHOPE PARISH COUNCIL**

**Marsh Common Safety Inspection Report**

**Name:** D Hopkinson..... **Date** 11 December 2016.....

**Weather** Fine but dull..... **Time** 11.00.....

<b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		No major issues found
Water free flowing?	<input type="checkbox"/>	Yes. Smallflow in both culverts.
Free of debris?	<input type="checkbox"/>	Culvert and ditches reasonably clear
<b>Footpath - Monthly Basis</b>		Footpath through common reasonable but muddy in places.
Any defects e.g. pot holes, glass etc?	<input type="checkbox"/>	None apparent, but in need of resurfacing with hardcore.
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>		
Any vegetation need removing and/or cutting well back?	<input type="checkbox"/>	All has died back.
<b>Trees – Monthly Basis</b>		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 appear 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 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 Signature .....D Hopkinson.....**

**OXENHOPE PARISH COUNCIL**

**Allotments Safety Inspection Report**

**Name:** ...Joyce Harrop..... **Date** ...10 December 2016.....

**Weather**...Fine - wet underfoot..... **Time** 10.20 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.**

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

## **Appendix 4 – Reports**

### **Allotments Report**

No appreciable change from last month.

Most allotments have been put to bed for the winter.

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 had been endorsed by the Brunswick Chapter of Royal Arch Masons No. 408, Haworth and was considered on 19<sup>th</sup> December for Provincial Grand Master's (PGM) Funding. Correspondence dated 19<sup>th</sup> December confirmed that the Parish Council had been awarded a grant of £1,000 from the PGM's Fund. Following the Parish Council's article in the Autumn edition of Outreach, one parishioner had very kindly donated £40 towards one of the cPADs. Another parishioner hearing that the Parish Council's bid of £2,700 only attracted £1,000 of funding has very kindly agreed to donate £700 for the upfront fee required for the Oxenhope Station cPAD. The Clerk is currently waiting for written confirmation from Keighley & Worth Valley Railway that the Railway will fund the £1,000 required for the cPAD at the Station in two years time.

Elaine Pearson, Clerk

### **Oxenhope Rose Garden – Landscape Design Interim Report January 2017**

Cllr Eastwood and I had a very interesting two-hour meeting with our volunteer landscape designer, Paul Redshaw of Silsden. Paul does have good experience of planning similar public gardens and has been involved in capital grant funding for several projects, the nearest one to us being The Peace Garden in Bradford city centre.

Paul will produce an initial report for us with ideas for various sections of the garden, which should be with us in time for the February OPC meeting.

His initial impression is that we should leave the overall plan of the garden as it is. Build up the number of Flowering Cherry Trees and leave the central conifer feature as the central focal point. We talked about possibly breaking up the lawn sections with two additional paths, though that could be in a future phase. We also discussed requirements for a planting scheme for the beds that would provide a visually attractive landscape requiring minimal future maintenance.

We discussed many of the consultation comments, including making a new entrance at Muffin Corner. This would actually tie in with plans to open up the site and also with discussions and comments, through Neighbourhood Planning and elsewhere, about facilities and information for visitors (particularly those arriving from the railway).

Paul believes we should link in the future of the Rose Garden with the history of the village. Whilst we all agreed it should not become a "Memorial Garden" it was felt that parts of the site could draw on history and have some memorial aspects. Cllr Eastwood and I have agreed to look in more detail at the history of the site and of its previous ownership.

In terms of progress we have set a target for initial works during 2017 and completion in Summer/Autumn 2018 possibly with an event to commemorate the 100th Anniversary of the end of World War I and linking to the war dead of the village.



Paul made some useful observations and suggestions about the development of a maintenance plan for the site – something we will need to consider in detail as a pre-cursor to any asset transfer process and possibly a requirement of some grant funding applications.

Cllr Peter McManus

## **Appendix 5 – Second draft of the 2017/18 budget**

Oxenhope Parish Council

Budget 2017/18

<b>Predicted spending:</b>			
<b>2016/17</b>	<b>Administration</b>	<b>2017/18</b>	
9940	Clerk's salary <sup>1</sup>	9950	
340	Stationery and printing <sup>2</sup>	1500	
250	Mobile phone	250	
60	Postages	60	
275	Office costs	300	
150	Travel and subsistence	150	
150	Internal and external audits <sup>3</sup>	150	
	Total		12360
800	Subscriptions <sup>4</sup>	975	
320	Room Hire <sup>5</sup>	170	
475	Insurance	500	
250	Training	500	
100	Marketing	100	
375	Outreach	375	
	Total		2620
	<b>Projects (To be agreed by resolution)</b>		
350	Christmas Lights <sup>6</sup>	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	750	
	Total		6970
170	Contingency Fund <sup>7</sup>	170	
2500	Grants via Participatory Budgeting & OPC app	2500	
5000	Take over of services previously provided by CoBMDC	5000	
	Total		7670
<b>28185</b>	<b>Total Predicted Spending</b>		<b>29620</b>
	<b>Predicted Income:</b>		
10000	Transfer from reserves <sup>8</sup>		5000
	Total		5000
	<b>Total Predicted Income</b>		5000
<b>18185</b>	<b>Precept (Spending - Income)</b>		<b>24620</b>

Based on Bradford Council's latest figures, the Council Tax Support Grant will be £985 (2016/17 Council Tax Support Grant was £726)

With a Tax Base of 1016 then the Parish Council Tax for a Band D Property would be £23.26 (2016/17 Tax Base was 1012 and Band D tax was £17.25)

Notes:

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