



OXENHOPE PARISH COUNCIL

Signed: *Elaine Pearson* 3rd February 2017
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 8th February 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 11th January
- b) To discuss any matters arising from the minutes (information only)
- c) To note the February 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:

17/00297/FUL - Construction of one new dwelling with altered access at Moorhouse Farm, Moorhouse Lane

17/00477/FUL - Construction of one dwelling at 21 Moorhouse Lane

To note the following decisions made by Bradford Council:

Permission refused - 16/09027/HOU - Demolition of existing garage, construction of two storey side extension, single storey porch and detached double garage at Westaways Moorhouse Lane

Permission granted - 16/09266/HOU - Rebuild porch to original design at Keepers Lodge Hebden Bridge Road

Permission granted - 16/08330/FUL - Demolition of existing garage and bungalow and construction of new two-storey house and detached double garage at Greenacres Moorhouse Lane

Permission granted - 16/08791/FUL - Replacement agricultural building at West Croft Farm Hebden Bridge Road

Permission granted - 16/08775/HOU - Two storey extension to side at 15 Denby Mount (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

8. Community Defibrillator Scheme

- a) To discuss the community defibrillator scheme in Oxenhope and to choose between shortlisted suppliers
- b) To authorise, or otherwise, expenditure of up to £3,800 to purchase and install two community defibrillators and enclosures and to sign-up to annual servicing arrangements

9. Participatory Budgeting Scheme (PBS)

- a) To note the response received from Yorkshire Local Councils Associations dated 19th January (see appendix 2)
- b) To discuss whether the PBS should be opened up to groups without constitutions and bank accounts

10. Safety Inspection Reports (see appendix 3)

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

11. Allotments

To note that the allotment holders Open Forum was held on 25th January and Cllr Harrop to sign the notes of the Forum

12. Oxenhope Neighbourhood Development Plan (NDP)

- a) To receive a report from Cllr McManus following the meeting with representatives of IntegreatPLUS and Bradford Council NDP officers Emma Higgins and Bill Caulfield, on 23rd January
- b) To note the minutes of the second NDP Project Group meeting held on Thursday 26th January and Cllr McManus to sign these minutes

13. 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 Leemingbeck Close
- d) Cllr Maw re Oxenhope Community Centre

14. Financial Matters

- a) To authorise, or otherwise, that a sum of £20,400 be invested in a Unit Linked onshore Investment Bond offered by the Prudential
- b) To authorise, or otherwise, that £60 is spent on aggregate to alleviate the muddy turning circle at the allotments
- c) To authorise, or otherwise, that £50 be transferred from Reserves to clear the current deficit on Christmas Lights

- 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
City of Bradford Metropolitan District Council	101211	£664.00	Recovery of overpaid amount of the Allotment Grant
Victor Blackman	101212	£50.00	Removal of LED lights from the fir tree in the Rose Garden
Oxenhope Methodist Church	101213	£74.00	Room hire
Post Office	101214	£70.18	National Insurance Contributions
Elaine Pearson	101215	£322.29	Expenses including 'use of home' as OPC office (11 months)
Keighley Tree Services	101216	£720.00	Work carried out in the Rose Garden as per quote 2677
Elaine Pearson	101217	£1128.40	Repayment of the tax free element of the Gratuity Account

- 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	-10333.88	10000.00	333.88		
01. Precept	17459.00			17459.00	
04. Bank Interest Business Base Rate		8.38		8.38	
05. Grants Received	10086.00			10086.00	
06. VAT repayment					
07. Allotment key deposits	5.00			5.00	
08. Rent Allotment Holders					
09. Bank Interest - Gratuity Account			0.89	0.89	
119. PAYE & NIC	-385.99			-385.99	

120. Clerk's monthly salary	-8729.16			-8729.16	£1,210.84
121. Subscriptions	-582.00			-582.00	£218.00
122. Insurance	-491.16			-491.16	
123. Audit Fee	-170.00			-170.00	
124. Room Hire	-277.00			-277.00	£43.00
125. Stationery & printing	-151.86			-151.86	£200.20
126. Postage	-53.18			-53.18	£6.82
128. Christmas Lights	-538.75			-538.75	-£50.00
129. Travel & subsistence	-102.64			-102.64	£47.36
130. Grants via Participatory Budgeting					
131. Allotments	-189.55			-189.55	
132. Gratuity Account			-1128.4	-1128.4	
133. Contingency Fund	-170			-170.00	
134. Reserves	-3072.62			-3072.62	
135. Mobile phone	-275.00			-275.00	£20.87
137. Section 137	-20.00			-20.00	
138. Training					
139. Outreach	-375.00			-375.00	
141. Marsh Common	-192.00			-192.00	£490.00
142. Neighbourhood Development Plan	-9.00			-9.00	
144. Use of David Pearson & Associates premises	-252.00			-252.00	
145. Website	-1067.59			-1067.59	
146. Oxenhope Youth Club	-1414.22			-1414.22	£2,391.48
Grand Total	£138.91	£36,467.88	£2,705.99	£39,312.78	

15. Minor items and items for next agenda

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

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

Monthly meeting on Wednesday 8th March 2017 at 7.30 p.m.

Appendix 1 – February 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	02/02/17	Yes	See Report in Appendix 4

Appendix 2 – Correspondence

From: Sheena Spence <Sheena.Spence@yorkshirelca.gov.uk>

Subject: Oxenhope Parish Council - Participatory Budgeting (Our ref: JAN41)

Date: 19 January 2017 at 13:28:47 GMT
To: Elaine Pearson <clerk@oxenhogetherishcouncil.gov.uk>

FROM: SHEENA SPENCE
CHIEF OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Elaine,

OXENHOPE PARISH COUNCIL – PARTICIPATORY BUDGETING (PB)

Thank you for your e-mail of 12 January in which you seek advice for Oxenhope Parish Council in the PB process.

You have explained that the Council would be keen to extend its PB scheme to groups without constitutions and bank accounts but in having this discussion the authority is minded as to the risk factors of such action and therefore YLCA won't give any further advice in this regard. The Associations also appreciate that there will be needy ad hoc groups who might not have such a formal system of governance. I note that we addressed some issues regarding unconstituted groups in our advice of 2 November 2015 but that this was on a slightly different theme.

The council has suggested that it could reimburse volunteers for the cost of equipment/goods upon receiving written and photographic evidence that the work has been carried out/goods purchased. YLCA is of the opinion that this would be possible and that the relevant power to make the reimbursement would likely be Section 111 of the Local Government Act 1972, which is an overarching power that a local authority can use when an action is conducive to or to facilitate one of its functions. Use of this power assumes that the Council will have an initial power to make the grant, ie where it agrees to fund the hiring of a skip for a group, it would need to identify the legislative power that the grant was being made under. For unconstituted groups it seems likely that this is going to be Section 137 of the Local Government Act 1972 and then the reimbursement results in facilitating this function under Section 111.

I hope that this is helpful.

Yours sincerely
Sheena.

Appendix 3 – Safety Inspection Reports

Allotments Safety Inspection Report

Name: ...Joyce Harrop..... **Date**23 January 2017.....

Weather...Sunny, Frosty & Icy..... **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?	√	Report received of fire on windy day in December causing nuisance to neighbours.
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.....

Marsh Common Safety Inspection Report

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

Weather Fine but overcast..... **Time** 12.15.....

Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		No changes or major issues found
Water free flowing?	<input type="checkbox"/>	Yes. Small 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.
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.
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		
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 appear 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

I certify that I inspected Marsh Common on the above date when the only defects observed were those recorded above.
Inspector's SignatureD Hopkinson.....

Appendix 4 – Reports

Allotments Report

All allotments covered in frost and ice.

Main path, which is the Parish Council's responsibility, is still covered in moss. Cllr. Hopkinson has used up the rest of moss-killer which we purchased. However, he now feels that the whole path is too big an undertaking for him and that we need to consider employing a professional firm to carry out the work.

Cllr Joyce Harrop

Community Public Access Defibrillators (cPADs) Report

The Oxenhope Straw Committee has granted £700 specifically towards the Leeming cPAD and a parishioner has donated £700 specifically towards the Oxenhope Station cPAD. The Keighley & Worth Valley Railway has donated £995 to complete the purchase of the cPAD for Oxenhope Station. 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 19th December for Provincial Grand Master's (PGM) Funding. Correspondence dated 19th December confirmed that the Parish Council had been awarded a grant of £1,000 from the PGM's Fund and these monies will complete the purchase of the cPAD at Leeming. Following the Parish Council's article in the Autumn edition of Outreach, one parishioner has very kindly donated £40 towards one of the cPADs.

Elaine Pearson, Clerk

Leemingbeck Close

Your Housing has let me know they intend to start installing walk-in shower units at Leemingbeck Close shortly and they are intending paying for them. I have pointed out that the Section 106 money is available although that has to be signed off by Bradford Council. They have not yet come up with a price for creating level access to the property.

Cllr Tony Maw

Community Centre update

The Community Centre has submitted a bid for funding from the Community Buildings Grant. Bradford Council has cut its funding for Community Centres by roughly 50%. The Community Centre has always been able to claim a rebate on the rent paid to Bradford Council and for the last two years received a grant of £2000 towards running costs, Finance for the rent rebate and the running costs have now been combined into the Community Building Grant so only one application is needed. If the application is not successful then the Community Centre will lose an income stream but this will be offset by Pre-school increasing its use of the centre to meet the requirements to provide 30 hours per week free child care. If this is not sufficient to meet a shortfall then prices may have to increase. Plans have been drawn up to improve the kitchen facilities.

Cllr Tony Maw