



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 10th May 2019
Mrs Janet Foster, Clerk to the Parish Council
Tel No.: 07972 717058
E-mail: clerk@oxenhopeparishcouncil.gov.uk

**You are summoned to attend the monthly meeting of Oxenhope Parish Council
to be held at 7.30 p.m. on Wednesday 15th May 2019 at
Methodist Church, West Drive, Oxenhope**

AGENDA

61/19 Election of Chair 2019/20

62/19 Election of Vice Chair 2019/20

63/19 Apologies

To note any apologies offered and approve reasons for absence.

64/19 Disclosures of Interest

To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.

65/19 Applications for a Dispensation

To grant, or otherwise, the applications for dispensation as received by the Clerk.

66/19 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of the Parish Council's monthly meeting held on 4th April 2019 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the May Outstanding Issues Report (Appendix 1) and decide further action where necessary.

67/19 Public Question Time

To welcome members of the public and to receive their representations.

68/19 Guest Speakers

- a) Police
- b) Worth Valley Ward Councillors
- c) Oxenhope C of E School

69/19 Appointment of representatives to outside bodies and committees

To agree appointments to the following roles:

Allotments Lead
Rights of Way Lead
Oxenhope School Representative

Worth Valley Contact Point Committee Member
Oxenhope Sports Association Representatives
YLCA Branch meeting representatives (to attend branch meetings individually in rotation)
Consultations working group
Millennium Green Trustee
Parish Council Liaison representative
Oxenhope Community Association
Staffing Committee
Marsh Common Lead
Oxenhope Neighbourhood Development Plan representative
Haworth Exhibition Trust
Sports Association
Community Association
Emergency Planning Leads

70/19 Member Training

To consider arrangements for Councillor refresher and induction training.

71/19 Council Name

To consider a recommendation from the previous Council to change the Council name from Oxenhope Parish Council to Oxenhope Village Council. To review issues relating to a name change, including changes to branding, website and email addresses and to agree appropriate action.

72/19 Planning

To consider and decide upon the following planning applications: -

- a) **19/01738/FUL** Conversion and extension of existing house to form 3 additional residential units at Gledhow Lodge, Moorhouse Lane, Oxenhope BD22 9RX
- b) **19/01449/FUL** Construction of sectional timber stables for private use at Middle Isle Farm Isle Lane, Oxenhope BD22 9QA
- c) **19/01480/FUL** Change of use of annex to form two dwellings at Far Stones Farm, Stone Lane, Oxenhope BD22 9QP
- d) **19/01347/FUL** Retrospective application for amended curtilages to rear of plots 3 and 4, and associated retaining structures to rear of Plot 4 at site of 21 Moorhouse Lane, Oxenhope BD22 9RX
- e) **19/01811/LBC** Replacement windows and doors, new bi-fold doors to rear and removal of internal loadbearing wall at 19 Hebden Bridge Road, Oxenhope BD22 9LY
- f) **19/01934/HOU** Single storey front and first floor side extension at Great Hill House Farm, Hill House Lane, Oxenhope BD22 9JH

73/19 Safety Inspection Reports for the Allotments and Marsh Common (Appendix 2)

To note the reports for the Allotments and Marsh Common.

74/19 Correspondence (Appendix 3)

To consider the following new correspondence received and to decide action where necessary: -

- a) Report from Cllr McManus about Yate House complaint
- b) Blocked gullies
- c) Training programme

75/19 Rose Garden – Lease

To authorise the Chair to sign the Rose Garden lease (draft lease approved by Oxenhope Parish Council at meeting on 12th December 2018) on behalf of the Parish Council with scheduled completion date of 17th June 2019 (See Appendix 4 for email from Bradford Council concerning date).

76/19 Financial Matters

- a) To authorise, or otherwise, the following accounts for payment:

Payee	Cheque No.	Amount	Description
Oxenhope PCC	101337	£125.00	Outreach Magazine Spring 2019
HMRC	101338	£11.59	Class 1A employer contributions on benefits in kind 2018/19
Ian Scott	101339	£93.10	Internal Audit fee
Bradford MDC	101340	£2,785.68	Contribution to staffing costs Oxenhope Youth Club 01/09/18 to 31/03/19
Yorkshire Local Councils Association	101341	£698.00	Annual membership YLCA
Oxenhope Methodist Church	101342	£36.00	Use of Methodist Church, West Drive for Parish Council meetings January and February 2019
MWT Electrical	101343	£78.00	Installing LED light in phone kiosk at Leeming
Came and Company	101344	£501.41	Insurance 01/06/19 to 31/01/20
Janet Foster	101345	£85.05	Expenses April 2019
Keighley Trees		£276.00	Reducing height of trees in Rose Garden
		£84.00	Grinding tree stumps in Rose Garden
	101346	£360.00	Total
Russell Brown	101347	£250.00	Agreed contribution to Oxenhope Tour de Yorkshire community event 17 th April 2019
Lawnorder Ltd.	101348	£138.00	Grass cutting in Rose Garden – April 2019

Npower	101349	£162.73 £2.49 £165.22	Christmas lights Administration (01/04/19 – 18/05/19) Total
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b) To note the following payments previously authorised: -

Clerk's salary and home working allowance (01.05.19 - 31.05.19)

Clerk's mobile phone invoice (£10 per month direct debit)

c) To note the budget and bank reconciliation for 2019/20 (Appendix 5).

77/19 Minor items and items for next agenda

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

78/19 Meeting dates

To decide on the date and time of the next meeting and subsequent meetings.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – May outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Emergency Planning	Emergency Plan	Cllr Harrop and Cllr Maw	03/05/19	Emergency plan agreed by Chris Slaven, Emergency Planning Officer. Date for table top exercise to be agreed after elections in May 2019.
Representation on School Governing Body	Meeting to be arranged with school	To be decided		Yes
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	3/04/19	Clerk to be back in touch with Chris Farquhar at Bradford Council to arrange suitable training.
Rose Garden	Lease	Clerk	13/03/19	Subject to Parish Council approval lease to be signed on 14 th June 2019.
Land off Mallard View	Purchase	Chair and Clerk	09/05/19	Issue relating to Asset of Community Value (ACV) being resolved. Notice received from Bradford Council on 09/05/19 that 6 weeks' moratorium on sale does not apply to community groups so sale can proceed.
Litter Bins	Parish Council considering additional bins	Clerk	01/03/19	Map of bin locations has been received for part of Oxenhope. Email sent requesting map for rest of Oxenhope.
Bodkin Common	Concerns about use by off road vehicles	Clerk	18/03/19	Yorkshire Water (land owner) contacted to ask for appropriate action to be taken.

Appendix 2 – Allotment Report and Marsh Common

Allotments Safety Inspection Report

Name: Joyce Harrop
Weather Bright and sunny

Date 6 April 2019
Time 9.30am

	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. J. Harrop

REPORT

Allotment holder on plot 1B has made great progress with clearing the plot.

The fence/gate on plot 3 has been fixed but the plot needs work.

The path above plot 4a&4b needs clearing. Also the path above 6A needs clearing. Plot 6A needs work.

Also the path above 7 needs clearing.

The path above plot 8 still has carpet tiles. Although they are keeping the weeds down.

The water tap for the allotments has been turned on for the summer.

I have 5 water tap keys and 6 padlock keys to hand over to the next Allotments Officer.

I will be happy to hand these over together with the allotment file to the next allotments officer and will be happy to show them around and how everything works.

Marsh Common Safety Inspection Report

Name: D Hopkinson

Date: 13 April 2019

Weather Dry

Time. 10.00

Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		No major changes in condition of Common
Water free flowing?	<input type="checkbox"/>	Side ditch dry, main culvert minimal flow
Free of debris?	<input type="checkbox"/>	Old dead vegetation in places.
Footpath - Monthly Basis		
Any defects e.g. pot holes, glass etc?	<input type="checkbox"/>	Footpath dry.
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
Seating – Monthly Basis		
Any defect 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"/>	New shoots of Japanese knotweed appearing in places but do not as yet need treatment.
Trees – Monthly Basis		
Any overhanging branches need removing?	<input type="checkbox"/>	None
Fencing – Monthly Basis		
Any defects?	<input type="checkbox"/>	Reasonable.
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 Signature D Hopkinson

Appendix 3 – Correspondence

a) Report from Cllr McManus

Date: 28th April 2019

Subject: Yate House Complaint

Report to Oxenhope Parish Council for consideration at the Parish Council Meeting 15th May 2019 by Councillor Peter McManus.

On the 19.04.19, the farmer who owns the farmland which surrounds Yate House and Cottage installed a 6ft panelled fence to two areas of the boundary wall see attached photographs. This property is a Grade 2 listed building which is in the Oxenhope Lower Town Conservation area. The owner of Yate House suggested to the farmer that a stock fence would be more appropriate and the fence that he was putting up was unsightly and would impact on their holiday cottage business. The farmer continued to install the fence. The owner then formally wrote to the farmer 20.04.19 and requested that the panelled fence be removed. (I have seen this letter and it was succinct and polite).

- The fencing is unsightly and does not preserve or enhance the appearance and character of the conservation area. It is very high and stands above the dry stone wall by more than 3 feet.
- It does not help to preserve the environmental quality of the area.
- It impacts on the view and vistas from Yate House and Cottage, Yate Lane, and Upper Binns Lane.
- It impacts on the traditional character of the boundary wall which is a dry stone wall construction in keeping with the local vernacular.
- Altering and replacing boundary walls with modern fence panelling harms the areas character and impacts on the value of the conservation area.
- There is an alternative stock post system used to keep animals secure, which is in use throughout the rest of the field. The panelled fencing is only on the sections of dry stone wall which form the boundary and vista from Yate House and Cottage.
- Yate Cottage is used as a holiday cottage business and the owners rightly state that the unsightly fencing will negatively impact that business.

The owners have requested that Oxenhope Parish Council support them and ask that a letter of support be sent to the Conservation Team and Planning Enforcement Team at Bradford Metropolitan District Council.

See photos on next page.



b) Emails between Oxenhope resident and Ward Cllr Poulsen

Date: Various

Subject: Blocked gullies

Email from Oxenhope Resident to Ward Councillor Poulsen (copied to Parish Clerk) on 9th April 2019

Dear Cllr Poulsen

I wonder if you or one of fellow councillors can help with this rather unsatisfactory reply from Bradford Council.

The gullies concerned are in Station Road between Lower Town and Waterside. They were blocked and caused excessive surface water on Boxing Day 2015. A few of us lifted the covers and partially cleared the blockage which helped. Since then they have been kept reasonably clear (but not done often enough in my view).

In February they were badly blocked and caused a fair bit of surface water with moderate rain. Due to the location of the worst blockage it's a hazard to pedestrians and motorists. I reported this to the council and was told that they aim to clear gullies in 20 working days.

In March I asked what was happening – in the meantime one day of heavy rain caused the whole carriageway to be awash. The reply below repeated the point about the 20 day aim, but then went on to say there was no way of giving a date and that if several gullies needed to be done this would wait until the next scheduled clean (but did not say when that was).

My points:

The surface water problem at this point is persistent and well known to the council.

The main cause appears to be that these gullies become completely blocked and are not scheduled for cleaning often enough.

The council did not make any changes or improvements while the Environment Agency closed the road and worked on the beck wall in 2017.

Failure to keep the gully clear adds to the risk of surface water flooding (and that risk is reflected in our house insurance premiums).

There are also less serious risks: drivers move out to avoid the puddle on a bend and pedestrians can't avoid walking beside the standing water so can get soaked.

If the council can't schedule cleaning more often, they should respond effectively to reports of blockages. To do neither seems unacceptable.

Thank you

Reply from Cllr Poulsen dated 16th April 2019

Hi

Thanks for getting in touch.

20 days is the standard time the council aim to attend a blocked gully but can come quicker particularly in areas of known flood risk. There is also a hot spot gully list where extra cleaning is done prior to heavy rain arriving to minimise flood risk.

I have contacted the gully officer to find out what is happening with these gullies and asked if they are on the hot spot list as well.

I'll hopefully be able to update you shortly.

Regards

Rebecca
Cllr Rebecca Poulsen

Worth Valley Ward Councillor
01535 647756

Further Email from Cllr Poulsen dated 23rd April 2019

Dear Steve

I just wanted to let you know that all the gullies were cleaned along the length of Station Road today. I haven't had a reply about the "hot spot" list but I'll keep working to get the ones between Waterside and Lower Town included.

Regards

Rebecca
Cllr Rebecca Poulsen

c) Yorkshire Local Council Associations (YLCA)
Subject: Training and Development Calendar June to November 2019

YLCA Training Courses June to November 2019				
Date	Time	Course	Location	Cost
Sat. 1 st June	10.00 – 4.00	For new Councillors	York	£115
Fri. 7 th June	10.00 – 4.00	For new Councillors	Ossett	£115
Fri. 14 th June	10.00 – 4.00	For new Councillors	Hambleton	£115
Sat. 22 nd June	10.00 – 4.00	For new Councillors	York	£115
Tues. 9 th July	10.00 – 4.00	Chairmanship Skills	Wakefield	£115
Thurs. 18 th July	10.00 – 4.00	Local Council Finance	Leeds	£115
Fri. 19 th July	10.00 – 4.00	For new Councillors	Barnsley	£115
Sat. 20 th July	10.00 – 4.00	For new Councillors	York	£115
Wed. 31 st July	10.00 – 4.00	Chairmanship Skills	Northallerton	£115
Fri. 16 th August	10.00 – 4.00	For new Councillors	Wykeham	£115
Fri. 13 th Sept.	TBC	Conference for Councillors and Clerks	York	TBC
Sat. 21 st Sept.	10.00 – 4.00	Planning Seminar for new Councillors	York	£115
Fri. 27 th Sept.	10.00 – 4.00	Getting a greater understanding of the planning system	Wakefield	£115
Tues. 22 nd Oct.	10.00 – 4.00	Experienced Clerks Day	Doncaster	£115
Thurs. 14 th Nov.	10.00 – 4.00	Local Council Finance, including budgeting	Sheffield	£115

Appendix 4 – Rose Garden Lease (Email from Bradford Council 2nd May 2019)

Dear Janet,

Good afternoon, I hope that my Email finds you well?

You may recall that I wrote to you at the start of the ACV disposal process for Oxenhope Rose Garden back in November 2017 – I've attached a copy of my Email and letter by way of a reminder.

I'm getting in touch again to advise you that the 18 month disposal period for this ACV lapsed on 1st May 2019.

I understand that the planned date for OPC to sign the lease is scheduled for 15th May, following a meeting of the Parish Council?

With the above in mind, I am writing once again to confirm that Oxenhope Rose Garden is listed as an Asset of Community Value under the Localism Act 2011 and in accordance with the legislation, you now have six weeks to submit an expression of interest which will give you six months to prepare your bid before the property can be sold.

Your expression of interest must be received by us no later than **Friday 14th June 2019**.

Visit our WebPages for further information www.bradford.gov.uk/communityassets

If no expressions of interest are received, the new scheduled date for completion of the lease will be Monday 17th June 2019.

Please don't hesitate to get in touch should you need to discuss further.

Regards,

Tom Harte
Estate Surveyor
Estates Team

Tel: 01274 437359 1st floor, Argus Chambers, Bradford, BD1 1HX

Appendix 5 – Budget and Bank Reconciliation

Budget 2019/20 07/05/2019

Heading	Budget	Spend to date	Commitments	Total Spend to date and commitments	Year End Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	£	
Expenditure						
Clerk's Salary (inc. Employer NI)	9,900	1,138	8,762	9,900	0	
Clerk's home working allowance	300	25	275	300	0	
Stationery and Printing	500	40	460	500	0	
Mobile Phone	150	8	142	150	0	
Postages	50	0	50	50	0	
Travel and Subsistence (Staff)	300	68	232	300	0	
Travel and Subsistence (Councillors)	0	0	0	0	0	
Internal and external audits	400	0	400	400	0	
Subscriptions	900	0	900	900	0	
Room Hire	200	0	200	200	0	
Insurance	500	0	500	500	0	
Training	300	0	300	300	0	
Marketing	250	0	250	250	0	
Outreach	400	0	400	400	0	
Christmas Lights	500	0	500	500	0	
Maintenance of Marsh Common	150	0	150	150	0	
Youth Club	4,800	0	4,800	4,800	0	
Neighbourhood Development Plan	500	0	500	500	0	
Website	900	0	900	900	0	
Contingency Fund	500	0	500	500	0	
Community Initiative Fund	250	0	250	250	0	
Maintenance of Parish Council Assets	3,000	0	3,000	3,000	0	
Rose Garden - Grant Expenditure	0	1,704	7,968	9,672	-9,672	1

Bank Reconciliation

Balance per bank statements as at	07/05/19	
Community Account	£52,324.87	
Business Savings Account	£8,096.24	
Prudential Investment	£21,365.78	
		£81,786.89
Less: unrepresented items		
Cheque No. 101330 (Imperative Training Ltd)		-£98.40
Net balances:		<u><u>£81,688.49</u></u>

CASH BOOK

Opening Balance 1 April 2019	£52,870.17	
Add: Receipts in the year	£32,143.00	
Less: Payments in the year	-£3,324.68	
Closing balance per cash book:		<u><u>£81,688.49</u></u>