

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE PARISH COUNCIL  
HELD ON WEDNESDAY 12<sup>TH</sup> JUNE 2019 AT THE METHODIST CHURCH, WEST  
DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)  
Cllr Robert Goulding (Vice Chair)  
Cllr Michelle Dawson  
Cllr Karen Faulkner  
Cllr Peter McManus  
Cllr Chris Pawson

In attendance: Worth Valley Councillor Russell Brown  
Alice Jones, Head of School, Oxenhope CofE School  
Rev. Cat Thatcher  
2 members of the public

**79/19 Apologies**

There were no apologies for absence from Parish Councillors. Worth Valley Councillor Russell Brown passed on apologies from Cllrs Herd and Poulsen.

**80/19 Disclosures of Interest**

Cllr Eastwood declared an interest in the item on changes to the name of the Council and in financial matters both for the payment to him and also his company, Digital Nomads.

**81/19 Applications for a Dispensation**

None.

**82/19 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the Parish Council's monthly meeting held on 15<sup>th</sup> May 2019 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The June Outstanding Issues Report was noted. The Clerk was asked to contact Chris Slaven about the emergency planning exercise and Chris Farquhar about safeguarding training.

**83/19 Public Question Time**

A member of the public expressed their concerns about a gang of youths engaging in anti-social behaviour in the village, including taking roof tiles and causing damage to the football pitches. They stated that the Police are aware of this, but the member of public felt the Police tended to come out to the village during the day, but the anti-social behaviour was happening in the evening. The member of the public said that he had two possible names for youth involved and was not sure if they were from Oxenhope or not.

Cllr Eastwood said he had been told there had been attempts to set fire to the benches in the Millennium Green. Rev. Thatcher said the Parish Church noticeboard in the village had been egged.

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Cllr Pawson asked if all incidents had been reported to police and was told they had been. Cllr Eastwood asked if the member of the public could provide their contact details to the Clerk so that any information from the Police could be fed back to them.

Cllr Eastwood thanked the member of the public for attending and said their concerns would be passed onto the Police.

**84/19 Guest Speakers**

a) **Police**

There were no representatives from the Police.

b) **Worth Valley Ward Councillors**

Cllr Brown said there did appear to be a mini crime wave in the area at the moment. He had spoken to the temporary Police Inspector about it, but also emphasised the importance of all crimes being reported to the Police. He had asked for additional resources, but stated there was some confusion as to whether there or not a rural crime officer had been appointed to take responsibility for responding to rural crime issues.

Cllr Brown asked that the youth workers were made aware of the issues, but he said the youth club might not want the police to attend.

Cllr Eastwood reported that when the youth club is on, the Co-op can be full of youths messing around and some members of the public have reported that they can be intimidating.

Cllr Goulding queried what there was in the village for 15 year olds. It was stated there was cricket, the Youth Club and also a football pitch available. Cllr Goulding said maybe this needs to be communicated. There is no excuse for criminal damage, but maybe a carrot and stick approach could be taken.

Cllr McManus pointed out that there is a whole section of teenagers not interested in sport or any organised activity. He stated there had been a real problem three years ago, which was only solved by the perpetrators being caught on CCTV, resulting in the Police making home visits which ended the anti-social behaviour.

Cllr Brown said the permanent inspector was due back and he would invite him to the meeting. He stated that in the past in Oakworth a police team had been deployed to address the issue.

Cllr Brown reported that there had been another good litter pick at Penistone. He said they found evidence of barbeques, which were an obvious fire risk. Following the fire on Ilkley Moor, Bradford Council has had a four week consultation about banning barbeques and fires on moorlands. The consultation period finishes shortly and there is a map on the Council website showing the area which would be covered by the ban.

Cllr Brown reported that the crematorium at Oakworth is due to be closed for redevelopment, which will make it much more fit for purpose. It is likely to be

closed for about 16 months, probably from the end of this year or early next year. In the meantime the crematoria at Scholemoor or Skipton would be used.

Cllr Brown stated that he has equipment both from the Star Centre and the Fab Lab and is looking for a home for it.

c) **Oxenhope C of E School**

Alice Jones, Head of School, reported on the discover and play day, which had been held recently. There had been good numbers attending despite the bad weather.

The main purpose of the day was to raise school's profile. As the school has no feeder nursery, it can be a battle getting numbers into reception. The numbers coming into Reception in September 2019 have increased from 19 to 27. The aim is to put across the message that the school caters for the individual. It is a small village school but striving to move forward.

She stated she was also keen to bring the community into the school and vice versa. Under the new Ofsted framework there is more freedom in the curriculum and she is planning to have a theme of the village, which will include learning about agriculture, the Parish Council, Manorlands, the Brontes as well as British values. The hope is that this will make the children feel passionate about the village and may help them be more positive about Oxenhope in their teenage years.

She then talked about longer term plans. She said the nature area at the back of the school has been a bone of contention for both the school and the community. She wants it to be both a good learning space and a community space. However there are issues that need to be resolved including who would be responsible for the area particularly in school holidays. The school is looking at making a bid for lottery funding to help make it work for everyone. Realistically it would be a couple of years before it would be in use.

The school also has plans for the bike shed and wants to make this a community space that could be used for meetings, a toddler group and a NEST (nurture provision). Planning permission will be needed. The overall aim is for the school to be a fantastic facility for the whole of the village.

A different issue is that of parking around school. There have been a number of complaints, particularly about parking on Cross Lane and drives being blocked by parents taking or collecting children. The Police have been involved. She stressed that the school takes these complaints seriously. Rev. Thatcher said she knew of one school, which had used Y6 kids (under supervision) to challenge parents parking inappropriately. PCSO Ross Montgomery had been very helpful on this issue.

Cllr Eastwood said he was very pleased to hear that the school was committed to being part of the community.

Alice Jones said there are currently 183 children at the school. One of the upcoming projects was the One Britain, One Nation project, which was set up

by a Bradford resident, with the aim of engaging both with your own community and with other communities.

Cllr McManus said he wanted to say how impressed he was when he consulted with pupils in Years 5 and 6 about the Neighbourhood Development Plan (NDP). The children were very proud of Oxenhope, had lots of ideas about what they wanted to see and were particularly keen to see footpaths in the village improved. Overall they were very positive about the community and he said it was important to try and keep this attitude.

Cllr Eastwood thanked Alice for attending the meeting.

d) **Rev. Cat Thatcher**

Rev. Thatcher started by saying that after a hectic period over Lent, Easter and Pentecost, things were starting to slow down for the summer. They are starting to plan for a new service, which would be held one day a month. She was aware that the Sunday morning service was not always most suited for children. She is hoping to send out a survey to find out what would best suit families and children.

The community café is going well in the Methodist Church. There is no charge and it is helping to address the issue of loneliness. She said that if anyone would like to come they would be very welcome and there does not need to be a church connection.

The Thursday morning toddler group is also free and has a variety of activities. Parents, grandparents and carers are very welcome to bring toddlers along.

She also wanted to mention that the Methodist Church will be changing the time of their Sunday service from 10.30 a.m. to 9.30 a.m.

Rev. Thatcher was thanked for attending the meeting.

**85/19 Co-option to fill two vacancies**

As both people who have expressed an interest in being co-opted onto the Parish Council were unable to attend this meeting, it was resolved to defer this item to the next meeting.

**86/19 Planning**

**Resolved:**

- a) **19/02066/REM** Reserved matters application, requesting consideration of landscaping for construction of detached dwelling (pursuant to outline approval 16/03306/OUT) at Hill House Lane, Oxenhope.

As outline planning permission has already been approved, following discussion, the Parish Council decided to raise no objection to this planning application.

Cllr McManus stated the planning approval affects one of the potential development sites in the NDP and he would consult with the Planning Consultant about this.

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- b) **19/02284/FUL** Construction of 5 dwellings at land at Woodville, Harry Lane, Oxenhope.

A member of public spoke about this planning application. He started by stating both he and his wife had a long connection with Oxenhope. He had applied for the planning permission after seeing an article in the Outreach magazine asking if there were any land in the village suitable for small scale developments. This area of land is white land (that is land without any specific allocation in a development plan).

He had sent a pre-application letter to Bradford Council who said they had no real objection to the development, though stated there may be objections from the village.

The development was five houses, two pairs of semi-detached houses and one detached house. All would be built out of proper stone with blue slate roofs. The layout would be around the existing trees. There would be two parking places and a garage with each house and in addition there would be two visitor parking places. The entrance to the site would be the existing one. There would be three bins stores per house.

The member of the public was thanked for providing this information.

Cllr McManus stated it was a small infill scheme of five houses and was exactly the type of small scale development favoured in the NDP. It was a high quality development in keeping with the conservation area.

Cllr Goulding pointed out that any development would lead to more traffic in the village, but he was in favour of this application.

Cllr Dawson mentioned the separate issue of concerns over the bridge on Harry Lane.

The Parish Council resolved to support the application.

#### **87/19 Safety Inspection Reports for the Allotments and Marsh Common**

The reports for the Allotments and Marsh Common were noted.

Cllr Eastwood reported there was evidence of cultivation on both plots that were of previous concern, though some paths were still overgrown. The Clerk was asked to contact plot holders.

Cllr Goulding reported that there were no issues on Marsh Common, though the fence is getting older but generally fine. He commented however that it feels like a rather wasted space. Only the footpath is used.

Cllr Eastwood queried if anyone in Marsh would be interested in working on improving the Common. It could be developed, for example as a wild flower area, but local engagement and interest would be needed for this.

Cllr McManus suggested there could be consultation at the village fete. Could there be more children involved and could it be used for a forest school event?

Cllr Eastwood said the challenge for the Parish Council was identifying additional volunteers as Members and existing volunteers were becoming overstretched, with Council responsibilities for the Rose Garden, the allotments, the Horseshoe Dam and Marsh Common and other involvement with the Millennium Green. Cllr Goulding said that in the short term the Horseshoe Dam would probably be more of a priority than Marsh Common.

**88/19 Correspondence**

- a) Email from a resident about dead deer. Noted. Cllr McManus stated that these young deer had been in the village for quite a while and were not afraid of people.
- b) Email from Dawn Lowe, Civic Affairs Manager, Bradford Council, about Parade of Standards and Drumhead Service. Noted.
- c) Email from Dawn Lowe, Civic Affairs Manager, Bradford Council, about the 103<sup>rd</sup> Anniversary Commemoration of the sacrifice made by "The Bradford Pals". Cllr Pawson said he would attend this event. The Clerk was asked contact Dawn Lowe to confirm his attendance.
- d) Email from Sheena Spence, YLCA about resolutions at the Annual Meeting. Noted.
- e) Email from Sheena Spence, YLCA about additional training course. Cllr Eastwood said that if anyone was interested in attending this to let the Clerk know.
- f) Email from Damien Hayward-Smith, Bradford Council, about road re-surfacing. Noted.

**89/19 Update on unadopted roads on The Square**

Cllr Faulkner said that there was no real progress to report. She had approached Cllr Eastwood and the Clerk about sending a letter out from Oxenhope Parish Council. There had not been any response to the email they had sent to residents so she felt letters were needed.

Cllr Goulding said there had been a bit of slippage, but was hoping the work could be undertaken at the end of August. He had made a site visit with a machine operator. The slope at front was more of an issue than he had realised.

He said this project was a big task, as it was taking a lot of time and effort to pull it together. He felt another Councillor was needed. It was suggested that one of the potential co-opted Councillors might be willing to help.

Cllr Goulding said he would get a quote for the work, stating that tarmac would be too expensive, but concrete is less expensive. They would need consent from each frontage. If the property is rented out, the landlord would need to

give consent. Getting consent is possible but difficult, however it would mean a lot to people in the area if the road could be improved.

**90/19 Update on the Neighbourhood Development Plan (NDP)**

Cllr McManus reported the NDP is now moving forward. He has received the final consultation draft which is 120 pages long.

Jamie Wilde, the NDP Consultant met Iain Cunningham, Senior Planning Officer at Bradford Council on 31<sup>st</sup> May. He was very co-operative and positive about the NDP. They had gone through the plan. Iain Cunningham had no adverse comment and felt the plan was sustainable. He has circulated the plan in Bradford Council for an informal consultation to check there was nothing in the NDP which went against planning law. Cllr McManus is waiting for the result of this informal consultation before going out to public consultation. The draft plan has been circulated to the NDP project team.

There are other reports to attach to the NDP. These include reports from Natural England, the Environment Agency and Historic England.

The NDP will be available for public comments both online and as a hard copy. A leaflet has been produced. The aim is to have 2,000 copies of the leaflet printed and delivered to every house in the village. It will also be available at the village fete. Cllr Eastwood said the cost for hand delivery at another Council he was involved with was £75, but Oxenhope is a bigger area.

Thirty hard copies are also needed of the NDP.

**Resolved:**

To authorise expenditure of up to £850 for the printing and distribution of the NDP and leaflet.

Cllr Goulding queried what happens following comments on the draft NDP. Cllr McManus said any comments would be fed back to planners. Once the NDP was approved the Parish Council would receive 25% of any Community Infrastructure Levy (CIL) instead of the current 15%.

Cllr Eastwood pointed out that the Parish Council is in the process of changing its name to Oxenhope Village Council and suggested that this name is used in the NDP, without the use of the current logo which is also due to be changed.

**91/19 Village Fete**

Cllr McManus said he would be at the Village Fete on Saturday 20<sup>th</sup> July 2019. The Parish Council stall would have information on the NDP, the planned change of name to Oxenhope Village Council, the Dementia Friendly initiative and future defibrillator plans. It was also suggested that there was a poster stating "Oxenhope needs you" asking anyone interested in volunteering in the village to leave contact details.

**92/19 Signs for Toad Patrol**

Cllr Dawson provided information about the success of the toad patrols and was thanked for this information.

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**Resolved:**

To authorise expenditure of up to £100 for warning signs to be used by the toad patrol.

**93/19 Toilets in Recreation Ground**

Cllr Goulding proposed that the two unused toilets in the closed building could be brought back into use. The first step would be the Parish Council taking over responsibility for the buildings. The Clerk was asked to contact Bradford Council to see if an asset transfer might be possible.

**94/19 Change of Council Name**

Cllr Eastwood provided background information on the costs associated with the change of name for the Parish Council, including purchase a new domain name, setting up new email mailboxes and website.

Cllr Eastwood left the room.

The proposals were agreed.

It was suggested the school and Oxenhope Online were asked for ideas for the new logo. Ideas would need to be submitted by the end of July.

**95/19 Financial Matters**

**Resolved:**

a) To authorise the following accounts for payment:

Payee	Cheque No.	Amount	Description
Ken Eastwood		£62.99 £80.00	Replacement Gazebo Chairman’s allowance (contribution to meal for retiring councillors)
	101349	<b>£142.99</b>	<b>Total</b>
Digital Nomads	101350	<b>£539.88</b>	Annual hosting (£250), annual domain name registrations (£109.99) and domain mailboxes (£89.91) plus VAT
Cllr Eastwood re-joined the meeting.			
Yorkshire Water	101351	<b>£8.45</b>	Water for the allotments. Estimated invoice for period 26 <sup>th</sup> February to 16 <sup>th</sup> May 2019
Defibshop	101352	<b>£3,900.00</b>	Purchase of 2 defibrillators and cabinets
Wybone	101353	<b>£959.95</b>	Purchase of four litter bins for the Rose Garden (grant funded)

b) The internal audit report was noted. There were no recommendations to consider.

Signed.....

- c) The Annual Internal Audit Report part of the Annual Governance and Accountability Return (AGAR) was noted.
- d) The effectiveness of internal controls were reviewed and the Chair and Responsible Finance Officer were authorised to sign Section 1 (Annual Governance Statement 2018/19) of the AGAR.
- e) Section 2 (Accounting Statement 2018/19) of the AGAR was reviewed, the accounts for the year ending 31<sup>st</sup> March 2019 were authorised and the Chair and Responsible Finance Officer were authorised to sign the 2018/19 return.

	Year ending 31/03/18	Year ending 31/03/19	Variance (£)	Variance (%)	Explanation of significant variations (over 15%)
<b>Balances brought forward</b>	£35,913	£30,687			
<b>(+) Annual precept</b>	£23,635	£27,405	£3,770	16%	Increase in precept agreed by Councillors. Precept per household increased from £23.26 to £27, which is an increase of 16%. The increased budget was used to fund additional project work in the village.
<b>(+) Total other receipts</b>	£7,804	£16,664	£8,860	114%	Income in 2018/19 included the grant of £9,672 from the Ovenden Wind Farm Fund. This is an earmarked reserve.
<b>(-) Staff Costs</b>	£11,985	£9,939	(£2,046)	(17%)	The 2017/18 year includes a one off pension payment of £2,706 to the previous clerk on retirement.
<b>(-) Loan interest / capital repayments</b>	£0	£0			
<b>(-) Total other payments</b>	£24,681	£11,947	(£12,734)	(52%)	In 2017/18 £9,128 was spent on Neighbourhood Development Planning (against £158 in 2018/19) and £3,241 on VAT (against £737 in 2018/19)
<b>Balances carried forward</b>	£30,687	£52,870			
<b>Total cash and short term investments</b>	£30,687	£52,870			
<b>Total fixed assets</b>	£38,373	38,373			
<b>Total borrowings</b>	£0	£0			

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- f) To authorise the Chair to sign a contract with Npower for the supply of electricity for the Christmas lights for a two year period ending 18/05/20, subject to the estimated annual cost being under £200.
- g) To note the following payments previously authorised: -
  - Clerk's salary and home working allowance (01.06.19 - 30.06.19).
  - Clerk's mobile phone invoice (£10 per month direct debit).
  - Annual data protection fee of £35 paid by direct debit
- h) The budget and bank reconciliation for 2019/20 was noted.

**96/19 Minor items and items for next agenda**

There were no minor items or items for the next agenda.

**97/19 Date and time of next meeting**

The next monthly meeting will be on Wednesday 10<sup>th</sup> July 2019 at the Methodist Church on West Drive starting at 7.30 p.m.

**98/19 Staffing Committee**

**Resolved:**

To authorise the recommendations of the staffing committee meeting held on 15<sup>th</sup> May 2019.

**99/19 Financial Matters – Staffing**

**Resolved:**

To authorise the financial recommendations from the staffing committee amounting to an increase in staffing costs of £433 in 2019/20.