



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 7th July 2017
Mrs Janet Foster, 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 12th July 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 14th June 2017. Please note correction to 27/17. Area for rose bed in Rose Garden will be 14 metres by 10 metres.
 - b) To discuss any matters arising from the minutes (information only).
 - c) To note the July Outstanding Issues Report - for information only (Appendix 1).
- 5. Public Question Time**
To welcome members of the public and to receive their representations.
- 6. Guest Speakers**
 - a) Police Constable Irving.
 - b) Worth Valley Ward Councillors.
 - c) John Parkin, Headteacher at Oxenhope School.
- 7. Planning**
To formulate observations for the following planning applications: -
 - a) 17/03425/CLP To extend the existing boiler/utility building forwards by 2 metres and raise the roof by 0.9 metres at Bents House, Marsh Lane, Oxenhope.
Details of all planning applications can be viewed at Bradford Council's online planning system.
<http://www.planning4bradford.com/online-applications>

8. Safety Inspection Reports and Allotment Report (Appendix 2)

To note the April Safety Inspection Reports for Marsh Common and for the allotments and the allotment report.

9. Rose Garden Report

To receive a report from Cllr McManus on the Rose Garden.

10. Oxenhope Village Fete 2017

To confirm arrangements for the Village Fete.

11. Update on Station Road roadworks

Update on the road works and meeting with Naveed Anwar.

12. Correspondence (Appendix 3)

To receive the following correspondence and to formulate a response, if appropriate: -

- a) Letter from L.M. Leeson, Funeral Director, concerning donations made in memory of Mr. Reg Hindley.
- b) Email from Bradford Council, dated 04/07/17, asking for consultee comments on proposed changes to Local Area Action Plans.
- c) Email from YALC concerning a training courses for Councillors and Clerks.
- d) Minutes from Local Council Liaison Meeting held on 14th June 2017.
- e) Email from Philip and Veronica Balmforth raising issues connected to Straw Race.
- f) Email from Bradford MDC re. trees on Station Road.

13. Financial Matters

- a) To authorise, or otherwise, expenditure of £492.08 for the refurbishment of the phone booth at Leeming (Appendix 4).
- b) To authorise, or otherwise, expenditure of approximately £100 for a plaque to be installed by the defibrillator in the station.
- c) To authorise the following accounts for payment: -

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£11.50	Phone
Janet Foster	Standing Order	£583.44	Monthly salary for July
Janet Foster	Standing Order	£25.00	Home working allowance
A. Sunderland	101247	£216.00	Work on culvert
SLCC	101248	£174.00	Allotment Course
Oxenhope Methodist Church	101219	£130.00	Hire of Church January to June 2017
HMRC	101220	£487.30	Payment for April to June

- d) To note the following bank reconciliation and budget:

Balance per bank statements as at

06/07/17

	£	£
Community Account	8,050.16	
Business Savings Account	13,072.43	
Business Bonus (Gratuity Account)	0.00	
Prudential Investment	20,000.00	

		41,122.59
Less: unrepresented items as at:	06/07/17	
Cheque number 101237		-125.00
Net balances as at:	06/07/17	<u>£40,997.59</u>

CASH BOOK

Opening Balance 1 April 2017		35,912.96
Add: Receipts in the year		24,620.00
Less: Payments in the year		<u>-19,535.37</u>
Closing balance per cash book as at	06/07/17	<u>£40,997.59</u>

Budget 2017/2018 06/07/2017

Heading	Budget £	Spend to date £	Budget remainin g £	Predicted year end Shortfall (-) / Surplus (+) £	Notes
Expenditure					
Clerk's Salary	9,950	1,981	7,969	1,329	1
Clerk's home working allowance	0	75	-75	-300	2
Stationery and Printing	1,500	307	1,193	0	
Mobile Phone	250	69	181	75	3
Postages	60	19	41	0	
Office Costs	300	0	300	300	2
Travel and Subsistence	150	120	30	0	
Internal and external audits	150	81	69	0	
Subscriptions	975	834	141	0	
Room Hire	170	0	170	0	
Insurance	500	477	23	23	
Training	500	494	6	0	
Marketing	100	0	100	0	
Outreach	375	125	250	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	0	100	0	
Youth Club	3,570	2,737	833	833	4
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development Plan	2,000	5,242	-3,242	-5,242	5

Website	750	358	392	-358	
Contingency Fund	170	0	170	0	
Grants via Participatory Budgeting and OPC approval	2,500	1,970	530	530	6
Take over services previously provided by Bradford MDC	5,000	0	5,000	0	
Allotments	0	103	-103	-203	
Gratuity Account	0	2,706	-2,706	-2,706	7
Total Expenditure	29,620	17,698	11,922	-5,719	

Notes to Budget:

1. Saving on clerk's salary as new clerk appointed at bottom of salary scale.
2. Home working allowance has replaced payment for use of office.
3. Saving on mobile phone costs with new contract.
4. Invoice paid relates to 2106/17. Assumption is that support in 2107/18 will be invoiced in 2018/19.
5. Payment to NDP consultants paid in 2017/18, with grant income received In 2016/17.
6. Saving on Participatory Budget as grant applications less than budget.
7. Payment funded by transfer from Gratuity Account.

13. Minor items and items for next agenda

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

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

The next monthly meeting will be on Wednesday 9th August 2017 at 7.30 p.m. at Oxenhope Methodist Church.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – July outstanding issues report

Subject	Issues	Responsibility	Date last actioned	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
cPAD's	To install community defibrillators at the Station and at Leeming.	Cllr Eastwood	18/05/17	Electrician sorting out installation
Grit bins	Need to review locations of grit bins	Cllr Ashcroft	10/03/17	Need to feed back to Dave Mazurke, BMDC Highways, on location of grit bins.
Emergency Planning	Work needed to find suitable storage for emergency equipment	Cllr Harrop and Cllr Maw	08/05/17	
Representation on School Governing Body	Meeting to be arranged with school and Cllrs Ashcroft and Cusdin	Cllrs Ashcroft and Cusdin	14/06/17	
Whin Knowle	Overhanging branches	Clerk	25/06/17	Letter and email sent. No reply received

Appendix 2 – Safety Inspection Reports

Allotments Safety Inspection Report

Name: Joyce Harrop

Date 3 July 2017

Weather Sunny. Windy

Time 10.15 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 Signature Joyce Harrop

REPORT

Received a report about a leaking water tap. Cllr. Derrick Hopkinson (Plot 9) very kindly turned off the water at the mains and fixed the leak. Water now back on.

I will be speaking to the holder of Plot 11b regarding the weeds and nettles filling the end of the plot.

Plots otherwise looking good.

Marsh Common Safety Inspection Report

Name: D Hopkinson

Date 6 July 2017

Weather Fine and sunny

Time 10.30

Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?	✓	Very minimal flow in main culvert.
Free of debris?	✓	Culvert and ditches overgrown
Footpath - Monthly Basis		
Any defects e.g. pot holes, glass etc?	✓	None. Would benefit from a new layer of hardcore.
Any unauthorised vehicular use e.g. off road motor bikes etc?	✓	No signs of vehicular use,
Any dog fouling visible on or within close proximity of footpath?	✓	None apparent. Large Sign attached to entrance gate.
Seating – Monthly Basis		
Any defects which may cause personal injury?	✓	None
Adequately secured to the ground?	✓	Yes
Gates – Monthly Basis		
Kissing gate working as it should?	✓	Yes.
Padlock and chain on the field gate intact?	✓	Yes
Padlock on the palisade fencing gate in full working order?	✓	Yes
Vegetation – Monthly Basis		
Any vegetation need removing and/or cutting well back?	✓	Japanese knotweed growth evident in places. Treatment recommended.
		Overgrown throughout. Strimming required to footpath through common and to benches
Trees – Monthly Basis		
Any overhanging branches need removing?	✓	Most of branches overhanging footpath have been removed..
Fencing – Monthly Basis		
Any defects?	✓	Reasonable but some fencing alongside willow trees leaning and damaged.
Boundary walls – Monthly Basis		
Any defects?	✓	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 3 Correspondence

Letter form Mr. L.M. Leeson

Lyndon M. Leeson
(Proprietor Lyndon Maurice Leeson)
Funeral Director
An independent family business
Serving Oakworth and district since 1927



Residence and private room of repose
The Old Stable, 51 Bridge Street, Oakworth, Keighley, West Yorkshire, BD22 7PX.
Tel. 01535 643233 www.lyndonmleeson.co.uk Email: lyndonmleeson@gmail.com

Oxenhope Parish Council, c/o Janet Foster, 62 Marldon Road, Halifax, HX3 7BP

28 June 2017

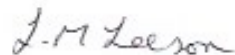
Dear Mrs Foster,
Please find donations that total £420.00 for the upkeep of the Oxenhope Rose Garden. The money was collected in memory of the late Mr Reg Hindley who died at Airedale Hospital on 10 June 2017.

Please send a receipt to his widow:

Mrs Margaret Hindley,
Thorn Villa,
Hebden Bridge Road,
Oxenhope,
Keighley,
BD22 9JS

Kind regards,

Yours Sincerely,



L. M. Leeson.

Email from Bradford Council

Local Plan for the Bradford District:

Bradford City Centre Area Action Plan (BCCAAP) and the Shipley & Canal Road Corridor Area Action Plan (SCRCAAP) - Proposed Main Modifications

Dear Sir / Madam,

I am writing to you as a statutory consultee or because of your previous interest in the Local Plan for the Bradford District. As a result of an Examination in Public of the above Local Plan Area Action Plans (AAPs) a number of changes are proposed to make the documents and their policies "sound". These changes are set out in the Proposed Main Modifications Schedules.

Your comments are invited on these Proposed Main Modifications. The period for consultation runs for 6 weeks until Wednesday 16th August 2017 (4pm).

The Proposed Main Modifications Schedule has been subject to a Sustainability Appraisal Addendum.

Availability of Documents

The Proposed Main Modifications Schedule and supporting documents are available to view on the Council's website under 'proposed modifications' using the following links:

- [Shipley and Canal Road Corridor AAP](#)
- [Bradford City Centre AAP](#)

Reference copies of the following documents are available for inspection at the deposit locations listed below:

Bradford City Centre and the Shipley and Canal Road Corridor Area Action Plans-
Proposed Main Modifications Schedule (*Subject of the consultation*)
BCCAAP and SCRCAAP Additional Modifications Schedule and Schedule of Policies
Map modifications
Sustainability Appraisal Addendum

Deposit Locations

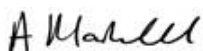
§ CBMDC Principal Planning Office: Britannia House, Bradford, BD1 1HX.

§ CBMDC libraries: Bradford Local Studies Library, Bradford City Library, Shipley Bingley, Keighley and Ilkley.

§ Town Halls & One Stop Shops: Keighley and *Ilkley (**By appointment only*).

Should you have any further queries about the AAPs or the examination process please contact a member of the Development Plans team by E-mail on planning.policy@bradford.gov.uk or telephone (01274) 433679.

Yours faithfully,



Andrew Marshall
Planning & Transport Strategy Manager

Email from YLCA, dated 30/06/17

Dear Clerk

Please find below a further training event which has been added to the training programme.

Procedures, Powers and Policies

This session builds on the new councillor seminars that we provided in 2015 and would be particularly suitable for the members who attended those courses to broaden their knowledge further. Councillors who have been in office for some time who would like a refresher will also find this seminar helpful.

Tuesday, 8 August 7pm to 9.30pm at The Cedar Court Hotel Bradford, Rooley Lane, Bradford, BD5 8HW

Cost £45 per delegate

Refreshments are provided on arrival.

Email from Bradford MDC, dated 07/07/17

From: Peter.Richmond@bradford.gov.uk

Subject: Trees Station Road Oxenhope

Janet

Bruce Andrews has asked me to look at some trees which in effect appear to be growing from the Old Mill Pond off Station Road.

I agree that some branches are now too low and require attention. With regard to the tree which is leaning. This appears to me to be well rooted and healthy, I think the tree has grown out of the embankment next to the stream and developed at an angle to get toward light. I accordingly have no immediate concerns about it. The tree and its maintenance would remain the responsibility of the land owner as will the trees that require attention. For your information there is no problem with trees growing over or "crowning" the highway so long as pedestrians and vehicles are not caused serious interruption.

The land is registered to a company in Lancashire and I am currently trying to contact that company and ask them to deal with their responsibilities. These things can sometimes be less than straight forward and time consuming. That said if the matter does not improve and you are wondering what is going on please contact me.

Can I ask about buses and if it is regular service buses that are being struck? There is a private company which runs open top buses on money making tours. While I am not un-sympathetic to this company I have had a conversation with the operators as to the level of service that I can provide to a for profit making company particularly when I am not getting complaints from the local bus company. They have made requests for large areas of road to be cut back simply to make their life easy and when no other body has a problem. I have had asked them to be

realistic as to what I can do on a time cost basis while juggling multiple issues. I am accordingly interested to know if this company are back dooring via your office to furnish there agenda?
Regards

Peter Richmond B.A. (Hons)
Traffic Officer. Network Resilience and Management

CBMDC & LOCAL COUNCIL LIAISON MEETING

Wednesday 14 June 2017

Keighley Civic Centre, North Street, Keighley

MINUTES

Attendees

District Cllr Abdul Jabar (Chair)
Parish Cllr Peter Allison
Town Cllr Mohammad Anayat
Joe Ashton, Deputy Clerk
Town Cllr Peter Ashton
Safia Kauser, Clerk
Town Cllr Steve Nunn

Bradford Council
Wilsden Parish Council
Keighley Town Council
Keighley Town Council
Baildon Town Council
Keighley Town Council
Denholme Town Council

Bradford Council Officers in attendance

Alex Bartle
Michala Bartle
Ian Day

Sue Gledhill
Kathryn Jones

Adrian Walker

Senior Planning Officer
Planning Obligations Monitoring Officer
Assistant Director;
Neighbourhoods & Customer Services
Ward Co-ordinator, Keighley Area Co-ordinator's Office
Strategy & Engagement Officer;
Office of the Chief Executive
T-Services Manager

Apologies

Lisa Balderstone, Clerk
Ruth Batterley, Clerk
Parish Cllr Chris Kaushal-Bolland
Parish Cllr David Mullen
Ian Orton, Clerk
Town Cllr Edwina Simpson
Clare Smith, Clerk
Parish Cllr Gary Swallow

Haworth, Cross Roads and Stanbury PC
Bingley Town Council
Clayton Parish Council
Steeton-with-Eastburn Parish Council
Burley Parish Council
Bingley Town Council
Ilkley Parish Council
Haworth, Cross Roads and Stanbury PC

Item

1 Welcome, introductions, apologies

Introductions were made and apologies given. The low attendance by Local Councils was also noted, with this meeting therefore concluding early.

2 Minutes of previous meeting

The minutes were accepted as accurate, other than one minor point of accuracy..

3 Matters arising

Highways protocol – an updated version of the protocol had been due for circulation by mid May. It was noted that this had not taken place.

Action: Simon D'Vali to circulate an updated highways protocol, taking in to consideration comments made at the previous liaison meeting in March 2017.

4 Community Infrastructure Levy (CIL)

The new CIL process is being introduced on 1 July 2017. Michala and Alex were in attendance to explain the process that had been agreed, and ensure Local Councils understood how that process had been reached.

Item

The CIL presentation slides are linked to below, with the details of CIL listed in the slides. Those Local Councils not present at the meeting were encouraged to read this information alongside that circulated with the agenda – instalment policy, charging zones, regulation 123 list. Any questions should be directed to Michala via the contact details listed.



CIL PRESENTATION
FINAL parish councils.

In some cases such as outlined in the Charging Zone Map, Bradford Council officer recommendations were overturned by the Government's Inspector – e.g. Denholme having a £0 sq m policy, as the inspector deemed that any CIL charge would make developments not viable. The full policy will however be reviewed in approximately another 12 months. However, areas not getting direct CIL funding may still get investment through the district wide programme – CIL money received by Bradford Council can be spent anywhere in the district, at the Executive's discretion.

It was also noted that CIL has not completely replaced section 106, for example highways developments on new housing estates would still be covered by S106.

5 **Planning Protocol**

Adrian Walker attended the meeting to present a final version of the protocol. The principal amends from the last circulated version were in relation to access to plans from adjoining Local Planning Authorities. The updated content had received the support of David Mullen (Steeton with Eastburn PC) and Peter Allison (Wilsden PC) following comments received from all Local Councils. Meeting attendees confirmed their approval of the protocol pending a couple of accuracy amends.

The protocol will now be taken to Bradford Council's Regulatory and Appeals Committee for formalising, following which the Bradford Council and Local Council Charter will be updated.

Action: Adrian to oversee approval by the Regulatory and Appeals Committee and then embed in the Planning team's processes.

Action: Kathryn to update the Charter and re-circulate with the new planning protocol.

8 **Service Devolution**

Baildon TC confirmed that the Baildon library was now open and being run successfully by volunteers. Keighley TC is also assessing the local list of assets to establish any areas of interest.

9 **Any other business**

None at this meeting.

Date and time of next meeting

Pending sufficient attendance and interest by Local Councils, the next meeting will take place on Tuesday 26 September 2017, 6pm, but has no host.

Action: Local Councils to notify Kathryn as soon as possible if they can host the September meeting.

Email from Philip and Veronica Balmforth re Straw Race

Hi

We have raised this before.

Yesterday we had the Straw Race and, yet again, we had a considerable number of men who found they needed to use our drive as a public convenience. Luckily we did not have our grandchildren present to see this offensive behaviour against all public decency.

Whilst neither my wife nor myself would wish to object to this fantastic money raising event we would, again, request a further temporary portable toilet be installed at the bus stop above the top chicane in Leeming (do they need more at the Dog and Gun?) we are fully aware that one is supplied at the location of the telephone kiosk in Leeming. From, regrettably, our observations, the toilet is needed for after the race when people, having consumed much liquid are making their way back towards the bottom of the Parish.

Whilst we are aware that this is not a Parish Council event we ask that suitable conversations take place officially with Race organisers.

Thank you

Philip & Veronica Balmforth

Appendix 4

Cost to Refurbish Phone Kiosk at Leeming

Item	Cost	Comment
Re-paint	£310.00	Verbal quote from one contractor. Further quotes can be obtained if required
Defibrillator signs	£82.08	Cost is for three signs and includes VAT and delivery
Plaque	£100.00	Estimated cost for plaque to acknowledge organisations and individual who contributed to defibrillator
Total	£492.08	