



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

Signed: *Janet Foster* 8th November 2019
Janet Foster, Clerk to the Village Council
07972 717 058
clerk@oxenhopevillagecouncil.gov.uk

**You are summoned to attend the monthly meeting of Oxenhope Village Council
to be held at 7.30 p.m. on Wednesday 13th November 2019 at
the Methodist Church, West Drive, Oxenhope**

AGENDA

178/19 Apologies for Absence

To note any apologies offered and approve reasons for absence.

179/19 Disclosures of Interest

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

180/19 Applications for a Dispensation

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

181/19 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of the Village Council's monthly meeting held on 9th October 2019 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the November Outstanding Issues Report (Appendix 1) and decide further action where necessary.

182/19 Public Question Time

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

183/19 Guest Speakers

- a) Worth Valley Ward Councillors
- b) Other guest speakers

184/19 Planning

- a) **19/03796/FUL** Change of use and extension of outbuildings to a dwelling at The Barn, North Ives Farm, Marsh Lane Oxenhope BD22 9RP.
- b) **19/04177/LBC** Part demolition and extension of existing building to form dwelling, with associated works at North Ives Farm Marsh Lane Oxenhope BD22 9RP.
- c) **19/04246/LBC** Replace 8 single glazed wooden windows to the rear with similar looking double glazed wooden windows at 8 Farra Street Oxenhope BD22 9HP.

- d) **19/04561/FUL** Demolition of existing buildings and construction of five dwellings with parking at Oxenhope Social Club, Lower Town, Oxenhope BD22 9JQ.
- e) **19/04609/HOU** Single storey front extension at Ridge End, Shaw Lane, Oxenhope BD22 9QL

185/19 Safety Inspection Report for the Allotments and Marsh Common (Appendix 2)

To note the reports for the Allotments and Marsh Common.

To decide on the allotment rents for 2021 (current allotment rents shown in Appendix 3).

186/19 Correspondence (Appendix 4)

To consider and decide upon the following new correspondence:

- a) Email from David Hemsley, Oxenhope Bowling Club about Support Grant for Oxenhope Bowling Club.
- b) Email from Clerk and response from Bradford Council about request to consider traffic calming measure on Denholme Road.
- c) Email from resident about Marsh Common – grazing / request to purchase.
- d) Email from resident and response from Chair about Defibrillator in phone kiosk at Leeming.
- e) Email from Cllr Chris Herd about Community Pay Back Team.
- f) Consultation by Bradford Council on Sufficiency of Specialist places for Children and Young People with Special Education Needs and Disabilities (SEND) across the Bradford District.
- g) Email from YLCA about the General Election on 12th December 2019 – Guidance for local councils.
- h) Email from YLCA about Woodland Trust – Tree Charter Day and Free Trees!
- i) Email from NALC about launch of new guide to tackle loneliness.

187/19 Declaration of a Climate Change Emergency

To consider the following motion: -

It is proposed that Oxenhope Village Council declares a climate emergency and works with local residents, businesses and community groups to support Oxenhope becoming carbon neutral by 2030.

It is proposed that the Council: -

- Declares a ‘climate emergency’
- Puts the emergency at the forefront of discussions and decision-making, ensuring negative environmental impact is avoided, minimised or mitigated and that positive solutions are embraced

- Establishes a set of actions and commitments for working with and supporting local residents, groups and businesses to be more sustainable, progress against which will be assessed regularly
- Calls on the Government and Bradford Council to provide the resources and powers so that our village can make its contribution to the UK's carbon reduction targets and averting the emergency.

188/19 Land near Mallard View (including Horseshoe Dam)

To receive a verbal report from Cllrs Eastwood and McManus about the purchase of land near Mallard View.

189/19 Bodkin Lane / Delf Hill

To receive a verbal report from Cllrs Eastwood and McManus on Delf Hill Common.

190/19 Unadopted roads in The Square

To receive a verbal update from Cllr Goulding about the unadopted roads in The Square.

191/19 Risk Management Policy

To authorise, or otherwise, the adoption of the Risk Management Policy and Assessment (Appendix 5).

192/19 Training and Professional Development Policy

To authorise, or otherwise, the adoption of the Training and Professional Development Policy (Appendix 6).

193/19 Financial Matters

- To consider proposals for items to include in the 2020/21 budget (see Appendix 7).
- To authorise, or otherwise, the quote of £300 for electrical work on the Christmas lights and a provisional sum of £100 as a contingency for work needed following the electrical check.
- To authorise, or otherwise, expenditure of £90 (plus VAT) for SLCC training for the Clerk.
- To authorise, or otherwise, payment of £50 to NALC to register for the Local Government Award Scheme and £80 to YLCA for the administration of the Award Scheme.
- To authorise, or otherwise, expenditure of £20 for refreshments for a meeting of the Friends of the Rose Garden.
- To authorise, or otherwise, expenditure of £15.98 on magnets for the new Village Council noticeboard.
- To authorise, or otherwise, the following accounts for payment:

Payee	Cheque No.	Amount	Description
Oxenhope PCC	101379	£125.00	Outreach Autumn 2019
Oxenhope Methodist Church	101380	£50.00	Room hire May to September 2019
D. Holmes	101381	£450.00	Work and materials to fix benches and bins in Rose Garden
Lawnorder Limited		£69.00 £69.00	Grass cutting September 2019 Grass cutting October 2019
	101382	£138.00	Total
The Parish Noticeboard Company	101383	£2,247.50	Final balance - 2 noticeboards for Rose Garden
J Parker (Wholesale) Ltd.	101384	£237.60	Spring bulbs for Rose Garden
Ken Eastwood	101385	£136.62 £15.98 £152.60	Building materials for new entrance to Rose Garden Magnets for new noticeboard Total
Marketing Mechanic Ltd	101386	£57.60	Printing map for Welcome to Oxenhope noticeboard
SLCC Enterprises Ltd.	101387	£72.00	Agenda and Minutes webinars training for Clerk

h) To note the following payments previously authorised: -

Clerk's salary and home working allowance (01.11.19 - 30.11.19)

Clerk's mobile phone (£11.00 per month direct debit).

i) To note the following trial balances: -

Oxenhope Village Council Budget 2019/20 02/11/2019			
Heading	Budget	Spend to date	Budget remaining
	£	£	
Expenditure			
Clerk's Salary (inc. Employer NI)	9,900	6,134	3,766
Clerk's home working allowance	300	175	125
Stationery and Printing	500	452	48
Mobile Phone	150	64	86
Postages	50	28	22
Travel and Subsistence (Staff)	300	162	138
Travel and Subsistence (Councillors)	0	0	0
Internal and external audits	400	293	107
Subscriptions	900	733	167

Room Hire	200	61	139
Insurance	500	501	-1
Training	300	0	300
Marketing	250	25	225
Outreach	400	125	275
Christmas Lights	500	0	500
Maintenance of Marsh Common	150	0	150
Youth Club	4,800	3,582	1,218
Neighbourhood Development Plan	500	415	85
Website	900	797	103
Contingency Fund	500	0	500
Community Initiative Fund	250	450	-200
Maintenance of Parish Council Assets	3,000	1,536	1,464
Rose Garden - Grant Expenditure	0	7,648	-7,648
Purchase - Land off Mallard View	0	639	-639
Allotments	2,000	104	1,896
Defibrillators	3,400	3,306	94
Total Expenditure	30,150	27,234	2,916
Income	Budget	Income to date	
Transfer from Reserves	-3,173	0	-3,173
Precept	30,480	30,480	0
Council Support Grant	1,225	1,326	-101
NDP Grant	0	0	0
Rose Garden	0	0	0
Allotment Grant	338	337	1
Allotment rents	480	0	480
VAT refund	800	737	63
Miscellaneous	0	680	-680
Change in value of Prudential Investment	0	0	0
Total Income	30,150	33,560	-3,410

j) To note the following bank reconciliation:

Balance per bank statements as
at

01/11/19

Community Account	£26,178.93
Business Savings Account	£8,104.32
Prudential Investment	£21,365.78

£55,649.03

Less: unpresented items

Cheque No. 101330 (Imperative Training Ltd)

-£98.40

Net balances:

£55,550.63

CASH BOOK

Opening Balance 1 April 2019 £52,870.17

Add: Receipts in the year £33,559.86

Less: Payments in the year (incl. VAT) -£30,879.40

Closing balance per cash book:

£55,550.63

194/19 Schedule of Meetings for 2020

To agree the proposed schedule of meeting dates in 2020 (Appendix 8).

195/19 Minor items and items for next agenda

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

196/19 Date and time of next meeting

The next monthly meeting will be on Wednesday 11th December 2019 at the Methodist Church on West Drive starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – November outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Emergency Planning	Emergency Plan	Cllrs Eastwood Goulding and Pawson	12/09/19	Following table top exercise re-arranged for 12 th September, Emergency Plan has been updated.
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	02/10/19	Authorisation requested at October Village Council for expenditure on online training course
Land off Mallard View (including Horseshoe Dam)	Purchase	Chair and Clerk	02/10/19	Clarification being sort on boundaries
Litter Bins	Parish Council considering additional bins	Clerk / Chair	16/09/19	Cllr Poulsen awaiting response from Cleansing Team about bin.
Delf Hill / Bodkin Common	Concerns about use by off road vehicles	Clerk	01/10/19	Bradford Council Local Access Forum has been contacted. Ownership of land is now known.
Npower contract	Contract for supply of electricity for Christmas lights	Clerk	04/11/19	Contract not yet signed. Complaint logged with Npower about time taken to sort this issue.
Toilet building on Recreation Ground	To investigate possibility of a Community Asset Transfer	Clerk	28/10/19	Community Asset Transfer form (Stage 1) submitted to Bradford Council.

Appendix 2 – Allotment and Marsh Common Reports

Allotments Safety Inspection Report

Name: Ken Eastwood
Weather: Cold and damp

Date 5th November, 2019
Time 15:30

	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?	No	
Plots – Monthly Basis		
Any hazards e.g. broken glass, containers of chemicals?	No	
Access track - Monthly Basis		
Any defects e.g. pot holes, glass etc?	No	
Any unauthorised vehicular use?	No	
Any dog fouling visible on or within close proximity of access track?	No	
Gates – Monthly Basis		
Pedestrian swing gate working as it should?	Yes	
Field gate intact?	Yes	
Vegetation – Monthly Basis		
Any vegetation need removing and/or cutting well back?	Yes	
Trees – Monthly Basis		
Any overhanging branches need removing?	No	
Fires – Monthly Basis		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	No	
Boundary walls – Monthly Basis		
Any defects?	No	
Fencing – Monthly Basis		
Any defects?	No	

I certify that I inspected the above route on the above date when the only defects observed were those recorded above.

Ken Eastwood

Marsh Common Safety Inspection Report

Name: Robert Goulding

Date: 04/11/19

Weather: Wet

Time: 4 p.m.

Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?	✓	
Free of debris?	✓	
Footpath - Monthly Basis		
Any defects e.g. pot holes, glass etc?	✓	No
Any unauthorised vehicular use e.g. off road motor bikes etc?	✓	No
Any dog fouling visible on or within close proximity of footpath?	✓	No
Seating – Monthly Basis		
Any defect which may cause personal injury?	✓	No
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?	✓	No
Trees – Monthly Basis		
Any overhanging branches need removing?	✓	No
Fencing – Monthly Basis		
Any defects?	✓	Boundary fencing is not currently sheep proof
Boundary walls – Monthly Basis		
Any defects?	✓	No

I certify that I inspected Marsh Common on the above date when the only defects observed were those recorded above.

Inspector's Signature *R. Goulding*

Appendix 3 – Current Allotment Rents

	Fees from January 2019
Full Plot	£40.00
Half Plot	£20.00

Retired Rate	Fees from January 2019
Full Plot	£30.00
Half Plot	£15.00

Notes:	
For all future tenancies, the retired rate will apply where at least one of the tenants is over state retirement age	
Plot 12 is 4/5 of a plot and the annual fee will be reduced accordingly	

Appendix 4 – Correspondence

a) Email from David Hemsley, Oxenhope Bowling Club

Date: 11th October 2019

Subject: Support Grant for Oxenhope Bowling Club

Dear Janet,

Thank you for your letter of 4th October 2019 together with the accompanying letter supporting our efforts to obtain funding for a toilet block as arranged with Peter Hudman, our Club President. I will pass this on to the person who is dealing with the matter and hopefully it will reinforce our application for funding.

Thank you also for the proposed donation towards our winter maintenance costs which will be greatly appreciated.

I think we have made good progress since dispensing with BDMC's maintenance services. The green is in much better condition and the surrounding area has been vastly improved, and we have had many compliments, which is all for the good of the village. The downside is the additional cost to the club, which one way or another we are trying hard to counter.

Regards,

David Hemsley

Hon. Secretary - Oxenhope Bowling Club.

b) Email from Clerk and response from Bradford Council

Date: Various

Subject: Request to consider traffic calming measure on Denholme Road

Request from Clerk to Bradford Council, 21st October 2019

I am clerk to Oxenhope Village Council. Following a request from a resident, Councillors have asked me to contact Bradford Council Highways to ask you to consider traffic calming measures on Denholme Road, Oxenhope (BD22 9NP) between the Isle Lane junction and the Back Leeming junction. The road narrows here and there is a blind corner. The resident has reported their wall adjoining the road has been demolished several times and twice in the last three months.

Response from Bradford Council, 29th October 2019

I have asked the Highways team to look into traffic calming measures on this road. I cannot give a set timescale for this or guarantee this will be put in place. They have to get a traffic regulation order from the police, planning permission and funding for the work to be carried out, so this can take some time. In the meantime, I recommend contacting the police about the speeding/dangerous driving on this road. They have the authority to take action against these drivers and can prosecute them.

c) Email from resident

Date: 30th October 2019

Subject: Marsh Common – grazing / request to purchase

We would like to be able to graze Marsh Common for two reasons; one to keep the footpath clear and two to keep the extensive weed growth more controlled.

A few years ago we asked if we could graze it, permission was given so we did some temporary fencing around the boundary with little success. The sheep quickly escaped so we gave it up as a bad job.

Since then very little has been done with the area in terms of keeping it controlled, it is very overgrown and practically a wasteland. This year especially we have had several people call at the farmhouse and complain about the overgrown state of the footpath, which is why we mowed it - to stop the complaints.

We have vehicular access through the common from our land to the road which we do use although not regularly.

Our proposal is to purchase the area from the Village council in order to invest in properly fencing the boundary and securing it for sheep grazing. With this in place we could start to graze it and over the next few years try to get the weed growth under control whilst keeping the footpath clear.

There is a picnic bench there but nobody seems to use it as the place isn't very nice at the moment, we would have no issue with that staying there, we would encourage people to use it by trying to tidy the place up.

d) Email from resident and response from Chair

Date: Various

Subject: Defibrillator in phone kiosk at Leeming

**Email from resident to Chair of Village Council
29th October 2019**

Hi Ken,

In the last few weeks I saw a Defibrillator telephone box painted bright yellow the same colour as the defibrillator.

I am not sure who actually owns the one in Leeming but I really thought it looked great and highlighted its purpose.

Perhaps this could be put before the Parrish Council to be implemented, as it seems there are a lot of people in the village who have no idea that there is a defibrillator in situ.

**Email from Chair to Resident
30th October 2019**

Hi

We own the telephone kiosk at Leeming.

Personally, I like the iconic red. I've seen one in Bradford painted blue which looked awful. Not sure about yellow.

It doesn't really make any difference whether residents are aware of where the

defibrillators are. They can only be accessed via a code provided by Yorkshire Ambulance Service - YAS will, when responding to 999 calls where cardiac arrest is suspected, automatically direct the caller to the unit (if there is one available within a set distance). As you would expect, that's a very slick process. YAS have full details of the locations and full descriptions of all of our cPads.

Regards,

Ken

**Email from resident to Chair of Village Council
2nd November 2019**

Dear Ken,

Thank you for your response.

As a healthcare professional of many years experience and having been a qualified, certificated First Responder working in conjunction with the Yorkshire Ambulance Service, I am well aware of the operating system which exists with regard to defibrillators.

However, one of the basic tenets of any training is the necessity of the knowledge of the existence of utilisable facilities, rather than their discovery at the point of need.

Therefore, if the old red telephone kiosk remains an ordinary old red telephone kiosk, it will continue to be disregarded and, for example, the parking of vehicles, which obscure its significance, will continue.

I find it particularly significant that publicly available defibrillators are generally presented in yellow cases, e.g. on National Trust properties and in public car parks.

Therefore, personal colour preferences are totally irrelevant. Yellow is chosen because of its ability to attract public awareness, which is not a matter of some indifference.

I trust that you will agree that my carefully considered and experimentally advised observations and suggestions merit consideration and discussion, and I will be grateful if they could be put before the Parish Council.

Regards

**e) Email from Cllr Chris Herd
Date: 4th November 2019
Subject: Community Pay Back Team**

Hi Janet

I was wondering if Oxenhope parish council /rose gardens would be interested in some help from the community pay back team. They are very willing to help, please let me know if you require further information.

Kindest regards
Cllr Chris Herd

f) Consultation by Bradford Council

Date: 5th November 2019

Subject: Sufficiency of Specialist places for Children and Young People with Special Educational Needs and Disabilities (SEND) across the Bradford District

The Local Authority has a statutory duty to keep under review the provision it makes for children and young people with special educational needs and disabilities (SEND) whilst also ensuring there are sufficient specialist places available to meet the needs of the growing SEND population.

Bradford has experienced a significant increase in demand for Special Educational Needs and Disabilities (SEND) provision in the last 10 years. It is projected that the demand for SEND provision in Bradford will continue to grow and it has been identified that additional specialist places across all sectors in the Bradford District are required. This initial consultation is to share and gather information on the development of further specialist provision places to enhance the current specialist provision offer across the District.

To maximise the opportunities for expansion and creation of new provision we will keep under review any possibilities of expanding and re-configuring existing spaces to maximise the capital allocation.

In 2019/2020 we proposed to increase the amount of specialist places available through a range of services by expanding and developing further specialist provision to enhance the network of Special Schools, Early Years Enhanced Specialist provision (EYESPs), Resourced Provision places both School and Local authority led in mainstream schools, that are required to meet the current and future needs of children and young people with a range of Special Educational Needs and Disabilities.

In July 2019 the council; executive approved the development of:

- 34 resourced provision places and
- 40 additional special school places.

In addition to the proposals, 215 additional specialist places were also proposed across the academy sector, requiring approval from the Regional Schools Commissioner. The Regional Schools Commissioner approved these in July 2019. This left a further 65 places to be developed. The below proposals are in addition to this.

We are now seeking the views of all stakeholders and interested parties on the development of further additional specialist places to be delivered within the Bradford District.

The Proposals are as follows:

The Local Authority is proposing to increase the number of Special School places for Secondary aged pupils with Social Emotional and Mental Health needs, with effect from February 2020 by:

- Closing Ellar Carr Pupil Referral Unit and using the site to operate as a split site of Beechcliffe Special School

and

- Expanding Beechcliffe Special School from 144 places to 224 places. To deliver additional Social Emotional and Mental Health (SEMH) provision

The Local Authority is proposing to increase the number of Resourced Provision places by:

- Establishing a LA led Resourced Provision (RP) for 12 primary aged children with Communication and Interaction needs including Autistic Spectrum Disorders (ASD) at Fagley Primary School

The Local Authority is proposing to redistribute Early Years Enhanced Specialist Provision (EYESP) places by:

- Reducing the Early Years Enhanced Specialist Provision from 20 part time places to 10 part time places at Abbey Green Nursery School
- Developing an Early Years Enhanced Specialist Provision at Midland Road Nursery School to deliver 10 part time specialist places

Your views are important to us, please take a few minutes to answer our short questionnaires by following the below links:

- Beechcliffe Special School/Ellar Carr Pupil Referral Unit -
<https://surveys.bradford.gov.uk/snapwebhost/s.asp?k=157251078892>
- Abbey Green and Midland Road Nursery Schools -
<https://surveys.bradford.gov.uk/snapwebhost/s.asp?k=157251080374>
- Fagley Primary School -
<https://surveys.bradford.gov.uk/snapwebhost/s.asp?k=157251081419>

If you do not have access to the internet or you would prefer a paper copy of this questionnaire or any of the documents, please contact 01274 438260 or email: SENDPlacesConsultation@bradford.gov.uk

Pre-Consultation documents

If you would like further information about the proposals please refer to the following documents please visit: www.bradford.gov.uk/consultations

- Pre - Consultation document
- Maps showing Current and Proposed Provision
- Consultation Questionnaire

We are also holding a number of public consultation meetings. Please see details of the scheduled events below:

- Monday 11th November 2019 1.00pm-2.00pm Keighley Library Annexe – Spencer Street, Keighley, BD21 2BN

Or

- Thursday 14th November 1.45-2.45pm at Bradford City Hall Centenary Square, Bradford BD1 1HY

**The pre-consultation closes on Monday, 18th November 2019.
All responses must be received by this date.**

**Intelligence & Sufficiency Service
Education & Learning
City of Bradford Metropolitan District Council
Department of Children's Services**

g) Email from YLCA

Date: 5th November 2019

Subject: General Election 12 December 2019 – Guidance for local councils

Dear Clerk,

General Election 12th December 2019 – Guidance for local councils

The YLCA would like all councils to be aware of the arrangements for the pre-election period (purdah) prior to the General Election, which starts when Parliament is dissolved on 6 November.

Although local councils will not be holding elections on 12th December, NALC has reissued Legal Briefing L01-19 on the code of recommended practice on local authority publicity which is attached. It is recommended that all local councils become reacquainted with the requirements. Whilst NALC considers that the legal risks to local councils around this time are low, there could still be risks related to public perception and local media. NALC's advice is to be cautious around any activity or communications that could be perceived to be political or controversial.

Consider upcoming events such as Remembrance and how these could be perceived by members of the public in relation to any political bias. For instance, the National Association of Civic Officers (NACO) has stated that :

"There is no basis to treat an MP of the dissolved Parliament, who is seeking re-election, differently to any other candidate. In short then, it is advisable to alter your usual composition of the Wreath Laying Party, to exclude Members of Parliament and to give immediate thought on how to communicate and justify that decision".

If the council has any queries relating to the General Election after reading this guidance, please do not hesitate to contact the YLCA for advice.

Yours sincerely

Karen Canadine
LOCAL COUNCILS OFFICER

h) Email from YLCA

Date: 5th November 2019

Subject: Woodland Trust – Tree Charter Day and Free Trees!

WOODLAND TRUST – TREE CHARTER DAY AND FREE TREES!

We wanted to make all our members aware of the offer of free trees from the Woodland Trust. Many of the councils and parish meetings in Yorkshire are passionate about greening their parishes with trees and this is a good opportunity to do something positive for the environment. Please see information below.

Yours sincerely
Sheena.

Tree Charter updates

Join NALC, The Woodland Trust and the National Union of Students in The Big Climate Fight Back by hosting a tree planting event on the 30 November. As Tree Charter members, you are entitled to free trees from The Woodland Trust for these events!

Please let NALC know how many trees you will need for your event and where you would like the trees to be delivered. They will arrive near to Tree Charter Day by post. You don't need to have a tree for every person. Instead, focus on getting the right number of trees for the space available.

Read the Woodland Trust advice on finding land to plant:

www.woodlandtrust.org.uk/plant-trees/advice/where

and advice on how to go about planting your trees:

www.woodlandtrust.org.uk/plant-trees/advice/how

To find out more about Tree Charter Day and to order your trees, please contact The Woodland Trust at: charter@woodlandtrust.org.uk

i) Email from NALC

Date: 6th November 2019

Subject: NALC and LGA launch new guide to tackle loneliness

NALC has launched a new joint guide with the Local Government Association (LGA) on tackling loneliness.

In October 2018, the government launched its first-ever strategy on loneliness, making it clear that responsibility for tackling loneliness cuts across more than one ministerial department.

The *Reaching out* guide responds to the national strategy and outlines various ways local (parish and town) councils and principal authorities can work together.

The guide has practical advice, guidance and case studies, and focusses four key themes:

- Making Connections – finding ways to reach and understand the needs of those experiencing loneliness
- Making a Difference – providing services that directly improve the number and quality of relationships that people have
- Linking Up – giving support such as transport and technology to help sustain connections
- The Right Environment – creating the right structures and conditions locally to support those affected by, or at risk of, loneliness.

Cllr Sue Baxter, chairman of NALC, said: “To take forward the national strategy we must recognise that local activity is already underway. But we must redouble our efforts to work more effectively, and in partnership across local government if we are to see a real change in tackling loneliness.”

Loneliness is one of society’s most significant challenges; it reduces the quality of life and has an impact on health and wellbeing – it can affect anyone of any age, loneliness is not just about older people.

Appendix 5 – Proposed Risk Management Policy

Oxenhope Village Council Risk Management Policy & Assessment

Oxenhope Village Council is committed to identifying and managing risks to ensure that risks are maintained at an acceptable level. Any action that is felt necessary will be taken by the Village Council. The Clerk will review risks on a regular basis, including any newly identified risks, and will report back to the Council.

Risk assessment is a systematic general examination of the activities of the Village Council to enable potential risks to be identified.

This document has been produced to enable the Council to assess the risks inherent to its activities and satisfy itself that it has taken all practical and reasonable steps to reduce and minimise them.

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
FINANCIAL				
Precept	Adequacy of precept in order for Council to carry out Statutory duties	L	<ul style="list-style-type: none">• Annual budget produced.• Budget and financial forecast on every agenda.• Annual review of financial situation undertaken at budget setting.	<ul style="list-style-type: none">• No action required.• Existing procedure adequate.
Financial Records	Inadequate records leading to financial irregularities	L	<ul style="list-style-type: none">• Financial Regulations set out requirement for production of records at meetings.	<ul style="list-style-type: none">• No action required.• Existing procedure adequate.
Bank and banking	Inadequate checks/ bank mistakes	L	<ul style="list-style-type: none">• Financial Regulations set out banking requirements and controls in place for banking.• Monthly bank reconciliation statement.	<ul style="list-style-type: none">• No action required.• Existing procedure adequate.
Reporting and Auditing	Communication of information	L	<ul style="list-style-type: none">• Financial matters are a regular item on every agenda.• Monthly checks by Councillors.	<ul style="list-style-type: none">• No action required.• Existing procedure adequate.
Wages and	Salaries paid	L	<ul style="list-style-type: none">• Salary payments	<ul style="list-style-type: none">• No action

associated costs	incorrectly Incorrect payment to HMRC		included on agenda <ul style="list-style-type: none"> HMRC Basic Tools software used for payroll and to calculate amount due to HMRC. 	required. <ul style="list-style-type: none"> Existing procedure adequate.
Best Value Accountability	Work awarded incorrectly Overspend on services	L	<ul style="list-style-type: none"> Normal Village Council procedure for lower value work is to seek, where possible, more than one quotation before work or goods are authorised For major projects, competitive tendering process would be initiated (as per Financial Regulations). 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
VAT	Unclaimed VAT refunds	L	<ul style="list-style-type: none"> Annual claim to HMRC for VAT refund. Refund from HMRC for reclaimed VAT noted in lists of monthly income. VAT incurred displayed in separate column in cash book. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
EMPLOYMENT ISSUES				
Employees	Loss of key personnel	L	<ul style="list-style-type: none"> Illness covered by insurance, so temporary clerk could be appointed if needed. 	<ul style="list-style-type: none"> No action required.
Working hours	Over payment of wages for hours worked	L	<ul style="list-style-type: none"> Council has responsibility for monitoring of hours worked for all employees. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
Working conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	M	<ul style="list-style-type: none"> Regular reviews of staff performance and working relationship with the Council. Annual meeting to discuss performance and set targets. 	<ul style="list-style-type: none"> Ensure staff have access to reviews, etc.
Health and Safety	Injury to staff in the working environment	M	<ul style="list-style-type: none"> Provision of regular reviews of staff working procedures, risks involved and 	<ul style="list-style-type: none"> Provide extensive health and safety

			adequate direction on the safe use of any equipment required to undertake roles.	guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.
Fraud	Fraud by employees	L	<ul style="list-style-type: none"> Requirements of Fidelity Guarantee within insurance provision. Regular checks and internal controls on financial activity. No petty cash arrangements 	<ul style="list-style-type: none"> No action required. Existing procedure adequate
INSURANCE PROVISION				
Adequacy	Insurance provision inadequate for the risk identified	L	<ul style="list-style-type: none"> Annual review is undertaken of insurance arrangements. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
Cost	Best value practice not undertaken	L	<ul style="list-style-type: none"> Cost of insurance provision and service provided by said provider reviewed annually. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
FREEDOM OF INFORMATION PROVISION				
	Non-compliance with Freedom of Information Act statutory requirements	L	<ul style="list-style-type: none"> Council has Model Publication scheme available on website and hard copy from the Clerk. Freedom of Information Request Policy. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
DATA PROTECTION				
	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	L	<ul style="list-style-type: none"> Clerk/RFO and members undertaken training. Council registered with ICO as a Data Controller. Data/information audit complete and reviewed regularly. Privacy notices available on website. Retention and 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.

			disposal policy adopted. • Security Incident Procedure/policy in place.	
QUARTERLY RETURN (HMRC)				
	Submission within time limits to avoid financial penalties	L	<ul style="list-style-type: none"> Employers Return to HMRC completed and submitted online within the required time frame. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
ANNUAL RETURN (TO EXTERNAL AUDITORS)				
	Submission within time limits to avoid financial penalties	L	<ul style="list-style-type: none"> Figures for Annual return presented to Council for approval and signing. Subsequently sent to internal auditor for completion and signing before being sent for External Audit. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
LEGAL POWERS				
	Illegal activity and/or payments	L	<ul style="list-style-type: none"> All actions of the Village Council noted in Minutes presented to all members. All resolutions for payment resolved at monthly meetings of Village Council. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
STATUTORY OBLIGATIONS REGARDING DOCUMENTS				
	Accuracy and legality of notices, agendas, Minutes	L	<ul style="list-style-type: none"> Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved, signed and dated at the next meeting of the Council/Committee. Agendas and notices are produced in the prescribed manner by the Clerk and adhere to legal requirements. Agendas and notices are displayed 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.

			according to legal requirements.	
MEMBERS INTERESTS				
	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	M	<ul style="list-style-type: none"> Request for all members to declare any interests in business to be considered at all meetings. Registration of interests by members on prescribed form. Responsibility of individual member to declare said interests. Register of interests forms displayed on Village Council website. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
ASSETS MAINTENANCE				
	Loss or damage. Risk damage to third party	L	<ul style="list-style-type: none"> Annual review of assets undertaken for both insurance provision and external audit requirements. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
i) Notice boards, grit bins, benches, cPAD, planted beds and barrier baskets.	Damage to equipment. Risk to third parties.	L	<ul style="list-style-type: none"> Monthly checks undertaken by Clerk and members. Clerk possesses emergency powers to deal with urgent repairs. Notice board provision considered by council. Public Liability insurance in place. 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.
ASSETS				
	Poor performance of assets.	L	<ul style="list-style-type: none"> All assets owned by the Village Council are regularly reviewed. All repairs and relevant expenditure 	<ul style="list-style-type: none"> No action required. Existing procedure adequate.

			<p>authorised in accordance with correct procedures of the Village Council.</p> <ul style="list-style-type: none"> • All assets insured. • Insurance provision reviewed annually. 	
MEETING LOCATION				
	Premises inadequate for needs of Council and inaccessible for members of the public.	L	<ul style="list-style-type: none"> • Meetings of the Village Council are normally held in the Methodist Church, West Drive, Oxenhope which has adequate facilities for the hosting of meetings. Access is DDA compliant. 	<ul style="list-style-type: none"> • No action required. • .
COUNCIL RECORDS				
Paper Records	<p>Loss of essential records through theft and/or fire damage.</p> <p>Council Minutes, and correspondence.</p> <p>Financial records.</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> • Minutes are archived with West Yorkshire Archive Services. • Other minutes and correspondence are stored in lockable metal cabinet at clerk's house. • All Village Council financial records are stored at home of clerk. 	<ul style="list-style-type: none"> • No action required. • Existing procedures adequate.
Electronic Records	Loss through; theft, fire damage or corruption of computer	L	<ul style="list-style-type: none"> • Village Council electronic records are stored on personal computers of Clerk. • Back up is via subscription to the Live Drive service. • Minutes and agendas are held electronically in the cloud (Dropbox, encrypted with Boxcryptor). 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate.

KEY
LEVEL OF RISK:
L: LOW
M: MED
H: HIGH

Appendix 6 – Proposed Training and Professional Development Policy

Oxenhope Village Council Training & Professional Development Policy

Introduction

Oxenhope Village Council is committed to ensuring staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this funding is allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

As a responsible employer, the council recognises it has responsibilities to employees and is committed to ensuring that training and professional development needs are assessed and met. The council also acknowledges additional training responsibilities falling to the council in terms of managing the health, safety and welfare of its staff.

Identifying Training Needs

The Chair shall be responsible for assessing the training and development needs of staff, both as a part of the annual appraisal process in February each year and also routinely during the course of the year. A record will be kept of training and professional development which shall be updated at least annually and published on the Village Council website.

Training requirements for Councillors will usually be identified by the Chair, individual Councillors or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Village Council.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Association of Local Council Clerks (ALCC) as well as to the Yorkshire Local Councils Associations (YLCA) to ensure the Clerk and Councillors are able to access relevant training.

Staff Training

The Clerk will be expected to attend all relevant training courses whenever possible.

The Clerk will be expected to undertake the Introduction to Local Council Administration (ILCA) online course within 3 months of employment. The Clerk will also be encouraged to consider undertaking the Certificate in Local Council Administration (CiLCA).

Where necessary and appropriate and with prior approval, staff will be paid overtime for attendance at training events and for periods of study. Staff and Councillors will also be eligible to submit expense claims covering incidental costs incurred when attending training courses e.g. parking charges, mileage payments and subsistence, if appropriate.

Councillor Training

New Councillors will be expected to attend a new Councillor training course provided by the YLCA and other induction meetings arranged by the Clerk or the Chair.

Councillors will be expected to attend training courses and to participate in other professional development opportunities arranged during the course of their term of office.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of work commitments. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend.

Councillors will be encouraged to attend training provided by its partner authorities including YLCA and Bradford MDC and attend other relevant conferences and meetings whenever possible.

Monitoring

All attendees will provide feedback on courses and conferences attended to assist the Village Council assess cost, relevance, content and effectiveness. All training presentation materials will be retained and used for in-house training and information sharing.

Staff Induction Training

All new staff will have an induction meeting with the Chair to provide them with sufficient information to enable them to undertake their duties and to provide essential health and safety information.

An induction checklist is set out below which ensures that all relevant information is imparted to new staff. The induction checklist will form the basis of the Village Council's induction training, which should be completed within the first week of any employment.

Induction Checklist

The new employee should tick each subject as s/he has been informed about it, and sign the form.

The Council	
1. Council's function	
2. Introduction to Councillors	
3. New entrant's own role	
4. Supervision	
5. General layout - entrances and exits, facilities	
6. Contact Information and communication arrangements	
7. Information sources, e.g. notice boards, website etc.	
Conditions	
8. Information on hours of work	
9. Time recording arrangements	
10. Pay and Allowances	
11. Probationary periods	
12. Pension scheme and eligibility	
13. Reporting absence	
14. Arrangements for requesting leave	
15. Staff appraisal	
Health & Safety, Security and Fire	
16. Health and safety information relevant to the role	
17. Fire instructions and procedure	
18. Location of fire-fighting equipment	
19. Accident reporting and Incident procedures	
20. First aid facilities	
21. Security of building, arrangement for keys	
22. Management of monies/valuables	
23. Issue of protective clothing	
Conduct	
24. Personal presentation	
25. Grievance and Disciplinary procedures	
26. Courtesy to the public	
27. Confidentiality	
28. Acceptance of gifts	
29. Statements to the Press	
30. Standards of Conduct	
31. Handling Complaints	

Name: _____

Job Title / Role: _____

Signature: _____ Date: _____

Appendix 7 – Budget Considerations

1. Village Warden (Environmental Warden)

Many local councils are employing staff variously described as environmental or village wardens, or the rather ancient term of 'Lengthsman' (which dates from the 1700's).

The function can fill the gap created as the principal authority withdraws delivery of non-essential services. Bradford Council have made major cuts to its cleansing budget, which have led to loss of staff and a drop in service. The upshot is that we are seeing fewer staff in Oxenhope, for a shorter period of time, and this downwards direction of travel seems set to continue with Bradford Council still to find significant savings.

A Village Warden's duties could include: -

- Develop effective working relationships with service providers such as Bradford Council, local amenities, community facilities, other bodies
- Develop good working relationships with local residents and act as a point of contact for the reporting of issues or incidents relating to the environmental quality of the village
- Monitor and report on performance of statutory services and other contractors, e.g. street cleansing, parks maintenance
- Work independently and alongside Bradford Council staff to attend to a range of issues including:
 - Helping with the upkeep of our own assets including the Rose Garden, allotments, Marsh Common and, in the future, the Horse Shoe Dam and public footpath and the toilets.
 - Keeping footpaths, verges and rights of way in the village free from litter.
 - Clearing drains and gullies.
 - Clearing leaves.
 - Cleaning street signs.
 - Clearing dog fouling.
 - Erecting signs and notices.
 - Weeding and grounds maintenance.
 - Planting flower displays.
 - Reporting and recording environmental issues within the village requiring District Council attention.
 - Undertaking general repairs and maintenance as may be required from time to time.

Other examples of activity include routine safety inspections, litter picking and cleansing. The footpath through to Mallard View will become our responsibility – a path that has generated complaint about cleansing, dog fouling and overgrowth of adjacent vegetation.

Other parish councils locally already have paid posts in place to play a role in maintaining a

clean and welcoming environment.

In addition to the Litter-free Baildon volunteers, *Baildon Parish Council* has a 0.5 Environmental Warden post whose tasks include litter picking, gully clearing, leaf sweeping, sorting out the Christmas lights, dealing with dangerous trees, in short any environmental issues reported to him.

Ilkley Parish Council has a Town Centre Warden (previously 'Lengthsman') who works 20 hours/week flexibly Monday to Friday. The role includes clearing drainage, maintaining ditches, removing flyposting, cleaning signage, strimming, cutting back vegetation, litter picking, minor repairs to street furniture/signage, reporting faults and anti-social behaviour.

Haworth, Cross Roads and Stanbury Parish Council has a Village Warden post, working 30 hours over 5 days. Duties include maintaining the public toilets but also maintaining verges and footpaths, watering planters, undertaking manual sweeping, checking and reporting on grit bins, and ensuring parish noticeboards are kept up to date.

Bradford Council used to employ a Lengthsman who worked in Oxenhope for 2 days a week. I recall seeing correspondence from the Parish Council challenging Bradford when that was reduced to 1 day a week and then eventually withdrawn completely. At that time the Parish Council considered the role to be essential to Oxenhope.

A part time warden would likely be graded on the NJC pay scales at SCP 13-17, which equates to £11.45 to £12.39 per hour at the top of the grade.

A warden working 8 hours per week, for example, at the top of grade would cost the Council £5,154 per annum. An additional budget allocation would also be required for Uniform, PPE, tools and materials (perhaps £1,000 per annum)?

2. Christmas Lights

The existing Christmas lights, in the Rose Garden, really need to be replaced. The trunking and junction boxes are seriously 'end of life' and require intensive intervention every year to prevent the supply tripping for safety reasons.

Several strings of lights in the cherry trees are no longer working. A number of trees look very sorry for themselves.

We have just asked an electrician to quote for remedial works i.e. to make good what we have for another year (that won't include additional lights).

Feedback received last year was critical of the green lights in the cherry trees. I'd suggest we need to consider replacement with something more attractive and impressive at some point. But maybe not now?

Several residents have asked about additional illuminations in the village. Members may have seen lamp post illuminations in nearby villages e.g. Cross Roads, Cullingworth, Steeton & Eastburn and Sutton-in-Craven.

Here's an example: -



Indicative costing from Keighley based Christmas Plus suggest lamppost motifs cost £500 per unit, including installation, take down and storage charges (maybe 6 along Station Road)?

Budget £3,000 in total?

Other ideas to enhance our Christmas offer?

3. Flower Planting

Many parish councils pay for flower displays including hanging baskets, barrier baskets or standalone, tiered planting features. Feedback from residents elsewhere suggests this is well received and supported e.g. flower displays in Keighley Town Centre funded by the Town Council.

Maybe the Village Council could consider a central display at Muffin Corner? Or planters elsewhere in the village? Some examples: -



If there is support for this idea further costs could be researched to inform the budget process.

Ken Eastwood
29th October 2019

Appendix 8 Proposed Schedule of Meetings 2020
Oxenhope Village Council
Schedule of Meetings 2020 (Draft)

Date	Meeting	Start Time and location
Wednesday 8 th January 2020	Allotment holders' forum	6.30 pm at Methodist Church, West Drive
Wednesday 8 th January 2020	Monthly meeting Oxenhope Village Council (OVC)	7.30 p.m. at Methodist Church, West Drive
Wednesday 12 th February 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 11 th March 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 8 th April 2020	Annual Village Meeting (See note 1)	7.00 p.m. at Methodist Church, West Drive
Wednesday 8 th April 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 13 th May 2020	Annual Meeting (See note 2)	7.30 p.m. at Methodist Church, West Drive
Wednesday 10 th June 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 8 th July 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 12 th August 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 9 th September 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 14 th October 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 11 th November 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive
Wednesday 9 th December 2020	Monthly meeting OVC	7.30 p.m. at Methodist Church, West Drive

Notes:

1. Annual Village Meeting. Although this meeting will be chaired by the Chairman of Oxenhope Village Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Village Meeting must be held between 1st March and 1st June (Local Government Act 1972).

2. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and eighteenth day after the election (inclusive) (Local Government Act 1972).