

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 13TH NOVEMBER 2019 AT THE METHODIST CHURCH,
WEST DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)
Cllr Robert Goulding (Vice Chair)
Cllr Kevin Allmond
Cllr Michelle Dawson
Cllr John Haigh
Cllr Chris Pawson
Cllr Peter McManus

In attendance: Worth Valley Councillor Chris Herd
Worth Valley Councillor Rebecca Poulsen
PCSO Martin Walker
2 members of the public

178/19 Apologies for absence

There were no apologies for absence, but the Clerk informed the meeting that Cllr Nikki Denny had resigned with immediate effect.

179/19 Disclosures of Interest

Cllrs Goulding and Haigh both declared an interest in the planning application for the site of Oxenhope Social Club (19/04561/FUL). Cllr Eastwood declared an interest in financial matters.

180/19 Applications for a Dispensation

None received.

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

- a) The minutes of the Village Council's monthly meeting held on 9th October 2019 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The November Outstanding Issues Report was noted. The issue of the bin in Recreation ground is on-going. The Clerk reported that a contract has finally been agreed with Npower.

182/19 Public Question Time

None.

183/19 Guest Speakers

a) **Worth Valley Ward Councillors**

Cllr Herd asked if the Village Council was interested in using the Community Payback scheme for work in the village. The Rose Garden was mentioned as a possible project, with work needed on the outside beds, which are very overgrown.

Cllr Herd praised the work of the volunteers who he said have done a brilliant job in the Rose Garden.

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He agreed to liaise with the Payback team to get more information and to find out if they would be able to help with the work already done by the volunteers.

Cllr Herd also reported there was a missing gate on Cock Hill, with sheep getting onto the road. He said Bradford Council Highways department would be replacing the gate.

Cllr Poulsen said that they are now in purdah, due to the General Election, so many Bradford Council meetings have been postponed or cancelled.

She said the consultation on cuts to the library budget is now on the Bradford Council website. There will be a drop in session at Keighley library on Saturday 23rd November between 12.30pm and 2pm. Cllr Herd stated that there was a petition in Keighley against the proposal to take over one million pounds out of the library budget.

Cllr Poulsen said she has been speaking to Council officers about Mallard View.

There were no questions for Ward Councillors.

b) **Police**

PCSO Walker reported that there had been five crimes in Oxenhope in the last month. There had been two burglaries, the first being an attempted burglary and the second incident related to minors entering a house.

There was one theft from a garden, which was part of a neighbourhood dispute and one public order offence, with a threat of violence in a local pub.

There had also been a drugs related incident when a PCSO had found teenagers in a car with a small amount of drugs. This had been dealt with by a community resolution order. Councillors asked why this had been dealt with by a community resolution and PCSO Walker agreed to provide further information. Concern was expressed about the apparent widespread low-level drug use in the village.

c) **School**

Alice Jones, Head of School at Oxenhope CE Primary School had provided a report which was read out by the Clerk.

Report from Oxenhope CE Primary School:

Open day was very successful with over 30 parents attending and wanting places for September. Some were already in school nurseries and wanting to come to our reception, which is unusual. We have also widened our reach to places like Denholme and Cullingworth to ensure that we are getting the numbers of children in and therefore the funding for the school.

Ofsted in June was good.

Our first project of the new year was called 'the village' and focused on the community and the history of the village. We had trips around the local area and to the railway.

We had representation from school at the remembrance service and the children laid the wreath with Mrs Jones and were very mature and respectful.

Our sports clubs are doing well with runners in the Keighley schools cross country event and our Boccia team taking part in a school tournament.

We are heading straight into Christmas with nativities and services galore as well as children singing in care homes and at Manorlands.

We are looking at a carols by candlelight evening in the Rose Garden and wondered if the council would like to join us. The date is to be confirmed.

Cllr Dawson added the children had seen the flooding in South Yorkshire. Years 3 had created posters and were collecting food and other items to donate.

**184/19 Planning
Resolved:**

- 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.

Discussion took place on this planning application and the related application (19/04177/LBC). There was a question raised over what constitutes an agricultural building and whether this was an appropriate description of the buildings, where a change of use had been applied for.

The decision was taken that the Village Council would object to this planning application on the grounds that these are not agricultural buildings, but would not object to the related planning application.

- 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.

The Village Council raises no objection to this planning application.

- 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.

The Village Council supports this planning application.

Cllrs Goulding and Haigh left the meeting.

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- d) **19/04561/FUL** Demolition of existing buildings and construction of five dwellings with parking at Oxenhope Social Club, Lower Town, Oxenhope BD22 9JQ.

There was discussion about the planning application, with this development of smaller houses seen as being good for the village.

The Village Council supports this planning application.

Cllrs Goulding and Haigh rejoined the meeting.

- e) **19/04609/HOU** Single storey front extension at Ridge End, Shaw Lane, Oxenhope BD22 9QL.

The Village Council raises no objection to this planning application.

185/19 Safety Inspection Report for the Allotments and Marsh Common

The reports for the Allotments and Marsh Common were noted.

Both Cllr Eastwood and Cllr Goulding reported that there were no major issues with the allotments or Marsh Common at the moment.

Resolved:

To leave allotment rents at their current level.

Cllr Eastwood asked if another Councillor could take on the role of allotment lead as he only stepped in as an interim, when there were vacancies on the Council. Cllr Allmond said that he would be interested in this role.

186/19 Correspondence

Resolved:

- a) Email from David Hemsley, Oxenhope Bowling Club about Support Grant for Oxenhope Bowling Club. Noted.

- b) Email from Clerk and response from Bradford Council about request to consider traffic calming measure on Denholme Road.

Cllr Herd reported that he is dealing with this issue.

- c) Email from resident about Marsh Common – grazing / request to purchase.

It was agreed that while it is possible to sell common land, which would continue to be classed as common land, the Village Council does not want to sell Marsh Common.

It was clarified that the common rights on Marsh Common do not relate to grazing rights rather to the right to quarry stone.

It was stated that the Common was bought from Mr. Scholefield about fifteen years ago and the Village Council owns the land. The land was previously

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used as a quarry, then an official tip. Later on topsoil was used to cover that site.

It was stated that if it was to be used for grazing then fencing would be needed and this would be expensive.

A member of the public asked if it was let out for grazing, would there still be a public right of way. It was confirmed that there would be. They also queried if the offer of grazing should only be made to one person. It was pointed out that only one person has approached the Village Council about this.

Resolved:

To make an offer of grazing Marsh Common to the person who has asked about this at no cost, but they would be responsible for any improvements needed to the fencing.

- d) Email from resident and response from Chair about Defibrillator in phone kiosk at Leeming.

It was stated that the phone kiosk is in a conservation area and that BT disposed of the kiosks in a way designed to preserve them for the future as they formed a notable feature in the UK's street scene. The defibrillator within the kiosk is contained in a yellow housing, visible from outside. Following discussion, it was decided to include refurbishing of the kiosk in the list of possible projects to include in the budget for 2020/21, but this would not include changing the colour of the kiosk.

- e) Email from Cllr Chris Herd about Community Pay Back Team. Noted.
- 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. Noted.
- g) Email from YLCA about the General Election on 12th December 2019 – Guidance for local councils. Noted. Cllr Eastwood explained that during the purdah period, care had to be taken to avoid giving the impression of favouring a political party.
- h) Email from YLCA about Woodland Trust – Tree Charter Day and Free Trees. It was reported the Keighley Town Council is planning to plant 4,500 trees. Cllr Eastwood agreed to include information on the offer of free trees on Oxenhope Online.
- i) Email from NALC about launch of new guide to tackle loneliness. Councillors are very aware that this is an important issue. There are initiatives in the village to help combat loneliness, including the weekly drop in café in the Methodist Church. The importance of promoting these events was stressed.

187/19 Declaration of a Climate Change Emergency

Cllr Eastwood 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.

Cllr Eastwood explained the background to this motion. The issue is gaining increasing prominence and traction, not only due to activists but also a recent report from over 11,000 scientists, stating that planet earth is facing a climate emergency. Their report stated that if we continue with “business as usual” then the situation will get increasing more severe. The danger is that people assume that tackling this issue is someone else’s responsibility.

Cllr Eastwood stressed the importance of raising awareness and getting everyone to contribute. He pointed out that Keighley Town Council, Harden Parish Council and Bradford Council have all declared a climate emergency and he was proposing that Oxenhope Village Council does the same.

The issue of the village being carbon neutral by 2030 was raised. Cllr Eastwood said that this would be a radical target and, though it would not be within the gift of the Village Council to achieve this, it was about “nailing our colours to the mast”.

Concern was also raised about whether CO2 causes global warming or is a product of the warming. A further issue was whether war and cyber attacks should be seen as a greater threat, with stress on the importance of increasing community resilience.

A further concern was how difficult it is to become carbon neutral, even by 2050. This would mean potentially stopping livestock farming and not having steam trains.

Resolved:

That the Village Council develops a Climate Mission statement. To arrange a public event to debate the issue and formulate a statement on how the village will respond to climate change.

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

Cllr McManus reported that he had received an email today from the Village Council’s solicitors asking to quote for the further work involved in this purchase.

The Duchy of Lancaster want the Village Council to purchase all the land, including the road and playground. Cllr McManus said he is waiting for confirmation from Bradford Council that the road has been adopted.

He stated that he was concerned about the playground. It was the subject of a Section 106 agreement and should have legally gone to Bradford Council. There was concern expressed about the liability involved in taking on the playground, though this would be possible, but the priority was to check whether Bradford Council had taken on responsibility for the site and for play equipment inspections and maintenance.

189/19 Bodkin Lane / Delf Hill

Cllr McManus reported that Mr. Scholefield owns the land. The Clerk was asked to get in touch with the person who had complained about off road use of the land and ask him to contact the landowner.

190/19 Unadopted roads in The Square

Cllr Goulding reported that two of the residents are now taking the lead on the work on the roads in The Square, but he will provide updates to the Council.

191/19 Risk Management Policy

Resolved:

To authorise the adoption of the Risk Management Policy and Assessment.

192/19 Training and Professional Development Policy

Resolved:

To authorise the adoption of the Training and Professional Development Policy.

193/19 Financial Matters

Resolved:

- a) The following items were agreed to be included in budget discussions at next months meeting:

Work on the toilet blocks at top of recreation ground (subject to the Community Asset Transfer)
Additional Christmas lights, including lights on lampposts
Possibility of a village warden
Flower planters
Skate park

- b) To authorise 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.
- c) To authorise expenditure of £90 (plus VAT) for SLCC training for the Clerk.
- d) To authorise payment of £50 to NALC to register for the Local Government Award Scheme and £80 to YLCA for the administration of the Award Scheme.
- e) To authorise expenditure of £20 for refreshments for a meeting of the Friends of the Rose Garden.
- f) To authorise expenditure of £15.98 on magnets for the new Village Council noticeboard.
- g) To authorise the following accounts for payment:

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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) The following payments previously authorised were noted: -

Clerk's salary and home working allowance (01.11.19 - 30.11.19)
Clerk's mobile phone (£11.00 per month direct debit).

i) The following trial balances were noted:

Oxenhope Village Council Budget 2019/20			
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

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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

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j) The following bank reconciliation was noted:

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:		<u><u>£55,550.63</u></u>

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:		<u><u>£55,550.63</u></u>

194/19 Schedule of Meetings for 2020

The proposed schedule of meeting dates in 2020 was agreed.

195/19 Minor items and items for next agenda

Cllr McManus said he had been working with Bradford Council and our planning consultant Jamie Wilde on the Neighbourhood Development Plan (NDP). There will be a meeting just before Christmas when Bradford Council should hopefully sign off the NDP. It will then go to the next stage.

He stated he is still hoping that it might be possible to hold the referendum on the NDP at the same time as the local elections in May, but this could not be guaranteed.

Cllr Dawson said she manages the community noticeboard in school and to let her know about any notices the might useful to display there.

Cllr Pawson said he would be attending a Community Centre meeting on Thursday 14th November.

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Cllr Allmond suggested putting on Oxenhope Online a reminder of how important it is to have a bag with emergency supplies (a grab bag) in your car.

In terms of the Village Councillor vacancy, the Clerk will need to inform Bradford Council and a notice of vacancy will be advertised.

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.

The meeting closed at 9.25 p.m.