

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 11TH DECEMBER 2019 AT THE METHODIST CHURCH,
WEST DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)
Cllr Kevin Allmond
Cllr Michelle Dawson
Cllr Chris Pawson
Cllr Peter McManus

In attendance: 1 member of the public

197/19 Apologies for absence

Apologies for absence have been received from Cllrs Goulding and Haigh. The reasons for absence were approved.

Apologies have also been received from Rev. Cat Thatcher and Cllrs Herd and Poulsen and Alice Jones.

198/19 Disclosures of Interest

Cllr McManus declared an interest in the first planning application (19/04768/HOU).

199/19 Applications for a Dispensation

None received.

200/19 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Village Council's monthly meeting held on 13th November 2019 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The December Outstanding Issues Report was noted. Cllr Pawson said that he now has copies of the key for the Community Centre, which can be used if the centre is needed in an emergency. The Clerk reported that safeguarding training is now available via the Bradford Safeguarding Children Board's website. Details will be provided to Councillors.

201/19 Public Question Time

The member of the public stated they were very impressed by the work that has taken place in the Rose Garden and with the new noticeboards. They stated they were pleased that grant funding had been obtained for these.

They noted that the purchase of land around Mallard View was on the agenda. Cllr Eastwood briefly explained issues relating to the difference between the boundaries of the land in the original and final offer.

They also asked about the Village Council's plans for the old toilet blocks at the top of the park, mentioning the accessible toilet, which the Bowling Club is working to fund. Cllr Eastwood explained that the projects were not mutually exclusive. The Village Council was hoping to open one toilet and use the other

Signed.....

1961

Page Numbering checked..... 8th January 2020

block either as a pop-up shop or possibly a parcel drop off point. The member of the public asked about maintenance costs. Cllr Eastwood said the Council is considering whether to employ a village warden, and looking after the toilet could be part of their role. However he did state that if vandalism became a problem then the Council would have to review the situation.

202/19 Guest Speakers

- a) **Worth Valley Ward Councillors**
No Ward Councillors were present.

- b) **Other Guest speakers**
There were no other guest speakers.

203/19 Planning

Cllr McManus left the meeting.

Resolved:

- a) **19/04768/HOU** Construction of new porch and refurbishment of existing store 5 Bank, Oxenhope, BD22 9NS.

This is a re-submission of a previous planning application, which was refused by Bradford Council.

The Village Council supports this planning application.

Cllr McManus re-joined the meeting.

- b) **19/04773/FUL** Construction of new equipment storage building and alterations to existing amenity building at Upwood Holiday Park, Black Moor Road, Oxenhope, BD22 9SS.

The Village Council supports this planning application.

203/19 Safety Inspection Report for Marsh Common

The report for Marsh Common was noted.

204/19 Correspondence

Resolved:

- a) Email from Sheena Spence, YLCA about YLCA Webinar training programme November 2019 to January 2020. Cllr Eastwood commented that the timing of the webinars was an issue, especially for anyone who worked full time. The Clerk was asked to contact YLCA to ask if the webinars will be available for Councillors to access.

- b) Email from Sheena Spence, YLCA about Consultation on unauthorised encampments. Noted. Cllr Eastwood said this has not been an issue in Oxenhope.

- c) Email from resident with concerns about the Youth Club and lighting round Community Centre.

Signed.....

1962

Cllr Eastwood said that on his first visit two lights were not working. On his second visit he saw more lights, some of which were not working. The lights have been reported to Bradford Council, and once the lights have been repaired, there should be enough lighting in the area.

- d) Email from Bradford Council about the consultation on Special Education and Disability (SEND) provision. Noted. Cllr Dawson commented that both the SEND and education budgets were very tight.
- e) Email from Bradford Council about consultation on Special Education and Disability (SEND) provision (Beechcliffe Special School). Noted. It was suggested the information about the SEND consultations were put on Oxenhope Online.
- f) Email from Alice Bentley, Ward Officer, Bradford Council about International Women's Day 2020. Noted. This will be promoted on Oxenhope Online.

205/19 Land off Mallard View (including Horseshoe Dam)

Cllr Eastwood stated that emails have now been received from Bradford Council, stating that the Council maintain the road on Mallard View, the playground and the footbridge.

Cllr McManus stated there was still a slight concern in relation to the playground. The Council only stated that they maintained the play area and there was no specific mention of the retaining wall. However a second retaining wall was planned as part of the planning application to build houses on the Social Club site, so there should not be any issues with the long retaining wall. If there were any future issues with the shorter retaining wall, Bradford Council would be likely to be responsible.

Resolved:

To release the previously approved payment for the completion of the purchase of the land off Mallard View.

206/19 Unadopted roads in The Square

This item was postponed until the January Village Council meeting.

207/19 Vacancy

Cllr Eastwood explained that following the recent resignation, the notice of vacancy has been published. It was noted that if no request for an election has been received by 16th December, the Council would be able to fill the vacancy by co-option.

208/19 Village Council Logo

Cllr Eastwood agreed to feedback to the designer on the requested changes to the logo, including making the colours brighter and bolder, and removing the fence from in front of the train.

209/19 Financial Matters

Resolved:

- a) Following discussion the budget for 2020/21 was agreed as follows and the precept for a Band D property was set at £35.00.

Heading	Budget 2020/21	Comments
Expenditure	£	
Clerk's Salary (inc. Employer NI)	10,360	Assumes increase of one point on salary scale and 2% cost of living award
Village Warden	5,200	Either employee or contractor
Village Warden (equipment)	1,000	
Clerk's home working allowance	300	
Stationery and Printing	500	
Mobile Phone	160	
Postages	50	
Travel and Subsistence (Staff)	300	
Internal and external audits	390	Likely to be higher cost for both internal and external audits
Subscriptions	900	Subscriptions to NALC, SLCC and Information Commission data controller fee
Room Hire	200	
Insurance	600	Three year insurance contract ends May 2020. May well be increased costs.
Training	300	
Marketing	100	
Outreach	400	
Christmas Lights	5,000	Additional funding for Christmas lights
Maintenance of Marsh Common	500	
Youth Club	4,800	Estimated cost based on 40 sessions per year @ £120
Neighbourhood Development Plan	200	
Website	800	
Contingency Fund	1,000	
Community Initiative Fund	500	
Maintenance of Village Council Assets	4,000	Increased budget as will be work required on Horseshoe Dam
Allotments	1,000	
Defibrillators	800	Maintenance costs for four defibrillators
Skate park	1,000	Funding for a survey to assess demand / feasibility study
Refurbishment of Leeming phone kiosk	500	Estimated cost for new glazing
Total Expenditure	40,860	

Signed.....

1964

Page Numbering checked..... 8th January 2020

Income	Income Budget 2020/21	
Reserves		No changes planned to level of reserves
Precept	35,910	Precept base is 1,026 (number of households). Precept set at £35 per annum for Band D property
Council Support Grant	0	Bradford Council has stopped this grant in 2020/21
Allotment Grant	300	
Allotment rents	450	
VAT refund	4,200	
Miscellaneous	0	
Change in value of Prudential Investment	0	
Total Income	40,860	

b) To authorise the Clerk's membership of the Society for Local Council Clerks (SLCC) in 2020 at an annual cost of £140.

c) To authorise the cancellation of cheque number 101378 to AWB Charlesworth in relation to the completion statement for the purchase of land off Mallard View.

Authorisation for the payment from the Village Council bank account (cheque 101378 is from the Parish Council bank account) was agreed, as the issues relating to the boundaries have been resolved.

d) To note the letter from Barclays Bank about the reduction in interest rate (from 0.2% to 0.1%) on the business savings account. Clerk was asked to look at options for a reserve account with a higher rate of interest in the future.

e) To note that cheque number 101330 for £98.40 to Imperative Training Limited raised on 7th March 2019 has not been cashed. Following contact with the company, the Clerk has been informed that the order was cancelled. The expenditure has therefore been cancelled.

f) To authorise the following accounts for payment:

Payee	Cheque No.	Amount	Description
Helliwell Design Ltd.	101423	£250.00	Logo for Village Council
SLCC Enterprises Ltd.	101424	£36.00	Digital Clerk Webinar training for Clerk
Business Stream	101425	£42.11	Estimated allotment water invoice (02/09 to 21/11/19)
MWT Electrical Ltd.	101426	£360.00	Electrical work on Christmas lights

Signed.....

1965

Page Numbering checked..... 8th January 2020

g) The following payments previously authorised were noted: -

Clerk's salary and home working allowance (01.12.19 - 31.12.19).
Clerk's mobile phone (£11.00 per month direct debit) plus an additional 57p usage charge.

The Clerk was asked to look at the phone contract once this contract runs out.

h) The following trial balances were noted: -

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
Expenditure				
Clerk's Salary (inc. Employer NI)	9,900	6,774	3,126	-31
Clerk's home working allowance	300	200	100	0
Stationery and Printing	500	452	48	0
Mobile Phone	150	74	76	32
Postages	50	28	22	0
Travel and Subsistence (Staff)	300	162	138	0
Travel and Subsistence (Councillors)	0	0	0	0
Internal and external audits	400	293	107	107
Subscriptions	900	733	167	27
Room Hire	200	111	89	-19
Insurance	500	501	-1	-1
Training	300	60	240	0
Marketing	250	25	225	225
Outreach	400	250	150	25
Christmas Lights	500	0	500	0
Maintenance of Marsh Common	150	0	150	0
Youth Club	4,800	3,582	1,218	-702
Neighbourhood Development Plan	500	415	85	85
Website	900	797	103	0
Contingency Fund	500	0	500	0
Community Initiative Fund	250	450	-200	-200
Maintenance of Parish Council Assets	3,000	2,326	674	0
Rose Garden - Grant Expenditure	0	9,672	-9,672	-9,672
Purchase - Land off Mallard View	0	639	-639	-5,506
Allotments	2,000	104	1,896	1,096
Defibrillators	3,400	3,224	176	176
Total Expenditure	30,150	30,874	-724	-14,360

Signed.....

1966

Page Numbering checked..... 8th January 2020

Income	Budget	Income to date		Year end Shortfall (-) / Surplus (+)
Transfer to Reserves	-3,173	0	3,173	0
Precept	30,480	30,480	0	0
Council Support Grant	1,225	1,326	101	101
NDP Grant	0	0	0	0
Rose Garden	0	696	696	696
Allotment Grant	338	337	-1	-1
Allotment rents	480	0	-480	-40
VAT refund	800	737	-63	-63
Miscellaneous	0	684	684	684
Change in value of Prudential Investment	0	0	0	0
Total Income	30,150	34,260	4,110	1,377
Surplus (+) / Deficit (-)				-12,983

i) The following bank reconciliation was noted:

Community Account	£23,119.73	
Business Savings Account	£8,108.36	
Prudential Investment	£21,365.78	
		£52,593.87
Less: unrepresented items		
Cheque No 101381 (D. Holmes)		-£450.00
Net balances:		<u><u>£52,143.87</u></u>

CASH BOOK

Opening Balance 1 April 2019	£52,870.17	
Add: Receipts in the year	£34,259.90	
Less: Payments in the year (incl. VAT)	-£34,986.20	
Closing balance per cash book:		<u><u>£52,143.87</u></u>

210/19 Local Council Award Scheme

Resolved:

To authorise the final version of the Local Authority Award Scheme application.

Signed.....

1967

Page Numbering checked..... 8th January 2020

211/19 Minor items and items for next agenda

Cllr McManus commented that he and the Clerk had been to a meeting with the Lord Mayor at City Hall Bradford, where representatives from a number of Town and Parish Councils were present. There were complaints about Ward Councillors not attending local meetings. However Oxenhope Village Council was held up as a shining example of co-operation between the Village Council and Ward Councillors.

He wanted to record his appreciation of the Ward Councillors for attending the Village Council meetings. Other Councils had been told to contact the Whips Office to ensure Ward Councillors attended their meetings.

Cllr Dawson reported that food collected by the school for the people affected by the floods in South Yorkshire had been handed over.

She also invited everyone to the Carol Service organised by the School in the Rose Garden. This will be on 16th September from 6.00 to 6.30. Haworth Brass Band will be attending.

212/19 Date and time of next meeting

The next monthly meeting will be on Wednesday 8th January 2020 at the Methodist Church on West Drive starting at 7.30 p.m.

The meeting closed at 8.30 p.m.