

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL  
HELD ON WEDNESDAY 8<sup>TH</sup> JANUARY 2020 AT THE METHODIST CHURCH,  
WEST DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)  
Cllr Kevin Allmond  
Cllr Michelle Dawson  
Cllr Robert Goulding  
Cllr Chris Pawson

In attendance: Worth Valley Councillor Russell Brown  
Worth Valley Councillor Chris Herd  
Worth Valley Councillor Rebecca Poulsen  
Rev. Cat Thatcher  
Alice Jones, Oxenhope CofE Primary School  
3 members of the public

**01/20 Apologies for absence**

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

Apologies have also been received from Alice Bentley, Ward Officer.

**02/20 Disclosures of Interest**

There were no disclosures of interest.

**03/20 Applications for a Dispensation**

None received.

**04/20 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the Village Council's monthly meeting held on 11<sup>th</sup> December 2019 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The January Outstanding Issues Report was noted. The Clerk was requested to add Christmas lights to the Outstanding Issues Report.

**05/20 Public Question Time**

A member of the public raised an issue of safeguarding when children from the bowling club were using the toilets behind the football club. They stated that having a portaloo at the bowling club would be preferable and asked for advice and information on this. A Councillor agreed to provide a contact number for one supplier, but stressed the need to get other quotes.

**06/20 Guest Speakers**

**a) Worth Valley Ward Councillors**

Cllr Poulsen said she had reported to Bradford Council leaves that needed sweeping up on Moorhouse Lane, Marsh Lane and Hebden Road.

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She had also dealt with an issue at the cemetery. A resident reported concerns when turning right out of the cemetery due to poor visibility. Cllr Poulsen had a meeting with Highways and Bereavement services and, in spite of Highway's reluctance to install mirrors, there is now a mirror in place, which does improve visibility.

Cllr Herd reported that the gate on Hebden Bridge Road has been replaced by Highways, which should stop the problem of sheep escaping onto the road.

He reported the Payback team had done some work in the Rose Garden and would be returning to undertake further work.

Cllr Brown said he had suggested that as part of the City of Culture bid, money should be made available for a promotional video of Keighley and the surrounding area. Councillors supported this idea.

b) **School**

Alice Jones stated that her role as Head of School was not a permanent position. The Head Teacher position has now been advertised, with interviews at the end of February.

She said that Christmas had been a very busy time. There had been a lovely service at the Church and the children had also been out singing carols at Manorlands and a care home.

The Carol Service in the Rose Garden had been well attended. She apologised for the state of the grass after the Service, but Cllr Eastwood said that was not an issue. The Rose Garden was a community resource that was there to be used and enjoyed.

Alice Jones reported that the school was embarking on a new curriculum, as required by Ofsted. Schools could now create their own curriculum, which was community based. They have started by studying the Egyptians, the Iron Age and the Romans, looking at how the last two periods affected Oxenhope.

She was pleased to report that over 35 families, with children starting school in September, have looked round Oxenhope School. She is hopeful that the Reception class will be full in September.

She also mentioned that the school is involving the project linking schools across Bradford. There is a visit planned to Lister Park to meet their link school, St. Clare's Primary School.

Children in school have been concerned about the Australian bush fires, so they are holding an Australian day on 25<sup>th</sup> January to raise funds for the Australian Red Cross Bush Fire appeal. Donations to support the appeal can be made to the School Office.

c) **Rev. Cat Thatcher**

Rev. Thatcher started by thanking Cllr Dawson for doing a reading at the Carol Service. She said Christmas had also been a busy time at the Church, but it would be a quieter period now, until Easter.

She reported that the Community café was very successful with over 25 people attending each week. She stressed that everyone was welcome. It is a partnership between St. Marys and the Methodist Church. Cllr Eastwood asked if any support was needed for the café. Rev. Thatcher replied the café is free but people often make a donation. They also receive £10 per fortnight from the Co-op, which covers most of the cost. She said if anyone who wanted to attend needed collecting, please let her know.

She stated they are also thinking about what else they can do for the men that attend. Cllr Brown mentioned the Men in Sheds group in Haworth. They are trying to get a building sorted and use the equipment from the now closed Star Centre/ Fab Lab in Keighley. Alice Jones said that the school was also trying to reach out to Dads and Granddads. Cllr Eastwood asked that partners keep in touch and use the opportunity to signpost residents to other activities.

Rev. Thatcher said the toddler group re-starts on Thursday 9<sup>th</sup> January.

There is also a five-week course starting soon for anyone with questions about God and life. It will be an interesting course and also offers free food.

**07/20 Planning**

As members of the public wanted to comment on planning application 19/05001/FUL, Cllr Eastwood proposed this application was discussed first. This was agreed.

a) **19/05001/FUL** Removal of existing caravan and siting of a Grangewood lodge twin unit portable home at land at Black Moor Road, Oxenhope.

Two residents explained why they objected to this planning application. They stated the plan is to move the dog runs to the current caravan's position and construct a lodge where the dog runs are currently. They stated this would make the dog runs more visible from the road. They stated that the dog runs are unkempt and unsightly and caused a noise problem.

They were then asked to give a brief history of the site. They said it had been used to rear chickens at one point. The caravan has been there from approximately 2005 and they thought it has been lived in, on and off, for approximately the last five years.

A Councillor stated that this was inappropriate development in the Green Belt. He also thought that there was no planning permission for the dog run or kennels, as this was not shown in documents linked to this planning permission. However there was a certificate of lawfulness for the siting of a static caravan and dog kennels granted in August 2019. The Clerk was asked to investigate why the (then) Parish Council had not been consulted on this planning application.

Cllr Poulsen reported there have been concerns raised about the noise nuisance from the dogs and also about sewage disposal.

The residents were concerned that swapping the dog runs to where the caravan is currently will increase the noise nuisance, as the dogs will be nearing neighbouring properties.

They also raised concerns about three other caravans sited in nearby fields and agreed to provide details to the Clerk.

**Resolved:**

The Village Council strongly objects to this planning application, as it is inappropriate development in the Green Belt. In addition, with the likely need for a generator and moving the dog runs nearer to other properties, noise nuisance will increase. The lack of adequate sewage disposal facilities, contrary to what is indicated on the planning application form, and the lack of a drinking water supply also make the site unsuitable for habitation. The Village Council also has concerns about animal welfare and seeks assurance from Bradford Council that the dog kennels are properly licensed and meet relevant standards under the Animal Welfare Regulations 2018.

- b) **19/05005/HOU** Construction of timber garage at 8 North Ives, Marsh Lane, Oxenhope BD22 9RP.

Councillors felt the plan shown on the planning application was very basic and noted that it failed to show the location of the garage relative to the existing property.

**Resolved:**

The Village Council objects to this planning application on the grounds that there is not sufficient information to make an informed decision.

- c) **19/05081/HOU** Single storey side extension and entrance porch extension at Black Moor Croft, Black Moor Road, Oxenhope BD22 9SR.

Residents provided background information on this planning application. Councillors checked the extension would be in stone and other sympathetic materials and were informed it would be.

**Resolved:**

The Village Council supports this planning application.

**08/20 Safety Inspection Report for the Allotments**

The report for the Allotments was noted. Following the meeting with allotment holders, which had taken place immediately before this meeting, Cllr Allmond will be making changes and is proposing to undertake fortnightly inspections of the allotments.

**09/20 Councillor vacancy**

There had not been any applications to fill the vacant position. The Clerk was asked to contact a resident who had applied for the earlier vacancy and a resident who had asked for further information.

Councillors discussed how it might be possible to attract more diverse applications, including from younger people, though they would need to be over 18 years old. Cllr Goulding said he would mention the vacancy at the next Young Famers' meeting. All Members to give thought to how to promote the vacancy to others.

**10/20 Land near Mallard View (including Horseshoe Dam)**

Cllr Eastwood reported that the legal documents have been signed and the cheque has been cashed.

Cllr Goulding raised the issue of the boundary between the Social Club and the playground. The Clerk agreed to provide documents provided by the Council's solicitors showing the land being purchased.

**11/20 Unadopted roads in The Square**

Cllr Goulding asked for this item to be deferred until the May Village Council meeting.

**12/20 Village Council Logo**

Cllr Eastwood reported that he had sent Councillors' comments to the graphic designer who will update the logo.

**13/20 Updated Grievance and Disciplinary Policies**

The correspondence from YLCA about the need to update Grievance and Disciplinary policies was noted.

**Resolved:**

To authorise the Grievance Policy.

To authorise the Disciplinary Policy.

**14/20 Financial Matters**

**Resolved:**

- a) To authorise the following accounts for payment:

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>	<b>Description</b>
The Society of Local Council Clerks	101428	<b>£140.00</b>	Annual membership
Oxenhope P.C.C.	101429	<b>£125.00</b>	Outreach Magazine – Christmas edition
Npower	101430	<b>£101.42</b>	Christmas lights 2018
HMRC	101431	<b>£561.20</b>	PAYE and employer's NI October to December 2019

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Janet Foster		78.61	Expenses (Oct. – Dec. 2019)
		64.35	Mileage (Oct. – Dec. 2019)
	101432	<b>£142.96</b>	Total

b) The following payments previously authorised were noted: -  
 Clerk's salary and home working allowance (01.01.20 - 31.01.20)  
 Clerk's mobile phone (£11.00 per month direct debit).

c) The following trial balances were noted: -

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
<b>Expenditure</b>				
Clerk's Salary (inc. Employer NI)	9,900	7,413	2,487	7
Clerk's home working allowance	300	225	75	0
Stationery and Printing	500	452	48	15
Mobile Phone	150	83	67	34
Postages	50	28	22	7
Travel and Subsistence (Staff)	300	162	138	73
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	0
Insurance	500	501	-1	-1
Training	300	90	210	0
Marketing	250	275	-25	-25
Outreach	400	250	150	25
Christmas Lights	500	300	200	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	5,206	-5,206	-5,506
Allotments	2,000	146	1,854	1,054
Defibrillators	3,400	3,224	176	176
<b>Total Expenditure</b>	<b>30,150</b>	<b>36,737</b>	<b>-6,587</b>	<b>-14,498</b>

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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
<b>Total Income</b>	<b>30,150</b>	<b>34,260</b>	<b>4,110</b>	<b>1,377</b>
<b>Surplus (+) / Deficit (-)</b>				<b>-13,121</b>

d) The following bank reconciliation was noted:

### Bank Reconciliation

Balance per bank statements as at 02/01/20

Community Account	£16,738.98	
Business Savings Account	£8,108.36	
Prudential Investment	£21,365.78	
		£46,213.12
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Net balances:		<b>£46,213.12</b>
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### 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)	-£40,916.95	
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Closing balance per cash book:		<b>£46,213.12</b>
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### 15/20 Minor items and items for next agenda

Cllr Allmond asked for an item on emergency planning to be included on the next agenda.

Cllr Goulding reported that he was still waiting to hear whether the defibrillator could be installed at Marsh Chapel, depending on the view of the Methodist Governing Body.

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The Clerk reported that no response has been received from the Co-op about having a defibrillator installed outside the shop.

Cllr Goulding said that he has had complaints from residents about anti-social behaviour in the village on Friday nights, with youths gathering near the Community Centre where the youth club is being held.

Cllr Pawson said he would raise the issue at the next Community Centre management committee on 30<sup>th</sup> January.

The Clerk read out a letter from Alice Bentley, Ward Officer about measures being taken to address the anti-social behaviour.

Cllr Dawson said that funding had been obtained from the Co-op for a litter pick to be undertaken by people at the youth club.

The Clerk said a resident had been in touch about possible future plans to improve the tennis court. This will be an item on the next agenda.

The Clerk also reported that an email had been received complaining about the state of a footpath from Nab Water Lane, which has been damaged by off road motorbikes. The Clerk was asked to raise the issue with the footpath officer at Bradford Council.

**16/20 Date and time of next meeting**

The next monthly meeting will be on Wednesday 12<sup>th</sup> February 2020 at the Methodist Church on West Drive starting at 7.30 p.m.