

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL  
HELD ON WEDNESDAY 12<sup>TH</sup> FEBRUARY 2020 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 Peter McManus  
Cllr Chris Pawson

In attendance: Worth Valley Councillor Russell Brown  
Worth Valley Councillor Rebecca Poulsen  
1 member of the public

**17/20 Apologies for absence**

There were no apologies for absence from Village Councillors.

Apologies have been received from Ward Cllr Chris Herd, Alice Jones, Oxenhope CofE School, Rev. Cat Thatcher and Alice Bentley, Ward Officer.

**18/20 Disclosures of Interest**

There were no disclosures of interest.

**19/20 Applications for a Dispensation**

None received.

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

- a) The minutes of the Village Council's monthly meeting held on 8<sup>th</sup> January 2020 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The February Outstanding Issues Report was noted. Cllr Dawson reported back on the online safeguarding course she had completed. She commented it just covered children and felt a course covering vulnerable adults was also needed. She said that Prevent training would also be useful.

Cllr Goulding queried if the safeguarding training was necessary for Village Councillors. Cllr Eastwood said Councillors need to be aware of context in which they operate. Councillors might meet children and vulnerable adults as part of their role. The Clerk was asked to circulate details of how to access the online course.

Cllr Poulsen said she has chased up about the bin in the park and is waiting for a reply.

Cllr Goulding will arrange to meet the electrician to discuss installing a defibrillator outside the phone kiosk in Marsh.

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It was agreed to have a separate meeting to discuss possible approaches by the Village Council to the issue of climate change. The Clerk was asked to circulate possible dates.

Cllr Dawson has received the first quote for new Christmas lights and will obtain further quotes. The possibility of working with Cross Road Parish Council was mentioned, as this may reduce installation / de-installation costs.

**21/20 Public Question Time**

A local resident provided information on the children's football club set up in the village by a group of parents. He outlined the problems they are having with using the basketball court, which has a slippery surface and also the field, which is often very muddy. He stated that the money from subs has been used to provide bibs and goal posts.

The group would like to resurface the basketball court and tennis court to make both areas more useful both for football and tennis. It might also be possible to get floodlighting.

Cllr Poulsen said Bradford Council have created a central fund of £6.4 million to improve parks and play facilities in the district using the Community Infrastructure Levy (CIL). A major project is to be undertaken with an event in each constituency. Friends of parks groups and parish / village councillors will be invited to provide information and feedback on their local parks. She said that at Oxenhope the main issue was not the play equipment, but the play surface. She felt that the proposal to improve the surface of the basketball court and tennis court might be able to be included in this project.

Cllr Eastwood said that small scale funding might be possible from the Village Council and asked the resident to keep in touch. The resident was thanked for what has been achieved so far and the Village Council would want to help support this.

**22/20 Guest Speakers**

**a) Worth Valley Ward Councillors**

Cllr Poulsen said she had been very busy dealing with issues following the storm at the weekend, including problems with sewage overflowing on Moorhouse Lane. Cllr McManus said the Clerk had found emails and a letter from Yorkshire Water following the Boxing Day floods in 2015 relating to this issue. Yorkshire Water had stated that the problem in 2015 was caused by surface water and claimed there was not a problem with the sewerage system.

Cllr McManus explained that work had been undertaken by the builders of new houses on Moorhouse Lane to divert water flowing from Marsh Lane down Moorhouse Lane so surface water was definitely not the issue this time.

He explained that there is a major sewer running down from Shaw Lane, with two pipes from Moorhouse Lane running into it. However the pipe is not big enough and sewage can back up and flow into gardens on Moorhouse Lane, as had happened last Sunday. Cllr McManus agreed to follow this up with both Bradford Council and Yorkshire Water.

Cllr Poulsen reported that a wall had collapsed by the Millennium Green as a result of the storm. Harry Lane is closed and blocked off while repairs are carried out. She said a few cellars had also flooded in Oxenhope.

Cllr Poulsen said that a further library consultation was underway. There will be a meeting on 26<sup>th</sup> February between 10.30 am and 12.30 pm at Keighley library. Village Councillors commented that the consultation was being held during the day on a working day, which would make it difficult for some people to attend.

She also reported that Cllr Herd had visited both the Youth Club and the Co-op on a Friday evening and had not seen any problems. Cllr Dawson said she had also visited the Youth Club and was surprised at how many attending the Club did not appear to come from the village.

Cllr Brown said the Tour de Yorkshire would again be going through Oxenhope and asked if the Village Council would be interested in supporting an event. He said previous events had been very successful and had brought together people from different generations. Cllr Eastwood asked him to bring a proposal to the Village Council.

Cllr Brown also provided information on the Town Fund. Both Keighley and Shipley are included in the 100 towns invited to submit proposals and he is looking for ideas for good quality projects, which could be included in the bid.

He also reported that Bradford Council are asking to be informed about any road surfaces which have been destroyed in the recent floods and which urgently need to be resurfaced. Cllr McManus said there were problems on Nab Water Lane as the edge of the road has been washed away and there is no longer space for vehicles to pass each other.

Cllr Eastwood asked about funding for potential traffic improvement schemes in Oxenhope, mentioning the possibility of a one way system round the village. Cllr Brown said the concern was that this might increase the average speed of vehicles in the village, which would be an issue. The issue of increased vehicle speed was also the concern when the possibility of yellow lines by the Co-op had been mentioned to Bradford Council previously.

Cllr Dawson said that following the concern raised about parking on West Drive at school drop off and pick up times, a message about this had been sent out by the school. The possibility of yellow lines on one side of West Drive was mentioned, but this was thought to be a drastic a solution for an issue which only lasted for a short period of time each day.

Cllr Poulsen pointed out that it is an offence for vehicles to block dropped kerbs and that the Police and Parking Wardens could help address this issue.

- b) Other guest speakers  
None.

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**23/20 Planning**

**Resolved:**

- a) **19/04965/HOU** Amendments to existing timber balcony at 32 Mallard View, Oxenhope BD22 9JZ.

The Village Council raised no objections.

**24/20 Safety Report for the Allotments**

The safety report for the Allotments was noted.

**25/20 Allotment Holders' Open Forum meeting 8<sup>th</sup> January 2020**

The minutes from the Allotment holders' open forum meeting on 8<sup>th</sup> January 2020 were noted.

**26/20 Allotment Allocation Policy**

The Clerk read out two emails, which have been received from current allotment holders concerning the draft policy. The main points raised in the emails were:

- Current holders of half plots would not be able to move to full plots
- Opposition to dividing full plots as the ordinary course of action, when a full plot is vacated
- Opposition to the final decision being made by the full Village Council rather than the Allotments Officer

Cllr Eastwood commented that it would seem sensible if a full plot is split, to divide it lengthways.

Cllr Allmond said he had received replies following his email to allotment holders. He said that the tenancy agreement states that three quarters of a plot should be in cultivation.

Cllr Allmond and the Clerk were asked to review the draft policy in the light of the comments from allotment holders, looking at the number of full plots and how to ensure that there is a way for allotment holders to move from a half plot to a full plot.

**27/20 Correspondence**

**Resolved:**

- a) Email from YLCA about Spring Training Conference on 28<sup>th</sup> March 2020. Noted. If anyone is interested please get in touch with the Clerk.
- b) Email from resident and reply from the Clerk about damage to footpath on Nab Water Lane and request for cameras to address issue of fly tipping on Nab Water Lane. Noted.
- c) Email from a resident and reply from Darren Hinchliffe, Area Rights of Way Officer about damage to footpaths. Noted.

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- d) Email from the Clerk and reply from Martyn Burke, Planning Department, Bradford Council about concerns raised by the Village Council following on from consultation on planning application 19/05001/FUL, Removal of existing caravan and siting of a Grangewood lodge twin unit portable home at land at Black Moor Road, Oxenhope. Noted. Cllr Eastwood agreed to contact Martyn Burke to discuss the Village Council's concerns about his reply to the issues raised.
- e) Letter from Keighley Town Council about 100 Year Celebration of Keighley Town's Twinning with Poix du Nord. Noted.
- f) Letter from Keighley Town Council about Invite to Race Night at Keighley Civic Centre 28<sup>th</sup> February 2020. Noted.
- g) Email from Resident and reply from Cllr McManus about parking issues on West Drive. Cllr McManus agreed to reply to the resident. The Clerk was asked to contact the Police and Council Parking Enforcement.

**28/20 Friends of the Rose Garden meeting**

The draft minutes from the Friends of the Rose Garden meeting held on Friday 17<sup>th</sup> January 2020 were noted.

**29/20 Rose Garden – Monthly Checklist**

**Resolved;**

To authorise the monthly checklist for the Rose Garden. Cllr Eastwood was appointed to undertake the monthly check.

Cllr Goulding agreed to get a quote for work to finish off walling at the new entrance and to repair the other side entrance.

**30/20 Village Council Logo**

Cllr Eastwood is to contact the designer who has had the feedback to the initial logo design.

**31/20 Village Councillor Vacancy**

Cllr Eastwood reported that two possible candidates have come forward and have said they will attend the March Village Council meeting. Cllr Eastwood agreed to advertise the vacancy again on Facebook to make sure that as many people as possible are aware of the vacancy.

**32/20 Emergency Planning**

Cllr Allmond provided background to the proposed flyer to every house in Oxenhope about the need for emergency planning. He pointed out that this year the village has faced extended power cuts and some flooding. On the global stage, the Corona virus is a major concern. He stated his business was willing to fund the printing of a leaflet.

There was a discussion on how reliant everyone is on food and energy supplies. It was pointed out that Bradford Council have a range of emergency plans. The Clerk was requested to see what public information is available.

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The Village Council, with Bradford Council, has developed an emergency plan. Councillors felt it was part of the role of the Village Council to raise awareness of what to do in an emergency. Cllr Eastwood suggested that this information could be included in a more general Village Council newsletter.

**33/20 Financial Matters**

**Resolved:**

- a) To authorise the expenditure of £1,052 on the Rose Garden.
- b) To authorise the expenditure of up to £952 for the grass cutting in the Rose Garden in 2020.
- c) To note that the valuation of the Prudential investment on 22<sup>nd</sup> January 2020. The investment was valued at £22,132.25, which is an increase of £766.47 since 31<sup>st</sup> March 2019. The increase will not be included in the accounts until the year-end.
- d) To note that the end of grant form has been submitted to the Community Foundation for Calderdale, with evidence provided that the whole of the grant of £9,672 has been spent in improving the Rose Garden.
- e) To authorise the following accounts for payment:

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>	<b>Description</b>
Yorkshire Local Councils' Association	101433	<b>£50.00</b>	Accreditation fee Local Council Award Scheme
National Association of Local Councils	101434	<b>£60.00</b>	Registration fee Local Council Award Scheme
J Parker Dutch Bulbs (Wholesale) Ltd.	101435	<b>£115.20</b>	Heathers for Rose Garden
AWB Charlesworth	101436	<b>£644.69</b>	Consideration and additional legal fees for purchase of land off Mallard View
Oxenhope Methodist Church	101437	<b>£54.00</b>	Use of church premises October to December 2019
Keighley Tree Services Ltd.	101438	<b>£170.00</b>	Bark chipping for Rose Garden
Patrick Grant	101439	<b>£990.00</b>	Work on hedge at back of allotments and removal of dead tree in Rose Garden

- f) The following payments previously authorised was noted: -  
Clerk's salary and home working allowance (01.02.20 - 29.02.20)  
Clerk's mobile phone (£11.00 per month direct debit).
- g) The following trial balances were noted: -

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Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
<b>Expenditure</b>				
Clerk's Salary (inc. Employer NI)	9,900	8,614	1,286	7
Clerk's home working allowance	300	250	50	0
Stationery and Printing	500	510	-10	-10
Mobile Phone	150	92	58	32
Postages	50	43	7	7
Travel and Subsistence (Staff)	300	162	138	138
Travel and Subsistence (Councillors)	0	64	-64	-64
Internal and external audits	400	293	107	107
Subscriptions	900	873	27	-113
Room Hire	200	111	89	0
Insurance	500	501	-1	-1
Training	300	90	210	210
Marketing	250	275	-25	-25
Outreach	400	375	25	-100
Christmas Lights	500	397	103	-97
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	-6,556
Allotments	2,000	146	1,854	1,054
Defibrillators	3,400	3,224	176	176
<b>Total Expenditure</b>	<b>30,150</b>	<b>38,469</b>	<b>-8,319</b>	<b>-15,725</b>
<b>Income</b>	<b>Budget</b>	<b>Income to date</b>		<b>Year end Shortfall (-) / Surplus (+)</b>
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	400	-80	-60

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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>34,660</b>	<b>4,510</b>	<b>1,357</b>
<b>Surplus (+) / Deficit (-)</b>				<b>-14,368</b>

h) The following bank reconciliation was noted:

Balance per bank statements as at	31/01/20		
Community Account		£15,393.00	
Business Savings Account		£8,108.36	
Prudential Investment		£21,365.78	
			£44,867.14
			<hr/>
Net balances:			<b>£44,867.14</b>
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**CASH BOOK**

Opening Balance 1 April 2019	£52,870.17	
Add: Receipts in the year	£34,659.90	
Less: Payments in the year (incl. VAT)	-£42,662.93	
Closing balance per cash book:		<b>£44,867.14</b>
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**34/20 Minor items and items for next agenda**

Cllr Dawson said the one of the pupils at the school would like to come to the next meeting to talk about the Great British Get Together.

Cllr Haigh reported there had been a problem getting permission from Bradford Council to remove two dead trees. As they are in the conservation area, permission is needed before they can be cut down.

An item on green burials was requested to be on the next agenda.

**35/20 Date and time of next meeting**

The next monthly meeting will be on Wednesday 11<sup>th</sup> March 2020 at the Methodist Church on West Drive starting at 7.30 p.m.

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