

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 15TH APRIL 2020 BY VIDEO CONFERENCE,
COMMENCING AT 7.30 P.M.**

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

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

52/20 Apologies for absence

Apologies for absence have been received from Cllr Goulding. The reason for absence was approved.

53/20 Disclosures of Interest

Cllr Eastwood declared an interest in the payment to his company, Digital Nomads.

54/20 Applications for a Dispensation

None.

55/20 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Village Council's monthly meeting held on 11th March 2020 were confirmed as a true and correct record.
- b) There were no matters arising.
- c) The April Outstanding Issues Report was noted.

56/20 Public Question Time

There were no questions from the public.

57/20 Guest Speakers

a) **Worth Valley Ward Councillors.**

Cllr Poulsen reported that it is a very unusual time and also very busy.

If anyone in the area needs help, she said they should contact Bradford Council on 01274 431000. Help requested could include doing shopping or collecting medicines. Bradford Council has set up local hubs, one of which is in Keighley.

She said that like many other villages, Oxenhope residents have been supporting each other, but if there are concerns, she recommended getting in touch with Bradford Council. She said there was a food bank on West Lane in Haworth, which had plenty of food available.

She reported there had been a problem both locally and nationally with fly tipping. Council run tips have all closed, partly for the safety of staff, but also

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because staff had been redeployed to work on refuse rounds, which are a priority.

The Council is trying to clear fly tipping and she urged everyone to report any fly tipping in the normal way (mainly through the Bradford Council website) but said it might take a bit longer than normal for the fly tipping to be cleared. She emphasised the importance of reporting fly tipping to the Council and not just putting it on Facebook.

Cllr Dawson said she had reported some fly tipping, which included address details. She asked if the Council would still prosecute if there were evidence available. Cllr Poulsen replied that the Council was still keen to prosecute whenever possible.

Cllr Eastwood commented that the response from Bradford Council to the corona virus emergency had been very good. He asked Cllr Poulsen to pass on the positive comments and she agreed to do so.

There were no questions for Cllr Poulsen.

b) **Other guest speakers.**

There were no other guest speakers but there was a report from the school, which was noted.

The report stated:

Obviously these are strange times in the life of the school and there are many aspects of normal school life, which have had to stop. I would like to commend our teachers and other school staff for supporting our community of key workers and vulnerable children. These staff members are working tirelessly putting the needs of families above their own fear and apprehension. They are providing a refuge where quality childcare can take place and they are an asset to Oxenhope and the wider community.

Some of the things we are doing to ensure there is support available are: -

- We have set up SMILE club, which stands for – Safety, Movement, Investigation, Learning and Enjoyment. This is the provision, which children can access in school during this time. It is very much like a holiday club and on average we have round 8 children per day. This is working well and the children and families are benefiting from this.
- We have set up a home learning page on our website so that families can access learning activities.
- We sent home packs of learning on the day we closed.
- We have a shared Facebook page for parents called 'Share what you are doing' which has proved popular and this means that parents and staff can comment and continue a relationship with the children and families.
- We have set up a section on our website for mental health and anxiety support for activities and tips to help keep minds healthy.

- We are conducting wellbeing contact calls for vulnerable families and these have been really well received we are contacting nearly 50 families.
- We are delivering free school meals for children who are eligible and this is ensuring that some of our poorest children are still receiving a meal and this has continued through the Easter and bank holiday breaks.
- We are remaining open through the Easter and bank holiday breaks with staff on a three team rota. They work 1 week and then are off (working from home) for 2. This is to ensure an incubation period for staff.
- Currently we are not providing care for any children other than the children who normally access Oxenhope.
- We are following the guidance from the government and BDAT (our academy trust) have been very supportive in helping ensure that we keep key workers and vulnerable families being able to access but that we keep staff safe too.

If any of the public or the Council have any questions or queries about life at school at this time please feel free to contact Alice Jones, Headteacher – alice.jones@oxenhope.bradford.sch.uk

58/20 Village Councillor Vacancy

Cllr Eastwood reported that that the normal process to fill a Village Councillor vacancy is for Bradford Council to advertise the vacancy for 14 days and if 10 residents request it, a by election would be held.

As it is not possible currently to hold by elections, the whole process has been put on hold, potentially until May 2021. Therefore it is not currently possible for the Village Council to co-opt to fill the vacancy.

59/20 Planning Resolved:

- a) **20/00998/VOC** Variation of condition 2 (approved plans) and 6 (deposit of excavated material) to Appeal Reference Number: APP/W4705/W/16/3160017 (16/01852/FUL): to change the location of where the excavated material is deposited.

The Village Council raised no objection to this planning application.

- b) **20/00749/FUL** Construction of 1 dwelling at 14 Cross Lane Oxenhope BD22 9LE.

The Village Council raised no objection to this planning application.

60/20 Safety Reports for Marsh Common, Allotments and the Rose Garden

It was noted that reports are not currently being undertaken due to Government restrictions.

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Cllr Allmond reported he had walked passed the allotments and commented that they all looked wonderful.

It was also noted that the allotment holder who was planning to leave has changed their mind and there will therefore not be any expenditure on splitting an allotment.

**61/20 Correspondence
Resolved:**

- a) Emails between Cllr McManus and Yorkshire Water about sewerage discharge on Moorhouse Lane. Noted. Cllr McManus had not taken any further but will be following this up with Yorkshire Water.

62/20 Coronavirus – Oxenhope Village Council

Cllr Eastwood reported there had been a quick response in the village to the coronavirus emergency. A Facebook group had been set up and there had been a plan to leaflet the village to see where help was needed. However given the speed of the response from Bradford Council the village response had aligned with Bradford Council and leaflets issued requested volunteers and those needing support to register with Bradford Council by ringing 01274 431000.

He said he was not aware of any major need in the village. He had contacted the pharmacy, who said they were fine at the moment. He has also had good contact with the Ward office and could pass on concerns if there was a need for additional support.

Resolved:

To authorise the following measures: -

- a) The postponement of all face-to-face meetings of Oxenhope Village Council for the foreseeable future.
- b) The scheme of delegation.

63/20 Coronavirus – Oxenhope Village

Cllr Eastwood asked if Councillors had any particular thoughts on things the Village Council could be involved with. He said he would support proposals for the Council to provide financial support for a village event when this is possible. He said the village owed a debt of gratitude to the Co-op and the Pharmacy and other front-line workers and it would be nice to have an event, which celebrated “Oxenhope heroes”.

Cllr Allmond mentioned Manorlands who had lost much of their income as their fund raising events have been cancelled. Cllr Dawson said the school were taking on an Everest challenge in support of Manorlands and had already raised over £1,000.

The idea of an Oxenhope Community fund raising challenge was mentioned.

Councillors were asked to circulate any ideas on these or other issues.

64/20 Financial Matters

Resolved:

- a) To note that arrangements are being made for payment by Internet banking transfer. In line with the approved Financial Regulations paragraph 6.10, evidence will be retained showing which members approved the payment and authorisation will still be required from two of the four Councillors who can authorise payments.
- b) To note that arrangements for the submission and audit of the 2019/20 accounts are currently on hold.
- c) Having obtained three quotes for internal audit of the 2019/20 accounts, and subject to further information from NALC and PKF Littlejohn (External Auditors), to authorise the appointment of Town Parish Audit to undertake the internal audit at a cost of £180.

Cllr Eastwood provided some background information on Town Parish Audit and how it was appropriate to periodically review internal audit arrangements.

- d) To authorise the following accounts for payment: -

Payee	Cheque No.	Amount	Description
HMRC	101441	£561.40	PAYE and employer's NI (January to March 2020)
Yorkshire Local Councils Associations	To be paid by internet transfer or 101442	£717.00	Membership April 2020 to March 2021
Digital Nomads	To be paid by internet transfer or 101443	£234.00	Annual subscription to online survey platform
Janet Foster	To be paid by internet transfer or 101444	£132.75 £45.90 £178.65	Expenses Jan – March 2020 Mileage Jan – March 2020 Total

- e) To note the following payments previously authorised: -
Clerk's salary and home working allowance (01.04.20 - 30.04.20)
Clerk's mobile phone (£11.00 per month direct debit).
- f) To authorise the following direct debit payments in 2020/21 financial year: -

Phone contract with 3G of £11 per month plus any additional usage.
Contract to be reviewed in August 2020.

Information Commissioner £35 Data Protection Fee in June 2020.

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g) To note the following trial balance for 31st March 2020: -

Heading	Budget	Spend to date	Year End Shortfall (-) / Surplus (+)
	£	£	£
Expenditure			
Clerk's Salary (inc. Employer NI)	9,900	9,893	7
Clerk's home working allowance	300	300	0
Stationery and Printing	500	510	-10
Mobile Phone	150	114	36
Postages	50	43	7
Travel and Subsistence (Staff)	300	227	73
Travel and Subsistence (Councillors)	0	0	0
Internal and external audits	400	293	107
Subscriptions	900	973	-73
Room Hire	200	165	35
Insurance	500	501	-1
Training	300	90	210
Marketing	250	275	-25
Outreach	400	375	25
Christmas Lights	500	397	103
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	2,891	109
Rose Garden - Grant Expenditure	0	9,672	-9,672
Purchase - Land off Mallard View	0	5,781	-5,781
Allotments	2,000	946	1,054
Defibrillators	3,400	3,256	144
Total Expenditure	30,150	41,945	-11,795
Income	Budget	Income to date	Year end Shortfall (-) / Surplus (+)
Transfer to Reserves	-3,173	0	0
Precept	30,480	30,480	0
Council Support Grant	1,225	1,326	101
NDP Grant	0	0	0
Rose Garden	0	696	696

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Allotment Grant	338	337	-1
Allotment rents	480	460	-20
VAT refund	800	737	-63
Miscellaneous	0	687	687
Change in value of Prudential Investment	0	0	0
Total Income	30,150	34,723	1,400
Surplus (+) / Deficit (-)			-10,395

Cllr Eastwood reported that the Prudential investment, which had been set up by the previous clerk, had done very well. However the financial advisor, who recommended the fund, has pointed out that in the light of the current situation there will be a considerable drop in the fund value, but it needs to be seen as a long term investment.

65/20 Minor items and items for next agenda

Cllr Allmond requested that an item on Oxenhope community preparedness be included on the next agenda.

66/20 Date and time of next meeting

The next meeting of Oxenhope Village Council will be on Wednesday 13th May 2020 starting at 7.30 p.m. and held by video conferencing.

The meeting closed at 8.10 p.m.