

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 8TH JULY 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 Russell Brown
Worth Valley Councillor Rebecca Poulsen
Worth Valley Councillor Chris Herd
Rev. Cat Thatcher
Alice Bentley, Ward Officer

94/20 Apologies for Absence

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

95/20 Disclosures of Interest

Cllr Eastwood declared an interest in the financial payments. Cllr Herd declared an interest in the item about the proposed gate at Hard Nese Lane.

96/20 Applications for a Dispensation

None received.

97/20 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Village Council's monthly meeting held on 10th June 2020 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The June Outstanding Issues Report was noted. Cllr Eastwood asked if any councillor could help progress the idea of an art exhibition. Cllr Pearce agreed to work on this project.

98/20 Public Question Time

None.

99/20 Guest Speakers

a) **Worth Valley Ward Councillors**

Cllr Herd said the Community Payback team would be restarting work next week. He asked if there was work that could be done. Cllr Eastwood suggested tidying up the Cat Steps.

Other suggestions included Marsh Common, tackling the bamboo near Pawson's and "bashing" the balsam on the Goit. It was also suggested that, subject to a risk assessment, work could possibly be done around the Horseshoe Dam area.

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Cllr Herd agreed to pass on the suggestions to the Community Payback team.

Cllr Brown suggested the art exhibition project could be part of the city of culture bid, though work on this was currently on hold due to the corona virus. He also mentioned that he was working on having the whole of the Worth Valley included in the towns' fund.

Cllr Poulsen reported she had been involved in the fly tipping meeting, which is to be discussed later in the meeting.

She stated that the issue of quad bikes was on going and the Police were asking people to report any incidents with as much detail as possible. The Police have had the Steerside team, who specialise in tackling these issues, working in the area.

Cllr Poulsen also wanted to thank Cllr Goulding for clearing a tree, which had fallen into the road by Marsh Common.

Finally she reported that Sugden End household waste site has re-opened. It was opened without publicity to help limit demand, as it would not be safe for vehicles to queue on the main road.

b) **Rev. Cat Thatcher**

Rev. Thatcher updated Councillors on the re-opening of St. Mary's. It is now open on Wednesday mornings between 9.30 and 11.30 for private prayer. Opening hours have are limited as monitors have to be in place when the church is open.

In terms of opening for Sunday services, she reported they are waiting until the end of August. This is partly due to the high rates of infection in Bradford but also due to planned building work, which will involve be scaffolding inside the church. This will make social distancing difficult.

She said they are live streaming Sunday services and are looking into continuing this, even after services re-start in the church, as the live streaming is attracting new people.

c) **Police**

The Clerk read out the report on crime figures for Oxenhope between 1st June and 4th July.

There have been:

Three residential burglaries. Two males have been arrested in connection with two of these burglaries

Two business burglaries

One theft of a motor vehicle (a scooter)

One case of criminal damage and

One public order offence where someone was verbally abused.

In relation to the reports of quad bikes in the area, one quad bike has been seized. The off road bike team has been working in the area as well as Steerside officers.

The Police have asked that if people witness on-going incidents in the future that they phone 101 and not use the online report, as there can be a delay in dispatching officers.

Cllr Brown stated the 101 service has improved.

100/20 Planning

Resolved:

a) **20/01459/FUL**

Conversion of existing barn with demolition of existing farm buildings and replacement with new residential accommodation at Leeming Farm Denholme Road, Oxenhope BD22 9NP.

Discussion took place on this planning application. Concerns were expressed about the impact on the conservation area, as the site is identified as making a positive contribution to the Leeming Conservation Area. There were concerns about the increased hard standing and it was felt the new access would be detrimental to the Conservation Area and Green Belt. Reservations were also expressed about the size of the proposed new build extension and the materials proposed for the new large window.

Oxenhope Village Council objects to this planning application.

101/20 Fly tipping

Cllr Eastwood proposed that the item on fly tipping be moved up the agenda and this was agreed.

Cllr Eastwood gave a summary of the background to this issue. He had contacted Ian Day at Bradford Council after he had received complaints about fly tipping and also seen evidence of it.

He had tried to engage with people who were getting very angry online about the issue. He felt there was a clear need for the Village Council to take a leadership role on this issue and to engage with Bradford Council.

Alice Bentley, Ward Officer, had set up a meeting with Ian Day, Assistant Director at Bradford Council. Cllr Eastwood stated that Ian Day had been very positive and had been willing to challenge his officers. It was a very useful meeting and the aim now is to work together with Bradford Council and Yorkshire Water (who owns large areas of land locally) on a partnership approach to tackle this issue.

There will be several elements to the approach, including posters, information on how to report fly tipping, what can be taken to household waste sites and how to dispose of bulky household items.

The hope is that, if this is successful, it can be used as a model to tackle the issue in other areas.

Cllr Eastwood said Bradford Council has agreed to give a small grant to the Village Council to purchase surveillance equipment. The aim would be to positively engage with local residents and see if the equipment could be used to deter fly tippers.

Cllr Eastwood explained that fly tipping is a criminal offence so there is a high degree of proof needed to prosecute.

Feedback has also been given to Bradford Council about issues with the form for reporting fly tipping. Cllr Eastwood said it might be possible to have a form on Oxenhope website that reported into the Bradford's Environmental Enforcement Team.

The overall aim is to make a difference and engage positively with local residents on this issue.

Alice Bentley said Cllr Eastwood had given a good summary of the meeting. She said that rural areas had been hard hit by fly tipping during the lockdown. She said she has spoken to Yorkshire Water and they are keen to get involved and work together to tackle this issue.

She said they are thinking about having themed weeks, using social media. Information can be provided on what can be taken to household waste sites. She is also liaising with the local Police to try and tackle the issue of cannabis waste.

She felt there was a need for a balance between warning signs and notices about cameras being used. Signs may not be a deterrent but they may encourage greater reporting of fly tipping. If people see the reporting is taken seriously, that will be helpful in tackling the issue.

District wide the Council is looking at checking on waste licences. The overall aim is to work together to tackle this issue.

There was discussion by Councillors and feedback on several negative experiences when using household waste sites. There was agreement that more clarity is needed on the rules regarding trailers and what can be taken to a household waste site. Cllr Herd stated that, given the number of issues raised, there might be a need for staff training.

Cllr Eastwood said that given the negative feedback about reporting fly tipping, it might be useful if Bradford Council set up a ward level dashboard which could, for example, show number of incidents reported, amount of waste removed, and the number of prosecutions.

All agreed to accept the grant from Bradford Council and use it to purchase cameras.

Cllr Eastwood thanked Alice Bentley and Cllrs Herd and Poulsen for their help with this issue.

102/20 Safety Inspection Report for the Allotments

The report for the Allotments was noted.

Cllr Allmond said he had attended a training course on allotments, which was very informative. In the light of the course, he wanted to review the tenancy agreement. He also stated that planners could be asked to set aside land for allotments when agreeing new developments. This could be something to consider, as there are currently 12 people on the waiting list for an allotment.

He suggested that joining the National Allotment Society could be useful. The Clerk was asked to find out about joining the Allotment Society.

103/20 Correspondence

Resolved:

- a) Email from YLCA about face-to-face Council Meetings. Noted. Cllr Eastwood stated that the Village Council would need to carry on with remote meetings as per advice from YLCA.
- b) Emails between Cllr Dawson and Yorkshire Water about sewage on Millennium Green. Yorkshire Water has informed Cllr Dawson that the issues have been resolved. She will check that this is the case once the weather is a bit drier.
- c) Email from Darren Hinchliffe, Bradford Council, Rights of Way Officer about proposed Gate, Hard Nese Lane. Cllr Eastwood stated the email states the gate will not be locked.

Cllr Herd reported that some landowners were not happy with a gate being installed. There is shared access to the common and there is concern that the gate might be locked. The purpose of the gate was queried. It was stated that it was to stop off road drivers, but this would not be the case if it was unlocked. The Clerk was asked to contact Darren Hinchliffe to say there are some local concerns about the installation of the gate.

- d) Email from Yorkshire Water to Cllr McManus about sewage on Moorhouse Lane. Cllr McManus reported Yorkshire Water are stating they have looked into the issue of sewage discharge and have stated that the flooding is caused by excess rainfall and is not their responsibility.

Cllr Eastwood queried if the sewage had got into any houses and was told no, only into gardens. There was concern that this has happened twice in a five yearly period, but given Yorkshire Water's reply, it was felt there was little that could be done.

- e) Email from Simon D'Vali, Principal Engineer, Bradford Council about social distancing measures across the district. Noted. Cllr Poulsen said there had

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been some work in Haworth, involving arrows on the pavement, but she felt it was not particularly useful.

- f) Email from Sheena Spence, YLCA about consultation on new model code of conduct for local councils. Noted. Cllr Eastwood explained that if a complaint against a Councillor is investigated and upheld by the Monitoring Officer, there are currently no sanctions.

The draft model code of conduct does not include sanctions. Cllr Eastwood asked for authorisation to write on behalf of the Council to state that when a complaint is upheld, sanctions should be considered. This was agreed.

- g) Email from Beverley Detoef, Co-op about Co-op Local Community Funding. Noted. Cllr Pawson said the Community Centre was looking at applying for funding.

104/20 Feedback on Emergency Plan

Cllr Allmond agreed to look at the Emergency Plan and see if updates are needed.

105/20 Rose Garden

There was discussion on the role of the Rose Garden, with agreement that it was a place for families and not a memorial garden. While funding raised in memory of a previous Councillor has been used to provide a new Christmas tree, the tree had already been agreed.

Cllr Eastwood stated that following approaches from local residents he had agreed, as an individual and not in his role as Chair of Village Council, to organize the collection in memory of the resident who had recently died. He stated that 38 people had contributed and a total of £840 had been raised to date.

It was generally felt that an oak tree would not be suitable for the Rose Garden. Following discussion it was suggested that a more appropriate place might be either the Millennium Green, Marsh Common or the site on Shaw Lane.

It was agreed that Cllr Eastwood would contact the family to see which of the possible sites they would prefer.

106/20 Financial Matters

Resolved:

- a) To authorise a subscription to the Pro Zoom package at £119.90 per annum (monthly equivalent £9.99).
- b) To authorise training courses for Cllr Allmond (Allotments) and Cllr Pawson (Planning) at a cost of £15.00 and £22.20 respectively.
- c) The further reduction in the interest rate paid on the deposit account from 1% to 0.01% from 24th July 2020 was noted.

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d) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
Npower	Online	£69.30	Annual administration charge 01/04/19 – 31/03/20
Ken Eastwood	Online	£33.95	Cement for Rose Garden entrance
HMRC	Online	£481.84	PAYE and Employer's NI April – June 2020
Janet Foster		£45.04	Expenses 01/04/20 -30/06/20
		£8.55	Mileage
	Online	£53.59	Total

e) The following payments previously authorised were noted: -
 Clerk's salary and home working allowance (01.07.20 - 31.07.20)
 Clerk's mobile phone (£11.29 per month direct debit)

f) The following trial balance was noted:

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
Expenditure				
Clerk's Salary (inc. Employer NI)	10,360	2,552	7,808	0
Village Warden	5,200	0	5,200	2,600
Village Warden (Equipment)	1,000	0	1,000	0
Clerk's home working allowance	300	75	225	0
Stationery and Printing	500	62	438	0
Mobile Phone	160	28	132	0
Postages	50	7	43	0
Travel and Subsistence (Staff)	300	46	254	100
Internal and external audits	390	180	210	0
Subscriptions	900	717	183	0
Room Hire	200	0	200	100
Insurance	600	545	55	55
Training	300	0	300	0
Marketing	100	0	100	0
Outreach	400	0	400	0
Christmas Lights	5,000	0	5,000	0
Maintenance of Marsh Common	500	0	500	0
Youth Club	4,800	1,440	3,360	1,000

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Neighbourhood Development Plan	200	0	200	0
Website	800	230	570	0
Contingency Fund	1,000	0	1,000	0
Community Initiative Fund	500	28	472	472
Maintenance of Parish Council Assets	4,000	115	3,885	0
Allotments	1,000	1	999	0
Defibrillators	800	248	552	0
Skate Park	1,000	0	1,000	1,000
Refurbishment of Leeming phone kiosk	500	0	500	0
Total Expenditure	40,860	6,274	34,586	5,327
Income	Budget	Income to date		Year end Shortfall (-) / Surplus (+)
Precept	35,910	35,910	0	0
Allotment Grant	300	307	7	7
Allotment rents	450	0	-450	0
VAT refund	4,200	0	-4,200	0
Miscellaneous	0	2	2	2
Total Income	40,860	36,219	-4,641	9
Surplus (+) / Deficit (-)				5,336

The Clerk stated there is currently a projected underspend of £5,000. Cllr McManus agree to look at additional street furniture, including planters.

g) The following bank reconciliation was noted:

Balance per bank statements as at	02/07/20	
Community Account		£41,424.22
Business Savings Account		£8,113.38
		£49,537.60
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Net balances:		£49,537.60
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CASH BOOK

Opening Balance 1 April 2020	£19,995.69	
Add: Receipts in the year	£36,219.18	
Less: Payments in the year (incl. VAT)	-£6,677.27	<hr/>
Closing balance per cash book:		£49,537.60

107/20 Minor items and items for next agenda

None.

108/20 Date and time of next meeting

The next monthly meeting of Oxenhope Village Council will take place on 12th August 2020 starting at 7.30 p.m.

The meeting closed at 8.55 p.m.

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