

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL  
HELD ON WEDNESDAY 12<sup>TH</sup> AUGUST 2020 BY VIDEO CONFERENCE,  
COMMENCING AT 7.30 P.M.**

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

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

**109/20 Apologies for Absence**

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

Apologies have also been received from Worth Valley Cllrs Russell Brown and Chris Herd and Ward Officer Alice Bentley.

**110/20 Disclosures of Interest**

Cllr Eastwood declared an interest in the financial payments and Cllr Goulding declared an interest in the planning application.

**111/20 Applications for a Dispensation**

None received.

**112/20 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the Village Council's monthly meeting held on 8<sup>th</sup> July 2020 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The August Outstanding Issues Report was noted. The Clerk was asked to contact Bradford Council for an update on the community asset transfer of the toilet buildings.

The Clerk said that Cllr Pearce and Helen Hartley are planning to discuss how to progress the art exhibition once they are both back from holiday.

Cllr Eastwood said he had spoken to the Co-op about installing a defibrillator and they are raising the issue with their head office.

**113/20 Public Question Time**

There were no questions from the public.

**114/20 Guest Speakers**

- a) Worth Valley Ward Councillors.

Cllr Poulsen reported that there is now a second litter bin in the park.

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She also stated that in terms of the Covid restrictions, Oxenhope comes under the same restrictions as Bradford.

She reported she has received a list from the Parks Department with the timetable for re-opening playgrounds. Each playground will be deep cleaned, equipment checked and signage put in place, stating the playgrounds are for under 14 year olds, who must be accompanied by a responsible adult. Children need to sanitise their hands before using the equipment.

There are over 200 playgrounds to work through and unfortunately Oxenhope is at the end of the list. The two playgrounds should be open from 25<sup>th</sup> August.

She also reported that Highways have stated the work on Mill Lane bridge will require a full design and assessment. It is a major piece of work and is unlikely to be undertaken this financial year. The bridge will need to be of a “modern design” to take the loading but it will have an appropriate finish to fit in with the surrounding area.

Cllr Dawson asked if there was any update on the road works on the Hebden Bridge Road. Cllr Poulsen replied no, but said she would contact Calderdale Council for an update.

Cllr Pawson said he wanted to pass on thanks to Cllr Poulsen for the information she had provided for the village both in relation to the Covid restrictions and the Hebden Bridge road closure.

b) Police

The Clerk read out the Oxenhope crime statistics for the last month. There have been:

One burglary on Denholme Road. A window was smashed and a TV was stolen. No suspect has been identified.

One theft of a motor vehicle in Upper Town. A suspect has been identified.

One theft from a motor vehicle at Penistone Hill country park. The back window was smashed and money, phone and a bicycle was stolen. No suspect identified.

One criminal damage at Coldshaw. Cars were attacked with paint stripper. No suspects identified.

One stalking West Shaw Oxenhope. Suspect identified.

One possession of drugs Station Road Oxenhope. Suspect identified – community resolution.

One public order Upper Town Oxenhope. No suspect identified.

**115/20 Safety Inspection Report for Marsh Common and the Rose Garden**

The safety inspection reports for Marsh Common and the Rose Garden were noted.

Cllr Goulding reported that the over hanging trees need cutting back to allow the farmer with access rights to drive through the Common. He stated that the fence on the west side is not in a good state of repair. It was not entirely clear who is responsible for repairing the fence, though he felt it was not an immediate concern. Cllr Goulding stated that there was currently enough footfall to keep the grass on the footpath down and it did not need trimming.

Cllr Eastwood reported that the new entrance at the bottom of the Rose Garden is now open and there have been positive comments about it and the new noticeboards.

There are issues with the boundary wall on the West Drive side. Cllr Goulding agreed to get two quotes for this work. Cllr Poulsen also agreed to speak to Bradford Council to get clarity on who would be responsible for the work, given that the wall is holding up the pavement.

Cllr Pawson agreed to complete a monthly report on the Horseshoe Dam area. The Clerk is to draw up the report template.

**116/20 Planning**

**Resolved:**

- a) **20/02919/FUL** Construction of replacement agricultural building at Stairs Bottom Farm Outside Lane Oxenhope BD22 9QY.

Cllr Goulding declared an interest in this planning application as he has a long term tenancy on this land and has put in this planning application.

He provided background information on the application. He stated the farmhouse is separately owned. There was a barn in front of the farmhouse. The barn, which did not comply with current welfare standards, was demolished in March. Planning permission is needed for the replacement barn, which will be slightly smaller in floor area, with higher eaves but lower top line. The barn will be used to house 70 – 80 cows.

The old barn and the proposed barn both block the view from the farmhouse.

Having provided background information, Cllr Goulding left the meeting.

Following discussions on the planning application, given that the barn would be slightly smaller than the previous barn and given that it will be for agricultural use, the Village Council decided to raise no objection to this planning application.

Cllr Goulding rejoined the meeting.

**117/20 Correspondence**

**Resolved:**

- a) Emails between Oxenhope resident, Cllr Eastwood and Simon D’Vali, Bradford Council, Highways Department about traffic issues on Marsh Lane.

Cllr Eastwood stated there had been a good response from Bradford Council. They had cut back the vegetation, which was obscuring the speed limit sign and have agreed to do more work, once the Covid related work reduces. Cllr Eastwood stated there was an issue with speeding on Marsh Lane from Haworth.

He has been asked if there was interest in a community speed awareness event.

Cllr McManus said he felt speeding was an issue at both ends of Marsh Lane, while Cllr Goulding said he felt there was not a particular speeding issue on Marsh Lane. Cllr Dawson felt the issue of speeding affected the whole village.

Cllr Poulsen stated that Highways cannot use repeater signs in a 30 mph area. If there are streetlights the presumption must be that it is a 30 mph area. She said it would be useful to ask Highways to do some monitoring and then there would be data available.

- b) Emails between Oxenhope resident and Clerk, and email from Darren Hinchliffe, Area Rights of Way Officer, Bradford Council, about proposed works - Oxenhope Waste Water Treatment Works, Keighley Road, Oxenhope.

The Clerk read out a further email from the resident who had contacted the Village Council about the proposed work. This stated that more details have been received about the proposed work and that Yorkshire Water want to cut down the group of trees on the affected site. These include two oaks approximately twenty years old plus a very large tree next to the railway line.

The resident stated they had hoped Yorkshire Water could work round these trees as they felt they are very beautiful and the view up and down the Goit will be spoilt if they are removed. There is no Tree Preservation Order on them at present so the residents have asked Bradford Council Tree Department to have a look at them which they are happy to do, but unfortunately because of staffing issues this could take up to 6 months!

The residents stated that obviously Yorkshire Water are not going to delay that long and have asked if the Village Council could have any influence on this issue.

They finished the email by saying they also have a meeting with the contractors on 2nd September to discuss their plans so will have more idea of the scale of the proposed work.

Cllr Eastwood asked if Cllr Poulsen could help with getting Bradford Council's tree department to make this more of a priority. Cllr Poulsen asked the Clerk to forward the email from the resident.

Cllr Goulding stated the sewage treatment plant is not able to cope with the volume of sewage from the village. He also stated that from a carbon capture point of view, it can be better to cut down older trees.

Cllr Eastwood agreed that the sewage plant was not up to standard and the work does need doing, but was not happy about the popular footpath being closed for 12 months with no good alternative provided.

Cllr Goulding stated it is a permissive path, part of which goes through his land and another landowner further down had blocked the path previously.

The Village Council resolved to keep a watching brief on this work.

- c) Email from Oxenhope resident about litter in the park. Thanks to work by Cllr Poulsen, there is now a second bin in the park. The Clerk was asked to contact the resident who had raised this issue.
- d) Email from Bingley Town Council about Aire Valley Incinerator. Members agreed that this was not likely to affect Oxenhope. The email was noted.
- e) Email from Oxenhope Resident to Bradford Council (copied to Oxenhope Village Council) about carriage resurfacing damage – Marsh Lane. Noted. Bradford Council is addressing the issues raised.

### **118/20 Fly tipping**

Cllr Eastwood reported that a second very positive meeting has taken place regarding tackling fly tipping. The Village Council has been given a grant of £300 towards this project.

Bradford Council is planning to deploy cameras and will report back on how successful these are. The project will involve surveillance, information on reporting fly tipping, signage at entrances to the village as well as working with Yorkshire Water. The aim is for the campaign to start in September. Part of the campaign will involve awareness raising and Cllr Eastwood suggested that having a brand awareness would be helpful. He put forward two suggestions:

Love Oxenhope  
or  
Our Oxenhope

Cllr Poulsen said Alice Bentley, Ward Officer, was chasing up Bradford Council's communications team to get some draft ideas worked up. She said there are also plans for a community clean up, possibly around the same time as the Keep Britain Tidy campaign, which runs from 11<sup>th</sup> to 27<sup>th</sup> September.

Cllr Eastwood stressed the importance of getting residents involved and promoting a sense of community responsibility.

In terms of the brand, Heart Oxenhope (using the heart icon) was the preferred option. Cllr Dawson stated the school would be keen to be involved.

**Resolved:**

To authorise expenditure up to £300 on cameras, equipment and signage as part of the project to tackle fly tipping.

**119/20 Oxenhope in Bloom**

Cllr McManus stated he has been working with Cllr Dawson looking at areas to install planters. He mentioned several potential sites in the village including Muffin Corner, Station Road, Charles Court and outside the school.

He stated that cast iron planters would be better value than wooden or plastic ones as they would last longer. He stated the cost would be between £600 and £900 depending on the size of the planter.

As well as the centre of the village, they have also looked at the village entrances. He stated that in 1992 the Oxenhope Women's Institute had provided boundary signs in the form of large stones with Oxenhope on them. He said the one on Moorside Lane is well looked after but the others need the stones cleaning and vegetation clearing away. He also proposed floral beds by the signs.

He stated that looking after the flower beds could be one of the roles for the Village Warden.

Cllr McManus also mentioned another possible area, which is the land opposite the Coop, which he stated would make a wonderful flower bed in centre of the village. He stated the current owner has no connection with the village and it might be possible for the Village Council to take over the ownership of this area of land.

Cllr McManus said he would like a decision in principle to proceed with this project and he would then come back with a budget for approval.

Cllr Eastwood said there is a projected underspend this year and this might be a good project for the Village Council. He felt that it was important to have high quality street furniture, and if it was not possible to do in one go, then it could be done in phases.

Cllr Goulding expressed concerns over the size of the project and stated Oxenhope was already a beautiful place. He felt it should be scaled down. Both Cllrs Pawson and Allmond were supportive but suggested starting on a smaller scale and seeing what the response is.

Cllr Poulsen stated that in Haworth they have changed to planters with an inbuilt water reservoir, which reduced the need for regular watering. Cllr Dawson said she would be willing to look after a planter if there was one nearby.

Cllr Allmond asked about the likely cost of the toilets at the entrance to the park, as another potential project, but was informed they were unlikely to be transferred to the Village Council in this financial year.

Cllr McManus said a lot of planters elsewhere are sponsored, but in the current economic climate it was unlikely that sponsorship would be viable in Oxenhope.

Cllr Eastwood summed up by stating that there was consensus for some investment and for starting a small-scale project. Cllr McManus said he would develop a plan and would contact suppliers to get prices.

#### **120/20 Marsh Common**

Cllr Eastwood said that he had been in touch with Clem Holmes' family about the siting of a tree in his memory. They had initially liked the idea of Marsh Common but were now considering Stones.

Cllr Eastwood stated that Marsh Common is looking a bit neglected. He said the trees do need cutting back and it would be good to renew the sign on the gate.

Cllr Goulding agreed a new sign would be good. He stated the Common was reverting back to nature and though it is not used much it is a haven for nature and he frequently sees deer in the Common.

Cllr McManus commented that at weekends he has often seen families having picnics on the tables. He said it looks wonderful, but felt that 90% of village residents were probably not aware of Marsh Common.

Cllr Goulding said the tables needed cleaning, but they are not rotten. He stated the balance was about right. A sign with information on the trees, flowers and wildlife would be helpful. He agreed to meet with Cllr Dawson to identify information on flora and wild life in the Common. Cllr Eastwood agreed to get prices for signage.

#### **121/20 Financial Matters**

##### **Resolved:**

- a) To authorise the clerk to investigate monthly phone charges when the annual contract is up for renewal and to agree a different provider if this reduces the monthly cost.

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- b) To note the yearly statement for the Prudential International Investment Bond.
- c) To authorise expenditure of up to £60 to trim the trees in Marsh Common to allow authorised vehicular access by farmer to his fields.
- d) To authorise expenditure of £56 (plus VAT) for annual membership fee for the National Allotment Society
- e) To agree the updated Financial Regulations. Cllr Dawson was appointed as the non-signatory person responsible for checking the bank reconciliation.
- f) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
Royal Mail Group Ltd	Online	<b>£352.50</b>	PO Box Annual fee
Digital Nomads	Online	<b>£551.87</b>	Annual hosting, domain names and mailbox charges
Yorkshire Local Councils Association	Online	<b>15.00</b>	Allotment Webinar Session 8 <sup>th</sup> July 2020 - Cllr Allmond
		£142.80	Grass cutting April 2020 (2 cuts)
		£142.80	Grass cutting May 2020 (2 cuts)
		£142.80	Grass cutting June 2020 (2 cuts)
		£142.80	Grass cutting July 2020 (2 cuts)
Lawncorder	Online	<b>£571.20</b>	<b>Total</b>
Janet Foster	Online	<b>£143.88</b>	Zoom annual charge (including VAT)

- g) To note the following payments previously authorised: -  
Clerk's salary and home working allowance (01.08.20 - 31.08.20)  
Clerk's mobile phone (£11.29 per month direct debit)
- h) To note the following trial balance:

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
<b>Expenditure</b>					
Clerk's Salary (inc. Employer NI)	10,360	3,693	6,667	0	

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Village Warden	5,200	0	5,200	2,600	1
Village Warden (Equipment)	1,000	0	1,000	0	
Clerk's home working allowance	300	100	200	0	
Stationery and Printing	500	95	405	0	
Mobile Phone	160	37	123	0	
Postages	50	13	37	0	
Travel and Subsistence (Staff)	300	54	246	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	66	4,934	0	
Maintenance of Marsh Common	500	0	500	0	
Youth Club	4,800	1,440	3,360	1,000	2
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	0	
Maintenance of Parish Council Assets	4,000	143	3,857	0	
Allotments	1,000	1	999	0	
Defibrillators	800	248	552	0	
Skate Park	1,000	0	1,000	1,000	3
Refurbishment of Leeming phone kiosk	500	0	500	0	
<b>Total Expenditure</b>	<b>40,860</b>	<b>7,591</b>	<b>33,269</b>	<b>4,854</b>	
				<b>Year end Shortfall (-) / Surplus (+)</b>	
<b>Income</b>	<b>Budget</b>	<b>Income to date</b>			
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	302	302	302	4
<b>Total Income</b>	<b>40,860</b>	<b>36,519</b>	<b>-4,341</b>	<b>309</b>	

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<b>Surplus (+) / Deficit (-)</b>				<b>5,163</b>
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Notes:

1. Budget was for warden to be employed from April 2020. Projected savings based on six months' expenditure.
2. Youth Club not currently running. Estimated savings will depend on when club starts running and when invoices are submitted.
3. No current plans to investigate skate park.
4. Income of £300 from Bradford Council for grant to combat fly tipping.

i) To note the following bank reconciliation:

Balance per bank statements as at	04/08/20	
Community Account		£40,390.32
Business Savings Account		£8,113.38
		£48,503.70
Net balances:		<u><u>£48,503.70</u></u>

**CASH BOOK**

Opening Balance 1 April 2020	£19,995.69
Add: Receipts in the year	£36,519.18
Less: Payments in the year (incl. VAT)	-£8,011.17
Closing balance per cash book:	<u><u>£48,503.70</u></u>

**122/20 Minor items and items for next agenda**

Cllr McManus stated that he has seen articles written by Miran Rehman who used to attend Council meetings and report them in the Keighley News. He asked for authorisation to write and thank Miran for his reporting of Council meetings. This was agreed.

**123/20 Date and time of next meeting**

The next monthly meeting of Oxenhope Village Council will take place on 9<sup>th</sup> September 2020 starting at 7.30 p.m.

The meeting closed at 8.55 p.m.

Signed.....

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