



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
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Signed: *Janet Foster* 4th September 2020
Janet Foster, Clerk to the Village Council
07972 717 058
clerk@oxenhopevillagecouncil.gov.uk

You are summoned to attend the monthly meeting of Oxenhope Village Council to be held at 7.30 p.m. on Wednesday 9th September 2020 via video conferencing.

**Meeting access details are:
Oxenhope Village Council - September meeting
Time: Sep 9, 2020 07:30 PM London**

Join Zoom Meeting
<https://us02web.zoom.us/j/81362637654?pwd=UTJKNUlma05Cb1dGZ2kyYW1UZENTdz09>

**Meeting ID: 813 6263 7654
Passcode: 143420**

AGENDA

124/20 Apologies for Absence

To note any apologies offered and approve reasons for absence.

125/20 Disclosures of Interest

To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.

126/20 Applications for a Dispensation

To grant, or otherwise, the applications for dispensation as received by the Clerk.

127/20 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of the Village Council's monthly meeting held on 12th August 2020 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the September Outstanding Issues Report (Appendix 1) and decide further action where necessary.

128/20 Public Question Time

To welcome members of the public and to receive their representations.

129/20 Guest Speakers

- a) Worth Valley Ward Councillors.
- b) Other guest speakers.

130/20 Safety Inspection Reports (Appendix 2)

To note the reports for the Allotments, Rose Garden and Horseshoe Dam.

131/20 Planning

To consider and decide upon the following planning application:

- a) **20/03211/FUL** Agricultural building at electric sub station 602, Low Fold Farm Stairs, Kennel Lane, Oxenhope.
- b) **20/03826/HOU** First floor extension to existing Bungalow, single storey side extension, removal of existing conservatory and alterations to fenestration at Brent Villa, Upper Town, Oxenhope BD22 9LL

132/20 Correspondence (Appendix 3)

To consider and decide upon the following new correspondence:

- a) Email from Mark Benton, Environmental Crime and Public Space Protection Order Consultant, Bradford Council about Dog Control Orders / Public Space Protection Orders (PSPO)

133/20 Fly tipping

To receive a verbal update from Cllr Eastwood.

134/20 Oxenhope in Bloom

To receive a verbal update from Cllr McManus.

135/20 Oxenhope Park

To consider actions to improve the state of the park.

136/20 Reprint of Oxenhope – The making of a Pennine Community

To receive a verbal report from Cllr Goulding on reprinting and / or updating book on history of Oxenhope.

137/20 Village Council Vacancy

To receive a verbal update from Cllr Eastwood on the Village Councillor vacancy.

138/20 Financial Matters

- a) To authorise, or otherwise, expenditure of £350 (plus VAT) for repairs to the Rose Garden wall.
- b) To note that the Local Government Pay Deal has been agreed with a 2.75% increase backdated to 1st April 2020.
- c) To authorise, or otherwise, expenditure of up to £5,000 on Christmas lights in 2020/21 (Appendix 4). The details of number of lights and colours schemes to be agreed in consultation with Friends of the Rose Garden.
- d) To authorise, or otherwise, the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
National Society of Allotment and Leisure Gardeners Ltd.	Online	£68.00	Annual membership
Business Stream	Online	£180.97	Water for allotments 3 months to 14/08/20

e) To note the following payments previously authorised: -
Clerk's salary and home working allowance (01.09.20 - 30.09.20)
Clerk's mobile phone (£11.29 per month direct debit)

f) To note the following trial balance:

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
Expenditure					
Clerk's Salary (inc. Employer NI)	10,360	4,352	6,008	-200	1
Village Warden	5,200	0	5,200	2,600	2
Village Warden (Equipment)	1,000	0	1,000	0	
Clerk's home working allowance	300	125	175	0	
Stationery and Printing	500	388	112	0	
Mobile Phone	160	47	113	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	120	80	20	
Insurance	600	545	55	55	
Training	300	15	285	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	3
Neighbourhood Development Plan	200	0	200	0	
Website	800	690	110	0	
Contingency Fund	1,000	0	1,000	0	
Community Initiative Fund	500	28	472	0	
Maintenance of Parish	4,000	619	3,381	0	

Council Assets					
Allotments	1,000	1	999	0	
Defibrillators	800	248	552	0	
Skate Park	1,000	0	1,000	1,000	4
Refurbishment of Leeming phone kiosk	500	0	500	0	
Total Expenditure	40,860	9,649	31,211	4,574	

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	302	302	302	5
Total Income	40,860	36,519	-4,341	309	
Surplus (+) / Deficit (-)				4,883	

Notes:

1. Overspend due to national pay award of 2.75% being .75% more than budgeted.
2. Budget was for warden to be employed from April 2020. Projected savings based on six months' expenditure.
3. Youth Club not currently running. Estimated savings will depend on when club starts running and when invoices are submitted.
4. No current plans to investigate skate park.
5. Income of £300 from Bradford Council for grant to combat fly tipping.

g) To note the following bank reconciliation:

Bank Reconciliation

Balance per bank statements as at

01/09/20

Community Account

£38,060.30

Business Savings Account

£8,113.38

£46,173.68

Net balances:

£46,173.68

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)	-£10,341.19	<hr/>
Closing balance per cash book:		£46,173.68 <hr/> <hr/>

139/20 Minor items and items for next agenda

To discuss minor items and to note items for the next agenda.

140/20 Date and time of next meeting

The next monthly meeting of Oxenhope Village Council will take place on 14th October 2020 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – September 2020 outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	24/02/20	Training is available via the Bradford Safeguarding Children Board. Details have been emailed to all Village Councillors. Clerk and Cllr Dawson have completed the Introduction to Safeguarding Children Course.
Toilet building on Recreation Ground	To investigate possibility of a Community Asset Transfer	Clerk	20/08/20	Community Asset Transfer form (Stage 1) submitted to Bradford Council. Email sent on 20/08/20 asking for an update.
Defibrillators	Defibrillators for Station Road and Marsh	Chair and Clerk	August 2020	Waiting for response from Co-op about siting a defibrillator outside shop. Meeting being arranged about siting defibrillator in Marsh.
Christmas lights	Upgrading Christmas lights	Cllr Dawson	31/08/20	First quote received. Second quote received. Decision to be made at September Village Council meeting.
Savings accounts	Looking for savings account with better rate of interest	Clerk	08/01/20	Clerk looking at possible savings accounts.
Climate Change issues	To agree how the Village Council should respond	Chair and Clerk	02/03/20	Meeting arranged for 16 th March cancelled due to Government restrictions.
Art Exhibition	Exhibition in village	Chair and Clerk	13/05/20	Looking at ideas for an art exhibition / trail in Oxenhope.
Emergency Plan	Check for updates needed	Cllr Allmond and Clerk	August 2020	Following incident Emergency Plans is in the process of being updated.

Appendix 2 – Safety Inspection Reports

Allotments Safety Inspection Report

Name: Kevin Allmond
Weather: Rather pleasant

Date: 01/09/20
Time: 18:15

	Seen	Comment if necessary
	√	
Water drainage – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Any defects e.g. collection of water on any one plot?	x	
Plots – Monthly Basis		
Any hazards e.g. broken glass, containers of chemicals?	x	
Access track - Monthly Basis		
Any defects e.g. pot holes, glass etc?	x	
Any unauthorised vehicular use?	x	
Any dog fouling visible on or within close proximity of access track?	x	
Gates – Monthly Basis		
Pedestrian swing gate working as it should?	x	
Field gate intact?	x	
Vegetation – Monthly Basis		
Any vegetation need removing and/or cutting well back?	x	
Trees – Monthly Basis		
Any overhanging branches need removing?	x	
Fires – Monthly Basis		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	x	
Boundary walls – Monthly Basis		
Any defects?	√	
Fencing – Monthly Basis		
Any defects?	x	

I certify that I inspected the above route on the above date when the only defects observed were those recorded above.

Rose Garden Monthly Safety Inspection Report

Name: Ken Eastwood
Weather Raining

Date: 2nd September 2020
Time: 16:50

Description	Yes (Y) /No (N)	Comments
Entrances – Are all entrances safe to use?	Y	
Boundary Walls – Any defects?	Y	Areas of walling on West Drive side in very poor, deteriorating condition.
Footpaths – Any defects?	N	
Seating – All benches secured to the ground?	Y	
Seating - Any defects which may cause personal injury?	N	
Litter bins – All bins secured to the ground?	N	
Litter bins – All have bin liners?	Y	
Litter bins – None overflowing?	N	
Noticeboards – are both noticeboards secure?	Y	
Noticeboards – does any information need updating or removed?	Y	Information on Village Council, District Council and the Police needed (contact details etc.)
Electrical – Are all Christmas lights securely fixed in trees?	N	Lights hanging down in central tees and one of the cherries (West Drive side). Works will be required before Christmas.
Electrical – Is electrical box locked and secure?	Y	
Trees – Do all trees look healthy?	Y	
Trees – Are there any branches that need trimming?	N	
Planting – no damage to plants?	N	
General - Any dog fouling visible in Garden?	N	
Any other concerns or issues about the Rose Garden to raise with Village Council?	Y	Some vegetation encroaching footpaths (overgrown beds).

I certify that I inspected the Rose Garden on the above date when the only defects observed were those recorded above.

Ken Eastwood

Horseshoe Dam Area Safety Inspection Report

Name: Chris Pawson

Date 1st September 2020

	Yes / No	Comment if necessary
Are the walls and fencing surrounding the Horseshoe Dam in good condition?	Yes	
Are the trees around the Dam causing any concern (e.g. overhanging the road, dead branches needing removing)	No	Some small branches starting to overhang on Station Road pavement but above head height.
Does any vegetation around the Dam area that needs removing and/or cutting well back?	Yes	Vegetation within the dam requires cutting back.
Is the dam (by the road) in good condition?	Yes	
Any sign of Japanese knotweed by the stream or surrounding areas?	Yes	Small patch on Station Road pavement opposite number 10 Mallard View. It is flowering.
Any debris in the stream or Horseshoe Dam area?	Yes	There is an 1 ton aggregate bag which has been discarded on the side of the dam
Is the footpath up to Mallard View in good condition?	Yes	
Are there any concerns about vegetation on / alongside the footpath?	Yes	Bramble is coming through the fence.
Any defects which may cause personal injury?	No	
Any dog fouling visible on or within close proximity of footpath?	No	
Any concerns about vegetation in small areas of land around Mallard View owned by the Village Council?	No	
Any concerns about the playground, that need reporting to Bradford Council?	No	
Does the supporting wall for the playground look in good condition?	Yes	

I certify that I inspected the Horseshoe Dam area on the above date when the only defects observed were those recorded above.

Inspector's Signature ...



Appendix 3 – Correspondence

a) Email from Mark Benton, Environmental Crime and Public Space Protection Order Consultant, Bradford Council

Date: 26th August 2020

Subject: Dog Control Orders / Public Space Protection Orders (PSPO)

Parish Councils,

I know you have lots of discussions and receive complaints about dog fouling and dog control. Now is the time to have your say! Your comments will be used to shape how best to control these issues. **Therefore please could you formal response on behalf of the Parish Council by the 14th September 2020 as part of the PSPO process.**

Bradford Council is in the process of reviewing its Dog Control Orders/Public Space Protection Orders (PSPOs). This was started earlier in the year but was put on hold due to the coronavirus lockdown measures. The Council carrying out a formal consultation on the Dog Control PSPOs.

I would prefer that the Parish Council to email a responses to PSPO@bradford.gov.uk I can then reference this and give your comments the weight they deserve.

Please could you make as many people aware of the consultation as possible as we would welcome as many views as possible.

The best way for people to have your say is to complete the online survey:

<https://surveys.bradford.gov.uk/snapwebhost/s.asp?k=159740822872>

If you require any further information please contact Mark Benton on 07704 111 414 or email mark.benton@bradford.gov.uk.

Background for your information only

The planned PSPO covers five key areas:

- Failure to clear up your dog's mess.
- The keeping of dogs on leads in specified areas, this will help protect wildlife and increase the amenity of areas covered by the restriction.
- Leads by order – this covers the need for people to put and keep a dog on a lead when directed to do so by an authorised officer.
- Exclusion of dogs from certain areas - this includes enclosed children's play areas – dog fouling is not only unpleasant and unsightly, but it also carries harmful bacteria that can blind children.
- Means to pick up – a person in charge of a dog must have and produce on request the appropriate means to pick up dog faeces deposited by that dog?

Evidence

The matrix below is a list of the complaints/incidents reported to the Bradford Council:

Year	Dog Fouling	Leads Straying Dogs	– Report of Dogs killed on roads	Dogs on Lead/Exclusion	Dangerous Dogs
2015	964	438	41	6	408
2016	832	398	51	4	356
2017	799	337	25	5	353
2018	740	312	23	5	259
2019	783	244	35	3	294

In terms of the types of incidents reported these in the main include ‘dangerous dogs’ where one dog is attacking another, but can also include ‘wandering dogs’ where the animal is noted to be in a location alone with no owner responsibility. This situation can obviously be a risk to the dog itself but also any resident who may come across the animal without knowing its behavioural traits or current condition. These types of calls are all included within the statistic above.

Evidence summary

Analysis of data in relation to Dog fouling/ dog control supports the need to extend the existing orders. The data does not seem to support the introduction of new restrictions or changes to existing orders.

However there is some evidence that a limited number of Community Groups, Friends of Parks groups etc. wish to increase restrictions (e.g. introduce new dogs on leads area and dog exclusion areas) to some areas of the district such as parks and cemeteries.

Have a blanket simple order across the whole of Bradford has many advantages to residents and dog walkers. The main being **keeping it simple**.

Bradford Council is to start a consultation to convert the several dog control orders to a single order relating to dog fouling and control across the borough. Aiming to create a more consistent approach across Bradford and balance the needs of dog owners and other members of the community.

BDBC intends to convert the existing Dog Control Orders to a Public Spaces Protection Order (PSPO) under powers introduced by Government in 2014 for implementation autumn 2020. The order will replace outdated legislation relating to fouling and dog control.

Mark Benton

Environmental Crime and Public Space Protection Order Consultant

E-mail: mark.benton@bradford.gov.uk

Mobile 07704 111414

Appendix 4 – Christmas Lights

Quote from Keighley Supplier

2020 Work (net costs)

Tree	Work	Number of strings / transformers	Cost per item	Total	
T6	Wrap	10	£29.50	£295.00	
T4,T5,T7, T8 & T9 and Centre trees	Drape	37	£29.50	£1,091.50	
7 trees	Transformers	7	£20.00	£140.00	
	Disposal existing lights			£0.00	
	Installation costs			£1,295.00	
Cost for lights in Rose Garden					
				£2,821.50	Cost for 6 trees and central conifers
				£352.69	Estimate cost per tree

Lighting columns

	Work	Number of strings / transformers	Cost per item	Total	
Ex-exhibition motif		3	£270.00	£810.00	
	Install, dismantle store	1	£435.00	£435.00	Cost per year (3 year commitment)
One off cost (estimated)	Work by CMBC on lamppost	3	£300.00	£900.00	
Cost for three lighting columns				£1,845.00	

Total Expenditure in 2020/21

£4,966.50

Cost of proposed work in 2021/22 is £1,777.