

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL  
HELD ON WEDNESDAY 9<sup>TH</sup> SEPTEMBER 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 Chris Herd  
Worth Valley Councillor Rebecca Poulsen  
1 member of the public

**124/20 Apologies for Absence**

Apologies for absence have been received by Cllr Goulding.

**125/20 Disclosures of Interest**

None.

**126/20 Applications for a Dispensation**

None received.

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

- a) The minutes of the Village Council's monthly meeting held on 12<sup>th</sup> August 2020 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The September Outstanding Issues Report was noted. The Clerk reported that she had been in touch with Bradford Council about the Community Asset Transfer of the toilet blocks, but there has not been any progress with this matter. Cllr Eastwood said he is trying to find an alternative location on Station Road for the defibrillator.

**128/20 Public Question Time**

None.

**129/20 Guest Speakers**

a) **Worth Valley Ward Councillors**

Cllr Poulsen gave an update on the A6033, as its closure means long journey times. Calderdale Council had hoped to open the road after six weeks of road works, but it is now likely to be mid September before the road will open, with a contraflow system, on weekdays.

She said the communication from Calderdale Council had been very poor and signage saying the road is closed was left out at weekends, even though the road was open.

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Cllr Dawson said at the weekends when the road is open, it is very narrow in places and, in her opinion, was dangerous as the 30 mph signs were being ignored.

Cllr Poulsen also reported back about the trees, which might be affected by Yorkshire Water's planned work at the sewage works. She has enquired about the possibility of Tree Preservation Orders, but has been informed that Yorkshire Water would be able to remove trees, even with a preservation order, without the need to obtain authorisation.

Cllr Poulsen has also asked Bradford Council Highways to look at the wall on West Drive / the Rose Garden and establish who is responsible for maintaining it.

Cllr Poulsen reported there are parking issues on Best Lane, with concerns about the pavement being blocked. This is a police issue and the new PCSO for the area, PCSO Corinne Shaheen, is actively working to address these issues.

Cllr Herd provided an update on the proposed memorial to Clement Holmes. A couple of possible sites have been identified on Stones Moor, by the footpath, for a bench and a tree. He suggested that a wrought iron bench could be appropriate given that Clement had been an engineer. Cllr Eastwood agreed to provide information on a company, which might be able to make the bench. Cllr Herd said he has spoken to Clement's sister and she is in agreement with the proposed plans. Cllr Brown said it would be necessary to check with Bradford Council to ensure there is no issue with the siting of the tree and bench.

Cllr Herd also reported that West Yorkshire Police's Operation Steerside would be working in the area to tackle speeding and other motoring issues.

Cllr Herd said Bradford Council have a small grant scheme to encourage volunteers to help improve and tidy up their area. Cllr Eastwood said an application was being made for the Millennium Green. The Clerk is to circulate details of the grant.

Cllr Herd said at the moment it is too difficult to get the community payback team to work in the village.

Cllr Brown reported he has started planning some work with the school in relation to the City of Culture bid by Bradford Council and may be asking for a financial contribution from the Village Council.

b) **Police Report**

The clerk read out the Police crime statistics provided by PCSO Corinne Shaheen who is the new PCSO for the Worth Valley. She had apologised for not being able to attend the meeting but hoped to attend next month.

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The crime statistics for Oxenhope in the last four weeks were:

Theft from motor vehicle	16/08/2020
Theft from motor vehicle	18/08/2020
Burglary residential and car	23/08/2020
Theft form motor vehicle	02/09/2020

All four crimes had been investigated, with no suspects identified at present.

PCSO Shaheen stated that she will make it a priority to address the traffic issues in Best Lane.

The Clerk was asked to circulate contact details for PCSO Shaheen.

### **130/20 Safety Inspection Reports**

The reports for the Allotments, Rose Garden and Horseshoe Dam were noted.

Cllr Allmond reported that the allotments are all doing well. One person has recently given up their allotment.

Cllr Eastwood reported that there is an issue with the Rose Garden wall bordering West Drive. It is not clear whether the Village Council or Bradford Council is responsible for the repairs. Further information is also needed for the information notice board.

He reported that some vegetation is growing onto the path and the Garden is looking a bit overgrown. He felt that the amount of work needed to keep the Garden looking good has perhaps been underestimated, but it is all right for the time being.

Cllr Pawson reported on the Horseshoe Dam area, saying it is all right if a bit overgrown. There is also a patch of Japanese knotweed, which the Clerk has reported to Bradford Council. Cllr Eastwood said there is a list of people who have registered an interest in helping to look after the area, but it is not the right time at the moment to involve them.

### **131/20 Planning Resolved:**

- a) **20/03211/FUL** Agricultural building at electric sub station 602, Low Fold Farm Stairs, Kennel Lane, Oxenhope.

Following a discussion, Oxenhope Village Council raises no objection to this planning application.

- 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.

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Councillors stated that this was a big increase in the size of the property but they felt it was an appropriate development.

Oxenhope Village Council supports this planning application.

**132/20 Correspondence  
Resolved:**

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

Cllrs Eastwood and McManus reported that they have both filled in the response form. The Clerk was asked to respond to the survey saying the Village Council supports the plan.

**133/20 Fly tipping**

Cllr Eastwood has circulated the draft action plan. He will liaise with the Clerk about the purchasing of cameras. Once these have been obtained, volunteers will be asked to help decide where to put the cameras and help install them. Cllr Eastwood said this would be a good opportunity for the Village Council to work in partnership with Bradford Council to try and address the issue of fly tipping.

Cllr Dawson expressed concern about the draft plan stating that social media will be used, in case the wrong message was put out. Cllr Eastwood agreed that it was very important to make sure a positive message was conveyed.

Cllr Poulsen said it was important to emphasise the need to report any case of fly tipping rather than just posting a picture of the rubbish online.

**134/20 Oxenhope in Bloom**

Cllr McManus had circulated details of suitable planters. He suggested starting with a planter at Muffin Corner and some at the school. The cost for these planters would be around £1,400.

He said the first priority was to have volunteers to help with watering and growing plants.

Cllr Eastwood suggested contacting a local gardener for a quote for setting up the planters. He also suggested that a local nursery might be willing to donate plants or sponsor a planter. Volunteers could then be asked to help with watering and care.

**135/20 Oxenhope Park**

Cllr Pearce stated that the park is generally in a poor state. There is currently a broken grate, which he has reported to Bradford Council. Cllr Eastwood agreed and said there have been issues with the park over the years and the last renovation was not to a high standard.

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Cllr Poulsen said that new bark is on order as there is currently no bark in the play area. She reported that there is a pot of money, which will be available to improve play areas. The play officer for the Keighley area is assessing play areas and the plan was then to consult with interested parties, including friends of park groups and local village councils. The assessment has been done but the consultation has been put on hold.

Cllr Poulsen has raised the issue of the need for new equipment and proper soft surface, which would be a better long-term solution rather than bark. She also wanted the children to be consulted over what play equipment they would like in the park.

Cllr Eastwood asked if it would be helpful to have a friends group who might be able to do some work such as painting the swings. Cllr Poulsen said it might be useful but this was probably not the best time to set a group up.

Cllr Pearce said it might be useful to contact the Park's Officer. Cllr Poulsen agreed to provide contact details.

The member of the public and Cllr Dawson both raised the issue of flooding at school, which has been caused by the bark from the play area being washed away and blocking the drains.

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

It was agreed to defer this item to the October Village Council meeting.

**137/20 Village Council Vacancy**

Cllr Eastwood reported the Bradford Council have now decided to advertise the Village Councillor vacancy. If there is no request for an election after a two week period, then the vacancy can be filled by co-option.

**138/20 Financial Matters**

**Resolved:**

- a) To authorise in principle expenditure of £350 (plus VAT) for repairs to the Rose Garden wall. Expenditure will only take place if it is found that the Village Council is responsible for the maintenance of the wall.
- b) It was noted that the Local Government national pay award has been agreed with a 2.75% increase backdated to 1<sup>st</sup> April 2020.
- c) To authorise expenditure of up to £5,000 on Christmas lights in 2020/21 for the Rose Garden trees and three streetlights at Muffin Corner.

After a discussion, Councillors decided their preferred option would be for warm white (non flashing) lights draped (rather than branch wrapped) on the nine main cherry trees and the central conifers. They felt that it would be useful to consult with local residents, particularly those living around the Rose Garden.

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It was agreed that it was not possible to get three quotes, but two quotes had been obtained and the quote accepted had a slightly lower cost.

d) To authorise 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
	£	£		£	
<b>Expenditure</b>					
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	

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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 Council Assets	4,000	619	3,381	0	
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	
<b>Total Expenditure</b>	<b>40,860</b>	<b>9,649</b>	<b>31,211</b>	<b>4,574</b>	

<b>Income</b>	<b>Budget</b>	<b>Income to date</b>		<b>Year end Shortfall (-) / Surplus (+)</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	5
<b>Total Income</b>	<b>40,860</b>	<b>36,519</b>	<b>-4,341</b>	<b>309</b>	
<b>Surplus (+) / Deficit (-)</b>				<b>4,883</b>	

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) The following bank reconciliation was noted:

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

### 139/20 Minor items and items for next agenda

Cllr Dawson reported she had been to Marsh Common to try and draw up a list of trees and flowers in the area. She had noticed two youths on the Common, apparently using drugs. Two other Councillors commented that they used the area regularly but had not seen any evidence of this.

Cllr Pearce reported there had been a bit of delay in getting the art trail project underway, but they were working on it. They wanted further discussion as to whether it should be permanent or temporary and also whether it could be used to raise funds, for example for Manorlands. Cllr Eastwood said there was a significant underspend this year which could be used to support the trail and also possibly link in with any event the school might plan, particularly in relation to the City of Culture bid. Cllr Eastwood asked if they could liaise with Cllr Brown and report back.

Cllr McManus pointed out there are various listed assets in the village, for example the horse steps near the Bay Horse pub and a listed milestone marker. He suggested these could possibly be part of any art trail.

### 140/20 Date and time of next meeting

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

The meeting closed at 8.40 p.m.

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