

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 14TH OCTOBER 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
Cllr Nick Pearce

In attendance: Worth Valley Councillor Rebecca Poulsen
Rev. Cat Thatcher
6 members of the public

141/20 Apologies for Absence and approval of reasons for absence.

No apologies have been received from Village Councillors.

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

142/20 Disclosures of Interest

Cllr Pawson declared an interest in planning application 20/04525/HOU and Cllr Eastwood declared an interest in a financial payment.

143/20 Applications for a Dispensation

None received.

144/20 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Village Council's monthly meeting held on 9th September 2020 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The October Outstanding Issues Report was noted. The Clerk reported that the updated Emergency Plan has been submitted to Bradford Council. The Christmas lights and motifs have been installed. Having investigated possible savings accounts, it was recommended to not open a savings account.

145/20 Public Question Time

None.

146/20 Guest Speakers

- a) **Worth Valley Ward Councillors**
Cllr Poulsen started by introducing herself to the members of the public attending the meeting. She noted that the correspondence on the wall on West Drive is included later in the agenda.

Signed.....

2038

She reported that the Parks department are investigating the drainage and flooding issue in the park. They will then arrange a meeting. Longer term she hopes that a permanent soft play surface can be installed in the playground.

She has also been working with Keighley and Worth Valley Railway to improve signage to avoid issues with the closure of Harry Lane. Work on the bridge will not be undertaken until the next financial year.

The traffic regulation orders relating to double yellow lines on Keighley Road and Perseverance Fold have now been published.

There has been an issue on Hebden Bridge Road where part of the pavement has lifted. This has been reported to Bradford Council's Highways Department.

There has been an email from the Lord Mayor's office to say the Remembrance Service will not be going ahead.

b) **Rev. Cat Thatcher**

Rev. Thatcher introduced herself and said that as the Oxenhope war memorial is inside the church, and as they can now hold services, there will be a service of remembrance in Oxenhope on Sunday 8th November. The service will be ticketed and a Village Councillor will be invited to attend.

Rev. Thatcher said the church has been open for services since the end of August, with Covid secure measures in place. Masks have to be worn and there is no singing, but even with social distancing there is still room for more people who would be very welcome.

On 1st November there will be a service to remember those who have died. She asked people to get in touch with her, either via email or Facebook, to give names of those to be remembered.

In terms of Christmas, she said it is not possible to make any plans at the moment, but she will liaise with the Village Council and the school once the situation is clearer.

147/20 Co-option

Cllr Eastwood reported that Bradford Council has said there has not been a request to fill the Village Councillor vacancy by election and therefore the vacancy can be filled by co-option.

Having checked that she was still interested, there was a unanimous vote to co-opt Helen Hartley to the Village Council. Cllr Eastwood welcomed her onto the Council and thanked her for her patience during the long process to fill the vacancy.

148/20 Safety Inspection Reports

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

Cllr Allmond reported that the allotments are all fine.

Cllr Pawson said that someone has tidied up the area around the Horseshoe Dam and the brambles have been cut back.

Cllr Eastwood reported there is an on-going issue with the wall in the Rose Garden on the West Drive side. He is also aware of the need for more information to be put on the notice boards.

Cllr Goulding reported that the trees have been cut back in Marsh Common. He said he would tidy up a few branches which have been left. The farmer, who has access rights, has been informed that the trees have been cut back.

149/20 Planning

Cllr Eastwood asked to decide first on planning applications which residents wanted to comment on. This was agreed.

Resolved:

- a) **20/03696/FUL** Removal of existing static caravan and replacement with a bespoke static caravan. Caravan and land to the east of Black Moor Road, Oxenhope BD22 9SR.

Following a discussion, Oxenhope Village Council decided that they would not object to this planning application as a better caravan was a direct, like for like replacement for the existing caravan.

- b) **20/04138/FUL** Replacement building part domestic / part agricultural use at Well Head Barn, Hanging Gate Lane, Oxenhope BD22 9RJ.

The applicant explained that the application was to replace an existing building, which was in a poor structural condition. The replacement building would be use for garaging and also storage.

Oxenhope Village Council supports this planning application.

- c) **20/04336/FUL** Installation of a motor control centre (MCC) kiosk and two dosing kiosks with associated works at Keighley Road Oxenhope.

Cllr McManus was asked to provide information on this planning application. He started by saying that from a planning point of view it was not easy to understand the application, which involved the replacement of mechanical housing. However, he stated there was a need to upgrade the sewage facilities and work was needed.

Cllr Eastwood stated the work was needed to treat phosphates in the waste water and would increase the footprint of the works.

Two members of the public, who both live near the works, then spoke to the meeting to express their concerns. The first resident said the work would involve extending the works, which would be between the residents' houses and the site. New machinery and kiosks will be installed to clean the water going into the beck.

The resident accepted that the work was needed and was fine with the process, but wanted to raise concerns about the screening and future maintenance of the site.

The second resident explained that the planned screening is a wire fence, which they said would not reduce noise from the site, which can frighten nearby horses and also disturbs residents.

They said they were asking for a suitable boundary around the site and have suggested that laurel would be quick growing and would provide a good sound barrier. They stated they did not have other objections, just that the site should not be an eyesore. They mentioned the current mesh fence frequently had dog poo bags left on it. It was mentioned that Yorkshire Water had suggested a hawthorn hedge, but the residents were concerned that this would be too slow growing.

The first resident agreed, stating the site is by a well-used footpath between Haworth and Oxenhope. They said Yorkshire Water in a survey claimed the path was not well used, which the resident disputed. When they did a survey they counted over 300 people using the path in a single day.

They realized the work would not improve the smell from the site, but they wanted to ensure that the site does not give a poor first impression of Oxenhope. They also wanted to keep the current view and trees. The first resident said a palisade fence has been proposed by the properties, which they were fine with. But they wanted a dry stone wall rather than a mesh fence, which would look awful and would not hide the luminous green buildings.

Cllr Eastwood thanked the residents for explaining their concerns. He stated that the work was necessary but he was keen that there was a good outcome for Oxenhope from the work.

Oxenhope Village Council decided to support this planning application subject to appropriate landscaping and screening being agreed.

- d) **20/04525/HOU** Single storey rear extension at Stables Barn, 21A Lee Lane, Oxenhope BD22 9RB.

The applicant explained that they had worked hard to convert the barn, with the work now finished other than landscaping. However, there was a need for more space downstairs, which was why they had applied to build an extension.

Oxenhope Village Council supports this planning application.

- e) **20/03671/FUL** Agricultural livestock building (32m x 13.7m x 4.3m) at Aberdeen Farm, Hill House Edge Lane, Oxenhope BD22 9QD.

Oxenhope Village Council supports this planning application on a working farm.

- f) **20/03678/FUL** Change of use of stable block to single dwelling at Grange Barn,

Black Moor Road, Oxenhope BD22 9SS.

Following a discussion, Oxenhope Village Council decided to object to this planning application.

- g) **20/03403/HOU** Rebuild of previous side extension at Cobling Barn, Sawood Lane, Oxenhope BD22 9SP.

Oxenhope Village Council supports this planning application.

- h) **20/04323/FUL** Installation of 100m of 2.4m high steel v-mesh fence to prevent/deter fly tipping at Nab Water Lane Oxenhope.

Oxenhope Village Council supports this planning application.

150/20 Correspondence

Resolved:

- a) Email from Worth Valley Ward Cllr Rebecca Poulsen about the Rose Garden / West Drive wall. Noted.
- b) Email from Town Parish Audit about appointment of Internal Auditor for 2020/21 accounts. It was agreed to appoint Town Parish Audit to undertake the internal audit of the 2020/21 accounts.
- c) Email from Lee Clapham, Play Services Officer, Bradford Council, about Bradford Community Play and Development Service. Noted.
- d) An email from Cllr Pearce to John Glover, Bradford Council about Oxenhope Park was noted. Cllr Eastwood said a further complaint had been received from a resident and the Clerk said a request has been received for more picnic benches in the park.
- e) The emails from Oxenhope resident and Darren Hinchliffe, Bradford Council about the footpath between Oxenhope and Haworth were noted. The Clerk said information had not yet been received about the meeting between Darren Hinchliffe and the landowner.
- f) Email from Oxenhope resident about work at sewage treatment plant. Noted.

151/20 Fly tipping

Cllr Eastwood said he had used the funding granted to the Village Council to buy three cameras. Alice Bentley, Ward Officer, has also said Bradford Council have deployed three cameras in hot spot areas.

Cllr Eastwood said the planned timetable for the project to tackle fly tipping had slipped. However, although the issue has not gone away, the incidence of fly tipping appeared to have reduced since the start of the lockdown period.

He said he would appreciate Councillors volunteering to help with checking the cameras and memory cards in due course.

Signed.....

2042

152/20 Oxenhope in Bloom

Cllr McManus reported he had spoken to New Coley Nursery and they were positive about sponsoring some planters, but had commented that the planters will need to be maintained by professional gardeners.

Cllr McManus said he is suggesting having five containers, two for Muffin Corner and three for outside the school. He had obtained a quote of £60 per month to look after the planters in the summer.

It was agreed to include authorisation for expenditure on the planters on the November agenda.

153/20 Grit Bin

Cllr McManus said residents on Best Lane had contacted him. They have said it is rarely gritted and they were worried about a repeat of the accident when a bus slid into a milk truck last year. They are asking for a grit bin to be put at the bottom of Best Lane as they are concerned about the cars parked on the corner at the bottom of the lane.

Cllr Poulsen said Bradford Council would not normally provide grit bins on streets which are part of a designated gritting route. She said that Haworth Parish Council provide additional grit bins.

The Clerk was asked to contact Bradford Council to ask if they would be willing to put a grit bin on Best Lane. Cllr Goulding asked, if the Village Council provided a bin, would Bradford Council fill it with grit.

Cllr Goulding also queried if it would be useful for Oxenhope to have its own supply of grit, as a positive Village Council initiative. The Clerk was asked to obtain prices for a grit bin and Cllr Goulding to obtain a quote for the supply of grit. Details to be included on the November agenda for further discussion.

154/20 Reprint of Oxenhope – The making of a Pennine Community

Cllr Goulding started by giving some background to the book “Oxenhope – The making of a Pennine Community” written by Reg Hindley. 500 copies of the book were published in 2004. Cllr Goulding said years of research had gone into the book, which he called the definitive history of Oxenhope.

Cllr Goulding said Reg Hindley has since died and the book is no longer available. He thought it would be a good idea to get the book republished. He had contacted Reg Hindley’s wife, who has the copyright to the book, and she is happy for it to be reprinted. He stated the book is currently held on a three-inch floppy disc, which is still readable.

He proposed that the Village Council pay for 750 books to be reprinted at a cost of £2,775. The cost to the Village Council would be less than £4 per book. The book could be sold and any profit donated to Manorlands. He would also like a digital copy to be made of the book.

Cllr Eastwood stated he thought this would be a great project, which would also support Manorlands at a time of real need.

Cllr McManus was also supportive and suggested it might be better to have 1,000 copies printed, as the unit cost would probably be even less.

It was agreed that this would be an item on the November agenda.

155/20 Financial Matters

Resolved:

- a) To authorise taking receipt of donations made in memory of Clem Holmes and to authorise purchase of a metal bench and a tree up to the value of £834.
- b) To authorise purchase of a wreath at a cost of £25. Cllr Allmond agreed to represent the Village Council at the Remembrance Service at St. Mary's Church.
- c) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description	
HMRC	Online	£614.54	Q2 PAYE and Employer's National Insurance payment	
Christmas Plus Ltd	Online	£972.00	3 Christmas motifs for lamp posts	
Yorkshire Local Council Association	Online	£22.50	Planning system webinar 23/09/20 Cllr Pearce	
d) The following payments previously authorised were cancelled: Clerk's salary and home working allowance (01.10.20 – 31.10.20) Clerk's mobile phone (£11.29 per month direct debit)		£5.00	Fields in Trust Webinar	
		£27.50	Total	
e) The following trial balance was noted:	Ken Eastwood	Online	£98.97	3 mini night vision camera
			£61.44	6 SD Memory cards and 3 card readers
			£10.99	24 AA batteries
			£171.40	Total
Lawnorder	Online	£142.80	Grass cutting August 2020	
		£142.80	Grass cutting Sept. 2020	
		£285.60	Total	
Janet Foster	Online	£50.27	Expenses 01/07/20 - 01/10/20	
		£8.55	Mileage 01/07/20 – 30/09/20	
		£58.82	Total	

Signed.....

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
Expenditure				
Clerk's Salary (inc. Employer NI)	10,360	5,105	5,255	-200
Village Warden (Note 1)	5,200	0	5,200	3,900
Village Warden (Equipment)	1,000	0	1,000	500
Clerk's home working allowance	300	150	150	0
Stationery and Printing	500	388	112	0
Mobile Phone	160	56	104	40
Postages	50	13	37	0
Travel and Subsistence (Staff)	300	54	246	200
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	-200
Maintenance of Marsh Common	500	0	500	0
Youth Club	4,800	1,440	3,360	1,000
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	250	750	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	10,685	30,175	6,314
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

Signed.....

2045

Page Numbering checked..... 11th November 2020

Miscellaneous	0	303	303	303
Total Income	40,860	36,520	-4,340	310
Surplus (+) / Deficit (-)				6,624

Notes:

- Budget was for warden to be employed from April 2020. Projected savings based on three months' expenditure.

Following discussion it was decided that the recruitment of a village warden would not take place this financial year.

- The following bank reconciliation was noted:

Bank Reconciliation

Balance per bank statements as at 05/10/20

Community Account	£37,022.42	
Business Savings Account	£8,114.50	
		£45,136.92
		<hr/>
Net balances:		£45,136.92
		<hr/> <hr/>

CASH BOOK

Opening Balance 1 April 2020	£19,995.69	
Add: Receipts in the year	£36,520.30	
Less: Payments in the year (incl. VAT)	-£11,379.07	
		<hr/>
Closing balance per cash book:		£45,136.92
		<hr/> <hr/>

156/20 Minor items and items for next agenda

Cllr McManus noted there had been a new welcome to Lees with Cross Road sign installed and wondered if it would be possible to have a welcome to Oxenhope sign on the A6033 when coming from Haworth. Cllr Poulsen agreed to make enquiries.

Cllr Goulding said the defibrillator will be shortly installed in Marsh. Cllr Eastwood said he has not made any progress with the Co-op in terms of installing a defibrillator in the centre of Oxenhope. He will see if the Green Room would agree to have one or an alternative would be to install it on a post, provided it was near a power supply.

Signed.....

2046

Page Numbering checked..... 11th November 2020

Cllr McManus asked about the pamphlet from 2015, which had a map of Oxenhope showing points of interest. He suggested that a reprint of this might be useful for the sculpture trail.

Cllr Eastwood said he had some spare copies of the pamphlet and he would count how many he had in total.

Cllr Hartley asked for the sculpture trail to be an item on the November agenda.

157/20 Date and time of next meeting

The next monthly meeting of Oxenhope Village Council will take place on 11th November 2020 starting at 7.30 p.m.

The meeting closed at 9 p.m.