

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 11TH NOVEMBER 2020 BY VIDEO CONFERENCE,
COMMENCING AT 7.30 P.M.**

Present: Cllr Ken Eastwood (Chair)
Cllr Robert Goulding (Vice Chair)
Cllr Michelle Dawson
Cllr Helen Hartley
Cllr Peter McManus
Cllr Chris Pawson
Cllr Nick Pearce

In attendance: Worth Valley Councillor Russell Brown
Worth Valley Councillor Chris Herd
Rev. Cat Thatcher
No members of the public

158/20 Apologies for Absence and approval of reasons for absence.

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

Apologies have also been received from Worth Valley Ward Cllr Rebecca Poulsen and Ward Officer, Alice Bentley.

159/20 Disclosures of Interest

There were no declarations of interest.

160/20 Applications for a Dispensation

None received.

161/20 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Village Council's monthly meeting held on 14th October 2020 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The November Outstanding Issues Report was noted. Arrangements have been made to install a defibrillator inside the kiosk in Marsh. Cllr Eastwood will contact the Green Room about the defibrillator on Station Road.

162/20 Public Question Time

None

163/20 Guest Speakers

a) **Worth Valley Ward Councillors**

Cllr Herd stated that fly tipping was not as bad as during the first lockdown.

He reported the road over Cock Hill is to be opened with temporary lights, though it might have to close again. Cllr Dawson reported that fly tipping had appeared on this road shortly after it had reopened.

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2048

Cllr Herd reported that the park is due to get a rubber membrane for the play area, but it was not clear when this will happen. He asked about drainage issues affecting the school. Cllr Hartley said a flood barrier was due to be installed. There had been problems due to a drain collapse between the school car park and the road.

Cllr Pearce reported that they are waiting for a report from Bradford Council's drains department and will then have a meeting about the issues in the park. He said it would be very positive if a membrane could replace the chippings in the play area. He also stated that litter in the park was an issue.

Cllr Eastwood commented that the park was looking rather neglected and longer term it might be useful to set up a friend of the park group.

Cllr Brown said there was money available in the Cleaner Streets Fund for clean up days. It also provides litter pickers and other cleaning up equipment.

b) **Rev. Cat Thatcher**

Rev. Thatcher started by saying there has been building work taking place in the church. The lighting was updated in the summer and there is now a spotlight on the cross and the war memorial.

In September the front pews were removed to make more room at the front of the church. This has been a great improvement, making more room for wheelchair access as well as for bridal parties and groups of children. Work has also been undertaken to improve the organ loft area.

However she reported there is still work to do on the leaking roof. Further funding is needed for this work and a grant application has been put in to the wind farm fund.

With the second lockdown the church is closed again and services are being live streamed. This morning, 11th November, Cllr Allmond laid a wreath at the war memorial. He was thanked for representing the Village Council.

Rev. Thatcher said that Christmas will not be normal. Services may need to be online and she asked for patience and understanding about the situation. Cllr Eastwood offered to promote plans for Christmas services on Oxenhope Online.

Rev. Thatcher was thanked for attending the meeting.

**164/20 Planning
Resolved:**

- a) **20/04762/HOU** Garage and outbuilding at Upper Royd House Farm Black Moor Road Oxenhope BD22 9ST

Oxenhope Village Council has no objection to this planning application.

- b) **20/04822/CLE** Use of land as a domestic garden at Fieldgate Farm Outside Lane Oxenhope BD22 9QY

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2049

Oxenhope Village Council raises no objection to this planning application.

- c) **20/04851/HOU** Increase the size of the door opening to the rear, new window opening to the side at 11 Perseverance Fold, Oxenhope BD22 9HN

Oxenhope Village Council raises no objection to this planning application.

165/20 Safety Inspection Reports

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

Cllr Goulding reported that the boundary fences in Marsh Common were falling down, but this is not currently an issue that needs sorting. He said he had put some stone in the gateway area as it was quite muddy. The trees have been cut back and the Common is now much tidier. The tree near the entrance, which has been commented on, is on adjoining land.

Cllr Eastwood reported on an “incident” in the Rose Garden, when a florist had been seen taking a seed head. This has been amicably resolved and the florist has donated two acers for the Garden.

166/20 Correspondence

Resolved:

- a) Emails between Cllr Poulsen and John Glover, Bradford Council Parks Department about Oxenhope Park. Noted.
- b) Email from Yorkshire Local Councils Associations (YLCA) about Code of Conduct – further consultation by the Committee for Standards in Public Life (CSPL). Noted.

167/20 Fly tipping

Cllr Eastwood reported that he had spoken to Alice Bentley, the Ward Officer about the fly tipping project. He stated that fly tipping was much less of an issue than it had been in the first lockdown. Cllr McManus agreed, pointing out that this time the Council tips had remained open.

Cllr Eastwood suggested the campaign be put on hold until the new year, as support was needed from Bradford Council’s communication team and they had been very busy with Covid related work.

168/20 Grit

Cllr Goulding said he was willing to store a supply of grit for use in the village. Expenditure up to £200 was authorised to have forty 25kilo bags of rock salt delivered to Cllr Goulding’s farm.

169/20 Sculpture Trail

Cllr Hartley had circulated an email to Councillors with a proposed sculpture trail route round the village. The route is just over two kilometres long and the aim is to have about six to seven sculptures on the route. Councillors stated they were happy in principle with the proposed trail and requested Cllr Hartley to find out if people are willing to create sculptures for the trail.

Cllr Hartley said funding would be needed to advertise the trail and for signage. There would also be a cost to secure each sculpture in position. Cllr Hartley agreed to provide estimated costs that could be included in the 2021/22 budget. She is aiming to have the sculpture trail in place by Easter 2021.

Cllr Eastwood queried if there would be a way of raising charitable funds in connection with the trail. Cllr Hartley thought this might be possible either by collections at the launch of the trail or by selling leaflets with a map of the trail and which could also be used to promote businesses in the village.

170/20 Moorhouse Lane Flooding update

Cllr McManus thanked Cllr Poulsen for getting Bradford Council's drainage team to undertake work on Moorhouse Lane. The work they had done had worked really well and was much appreciated.

171/20 Allotment Rents

The Clerk recommended that allotment rents remain unchanged in 2022. This was agreed by Councillors.

172/20 Standing Orders

Resolved:

To approve the updated Standing Orders.

173/20 Financial Matters

Resolved:

- a) To authorise the payment in 2021/22 of £180 for the internal audit of the accounts.
- b) To authorise payment of £1,209.25 (plus VAT) for planters. Cllr McManus stated that once the order has been placed, he will get quotes for maintenance of the planters.
- c) Cllr Goulding reported that he has obtained verbal permission from the Hindley family for the Village Council to be given the copyright to the book "Oxenhope – The making of a Pennine Community". He was planning to get a legal form, using a template available on the Internet, to get this permission in writing. The family are willing to give the copyright to the Village Council at no cost and with no conditions attached. Cllr Goulding said the plan is to publish the book and, once the costs have been recovered, to donate any profit to charity.

It was resolved to:

Authorise the printing of 1,200 copies of the book "Oxenhope – The making of a Pennine Community" at a cost of £3,516, with additional expenditure of up to a total of £484 (£4,000 in total) to make digital copies of this book and a second book also by R Hindley.

To sell the book at a price of £12.99.

To donate copies of the book to Oxenhope School.

To donate profits from the sale of the book to Manorlands.

- d) To authorise payment of £100 to Bradford Council to supply, deliver and fill grit bin. The bin will be installed at the corner of Best Lane and Lowertown.
- e) The external audit report for 2019/20 was noted.
- f) Possible projects to be included in the 2021/22 budget are:

Additional Christmas lights
 Refurbishing old toilet buildings at top of park
 Community grants fund for up to £4,000
 Sculpture trail
 Village warden

The Clerk will incorporate these projects into the draft budget, which will be on the agenda for the December Village Council meeting.

- g) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
YLCA	Online	£22.50	Introduction to the Planning System 16/07/20 Cllr Pawson
David Ogilvie	Online	£853.20	Memorial bench
John Groves	Online	£96.00	Trimming trees Marsh Common
Christmas Plus	Online	£3,994.80 £522.00 £4,516.80	Rose Garden Christmas lights Installation, dismantling and storage 3 Christmas motifs Total
PKF Littlejohn LLP	Online	£360.00	External audit 2019/20 accounts
Lawncorder	Online	£71.40	Grass cutting October

- h) The following payments previously authorised were noted: -
 Clerk's salary and home working allowance (01.11.20 – 30.11.20)
 Clerk's mobile phone (£11.29 per month direct debit)

- i) The following trial balance was noted:

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
Expenditure					
Clerk's Salary (inc. Employer NI)	10,360	6,472	3,888	-200	
Village Warden	5,200	0	5,200	5,200	1

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2052

Village Warden (Equipment)	1,000	0	1,000	1,000	1
Clerk's home working allowance	300	175	125	0	
Stationery and Printing	500	430	70	0	
Mobile Phone	160	65	95	30	
Postages	50	13	37	30	
Travel and Subsistence (Staff)	300	63	237	200	
Internal and external audits	390	180	210	-90	
Subscriptions	900	717	183	0	
Room Hire	200	120	80	20	
Insurance	600	545	55	55	
Training	300	43	258	0	
Marketing	100	0	100	100	
Outreach	400	0	400	0	
Christmas Lights	5,000	876	4,124	160	
Maintenance of Marsh Common	500	0	500	300	
Youth Club	4,800	1,440	3,360	2,000	
Neighbourhood Development Plan	200	0	200	0	
Website	800	690	110	0	
Contingency Fund	1,000	0	1,000	500	
Community Initiative Fund	500	187	313	0	
Maintenance of Parish Council Assets	4,000	857	3,143	1,200	2
Allotments	1,000	250	750	550	
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	13,372	27,488	12,054	
				Year end Shortfall (-) / Surplus (+)	
Income	Budget	Income to date			
Precept	35,910	35,910	0	0	
Allotment Grant	300	307	7	7	
Allotment rents	450	0	-450	0	
VAT refund	4,200	4,287	87	87	
Miscellaneous	0	1,137	1,137	1,137	2
Total Income	40,860	41,641	781	1,231	
Surplus (+) / Deficit (-)				13,285	

Notes:

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2053

Page Numbering checked..... 9th December 2020

1. Village warden project unable to go ahead this year.
2. Income include £834 donations in memory of Clement Holmes. Expenditure includes purchase of a bench.

j) The following bank reconciliation was noted:

Bank Reconciliation

Balance per bank statements as at	03/11/20	
Community Account		£39,302.16
Business Savings Account		£8,114.50
		£47,416.66
		<hr/>
Net balances:		£47,416.66
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CASH BOOK

Opening Balance 1 April 2020		£19,995.69
Add: Receipts in the year		£41,640.95
Less: Payments in the year (incl. VAT)		-£14,219.98
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Closing balance per cash book:		£47,416.66
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174/20 Minor items and items for next agenda

Cllr Goulding reported that, following a meeting with residents, the defibrillator will be installed in the kiosk at Marsh.

Cllr Eastwood said the Christmas lights would be switched on in the Rose Garden on Sunday 6th December. It was suggested that this could be shown on Facebook live. Any other ideas for possible Christmas events in the village would be welcomed.

175/20 Date and time of next meeting

The next monthly meeting of Oxenhope Village Council will take place on 9th December 2020 starting at 7.30 p.m.

The meeting finished at 8.45 p.m.

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2054

Page Numbering checked..... 9th December 2020