

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 9TH DECEMBER 2020 BY VIDEO CONFERENCE,
COMMENCING AT 7.30 P.M.**

Present: Cllr Ken Eastwood (Chair)
Cllr Kevin Allmond
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 Rebecca Poulsen
Rev. Cat Thatcher
No members of the public

176/20 To receive apologies for absence given in advance of the meeting
Apologies for absence have been received from Cllr Goulding.

177/20 To consider the approval of reasons given for absence
The reason for absence was approved.

178/20 Disclosures of Interest
Cllr McManus declared an interest in two planning applications (20/04878/FUL and 20/05081/HOU).

179/20 Applications for a Dispensation
None received.

180/20 Minutes of Meetings (previously circulated to Members)
a) The minutes of the Village Council's monthly meeting held on 11th November 2020 were confirmed as a true and correct record.
b) There were no matters arising from the minutes.
c) The December Outstanding Issues Report was noted. The defibrillator has not yet been installed at Marsh. Cllr Eastwood is seeing if it would be possible to install a defibrillator outside the Green Room on Station Road.

181/20 Public Question Time
None.

182/20 Guest Speakers
a) **Worth Valley Ward Councillors.**
Cllr Brown stated there are two grant schemes the Village Council may be interested in. Firstly there is the Well Being grant, which also includes money for community engagement. Application forms will be available in the New Year from the Ward Officer. Funding could possibly be used for a dementia friendly scheme if the Council chooses to progress the same, for example.

The other grant scheme is the Cleaner Street fund, with funding for tools and equipment.

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Cllr Poulsen started by thanking Cllrs Hartley and Pearce for attending a meeting in the park with John Glover and a drainage officer, both from Bradford Council. The officers have agreed to putting rubber mulch under the swings and climbing frame at the bottom of the playground. They stated this needed to be done as soon as possible to prevent any safety issues with the climbing frame. The aim was to use funding from the playable spaces fund. Bark has been ordered to go under other play equipment. They also plan to get the equipment cleaned up and hopefully painted as well, as they agreed that the equipment needed brightening up.

The drainage officer agreed to replace the broken drain cover and also get the drains cleaned to prevent any future flooding issues at the school. Cllr Poulsen said it had been a very positive meeting and she would make sure the promised work was undertaken.

Cllr Poulsen reported that Yorkshire Water had received planning permission for the work to extend the sewage treatment site. Nearby residents were concerned that the planning permission did not take into account their concerns. However they have since had a positive meeting with the site manager who is working to address the issues.

Cllr Poulsen also reported that it had been a stressful week for Keighley and Worth Valley Railway with confusion over whether they could run the "Elf Express". Following intervention from Cllr Poulsen and Robbie Moore MP, they were able to re-open and the first weekend was very successful.

b) **Rev. Cat Thatcher**

Rev. Thatcher said that unfortunately due to Covid restrictions on singing, the Young Farmers' carol service would now be online. It would be on the church's Facebook page on 20th December.

She also said that they had reluctantly decided the Christmas Eve children's service will also be online, using a production from a church in Leeds, at 4 o'clock on Christmas Eve. She hoped that families will be able to watch it together. Another change will be the Christingle service which will now be on January 13 in the morning and families will be encouraged to attend.

The 11.30 p.m. service on Christmas Eve and the Christmas morning 10 o'clock services are going ahead in the church.

She said it all felt a bit strange. Despite her lack of technical skills, she was trying to get things online when that was the only way.

Cllr Eastwood said he sympathised with the challenges she faced and thanked her for the videos she had put online.

Rev Thatcher was asked if the church was running a food bank. She replied no but the church was supporting the Salvation Army food bank in Keighley and the Worth Valley food bank. She said there was a drop off point at the Co-op.

If anyone in Oxenhope needed food supplies, then they should contact the Worth Valley food bank in the first instance, as it covered the village.

183/20 Planning

It was agreed to change the order in which the planning applications were considered:

Resolved:

- a) **20/05176/HOU** Single storey and two storey extension at Hoyle Syke Cottage, Hoyle Syke, Oxenhope BD22 9RU

It was agreed that this application is the re-building of a poor quality extension. There is some increase in size, but the extension is in character and in stone. Councillors felt it would enhance the hamlet.

Oxenhope Village Council supports this planning application.

Cllr McManus left the meeting.

- b) **20/04878/FUL** Construction of three town houses and one detached house on land off Shaw Lane, Oxenhope BD22 9QL.

It was noted that planning permission for a similar development had previously been granted. Councillors did not object to the development but wanted to make sure that there were no highways issues.

Oxenhope Village Council raises no objection to this planning application, provided any highway concerns are addressed.

- c) **20/05081/HOU** Construction of car port at 8 North Ives Marsh Lane Oxenhope BD22 9RP

Cllr Eastwood provided background on this planning application, as the Village Council had objected to a previous application for a garage.

Councillors felt the oak built carport was more sympathetic to the surrounding buildings.

Oxenhope Village Council raises no objection to this planning application.

Cllr McManus rejoined the meeting.

The Clerk was asked to keep a future record of the outcome of planning applications.

184/20 Safety Inspection Reports

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

Cllr Eastwood reported there had been no changes in the Rose Garden.

Cllr Pawson said the knotweed near the Horseshoe Dam has died back.

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The Clerk reported that the annual Allotment holders meeting would take place by Zoom on 20th January 2021.

185/20 Correspondence

Resolved:

- a) Email from Alice Bentley, Ward Officer, Bradford Council about Wellbeing Grants was noted.

186/20 Dementia Friendly Community

Cllr Eastwood said that the Council had looked into this about a year ago. The Ward Officer had made a presentation and the aim had been to progress the project, but for various reasons this had not happened.

He wondered if Councillors thought it would be a good idea to re-start the project and if one Councillor would be willing to take the lead. It would not be a great deal of work, with the main element being providing information to businesses and other local organisations on what being dementia friendly means.

Councillors agreed that they would like to progress this project and Cllr Hartley agreed to take the lead, once the work on the sculpture trail has been completed.

Cllr Brown said training could be available through Bradford Council. In addition grant funding, using the community cohesion funding, may be available.

Cllr Poulsen said the dementia friendly group in Keighley had an excellent website with lots of information and resources. They also organized training sessions.

It was agreed that this would be progressed next year.

187/20 Local Council Award Scheme

The award of the Foundation Level of the Local Council Award Scheme was noted. The Clerk was thanked for her work in achieving the award, which provides an independent assessment of the Council, making sure it is compliant with legislation and standard practice.

188/20 Sculpture Trail

Cllr Hartley reported that she had a positive response to her appeal for people to create sculptures, with seven people coming forward. That would cover the number of sculptures needed.

She said she would like the trail to have a theme with all the sculptures having a link either to where they were placed or to the village. Councillors agreed this would be a good idea.

The trail would start at the station, go up past the school and the Bay Horse pub, up to the church, then to Hill House Lane, Station Road, the Rose Garden,

onto Millennium Green and back to the station. The aim is to launch the trail at Easter.

189/20 Village Council Meeting dates 2021

The proposed Village Council meeting dates for 2021 were agreed.

190/20 Neighbourhood Development Plan (NDP)

Cllr McManus stated that this should be the last leg of the NDP journey.

The Haworth, Cross Roads and Stanbury NDP has been approved by Bradford Council and will go to referendum in May next year. As approval is now being done online the process is much quicker and he hoped the Oxenhope NDP will also be approved and go to a referendum in May.

He has asked for £2,000 to be included in next year's budget to provide publicity about the NDP.

191/20 Community Grants

Cllr McManus said the Council had provided community grants in the past to organisations for specific projects. Cllr McManus said he has heard that several local organisations are struggling and he suggested the Village Council would want to help local organisations to survive. He said the NDP had identified over forty community organisations in the village.

Cllr Eastwood supported the idea, with possible grants of up to £500 to £750. He said the scheme may be over subscribed but at least it would identify organisations that were struggling and it may be possible for the Village Council to also sign-post to support elsewhere.

Councillors agreed to include a community grant scheme in the 2021/22 budget.

192/20 Financial Matters

Resolved:

- a) To authorise expenditure of up to £100 to treat Japanese knotweed in Marsh Common.
- b) Councillors discussed the draft budget and decided to increase the budget for Christmas lights to £5,000 and the community initiative fund to £10,000.

The decision was taken to leave the precept for 2021/22 unchanged at £35 (for a band D property) and use £12,781 from reserves to balance the budget. The agreed budget for 2021/22 is:

Heading	Budget 2021/22	Comments
Expenditure	£	
Clerk's Salary (inc. Employer NI)	10,706	Based on 14 hours per week SCP 23
Village Warden	5,000	Based on 8 hours per week SCP 13
Village Warden (equipment)	1,000	
Clerk's home working allowance	300	
Stationery and Printing	500	
Mobile Phone	130	
Postages	20	
Travel and Subsistence (Staff)	200	
Internal and external audits	400	
Subscriptions	900	
Room Hire	200	
Insurance	550	
Training	200	
Marketing	100	
Outreach	400	
Christmas Lights	5,000	
Maintenance of Marsh Common	200	
Youth Club	4,800	40 sessions @ £120 per session for staff costs
Neighbourhood Development Plan (NDP)	2,000	Printing and publicity costs for NDP
Website	800	
Contingency Fund	500	
Community Initiative Fund	10,000	
Maintenance of Village Council Assets	3,000	
Toilets - Community Asset Transfer and refurbishment costs	2,000	
Sculpture trail	1,500	
Allotments	500	
Defibrillators	500	
Total Expenditure	51,406	
Income		
Transfer from Reserves	12,781	
Precept	35,875	Tax base of 1025 households. Precept set at £35 for band D property

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Allotment Grant	300	
Allotment rents	450	
VAT refund	2,000	
Total Income	51,406	

c) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
YLCA	Online	£22.50	Training on Planning System Cllr Hartley
Quality Garden Supplies	Online	£145.99	Brown rock salt (40 X 25k)
Oxenhope Methodist Church	Online	£54.00	Room hire January to March 2020
Society of Local Council Clerks (SLCC)	Online	£140.00	Annual membership
The Amadeus Press	Online	£3,516.00	Publication of book – Oxenhope The Making of a Pennine Community (payment to be made once invoice received)

d) The following payments previously authorised were noted: -
Clerk's salary and home working allowance (01.12.20 – 31.12.20)
Clerk's mobile phone (£11.29 per month direct debit)

e) The following trial balance was noted:

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
Expenditure				
Clerk's Salary (inc. Employer NI)	10,360	7,225	3,135	-279
Village Warden	5,200	0	5,200	5,200
Village Warden (Equipment)	1,000	0	1,000	1,000
Clerk's home working allowance	300	200	100	0
Stationery and Printing	500	430	70	0
Mobile Phone	160	75	85	38
Postages	50	13	37	30
Travel and Subsistence (Staff)	300	63	237	200
Internal and external audits	390	480	-90	-90
Subscriptions	900	717	183	183
Room Hire	200	120	80	20
Insurance	600	545	55	55

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Training	300	65	235	135
Marketing	100	0	100	100
Outreach	400	0	400	400
Christmas Lights	5,000	4,640	360	210
Maintenance of Marsh Common	500	80	420	320
Youth Club	4,800	1,440	3,360	2,160
Neighbourhood Development Plan	200	0	200	0
Website	800	690	110	0
Contingency Fund	1,000	0	1,000	1,000
Community Initiative Fund	500	187	313	0
Maintenance of Parish Council Assets	4,000	1,628	2,372	1,872
Allotments	1,000	250	750	550
Defibrillators	800	248	552	452
Skate Park	1,000	0	1,000	1,000
Refurbishment of Leeming phone kiosk	500	0	500	0
Total Expenditure	40,860	19,096	21,764	14,556
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	4,287	87	87
Miscellaneous	0	1,137	1,137	1,137
Total Income	40,860	41,641	781	1,231
Surplus (+) / Deficit (-)				15,787

f) The following bank reconciliation was noted:

Bank Reconciliation

Balance per bank statements as at

30/11/20

Community Account	£32,671.21
Business Savings Account	£8,114.50

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Net balances:

£40,785.71

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) -£20,850.93

Closing balance per cash book:

£40,785.71

193/20 Minor items and items for next agenda

There was a discussion on how to sell the book, Oxenhope The making of a Pennine Community. Cllr Eastwood agreed to look at setting up an online payment system and Cllr Dawson agreed to help with posting out books. It was also suggested that copies could be sold in local pubs, at the station and in the Co-op.

194/20 Date and time of next meeting

The next monthly meeting of Oxenhope Village Council will take place on 13th January 2021 starting at 7.30 p.m.

Meeting finished at 8.40 pm.

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