

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 10TH MARCH 2021 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 Chris Herd
Rev. Cat Thatcher
Seven members of the public

38/21 To receive apologies for absence given in advance of the meeting

Apologies have been received from Cllr Goulding, due to work commitments and also from Worth Valley Cllr Rebecca Poulsen and Ward Officer Alice Bentley.

39/21 To consider the approval of reasons given for absence

The reason given for absence was approved.

40/21 Disclosures of Interest

Cllr Eastwood declared an interest in the financial matters, as his firm Digital Nomads was included in the list of payments.

Cllr Pearce declared he knew one of the planning applicants, but stated he had no financial interest or connection.

Cllrs Dawson and Hartley are employed by Oxenhope CofE School, which has applied for a grant from the Council under the Community Grants Scheme.

41/21 Draft Local Plan

It was agreed to move this item up the agenda due to members of the public attending to discuss this matter.

Cllr McManus started the discussion by saying that earlier that day he had attended an online forum run by Bradford Council about the Pennine Towns and villages. These include Thornton, Haworth, Queensbury, as well as Oxenhope.

Oxenhope was the last area to be discussed. The Planning Officer gave a brief overview of Bradford Council approach. He stated that the current allocation in Oxenhope was work in progress as there was further technical work required. This would mean there is a degree of flexibility on the final allocation. Cllr McManus said this statement was not made in relation to any of the other Pennine towns and villages.

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He pointed out the statement about the number of houses in outstanding planning applications was incorrect. The Local Plan stated there were 5 houses, when there were actually 27 in the pipeline. He hoped this would be an additional reason for not building on village green space.

All Councillors agreed with the response drafted by the Village Council's Planning Consultant and the Clerk was asked to submit this as the official response from the Village Council.

Both Cllr McManus and Cllr Brown emphasised the importance of anyone who objects to the sites allocated for housing to submit their own objections on the Local Plan consultation website. They both stated that individuals should give their own reasons for objecting to the development on the proposed sites.

Cllr McManus stated that the closing date for comments was 24th March 2021.

42/21 Planning

Cllr Eastwood proposed moving this item up the agenda as there were members of the public present who wanted to comment on the planning applications. This was agreed.

- a) **20/05622/FUL** Removal of existing static caravan and replacement with a bespoke static caravan (site 2) at caravan land to the east of Black Moor Road, Oxenhope BD22 9SR.

A resident raised concerns that the application included re-siting the caravan in an area currently used for dog runs. They were concerned that the dog runs might be moved nearer to existing houses leading to an increase in noise nuisance.

Councillors decided they would not object to the planning application, as it was replacing an existing caravan, but would include a comment about ensuring the dog runs were not moved any nearer to nearby dwellings.

The Clerk was asked to email the resident with a copy of the Village Council's comments submitted to Bradford Council.

- b) **21/00556/FUL** New gravel finished access track to No. 25 Lee Lane, through adjacent field, using an existing gated access onto the road at 23 - 25 Lee Lane, Oxenhope BD22 9RB.

Although the track will be on green belt, it was stated that this would only be a minor incursion and would provide vehicle access to two cottages. It would make sense to provide off-road parking rather than vehicles having to park on a narrow lane.

Oxenhope Village Council raised no objection to this planning application.

43/21 Applications for a Dispensation

None received.

44/21 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Village Council's monthly meeting held on 10th February 2021 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The March Outstanding Issues Report was noted.

Cllr Eastwood reported that the defibrillator had now been installed in the kiosk in Marsh.

He was still trying to find a location close to Station Road and suggested approaching the owner of a garage on Mallard View to see if they were willing to have the defibrillator attached to their garage. The Council could offer a good will payment of £100 for ten years use. This was agreed.

43/21 Public Question Time

A resident said they had informed Bradford Council that the lights on the Cat Steps were not working but there has been no response. Cllr Herd agreed to follow this up.

44/21 Guest Speakers

a) **Worth Valley Ward Councillors**

Cllr Herd reported there had been problems with off road vehicles and quad bikes at Harbour Lodge and Penistone Hill. There were also incidents of threatening and intimidating behaviour. The Police had been unable to attend. He was very concerned that the Police do not have the vehicles to tackle these issues. He is liaising with the Police to try and get some action taken to address the issue as he was very concerned about people being disturbed at night.

Councillors welcomed Cllr Herd's efforts to get action on these issues and stated there were also problem on Hill House Lane and at the lay by on Heights Lane.

Cllr Herd also reported problems on Cock Hill, where a gate had been stolen and fencing damaged by quad bikes. Over 200 tyres had also been dumped. He said he would contact Yorkshire Water about organising a clean up in the area. He was concerned about the damage done by fly tipping in an area which is a Site of Special Scientific Interest.

He reported that Bradford Council's drainage department had visited the wooded area near the school ground and were hoping to be able to sort the issue of water running into the school playground.

He said there were a couple of issue with drains on Hebden Bridge road and Shaw Lane, which will hopefully be sorted.

Along with a local scrap merchant, Cllr Herd has been helping to clear the land previously owned by Clement Holmes.

He said that Bradford Council are following up reports of a mobile home on Cock Hill.

b)

Rev. Cat Thatcher

Rev. Thatcher reported that public worship will start from the next Sunday (14th March) as local rates of coronavirus have dropped. The decision will be reviewed if rates start to rise.

She said everyone is welcome to attend the service but people will not be allowed to congregate after the service.

She said that if the road map set out by the Government goes to plan, the community café should be able to re-open in June. She said this had been very successful and lots of people were looking forward to it re-opening.

c)

Crime statistics

The Police were unable to send a representative to the meeting, but had provided crime statistics for January and February which were read out by the Clerk:

- Criminal damage 1
- Burglary (residential) 2
- Theft of motor vehicle 2
- Vehicle interference 1

47/21 Safety Inspection Reports

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

Cllr Pawson reported that the gravel boards were a bit damaged. He stated they are not dangerous but will need attention at some point.

Cllr Allmond reported the allotments are all fine.

Cllr Eastwood said the boundary wall on the West Drive side of the Rose Garden is deteriorating. The Clerk was asked to collate information for the noticeboard.

48/21 Horseshoe Dam

Cllr Hartley reported that, as part of the preparation for the Sculpture Trail, she had walked round the proposed route for the trail with Darren Hinchliffe, Bradford Council's Footpath Officer. They noticed that the Horseshoe Dam was badly overgrown. She wondered if it would be possible to tidy up the area.

Cllrs McManus and Eastwood felt that due to the amount of sludge in the pond, it would need dredging. The area was also in need of a general tidy up, which would probably be too much work initially for a group of volunteers.

Cllr Dawson suggested it would be good to have an island in the middle of the pond for ducks to nest and also for a sculpture, but it was said this might be expensive to create.

The Clerk was asked to follow up the email she had already sent to the drainage department at Bradford Council and to copy Cllr Herd into the email.

Councillors mentioned two local firms that might be able to quote for clearing the pond.

49/21 Correspondence

- a) Email from Bradford Council about South Pennine Moors SPA/SAC Planning Framework Supplementary Planning Document. Noted.
- b) Email from Nicola Moorcroft, YLCA about YLCA South Pennine Branch - Meeting 10 February 2021, additional Information. Noted.
- c) Email from a resident with note of thanks for re-publication of Reg Hindley's book. Noted.
- d) Email from Oxenhope Resident about mobile home on Hebden Bridge Road. Noted.

50/21 Community Grants

The Clerk gave a brief overview of the grants that had been received and explained why the Village Council could not give a grant to the Church due to a restriction in primary legislation.

There was a discussion over the two organisations which had asked for grants of £1,000.

Resolved:

To award the following organisations grants under the Village Council's Community Grant Scheme:

Oxenhope Football Club	£500
Oxenhope Community Centre	£500
Oxenhope Millennium Green Trust	£500
Oxenhope Cricket Club	£500
Oxenhope Bowling Club	
(Maintenance and planters bids)	£1,000
Oxenhope Explorers	£1,000
Oxenhope Pre School	£500

Total Grants awarded £4,500

51/21 Village Warden

Councillors agreed the job description and person specification for the Village Warden role and decided that the position would be, in the first instance, for 10 hours per week.

52/21 Establishment of two new committees

Councillors resolved to establish two new committees to advise the Council on Community Preparedness and Climate Change. The Clerk was asked to draw up terms of reference for both committees.

Cllrs Allmond, Goulding, Pierce and Dawson all agreed to be on the committee dealing with Community Preparedness.

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Cllrs Eastwood, Goulding and Herd agreed to be on the Climate Change committee. Other Councillors would be welcome to join. Cllr McManus suggested having residents on this committee and said it would be particularly good to try and engage with younger residents.

Cllr Dawson said the school would be happy to be involved in specific projects and she also suggested approaching the Youth Club. Cllr Herd said it would be good to involve children in tree planting.

53/21 Neighbourhood Development Plan (NDP)

Cllr McManus said that in early February Bradford Council had stated they had no objections to the NDP and it was now in the final stages of consultation. The aim was for the plan to go to a referendum in 2022 which would lead to formal adoption of the NDP.

54/21 Footpaths

Cllr McManus said that the meeting about the sculpture trail with Darren Hinchliffe, Bradford Council's Footpath Officer for the Oxenhope area had been very positive. He said Darren had been in post a long time and had very good knowledge of the footpaths in Oxenhope.

Cllr McManus suggested having a reporting function on Oxenhope Online for residents to report issues relating to footpaths. The Village Council could then check this out and if needed report to Bradford Council. Darren had said that in response to the Covid pandemic the budget for footpath maintenance had been increased. Cllr McManus had said that the Village Council would also be willing to consider contributing if needed.

Cllr Eastwood said he would look at setting up a reporting form on Oxenhope Online, which could be for reporting footpath issues, fly tipping and other local issues.

A resident commented that there was Section 106 funding from the Brooks Meeting Mill development, which was to be used for footpath improvements. The Clerk was asked to follow this up.

55/21 Financial Matters

Resolved:

- a) To authorise expenditure of up to £100 on the Village Council logo.
- b) To authorise expenditure of £350 (plus VAT) for the removal of trees growing up the wall at the rear of the Horseshoe Dam.
- c) To authorise renewal of the online survey platform at a cost of £195 (plus VAT).
- d) To authorise expenditure of up to £250 for electrical work associated with the installation of the defibrillator in the kiosk at Marsh.
- e) To authorise purchase of ten copies of Oxenhope – The Making of a Pennine Village at a total cost of £130 for donation to the village school.

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- f) If required, to authorise a one off payment of up to £100 to secure agreement for the installation of a defibrillator in Lowertown.
- g) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
Amberol Limited	Online	£1,451.10	Five planters
Digital Nomads	Online	£234.00	Online survey platform (annual cost)
Michelle Dawson	Online	£3.30	Postage (relating to book sales)
YLCA	Online	£15.00	Grants Webinar 23/02/21 attended by the Clerk

- h) The following payments previously authorised were noted:

Clerk's salary and home working allowance (01.03.21 – 31.03.21)

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 (+)
	£	£		£
Expenditure				
Clerk's Salary (inc. Employer NI)	10,360	9,677	683	9
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	275	25	0
Stationery and Printing	500	489	11	11
Mobile Phone	160	103	57	48
Postages	50	13	37	37
Travel and Subsistence (Staff)	300	75	225	225
Internal and external audits	390	480	-90	-90
Subscriptions	900	861	39	39
Room Hire	200	174	26	26
Insurance	600	545	55	55
Training	300	110	190	190
Marketing	100	0	100	100
Outreach	400	0	400	400
Christmas Lights	5,000	4,965	35	35
Maintenance of Marsh Common	500	80	420	420

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Youth Club	4,800	4,080	720	720
Neighbourhood Development Plan	200	0	200	200
Website	800	690	110	-85
Contingency Fund	1,000	472	528	528
Community Initiative Fund	500	187	313	-4,187
Maintenance of Village Council Assets	4,000	1,628	2,372	1,163
Allotments	1,000	357	643	643
Book - Publishing and other costs	0	3,587	-3,587	-3,591
Defibrillators	800	248	552	552
Skate Park	1,000	0	1,000	1,000
Refurbishment of Leeming phone kiosk	500	0	500	500
Total Expenditure	40,860	29,097	11,763	5,147
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	464	14	14
Book Sales	0	2,626	2,626	2,626
VAT refund	4,200	4,287	87	87
Miscellaneous	0	1,179	1,179	1,179
Total Income	40,860	44,773	3,913	3,913
Surplus (+) / Deficit (-)				9,060

j) The following bank reconciliation was noted:

Balance per bank statements as
at

01/03/21

Community Account
Business Savings Account

£24,942.93

£8,114.70

£33,057.63

Net balances:

£33,057.63

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CASH BOOK

Opening Balance 1 April 2020	£19,995.69	
Add: Receipts in the year	£44,772.65	
Less: Payments in the year (incl. VAT)	-£31,710.71	_____
Closing balance per cash book:		£33,057.63

56/21 Minor items and items for next agenda

Cllr Dawson reported that the two toad road signs had been put up but have both gone missing. It is unclear if they have been stolen or removed by the Highways Department. Cllr Eastwood said he would contact the Ward Officer about this.

Cllr Hartley said there was a meeting of the Sculpture Trail group on Saturday 13th March and she would give an update at the April Village Council meeting.

Cllr Eastwood said he had been contacted again by the resident who has opposed the closing of the layby on Heights Lane. They are now clearing up litter in the area and have also offered to buy a picnic bench. They have asked if the layby could be resurfaced and a larger bin provided. Cllr Eastwood said he would contact the Ward Officer to discuss these issues further. The role of volunteers in litter picking in this and other areas of the village was acknowledged.

57/21 Date and time of next meeting

The next monthly meeting of Oxenhope Village Council will take place on 14th April 2021 starting at 7.30 p.m.

The Annual Parish Meeting will take place on 14th April 2021 starting at 7.00 p.m. Cllr Eastwood explained that this is a meeting for the community.

The Clerk said that the right to hold remote meetings currently ends on 7th May. To ensure the Village Council can hold a remote meeting that month it was agreed that the meeting will be held on Wednesday 5th May at 7.30 p.m.

The meeting closed at 9 p.m.