

**MINUTES OF THE ANNUAL MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 5TH MAY 2021 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 Helen Hartley
Cllr Peter McManus
Cllr Chris Pawson
Cllr Nick Pearce

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

58/21 Election of Chair 2021/22

Cllr Eastwood was unanimously elected as Chair.

59/21 Election of Vice Chair 2021/22

Cllr Goulding was unanimously elected as Vice Chair.

60/21 To receive apologies for absence given in advance of the meeting

There were no apologies from Village Councillors.

Apologies have been received from Worth Valley Councillor Russell Brown and Ward Officer Alice Bentley.

61/21 To consider the approval of reasons given for absence

Not applicable.

62/21 Disclosures of Interest

Cllr Eastwood declared an interest in financial matters as his company (Digital Nomads) is on the list for authorised expenditure this year.

Cllr McManus declared an interest in planning application 21/01471/FUL and will vacate the meeting at this point.

Worth Valley Ward Councillor Cllr Chris Herd declared an interest in planning application 21/01979, but said he will have left the meeting before the planning application is discussed.

Cllr Goulding declared an interest in planning application 21/01866/FUL and will vacate the meeting at this point.

Cllr Allmond said he was a neighbour to the applicant on planning application 21/01979/HOU, but would not leave the meeting.

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63/21 Applications for a Dispensation
None.

64/21 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Village Council's monthly meeting held on 10th March 2021 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The May Outstanding Issues Report was noted. Cllr Eastwood said he is in a dialogue with a resident about installing a defibrillator in Mallard View. He has provided information and is waiting for a response.

65/21 Public Question Time

There were no members of the public at the meeting, but the Clerk read out an email received from a local resident thanking the Village Council for its voluntary work over the past year. The resident stated that the Christmas lights were particularly well received and the Sculpture trail looks like being a success. They also thanked the Council for the Community Grants scheme.

66/21 Guest Speakers

a) **Worth Valley Ward Councillors**

Cllr Poulsen reported there had been a lot of concern about the increased volume of fly tipping in the area. She said there were cameras in place but they required a lot of time and effort to manage them.

There had been a very positive response to getting people litter picking in the area. While Cllr Poulsen does have equipment available to help with this, during lockdown only individuals or family groups have been able to do this. She was hopeful that as lockdown eased, community groups could be involved in litter picking. She said more equipment was on order.

Cllr McManus asked what happened to the litter that was collected. Cllr Poulsen replied that the special coloured bags (green or purple) could be left by litter bins or if there was a large number a special collection could be arranged. Bradford Council are looking at setting up a special email address to arrange this.

Cllr Eastwood said there had been a lot in interest on Oxenhope Online about helping with litter picking, with many people willing to be involved. He said the Village Council could take a lead on this and help co-ordinate the effort. Cllr Dawson said she has ordered some equipment and will undertake a risk assessment so the litter pick can be undertaken safely.

Cllr Poulsen said a new bin has been installed on Marsh Lane by the bench, which hopefully should reduce the litter, as there had been no bins in the area before.

Now the resurfacing on Station Road has finished, she has had a resident commenting how much quieter the traffic now was, with no bumps in the road.

Cllr Poulsen reported that she would be attending the meeting on 11th May about play areas. This is about funding for play area in parks. Cllr Pearce agreed to attend on behalf of the Village Council.

Cllr Herd reported there is still a faulty street light on the Cat Steps. Foliage has been cut back and he is hopeful that the light can now be repaired.

He said that now the weather is improving it would be good to get the memorial bench installed. It is currently in storage at Cllr Goulding's farm. Cllr Goulding offered to help with transportation.

In terms of tackling the issue of fly tipping he said the cameras were being monitored, but felt there was a need for more patrols, especially in the evenings.

He said he has heard from Nick Milsom, Aire Rivers Trust, that he is willing to help clear the Japanese knotweed. He also suggested that Ian Butterfield at the Environment Agency would be able to help with this problem.

Cllr Eastwood reported that he and the Clerk had recently met with Nick Milsom. He advised not dredging the pond, but reducing the reeds by 20% each year to stop the pond drying out.

Cllr Herd left the meeting.

b) **Rev. Cat Thatcher**

Rev. Thatcher reported that they had decided to delay re-opening the community café until the planned date for all restrictions to be removed, which is 21st June.

With the toddler group, and the youth group, it was felt it was better to wait until after the summer holidays before they re-start.

c) **Crime figures**

The Police had provided the crime figures for April which were read out by the Clerk:

Vehicle interference – Shaw Lane
Theft from shop – two cases
Cannabis possession – community resolution was given
Theft of vehicle – Harry Lane

67/21 Planning Resolved:

Cllr McManus left the meeting.

a) **21/01571/FUL** One dwelling with access and landscaping on land at Back Leeming Oxenhope.

The applicant had distributed information to all Village Councillors before the meeting with information relating to this application and addressing concerns

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raised by the Village Council in relation to a previous planning application for the site.

It was discussed that the report from the Conservation Officer in relation to the previous application stated there were concerns in relation to the negative impact on the conservation area and it was felt that the new application did not sufficiently address these concerns.

Oxenhope Village Council objects to the planning application.

Cllr McManus rejoined the meeting.

Cllr Goulding left the meeting.

- b) **21/01866/FUL** General purpose agricultural building at land at Dimples Lane, Haworth

Oxenhope Village Council supports this planning application.

Cllr Goulding re-joined the meeting.

- c) **21/01875/HOU** Construction of a single storey detached garage at Upwood House Black Moor Road Oxenhope BD22 9SS

Oxenhope Village Council supports this planning application.

- d) **21/01979/HOU** Utility room extension at Great Stones Farm, Stone Lane Oxenhope BD22 9QP

Oxenhope Village Council supports this planning application.

- e) **20/04822/CLE** Fieldgate Farm, Outside Lane Oxenhope BD22 9QY. Appeal against refusal of application relating to use of land as a domestic garden. Noted.

- f) **21/02172/HOU and 21/02173/LBC** Orangery with green oak frame at 54 Shaw Lane Oxenhope Keighley West Yorkshire BD22 9QL

Oxenhope Village Council supports this planning application.

68/21 Safety Inspection Reports

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

69/21 Horseshoe Dam and Climate Action Grant Application

The report of the meeting with Nick Milsom, Aire Valley Rivers Trust and the application to the Climate Action Fund were noted.

Cllr Eastwood reported that he and the Clerk had had a good meeting with Nick Milsom, who had suggested that as the Horseshoe Dam is a natural environment it would be better to take a light touch approach to managing it.

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He advised against dredging the pond, suggested cutting back about 20% of the reeds each year, and using volunteers to undertake surveys of area and help cut back the Himalayan balsam. He also offered to help treat the Japanese knotweed.

70/21 Correspondence

Resolved:

- a) Email from Keep Britain Tidy about Great British Spring Clean. Cllr Eastwood suggested this might be a way of getting extra publicity for the litter picking. Cllr Dawson said she would look at whether this is possible, but the litter pic would go ahead anyway.
- b) Email from resident and reply from Cllr Dawson about litter in village. Noted.
- c) Email from Calderdale Council, Highways Department about closure of A6033 Keighley Road above Pecket Well from 10th May for up to two weeks. Noted.
- d) Email from Bradford Council about Playable Spaces Strategy Consultation. Cllr Poulsen mentioned this event earlier. Cllr. Pearce will attend.
- e) Emails between Cllr Pearce and Cllr Poulsen about Oxenhope Park. Noted.
- f) Emails between resident and Cllr Eastwood about a possible blue plaque in Oxenhope for Herbert Hargreaves.

Cllr Eastwood explained that Herbert Hargreaves was the village smithy and manufactured the distinct 'Oxenhope Gate' and the gates now at the Methodist Chapel. Cllr Hartley commented that one of the proposed sculptures includes a reference to these gates.

Councillors decided that while they were not opposed to the idea of a blue plaque, they would prefer to have a policy to decide which Oxenhope residents should be commemorated with a plaque. The Clerk was asked to investigate and provide a policy for consideration at a future meeting.

- g) Email from Ben Still, Managing Director, West Yorkshire Combined Authority about the West Yorkshire Mayoral Election: Awareness Campaign. Noted.

71/21 Remote Meetings

Cllr Eastwood informed the Council that the High Court case seeking to allow the continuation of remote meetings had failed, so it was not possible to hold remote Council meetings after 6th May.

He suggested delegating as much as possible to the Clerk. While it is not possible to hold a Council meeting online, Councillors could still meet online and discuss the actions proposed by the Clerk. The agenda would still be published online. He suggested this way of working for June and July. The situation can then be reviewed.

Resolved:

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To delegate decisions necessary to the running of the Council to the Clerk until 31st July 2021.

Cllr Eastwood and the Clerk were asked to respond to the call for evidence on remote meetings, stating the Village Council would prefer a hybrid approach.

72/21 Sculpture Trail Minutes

The minutes of the meeting held on 13th March and 10th April 2021 were noted.

There had been communication issues internally in KWVR. As a result of this, there could be a sculpture at the station, but the sculpture trail noticeboard will probably be in the Millennium Green.

With the station closed until mid June, Cllr Hartley said the aim is to launch the trail in July, probably at the start of the school holidays. She said she would be inviting the deputy Lord Lieutenant and the Mayor to the opening.

Cllr Hartley said she will get pictures of the proposed sculptures so that residents can see what is proposed. She said she is unsure what is planned for the Horseshoe Dam, but it will be nature based.

Cllr Eastwood thanked Cllr Hartley on the Sculpture trail work.

Resolved:

To approve the draft agreements between the Council and the owner of the land where the sculpture is located and the agreement between the Council and the sculptor.

73/21 Advisory Committee Arrangements and Terms of Reference

Cllr Eastwood proposed having advisory committees rather than sub-committees as this would give greater flexibility in how and where the committees could meet.

Resolved:

To approve the advisory committee arrangements and the draft terms of reference for the advisory committees (climate change and community preparedness).

74/21 Village Warden

Cllrs McManus, Hartley and Pearce agreed to be on the recruitment panel for the Village Warden post. The post will be advertised in the village (on the noticeboard and in the Co-op) and on Oxenhope Online, as well as in Keighley News.

Resolved:

To authorise expenditure up to £200 for advertising the post.

75/21 Fly tipping

Cllr Eastwood said he had further approaches from residents about fly tipping, particularly on the road over to Wainstalls. There had been a burnt out car, tyres

dumped and the Yorkshire Water fence had been damaged, and then repaired with tyres on the far side of the fence not cleared.

He had contacted Ian Day, Assistant Director, Neighbourhoods, at Bradford Council suggesting a meeting with all the different parties involved. Pre-election purdah had delayed a response. Ideas to help include better cameras, which can be logged into remotely and the possible use of private security firms.

Cllr Poulsen said Yorkshire Water are keen to be involved as they are facing considerable clean up costs. She stressed it is the landowner who is responsible for cleaning up fly tipping.

Cllr Eastwood said the Village Council would offer to work with residents on litter picks and hopefully once we come out of lock down and after the election period it should be possible to do more work to tackle this problem.

76/21 Health and Safety Policy

Resolved:

To approve the draft Health and Safety Policy.

77/21 Street Lights

Cllr Pearce commented that the new streetlights that have been installed are very bright for a minor road. He said it was effectively light pollution and he queried the need for such bright lights.

Cllr Poulsen said Bradford Council was in the process of changing all street lamps to LED lights, though it would be about four year before they got to Oxenhope to change all the lights.

Contact will be made with Bradford Council to ask about the brightness of the lights.

78/21 Financial Matters

Resolved:

- a) The internal audit report for 2020/2021 and list of audit checks undertaken was noted.
- b) The Annual Internal Audit Report part of the Annual Governance and Accountability Return (AGAR) was noted.
- c) The effectiveness of internal controls was reviewed and the Chair and Responsible Finance Officer were authorised to sign Section 1 Annual Governance Statement 2020/21 of the AGAR.
- d) Section 2 Accounting Statement 2020/21 of the AGAR was approved, the accounts for the year ending 31st March 2021 were authorised and the Chair and Responsible Finance Officer were authorised to sign the 2020/21 return.
- e) To authorise the payment of £1,950 for the supply and installation of a noticeboard with a map of the route of the sculpture trail.

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- f) To authorise the payment of £399 for a mobile phone for the Clerk.
- g) To authorise the payment of up to £900 (plus VAT) for mowing the grass in the Rose Garden up to October 2021.
- h) To authorise the payment of up to £1,780 (plus VAT) for work on the perimeter beds in the Rose Garden, to include removal and storage of bushes, clearing vegetation, laying a membrane and covering with bark chippings.
- i) To note the £20.01 income from the Community Infrastructure Levy in relation to planning application 19/03796/FUL Outbuildings at North Ives Farm, Marsh Lane.
- j) To authorise the following direct debits, standing orders and on-going payments in 2021/22:

Payee	Payment	Amount	Description
Clerk	Online	As agreed	Salary
Clerk	Standing Order	As agreed	Homeworking allowance
Clerk	Online	Up to £500	Expenses and mileage. Annual cost for stationery, printing, back up service, poppy wreath and mileage
Live Drive	Direct Debit	£5 per month	Back up service. Currently paid by Clerk and reclaimed. To investigate charging directly to the Village Council's bank account
Three	Direct Debit	£10 per month	One year agreement for Clerk's phone
Digital Nomads	Invoiced	£500	Annual hosting of website (including support and maintenance), domain name registration and emails (estimated amount)
Digital Nomads	Invoiced	£200	Online survey platform (estimated cost)
Yorkshire Local Council Association	Invoiced	£727	Annual membership of Association
Society of Local Council Clerks	Invoiced	£150	Annual membership for Clerk (estimated amount)
Information Commissioner	Direct Debit	£35	Annual charge for data processing

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

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Payee	Cheque No. / Online	Amount	Description
Steve Thorpe and Son Gardening Ltd.	Online	£190.80	Work on new planters
Town Parish Audit	Online	£180.00	Internal audit of the 2020/21 accounts

79/21 Minor items and items for next agenda

Cllr Dawson suggested getting more planters. This will be on the next agenda.

The Clerk was asked to obtain information and if necessary a quote for ensuring the central conifers in the Rose Garden do not get too tall.

Cllr Goulding said the book publishers have books in storage and at some point alternative storage will be needed. He said there will be a push on sales in the summer.

Cllr Goulding reported that a lot of plaques had appeared on the grass verges in Marsh promoting the idea of no mow May.

Cllr McManus said concerns had been raised about Great Hill House Farm and a possible breach of planning permission as well as a gate blocking a public right of way. The Clerk will contact Bradford Council's planning enforcement department and ask them to investigate.

Cllr Eastwood was asked to respond to NALC's consultation on rural broadband on behalf of the Village Council.

80/21 Date and time of next meeting

The next meeting of Councillors will be on Wednesday 9th June 2021.

81/21 Exclusion of the Press and Public

Resolved:

That members of the press and public be excluded from the meeting under the provisions of The Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of an item of a confidential nature.

82/20 Staffing Matters

Resolved

To authorise the recommendations of the staffing committee meeting held on 13th March 2021. To note the financial implications arising from the staffing committee recommendations, amounting to an increase in staffing costs of £1,765 in 2021/22 compared to 2020/21.

The meeting closed at 9.01 p.m.

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