

**Minutes of Oxenhope Village Councillor Meeting held by remote access on
Wednesday 14th July 2021 starting at 7.30 p.m.**

Attendees: Cllr Ken Eastwood (Chair)
Cllr Kevin Allmond
Cllr Michelle Dawson
Cllr Helen Hartley
Cllr Peter McManus
Cllr Chris Pawson
Cllr Nick Pierce

Worth Valley Councillor Russell Brown
Worth Valley Councillor Rebecca Poulsen
1 member of the public

Clerk: Janet Foster

1. Apologies for Absence

Apologies for absence have been received from Cllr Robert Goulding as well as Worth Valley Cllr Herd and Ward Officer Alice Bentley.

2. Public Question Time

The member of the public asked the Village Council for advice on who to contact about improving the poor state of Hill House Lane. She asked about what the Village Council had done in relation to the roads in The Square and also asked who would be the best person to contact at Bradford Council. She also reported that bin wagons had problems accessing properties on the Lane.

Cllr Eastwood replied saying he assumed it is an unadopted road, which would mean Bradford Council would not do any work on it unless it was improved to a very high standard. In terms of The Square, he said the Village Council had sought to work with residents, who would need to pay for any improvements in the roads. He said he could provide Highways Officer contact details at Bradford Council and the Village Council could work with residents, but it was very likely that residents would need to pay for any work.

Cllr McManus said the Lane is classed as a bridleway not a highway so any work to improve it will need to be paid for by residents.

Cllr Eastwood said it would still be worthwhile contacting Bradford Council and the Village Council would be happy to work with residents.

The Clerk then read out an email received from a resident raising two issues:

The first issue was concerns about speeding on Shaw Lane (despite a 20 mph speed limit), the dangers this poses and how the issue should be addressed, with the resident suggesting that speed bumps might be a solution.

The second issue raised was the slow response and lack of follow up communication from Bradford Council to issues raised about blocked gullies. Specific mention was made about a broken gully cover at Back Lane / Jew Lane.

Cllr Brown reported that Bradford Council have appointed a person to deal with blocked gullies. He stated that gully clearing in Oxenhope is due to take place in 2022. He asked the Clerk to inform the Ward Officer of the specific complaint so that it can be followed up.

In terms of Shaw Lane, he said that the Police do not enforce the 20 mph speed limit. Again he asked the Clerk to forward details to the Ward Officer so she can request Police monitoring of the road and maybe the installation of flashing signs.

The Clerk stated that an email on Speed Indicator Devices (SID) had been received from Bradford Council and will be forwarded to Councillors. Cllr Brown said, while Parish / Village Councils might consider these signs, it could be seen a double taxation.

Cllr Pawson said pre-Covid a speed check had been undertaken in Shaw Lane and had not identified a major issue.

3. Guest Speakers

a) Worth Valley Ward Councillors

Cllr Brown said the Police had reported they are cracking down on off road vehicle offences, but he said it was still an issue of concern. Cllr Eastwood said there seems to have been a reduction in problems recently and hopefully the work of the Steerside team was having an effect.

Cllr Brown reported that the Area Committee was looking at inviting Town / Parish Councillors to its meetings. This had worked well at the Shipley Area Committee.

He stated that there was funding available for working with local groups to make bird boxes and other similar items. If any group was interested, he asked them to get in touch.

Cllr Poulsen reported that a sign for Oxenhope has finally been put up on Hebden Road, though it is currently a partly obscured by overhanging vegetation.

She has had a response about the bin removed from the Bowling Green area of the park, stating that the club should be disposing of their own waste. She said a "big belly" bin was planned for the Park but she did not have any agreed timescale for its installation.

In terms of fly tipping, the Ward Officer had informed her that fixed penalty notices have been issued as a result of the covert cameras. The Officer is keen to have a meeting to get an update the "Heart Oxenhope" campaign.

Following a query from a resident, she had enquired about the programme for cutting the grass verges at Marsh. She has been told they are scheduled to be cut twice a year, but sight lines at junctions will be dealt with more often. Cllr Brown said that if there were concerns about sight lines, these need to be reported.

b) **Police**

The Police were not able to attend but had provided crime statistics, which were read out by the Clerk:

In the past five weeks the following crimes have been recorded in Oxenhope:

Three thefts from motor vehicles
A residential burglary
Two thefts from the Co-op
Harassment – Denholme Road
Public order – Denholme Road

4. Actions proposed by Clerk:

a) **Actions required in relation to Outstanding Issues report**

There are no actions in relation to the outstanding issues report.

b) **Planning applications**

- i) **21/03023/HOU** Demolition of existing double garage and construction of new replacement garage with attached workshop at The Old Vicarage, 21 Hebden Bridge Road Oxenhope BD22 9LY

Oxenhope Village Council has no objection to this planning application.

- ii) **21/02972/HOU** Raise garage roof by 1.15m and install 1nr window in each of the North and South garage elevations in order to create habitable room within garage roof space at Horkinstone Barn, Denholme Road Oxenhope BD22 9SN

Oxenhope Village Council has no objection to this planning application.

- iii) **21/03262/HOU** Single storey rear extension and detached outbuilding on line of existing garage to rear garden at Laneham, Station Road, Oxenhope BD22 9JT

Oxenhope Village Council has no objection to this planning application.

5. Actions required following Safety Inspection reports

The Marsh Common report mentioned knotweed. The Clerk was asked to obtain quotes for dealing with this.

With the Horseshoe Dam report, the Clerk reported that she is trying to establish when the Council will hear about the Climate Action Grant application, which includes work on the trees in the Horseshoe Dam.

In terms of the Rose Garden, Cllr Eastwood reported that the flags on the step entrance from West Drive are broken and will need replacing. Quotes will need to be obtained for this work. There are also a couple of areas where old benches were located where the path needs work. The Warden should be able to sort this problem.

6. New correspondence received

- a) Email from Sheena Spence, YLCA about Queen's Platinum Jubilee Beacons. Cllr Hartley stated the school would probably do something to celebrate the event, but Village Councillors felt it was too early to agree any actions.
- b) Text from Oxenhope resident about the possibility of installing handrails on steps into Rose Garden.

Cllr Eastwood said he thought it would be good idea to install one handrail, possibly in wrought iron to fit in with other assets in the Rose Garden.

- c) Email on behalf of Oxenhope Bowling Club about litter bins in the Park. Noted.
- d) Email from Jonathan Hayes, Keighley Area Co-ordinator about Local Council Liaison Group representatives.

As Councillors did not know any of the candidates, it was decided it was not appropriate to vote.

- e) Email from Sheena Spence about YLCA Joint Annual Meeting.

As Councillors are not able to attend this meeting, the Clerk was asked to pass on apologies from the Village Council.

7. Sculpture trail update from Cllr Hartley

Cllr Hartley reported that the Trail is nearly ready. Two sculptures have already been installed and another is currently being installed in the Rose Garden.

Cllr Eastwood said he had been particularly impressed by the video made by the sculptor of the work to be installed in the Millennium Green. Both he and Cllr Hartley felt the video captured the essence of what the Trail represents.

Cllr Eastwood congratulated Cllr Hartley and others involved for all the hard work to bring this excellent project to fruition.

8. Village Warden update from the Clerk

The Clerk reported that Mark Whitaker has been appointed as Village Warden and will take up his post on 1st August. Bradford Council have emailed to say that a tool store can be installed in the Park, subject to consultation with residents.

9. Meetings from 1st August onwards

Village Councillors have delegated powers to the Clerk up to 31st July 2021. Information was provided on the current rates of Covid 19 in the area. A discussion followed and it was decided to continue with online meeting and delegate decision making to the Clerk until 31st August. A decision will be taken at the August meeting on whether to return to face to face meetings after September.

10. Fly tipping update

Cllr Eastwood said it was a good result that the covert cameras had resulted in fixed penalty notices being issued. He said he would be in touch with the Ward Officer to set up a meeting to agree further actions.

11. Appointment to outside bodies / lead Councillor

Allotments Lead - Cllr Allmond
Rights of Way Lead - Cllr Goulding
Oxenhope School Representative - Cllrs Dawson and Cllr Hartley
Worth Valley Contact Point Committee Member - No appointment needed
Oxenhope Sports Association Representatives - No appointment made – Cllr Allmond to look into what is involved
YLCA Branch meeting representatives (to attend branch meetings individually in rotation) – Cllrs Eastwood and Pawson
Consultations working group - No appointment made. Will be convened when needed.
Millennium Green Trustee - Cllr Dawson
Parish Council Liaison representative - Cllr Eastwood
Oxenhope Community Association - Cllr Pawson
Staffing Committee - Cllrs Eastwood and Pawson
Marsh Common Lead - Cllr Goulding
Neighbourhood Development Plan representative - Cllr McManus
Haworth Exhibition Trust - Cllr Dawson
Sports Association - No appointment needed
Emergency Planning Leads - Cllrs Allmond, Eastwood, Goulding and Pawson

12. Blue Plaque Policy

As the policy is in place, Cllr Eastwood asked about the request for a Blue Plaque that has already been received. Councillors asked for more research before the Plaque is agreed.

13. Financial commitments / information

- a) Renewal of professional Zoom subscription at a cost of £95.92 (plus VAT).
- b) Expenditure will also be required for equipment and uniform for the Village Warden.

14. Proposed payments plus Defib expenditure

Payee	Cheque No. / Online	Amount	Description
HMRC	Online	£781.51	Q1 PAYE and Employer's NI
Steve Thorpe	Online	£72.00	Rose Garden – Grass cutting April 2021
Npower	Online	£40.64	Admin charge unmetered supply to Rose Garden for 7 months ending 31/10/21
Signs of Cheshire Limited	Online	£1,170.00	Outstanding payment for Sculpture Trail noticeboard
Digital Nomads	Online	£556.67	Annual charges for domain hosting, support, maintenance and mailboxes
Janet Foster	Online	£491.83	Expenses April – June 2021
Imperative Training Ltd.	Online	£168	Two sets of pads – one for defibrillator at Leeming and one spare set

15. Trial Balance

Heading	Budget	Spend to date	Total spend to date and commitments	Projected Year End Shortfall (-) / Surplus (+)
	£	£	£	£
Expenditure				
Clerk's Salary (inc. Employer NI)	10,706	2,910	12,150	-1,444
Village Warden	5,000	0	4,480	520
Village Warden (Equipment)	1,000	0	1,000	0
Clerk's home working allowance	300	75	300	0
Stationery and Printing	500	68	500	0
Mobile Phone	130	26	500	-370
Postages	20	0	20	0
Travel and Subsistence (Staff)	200	9	200	0
Internal and external audits	400	180	480	-80
Subscriptions	900	727	900	0
Room Hire	200	0	200	0
Insurance	550	545	545	5
Training	200	0	200	0
Marketing	100	0	100	0
Outreach	400	0	400	0
Christmas Lights	5,000	0	5,000	0
Maintenance of Marsh Common	200	0	200	0
Youth Club	4,800	0	4,800	0
Neighbourhood Development Plan	2,000	0	2,000	0
Website	800	35	800	0
Contingency Fund	500	100	500	0
Community Initiative Fund	10,000	263	10,000	0
Maintenance of Village Council Assets	3,000	0	3,000	0
Toilets - Community Asset Transfer	2,000	0	2,000	0
Sculpture Trail	1,500	975	2,505	-1,005
Allotments	500	0	500	0
Book - Publishing and other costs	0	7	57	-57
Defibrillators	500	1,066	1,066	-566
Total Expenditure	51,406	6,986	54,403	-2,997

Income	Budget	Income to date	Total Projected Income	Year end Shortfall (-) / Surplus (+)
Transfer to Reserves	12,781	0	12,781	0
Precept	35,875	35,875	35,875	0
Allotment Grant	300	309	309	9
Allotment rents	450	0	450	0
Book Sales	0	109	109	109
VAT refund	2,000	2,896	2,896	896
Miscellaneous	0	20	20	20
Total Income	51,406	39,210	52,441	1,035
Surplus (+) / Deficit (-)				-1,963

16. Bank Reconciliation

Balance per bank statements as at

05/07/21

Community Account £49,933.72

Business Savings Account £8,115.10

£58,048.82

Net balances:

£58,048.82

CASH BOOK

Opening Balance 1 April 2021 £26,305.10

Add: Receipts in the year £39,209.68

Less: Payments in the year (incl. VAT) -£7,465.96

Closing balance per cash book:

£58,048.82

17. Minor items to be discussed

Cllr Allmond reported he had met Robbie Moore MP, who was very impressed with the Community Preparedness website Cllr Allmond has set up. The MP has recommended the website to other Parish and Town Councils in the area.

Cllr Eastwood provided background on how the Millennium Green was established with a Government Grant aimed at encouraging the setting up of new village greens. To obtain the funding, a charitable trust had to be established to run the Green.

Cllr Eastwood is the current chair of the Millennium Green Trust. He said it was getting increasingly difficult to get people to work with the trustees and he had concerns about the long term viability of the Green.

He said the annual cost to run the Green, which includes insurance, grass cutting and maintenance, is around £3,000. The annual Village Fete is the Trust's main source of income, but this has not taken place in 2020 or 2021. A grant from the Village Council has been helpful.

He wanted to ask Councillors opinions about the possibility of the Village Council taking over responsibility for the Green. The cost would equate to an increase of £2.93 in the annual precept. The income from the fete could then be used for improvements to the Green.

Following a discussion, Councillors agreed that, in principle, they were in favour of the Village Council taking on responsibility for the Millennium Green.

Cllr Eastwood said he would speak to the Millennium Green Trustees, investigate further how this can be done and report back to the Village Council.

Cllr Eastwood also suggested that the Village Council should produce a dedicated newsletter, so there is greater awareness in the village of the work undertaken by the Village Council. He suggested that the Council pay for printing and delivery of the newsletter.

It was agreed this was a good idea and Cllr Eastwood agreed to put some ideas together.

Cllr McManus said the formal consultation on the Neighbourhood Development Plan will start on Friday. It will be publicised online and a hard copy will be available in Keighley library. Bradford Council will now manage the consultation process leading to a referendum in May 2022.

18. Date and time of next meeting

The next meeting of Councillors will be on 11th August 2021 starting at 7.30 p.m.