

**Minutes of Oxenhope Village Councillor Meeting held by remote access on
Wednesday 11th August 2021 starting at 7.30 p.m.**

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

Worth Valley Councillor Chris Herd
Worth Valley Councillor Rebecca Poulsen
Rev. Cat Thatcher
Mark Whitaker, Village Warden
No members of the public

Clerk: Janet Foster

1. Apologies for Absence

Apologies for absence have been received from Cllrs Goulding and Hartley as well as Worth Valley Cllr Brown and Ward Office Alice Bentley.

2. Public Question Time

There were no members of the public present but the Clerk read out an email from a resident asking for the Village Council to make a motion that they would lead by example, phase out single-use plastics and support all plastic free initiatives in the area.

Cllr Eastwood, who declared that he was related to the resident who raised the issue, suggested the newly formed Climate Advisory Committee could consider this issue. This was agreed.

3. Guest Speakers

a) Worth Valley Ward Councillors

Cllr Poulsen commented on the new yellow lines, which are very bright and also very much needed.

She said the Ward Officer and the cleaning team were dealing with the fly tipping on Nab Water Lane. As this included asbestos a specialist team was involved. Cameras are being checked to see if there is any information on the fly tippers.

Cllr Poulsen said she has been informed that the “big belly” bin will be installed in the next three to four weeks in the play area. This will hopefully help with litter issues.

Next Wednesday, 18th August, at 4 o'clock, all the Ward Councillors and MP Robbie Moore will be holding a “pop up” surgery in the Millennium Green. Cllr Poulsen said she would be providing details of this on her Facebook page.

Cllr Herd said a site has been identified for the Clem Holmes memorial bench by Stones farm. The bench will be installed shortly. Cllr Allmond offered to assist. A suitable tree will also be purchased and planted later this year.

Cllr Herd said the no vehicle access road signs should be a deterrent to anti-social vehicle use, particularly if they can be followed up with Police action. Anti-social behaviour tends to increase in the winter months, so he stated it would be good to nip it in the bud.

The track to Penistone Hill car park is very rough and difficult to access. Cllr Herd has discussed this with officers at Bradford Council, but the suggested solution is very expensive, though Covid recovery money may be available. He suggested there might be cheaper ways of improving the track, which may help with parking issues in Haworth.

Cllr Eastwood said the Village Council might be able to help if volunteers are needed. Cllr Herd said it would be great if this could be a joint effort between Oxenhope Village Council and Haworth Parish Council.

b) Other guest speakers

Rev. Cat Thatcher

Rev. Thatcher said the church was currently covered in scaffolding as the work to repair the roof, including adding insulation, is finally underway. It is due to be completed by the end of September. The work, which includes a bat entrance, will hopefully make the church a bit warmer in winter. Rev. Thatcher expressed her thanks for all the fundraising and donations, which have made the work possible.

She said the church is locked while the building work is in progress, but is open for services on Sundays and Wednesdays.

Rev. Thatcher said that if the Village Council did decide to get a Vehicle Activated Sign (VAS), she would be grateful if it could be installed on the road above the church as it is difficult for everyone coming out the car park, due to vehicles speeding down Hebden Bridge Road.

4. Actions proposed by Clerk:

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

The Clerk will chase up progress on the transfer of the toilet buildings at the top of the Park.

5. Actions required following Safety Inspection reports including discussion on Marsh Common.

Cllr McManus reported he has recently visited Marsh Common and stated it is very overgrown with one picnic table. He felt it should either have the grass mown, more picnic tables or get the Forest of Bradford to plant more trees. The two options he maintained are either to undertake more work to encourage greater use by residents and visitors or to make it purely a "natural" area. Cllr Eastwood pointed out that even a wild habitat does need managing.

There was discussion about firstly tackling the Japanese knotweed and then

looking at the possibility of more picnic tables, a pond and signage to make a general improvement to the area.

In terms of the Horseshoe Dam it was reported that the area is getting very overgrown with brambles and Himalayan balsam. The Clerk reported she has been in touch with Keighley Trees who will undertake the work to take out the self seeded trees in the Dam in September, after the end of the bird nesting season.

Cllr Pawson reported the path from Mallard View is getting overgrown. The Warden is aware of this and has done some work in this area. He is also planning to tackle the Himalayan balsam once he has had advice from the Aire Rivers Trust.

6. New correspondence received

- a) Email from Paul Ratcliffe, Senior Traffic Officer, Bradford Council about Speed Indicator Devices (SIDs).

Cllr Eastwood started the discussion on SIDs by saying they are great devices, but he felt Bradford Council was rather passing over responsibility to the Village Council. He was concerned about the need to change batteries every two weeks. He said that residents concerned about speeding in different parts of the village have contacted the Village Council. However he felt that infrastructure work, such as narrowing road and rumble strips, generally has a longer lasting effect, though he acknowledged that this work would be much more expensive.

Cllr Herd said he is due to meet with Highway engineers and agreed to report back to the Village Council.

- b) Email from Sheena Spence, YLCA about guidance on Council meetings.

Cllr Eastwood pointed out there must be a Village Council meeting by November at the latest as it is a legal requirement that Councillors attend an official meeting at least every six months.

- c) Email from Dawn Lowe, Civic Affairs Manager, Bradford Council asking for comments on a possible site for Jubilee Beacon.

The email was noted. Councillors were not aware of any reasons against having a beacon in the proposed area.

- d) Email from Keighley Area Co-ordinator's Office about the Climate Action Fund application.

Cllr Eastwood said that further information was being sort about the grant application. An email has been received stating that £3,050 has been reserved but only if the Village Council was willing to pay for the feasibility study out of their own funds, which is not currently planned.

- e) Emails from Cllr Chris Herd and Darren Hinchliffe, Rights of Way Officer, Bradford Council about signage.
Noted.
- g) Email from John Bullivant, Engagement Manager, Quickline Communications Ltd. about wireless broadband equipment.

The Clerk will invite Mr. Bullivant to the September meeting.

- h) Email from Nicola Moorcroft, YLCA about the Community Ownership Fund.

Cllr Eastwood said he thought this funding could only be used when a community asset was threatened with closure.

- i) Survey by Department of Environment, Food and Rural Affairs (Defra) about fly-tipping.

Cllr Eastwood will respond on behalf of the Village Council.

- j) Email from YLCA about remote conference.

If Councillors are interested in attending, please contact the Clerk.

7. Sculpture Trail Opening Event – Report from Cllr Hartley

As Cllr Hartley was unable to attend the meeting, the Clerk reported on the official opening of the Sculpture Trail. She said it was a very successful, well organised event which celebrated the hard work and creativity which had gone into creating the Sculpture Trail. The Deputy Lord Lieutenant of West Yorkshire, Mr David Pearson, performed the official opening. The event raised funds for Manorlands. There has been a lot of positive feedback already about the Sculpture Trail.

8. Meetings from 1st September onwards

Village Councillors have delegated powers to the Clerk up to 31st August 2021. It was decided to continue with delegation to the Clerk until the November meeting.

9. Village Warden report

The Warden, Mark Whitaker, started by saying it was only his second week in the job. He has set up his email and would shortly have a phone. He has made a start on jobs in the village, including a litter pick and cleaning the cobbles by the Millennium Green entrance. He asked that requests for jobs to be undertaken came via the Clerk.

He asked about road sweepers in the village. Cllr Poulsen said they were not regularly in the village, as they prioritise flood risk areas.

Cllr Eastwood welcomed Mark to the Village Council, saying there is a lot to do, as identified during a recent walk around, but reassuring that it wasn't expected everything would be addressed at once.

10. Financial commitments / information

- a) Annual statement from Prudential shows investment valued at £23,152.86 on 12th July 2021 (initial investment in 2017 was £20,000).
- b) Monthly subscription to Livedrive (online back up service) will increase from £5.00 per month to £6.99 per month from 28th August.
- c) A phone has been purchased for the Village Warden at a cost of £399 and a 12 month SIM only contract has been agreed at a cost of £8 per month. Uniform is being ordered at an approximate cost of £100, with safety items still to be ordered.
- d) Treatment of Japanese knotweed in Marsh Common will cost £150.

11. Proposed payments

Payee	Cheque No. / Online	Amount	Description
Marketing Mechanic	Online	£114.00	Map for Sculpture Trail noticeboard
tEakin Ltd	Online	£300.00	Work to install sculptures
Helen Hartley	Online	£64.88 £47.42 £112.30	Refreshments for Sculpture Trail Opening Leaflets Total
Janet Foster	Online	£553.57	Expenses 06/07/21 – 06/08/21

12. Trial Balance

Heading	Budget	Spend to date	Total spend to date and commitments	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	
Expenditure					
Clerk's Salary (inc. Employer NI)	10,706	4,467	12,147	-1,441	
Village Warden	5,000	0	4,480	520	
Village Warden (Equipment)	1,000	0	1,000	0	
Clerk's home working allowance	300	100	300	0	
Stationery and Printing	500	106	500	0	

Mobile Phone	130	368	834	-704	
Postages	20	4	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	100	100	
Insurance	550	545	545	5	
Training	200	0	200	0	
Marketing	100	0	100	0	
Outreach	400	0	400	0	
Christmas Lights	5,000	39	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	499	800	0	
Contingency Fund	500	100	500	0	
Community Initiative Fund	10,000	263	10,000	0	
Maintenance of Village Council Assets	3,000	60	3,000	0	
Toilets - Community Asset Transfer	2,000	0	2,000	0	
Sculpture Trail	1,500	1,950	2,650	-1,150	
Allotments	500	0	500	0	
Book - Publishing and other costs	0	7	57	-57	
Defibrillators	500	1,206	1,206	-706	
Total Expenditure	51,406	10,630	54,918	-3,512	
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	15	450	0	
Book Sales	0	187	187	187	
VAT refund	2,000	2,896	2,896	896	
Miscellaneous	0	198	198	198	1
Total Income	51,406	39,481	52,697	1,291	
Surplus (+) / Deficit (-)				-2,222	

Notes:

1. Miscellaneous includes £178 gross income from Sculpture Trail Opening. Net income raised will be donated to Manorlands.

13. Bank Reconciliation

Bank Reconciliation

Balance per bank statements as
at

05/08/21

Community Account £46,111.67

Business Savings Account £8,115.10

£54,226.77

Net balances:

£54,226.77

CASH BOOK

Opening Balance 1 April 2021 £26,305.10

Add: Receipts in the year £39,480.72

Less: Payments in the year (incl. VAT) -£11,559.05

Closing balance per cash book:

£54,226.77

14. Minor items to be discussed

There were no minor items.

15. Date and time of next meeting

The next meeting will be on 8th September 2021 starting at 7.30 p.m.