

**Minutes of Oxenhope Village Councillor Meeting held by remote access on
Wednesday 8th September 2021 starting at 7.30 p.m.**

Attendees: Cllr Ken Eastwood (Chair)
Cllr Robert Goulding (Vice Chair)
Cllr Kevin Allmond
Cllr Michelle Dawson
Cllr Helen Hartley
Cllr Chris Pawson

Mark Whitaker, Village Warden
No members of the public

Clerk: Janet Foster

1. Apologies for Absence

Apologies for absence have been received from Cllrs Pierce and McManus as well as Worth Valley Cllrs Brown, Herd and Poulsen and Ward Office Alice Bentley.

2. Public Question Time

There were no members of the public present but the Clerk read out an email about noise nuisance caused by off road bikes using land off Shaw Lane. The resident has been in touch with Bradford Council and is keeping a noise diary. The Clerk was asked to contact the Worth Valley Ward Councillors so that they are aware of this issue and Bradford Council can follow it up.

3. Guest Speakers

a) Worth Valley Ward Councillors

No Worth Valley Ward Councillors were present at the meeting.

b) Other guest speakers

There were no other guest speakers.

4. Actions proposed by Clerk

a) Actions required in relation to Outstanding Issues report

The Clerk reported she has been chasing Bradford Council for an update on the Community Asset Transfer (CAT) for the toilets in the Park. Cllr Eastwood raised the issue of installing a tool store in the park for the Village Warden to use. As it may be possible to store the tools in one of the toilet blocks, it was agreed to wait until the CAT has been completed.

b) Planning Applications

i) 21/03814/FUL Conversion of redundant farm building to form 3 holiday cottages at White Hill Farm Sawood Lane Oxenhope BD22 9SP

Oxenhope Village Council supports this planning application.

ii) 21/03874/FUL Siting of static caravan, 2 x containers and 1 polytunnel (retrospective) at Baby Barn Farm Hebden Bridge Road Oxenhope

There was a discussion about this planning application with concerns raised about the development in the Green Belt, the visibility of the development and that it would not meet the requirements to be classed as an agricultural holding. Concerns were also expressed about access and the proximity to the busy main road. It was requested that if Planning Officers were minded to approve this application, it should be referred to Planning Panel.

Oxenhope Village Council opposes this planning application.

Councillors then raised the issue of a potential breach of planning regulations with a development on Shaw Lane, where a large shed has been erected. The Clerk was asked to gather information on this and refer to Bradford Council's Planning Enforcement team to check if there has been a breach of planning regulations.

Cllr Dawson stated that the KWVR has applied for a new premises licence, with extended hours including up to 11 p.m. on Fridays, midnight on Saturdays and 10 p.m. on Sundays. The application relates to the sale of alcohol and the performance of live and recorded music.

It was pointed out that the Village Council is not a statutory consultee for licence applications, but Cllr Hartley agreed to try and find out more information so the Village Council can decide if they want to comment on the application.

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

Cllr Eastwood said he has asked three companies to quote for work to on the stepped entrance to the Rose Garden, to include installing a handrail. One company has said the quote will be submitted in the next few days.

Cllr Pawson said progress have been made on the Horseshoe Dam as the Warden has been working on clearing the Himalayan balsam.

A group of Councillors met at Marsh Common earlier in the month. Following discussions it was proposed to cut the grass in two areas and look at the possibility of having a structure for people to use for shelter or picnics.

The Clerk was asked to include this as an item on the next agenda.

6. Village Warden Report

The Warden reported on his first month in the role.

He had sorted his uniform and has worked on a number of jobs in the village, including the entrance to the Millennium Green and the Horseshoe Dam.

Cllr Goulding asked about the Warden helping with the work to improve the roads in The Square. He said that although the Village Council was not responsible for the work, it would be good if they could be seen to help residents, who had raised funding for the work. Cllr Goulding, in an individual capacity, was helping with sourcing stone and was also lending equipment.

It was agreed that the Village Warden could help with the work.

Cllr Eastwood thanked the Warden for his report and said he was already making a difference in the village, which was very welcome.

7. Sculpture Trail

Cllr Hartley reported that the Sculpture Trail is nearly finished. The final sculpture is now in the village, but there will be a delay getting it installed due to illness. However, confirmation has now been received from KWVR that the sculpture can be installed at the top of the railway car park.

Cllr Hartley said way markers still need to be installed. She also wants a plaque at each sculpture, giving the name of the sculpture, the sculptor and possibly the QR code linking to the video made by each sculptor. She will be asking Pawsons if they can quote for this work.

She finished by saying the opening day had been very enjoyable and successful.

8. Christmas Lights / Motifs

Cllr Dawson said the proposal is for the Village Council to purchase five more lamppost motifs this year, to add to the three bought in 2020. They are more expensive this year as the motifs are new rather than ex-exhibition stock, but there is sufficient money in the budget to cover the cost.

She proposed that the switch on takes place at the end of November.

The Warden is arranging for an electrician to look at the Rose Garden electrics.

9. Meetings from 1st October onwards

Due to the requirement for Councillors to attend Council meetings at least once in a six-month period, it was decided that from October Village Council meetings will resume at the Methodist Church on West Drive.

10. Financial commitments / information

- a) Direct debit of £8.00 per month for Warden's phone to be set up on the Village Council bank account (initial monthly payment made on Clerk's personal bank account).
- b) Inquiries have been made about changing the Village Council bank account and the electricity supplier for the Christmas lights.
- c) Expenditure on new Christmas lights is estimated at £3,600 (plus £435 for installing and storing motifs purchased in 2020).

11. Proposed payments

| Payee | Cheque No. / Online | Amount | Description |
|-------------------------------------|---------------------|----------------|---|
| Manorlands | Online | £120.00 | Donation – profit from Sculpture Trail opening event |
| Steve Thorpe And Son Gardening Ltd. | Online | £614.40 | Mowing Rose Garden (6 times to 21/07/21) and restocking planters |
| National Allotment Society | Online | £66.00 | Renewal of annual membership |
| Mark Whitaker | Online | £223.64 | Expenses |
| Npower | Online | £786.07 | Christmas lights 2020 and administration charge 06/12/20 to 31/03/21 (invoice is being queried) |
| Business Stream | Online | £85.60 | Water for the allotments (20/05/21 - 31/08/21) |
| Royal Mail | Online | £360.00 | PO Box Delivery Annual Fee |

12. 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 | 5,242 | 12,162 | -1,456 |
| Village Warden | 5,000 | 408 | 4,495 | 505 |
| Village Warden (Equipment) | 1,000 | 44 | 1,000 | 0 |
| Clerk's home working allowance | 300 | 125 | 300 | 0 |
| Stationery and Printing | 500 | 118 | 500 | 0 |
| Mobile Phone | 130 | 709 | 821 | -691 |
| 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 | 91 | 191 | 9 |
| 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 | 2,474 | 2,974 | -1,474 |
| Allotments | 500 | 0 | 500 | 0 |
| Book - Publishing and other costs | 0 | 7 | 57 | -57 |
| Defibrillators | 500 | 875 | 875 | -375 |
| | | | | |
| Total Expenditure | 51,406 | 12,520 | 55,020 | -3,614 |
| | | | | |
| | | | Total Projected Income | Year end Shortfall (-) / Surplus (+) |
| Income | Budget | Income to date | | |
| 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 |
| | | | | |
| Total Income | 51,406 | 39,481 | 52,697 | 1,291 |
| | | | | |
| Surplus (+) / Deficit (-) | | | | -2,324 |

13. Bank Reconciliation

| | | |
|-----------------------------------|------------|-------------------|
| Balance per bank statements as at | 31/08/21 | |
| Community Account | £44,210.82 | |
| Business Savings Account | £8,115.10 | |
| | | £52,325.92 |
| Net balances: | | <u>£52,325.92</u> |

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) | -£13,459.90 | |
| Closing balance per cash book: | | <u>£52,325.92</u> |

14. Minor items to be discussed

Cllr Allmond reported he had read through the National Resilience Strategy, which aims for citizens and local authorities to be more prepared to deal with emergencies.

The forward to the Strategy is written by the Paymaster General, Penny Mordant MP. Cllr Allmond has been in touch with her and had a very positive response. He intends asking if she would be willing to write a forward for the Oxenhope Resilience Plan.

It was agreed to hold a meeting of the Preparedness Advisory Committee on Wednesday 15th September at the Bay Horse, starting at 7.30 p.m.

Cllr Eastwood said he felt it was really important that the Village Council published a newsletter this autumn, highlighting the work done by the Village Council. Cllr Hartley agreed and suggested setting a deadline by which each Councillor could submit an article, so it could be circulated before the next meeting.

Cllr Goulding said he would promote the sale of Reg Hindley's book in the Co-op nearer Christmas.

Cllr Dawson reported a problem with a piece of equipment in the park going missing. She agreed to provide information to the Clerk so that it could be followed up with Bradford Council.

Cllr Goulding raised the issue of the grit bins. The Clerk said she would agree the locations and get them ordered from Bradford Council.

Cllr Goulding also queried if he should hold some grit that would be available to use in the village, though he emphasised he would not be able to provide a delivery service as he had done last winter. Cllr Goulding agreed to price up the cost of a small delivery of grit bags and this will be included on the next agenda.

15. Date and time of next meeting

The next meeting will be on 13th October 2021 at the Methodist Church on West Drive, starting at 7.30 p.m.