

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 13TH OCTOBER 2021 AT THE METHODIST CHURCH,
WEST DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)
Cllr Robert Goulding (Vice Chair)
Cllr Kevin Allmond
Cllr Helen Hartley
Cllr Nick Pierce
Cllr Chris Pawson

In attendance: Worth Valley Councillor Chris Herd
Rev. Cat Thatcher
2 members of the public

83/21 To receive apologies for absence given in advance of the meeting
Apologies for absence have been received from Cllrs Dawson and McManus.

In addition apologies have also been received from Worth Valley Cllrs Brown and Poulsen, Ward Officer Alice Bentley and PC Tiffany Butler.

84/21 To consider the approval of reasons given for absence
The reasons for absence were approved.

85/21 Disclosures of Interest
None.

86/21 Applications for a Dispensation
None received.

87/21 Minutes of Meetings (previously circulated to Members)
Resolved:

- a) To confirm the minutes of the Annual Village Meeting and Village Council's annual meeting both held on 5th May 2021 as true and correct records.
- b) There were no matters arising from the minutes.
- c) To note the October Outstanding Issues Report. The Safeguarding item is to be removed from the report.

The Clerk was asked to provide information about the Community Asset Transfer (CAT) to Cllr Herd. Councillors pointed out that the initial application was made nearly two years ago.

Cllr Eastwood and the Warden are still trying to find a suitable location near Station Road for a defibrillator. The Clerk was requested to ask Bradford Council if the defibrillator could be attached to a lamppost.

88/21 Public Question Time

A member of the public said they felt that a Village Council newsletter would be a good idea. They asked whether the Oxenhope Outreach magazine was continuing. Rev. Thatcher said they are hoping to produce an issue of

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Outreach before Christmas. Cllr Eastwood said the Village Council will continue to produce an article for Outreach, as well as working on it's own newsletter.

The member of public commented that they had used Unity Trust Bank and would recommend the Bank.

They said that they had recently sat on the Clement Holmes memorial bench and commented that it was placed in a lovely setting.

The member of the public commented that Oxenhope is in the centre of the South Pennines and suggested it might be an idea to include their logo on the Village Council website. Cllr Eastwood agreed to look into this.

They then raised a query about the role out of the LED street lights, and whether Oxenhope could promote itself as a "dark skies" destination.

The Clerk then read out an email from a resident who was concerned about the licence application from Keighley and Worth Valley Railway (KWVR). Councillors have been told by KWVR that the application will not lead to an increase in the number of events held and is only being submitted to save on administration.

Cllr Eastwood agreed to contact the resident, who is intending to attend the hearing into the licence application, and suggest they propose a recommendation that the licence limits the number of events per year.

89/21 Guest Speakers

a) Worth Valley Ward Councillor

Cllr Herd confirmed that the memorial bench has now been installed. It was agreed to plant a rowan tree near the bench.

Cllr Herd asked if Councillors had heard the many motorbikes and quad bikes, which went through the village last Sunday. Many Councillors had and one commented on hearing the riders shouting obscenities. Cllr Herd said he was due to meet the new Police Inspector on Monday and will be raising this issue with him.

He also reported he had seen children climbing on the toilet block roofs. He asked about the Village Council's plans for the two buildings and was told that the idea is to make one a unisex toilet, while the other could either be used as a storage area or possibly a pop up shop for crafts or ice cream sale in the summer.

Together with the Village Warden, he had met Nick Milsom from the Aire Rivers Trust at the Horseshoe Dam. It was a very useful and informative meeting. Nick also treated the small amount of Japanese knotweed in the area.

In terms of the street lighting, Cllr Herd reported that Bradford Council has started on a multi-million pound project to replace over 59,000 street lights with LED bulbs, with the aim of a major cost saving in electricity used. The project is due to continue until at least 2024.

Cllr Herd had been informed that it will be possible to control the brightness of the lights. There was concern that some lights in the village seem too bright. Cllr Pierce agreed to provide details of lights that are too bright. Councillors were keen to stress that they were generally supportive of the project as it addressed concerns about climate change.

Cllr Herd was thanked for his contribution and left the meeting.

b) **Rev. Cat Thatcher**

Rev. Thatcher said she was delighted to report that the church roof is now fixed and insulated. She reported that the Church is already feeling warmer and thanked all the organisations involved.

She said the church is now open every day of the week. There will be a service on 31st October to remember those who have died in the past two years. On 14th November there will be the Remembrance Service, starting at 10.45 and she invited a Village Councillor to lay a wreath.

She expressed a hope that December would be more normal than last year and reported it had been wonderful to have the whole school in the church for a harvest festival. Cllr Hartley agreed it had been very special for all the school to be gathered together.

Rev. Thatcher was thanked for her contribution and left the meeting.

90/21 Planning Resolved:

- a) **21/04643/HOU** Construction of conservatory to side and rear at 6 Perseverance Fold, Oxenhope BD22 9HN.

Cllr Eastwood explained the planning history for this property.

Oxenhope Village Council has no objection to this planning application.

91/21 Safety Inspection Reports Resolved:

To note the report for the Horseshoe Dam.

Cllr Pawson confirmed that the knotweed has been treated. The Clerk is chasing up the company due to undertake a tree survey and remove two self seeded trees from the back wall.

92/21 Warden's Report Resolved:

To note the Warden's Report.

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The Warden said he is currently undertaking weekly checks on the defibrillators. The Clerk was asked to find out from Yorkshire Ambulance Service how often the checks should be undertaken.

The Warden said he had cleared debris washed down from side roads and had also undertaken litter picks in "hot spots". He has also patched the path in the Rose Garden and has arranged for an electrician to check the lights.

He asked for information on who owns the land near Pawson's mill where the bamboo grows. The Clerk was asked to find this out.

The work in the Horseshoe Dam is ongoing and following the meeting with Nick Milsom he will undertake a risk assessment and specify what safety equipment is needed to work in this area.

Cllr Goulding thanked the Warden for helping with the work on the roads in The Square, reporting it had already made a big difference.

Cllr Eastwood thanked the Warden for the work he has undertaken and stated the role is working well and very much appreciated.

93/21 Christmas Lights Switch On

It was agreed that the Christmas lights switch on would be on Friday 26th November, with a community event. The school will be invited to sing carols.

Resolved:

To authorise expenditure of up to £100 for a community event at the Christmas lights switch on.

94/21 Grit Bins

Resolved:

To note the location of grit bins owned by Oxenhope Village Council and Bradford Council.

To authorise the Village Council to take responsibility for the three bins which are currently unused. Cllr Eastwood provided the history for these bins.

To authorise expenditure up to £200 for the purchase of grit (to be stored at Cllr Goulding's farm) and pay Bradford Council to re-fill the grit bins as required.

The Clerk was asked to get labels for bins managed by the Village Council.

95/21 Preparedness Advisory Committee Meeting

Cllr Allmond reported that though he had had a message of support for the Preparedness scheme from the Paymaster General, she had been replaced in the recent Cabinet re-shuffle. He is getting in touch with the new appointee.

It was agreed to hold a further meeting of the Preparedness Advisory Committee.

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96/21 Financial Matters

Resolved:

a) To note the External Audit Report stating there are no matters to raise in relation to the 2020/21 accounts. The Clerk was thanked for her work on the 2020/21 accounts.

b) To authorise the purchase of a poppy wreath at a cost of £25.

It was agreed that Councillor Allmond would lay the wreath and represent the Village Council at the Remembrance Service on Sunday 14th November at St. Mary's.

c) To note the Community Infrastructure Levy (CIL) payment of £539.54 for the first half of 2021/22. The Clerk was asked to check on eligible expenditure.

d) To authorise expenditure of up to £300 for the publication and delivery of a newsletter.

e) To note a grant award of £3,050 following application to the Climate Action Fund and to authorise, or otherwise, expenditure on a horse shoe dam tree survey, grounds maintenance equipment, PPE and fruit trees and bushes for the Rose Garden.

f) To authorise expenditure of up to £1,264.38 for equipment for the Warden.

g) To authorise the Clerk to transfer the Village Council's bank accounts from Barclays to Unity Trust Bank.

h) If change of banking arrangements is authorised, to agree the level of access (view, submit and authorise) for named Councillors and the Clerk.

Clerk: View and Submit

Cllrs Eastwood, Goulding, Pawson and Cllr Dawson (with Cllr Hartley if Cllr Dawson was not willing to be a signatory) : View, Submit and Authorise

All other councillors: View

i) The following payments previously authorised were noted: -

Clerk's salary and home working allowance, Warden's salary and mobile phone monthly payments.

j) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
Steve Thorpe and Son Gardening Ltd.	Online	£216.00	Rose Garden Grass Cutting August 2021 (3 cuts)
PKF Littlejohn	Online	£240.00	External Audit 2020/21

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LLP			Accounts
HMRC	Online	£985.31	PAYE and Employer's NI 3 months ending 05/10/21
Janet Foster	Online	£72.67 £42.75 £115.42	Expenses (07/08/21 – 30/09/21) Mileage (01/07/21 – 30/09/21) Total

97/21 Trial Balance

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
Expenditure					
Clerk's Salary (inc. Employer NI)	10,706	6,017	4,689	-1,471	
Village Warden	5,000	815	4,185	505	
Village Warden (Equipment)	1,000	230	770	0	
Clerk's home working allowance	300	150	150	0	
Stationery and Printing	500	118	382	0	
Mobile Phone	130	718	-588	-678	
Postages	20	304	-284	-294	
Travel and Subsistence (Staff)	200	9	191	0	
Internal and external audits	400	180	220	20	
Subscriptions	900	727	173	0	
Room Hire	200	91	109	-11	
Insurance	550	545	5	5	
Training	200	0	200	0	
Marketing	100	0	100	0	
Outreach	400	0	400	0	
Christmas Lights	5,000	787	4,213	613	
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	301	0	
Contingency Fund	500	100	400	0	
Community Initiative Fund	10,000	263	9,737	0	
Maintenance of Village Council Assets	3,000	572	2,428	0	
Toilets - Community Asset Transfer	2,000	0	2,000	0	

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Sculpture Trail	1,500	2,594	-1,094	-1,594	
Allotments	500	152	348	0	
Book - Publishing and other costs	0	7	-7	-57	
Defibrillators	500	875	-375	-375	
Climate Action Fund Expenditure	0	0	0	-3,050	1
Total Expenditure	51,406	15,755	35,651	-6,389	
Transfer to Reserves	12,781	0	-12,781	0	
Precept	35,875	35,875	0	0	
Allotment Grant	300	309	9	9	
Allotment rents	450	15	-435	0	
Book Sales	0	200	200	200	
VAT refund	2,000	2,896	896	896	
Climate Action Fund Grant	0	3,050	3,050	3,050	1
Miscellaneous	0	198	198	198	
Total Income	51,406	42,544	-8,862	4,354	
Surplus (+) / Deficit (-)				-2,035	

Notes:

1. Climate Action Fund – Expenditure and grant income

98/21 Bank Reconciliation

Balance per bank statements as at 04/10/21

Community Account	£43,800.13	
Business Savings Account	£8,115.30	
		£51,915.43

Net balances: £51,915.43

CASH BOOK

Opening Balance 1 April 2021	£26,305.10	
Add: Receipts in the year	£42,543.92	
Less: Payments in the year (incl. VAT)	-£16,933.59	
Closing balance per cash book:		<u><u>£51,915.43</u></u>

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99/21 Minor items and items for next agenda

Cllr Hartley said she would provide a report from school to circulate with the minutes.

Cllr Pawson agreed to undertake a check of all the sculptures and record this in his monthly report.

Cllr Hartley has had a quote for the labelling of all the sculptures, which includes a plaque giving the name of the sculpture and sculptor. It will also include a QR linking each sculptor's video. Some plaques will need to be mounted on stakes in the ground while other will need to be attached to a wall.

Cllr Hartley then raised the issue of small areas of land in the village which are not owned and are getting overgrown. There are some on the Waterside estate. The Warden agreed to look into this and decided how these areas can be managed.

The Clerk reported that due to the current situation it is not possible to change electricity supplier for the lights in the Rose Garden.

Councillors noted that Mercy UK had held an open day.

Cllr Goulding asked for the shelter on Marsh Common to be on the next agenda and Cllr Pierce agreed to provide drawings for discussion.

100/21 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 10th November 2021 starting at 7.30 p.m.

The meeting finished at 8.44 p.m.