

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 10TH NOVEMBER 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 Michelle Dawson
Cllr Helen Hartley
Cllr Chris Pawson
Cllr Nick Pierce

In attendance: Worth Valley Councillor Chris Herd
Mark Whitaker, Village Warden
2 members of the public

101/21 To receive apologies for absence given in advance of the meeting

Apologies for absence have been received from Cllr McManus and also from Worth Valley Ward Cllrs Brown and Poulsen and Ward Officer Alice Bentley.

102/21 To consider the approval of reasons given for absence

The reason for absence was approved.

103/21 Disclosures of Interest

None.

104/21 Applications for a Dispensation

None received.

105/21 Minutes of Meetings (previously circulated to Members)

Resolved:

- a) To confirm the minutes of the Village Council's monthly meeting held on 13th October 2021 as a true and correct record, with the correction that the Christmas lights switch on will be on Friday 26th November.
- b) There were no matters arising from the minutes.
- c) The November Outstanding Issues Report was noted. The Clerk informed the meeting that an email has been received from Bradford Council saying the Community Asset Transfer (CAT) of the toilet buildings will not be considered until early in 2022. She is also chasing up Bradford Council to see if a defibrillator can be attached to a lamppost.

106/21 Public Question Time

A member of public mentioned plans about changing rooms and a café in the park, saying the Village Council is stated to be the client.

Councillors made it clear that the Village Council is definitely not the client and are not involved in any plans for a development, which appear to be merely speculative ideas.

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107/21 Guest Speakers

a) **John Bullivant**

John Bullivant introduced himself saying he has moved from the public sector to the private sector and now works for Quickline. The company have been given a contract by the West Yorkshire Combined Authority to roll out superfast broadband by using wireless / 5G to fill gaps in coverage. Funding for the project comes from DEFRA, with the aim of providing high speed broadband to rural properties.

In Oxenhope they are using the old TV mast south of the village. The 5G signal will be sent to a small box which will need to be installed on the wall of a receiving premise and will then use a wired connection.

The mast is due to go live at the end of the year. Flyers and marketing about the service will go out later this month, including a map showing which premises can receive the service.

Councillors asked if the school would benefit, as it currently has a poor connection. The Clerk agreed to pass on the school's contact details so John Bullivant could investigate this.

Cllr Eastwood commented that broadband speeds varied considerably in the village, depending on the distance from the fibre cabinet. He asked about the likely cost of the new service. John Bullivant said he was not directly involved with the retail side, but expected the cost to be between £35 and £45 per month, depending on the speed requested. He asked that the Council provide information on the service, using their Facebook site.

John Bullivant was thanked for providing this information and left the meeting.

b) **Worth Valley Ward Councillor**

Cllr Herd reported he had a meeting on Penistone Hill with officers from Bradford Council, who agreed that work was needed. He hopes that the Covid recovery fund can be used to improve the road surfaces and car parking as well as providing signage. He is also hoping to get better cameras and rocks placed in the road to tackle fly tipping.

He commented on the gas canisters in the park and said he will mention this to the PCSO. The Warden said this is also an issue on Heights Lane layby.

Cllr Herd is meeting Police later this month and he plans to show the new Inspector and Sergeant round the village, highlighting areas where there are concerns. He would like the Steerside team to be available on Sunday afternoons as that is when there are frequently issues with off road motorbikes.

Councillors welcomed the fact that Police were visiting the village. They commented that there seemed to be an increase in opportunity thieves trailing round the village at night. They also said it would be good if the Police could be available at school drop off or pick up time to talk to parents.

Cllr Herd reported he had looked round the nature area behind the school but at the moment he could not see any water bubbling up but will keep checking to see if he can find the source of the water.

Cllr Herd agreed to follow up the email about the toilet building CAT. He said Bradford Council may want a business forecast, though it was pointed out the plan for the buildings was included in the initial application and the funding for the project is the Village Council's own funds. There was also a query about why the CAT would be classed as a loss of open space.

He reported there had been a successful gully cleaning exercise undertaken recently, with fifty gullies cleared around the village. A query was raised about the gullies in Yate Lane as there has been flooding there in the past when the gullies, which flow into the beck, backed up. Gullies on the opposite side of the street flow into the drainage system. It was queried if all the gullies could go into the drainage system. Cllr Herd agreed to raise this with the drainage department, but this may not be possible.

A resident has queried if the new grit bin on Yate Lane should be higher up, but it was felt the current location is the safest place for the bin.

Cllr Herd reported he will be helping the Lions take round a sleigh with Santa on. Cllr Dawson asked if the route could include Oxenhope and also asked if a visit could be organised to coincide with the Christmas lights switch on.

Cllr Herd mentioned that Northern Powergrid is planning to dig up part of Stones Common to provide a better electrical supply for a cottage.

Cllr Pierce agreed to check if the street lamp, which had been reported as over bright, has been sorted.

The Clerk then read out an email from Cllr Poulsen stating that she has been liaising with residents near the water treatment works over queries relating to the on-going works. Cllr Poulsen has referred this to planning enforcement to investigate.

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

108/21 Planning

Resolved:

- a) **21/05238/HOU** Replace existing outbuilding with new outbuilding incorporating garage, home gym/workshop at Haycroft, Long Ridging Farm, Outside Lane, Oxenhope BD22 9QY.

Oxenhope Village Council has no objection to this planning application.

- b) **21/05332/FUL** Construction of agricultural building at Lower Heights Farm, Height Lane, Oxenhope BD22 9PT.

Oxenhope Village Council has no objection to this planning application.

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109/21 Safety Inspection Reports

The reports for the Allotments, Horseshoe Dam and Marsh Common were noted.

Cllr Allmond queried who is responsible for gates to each allotment. Cllr Eastwood replied that individual plot holders are responsible.

Cllr Goulding reported that the fencing round Marsh Common is deteriorating. He has noticed deer in the Common and suggested that longer term it might be better to remove the roadside fencing to prevent deer getting injured when jumping the fencing. The Clerk was asked to include this in the outstanding issues report so it can be looked at in the spring.

Cllr Eastwood reported the Rose Garden wall had been damaged by a run away car. Bradford Council are sorting this out and are currently waiting for a quote for the work.

Cllr Pierce circulated a document with initial ideas for a shelter at Marsh Common. Cllr Goulding said his preference would be for a structure not made of wood, due to the maintenance required.

Any proposed shelter may be classed as permitted development or a full planning application may need to be submitted. The Clerk was asked to include this in the next agenda.

Cllr Hartley asked about wildlife signage for the Common and agreed to circulate details of a company the school were using to provide signage.

110/21 Warden's Report

The Warden's Report was noted.

He reported the defibrillators are being checked fortnightly. Both he and the Clerk now receive email notification if a defibrillator has been deployed, which means they can be checked quicker and notification sent when they have been checked.

He said vegetation and litter has been cleared from the bus stop in Lowertown and litter picks have also been undertaken at various sites, including Crossley Bridge. He has also cut back overhanging branches around Leeming reservoir.

The electrician has checked the Rose Garden lights but has not located a fault. The Warden said he would check the lights for faulty connections and any condensation.

Horseshoe Dam clearance is an ongoing task, with work on the dry land clearing the Himalayan balsam. He has met a resident on Mallard View in connection with vegetation growing up the wall at the back of the Dam. He plans to cut the ivy back at some point.

He has also been dealing with a query over access to Hardneze Clough.

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In addition he has been checking, and finding, grit bins. The Clerk was asked to contact Bradford Council to arrange for them to fill any empty grit bins adopted by the Village Council.

The Warden has also helped with work on the roads in The Square.

He is also liaising with various people about getting the sculpture installed in the railway station. Cllr Hartley agreed to pass on contact details for the Station Master and Cllr Goulding agreed to provide contact details for the company who will install the sculpture.

Cllr Eastwood thanked the Warden for his report and said the Council is very pleased with the way the role is working.

**111/21 Correspondence
Resolved:**

- a) Email from resident about the possibility of a skate park on the tennis court. Noted.

Councillors felt that the tennis court was still used and thought other areas, such as the area behind the school, might be more suitable for a skate or scooter park. Cllr Eastwood said obtaining funding would be key for any scheme. The Clerk was asked to contact the resident and invite them to attend the next meeting.

- b) Emails between Village Warden and Darren Hinchliffe, Rights of Way Officer, Bradford Council about blocking of gateway to access land – Hardneze Clough. Noted.

Warden reported that there is still access to the Clough, which is a steep sided valley. There is a general right of access but not at any specific point. The Clerk read out an email from a resident who stated the gate was the last remaining point of access to the Clough. They stated that the gate is insignificant if the barb wired path is removed through the Clough.

Councillors noted that Bradford Council's Right of Way Officer was aware of the concerns.

- c) Email from Lee Chapman, Commercial Play Services Officer, Bradford Council about Summer 2022 Play In Parks offer. Noted.

Cllr Hartley reported that she has used service in past and felt it would be lovely to have the service in the village next summer, but there were comments that previously most of the users were from outside the village.

The Clerk was asked to find information about costs for next meeting.

- d) Email from resident (emailed to Planning Enforcement and copied to two Village Councillors) about a building on Shaw Lane. Noted.

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Cllr Goulding stated that planning enforcement had been to look at the development, which is currently a wall rather than a building. They did not currently have concerns about the work undertaken.

112/21 Christmas Lights Switch On (Friday 26th November)

Cllr Dawson stated that she has booked a brass band and that children will be singing carols at the Christmas light switch on, which will take place on Friday 26th November at 6 o'clock. She is also hoping to arrange a visit from Santa.

The plan is to have mulled wine and warm blackcurrant drinks on offer. It was agreed to purchase two large flasks for the warm drinks.

113/21 Meeting Dates 2022

Following a discussion, it was agreed to continue meeting on the second Wednesday of each month, with the exception of February's meeting, which will be on Tuesday 8th February 2022.

Councillors then discussed how to increase attendance at meetings and how to promote the work of the Village Council, by the use of increased marketing and publishing a newsletter.

A member of the public commented that there is a lack of promotion of the Village Council. He had only come across it by chance.

114/21 Budget 2022/23

Cllr Eastwood asked Councillors to look at trial balances and the budget so that they could discuss at the next meeting what should be included in the 2022/23 budget. Projects to consider include: -

- Christmas lights
- Community Initiative Fund
- Marsh Common shelter
- Toilet buildings

Cllr Pierce queried about the Millennium Green Trust and whether that might become the responsibility of the Village Council. Cllr Eastwood said he would need to take advice from YLCA with regard to the legal process involved with transferring a Trust to the Council.

Cllr Pawson stated there are also longer term concerns with the Community Centre, with difficulties getting enough volunteers to help with managing it.

115/21 Financial Matters

Resolved:

- a) To authorise moving the Barclay's Savings Account into the Barclays Current Account.
- b) To authorise expenditure up to £200 for work on the Rose Garden electrics.
- c) To authorise expenditure of £350 to install the sculpture at the Railway Station.

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- d) To authorise expenditure of up to £1,036 (plus VAT) for plaques to be installed at each sculpture.
- e) To authorise allotment rents to remain unchanged in 2023.
- f) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
Steve Thorpe and Son Gardening Ltd.	Online	£36.00	Weed killing – Marsh Common
		£144.00	Rose Garden – Grass cutting
		£180.00	Total
Quality Garden Supplies	Online	£174.00	Brown salt (42 large bags)
City of Bradford MDC	Online	£480.00	Provision of four grit bins
Christmas Plus	Online	£2,268.00	Five Christmas motifs and change one motif to warm white
Mark Whitaker	Online	£21.30	Expenses – Keys and padlocks for Rose Garden electricity
Oxenhope Village Council	Cheque	£500.00	Deposit to open Unity Trust Bank Account

116/21 Trial Balance

The trial balance was noted.

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
Expenditure				
Clerk's Salary (inc. Employer NI)	10,706	7,575	3,131	-1,369
Village Warden	5,000	1,427	3,573	673
Village Warden (Equipment)	1,000	230	770	0
Clerk's home working allowance	300	175	125	0
Stationery and Printing	500	165	335	0
Mobile Phone	130	740	-610	-685
Postages	20	304	-284	-294
Travel and Subsistence (Staff)	200	51	149	99
Internal and external audits	400	380	20	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	275

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Christmas Lights	5,000	787	4,213	513
Maintenance of Marsh Common	200	0	200	0
Youth Club	4,800	0	4,800	0
Neighbourhood Development Plan	2,000	0	2,000	1,500
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	752	2,248	-180
Toilets - Community Asset Transfer	2,000	0	2,000	0
Sculpture Trail	1,500	2,594	-1,094	-1,944
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
Total Expenditure	51,406	18,440	32,966	-4,881
				Year end Shortfall (-) / Surplus (+)
Income	Budget	Income to date		
Transfer from 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
CIL Income	0	540	540	540
Miscellaneous	0	198	198	198
Total Income	51,406	43,083	-8,323	4,893
Surplus (+) / Deficit (-)				12

117/21 Bank Reconciliation

The bank reconciliation was noted.

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Bank Reconciliation

Balance per bank statements as at	01/11/21		
Community Account		£41,564.56	
Business Savings Account		£8,115.30	
			£49,679.86
Net balances:			<u>£49,679.86</u>

CASH BOOK

Opening Balance 1 April 2021		£26,305.10	
Add: Receipts in the year		£43,083.46	
Less: Payments in the year (incl. VAT)		-£19,708.70	
Closing balance per cash book:			<u>£49,679.86</u>

118/21 Minor items and items for next agenda

The Clerk said she had received an email asking for a Councillor to read a lesson at the Christmas Carol service. Cllr Dawson agree to represent the Council and read a lesson.

119/21 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 8th December 2021 starting at 7.30 p.m.

The meeting closed at 9.10 p.m.

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