

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 8TH DECEMBER 2021 AT THE METHODIST CHURCH,
WEST DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)
Cllr Kevin Allmond
Cllr Helen Hartley
Cllr Peter McManus
Cllr Nick Pierce

In attendance: Worth Valley Councillor Russell Brown
Worth Valley Councillor Rebecca Poulsen
Village Warden, Mark Whitaker
6 members of the public

120/21 To receive apologies for absence given in advance of the meeting

Apologies for absence have been received from Cllrs Dawson, Goulding and Pawson and also from Worth Valley Ward Cllr Herd, Rev. Cat Thatcher and Ward Officer Alice Bentley.

121/21 To consider the approval of reasons given for absence

The reasons for absence were approved.

122/21 Disclosures of Interest

There were no disclosures of interest made at this point in the meeting.

123/21 Applications for a Dispensation

None received.

124/21 Minutes of Meetings (previously circulated to Members)

Resolved:

- a) To confirm the minutes of the Village Council's monthly meeting held on 10th November 2021 as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The December Outstanding Issues Report was noted.

125/21 Public Question Time

A member of the public said they were disappointed at the Village Council's lack of response to 500 homes in the village being left with no electricity following Storm Arwen on 3rd December.

Cllr Eastwood outlined what the Village Council had done. They had looked at opening the Community Centre on the Saturday, but had been told there was no power. He had been in touch with Bradford Council, who are a Category One responder and who have a team employed to deal with emergencies. Their advice was to encourage residents to look out for one another. They failed to get back to Cllr Eastwood, despite promising to do so.

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The member of the public asked about a contingency plan. Cllr Eastwood said it was difficult to respond in freezing conditions with no power or broadband.

Another member of the public expressed concerns, saying there were lots of offers to help on Facebook but no action by the Village Council. They said they wanted to use the Community Centre as a hub on the Sunday. They said they were unable to contact Village Councillors. Cllr Eastwood said that although he had been away from the village that day he was contactable.

The first resident stated that they were not wanting to attack the Village Council but wanted lessons to be learnt and to help the village be better prepared for any future emergencies. Cllr Eastwood explained the Emergency Plan drawn up by the Village Council is a confidential, operational document. The plan has worked well for past emergencies (including flooding in 2015 and a fire in 2019) but could have worked better to deal with the effect of Storm Arwen.

There was a suggestion that a “buddy” scheme might be a way forward. It was stated that it was clear that reliance could not be placed on Northern Powergrid or Bradford Council and there was a clear need for everyone to be more self reliant.

A resident asked about having a meeting before Christmas to discuss how to be better prepared. They referred to the Preparedness website, saying everyone needs to be on board with its central message of forward planning to be more resilient. Cllr Allmond said there was a flyer ready to go out to promote the website.

Cllr Eastwood said he would try to set up a meeting to discuss how to better respond to any future emergency and would try to get someone from Bradford Council’s Emergency Response team to attend.

Cllr Poulsen said there were issues about the way Northern Powergrid responded to the emergency. They failed to follow agreed procedure and contact Bradford Council with details of which areas were affected. This hampered the Council’s response.

She had contacted Bradford Council, who had set up a centre for residents to use in Denholme. However, given the roads were covered in snow and ice this was not a practical option for Oxenhope residents. There was a need for a centre in the village itself.

She said that even if the Community Centre was able to open up, it was maybe not the most suitable location. The need for other local hubs was stated, with the Methodist Church and the school mentioned as possible sites.

Cllr Eastwood said he understood that the storm was unprecedented, but felt that Northern Powergrid had failed to understand the community impact of the prolonged power outages.

Cllr Eastwood then asked other residents at the meeting about the issues they wished to raise. A resident from North Ives Bottom said they had come to ask for support from the Village Council in relation to the building work at the sewage treatment works.

They explained that Yorkshire Water have constructed a large building with a gantry on top. This was not included in the application for planning permission. They have been in discussion with Bradford Council's planning department to establish if Yorkshire Water are in breach of planning or if they were allowed to include this building under permitted development. The residents felt that they had been deceived so that they did not object to the planning application.

They stressed that this is an issue not just for the residents at North Ives Bottom but also for the whole village as this large building is close to a very popular footpath.

They want the building screened by a dry stone wall up to head height. However Yorkshire Water has not been willing to engage with them and they were asking the Village Council to provide support with their complaint against the company.

Cllr Eastwood said he would visit the site and help the residents with a formal complaint against Yorkshire Water. This process needs to be gone through before the water regulator could be asked to investigate the complaint.

The Clerk was asked to pass on the resident's contact details.

Cllr Allmond declared that he is employed by the contractor working at the site. The building is a mecana unit, which filters the waste water.

Cllr Eastwood commented that the residents had made their case very well. He suggested they may also consider contacting their MP.

126/21 Guest Speakers

a) Worth Valley Ward Councillors.

Cllr Poulsen informed the meeting that the Oxenhope Neighbourhood Development Plan will be considered by Bradford Council's Executive Committee on 1st February.

She reported there was an issue getting hold of replacement bulbs for street lamps, with it currently taking 12 weeks to get a new supply of bulbs. She said to report if there were safety issues in a particular area. Once the bulbs have arrived the aim is to work on fixing lamps in batches, so it is important to continue to report street lamps that are not working.

The Warden reported that there are a lot of street lamps flagged as not working on the website when they have in fact been repaired. He stated the website was not being updated once work has taken place. Cllr Poulsen said there are plans to update the IT system.

In terms of funding for skate parks, she reported that in the past funding had been obtained from the landfill tax, but that funding was no longer available. There is currently funding available through the Playable Spaces scheme. The priority at Oxenhope Park was to change the surface of the playground.

In terms of the tennis court, Cllr Poulsen reported that many people were not sure whether it was possible to just turn up and play or whether the court needed booking. Cllr Hartley reported that the school used the tennis court on occasion, but the state of the fencing meant there was a safety issue.

Cllr Brown said there was funding for sports available via the Sports Community Chest, though he was not sure who could apply for this funding. The Clerk was asked to contact Keighley Area Panel to find out more information about this funding.

127/21 Emergency Response to widespread and prolonged power cuts

This item was discussed at public question time.

128/21 Oxenhope Community Preparedness Plan

Cllr Allmond said both the Government and Bradford Council say citizens should be prepared, but he felt there was a need for a local plan for Oxenhope.

The issue was how to get the message across, but Cllr Allmond said he had a flyer ready to go out. He said he would alter it to include a buddy system.

Cllr Eastwood asked Councillors if the Preparedness website should stand alone or should come under the auspices of the Village Council. Cllr Allmond stated he was happy with either approach. It was decided the website would be stand alone.

Cllr Hartley felt there was a need to be clear about what the Village Council was responsible for and what it was able to do. The Village Council does not have a duty or responsibility to respond to emergency incidents, but will do what it can to assist.

129/21 Skate Park

This item was covered in the report from Ward Councillors.

130/21 Planning

Resolved:

- a) **21/05334/FUL** Construction of agricultural building at West Shaw Lane Oxenhope.

Cllr McManus declared an interest in this planning application and left the meeting.

Oxenhope Village Council has no objection to this planning application.

Cllr McManus rejoined the meeting.

- b) **21/05525/HOU** Construction of single storey conservatory to rear

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(replacement) at Meadow Bank, Hill House Lane, Oxenhope BD22 9JH.

Oxenhope Village Council supports this planning application.

- c) **21/05954/HOU** Demolition of existing rear extension and new single storey rear extension 3 Woodridge Moorhouse Lane Oxenhope BD22 9RG.

Oxenhope Village Council supports this planning application.

- d) **21/05997/HOU** Extension to garage, removal of previous extensions, alterations to fenestration and widening of entrance gates at Gledhow Lodge Moorhouse Lane Oxenhope BD22 9RX.

Oxenhope Village Council supports this planning application.

131/21 Safety Inspection Reports

The reports for the Horseshoe Dam and Rose Garden were noted. The Clerk was asked to send Cllr Poulsen details of the planning application for the trees on Horseshoe Dam.

Cllr Eastwood reported the work had been done on the Rose Garden wall. He will chase up the quote for work on steps.

132/21 Marsh Common Shelter

Cllr Pierce said there were a number of things to consider with the proposed shelter on Marsh Common. He mentioned the degree of public consultation, as well as design and structural liability.

Cllr Eastwood suggested providing a specification and inviting quotes including design details. Cllr Pierce could provide advice to the Council. It was agreed to consider consultation once possible designs had been selected.

133/21 Warden's Report

The Warden's Report was noted. He reported he had been mainly involved with finding and sorting grit bins.

134/21 Correspondence

Resolved:

- a) Email from resident about speed limit on West Shaw Lane. Noted. The Clerk to write to Highways to request the speed limit be reduced to 20 mph up to where Marsh Lane meets Moorside Lane, so vehicle speed is reduced before the residential area.
- b) Email from Danny Jackson, Countryside and Rights of Way Manager, Bradford Council (received via Cllr Chris Herd) about Penistone Hill. Noted.
- c) Email from Rev. Cat Thatcher (sent to Cllr Helen Hartley) about the sculpture in Church field. Noted. Cllr Hartley reported that the Church Council had decided the sculpture needs turning round (despite their earlier decision about which way to place the statue). They are happy to turn it round. Cllr Hartley said it was first necessary to get agreement from the sculptor. She suggested

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waiting until the weather was warmer before moving the statue. The Village Council also agreed to fund a bench in the church field by the statue.

135/21 Electrical Vehicle (EV) Charging points

Cllr Eastwood stated that Cllr Goulding had asked that the Village Council consider installing a public access electric charging point in the village, as not everyone has access to a charging point. He suggested deferring the discussion to the next meeting. This was agreed.

136/21 Natural Burial Ground

Cllr Eastwood provided background on this and also asked for this to be deferred for discussion to next meeting, when Cllr Goulding would be present. This was agreed.

Resolved:

To authorise expenditure of £100 to join the Association of Natural Burial Grounds in order to access further advice, guidance and support.

137/21 Financial Matters

Resolved:

- a) To note the £4,000 grant from Bradford Council's Area Committee Small Grants Fund for Christmas lights and switch on event. Cllr Eastwood thanked Cllr Dawson and all involved in organising and running this very successful event.
- b) To authorise the appointment of Town Parish Audit to undertake the internal audit of the 2021/22 account as a cost of £185.
- c) To authorise expenditure of up to £400 for grit bins to be refilled by Bradford Council.
- d) To authorise expenditure of £225 for the Warden to undertake a Level 2 training course on safe use of brush cutters and strimmers.
- e) To authorise expenditure of £200 on a replacement gatepost for Marsh Common.
- f) To note report from organisations that received funding under the Village Council's Community Grant Scheme.
- g) To authorise a transfer of the entire balance held in the Village Council's account with Barclays to the new Unity Trust account at such time as the new account is confirmed to be fully operational. To authorise the Clerk to subsequently close the accounts with Barclays.
- h) To authorise the following accounts for payment: -

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Payee	Cheque No. / Online	Amount	Description
Wybone	Online	£424.79	Grit bin for Rose Garden
Business Stream	Online	£67.69	Water for allotments (31/08/21 – 18/11/21) Estimated
Society of Local Council Clerks (SLCC)	Online	£144.00	Annual membership
Oxenhope Methodist Church	Online	£40.00	Hire of Church October and November 2021
Christmas Plus Ltd.	Online	£1,392.00	Installation, dismantling and storage of 8 Christmas motifs

138/21 Trial Balance
Noted.

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
Expenditure	£	£		£
Clerk's Salary (inc. Employer NI)	10,706	8,350	2,356	-1,384
Village Warden	5,000	1,835	3,165	1,088
Village Warden (Equipment)	1,000	230	770	0
Clerk's home working allowance	300	200	100	0
Stationery and Printing	500	165	335	0
Mobile Phone	130	749	-619	-686
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	-25
Outreach	400	0	400	275
Christmas Lights	5,000	2,977	2,023	213
Maintenance of Marsh Common	200	30	170	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	808	9,192	9,192

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Maintenance of Village Council Assets	3,000	890	2,110	2,110
Toilets - Community Asset Transfer	2,000	0	2,000	0
Sculpture Trail	1,500	2,594	-1,094	-2,480
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	22,559	28,847	6,140
Income	Budget	Income to date		Year end Shortfall (-) / Surplus (+)
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
Grant Bradford Council - Christmas lights	0	0	0	4,000
Total Income	51,406	43,083	-8,323	8,893
Surplus (+) / Deficit (-)				15,033

139/21 Bank Reconciliation

Noted.

Balance per bank statements as at

01/21/21

Community Account

£45,038.58

Business Savings Account

£0.00

£45,038.58

Net balances:

£45,038.58

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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)	-£24,349.98	
Closing balance per cash book:		£45,038.58

140/21 Budget 2022/23

The draft budget and the level of precept to fund it were discussed. Councillors decided they wished to go ahead with the draft budget as it stood, and fund the expenditure with unchanged precept and use of reserves.

Resolved:

The precept for 2022/23 is to remain unchanged at £35 for a band D property. With a tax base of 1,047 the income from the precept will be £36,645. The budget for 2022/23 was agreed as follows:

Budget 2022/23

Heading	Budget	Comments
	£	
Expenditure		
Salaries (inc. Employer NI)	19,800	Total salaries and employer's NI
Village Warden (Equipment)	1,000	
Clerk's home working allowance	300	
Stationery and Printing	500	
Mobile Phone	200	
Postages	320	Post Office Box address
Travel and Subsistence (Staff)	200	
Internal and external audits	500	
Subscriptions	950	
Room Hire	260	
Insurance	545	Third year of three year agreement
Training	400	
Marketing	500	
Outreach	400	
Christmas Lights	5,000	
Youth Club	4,800	
Neighbourhood Development Plan	500	
Website	900	
Contingency Fund	500	
Community Initiative Fund	1,000	
Maintenance of Village Council Assets	15,000	Includes sum for shelter on Marsh Common

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Toilets - Community Asset Transfer	5,000	
Sculpture Trail	1,000	Provision of a bench at Church field sculpture
Allotments	500	
Book - Publishing and other costs	100	
Defibrillators	500	
Refurbishment of Leeming phone kiosk	500	
Summer play scheme	3,600	
Total Expenditure	64,775	
Income		
Reduction in Reserves	25,570	
Precept	36,645	Tax base is 1047 (increase of 22 on 2021/22). Precept unchanged at £35 for Band D property
Allotment Grant	310	
Allotment rents	450	
Book Sales	0	Any income above cost of publication to be donated to Manorlands
VAT refund	1,800	
Total Income	64,775	
Surplus (+) / Deficit (-)	0	

141/21 Minor items and items for next agenda

Cllr McManus reported a resident had approached him and asked if, once it is ready, they could present a feasibility proposal to the Village Council about having an outdoor swimming facility at the disused filter beds at the old Thornton Moor water treatment works. Cllr McManus reported that the idea was backed by Bradford Council's Chief Executive and by Yorkshire Water.

The Clerk reported that she had been sent a video, which had been filmed in the disused Methodist cemetery at the bottom on Denholme Road, further highlighting safety concerns which she had already communicated to the Methodist Church. Cllr Eastwood agreed to also contact the Church to emphasise the safety concerns of the Village Council.

The Clerk reported that an email had been received from Manorlands thanking the Village Council for the £223.88 raised at the Christmas light switch on. Cllr Hartley reported the surplus mince pies had been donated to the community café.

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The Clerk has been asked to organise a meeting of the Climate Change Advisory Committee. She has proposed Wednesday 26th January 2022, with the meeting taking place by Zoom.

The Clerk was asked to thank the Community Centre for allowing it to be used for any residents who were still without power on the Monday after the storm.

142/21 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 12th January 2022 starting at 7.30 p.m.

The meeting finished 9.25 p.m.