

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 9TH MARCH 2022 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 Peter McManus
Cllr Chris Pawson

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

01/22 To receive apologies for absence given in advance of the meeting

Apologies for absence have been received from Cllr Nick Pierce and also from Alice Bentley, Ward Officer.

02/22 To consider the approval of reasons given for absence

The reason for absence was approved.

03/22 Disclosures of Interest

None.

04/22 Applications for a Dispensation

None received.

05/22 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Village Council's monthly meeting held on 8th December 2021 were confirmed as a true and correct record.
- b) There were no matters arising.
- c) The March Outstanding Issues Report was noted.
The Clerk said that there would be no progress on the Community Asset Transfer until the summer at the earliest. She reported she had not had a reply from Bradford Council about having a defibrillator on a lamppost. Cllr Poulsen agreed to follow this up.

06/22 Public Question Time

There were no public questions.

07/22 Guest Speakers

a) Worth Valley Ward Councillors

Cllr Poulsen said the street lights at the Shaw Lane junction had finally been repaired, though there is still an on-going issue obtaining parts for street lights generally. She said if there was a particular safety issue, then repairs could be prioritised.

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In terms of the concern about the trees opposite the school, she reported that Bradford Council had contacted the owners, who have responded quickly. There are Tree Preservation Orders (TPOs) on the trees, but the process is underway. She was also hopeful that the ivy would be cleared off the road signs.

She reported that, together with Cllr McManus, she had attended the Bradford Council Executive Committee meeting where the Oxenhope Neighbourhood Development Plan (NDP) had been approved to progress to referendum. The Village Council was thanked for all their work on the NDP. The next stage is the referendum in May.

She has chased up Yorkshire Water about the plans for the water treatment works. They are still working on the design, which should be ready to present to residents in two to three weeks' time, before the retrospective planning application is submitted.

Cllr Poulsen was pleased to report that the playground has been resurfaced.

Cllr Herd thanked the Village Council for obtaining two Rowan trees, which have been planted in memory of Clement Holmes. He also thanked Ian Mitchell for his help. He said the trees and the bench looked very good. At the request of the family, the small surplus in donations has been donated to the Yorkshire Air Ambulance.

Cllr Herd said Bradford Council Highways had been in touch to say they had collected the setts from Harry Lane. The Warden reported there are still setts at the side of the road. The Warden was asked to contact Bradford Council to make them aware of this.

Cllr Herd then talked about Yate Lane flooding again and whether providing sandbags or having a pump available would help to prevent future floods. It was felt that part of the problem was the amount of water coming off the land, which was saturated before the latest heavy rainfall.

The Warden reported there had been an issue with the water pooling at Eastville at the bottom of Yate Lane where the road flattens. He had tried to clear the gullies but debris soon blocked the drains.

The Warden was asked to investigate if it would be useful for the Village Council to obtain a pump.

Cllr McManus then asked for a discussion on Bradford Council's approach to flood prevention and clearing gullies. He was concerned about the lack of response to reports of blocked gullies. He gave an example, which he had reported to Bradford Council earlier in the week, of 23 rainwater gullies between Hawkcliffe Works and Manorlands, most of which were blocked.

He also referred to flooding on Moorhouse Lane, where blocked gullies caused flooding. This had been reported and Bradford Council had promised to deal

with it, but had not done so. The heavy rain also caused the sewer to back up resulting in sewage flooding into gardens. He said Yorkshire Water classed the heavy rain as an unusual “Act of God” but he noted these incidents were happening with increasing frequency. Yorkshire Water have stated the sewer is able to cope with normal levels of rainfall.

Cllr McManus said there had been a big cut back for pavement and gully cleaners. There was only one of each for the whole of the Keighley area.

He then referred to the Bradford Council’s 2016 document, “Local Flood Risk Management Strategy” which is due to be reviewed in 2022. He said that contacting Bradford Council and Yorkshire Water did not produce a response, and suggested contacting other local parish councils to make a joint approach about issues such as the lack of pavement and gully cleaners. He felt that many of the issues were due to blocked gullies. With the flood risk strategy due for review, he felt this would be a good time for a joint approach to Bradford Council, as gully and pavement clearing is the first line of defence against flooding.

Cllr Hartley said flooding of the cellars had badly affected the school, which would have been closed if they had not had a separate boiler.

Cllr Eastwood agreed to raise this issue at the liaison meeting between local councils and Bradford Council, as well as with Ian Day, Assistant Director of Neighbourhood Services at Bradford Council.

Cllr Herd queried if Bradford Council was prioritising clearing leaves from park areas rather than from roads and pavements. Cllr McManus said some pavements were not safe due to the amount of leaves on them.

The Warden stated that on 6th January he had reported numerous gullies which needed clearing. He said the gullies were repeatedly being reported but not cleared. He said the gullies on Station Road were clear but got blocked with debris brought down from Hill House Lane. The water then flowed into Waterside, flooding gardens and threatening to flood houses. Some residents had lifted the grates to try and unblock the gullies and prevent flooding. Cllr Hartley commented that it was the first time she had seen flooding on Waterside.

The Warden raised the issue of the land drain on Hill House Lane, which needs diverting back into the culvert. Cllr Herd agreed to contact the Land Drainage Officer at Bradford Council to ask him to investigate this issue.

Cllr Goulding asked about the planning permission for Baby Barn Farm on Hebden Bridge Road. He was told that although planning permission has been refused, an appeal had been submitted and until the appeal process is completed, there can be no enforcement action.

b) **Rev. Cat Thatcher**

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Rev. Thatcher reminded everyone about the Community Café which runs in the Methodist Church every Wednesday from 2 to 4 o'clock. She said it was very successful and everyone is welcome to attend.

c) **School**

Cllr Hartley read out a report from Alice Jones, Headteacher.

“The school is back up and running after quite a lot of covid cases.

We are nearly full with many new families joining all the time, which is exciting.

We are going to be raising money for the crisis in Europe and are linking with Christian Aid.

BDAT (our trust) have engaged with a new PR company called PLMR who will be working with the school on branding. We will be pushing the community aspect of our school and using the landscape as our springboard to engage with families.

The recent bad weather caused flooding in our cellar, which was partly caused by bad blocked drains. Yorkshire Water have been investigating the problem.

We are becoming increasingly concerned about the trees, which are opposite the school. We were very grateful that the one, which came down recently, was during the holidays.”

08/22 Planning Applications

Resolved:

- a) **22/00966/HOU** Demolition of porch and two storey side extension at Hardnaze Farm Hard Nese Lane Oxenhope BD22 9QN.

Oxenhope Village Council has no objection to this planning application.

- b) **22/00991/HOU** Two storey side extension, entrance porch, new access lane off Upper Marsh Lane and off-road parking (resubmission) at New House Farm Cottage, Upper Marsh Lane, Oxenhope BD22 9RH

Oxenhope Village Council has no objection to this planning application.

09/22 Safety Inspection Reports

The reports for the Horseshoe Dam and Rose Garden were noted.

Cllr Pawson said the sculpture in the Horseshoe Dam pond had been damaged in the recent floods. Cllr Hartley is trying to get in touch with sculptor about repairing it. It was suggested it might be better to place the sculpture on an island rather than in the pond itself.

The only issue in the Rose Garden is the repair of the step entrance from West Drive. A quote has been obtained and authorisation for the expenditure requested.

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10/22 Warden's Report

The Warden's report was noted. He said he has spent a lot of time clearing up after the recent heavy rainfall and flooding. He asked if it would be acceptable for him to clear gullies. It was stated that a risk assessment would be required. Cllr McManus asked the Warden to contact a resident who has done a lot of voluntary work around Marsh Common.

11/22 Correspondence Resolved:

a) Email from Simon Sharp, Bradford Council, Asset Management about Community Asset Transfer (CAT). Noted.

b) Email from Simon Sharp, Bradford Council, Asset Management about expiry of Community Asset Transfer (CAT) listing. Noted.

As the Horseshoe Dam is now owned by Oxenhope Village Council, removal from the CAT listing is not an issue. The Clerk was asked to contact the Community Centre to check on ownership and whether it needs to be kept on the CAT list.

c) Email from Oxenhope Cricket Club about Jubilee Event at Cricket Club. Noted.

Cllr Goulding reported that the Young Farmers are organising a Jubilee event.

Cllr Eastwood said it would be good to have an event bringing the village together. The Clerk was asked to contact the Cricket Club about the event.

d) Emails between Worth Valley Ward Councillor Chris Herd and Kevin Whitaker, Bradford Council Highways Department about reinstatement of cobbles on Harry Lane. Noted.

e) Email from Joanne Gleeson, Bradford Council, Legal and Democratic Services about eco-friendly light beacons. Noted.

Cllr Goulding said he is organising a beacon by the wind turbines.

f) Emails between Clerk and Sheena Spence, YLCA about Oxenhope Village Council and Oxenhope Millennium Green advice.

Cllr Eastwood provided a summary of the situation. He said the Millennium Green is struggling both financially and with trustees and volunteers. The Clerk was asked to contact YLCA for advice about the Village Council helping the Millennium Green.

The advice was that the Village Council, as a body, could become the custodian guardian, so the main trustee. An application would need to be made to the Charity Commission and the Millennium Green would still need to be run as a separate trust / charity.

The second option would be that the Village Council could agree to make a financial contribution, cover insurance and provide practical help in the form of the village warden's time. The suggestion was that the Village Council agree to an annual grant which would provide the Millennium Green Trust with financial security.

Cllr Eastwood suggested that at the next Village Council meeting a report is presented with details of the financial support required. Ideally any support would be for a five-year period to provide financial security.

Cllr Hartley asked about the number of trustees. She was told there were currently four trustees. Cllr Eastwood said that in the past there had been a fete committee, as it took a lot of time and effort to organise and run the fete. If there were to be a fete this year, organising it would need to start sooner rather than later. He said he had recently launched a volunteer register and he hoped that residents would come forward to assist with the fete. Cllrs Dawson and Hartley agreed to give this matter further thought and report back.

- g) Email received via Alice Bentley, Bradford Council, Ward Officer about community-led gardening and food growing grants. Noted. Cllr Almond agreed to look into this.

12/22 Neighbourhood Development Plan (NDP)

Cllr McManus reported he had attended Bradford Council Executive Committee meeting on 1st March, when both the Oxenhope and the Ilkley NDP were approved to progress to referendum. Cllr Susan Hinchliffe, Leader of Bradford Council, gave very positive feedback about the Oxenhope NDP.

He said the NDP was the result of seven years hard work. He had been recruited to the (then) Parish Council specifically to develop the NDP and was very pleased to have completed the process, with input from other Members and residents.

The Plan will now go to referendum and it was important to get support for the Plan.

Cllr Eastwood said Cllr McManus had done a great job and should be proud of getting the NDP completed and approved.

The Clerk was asked to get six copies of the approved Plan printed.

13/22 Gullies and flooding

This was discussed earlier in the meeting.

14/22 Advice and support in connection with increase in cost of living

Cllr Eastwood started the discussion by saying that the cost of food, fuel and National Insurance contributions were all going up considerably. He wanted to look at what could be done to support people in the village who might be struggling financially.

Cllr Goulding said he was facing large increases in farm running costs and there will be major price increases in food.

Cllr Pawson stated he works in finance and would be able to signpost people to information about grants.

Cllr Hartley said there had been discussions at school. There is a need not just for food but also children's clothing and bedding. The school was happy to help but has no storage space.

Rev. Thatcher said there was a clear need to do something and asked if there was any storage space in the village that could be used. There was also a need for practical help, for example with school uniforms and well as advice packs showing where to go for support. She said there was also a need for volunteers who could help with filling in forms online.

Cllr Eastwood said Oxenhope Online could be used to see about storage space. It could also be used to signpost to free cycle site.

Cllr Pawson, Rev. Thatcher and Cllr Dawson agreed to pull information together which could be used on Oxenhope Online as well as in the Outreach magazine.

15/22 Play in the Park Summer Scheme

It was noted that the Play in the Park scheme has been booked for the following dates: -

Wednesday 27th July 2022
Wednesday 3rd August 2022
Wednesday 17th August 2022

The Clerk was asked to find out if there would be a cost to having an ice cream van attend the events.

16/22 Financial Matters Resolved:

- a) To note the payment of £600 to the Community Centre as a grant for electrical work and £56.72 to Yorkshire Ambulance, being the amount left from donations made in memory of Clement Holmes after the purchase of a bench and two trees.
- b) To note the recently agreed national pay award of 1.75% with effect from 1st April 2021.
- c) To authorise expenditure of up to £400 for water safety equipment for the Village Warden, to include waders and crew saver life jackets.
- d) To authorise expenditure of £2,455 for work on steps from West Drive into Rose Garden, including installation of handrail.

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- e) To authorise expenditure of £250 to crown lift willow tree on Mallard View.
- f) To authorise expenditure of up to £1,300 for grass cutting in Rose Garden and maintenance of planters in 2022 using existing contractor.
- g) To authorise the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
Bradford Council	Online	£976.32	Installation of sockets in five lamp posts for Christmas motifs
Mark Whitaker	Online	£89.28 £20.25 £109.53	Expenses February 2022 Mileage February 2022 Total

17/22 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	11,458	-752	-1,687
Village Warden	5,000	3,364	1,636	1,139
Village Warden (Equipment)	1,000	678	322	222
Clerk's home working allowance	300	275	25	0
Stationery and Printing	500	207	293	293
Mobile Phone	130	794	-664	-672
Postages	20	305	-285	-285
Travel and Subsistence (Staff)	200	98	102	102
Internal and external audits	400	380	20	20
Subscriptions	900	871	29	29
Room Hire	200	131	69	69
Insurance	550	545	5	5
Training	200	225	-25	-25
Marketing	100	0	100	100
Outreach	400	125	275	275
Christmas Lights	5,000	4,137	863	863
Maintenance of Marsh Common	200	30	170	170

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Youth Club	4,800	0	4,800	4,800
Neighbourhood Development Plan	2,000	0	2,000	2,000
Website	800	499	301	301
Contingency Fund	500	182	318	318
Community Initiative Fund	10,000	1,518	8,482	8,482
Maintenance of Village Council Assets	3,000	2,176	824	824
Toilets - Community Asset Transfer	2,000	0	2,000	2,000
Sculpture Trail	1,500	2,594	-1,094	-1,094
Allotments	500	569	-69	-69
Book - Publishing and other costs	0	11	-11	-11
Defibrillators	500	875	-375	-375
Climate Action Fund Expenditure	0	0	0	0
Total Expenditure	51,406	32,051	19,355	17,790
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	494	44	44
Book Sales	0	286	286	286
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	199	199	199
Grant Bradford Council - Christmas lights	0	4,000	0	4,000
Total Income	51,406	47,648	-3,758	9,023
Surplus (+) / Deficit (-)				26,813

18/22 Bank Reconciliation

Noted.

Balance per bank statements as at 02/03/22

Barclays Community Account	£0.00
Barclays Business Savings Account	£0.00
Unity Trust - Current Account	£39,543.62

£39,543.62

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Net balances:

£39,543.62

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CASH BOOK

Opening Balance 1 April 2021	£26,305.10	
Add: Receipts in the year	£47,648.47	
Less: Payments in the year (incl. VAT)	-£34,409.95	
Closing balance per cash book:		<u><u>£39,543.62</u></u>

19/22 Minor items and items for next agenda

Cllr Eastwood said he had received an email from a resident saying they no longer wanted to be involved in the Climate Change Advisory Committee.

Cllr McManus informed the Village Council that he is intending to resign from his position as a Councillor. He joined the Village Council with the main purpose of completing a Neighbourhood Development Plan. Now that work is nearing completion, he felt it was the right time to step down. Cllr Eastwood thanked Cllr McManus for all his work as a Village Councillor.

Cllr Goulding said the Young Farmers had asked if they could plant wild flowers on Marsh Common. This was agreed.

Cllr Goulding mentioned that he had recently seen what was stated to be "the world's biggest bug hotel" at Martin Mere. He suggested the Village Council build an even bigger bug hotel on Marsh Common and claim the world title. The idea was supported.

He also said there are still 600 copies of Oxenhope book at the printers. The Bay Horse pub has agreed to sell copies of the book.

20/22 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 13th April 2022 starting at 7.30 p.m.

21/22 Exclusion of the Press and Public

Members of the press and public were excluded from the meeting under the provisions of The Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of staffing matter.

22/22 Staffing Matters

The Chair presented a summary of a meeting of the Staffing Committee and made recommendations with regard to staff gradings.

Resolved:

To agree the recommendations made by the Staffing Committee, to take effect from 1st April 2022.

The meeting finished at 9.18 p.m.

Signed.....

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