

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 8TH JUNE 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 Nick Pearce

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

62/22 To receive apologies for absence given in advance of the meeting

Apologies for absence have been received from Cllr. Chris Pawson and also Ward Cllr. Russell Brown, Rev. Cat Thatcher, Ward Officer Alice Bentley and Assistant Ward Officer Sally Teasdale.

63/22 To consider the approval of reasons given for absence

The reason for absence was approved.

64/22 Disclosures of Interest

Cllr Eastwood declared an interest in a finance item as his company Digital Nomads, has invoiced the Village Council.

65/22 Applications for a Dispensation

None received.

66/22 Minutes of Meetings (previously circulated to Members)

- a) The minutes of Annual Village Council's meeting held on 11th May 2022 were confirmed as true and correct record.
- b) There were no matters arising from the minutes.
- c) The June Outstanding Issues Report was noted.

The Warden provided an update on the work to get a defibrillator installed on a lamppost. The Village Council does have the type of defibrillator cabinet required by Bradford Council (though the cabinet will need to be switched from an already installed defibrillator). Advice has been taken from a company, which has experience in this area and a quote obtained for the equipment to fix the defibrillator to a lamppost.

Councillors stated they would like the defibrillator to be installed on the lamppost by the bus stop in Lowertown, if possible This will involve moving a bus timetable from the lamppost.

Contact is to be made with Bradford Council to get a quote for the work needed.

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Cllr Herd asked if the Village Council agreed with the request to reduce the speed limit on West Shaw Lane. The Council was definitely in favour of reducing the speed limit.

The stone flags have been replaced on the stepped entrance into the Rose Garden, but the handrails have not yet been installed.

67/22 Public Question Time

Two members of the public attending the meeting and provided information about the Oxenhope Climate Change group they have set up.

Their initial project was going to be at Leeming field, but they have now changed plans and want to focus on tree planting. Cllr Goulding said the Forest of Bradford were very supportive and could provide trees at no cost. They had been involved in two tree planting schemes in Oxenhope last year.

The resident said they wanted to work with Village Council, and any other local organisations working to combat climate change.

Their initial idea was for a leafleting campaign to see if anyone in the village had spare land, even a very small area, where they would be happy to have trees planted. Cllr Herd pointed out that it was very important to get the right trees in the right area and also to make sure the trees were looked after in the long term. He said he would be happy to involve the group when planting trees on his farm.

The other idea was training people, especially young people, to plant trees. Both these ideas would need funding.

Cllr Eastwood started by thanking the residents for attending the meeting and said that the Council would want to support groups working to combat climate change. The Council would certainly be willing to consider financial support, should the group come forward with proposals.

He said he felt the key to success in this area might be to get children and young people involved, and he suggested consideration should be given to engaging the school.

The Village Council is interested in a number of proposals to address climate change, including micro power generation, from water and wind, installation of electric vehicle charging points and setting up of a natural burial ground.

The residents have set up a Facebook page and sent an email invite to join the group to the Clerk and all Village Councillors.

Cllr Eastwood summed up by saying the Village Council is very supportive of the group's aim to tackle climate change and asked the Clerk to make climate action a standing item on future agendas.

He thanked the residents again for attending the meeting.

68/22 Guest Speakers

a) **Worth Valley Ward Councillors**

Cllr Poulsen started by saying, that after many years, a new bin has finally been installed at Penistone Hill top car park.

She was delighted to say that Bradford has been awarded the City of Culture 2025 and was keen that the benefits were felt throughout the district.

Residents at the meeting asked about the Friends of Penistone group, and whether it could be linked to their Climate Action group. She replied it was not a formally constituted group. Cllr Eastwood mentioned the “Love Oxenhope” project, which provided a sign up site for anyone wanting to undertake volunteer work in the village. He said that short events, such as two-hour litter picks, tended to be more successful.

Cllr Herd raised concerns about a track from Hebden Bridge Road, which is getting overgrown. The Warden was asked to look at the track and see if he is able to help clear it.

Cllr Herd reported that Jubilee celebrations had been really nice and he had taken the horse and trap round the village.

He said he has been busy since the election but was happy to help the Village Council with any issues that needed addressing. The Warden mentioned the gullies in Station Road, which are still blocked. He agreed to provide details so that Cllr Herd could follow this up with Bradford Council.

- b) Other guest speakers.
None.

69/22 Co-option to fill vacancies for two Village Councillors

A resident has expressed interested in being co-opted onto the Village Council but was unable to attend. The Clerk was asked to invite them to the July meeting.

Councillors discussed how to fill the post. The vacancies have been advertised on Facebook, on the noticeboard and in the Co-op. It was suggested putting out information via the school.

The Clerk was asked to find contact details for individuals who had previously expressed an interest in being a Councillor.

70/22 Planning Applications

Resolved:

- a) **22/01863/VOC** Variation of Condition 2 of planning permission 17/06489/MAF to substitute the site layout plan and the floor and elevation plans relating to units 8-12, as well as alterations to the external parking layout, together with the removal of Condition 17 relating to the retention of the previously approved

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integral garages to units 8-12 at Brooks Meeting Mill, West Shaw Lane, Oxenhope BD22 9QS.

Oxenhope Village Council has no objection to this planning application.

- b) **22/02258/HOU** Side extensions to existing property at The Barn, Moorhouse Lane, Oxenhope BD22 9RX.

Oxenhope Village Council has no objection to this planning application.

71/22 Safety Inspection Report

The report for the Rose Garden was noted.

72/22 Warden's Report

The Warden's Report was noted. Cllr Eastwood expressed thanks to the Warden for the work he has undertaken.

73/22 Correspondence

Resolved:

- a) Email from a resident about Leeming Field. Noted.
- b) Email from Bradford Council about Consultation – Draft Bradford Local Validation List. Noted.
- c) Email from Dan Macey, Yorkshire Water about Oxenhope Treatment Works. Noted.
- d) Email from resident about Mallard View playground. Noted. The Clerk read out an email from Cllr Poulsen (who had left the meeting by this point), which stated:

I can give you an update as all play areas were inspected by the Independent Play Inspector recently as part of the Playable Spaces Strategy. There were no comments submitted about Mallard View as part of the public consultation.

In this financial year the rubber tile safety surfacing will be replaced and the swings will be painted and renovated. It is classed as a doorstep sized facility for children in the adjacent residential housing.

The Warden stated that in the short term, he could clean the equipment. The Clerk was asked to contact the Ward Officer to ask when the work on the playground will be undertaken, as it needs to be done sooner rather than later.

74/22 Neighbourhood Development Plan Referendum

It was noted that the referendum on the Oxenhope Neighbourhood Development Plan (NDP) took place on 5th May. The question was:

Do you want City of Bradford Metropolitan District Council to use the neighbourhood plan for Oxenhope to help it decide planning applications in the neighbourhood area?

The result was 82% voting yes and 18% voting no.

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The NDP will now be used by Bradford Council to decide on planning applications in the Oxenhope area.

Cllr Eastwood said he would like to take this opportunity to thank everyone involved in the successful completion of the Neighbourhood Plan, including all the volunteers and the Clerk who all worked to bring the Plan together.

The Clerk was asked to contact the volunteers involved and pass on the thanks of the Village Council for the time and effort they had put into the Plan.

75/22 Financial Matters

Resolved:

- a) The internal audit report for 2021/2022 and list of audit checks undertaken was noted. Following the comments by the Internal Auditor, the Clerk was asked to provide information on the bank card issued by Unity Trust Bank.
- b) The Annual Internal Audit Report part of the Annual Governance and Accountability Return (AGAR) for 2021/22 was noted.
- c) The effectiveness of internal controls were reviewed and the Chair and Responsible Finance Officer were authorised to sign Section 1 Annual Governance Statement 2021/22 of the AGAR.
- d) Section 2 Accounting Statements 2021/22 of the AGAR was considered, the accounts for the year ending 31st March 2022 were authorised and the Chair and Responsible Finance Officer were authorised to sign the 2021/22 return.
- e) To authorise expenditure of up to £3,000 at Marsh Common to address issues relating to drainage, fencing and access.
- f) To authorise the following direct debits, standing orders and on-going payments in 2022/23:

Payee	Payment	Amount	Description
Clerk	Online	As agreed	Salary SCP 24 16 hours per week
Clerk	Standing Order	As agreed	Homeworking allowance
Clerk	Online	Up to £500	Expenses and mileage. Annual cost for stationery, printing, back up service, poppy wreath and mileage
Warden	Online	As agreed	Salary SCP 14 10 hour per week
Warden	Online	Up to £500	Expenses and mileage
Live Drive	Direct Debit from Clerk's personal bank account	£6.99 per month	Back up service. Currently paid by Clerk and reclaimed. To investigate charging directly to the Village Council's bank account

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Payee	Payment	Amount	Description
HP Instant Ink	Direct Debit from Clerk's personal bank account	£9.99	Printer cartridges for printing up to 300 pages per month. Currently paid by Clerk and reclaimed. To investigate charging directly to the Village Council's bank account
Three	Direct Debit	£10.45 per month	Clerk's mobile phone
Three	Direct Debit from Clerk's personal bank account	£8.36	Warden's mobile phone. Currently paid by Clerk and reclaimed. To investigate charging directly to the Village Council's bank account
Digital Nomads	Invoiced	£500 plus VAT	Annual hosting of website (including support and maintenance), domain name registration and emails (estimated amount)
Yorkshire Local Council Association	Invoiced	£737	Annual membership of Association
Society of Local Council Clerks	Invoiced	£150	Annual membership for Clerk (estimated amount)
Information Commission	Direct Debit	£35	Annual charge for data processing

g) To authorise the following accounts for payment: -

Payee	Payment method	Amount	Description
Steve Thorpe and Son Gardening Ltd.	Online	£72.00	Grass cutting 28 th March 2022
AJGIBL GBP Client NST Account	Online	£545.40	Insurance 01/06/22 – 31/5/23 (Third year of a three year agreement)
Town Parish Audit	Online	£185.00	Internal Audit of 2021/22 accounts
Colin Moses	Online	£200.00 £350.00 £550.00	Pruning trees in Waterside Felling tree on Marsh Common Total

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Payee	Payment method	Amount	Description
Digital Nomads	Online	£556.67	Annual invoice for hosting, domain name and email accounts
Business Stream	Online	£198.59	Allotment water invoice 19/02/22 – 18/05/22 (Estimated)

76/22 Minor items and items for next agenda

Cllr Pierce stated that the village lacked a community café. It was felt this would be a good business opportunity for someone if the right site were found.

77/22 Date and time of next meeting

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

The meeting closed at 8.40 p.m.