



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

Signed: *Janet Foster* 7th October 2022

Clerk to the Village Council
07972 717058

clerk@oxenhopevillagecouncil.gov.uk

**You are summoned to attend the monthly meeting of Oxenhope Village Council
to be held at 7.30 p.m. on Wednesday 12th October 2022 at the
Methodist Church, West Drive, Oxenhope BD22 9LJ**

AGENDA

115/22 To receive apologies for absence given in advance of the meeting

To note any apologies offered.

116/22 To consider the approval of reasons given for absence

To consider approval of absence.

117/22 Disclosures of Interest

To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.

118/22 Applications for a Dispensation

To grant, or otherwise, the applications for dispensation as received by the Clerk.

119/22 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of Oxenhope Village Council's monthly meeting held on 10th August 2022 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the October Outstanding Issues Report (Appendix 1) and decide further action where necessary.

120/22 Public Question Time

To welcome members of the public and to receive their representations.

121/22 Guest Speakers

- a) Worth Valley Ward Councillors
- b) Other guest speakers

122/22 Planning Applications

To consider and decide upon the following planning applications:

- a) **22/03875/HOU** Demolition of existing rear porch and construction of single storey rear extension in same position, conversion of garage to form office / playroom and replacement of windows at 14 West Shaw Lane Oxenhope BD22 9QR.
- b) **22/03939/HOU** Double storey side and rear extension at Well Head Farm Hanging Gate Lane Oxenhope BD22 9RJ.

- c) **22/04010/HOU** Rear extension to replace dilapidated conservatory and patio at The Rookery, Hebden Bridge Road, Oxenhope BD22 9JS.
- d) **22/02473/FUL** Siting of static caravan, 2 x containers and 1 polytunnel (retrospective) at Baby Barn Farm, Hebden Bridge Road, Oxenhope.

123/22 Safety Inspection Reports (Appendix 2)

To note the reports for the Horseshoe Dam, Sculpture Trail and Rose Garden.

124/22 Warden's Report (Appendix 3)

To note the Warden's Report.

125/22 Correspondence (Appendix 4)

To consider and decide upon the following new correspondence:

- a) Email from Matthew Topham, Better Buses for West Yorkshire Coalition about Better Buses campaign.
- b) Summary from Sharon Saunders about Warm Spaces and the Holiday Activity and Food Programme (HAF).

126/22 Play in the Park

To note letter concerning additional Play in Park session and decide on provisional booking for summer 2023 (Appendix 5).

127/22 Civility and Respect (Appendix 6)

To receive a verbal report from Cllr Eastwood on the national Civility and Respect Project and to decide whether to sign the Civility and Respect Pledge, hosted on the National Association of Local Councils (NALC) website.

128/22 Christmas Lights Switch On

To note that the Christmas lights switch on will take place on Friday 25th November at 6 p.m. in the Rose Garden.

129/22 Climate Change (Standing agenda item)

Review plans and actions in relation to climate change.

130/22 Financial Matters

- a) To note that PKF Littlejohn LLP have completed the review of the Annual Governance and Accountability Return (AGAR) for Oxenhope Village Council for the year ended 31st March 2022. The auditor has stated the AGAR was prepared in accordance with proper practices and no other matters have been drawn to the attention of this authority. The external auditor report and certificate have been issued and published on the Village Council's website. A notice of conclusion of audit has been published and displayed publicly in line with statutory requirements.

- b) To authorise, or otherwise, payment of £120 for the printing of a leaflet on climate change.
- c) To authorise, or otherwise, the purchase of a Unity Trust Corporate Multipay card for the Clerk, with Janet Foster and Cllr Eastwood as Administrators, a single transaction limit of £200 and a monthly credit limit of £600.
- d) To authorise, or otherwise, the purchase of a poppy wreath at a cost of £25. To agree a Councillor to lay the wreath and represent the Village Council at the Remembrance Service on Sunday 14th November at St. Mary's.
- e) To authorise, or otherwise, expenditure, estimated at £200, for the electrical work on the Lower Town defibrillator.
- f) To note that the Village Council is required to enrol an employee into a pension scheme. To decide on which pension scheme to use. Details in Appendix 7.
- g) To authorise, or otherwise, the following accounts for payment:

Payee	Payment method	Amount	Description
Steve Thorpe and Son Ltd.	Online	£144.00	Grass cutting in Rose Garden in August 2022
Oxenhope Methodist Church	Online	£40.00	Room hire July and August 2022
Janet Foster	Online	£44.42 £34.20 £74.20 £152.82	Expenses 01/08/22 – 30/09/22 Mileage 01/07/22 – 30/09/22 Chair's allowance use for meal for two retiring Councillors Total
HMRC	Online	£1,081.56	Q2 2022/23 PAYE and employer NI payment
Bradford Council	Online	£2,160	Three sessions of Play in the Park
Bradford Council	Online	£1,167.31	Installation of dummy lamppost for defibrillator
C.P.C. Electrical	Online	£500.00	Work on electrical junction boxes in Rose Garden

131/22 Trial Balance

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
Expenditure	£	£		£	
Salaries	19,800	9,862	9,938	0	
Village Warden (Equipment)	1,000	333	667	0	
Clerk's home working allowance	300	150	150	0	
Stationery and Printing	500	132	368	0	
Mobile Phone	200	86	114	0	
Postages	320	361	-41	-41	
Travel and Subsistence (Staff)	200	45	155	0	
Internal and external audits	500	385	115	115	
Subscriptions	950	737	213	0	
Room Hire	260	205	55	-65	
Insurance	545	545	0	0	
Training	400	0	400	0	
Marketing	500	0	500	0	
Outreach	400	125	275	25	
Christmas Lights	5,000	0	5,000	2,840	1
Youth Club	4,800	3,000	1,800	-2,600	
NDP	500	118	382	382	
Website	900	499	401	0	
Contingency Fund	500	252	248	0	
Community Initiative Fund	1,000	1,000	0	0	
Maintenance of Village Council Assets	15,000	4,166	10,834	0	2
Toilets - CAT	5,000	0	5,000	0	
Sculpture Trail	1,000	920	80	0	
Allotments	500	346	154	0	
Book - Publishing and other costs	100	8	92	0	
Bank Charges	0	36	-36	-72	
Defibrillators	500	1,218	-718	-1,918	3
Summer Play Scheme	3,600	0	3,600	1,800	4

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
Section 137 Expenditure	0	0	0	0	
Millennium Green	0	2,000	-2,000	-2,000	5
Refurbishment of Leeming phone kiosk	500	0	500	0	
Total Expenditure	64,775	26,530	38,245	-1,535	
Income	Budget	Income to date		Year end Shortfall (-) / Surplus (+)	
Reduction In reserves	25,570	0	-25,570	0	
Precept	36,645	36,645	0	0	
Allotment Grant	310	313	3	3	
Allotment rents	450	0	-450	0	
Book Sales	0	130	130	0	
VAT refund	1,800	2,538	738	738	
Total Income	64,775	39,627	-25,148	742	
Surplus (+) / Deficit (-)				-793	

Notes:

1. Saving on Christmas light expenditure as no new motifs being purchased.
2. Assumes expenditure taking place this financial year on shelter at Marsh Common.
3. Additional expenditure to install "dummy" lamppost and new cabinet.
4. Budget for was six sessions but only three sessions booked.
5. Expenditure agreed after budget was set.

132/22 Bank Reconciliation

Balance per bank statements as
at 02/10/22

Unity Trust - Current Account	£48,104.18
Unity Trust - Instant Access Account	£0.00

£48,104.18

Net balances:

£48,104.18

CASH BOOK

Opening Balance 1 April 2022	£37,054.46	
Add: Receipts in the year	£39,626.92	
Less: Payments in the year (incl. VAT)	-£28,577.20	
Closing balance per cash book:		£48,104.18

133/22 Minor items and items for next agenda

To discuss minor items and to note items for the next agenda.

134/22 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 9th November 2022 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – October 2022 outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Toilet buildings on Recreation Ground	To investigate possibility of a Community Asset Transfer (CAT)	Clerk	05/10/22	Contacted Bradford Council. Informed they are now considering going down the disposal route. Waiting for written confirmation. Due to be discussed at delayed CAT meeting on 26 th October.
Defibrillator	Defibrillator for Station Road area	Chair, Clerk and Warden	September 2022	Dummy lamppost installed. Supplies for defibrillator ordered.
Fencing	External fencing at Marsh Common	Cllr Goulding	08/06/22	Proposal to address various issues at Marsh Common discussed. Financial authorisation agreed 08/06/22.
West Shaw Lane	Request to review and reduce the speed limit	Clerk	July 2022	Cllr Herd was due to meet Highways on 13 th July to discuss speed limit but meeting postponed.
Electric vehicles	Installation of charging points	Cllrs Eastwood and Goulding	12/01/22	Proposal to be brought to a future meeting.
Natural burial ground	To investigate the possibility of establishing a natural burial ground	Cllr Goulding	12/01/22	Cllr Goulding to contact the Natural Death Centre to obtain further information.
Cemetery at junction of Denholme Road and Jew Lane	Concern about maintenance and safety	Cllrs Eastwood and Clerk	23/07/22	Contacted by Methodist Circuit Steward to say work due to start in next couple of months.

Appendix 2 – Safety Inspection Reports

Horseshoe Dam Area and Sculpture Trail Safety Inspection Report

Name: Chris Pawson

Date: 02/10/2022

	Yes / No	Comment if necessary
Are the walls and fencing surrounding the Horseshoe Dam in good condition?	Yes	
Are the trees around the Dam causing any concern (e.g. overhanging the road, dead branches needing removing)	No	
Does any vegetation around the Dam area that needs removing and/or cutting well back?	No	
Is the dam (by the road) in good condition?	Yes	
Any sign of Japanese knotweed by the stream or surrounding areas?	Yes	Small patch has reappeared next to the stream.
Any debris in the stream or Horseshoe Dam area?	No	
Is the footpath up to Mallard View in good condition?	Yes	The path itself is in reasonable condition however the some of the wooden edging has been pushed flat which has caused the edge of the path to crumble.
Are there any concerns about vegetation on / alongside the footpath?	No	
Any defects which may cause personal injury?	No	
Any dog fouling visible on or within close proximity of footpath?	No	
Any concerns about vegetation in small areas of land around Mallard View owned by the Village Council?	No	
Any concerns about the playground, that need reporting to Bradford Council?	No	
Does the supporting wall for the playground look in good condition?	Yes	
Are all 6 sculptures on the Sculpture Trail in good condition?	No	Sculpture in Horseshoe Dam has been repositioned, but in need of repair. Some small gaps appearing in the Millennium green sculpture, but still structurally sound.

I certify that I inspected the Horseshoe Dam area on the above date when the only defects observed were those recorded above.

Inspector's Signature

Chris Pawson

Rose Garden Monthly Safety Inspection Report

Name: Ken Eastwood

Date: 6th October 2022

Description	Yes (Y) /No (N)	Comments
Entrances – Are all entrances safe to use?	Y	
Boundary Walls – Any defects?	N	
Footpaths – Any defects?	N	Two small areas on West Drive side path would benefit from patching.
Seating – All benches secured to the ground?	Y	
Seating - Any defects which may cause personal injury?	N	
Litter bins – All bins secured to the ground?	Y	
Litter bins – All have bin liners?	Y	
Litter bins – None overflowing?	N	
Noticeboards – are both noticeboards secure?	Y	
Noticeboards – does any information need updating or removed?	Y	Information on Village Council, District Council and the Police needed (contact details etc.)
Electrical – Are all Christmas lights securely fixed in trees?	Y	
Electrical – Is electrical box locked and secure?	Y	
Trees – Do all trees look healthy?	Y	
Trees – Are there any branches that need trimming?	N	
Planting – Any damage to plants?	N	
General - Any dog fouling visible in Garden?	N	
Any other concerns or issues out the Rose Garden to raise with Village Council?	N	

I certify that I inspected the Rose Garden on the above date when the only defects observed were those recorded above. *Ken Eastwood*

Appendix 3 – Village Warden Report

Warden Report for September / October:

I have undertaken the following tasks in August and September:

- Check and record the status of the 4 AED's under OVC care, including updating The Circuit website (national register of AEDs)
- Defibrillator Lowertown area, further meet with Bradford Council Street lighting clerk of works, discussed location for fifth AED now to be adjacent to post box and bus shelter at Lowertown. Arranged for dummy lamp post to be installed, wired and ground made good via Highways. Dummy lamp post was installed in September
- Facilitated ordering new defibrillator cabinet and mounting plate with OVC graphics to be mounted on dummy lamp post. Thank you to Ken Eastwood for the graphic design on the plate. Cabinet has been delivered. Once mounting plate received the defibrillator will be ready to wire in
- Arranged for defibrillator at Community Centre to be collected and have update installed by CU Medical
- Litter picked Recreation ground Inc. play area, cat steps and Station Road
- Horseshoe dam: Organised a volunteer working party to help with clearing Himalayan Balsam and bull rushes in dam area and Leeming Water. Completed this task just before flowers set seed. Volunteers also cut back vegetation on adjacent snicket. There were five volunteers, Janet and myself. I was really pleased with the outcome plus this freed me up to carry out other tasks around the village. I would like to say a big thank you to the volunteers for giving up their free time and making a difference. Also cleared vegetation around Sculpture.
- Marsh Common: Met with contractor and local resident Mr Sharp, to discuss installation of new timber gate and fencing. Awaiting a quote for installing the gate. Facilitated ordering of replacement gate and posts which will improve access to the common for all. Excavation of drainage channel has taken place
- Rights of way: Reported overgrown vegetation around the footpath of Leeming Reservoir to Rights of way Officer and Yorkshire Water. Task not completed as yet
- Allotments: fitted new OVC sign to main gate

Appendix 4 – New Correspondence

a) Email from Matthew Topham, Better Buses for West Yorkshire Coalition

Date: 17th August 2022

Subject: Better Buses campaign

Email:

Dear all,

I am writing from the Better Buses for West Yorkshire campaign.

Please find attached a letter from our campaign to your Parish Council and a template letter we encourage you to sign and send to the Mayor of West Yorkshire demanding more action on the looming bus cuts.

Do not hesitate to contact me if you have any questions.

Best wishes,

Matthew Topham

Letter to Parish Councils:

Dear West Yorkshire Parish Council,

I am writing to you from the Better Buses for West Yorkshire Coalition.

We are a campaign group bringing together passengers, businesses, workers, and civil society groups to demand bus services in our region meet the needs of local people.

Buses are essential for local communities, whether in our region's post-industrial towns, city boroughs, or rural areas. They link us up to work opportunities, education, family, and friends.

But right now, our buses are in crisis. By September, [1 in 10 services](#) on West Yorkshire's bus network could be cut. First and Arriva have spelt out plans to reduce or withdraw one hundred routes, including twenty-six to be fully withdrawn! A further twenty-five will face major evening reductions — most of them with no service after 7pm.

This reflects the legal limitations on bus companies to cross-subsidise their services so routes that make a lot of profit, like those in the middle of Leeds, can be used to

pay for quieter but essential services at night, between city boroughs, or in rural communities.

These legal limitations arise through transport and competition laws which aim to prevent companies forming cartels or monopolies. However, they negatively impact passengers.

Transport experts representing urban ([Centre for Cities](#), [Leeds Civic Trust](#)) and rural ([Campaign for the Protection of Rural England](#)) agree that the solution is to have councils take local control of the bus network, as happens in London, Jersey and much of Europe.

While private companies could still run services, the council would be able to coordinate services unlocking powers to cross-subsidise routes, find financial efficiencies by removing unhelpful competition, and integrate timetables and tickets to the benefit of passengers.

In her manifesto, West Yorkshire's Mayor, Tracy Brabin, wrote that she would do exactly this by using her devolved powers to "[bring buses back into public control](#)."

However, since her election she has stopped talking publicly about this pledge, focusing more on her "enhanced partnership" with the private companies.

Partnerships are the same broken system because they still prohibit companies from engaging in cross-subsidy of services or from integrating their tickets and timetables.

The [Centre for Cities](#) describes partnerships as a "fudge which stops mayors from delivering the quality bus networks their electorate rightly expect," while the former UN Rapporteur on Human Rights, Philip Alston, said that they should be "[phased out](#)" in favour of public control.

We would like to ask you to get involved in our campaign and to share the experiences of the residents you represent. You can do that in two main ways.

First, we would love to have you join our regular online organising meetings. These are held on Zoom on the first Friday of each month. You can register to attend at bit.ly/OurBusesOurSay

Secondly, we would like to invite you to write to Mayor Brabin asking her to update the public on what progress has been made on her plans to bring buses into public control.

We have drafted a template letter (attached) which you can adapt as you see fit.

We really hope that you will consider supporting this campaign. Buses are the lifeblood of our communities, uniting young and old — if we cannot get around, we become isolated.

Thank you for your time.

Yours sincerely,

Matthew Topham
Campaigner at Better Buses for West Yorkshire
matthew@betterbuseswestyorkshire.org.uk

Template Letter:

Dear Mayor of West Yorkshire — Tracy Brabin,

We are writing to you to express our growing fears about the crisis facing our buses and **to ask you to give the public regular updates on the progress you are making towards public control.**

The news that the Autumn could see [26 routes withdrawn across our region](#) with 25 losing all services after 7pm, on top of significant cuts over the last year, is very distressing.

While we are glad West Yorkshire will be able to stop some of the cuts through the BSIP funding from the Government, that money was supposed to help us grow the network, not plug the gaps left by failing companies!

In the decade before the pandemic, First has paid out an average dividend of more than £12 million a year to its shareholders from West Yorkshire alone! Now, they're talking about making "[regular dividends](#)" from 2022 and finding ways to "[raise \[profit\] margins to 10%.](#)"

At the end of the day, we should not be forced to prop up the profits of private companies while services are cut.

We were delighted when you ran on a platform to "[bring buses back under public control](#)" and change the network so it starts "[putting people before profit.](#)"

Indeed, the Westminster journalist, Robert Peston, identified your bold policy on buses as [crucial to your victory](#).

The regions that have explored taking buses into public control have all identified it as the best option, from Liverpool and Manchester to Cambridgeshire.

So why is there so little activity on this issue?

That is why we are asking you to seize the opportunities you are given by the local press to make clear what progress is being made and why it is needed.

Starting in September, we urge you to begin each “Message the Mayor” session on BBC Radio Leeds with an update on what stages you have completed in the preceding two months.

When you were invited to talk about the challenges facing our buses on BBC Radio 4’s “Leeds: Life in the Bus Lane” you focused on your partnership plans instead, something which, as the interviewer pointed out, has been described as a “fudge” by experts.

In South Yorkshire, your colleague Oliver Coppard has used his appearances on BBC Radio Sheffield to explain how the deregulated bus “[market just doesn’t work](#).” He has also called for buses to be “[run as a public service](#),” through public control and ownership.

Please follow him and keep the public informed about the progress you are making towards public control.

Across Yorkshire, this policy is crucial to delivering a better deal for local people. Please help reassure the public that you will deliver.

Thank you for your time and we hope you will take action to keep us informed of the progress you are making.

Yours sincerely,

b) Summary from Sharon Saunders of the presentation at Local Councils' Liaison Group meeting
Date: 30th September 2022
Subject: Warm Spaces / Holiday Activity and Food Programme (HAF)

Warm Spaces

- Given the cost of living crisis we want to provide warm spaces across the District from Oct 2022 to March 2023. These will be places people can access to keep warm, have a hot drink and potentially participate in activities.
- Bradford Council has received funding from the DWP in the form of the Household Support Fund (HSF) £200,000 of this funding is being made available in small grants to our VCSE organisations; parish councils; faith groups; community groups. This is to encourage organisations to expand their current community sessions (e.g. coffee mornings) or create new opportunities for people to access a warm space.
- Grants are available for £500 or £1,000 pounds. They must be used to deliver a warm space and this could include additional heating; hot drink etc.
- Grants are per organisation. Therefore if you are a separate organisation, but share a building you will all be able to apply to host a warm space.
- This grant is not available for organisations who are already receiving HSF funding for the provision of food from Oct 2022 – March 2023 This is to ensure we do not double fund and can use the warm spaces funding to encourage more organisations to participate.

Promoting Warm Spaces

- It is important that the warm spaces are promoted across the district. Ensuring everyone is aware of what they are and where they can be found. The approach we are taking to this includes the following;
 - § A warm spaces brand has been developed. This is in the final stages of production and a marketing pack will be emailed to all warm space participants. This will provide you with the logo that you can display at your premises in addition to using it on your website or any social media promotion.
 - § A website is in the final stages of development and will be launched on the 10th October. This will include a warm spaces page and other information to support people with the cost of living challenges. A warm spaces directory will be included and

all organisations will be encouraged to add their details. Organisations receiving funding will need to register on it as part of their grant funding agreement. The information will be displayed as a map with organisation details, including opening dates and times visible.

- § A cost of living booklet is in the final stages of production and will be distributed from 10th Oct across the district. This ensures that those who are digitally excluded can access information. The same information will also be available on the website with the functionality to view in different languages.
- § Once the site is live there will be district wide communication. Including social media; circulating to Cllrs; Ward Officers; Parish Councils; VCS networks etc so the information can be cascaded. We will also promote this via the wider media including newspaper plus TV and Radio where possible. I am working with our communications team around this wider approach.
- § Our customer service centre will also have access to the information to enable them to signpost people to their nearest warm space.
- § There is no problem, with organisations wanting to give anyone attending their warm space, the opportunity to make a donation. This can support with dignity and could encourage people to have the hot drink or soup on offer.
- § Organisations who receive funding will need to provide data at 2 agreed intervals. This is for the DWP and will need to include number of pensioners; children; families; or individuals supported during the time period. No personal data will be collected and you will receive a digital survey to complete

Holiday Activity and Food Programme (HAF)

- I am happy to discuss with the local councils how they could apply to run HAF clubs in their areas. The Play Team already work with local councils and their costs can be included in any bids to run a holiday club.
- The delivery of park sessions by sports and leisure were well received. However, I note the concerns raised around the duplication of delivery dates with play team also delivering on the same dates. I will raise the concerns with my team and work to ensure better engagement at the planning

stage. We all want to maximise on the opportunities for our children and young people to participate. Therefore the more opportunities we can provide by working together will be a huge benefit

I look forward to working with you all

Regards

Sharon

Sharon Sanders

Programme Manager – Digital Inclusion Programme

Programme Manager – Holiday Activity and Food Programme (HAF)

Education and Learning

Appendix 5 – Play in Park sessions

Email from Sharon Saunders re additional Play in Park session, dated 15th August 2022

Good Afternoon Janet

Your email has been sent to me as I lead the Holiday Activity and Food Programme (HAF). This is a programme of holiday clubs and events for Free School Meal Children (FSM) It is funded by the Department for Education (DFE) Holiday activities and food programme 2022 - GOV.UK (www.gov.uk)

Following last year's successful HAF Summer of Fun Park Activation events. Councillors requested that they happened again in 2022. As a result the councils sports and leisure team, working with Public Health Living Well team and JU-MP are running 30 events (1 per ward) during the summer. The sessions will include the provision of play activities, nutrition education, a meal and support for families. These sessions only happen in the summer, Lee and the Play Team are not part of that delivery.

I understand the concerns around the timing of the event, aligned to your offer on the 17th August. However, please be assured that the HAF delivered events are targeted at FSM Children. If the village council would like to run a holiday club next year I would be happy to discuss the application process with them.

Given the numbers of children we would all like to reach. I am sure that both events will be welcomed by families

Please contact me if you need any further information

Regards

Sharon

Sharon Sanders

Programme Manager – Digital Inclusion Programme

Programme Manager – Holiday Activity and Food Programme (HAF)

Programme Manager – Raising Attainment

Education and Learning

Email from Lee Clapham about Play in Parks Sessions Summer 2023, dated 6th September 2022

Hi Janet

Hope you are well.

Many thanks for the kind support that Oxenhope Village Council gave Bradford Community Play & Development Service this summer, it is very much appreciated. We hope that the Play In Parks events that we provided were well received by all and that we met your expectations and outcomes. We really enjoyed the events and we were delighted to see so many families from different communities in Oxenhope enjoying themselves together.

We are now starting our planning for the summer of 2023 and we would obviously like to offer Oxenhope Village Council the opportunity once again to book more events with our Service next year if of course you wish to do so. Initially, and given that all the other Parish / Town Councils etc wish to replicate their dates next summer, it is looking like that we will be able to offer OVC the following corresponding dates for Play In Parks :

Wednesday 26th July

Wednesday 2nd August

Wednesday 16th August

Anyway, I will leave it with you Janet and I look forward to hearing from you in due course.

Kind Regards

Lee

Lee Clapham

Commercial Play Services Officer

Appendix 6 – Civility and Respect

Background

In recent years there have been growing concerns about the impact bullying, harassment, and intimidation are having on local (parish, town and village) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

Since the abolition of the Standards Board regime in 2010, which consisted of a centrally prescribed model code of conduct and standards committees with the power to suspend a local authority member, there have been concerns about the lack of sanctions to address inappropriate behaviours.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Project.

Civility and Respect Pledge

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

All local councils are being asked to take the Civility and Respect Pledge.

The Pledge

By signing the Pledge, the council would be agreeing to treat councillors, clerks, employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles and that it: -

- **Has put in place a training programme for councillors and staff.**
- **Has signed up to the Local Government Code of Conduct for councillors (note Harden Village Council has this in place).**
- **Has good governance arrangements in place including staff contracts and a dignity at work policy (Harden Village Council does not currently have a dignity at work policy).**

- **Will seek professional help at the early stages should civility and respect issues arise.**
- **Will commit to calling out bullying and harassment if and when it happens.**
- **Will continue to strive for good governance, learn from best practices in the sector and to seek advice.**
- **To undertake the Foundation Level of the Local Council Award Scheme (note Harden Village Council has achieved this).**
- **Support continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.**

Appendix 7 – Pension Scheme Options

The legal background

Employers in the UK have to meet workplace pension requirements under the Pensions Act 2008. This includes automatically enrolling certain staff into a workplace pension and contributing towards their retirement.

The Pensions Regulator (TPR) is responsible for making sure that employers meet their duties.

It applies to every UK employer employing one or more workers. Once an employee's salary reaches a certain point, employers are required to automatically enrol them in a pension scheme.

Setting up a workplace pension scheme

Oxenhope Village Council needs to choose a pension scheme that meets the auto enrolment criteria. There are two main options:

West Yorkshire Pension Fund (WYPF) or
National Employment Savings Trust (NEST)

Both are qualifying schemes in terms of auto enrolment.

Employer contribution rates for WYPF for parish and town councils vary between 6% and 20%. Local examples for 2022/23 are:

Todmorden Town Council	11.0%
Keighley Town Council	13.4%
Ilkley Parish Council	17.7%

The rate is set following an actuary's assessment. There is a charge for the this assessment, which is undertaken when joining WYPF. Employer contributions are re-assessed every three years.

It is a defined benefit scheme.

NEST has a minimum employer rate of 3%, though employers can choose to pay a higher amount.

It is a defined contribution scheme.

Information about contributions

The legal minimum contribution for eligible workers is 8% of their qualifying earnings. Employers have to pay at least 3% of this. The worker must contribute the rest to make this up to at least 8%.

Village Councillors need to decide which scheme to use.