

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 12TH OCTOBER 2022 AT THE METHODIST CHURCH,
WEST DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Robert Goulding (Chair)
Cllr Kevin Allmond
Cllr Michelle Dawson
Cllr Debbie Harvie
Cllr Caroline Kindy
Cllr Chris Pawson
Cllr Nick Pearce

In attendance: Worth Valley Ward Councillor Russell Brown
Worth Valley Ward Councillor Chris Herd
Worth Valley Ward Councillor Rebecca Poulsen
Laura Woodfine, Bradford Council Youth Service
1 member of the public

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

Apologies for absence have been received from Cllr Eastwood and also from the Village Warden, Mark Whitaker, Ward Officer Alice Bentley and Deputy Ward Officer Sally Teasdale.

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

The reasons for absence were approved.

117/22 Disclosures of Interest

None.

118/22 Applications for a Dispensation

None received.

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

- a) The minutes of Oxenhope Village Council's monthly meeting held on 10th August 2022 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The October Outstanding Issues Report was noted.

Cllr Harvie said she will be contacting the manager at the Co-op about having a Costa coffee in the store, as she felt this would be well received in the village.

Cllr Poulsen stated the Community Asset Transfer (CAT) of the toilet buildings will be discussed at CAT meeting on 26th October and she is hopefully that the transfer will be progressed.

The Clerk reported that, once the backing plate is received, the defibrillator will be installed in Lower Town, hopefully in the next few weeks.

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Cllr Herd said he has met with Bradford Council Highways Department. The proposed reduced speed limits on West Shaw Lane will be discussed at the Keighley Area Committee and, if agreed, will then be included as part of the annual Highways plan for the Keighley Constituency.

Cllrs Goulding and Kindy agreed to bring a proposal to the Village Council meeting in November on how to progress the natural burial ground project.

120/22 Public Question Time

None.

121/22 Guest Speakers

a) **Worth Valley Ward Councillors**

Cllr Poulsen thanked Mark Whitaker, Village Warden, for starting the work to remove some of the weeds on Marsh Lane.

She reported that there had been a meeting between residents and the Keighley and Worth Valley Railway about the beer festival. Mark Moorhead from KWVR had a positive meeting with the residents. She hoped that the few adjustments agreed would make for a good event.

There is a burst water main on Denholme Road. This has been reported on the Yorkshire Water website but there is no information on when it will be fixed. The Clerk said a resident has informed her that it was due to be fixed by the end of the week.

Cllr Dawson asked about the planned gas works, which will close Denholme Road for five weeks from 31st October. Cllr Poulsen said that there has been a lack of consultation with residents, but reported that the diversion route has been changed from Back Leeming to Black Moor Road. This was something that the Village Council had requested.

Cllr Brown reported there had been increasing problems with anti-social behaviour in Oakworth with Police intervention required

He reported there would be an event on Saturday 22nd October at Haworth Village Hall, which would be an open day to explain the use of the Town's Fund and promote Science, Technology, Engineering and Mathematics (STEM) subjects. There will be events aiming at engaging children.

Cllr Herd reported on proposals at Penistone Hill to install boulders, which are aimed at preventing fly tipping.

He stated there would hopefully be a Police Steerside operation in November to tackle anti-social vehicles with the likely focus being Nab Water Lane. This had been successful in past operations. He asked for suggestions for other areas to include. Councillors requested that the operation take place on a Sunday afternoon, as that is often when the issues occur. Cllr Herd promised to let the Clerk know once a date has been agreed.

Cllr Brown has asked for the Police to use drones to check on where motorbikes are engaging in illegal activity. He also reported that criminals are using drones to case potential property targets.

Cllr Herd reported that the Ward Officer, Alice Bentley, is looking into having a clear marking of the boundary with Calderdale so that any fly tipping is reported to the local authority responsible for collecting it. He reported that there had been successful prosecutions for fly tipping on Nab Water Lane, following the installation of cameras.

Cllr Herd said he currently has 30 sandbags on a trailer and was asking where would be the best place for them. He suggested Yate Lane.

He has requested that Highways look at the road outside KWVR station. It has been resurfaced but the tarmac is breaking up.

b) **Laura Woodfine – Youth Worker for Worth Valley**

Laura Woodfine started by introducing herself, saying she was doing detached youth work in the Worth Valley and was well aware of issues in the village.

Cllr Kindy asked what were the main concerns for young people. Laura replied that climate change was a big issue.

Laura then talked about building trust with young people. She said the main issues locally were often around parents having to work flat out. There was provision for young people but often a lack of care.

Cllr Harvie asked what the Village Council could do to support young people and the Youth Club. The Village Council currently provides financial support to the Club.

There was a discussion on how the Village Council could best liaise with the Youth Club. It was suggested that Cllrs Harvie and Kindy arrange to visit the Club and report back to the Village Council on the issues raised.

Laura Woodfine was thanked for attending and left the meeting.

122/22 Planning Applications

Resolved:

- a) **22/03876/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.

Oxenhope Village Council has no objection to this planning application.

- b) **22/03939/HOU** Double storey side and rear extension at Well Head Farm Hanging Gate Lane Oxenhope BD22 9RJ.

Oxenhope Village Council has no objection to this planning application.

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- c) **22/04010/HOU** Rear extension to replace dilapidated conservatory and patio at The Rookery, Hebden Bridge Road, Oxenhope BD22 9JS.

Oxenhope Village Council has no objection to this planning application.

- d) **22/02473/FUL** Siting of static caravan, 2 x containers and 1 polytunnel (retrospective) at Baby Barn Farm, Hebden Bridge Road, Oxenhope.

Cllr Goulding provided background information on this planning application.

Oxenhope Village Council objects to this planning application, which is very similar to an earlier planning application to which the Village Council also objected.

123/22 Safety Inspection Reports

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

124/22 Warden's Report

The Warden's Report was noted.

125/22 Correspondence

Resolved:

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

Cllr Dawson reported that the Community Café is look at opening another session and may apply for a warm spaces grant.

126/22 Play in the Park

The letter concerning the additional Play in Park session was noted.

Councillors agreed to provisionally book two Play in the Park sessions for the summer of 2023, on 2nd and 16th August 2023. The Clerk was asked to check with Cllr Dawson and only book the session in July if it is after the school has broken up for the summer holidays.

127/22 Civility and Respect

A statement from Cllr Eastwood was read out:

I know that we have never had issues of concern with bullying and harassment at our Council but sadly that is not the case everywhere. I'm sure you will recall the famous Jackie Weaver video giving us all some amusement in the early days of the lockdown. The behaviours shown in that video sadly are not uncommon across the local council sector. A recent report published by the

Daily Telegraph suggested that Councillors have been accused of bullying 'in more than half of all town and parish councils.

This is a nationally recognised problem and I'm pleased to see the Society of Local Council Clerks, the National Association of Local Councils and the Local Government Association taking forward work to try and address the problem.

I'd like to propose that Oxenhope Village Council signs the pledge as a means of demonstrating our support to the eradication of inappropriate behaviours by some in our sector and adding our voice to the national call for better sanctions to deal with code of conduct matters.

Councillors agreed that Oxenhope Village Council should sign the Civility and Respect Pledge.

128/22 Christmas Lights Switch On

It was noted that the Christmas lights switch on will take place on Friday 25th November at 6 p.m. in the Rose Garden. Cllr Dawson is taking the lead on this and will ask for financial authorisation for the planned expenditure at the November Village Council meeting.

129/22 Climate Change (Standing agenda item)

Cllr Harvie asked about grants to help tackle climate change. Cllr Kindy said the current round of business to business (B2B) grants was coming to a close but will be re-launched to a wider range of businesses. The grant funds energy audits and then has a possible grant up to 40% grant for capital expenditure.

It was reported that the Climate Action Group are looking at setting up a repair shop in the village.

130/22 Financial Matters

Resolved:

- a) It was noted 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 payment of £120 for the printing of a leaflet on climate change.
- c) To authorise 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 the purchase of a poppy wreath at a cost of £25. It was agreed that Councillor Allmond will lay the wreath and represent the Village Council at the Remembrance Service on Sunday 14th November at St. Mary's.

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- e) To authorise 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.

The Clerk offered to leave the meeting, but was asked to stay.

Following a discussion, Councillors agreed that Oxenhope Village Council should apply to join the West Yorkshire Pension Fund and the Clerk was asked to progress this.

- g) To authorise 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 | Dummy lamppost for defibrillator |
| C.P.C. Electrical | Online | £500.00 | Work on electrical junction boxes in Rose Garden |

131/22 Trial Balance

Noted.

| 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 | |

Signed.....

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| Heading | Budget | Spend to date | Budget remaining currently | Projected Year End Shortfall (-) / Surplus (+) | Notes |
|---------------------------------------|---------------|-----------------------|----------------------------|--|-------|
| 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 |
| 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 | |
| | | | | | |
| | | | | Year end Shortfall (-) / Surplus (+) | |
| Income | Budget | Income to date | | | |
| 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 | |

Signed.....

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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

Noted.

| | | |
|--------------------------------------|----------|--------------------------|
| Balance per bank statements as at | 02/10/22 | |
| Unity Trust - Current Account | | £48,104.18 |
| Unity Trust - Instant Access Account | | £0.00 |
| | | <u>£48,104.18</u> |
| Net balances: | | <u><u>£48,104.18</u></u> |

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 | <u> </u> |
| Closing balance per cash book: | | <u><u>£48,104.18</u></u> |

133/22 Minor items and items for next agenda

Cllr Allmond asked for the Oxenhope Preparedness website to be on the November agenda.

The letter from Oxenhope Cricket Club asking for more volunteers, especially for the junior section, was discussed and noted.

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.

The meeting closed at 8.40. p.m.

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