

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL  
HELD ON WEDNESDAY 9<sup>TH</sup> NOVEMBER 2022 AT THE METHODIST CHURCH,  
WEST DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)  
Cllr Kevin Allmond  
Cllr Michelle Dawson  
Cllr Debbie Harvie  
Cllr Caroline Kindy  
Cllr Nick Pearce

In attendance: Worth Valley Ward Councillor Rebecca Poulsen  
Rev. Cat Thatcher  
Mark Whitaker, Village Warden  
2 members of the public

**135/22 To receive apologies for absence given in advance of the meeting**

Apologies for absence have been received from Cllrs Goulding and Pawson and also from Worth Valley Ward Councillors Russell Brown and Chris Herd, Ward Officer Alice Bentley and Deputy Ward Officer Sally Teasdale.

**136/22 To consider the approval of reasons given for absence**

The reasons for absence were approved.

**137/22 Disclosures of Interest**

None.

**138/22 Applications for a Dispensation**

None received.

**139/22 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of Oxenhope Village Council's monthly meeting held on 12<sup>th</sup> October 2022 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The November Outstanding Issues Report was noted. The Clerk has received an email from Bradford Council stating there is an agreement to transfer the toilets building via the disposal route. However there are still issues to resolve, including a consultation with Ward Councillors, instruction to legal teams and there may be a need for a loss of public space advertisement and approval.

The Warden updated Councillors on the installation of the defibrillator at Lower Town. The backing plate should be delivered shortly. He is in the process of sorting an electrician to wire in the defibrillator.

**120/22 Public Question Time**

Two members of the public attended the meeting to update Village Councillors on the retrospective planning application for work on the water treatment works.

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They have held meetings with Yorkshire Water at which Cllr Poulsen and Robbie Moore MP have been present. Yorkshire Water have promised to submit a retrospective planning application, in respect of the large silver structure which was not included on the original planning application.

However, they have not followed through on what had been agreed. Yorkshire Water failed to stop work when it was pointed out they did not have the relevant planning permission. This has made it more difficult to resolve the issues.

The residents were asked to summarise what they wanted from Yorkshire Water. They suggested a two meter wall along the extent of the work and cladding of the large silver structure (in a Dutch barn style).

They emphasised that this was a matter for the whole village as the work borders the heritage footpath along the beck and is in the green belt. The work was due to take 18 months, but has already been on-going for two years and is due to continue for another year.

The residents felt they were having to fight Yorkshire Water on their own, but were grateful for the support from Cllr Poulsen and Robbie Moore MP. They asked for support from the Village Council.

Cllr Eastwood thanked the residents for attending. He said that from previous meetings it was thought that Yorkshire Water were addressing the residents' concerns. He stated the Village Council would write to Yorkshire Water to express their concerns about their failure to follow through on what had been promised.

While no one is objecting to environmental improvements, it does seem that Yorkshire Water are not dealing with the issues they have caused. He reiterated that it is not acceptable and the Village Council will do what it can to support the residents.

## **121/22 Guest Speakers**

### **a) Worth Valley Ward Councillors**

Cllr Poulsen informed the meeting that the second retrospective planning application for Baby Barn Farm has been refused.

She said the main issue has been the closure of Denholme Road for gas works. She stated the Bradford Council Network Resilience Officer held a meeting on site with Cllr Herd and residents. The Officer was not happy with the signage, which has now been repositioned and also states there is no access to Jew Lane.

Cllr Eastwood stated there had been a lack of communication with affected residents. Rev Thatcher reported that a coach had apparently tried to go down Heights Lane. She suggested signage at the top of Heights Lane to say it is not a suitable route.

Cllr Poulsen said the other main concern was the trees opposite the school. Although the owner of the land has permission to undertake work, they have not done so. Highways at looking at enforcement action, as it is a safety issue being so close to a school and road signs are also getting covered by ivy.

**b) Other guest speakers**

**Rev. Cat Thatcher**

Rev Thatcher said the Service of Remembrance would be held on Sunday 13<sup>th</sup> November starting at 10.45 a.m. Cllr Allmond will lay a wreath on behalf of the Village Council.

Rev. Thatcher will provide a list of services over the Christmas period to the Clerk. She reported that the carol service would start half an hour later than usual as it is on the day of the Football World Cup Final.

She said the Church has received a warm spaces grant from Bradford Council and would be opening up on Saturday mornings from 19<sup>th</sup> November.

She reported that the Community Café would continue to run on Wednesday afternoons in the Methodist Church on West Drive.

**142/22 Planning Applications**

**Resolved:**

- a) **18/04445/SUB03** Submission of details required by conditions 4 (tree protection fencing and other tree protection measures), 5 (tree planting scheme), and 6 (Flood Risk Assessment by Eric Breare dated 7th March 2019 and the mitigation measures and flood evacuation plans) of planning approval 18/04445/FUL at Moorcroft, Moorhouse Lane, Oxenhope BD22 9LD.

Oxenhope Village Council has no comment on this planning application. The Clerk was asked to obtain a copy of the flood risk assessment mentioned in the planning application.

- b) **22/04296/HOU** Rear ground floor single storey extension at Whitehill Cottage, Sawood Lane Oxenhope BD22 9SP.

Oxenhope Village Council has no objection to this planning application.

- c) **22/04446/FUL** Installation of water main connecting to the bridge over Bridgehouse Beck at bridge over Bridgehouse Beck, Keighley Road Oxenhope.

Oxenhope Village Council objects to this planning application as it currently stands. It was felt the water main was on the prominent side of the bridge and there was concern over the visual impact.

**143/22 Safety Inspection Report**

The report for Marsh Common was noted.

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## **144/22 Warden's Report**

The Warden's Report was noted.

The Warden reported that new pads and a case have been received for the defibrillator in Lower Town. Once the mounting plate has been received, it can be wired in.

The Warden reported the two-way access gate has been installed at Marsh Common, though it will need adjusting to close properly. Once this has been sorted, the Clerk will get in touch with the resident who raised the initial query about access issues.

It was also reported that all the junction boxes have been replaced for the lights in the Rose Garden. Cllr Eastwood asked for a test run to check the lights are all working before the switch on event.

There was then a discussion on the problem of leaves. If they are left they get very wet and slippery. The Warden reported that last year he spent over 20 hours clearing leaves on Moorhouse Lane. He is liaising with Bradford Council and trying to get them to agree a date when the leaves can be cleared. Cllr Eastwood said it would be good to get Bradford Council involved as leaves block gullies and have caused flooding incidents in the village in the past.

The Warden asked about particular areas of concern for leaf clearing. Cllr Dawson mentioned the footpath, which school children use to walk up to the church.

There was a discussion about possible community involvement and the risks this could involve. The Warden was asked to continue to work with Bradford Council and address areas of concern as far as possible.

Cllr Eastwood asked the Clerk to obtain information on the cost of a ride on machine to help with leaf clearing.

## **145/22 Correspondence**

### **Resolved:**

- a) Email from resident about the introduction of parking charges by Keighley and Worth Valley Railway (KWVR) for Santa special trains. Noted.
- b) Bradford Council and Local Councils Liaison minutes of meeting held on 28<sup>th</sup> September 2022. Noted.
- c) Email from West Yorkshire Police about Mayor's Community Safety Fund. Noted.
- d) Email from visitor to Oxenhope about the Sculpture Trail. Cllr Eastwood said the points in the email about the difficulties of following the Sculpture Trail were well made. It was pointed out that the information on the Sculpture Trail website needs updating. The Warden will also investigate signage for the Trail.

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**146/22 Christmas Lights Switch On**

Cllr Dawson reported that the Haworth Brass Band will provide music for Christmas lights switch on event on Friday 25<sup>th</sup> November. The event will start at 5.30 p.m. with the lights switched on at 6.00 p.m. She is hoping that Woody and Beaver, as well as Santa, will be able to attend. She said that help on the night would be appreciated.

**Resolved:**

To authorise expenditure up to £400 for equipment and refreshments for the event.

**147/22 Climate Change (Standing agenda item)**

Cllr Eastwood said the green burial project and electric vehicle charging projects need following up.

He reported that the local Climate Action Community group have produced a leaflet with a climate action pledge. They have also set up a repair shop.

Cllr Kindy reported that she had attended a public sector de-carbon event.

Cllr Eastwood said that if necessary and subject to identifying grant funding, the Village Council could consider employing a project officer, for example to deliver a community energy generation scheme.

**148/22 Community Preparedness Website**

Cllr Allmond explained the background to the community preparedness website which he has developed. The aim is to increase awareness about being prepared for possible emergencies. For example, he stated that everyone should aim to have at least two weeks supply of food and water at home. People should also think about heating and cooking when there is a power cut.

Cllr Allmond agreed to circulate the website details to all Councillors. It was felt that a flyer to promote the website would be a good idea. Cllrs Allmond and Harvie agreed to draw one up.

**149/22 Financial Matters**

**Resolved:**

- a) To authorise expenditure up to £500 for the purchase of a waste water pump.
- b) To authorise expenditure of up to £250 for the purchase of a leaf blower.
- c) It was noted that Oxenhope Village Council has joined the West Yorkshire Pension Fund from 1<sup>st</sup> November 2022, with a 19.5% employer contribution rate (due to be re-assessed in April 2023).
- d) Payments of £532.13 to Martek Marine and £930.00 to Welmedical were noted and authorised retrospectively. Both payments relate to supplies for defibrillators and payment was required in advance of supply.
- e) To authorise the following accounts for payment:

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Payee	Payment method	Amount	Description
Steve Thorpe and Son Ltd.	Online	<b>£144.00</b>	Grass cutting in Rose Garden in September 2022
D. Holmes	Online	<b>£598.00</b>	Installation of new access gate at Marsh Common, including supplying new gate post
Imprint Printers	Online	<b>£122.00</b>	Printing of leaflet for Climate Action Group

### 150/22 Trial Balance

Noted.

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
<b>Expenditure</b>					
Salaries	19,800	12,207	7,593	-1,400	1
Village Warden (Equipment)	1,000	333	667	0	
Clerk's home working allowance	300	175	125	0	
Stationery and Printing	500	169	331	231	
Mobile Phone	200	91	109	0	
Postages	320	361	-41	-82	
Travel and Subsistence (Staff)	200	80	120	38	
Internal and external audits	500	385	115	115	
Subscriptions	950	737	213	0	
Room Hire	260	245	15	-85	
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	2
Youth Club	4,800	3,000	1,800	-2,600	3
Neighbourhood Development Plan	500	118	382	382	
Website	900	499	401	0	
Contingency Fund	500	327	173	0	

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<b>Heading</b>	<b>Budget</b>	<b>Spend to date</b>	<b>Budget remaining currently</b>	<b>Projected Year End Shortfall (-) / Surplus (+)</b>	<b>Notes</b>
Community Initiative Fund	1,000	1,000	0	0	
Maintenance of Village Council Assets	15,000	4,786	10,214	0	4
Toilets - Community Asset Transfer	5,000	0	5,000	3,000	5
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	2,386	-1,886	-2,386	6
Summer Play Scheme	3,600	0	3,600	1,800	7
Section 137 Expenditure	0	0	0	0	
Millennium Green	0	2,000	-2,000	-2,000	8
Refurbishment of Leeming phone kiosk	500	0	500	0	
<b>Total Expenditure</b>	<b>64,775</b>	<b>30,879</b>	<b>33,896</b>	<b>-194</b>	
<b>Income</b>	<b>Budget</b>	<b>Income to date</b>		<b>Year end Shortfall (-) / Surplus (+)</b>	
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	
<b>Total Income</b>	<b>64,775</b>	<b>39,627</b>	<b>-25,148</b>	<b>742</b>	
<b>Surplus (+) / Deficit (-)</b>				<b>548</b>	

Notes:

1. Increased salary costs due to proposed national pay award and pension costs.
2. Saving on Christmas light expenditure as no new motifs being purchased.
3. Potential "overspend" depending on timing of invoices relating to Youth Club.

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4. Assumes expenditure taking place this financial year on shelter at Marsh Common. This is looking increasing unlikely so may be underspend on this budget heading.
5. Likely to be an underspend as Community Asset Transfer still not agreed.
6. Additional expenditure to install "dummy" lamppost and new cabinet.
7. Budget for was six sessions but only three sessions booked.
8. Expenditure agreed after budget was set.

#### **151/22 Bank Reconciliation**

Noted.

Balance per bank statements as at	31/10/22	
Unity Trust - Current Account		£41,563.71
Unity Trust - Instant Access Account		£0.00
		£41,563.71
Net balances:		<b>£41,563.71</b>

#### **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)	-£35,117.67
Closing balance per cash book:	<b>£41,563.71</b>

#### **152/22 Minor items and items for next agenda**

The clerk reported that information has been received from the junior football club about how the £500 grant from the Village Council had been spent.

As the budget for 2022/23 will be discussed at the December Village Council meeting, the Clerk asked Councillors to let her know about any projects they would want to be included in the draft budget.

The Clerk reported she had received an annual report from the Craven Trust who give small grants to community projects. She agreed to circulate it to Councillors.

Cllr Harvie apologised for the fencing currently in place at Mercy. It is needed for safety reasons.

#### **153/22 Date and time of next meeting**

The next meeting will be held in the Methodist Church on West Drive on Wednesday 14<sup>th</sup> December 2022 starting at 7.30 p.m.

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