

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 11TH JANUARY 2023 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 Chris Pawson
Cllr Nick Pearce

In attendance: Worth Valley Ward Councillor Rebecca Poulsen
3 members of the public

01/23 To receive apologies for absence given in advance of the meeting

Apologies for absence have been received from Cllrs Kindy and Goulding, Village Warden Mark Whitaker, Worth Valley Ward Councillors Russell Brown and Chris Herd, Ward Officer Alice Bentley and Deputy Ward Officer Sally Teasdale.

02/23 To consider the approval of reasons given for absence

The reasons for absence were approved.

03/23 Disclosures of Interest

None.

04/23 Applications for a Dispensation

None received.

05/23 Minutes of Meetings (previously circulated to Members)

- a) The minutes of Oxenhope Village Council's monthly meeting held on 14th December 2022 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The January Outstanding Issues Report was noted. Cllr Poulsen has been in touch with Bradford Council in relation to the Community Asset Transfer of the toilet buildings.

06/23 Public Question Time

Two members of the public asked about the plans for the land on Cross Lane and the presentation given at the January Village Council meeting. Cllr Eastwood explained a company had asked to provide information about a potential development. There is currently no planning application for this site. If one is submitted it will be advertised and the Village Council will be consulted.

A question was raised about the Bradford Plan. Cllr Eastwood said it is still provisional and will take account of comments previously provided about this site.

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Another member of the public raised the issue of anti-social behaviour in the village, particularly on Friday nights when there is a youth club meeting. They stated they were being targeted. The issues have been raised with and followed up by both the Police and Bradford Council. However, the resident felt there was a need for better co-operation between the Police and Bradford Council.

The resident alluded to the Village Council having responsibility for the youth club and suggested greater control of users, who can come and go from the youth club. The resident also felt many of those attending the club come from outside the village.

It was explained that although the Village Council provides some funding to support continued operation of the youth club, Bradford Council are entirely responsible for its operation. Given the age of the people using the club they could not be compelled to stay on the premises.

The resident also complained about drug dealing in the village.

Cllr Eastwood explained that the Village Council has been in touch with the Police, Bradford Council and the Youth Club to make sure they were all fully aware of the resident's concerns. The Police have stated they will ensure an increased presence in the village on Friday evenings to tackle anti-social behaviour.

Cllr Eastwood stated the Village Council would continue to liaise with other agencies.

The resident was thanked for attending. All three residents then left the meeting.

07/23 Guest Speakers

a) Worth Valley Ward Councillors

Cllr Poulsen started by saying the Chief Executive of Bradford Council, Kirsten England, has announced that she will be retiring later this year.

Cllr Poulsen said that a consultation is underway on Bradford Council's proposed budget. As well as on the Council website, the consultation will also include face to face meetings. One will be held at Central Hall in Keighley on 17th January between 6 p.m. and 7 p.m. Anyone wishing to attend should register their interest online.

The main local issue is the proposal to close Keighley Household Waste Recycling Centre and reduce the hours of operation of other centres. This will not only be very inconvenient for a lot of people, it could also require improvements to the Sugden End centre to enable it to cope with additional traffic. Cllr Poulsen said there is a petition with 5,000 signatures opposing the closure.

Cllr Poulsen stated planning enforcement are involved with a property on The Vales where an entrance has been made onto Church Street. This contravenes the planning approval.

In relation to Baby Barn Farm on Hebden Bridge Road, the applicant has indicated that they intend to appeal against the refusal of planning permission. However, the planning enforcement team at Bradford Council is consulting with the legal department about initiating enforcement action.

She reported that residents are pleased with the track that has been repaired at the water treatment works. A meeting is due to take place in a few weeks between the residents and Yorkshire Water.

The Clerk read out an email from Alice Bentley, Ward Officer, concerning fly tipping. The Ward Officer stated, "We are aware of a large amount of fly tipped waste on Nab Water Lane and are in the process of liaising with Yorkshire Water, whose land it is. They are aware and in touch with their tenant, who unfortunately will need to arrange for it to be removed."

"Our enforcement team have visited this and other incidents of fly tipping up here and are looking into evidence with a view to trying to take enforcement action".

- b) Other guest speakers
None.

08/23 Planning Applications Resolved:

- a) **22/03664/FUL** Change of use from an agricultural field to a secure dog exercise field with small mobile shelter at Moorside Laithe Farm, Moorside Lane, Oxenhope BD22 9RD.

Oxenhope Village Council has no objection to this planning application.

- b) **22/05123/HOU** First floor extension to front above existing porch at 15 Crossfield Road, Oxenhope BD22 9SD.

Oxenhope Village Council has no objection to this planning application.

- c) **22/05202/FUL** Construction of new access off Yate Lane and stone track to Upper Yate Farm at land at Yate Lane, Oxenhope.

Oxenhope Village Council has no objection to this planning application.

09/23 Safety Inspection Report

The report for the Rose Garden was noted. Cllr Eastwood reported he has concerns about some areas of tarmac and walling. He said he would ask for a quote for the repairs required from the company used previously to repair the steps.

10/23 Warden's Report

The Warden's Report was noted.

11/23 Correspondence

Resolved:

- a) Email from resident expressing concerns about solar powered lights in the park. It was noted that the Village Warden has reported these to Bradford Council.
- b) Email from resident expressing concerns about events at the station causing parking issues. Councillors reported there had been issues with parking, which had caused tailbacks in the village. It was felt the car park supervisors were not sufficiently trained to deal with the situation.

The Clerk was asked to write to Keighley and Worth Valley Railway to express Councillors' concern about the management of major events.

- c) Email from resident requesting a grit bin near the Lamb pub. Councillors agreed in principle for the installation of a grit bin near the junction of Back Leeming and Denholme Road, provided a suitable place could be found and subject to a quote from Bradford Council.
- d) Email from Chair of Oxenhope Gardening Club asking for suggestions for location of a commemorative tree.

The Clerk was asked to write to the Gardening Club stating that either the Rose Garden or the Millennium Green might be possible. A precise site would need to be agreed. The Clerk was also asked to find out if the Gardening Club would want a plaque by the tree as that could influence the location.

12/23 Model Councillor – Officer Protocol

Resolved:

Although there was one objection, it was agreed to adopt the model Councillor – Officer Protocol.

13/23 National Resilience

Cllr Allmond provided background information on the Government's Resilience Framework. He said there had been a call for evidence a couple of years ago and the Framework has now been adopted. He said it was based on an American document.

Cllr Allmond suggested adding in photos of Oxenhope and publishing a version of the American document. He agreed to circulate the document and asked for comments.

14/23 Oxenhope Emergency Plan

Cllr Harvie queried the use of acronyms in the Emergency Plan.

The Clerk reported that an Emergency Planning Officer from Bradford Council had agreed to attend the February Village Council to give a presentation on resilience and emergency planning. It was agreed to update the Emergency Plan after the presentation.

**15/22 Discretionary Pension Policy
Resolved:**

To authorise the Discretionary Pension Policy.

16/23 Climate Change (Standing agenda item)

The Clerk informed the meeting that the Climate Action Group are looking at creating raised beds in the Rose Garden and using them as a community fruit and vegetable area. They are planning to provide further information at the February Village Council meeting.

**17/23 Financial Matters
Resolved**

- a) To authorise payment to Association of Natural Burial Grounds for annual membership at an estimated cost of £120.
- b) To authorise the purchase of grit (if required) up to £200.
- c) To authorise the following accounts for payment:

Payee	Payment method	Amount	Description
Steve Thorpe and Son Gardening Ltd.	Online	£160.80	Work on planters
Oxenhope Methodist Church	Online	£60.00	Room hire October – December
HMRC	Online	£1,424.19	PAYE and Employer's NI Q3 2022/23
Janet Foster	Online	£143.66 £50.85 £194.51	Expenses (01/10/22 – 31/12/22) Mileage (01/10/22 – 31/12/22) Total

16/23 Trial Balance
Noted.

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
Expenditure					
Salaries	19,800	15,759	4,041	-1,576	1

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Village Warden (Equipment)	1,000	1,149	-149	-149	
Clerk's home working allowance	300	200	100	0	
Stationery and Printing	500	169	331	231	
Mobile Phone	200	101	99	51	
Postages	320	361	-41	-41	
Travel and Subsistence (Staff)	200	101	99	49	
Internal and external audits	500	385	115	115	
Subscriptions	950	914	36	36	
Room Hire	260	245	15	-85	
Insurance	545	545	0	0	
Training	400	0	400	300	
Marketing	500	0	500	500	
Outreach	400	250	150	150	
Christmas Lights	5,000	1,160	3,840	3,340	2
Youth Club	4,800	3,000	1,800	-2,600	3
Neighbourhood Development Plan	500	118	382	382	
Website	900	499	401	401	
Contingency Fund	500	327	173	0	
Community Initiative Fund	1,000	1,221	-221	-221	
Maintenance of Village Council Assets	15,000	5,624	9,376	8,376	4
Toilets - Community Asset Transfer	5,000	0	5,000	4,500	5
Sculpture Trail	1,000	920	80	-120	
Allotments	500	346	154	0	
Book - Publishing and other costs	100	8	92	0	
Bank Charges	0	86	-86	-122	
Defibrillators	500	2,386	-1,886	-2,386	6
Summer Play Scheme	3,600	1,800	1,800	1,800	7
Section 137 Expenditure	0	0	0	0	
Millennium Green	0	2,000	-2,000	-2,000	8
Climate Action Fund Expenditure	0	0	0	0	
Refurbishment of Leeming phone kiosk	500	0	500	0	
Total Expenditure	64,775	40,274	24,501	10,330	
Income	Budget	Income to date		Year end Shortfall (-) / Surplus (+)	
Reduction In reserves	25,570	0	-25,570	0	

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Precept	36,645	36,645	0	0
Allotment Grant	310	313	3	3
Allotment rents	450	0	-450	0
Book Sales	0	156	156	156
VAT refund	1,800	2,538	738	738
Total Income	64,775	39,653	-25,122	898
Surplus (+) / Deficit (-)				11,228

Notes:

1. Increased salary costs due to national pay award being higher than budgeted and pension contributions.
2. Saving on Christmas light expenditure as no new motifs have been purchased.
3. Potential "overspend" depending on timing of invoices relating to Youth Club.
4. Savings as no spend on shelter at Marsh Common.
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.

18/22 Bank Reconciliation

Noted.

Balance per bank statements as at 31/12/22

Unity Trust - Current Account	£33,428.31	
Unity Trust - Instant Access Account	£0.00	
		<u>£33,428.31</u>
Net balances:		<u><u>£33,428.31</u></u>

CASH BOOK

Opening Balance 1 April 2022	£37,054.46	
Add: Receipts in the year	£39,652.92	
Less: Payments in the year (incl. VAT)	-£43,279.07	
Closing balance per cash book:		<u><u>£33,428.31</u></u>

19/23 Minor items and items for next agenda

Cllr Harvie suggested the Village Council meetings could be more widely advertised. It was agreed to promote them using Oxenhope Online.

Cllr Allmond mentioned that at the Annual Allotment holders' meeting, held immediately before the Village Council meeting, the state of the fence at the back of the allotments was mentioned. It was agreed that a quote would be obtained for the work.

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Cllr Dawson asked the Clerk to let her know the dates agreed for the “Play in the Park” sessions in the summer.

20/23 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on 8th February 2023 starting at 7.30 p.m. The meeting closed at 8.30 p.m.

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