

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 8TH MARCH 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
Village Warden, Mark Whitaker
Mick Birro, Bradford Council, Emergency Planning Officer
No members of the public

39/23 To receive apologies for absence given in advance of the meeting

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

40/23 To consider the approval of reasons given for absence

The reason for absence was approved.

41/23 Disclosures of Interest

None.

42/23 Applications for a Dispensation

None received.

43/23 Minutes of Meetings (previously circulated to Members)

- a) The minutes of Oxenhope Village Council's monthly meeting held on 8th February 2023 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The March Outstanding Issues Report was noted. The Lowertown defibrillator has now been installed and is registered on The Circuit website. The Clerk and the Warden were thanked for the work and effort that had gone in to getting the defibrillator installed.

44/23 Public Question Time

None.

45/23 Guest Speakers

a) Worth Valley Ward Councillor

Cllr Poulsen reported that an environmental task force has been working in Mulgreave. They will also be working in Jew Lane later this month.

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2216

Cllr Poulsen said she has been talking to residents to make sure they are aware of the planning application for land on Cross Lane.

Cllr Eastwood said there has been on-going issue with quad bikes going through the village at high speed, particularly on Sundays. Cllr Poulsen replied that in meeting with the Police they had stated there had been fewer calls about this issue recently. Cllr Poulsen said she would raise the issue again with the Police.

b) **Mick Birro, Emergency Planning Officer, Bradford Council**

Mick Birro started by introducing himself, saying he works as an Emergency Planning Officer with Bradford Council. There have been some recent changes in the team with some officers leaving. New people joining the team have brought a range of experience from other emergency services.

There has also been a change of approach with the aim of developing community resilience. The changes will become more apparent later this year once staff training has been completed.

With community resilience, although support from emergency service may be available, the idea is to work out a plan for communities to manage for the first 48 hours on their own, using local resources and volunteers.

Cllr Eastwood explained about the volunteer network that has been developed through the "Love Oxenhope" initiative. He stated the priority for resilience training would be Village Councillors.

Mick Birro said the current Oxenhope Emergency Plan was a good starting point but it does need updating. There is a need to agree what triggers the plan coming into action and how it is communicated. Following any incident there should be a debrief and a discussion on what lessons have been learnt. Once the Plan has been updated, he said he would be happy to do a test exercise.

Mick Birro raised the issue of insurance for volunteers, stressing the need for risk assessments, training and supervision to ensure volunteers are covered by public liability insurance.

Cllr Allmond mentioned the Preparedness website and it was agreed to get a quote for printing leaflets with information about preparedness.

Cllr Eastwood provided information on incidents that the Village Council had dealt with, stating the main one was power cuts, with a particular issue in November 2021 when some parts of the village were without power for three days. He stated that communication was an issue and there could have been better cooperation between Bradford Council's Emergency Department and the Village Council.

It was queried if walkie talkies would be useful, given that in previous power cuts mobile phone communication was lost. Mick Birro to look into this.

Mick Birro stated that in the event of a power cut, both Northern Powergrid and Bradford Council would focus their efforts on people who had registered as vulnerable. Northern Powergrid now have a welfare team and if they are needed it is important that they are called out as early as possible.

It was stated that Bradford Council have supplies of beds and cots which are strategically located around the district. However they do not have food supplies.

Cllr Eastwood thanked Mick Birro for attending the meeting.

- c) Other guest speakers
None.

46/23 Planning Applications Resolved:

- a) **22/05013/HOU** Front extension on same footprint, replacing existing extension at Brookfield, Jew Lane, Oxenhope BD22 9HS.

Oxenhope Village Council objects to this planning application on the basis of the lack of information, particularly as the development is in a conservation area.

- b) **23/00289/HOU** Single storey extension on line of existing at Lily Hall Farm Cottage, Upper Marsh Lane, Oxenhope BD22 9RH.

Oxenhope Village Council has no objection to this planning application.

47/23 Safety Inspection Reports

The reports for the Rose Garden, Marsh Common, the Allotments and the Horseshoe Dam were noted.

The Warden will look at the work needed in the allotments.

48/23 Warden's Report

The Warden's Report was noted.

49/23 Correspondence

Resolved:

- a) Email from Oxenhope resident about parking. Noted. Cllr Eastwood emphasized that the Village Council is not the highway authority and has no power to implement measures to address parking issues. This is the responsibility of Bradford Council. However, there was concern about parking at pinch points. The top of Best Lane was mentioned as a particular concern. Cllr Eastwood agreed to talk with the Ward Officer and find out the best way to make Bradford Council aware of areas of concern.

- b) Email from YLCA about work with Yorkshire and Humber Climate Commission (YHCC). Noted. Anyone who is interested is welcome to attend the online meeting.
- c) Email from YLCA about the Civility and Respect Project. Noted.
- d) Email about the 2023 Straw Race Committee about the Straw Race. Noted.
- e) Email from Sally Teasdale, Deputy Ward Officer, Bradford Council about Great Bradford Spring Clean. Noted. The Ward Officer may have resources for this. The Warden said the worst area for littering is around Fly Flatts.
- f) Email from Campaign for Protection of Rural England (CPRE) about CPRE Structure Review. Noted

50/23 Climate Change (Standing agenda item)

The Clerk reported a meeting has been set up with Fruitworks in April to look at areas in the village that would be suitable for planting fruit trees and bushes.

51/23 Financial Matters

Resolved:

- a) To authorise payment of £25 to Oxenhope Millennium Green Trust for hire of a stall pitch at the Village Fete on 15th July 2023. Cllr Eastwood said the Millennium Green Trustees are looking for help on the day of the fete. Cllr Harvie said it would be a good idea to use the fete to get different groups in the village to promote what they do.
- b) To authorise purchase of a planter to be installed at the bottom of Cross Lane at a cost of £396 (plus VAT).
- c) To authorise the purchase of a bench to be installed in the church field, at a cost of £997 (plus VAT).
- d) To authorise the printing of six copies of both the Neighbourhood Development Plan and the Design Guide at a total cost of £200.
- e) To authorise, or otherwise, the following accounts for payment:

Payee	Payment method	Amount	Description
Oxenhope Millennium Green Trust	Online	£25.00	Hire of stall pitch at Village Fete
C.P.C. Electrical	Online	£40.00	Wiring up defibrillator cabinet in Lowertown
Steve Thorpe and Sons Ltd.	Online	£847.29	Work in Rose Garden – installing membrane and bark chippings
David Ogilvie	Online	£1,196.40	Bench by sculpture in Church field (once paper

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			work received)
Mark Whitaker	Online	£14.29	Expenses February 2023

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2220

Page Numbering checked..... 12th April 2023

52/23 Trial Balance

Noted.

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
Expenditure					
Salaries	19,800	20,420	-620	-2,143	1
Village Warden (Equipment)	1,000	1,149	-149	-149	
Clerk's home working allowance	300	200	100	75	
Stationery and Printing	500	211	289	279	
Mobile Phone	200	155	45	29	
Postages	320	361	-41	-41	
Travel and Subsistence (Staff)	200	153	47	47	
Internal and external audits	500	385	115	115	
Subscriptions	950	914	36	36	
Room Hire	260	305	-45	-45	
Insurance	545	545	0	0	
Training	400	0	400	400	
Marketing	500	0	500	500	
Outreach	400	250	150	150	
Christmas Lights	5,000	1,160	3,840	3,840	2
Youth Club	4,800	3,000	1,800	1,800	3
Neighbourhood Development Plan	500	118	382	382	
Website	900	499	401	401	
Contingency Fund	500	347	153	153	
Community Initiative Fund	1,000	1,787	-787	-1,809	
Maintenance of Village Council Assets	15,000	6,450	8,550	7,844	4
Toilets - Community Asset Transfer	5,000	0	5,000	5,000	5
Sculpture Trail	1,000	920	80	80	
Allotments	500	346	154	154	
Book - Publishing and other costs	100	8	92	92	
Bank Charges	0	107	-107	-128	
Defibrillators	500	2,401	-1,901	-1,941	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	

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2221

Page Numbering checked..... 12th April 2023

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
Refurbishment of Leeming phone kiosk	500	0	500	500	
Total Expenditure	64,775	46,592	18,183	14,820	
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	464	14	14	
Book Sales	0	301	301	301	
VAT refund	1,800	2,538	738	738	
Total Income	64,775	40,262	-24,513	1,057	
Surplus (+) / Deficit (-)				15,877	

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. Underspend as only been invoiced for Youth Club sessions up to 31.03.22.
4. Savings as no spend on shelter at Marsh Common.
5. 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.

53/22 Bank Reconciliation

Noted.

Balance per bank statements as
at 02/03/23

Unity Trust - Current Account	£27,531.79	
Unity Trust - Instant Access Account	£0.00	
		£27,531.79
Net balances:		<u>£27,531.79</u>

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2222

Page Numbering checked..... 12th April 2023

CASH BOOK

Opening Balance 1 April 2022	£37,054.46	
Add: Receipts in the year	£40,261.92	
Less: Payments in the year (incl. VAT)	-£49,784.59	_____
Closing balance per cash book:		£27,531.79

54/23 Minor items and items for next agenda

Cllr Harvie requested the Clerk write to the Co-op about the display and sale of vapes.

55/23 Date and time of next meeting

On Wednesday 12th April the Annual Village Meeting will take place in the Methodist Church on West Drive Oxenhope, starting at 7.15 p.m. The monthly meeting of the Village Council will follow, starting at 7.30 p.m.

The meeting finished at 8.35 p.m.

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2223

Page Numbering checked..... 12th April 2023