



# **OXENHOPE VILLAGE COUNCIL**

PO Box 883  
Halifax  
HX1 9TZ

4<sup>th</sup> June 2021  
Janet Foster, Clerk to the Village Council  
07972 717 058  
[clerk@oxenhopevillagecouncil.gov.uk](mailto:clerk@oxenhopevillagecouncil.gov.uk)

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## **Councillor Meeting on Wednesday 9<sup>th</sup> June 2021 at 7.30 p.m.**

### **Meeting access details are:**

**Topic: Councillor Meeting**  
**Time: Jun 9, 2021 07:30 PM London**

### **Join Zoom Meeting**

**<https://us02web.zoom.us/j/85180644232?pwd=K3QxQzIQaFlxeFBUeTBhM0V2U3FUdz09>**

**Meeting ID: 851 8064 4232**  
**Passcode: 611277**

- 1. Apologies for Absence**
- 2. Public Question Time**
- 3. Guest Speakers**
  - a) Worth Valley Ward Councillors
  - b) Other guest speakers
- 4. Actions proposed by Clerk:**
  - a) Actions required in relation to Outstanding Issues report (Appendix 1)**
  - b) Planning applications**
    - i) **21/02334/HOU** Alterations to existing bungalow including construction of extension and dormer windows at Moorfield, Black Moor Road, Oxenhope BD22 9SU.  
  
Proposed response:  
Oxenhope Village Council has no objection to this planning application.
    - ii) **21/02588/FUL** Replacement dwelling utilising the existing foundation and ground floor slab and to the same design as planning approval 20/03826/HOU at Brent Villa Upper Town Oxenhope BD22 9LL  
  
Proposed response:  
Oxenhope Village Council has no objection to this planning application.

**5. Actions required following Safety Inspection reports**

**6. New correspondence received (Appendix 3)**

- a) Email from resident about Denholmegate Road.
- b) Email from Cllr Poulsen about Playable Spaces Consultation for Local Parks.
- c) Email from Cllr Poulsen about Mobile Home / Static Caravan Hebden Bridge Road.

**7. Sculpture trail update from Cllr Hartley**

**8. Village warden update**

**9. Litter pick update**

**10. Fly tipping update**

**11. Advisory Committees**

**12. Financial commitments / information**

- a) Payment of £331 (plus VAT) for annual service of three defibrillators (£165.50 for first defibrillator and £82.75 each for further two defibrillators).
- b) Payment of £210 (plus VAT) plus delivery costs for replacement pads for three defibrillators.
- c) Payment of £585 (plus VAT) plus delivery costs for replacement batteries for three defibrillators.
- d) Prudential International Investment Bond valued at £22,365.09 at 31<sup>st</sup> March 2021.
- e) Estimated payment of £100 per sculpture to fix sculptures in place (total £600) and £100 for printing of 1,000 sculpture trail leaflets.

**13. Proposed payments**

<b>Payee</b>	<b>Cheque No. / Online</b>	<b>Amount</b>	<b>Description</b>
Michelle Dawson	Online	<b>£7.15</b>	Postage for book sales
Came and Company	Online	<b>£545.40</b>	Annual insurance

## 14. Trial Balance

Heading	Budget	Spend to date	Budget remaining currently	Total spend to date and commitments	Projected Year End Shortfall (-) / Surplus (+)
Expenditure	£	£		£	£
Clerk's Salary (inc. Employer NI)	10,706	2,134	8,572	12,134	-1,428
Village Warden	5,000	0	5,000	3,300	1,700
Village Warden (Equipment)	1,000	0	1,000	1,000	0
Clerk's home working allowance	300	50	250	300	0
Stationery and Printing	500	68	432	500	0
Mobile Phone	130	18	112	500	-370
Postages	20	0	20	20	0
Travel and Subsistence (Staff)	200	9	191	200	0
Internal and external audits	400	180	220	480	-80
Subscriptions	900	727	173	900	0
Room Hire	200	0	200	200	0
Insurance	550	0	550	550	0
Training	200	0	200	200	0
Marketing	100	0	100	100	0
Outreach	400	0	400	400	0
Christmas Lights	5,000	0	5,000	5,000	0
Maintenance of Marsh Common	200	0	200	200	0
Youth Club	4,800	0	4,800	4,800	0
Neighbourhood Development Plan	2,000	0	2,000	2,000	0
Website	800	0	800	800	0
Contingency Fund	500	100	400	500	0
Community Initiative Fund	10,000	263	9,737	10,000	0
Maintenance of Village Council Assets	3,000	0	3,000	3,000	0
Toilets - Community Asset Transfer	2,000	0	2,000	2,000	0
Sculpture Trail	1,500	0	1,500	2,700	-1,200
Allotments	500	0	500	500	0
Book - Publishing and other costs	0	0	0	200	-200
Defibrillators	500	135	365	1,261	-761
<b>Total Expenditure</b>	<b>51,406</b>	<b>3,684</b>	<b>47,722</b>	<b>53,745</b>	<b>-2,339</b>

	Budget	Income to date		Total Projected Income	Year end Shortfall (-) / Surplus (+)
<b>Income</b>					
Transfer to Reserves	12,781	0	-12,781	12,781	0
Precept	35,875	35,875	0	35,875	0
Council Support Grant	0	0	0	0	0
NDP Grant	0	0	0	0	0
Rose Garden	0	0	0	0	0
Allotment Grant	300	309	9	309	9
Allotment rents	450	0	-450	450	0
Book Sales	0	27	27	27	27
VAT refund	2,000	0	-2,000	2,896	896
Miscellaneous	0	20	20	20	20
<b>Total Income</b>	<b>51,406</b>	<b>36,231</b>	<b>-15,175</b>	<b>52,358</b>	<b>952</b>
<b>Surplus (+) / Deficit (-)</b>					<b>-1,388</b>

## 15. Bank Reconciliation

Balance per bank statements as at

01/06/21

Community Account £50,640.01  
Business Savings Account £8,114.90

£58,754.91

Net balances:

**£58,754.91**

### CASH BOOK

Opening Balance 1 April 2021 £26,305.10  
Add: Receipts in the year £36,230.66  
Less: Payments in the year (incl. VAT) -£3,780.85

Closing balance per cash book:

**£58,754.91**

## 16. Minor items to be discussed

## 17. Date and time of next Councillor meeting

The next meeting of Councillors will be on Wednesday 14<sup>th</sup> July at 7.30 p.m.

**THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME**

## Appendix 1 – June 2021 outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	24/02/20	Training is available via the Bradford Safeguarding Children Board. Details have been emailed to all Village Councillors. Clerk and Cllr Dawson have completed the Introduction to Safeguarding Children Course.
Toilet building on Recreation Ground	To investigate possibility of a Community Asset Transfer (CAT)	Clerk	28/01/21	Email from Simon Sharp, Bradford Council with information on CAT / disposal process.
Defibrillators	Defibrillators for Station Road and Marsh	Chair and Clerk	01/03/21	Defibrillator installed in kiosk in Marsh.
Climate Change issues	To agree how the Village Council should respond	Chair and Clerk	02/03/21	Climate Change sub-committee set up

## Appendix 2 – Safety Inspection Reports

### Rose Garden Monthly Safety Inspection Report

**Name:** Ken Eastwood  
**Weather:** Bright and dry

**Date:** 5<sup>th</sup> June 2021  
**Time:** 10:15

Description	Yes (Y) /No (N)	Comments
Entrances – Are all entrances safe to use?	Y	
Boundary Walls – Any defects?	Y	Areas of walling on West Drive side in poor condition.
Footpaths – Any defects?	N	
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?	N	
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 – no 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**

**OXENHOPE VILLAGE COUNCIL**

**Horseshoe Dam Area Safety Inspection Report**

**Name:** Chris Pawson

**Date** 4<sup>th</sup> June 2021

	<b>Yes / No</b>	<b>Comment if necessary</b>
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	Two trees have been earmarked for removal as they may cause future problems. Work will be carried out shortly.
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 on Station Road pavement opposite number 10 Mallard View.
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 (minor cracking) 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	

**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 ...**



## **Appendix 3 – Correspondence**

### **a) Email from resident**

**Date: 7<sup>th</sup> May 2021**

**Subject: Denholmegate Road**

Someone drove into my front wall and gate on 6th May.

Also this week wood pigeons (I think) have been killed on Denholme road x 2.

This needs dealing with as we have no path and as residents we are at risk from:

1. Speeding up the hill and blocking the road as traffic is coming down the hill.
2. Quad bikes and illegal bikes racing up the hill.
3. Damage to our cars and wall from the traffic
4. Pollution collects on this road as it is a rat run and the carbon monoxide is lingering in air between the beginning of Denholme Road coming up from Station Road up to the Lamb Inn. This road is no longer safe for residents and walkers.

I have been unable to get through to the council highways department. I therefore ask for your help in bringing the issue of speeding, pollution, HGVs and damage to property on Denholme Road. There is more traffic now each year and it is now unsafe. I would also like to know who pays for this damage to our properties?

Thank you.

### **b) Email from Cllr Poulsen**

**Date: 12<sup>th</sup> May 2021**

**Subject: Playable Spaces Consultation for Local Parks**

Dear All

Last night I attended the Keighley Constituency meeting for Bradford Council's Playable Spaces Strategy. This is a 5 year strategy to improve the play opportunities across the District. They are asking for initial feedback from Town and Parish Council's, Friends of the Parks Groups and user groups. I've attached a link to the details of the strategy and how to comment on any specific sites or locations.

<https://bradforddistrictparks.org/get-involved/playable-spaces-strategy-2/>

I know you all have a keen interest in our local parks and may want to submit your views. The closing date is to be extended to the middle of June so please put forward your views about the play spaces within your area and any proposals to improve them. The sort of information that they are wanting is:

- Site(s): name and location
- Improvements
- Any additional provision



- Strategy outcomes that would be able to be delivered
- Any potential co-delivery and co-funding opportunities which you are able to identify at this stage
- Details of any local community groups or schools etc. you are aware of that may wish to be involved in the design and implementation of any proposals for the sites

The email address to submit comments to is:

[parksandgreenspaces@bradford.gov.uk](mailto:parksandgreenspaces@bradford.gov.uk)

Regards

Rebecca  
Cllr Rebecca Poulsen

Worth Valley Ward Councillor (Conservative)  
01535 647756

**c) Email from Cllr Poulsen**

**Date: 25<sup>th</sup> May 2021**

**Subject: Mobile Home / Static Caravan Hebden Bridge Road**

Dear All

Highway enforcement advise they have visited the location recently and noted the siting of container, caravan and polytunnel all of which require planning permission and at this time are considered to be unauthorised. They will be obtaining land ownership information and writing to the owners to challenge and hope to provide a further update once replies are received.

Just to keep you all up to date.

Regards

Rebecca  
Cllr Rebecca Poulsen

Worth Valley Ward Councillor (Conservative)  
01535 647756