



OXENHOPE VILLAGE COUNCIL

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3rd September 2021

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Clerk to the Village Council
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Councillor Meeting on Wednesday 8th September 2021 at 7.30 p.m.

Meeting access details are:

Topic: Oxenhope Councillor Meeting
Time: Sep 8, 2021 07:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/85790495479?pwd=SnBqNjI0NmpldXRlCeDQ5UEVJNWFxUT09>

Meeting ID: 857 9049 5479

Passcode: 283378

- 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) **21/03814/FUL** Conversion of redundant farm building to form 3 holiday cottages at White Hill Farm Sawood Lane Oxenhope BD22 9SP

Proposed response: Oxenhope Village Council supports this planning application.
 - ii) **21/03874/FUL** Siting of static caravan, 2 x containers and 1 polytunnel (retrospective) at Baby Barn Farm Hebden Bridge Road Oxenhope

Proposed response: Oxenhope Village Council opposes this planning application.
- 5. Actions required following Safety Inspection reports (Appendix 2) including discussion on Marsh Common.**

6. Village Warden Report (Appendix 3)

7. Sculpture Trail

Report from Cllr Hartley.

8. Christmas Lights / Motifs

Report from Cllr Dawson.

9. Meetings from 1st October onwards

Village Councillors have delegated powers to the Clerk up to 30th October 2021. Councillors will all need to attend meeting in November to comply with legal requirement to attend a Village Council meeting at least once every six months.

10. Financial commitments / information

- a) Direct debit of £8.00 per month for Warden's phone to be set up on the Village Council bank account (initial monthly payment made on Clerk's personal bank account).
- b) Inquiries have been made about changing the Village Council bank account and the electricity supplier for the Christmas lights.
- c) Expenditure on new Christmas lights is estimated at £3,600 (plus £435 for installing and storing motifs purchased in 2020).

11. Proposed payments

Payee	Cheque No. / Online	Amount	Description
Manorlands	Online	£120.00	Donation – profit from Sculpture Trail opening event
Steve Thorpe And Son Gardening Ltd.	Online	£614.40	Mowing Rose Garden (6 times to 21/07/21) and restocking planters
National Allotment Society	Online	£66.00	Renewal of annual membership
Mark Whitaker	Online	£223.64	Expenses
Npower	Online	£786.07	Christmas lights 2020 and administration charge 06/12/20 to 31/03/21 (invoice is being queried)

12. Trial Balance

Heading	Budget	Spend to date	Total spend to date and commitments	Projected Year End Shortfall (-) / Surplus (+)
	£	£	£	£
Expenditure				
Clerk's Salary (inc. Employer NI)	10,706	5,242	12,162	-1,456
Village Warden	5,000	408	4,495	505
Village Warden (Equipment)	1,000	44	1,000	0
Clerk's home working allowance	300	125	300	0
Stationery and Printing	500	118	500	0
Mobile Phone	130	709	821	-691
Postages	20	4	20	0
Travel and Subsistence (Staff)	200	9	200	0
Internal and external audits	400	180	480	-80
Subscriptions	900	727	900	0
Room Hire	200	91	191	9
Insurance	550	545	545	5
Training	200	0	200	0
Marketing	100	0	100	0
Outreach	400	0	400	0
Christmas Lights	5,000	39	5,000	0
Maintenance of Marsh Common	200	0	200	0
Youth Club	4,800	0	4,800	0
Neighbourhood Development Plan	2,000	0	2,000	0
Website	800	499	800	0
Contingency Fund	500	100	500	0
Community Initiative Fund	10,000	263	10,000	0
Maintenance of Village Council Assets	3,000	60	3,000	0
Toilets - Community Asset Transfer	2,000	0	2,000	0
Sculpture Trail	1,500	2,474	2,974	-1,474
Allotments	500	0	500	0

Book - Publishing and other costs	0	7	57	-57
Defibrillators	500	875	875	-375
Total Expenditure	51,406	12,520	55,020	-3,614
Income	Budget	Income to date	Total Projected Income	Year end Shortfall (-) / Surplus (+)
Transfer to Reserves	12,781	0	12,781	0
Precept	35,875	35,875	35,875	0
Allotment Grant	300	309	309	9
Allotment rents	450	15	450	0
Book Sales	0	187	187	187
VAT refund	2,000	2,896	2,896	896
Miscellaneous	0	198	198	198
Total Income	51,406	39,481	52,697	1,291
Surplus (+) / Deficit (-)				-2,324

13. Bank Reconciliation

Balance per bank statements as at 31/08/21

Community Account	£44,210.82	
Business Savings Account	£8,115.10	
		£52,325.92

Net balances:

£52,325.92

CASH BOOK

Opening Balance 1 April 2021	£26,305.10	
Add: Receipts in the year	£39,480.72	
Less: Payments in the year (incl. VAT)	-£13,459.90	
Closing balance per cash book:		£52,325.92

14. Minor items to be discussed

15. Date and time of next meeting

The next meeting will be on 13th October 2021 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – September 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	31/08/21	Email sent to Simon Sharp, Bradford Council to request an update. Awaiting a response.
Defibrillators	Defibrillators for Station Road and Marsh	Chair and Clerk	01/03/21	Defibrillator installed in kiosk in Marsh.

Appendix 2 – Safety Inspection Reports

Rose Garden Monthly Inspection Report

Name: Ken Eastwood
Weather Cool and overcast

Date: 2nd September 2021
Time: 09:40

Description	Yes (Y) /No (N)	Comments
Entrances – Are all entrances safe to use?	N	Top entrance, West Drive needs attention (flags uneven and cracked).
Boundary Walls – Any defects?	Y	Areas of walling on West Drive side in poor condition.
Footpaths – Any defects?	Y	Two small areas where old benches had previously been installed need patching.
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

Horseshoe Dam Area Safety Inspection Report

Name: Chris Pawson **Date** 1st September 2021

	Yes / No	Comment if necessary
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?	Yes	Yes, work is underway by the village warden.
Is the dam (by the road) in good condition?	Yes	
Any sign of Japanese knotweed by the stream or surrounding areas?	Yes	Bradford council are coming to treat at the end of September.
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 – Village Warden Report

I have undertaken the following tasks in August:

- Purchased Oxenhope Village Council (OVC) embroidered work wear
- Weekly check of 4 defibrillators under OVC care
- Cleared vegetation which was obscuring Oxenhope road signs on approach to village
- Cleared cobbled entrance to Millennium Green of rubble and weeds
- Litter picked Cat steps, Recreation ground Inc. play area, Hill House Lane, Heights Lane and Lowertown
- Cut back the overhanging trees Denholme Rd/Jew Lane junction
- Horseshoe Dam made a start on cutting back overgrown vegetation surrounding “Hope” sculpture and carefully removing Himalayan Balsam. In consultation with Nick Milsom of Aire valley rivers trust. This work will be ongoing to get on top of the balsam and may take several years to eliminate it. But I feel we have to start at some point before it takes over completely
- Contacted Area Rights of Way Officer asking how best to report issues and to promote a good working relationship with Darren Hinchcliffe
- Researched purchase of landscaping equipment. Brush cutter and hand tools brush, shovel, tree loppers and secateurs. To be used on Marsh Common project, Horseshoe dam, footpaths etc.