



OXENHOPE VILLAGE COUNCIL

PO Box 883
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Signed: *Janet Foster* 3rd February 2022
Clerk to the Village Council
07972 717058
clerk@oxenhopevillagecouncil.gov.uk

Councillor Meeting on Tuesday 8th February 2022 at 7.30 p.m.

**Meeting access details are:
Topic: Oxenhope Village Councillors' Meeting
Time: Feb 8, 2022 07:30 PM London**

Join Zoom Meeting

<https://us02web.zoom.us/j/81255322343?pwd=ejNRblhtUHgvY0lpb0hoNlg0TXhYz09>

**Meeting ID: 812 5532 2343
Passcode: 457642**

AGENDA

- 1. Apologies for Absence**
- 2. Public Question Time**
- 3. Guest Speakers**
 - a) Worth Valley Ward Councillors
 - b) Other guest speakers
- 4. Public Question Time**

To welcome members of the public and to receive their representations. To include a presentation on proposed outdoor swimming venue.
- 5. Actions proposed by Clerk:**
 - i) Actions required in relation to Outstanding Issues report (Appendix 1)**
 - ii) Planning applications**
 - a) **22/00218/HOU** Proposed porch extension, garden room, driveway alterations and roof windows at Far Stones Cottage, Far Stones Farm, Stone Lane Oxenhope BD22 9QP.

Proposed response: Oxenhope Village Council raises no objection to this planning application.

- b) **22/00259/HOU** Proposed first floor balcony to front of property at Stone Lane Oxenhope BD22 9QP.

Proposed response: Oxenhope Village Council raises no objection to this planning application.

- c) **22/00318/FUL** Installation of 2.4M high green metal fence around part of the school's nature area at Oxenhope CE Primary School Cross Lane Oxenhope BD22 9LH.

Proposed response: Oxenhope Village Council supports this planning application.

6. Safety Inspection Report (Appendix 2)

7. Warden's Report (Appendix 3)

8. Correspondance (Appendix 4)

- a. Report from Community Centre with request for financial support.
- b. Email from Oxenhope Junior AFC with request for financial support.
- c. Email from Bradford Council about Statutory Consultation on Bingley Grammar School.
- d. Email from resident suggesting working party to help clear Horseshoe Dam.
- e. Email from resident about Yate Lane.
- f. Email from Cllr McManus about Meeting with Yorkshire Water at Sewage Treatment works.

9. Neighbourhood Development Plan Update

10. Queen's Platinum Jubilee

11. Minutes from the Allotment Holders' Annual Meeting (Appendix 5)

12. Minutes from the Climate Change Advisory Committee Meeting (Appendix 6)

13. Financial Matters

- a) An order for a brushcutter had been placed with FR Jones. Having been told the brushcutter would not be available until May at the earliest, an alternative brushcutter has been purchased from Robertshaws at a cost of £440 plus VAT. This is within the amount authorised at the Village Council meeting on 13th October 2021.
- b) Unity Bank have stated that the bank transfer can be undertaken automatically. It has been agreed that the transfer will take place on Monday 7th February.

b) Proposed payments:-

Payee	Cheque No. / Online	Amount	Description
C.P.C. Electrical	Online	£140.00	Electrical work in the Rose Garden
Michelle Dawson	Online	£3.85	Postage 08/01/22
Keighley Tree Services Ltd.	Online	£480.00	Tree work and survey Horseshoe Dam
Mr. T. Haigh	Online	£350.00	Installation of sculpture at railway station
Craven College	Online	£225.00	Brushcutter course for Village Warden
Oxenhope P.C.C.	Online	£125.00	Outreach magazine Christmas 2021

14. Trial Balance

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
Expenditure	£	£	£	£
Clerk's Salary (inc. Employer NI)	10,706	10,682	24	-1,526
Village Warden	5,000	2,956	2,044	1,230
Village Warden (Equipment)	1,000	238	762	-8
Clerk's home working allowance	300	250	50	0
Stationery and Printing	500	207	293	293
Mobile Phone	130	785	-655	-680
Postages	20	305	-285	-285
Travel and Subsistence (Staff)	200	98	102	102
Internal and external audits	400	380	20	20
Subscriptions	900	871	29	29
Room Hire	200	131	69	49
Insurance	550	545	5	5
Training	200	0	200	0
Marketing	100	0	100	100
Outreach	400	0	400	275
Christmas Lights	5,000	4,137	863	363
Maintenance of Marsh Common	200	30	170	70
Youth Club	4,800	0	4,800	1,200
Neighbourhood Development Plan	2,000	0	2,000	2,000

Website	800	499	301	0
Contingency Fund	500	125	375	-25
Community Initiative Fund	10,000	918	9,082	9,082
Maintenance of Village Council Assets	3,000	1,636	1,364	1,364
Toilets - Community Asset Transfer	2,000	0	2,000	2,000
Sculpture Trail	1,500	2,594	-1,094	-2,480
Allotments	500	219	281	281
Book - Publishing and other costs	0	11	-11	-61
Defibrillators	500	875	-375	-375
Climate Action Fund Expenditure	0	0	0	-3,050
Total Expenditure	51,406	28,494	22,912	9,971
				Year end Shortfall (-) / Surplus (+)
Income	Budget	Income to date		
Transfer from Reserves	12,781	0	-12,781	0
Precept	35,875	35,875	0	0
Allotment Grant	300	309	9	9
Allotment rents	450	434	-16	44
Book Sales	0	286	286	286
VAT refund	2,000	2,896	896	896
Climate Action Fund Grant	0	3,050	3,050	3,050
CIL Income	0	540	540	540
Miscellaneous	0	199	199	199
Grant Bradford Council - Christmas lights	0	4,000	0	4,000
Total Income	51,406	47,588	-3,818	9,023
Surplus (+) / Deficit (-)				18,995

15. Bank Reconciliation

Balance per bank statements as at

01/02/22

Community Account

£43,210.17

Business Savings Account

£0.00

£43,210.17

Net balances:

£43,210.17

CASH BOOK

Opening Balance 1 April 2021	£26,305.10	
Add: Receipts in the year	£47,588.47	
Less: Payments in the year (incl. VAT)	-£30,683.40	<hr/>
Closing balance per cash book:		£43,210.17 <hr/> <hr/>

16. Minor items and items for next agenda**17. Date and time of next meeting**

The next meeting will be held on Wednesday 9th March 2022 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – February 2022 outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Toilet buildings on Recreation Ground	To investigate possibility of a Community Asset Transfer (CAT)	Clerk	09/11/21	Informed by Bradford Council that this will not be progressed until early in 2022.
Defibrillators	Defibrillator for Station Road area	Chair and Clerk	25/01/22	Bradford Council have asked for further information. Clerk has contacted East Cheshire Highways to ask about the defibrillator they have installed.
Fencing	External fencing at Marsh Common	Cllr Goulding	10/11/21	To be reviewed in Spring 2022.
West Shaw Lane	Request to review and reduce the speed limit	Clerk	06/01/22	Email sent to Bradford Council Highways Department requesting a review of the speed limit.
Rose Garden	Flagstones on stepped entrance from West Drive to be replaced and hand rail installed	Cllr Eastwood	01/12/21	Quotes being sort for the work. Issue with getting a quote for the handrail.
Electric vehicles	Installation of charging points	Cllrs Eastwood and Goulding	12/01/22	Proposal to be brought to a future meeting.
Natural burial ground	To investigate the possibility of establishing a natural burial ground	Cllr Goulding	12/01/22	Cllr Goulding to contact the Natural Death Centre to obtain further information.

Appendix 2 – Safety Inspection Reports

Horseshoe Dam Area and Sculpture Trail Safety Inspection Report

Name: Chris Pawson

Date: 29/01/2022

	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 removed.
Does any vegetation around the Dam area that needs removing and/or cutting well back?	Yes	Working group to be set up to clear parts of the dam before spring growth.
Is the dam (by the road) in good condition?	Yes	
Any sign of Japanese knotweed by the stream or surrounding areas?	No	
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	
Are all 6 sculptures on the Sculpture Trail 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 *Chris Pawson*

Appendix 3 – Village Warden Report

I have undertaken the following tasks in January:

- Fortnightly check of 4 AED's under OVC care and replaced pads on AED located at Community Centre
- Litter picked Cat steps area, Recreation ground Inc. play area, Heights Lane, Hebden Bridge Rd adjacent to Rose Garden and Station Rd
- Rose Garden Gritted pathways when required
- Horse shoe Dam Continued clearing vegetation around dam area and facilitated work on trees
- Cleared leaves from pavement on Moorhouse Lane, Station Rd to Marsh Lane and arranged collection by BMDC
- Cleared leaves from road on Station Rd, Jew Lane to Lowertown. Cleared debris from surface water inlets leading into Leeming Water
- Mallard View Commenced clearing vegetation and clearing leaves on land owned by Oxenhope Village Council
- Grit bins: Monitor, report and replenish bins when required
- Liaised with Bradford Council re: various blocked gullies, potholes, faulty street lights and the damaged cobbled sets at the junction of Harry Lane and Keighley Rd

Appendix 4 – New Correspondance

a) Report from Community Centre

Date: 31st January 2022

Subject: Request for financial support

Oxenhope Community Centre

Oxenhope Community Centre has like many other organisations experienced a difficult time over the last two years. In 2020 the centre was helped by a large grant which enabled survival as lockdown reduced income to only a fraction of previous levels. Last year the centre survived thanks to our main user Pre-school being operational and a grant from the Village Council. By September other bookings started to resume but it has become clear some regular users will not return. Income was therefore greatly reduced so the only way to survive was to use reserves, the grant from the Village Council and increase prices.

Efforts were made to reduce expenditure where possible, but cleaning costs increased because of the need to ensure the centre was as Covid safe as possible. Maintenance was greatly reduced by postponing work needed. The windows of the centre need painting at a cost of £450 (last years estimate) the floor needs to be re sanded and polished in the summer at a cost of £1500 and the back room requires a new carpet. The area outside the community centre car park and garden are also in need attention with trees and shrubs cutting back and the quotation for this work is £360.

During lockdown the centre's roof space was invaded by a family of squirrels. Eventually they were removed and work undertaken to ensure they could not return. Unfortunately, the squirrels had damaged some of the electric wires in the roof space and although the electricity supply was not affected those wires need to be replaced. The cost of this work is in the region of £600+.

The Community Centre is an asset to the village and has always been well used by a variety of regular groups and as a venue for one off activities, The Management Committee is therefore asking the Village Council if it would consider making a grant of £600 towards the cost of the much needed electrical work.

Tony Maw
Chairman
Oxenhope Community Centre

b) Email from Oxenhope Junior AFC
Date: 12th January 2022
Subject: Request for financial support

Dear Oxenhope Councillors

You may or may not be aware that a new football club is now available for the children of Oxenhope/Leeming/Haworth and surrounding areas

Oxenhope Juniors AFC, which will be affiliated with Oxenhope Recreation FC

A lot of work has already been put in by the following people Mr Tom Naylor, Mr Dave Eastham, Mr Richard Ellis and myself, to get this project off the ground

Due to the state of the waterlogged Recreation Park in Oxenhope, for the next six weeks we will be starting training/football sessions for children 4-14yrs old at Oakbank School (Astro Turf Pitch) on Saturday mornings from 10 am (Transport provided if required from Oxenhope recreation ground 0930hrs)

We hope to run teams for Under 8's, Under 10's, Under 12's & Under 14's (Dependant on children signing up)

We plan to join the local childrens football leagues for season 22/23 comencing August 2022

By then we will all have gained our FA coaching badges for this level of football

In the meantime we are actively seeking sponsorship and funding from local sources to make this viable and a valuable resource for our local children

Respectfully request a local grant of £500 from the Parish Council, to help with our building of this Community resource

Regards

Mr Alan Woodward

c) Email from Bradford Council, Intellegency and Sufficiency Service

Date: 13th January 2022

Subject: Statutory Consultation on Bingley Grammar School - Establishing a Resourced Provision and increasing the overall mainstream net capacity of the school

Good Afternoon,

Please find below information and details regarding the Statutory Consultation on Bingley Grammar School.

The Council is publishing a statutory proposal relating to Bingley Grammar School. This will be published in the Telegraph and Argus newspaper, today and full details of the proposal can be found on the Council's website.

The Notice sets out the procedure for making comments in support of and objections against the proposal.

The Notice relating to the school will also be posted at all the school entrances, on notice boards and in any other conspicuous place at the school where it is likely to be seen by parents and others who may have an interest. The Notice will remain on display from Thursday 13th January 2022 to 10th February 2022 inclusive.

Why are we making changes?

The Local Authority has a statutory duty to constantly review the specialist provision available for children and young people with Special Educational Needs and Disabilities (SEND), whilst also ensuring that there are sufficient specialist places available to meet the needs of the growing SEND population.

Bradford District continues to experience a significant increase in demand for Special Educational Needs and Disabilities (SEND) provision. Evidence shows there continues to be an increased demand for specialist places across all sectors.

Additionally, under section 14 of the Education Act 1996, Local Authorities have a statutory duty to ensure that there are sufficient schools for primary and secondary education in their areas.

Over recent years there has been a significant increase in the number of children entering the secondary phase in year 7. To support the Local Authority in meeting its statutory duty, Bingley Grammar School admitted up to an additional 30 pupils into year 7 in September 2019, 2020, and 2021, despite having difficulties in accommodating a third increased intake.

Additional built capacity to accommodate an extra form of entry would enable Bingley Grammar School to admit bulge classes until the increased demand has diminished.

If the numbers of younger children increase and the additional places are required for longer than currently forecast, new permanent, built accommodation will be the most suitable to meet the needs of those pupils.

We are now seeking the views of all stakeholders and interested parties on the development of further additional specialist places to be delivered within the Bradford District.

The Proposal is as follows:

1. Establish a new Specialist Resourced Provision for up to 24 children and young people with Communication and Interaction needs including Autistic Spectrum Disorders (ASD).
2. Undertake construction works at Bingley Grammar School to enlarge the school premises, increasing the overall mainstream net capacity by 150 places.

Your views are important to us, please take a few minutes to answer our short questionnaire by following the link below:

Bingley Grammar School <https://online1.snapsurveys.com/3qa7pr>

If you do not have access to the internet or you would prefer a paper copy of the questionnaire or any of the documents, please email your request to: SENDPlacesConsultation@bradford.gov.uk

Consultation documents

If you would like further information about the proposals, please refer to the following documents:

- The Strategic Plan 2021- Sufficiency of Specialist Places for Children and Young People in Bradford
- Statutory proposal for prescribed alteration document
- Consultation document
- Map showing Shipley Schools and Resourced Provisions
- Full list of Consultees
- Consultation Questionnaire
- Equality Impact assessment
- SEN Improvement Test
- SEN Evidence of Need

All of the above documents can be found online by visiting the following websites:
<https://localoffer.bradford.gov.uk/Content.aspx?mid=589> - Bradford SEND Local Offer

www.bradford.gov.uk/consultations

<https://bso.bradford.gov.uk>

Consultation Meetings

· Due to Covid restrictions face to face public meetings cannot be held, however three virtual sessions are available as detailed below:

Tuesday 18th January 10:00am – 11:00a

Thursday 27th January 1:00pm -2:00pm

Wednesday 2nd February 6:00pm – 7:00pm

· Should you wish to attend one of these meetings please send an e-mail to SENDPlacesConsultation@bradford.gov.uk to request the link to your preferred date.

The consultation closes on Thursday, 10th February 2022. All responses must be received by this date.

Kind Regards,
Intelligence and Sufficiency Service

d) Email from resident

Date: 21st January 2022

Subject: Suggesting working party to help clear Horseshoe Dam

Dear Oxenhope Village Council

Thank you for arranging to take the Goat Willow down - its much lighter at the rear of on Mallard View now.

We are all keen to get a working party together to help clear Horseshoe Dam. When its feasible. Presumably before the growing season. There are a lot of lower branches skimming the beck at rear of Mallard View and down stream, which need to be cleared too and hopefully we can clear a lot of weeds and the Himalayan Balsam.

Perhaps this could be raised at the next Council meeting.

e) Email from resident

Date: 31st January 2022

Subject: Yate Lane

Hi,

We've been experiencing frequent parking issues for residents of Yate Lane which is getting worse. I understand the road outside is a public highway and I don't own a right to park there. But most days and weekends I have to park and leave my car on Waterside which is also like a car park full of dumped cars on pavements. It's now becoming a major issue for myself carrying bags from the supermarket shop....

Many thanks

f) Email from Cllr McManus

Date: 31st January 2022

Subject: Meeting with Yorkshire Water at Sewage Treatment works

Hi All

I confirm I have attended the meeting at Oxenhope Sewage works this morning. The local residents had also invited a local architect....

The project manager from Yorkshire Water was very positive and brought a suggested plan to create an "imitation" agricultural building at the residents side of the offending metal platform structure (approx 4 metres high) designed to hide the structure from their viewpoint. I suggested that the new building should hide the offending structure from all aspects not just one end. After some discussion they agreed in principle to do that. (The architect) suggested the structure should be vertical timber slatting with a dark corrugated sheet roof. Again this was agreed in principle.

Going forward Yorkshire Water will draw up plans for approval by the residents and then submit to Bradford MDC for planning consent.

They also confirmed that they will erect a 2 metre stone wall (subject to planning consent) along the roadway boundary to hide the majority of pipework onsite from public view. Further agreement was reached about tree planting on the residents' side of the new boundary fencing.

In terms of timing the new sewage treatment plant will go into operation before 31st March this year. The works discussed today will go ahead as soon as practicable following planning consent, hopefully by early summer.

Regards

Peter McManus

Appendix 5 – Minutes of the Annual Allotment Holders’ Meeting

MINUTES OF THE ALLOTMENT HOLDERS’ OPEN FORUM HELD AT 6.30 P.M. ON WEDNESDAY 19TH JANUARY 2022 BY VIDEO CONFERENCE

Present: Cllr Kevin Allmond, Chair
3 Allotment Holders

In attendance: Janet Foster, Clerk to the Village Council

1. Welcome

Cllr Allmond welcomed everyone to the meeting.

2. Apologies for absence

Apologies for absence have been received from Clare Pickles and Bob Crowther.

3. Review of 2021

Cllr Allmond asked how the previous year had been and was told it was a good growing year with a lot of produce.

He asked if there were any particular issues. The only issue raised was moss on the roadway. The Clerk was asked to look into how this could be treated.

A query was raised about the adjoining land, which Bradford Council wants to allocate for housing. This was not in the original Local Plan. The Village Council has objected to the plan to allocate this land for housing.

Queries were raised about plots, which were under cultivated and could spread weeds to other plots. Cllr Allmond agreed to look at all plots in the next few days and to regularly review all plots.

4. National Allotment Society

Oxenhope Village Council is a member of the National Allotment Society. The Clerk will pass on the magazine to an allotment holder.

5. Rents 2022 and 2023

Rents for agreed by Oxenhope Village Council for 2022 are:

	Rents 2022
Full Plot	£40.00
Half Plot	£20.00

Retired Rate	Rents 2022
Full Plot	£30.00
Half Plot	£15.00

Rents will be unchanged in 2023. The retired rate is for allotment holders of statutory pension age.

6. Any other business

A query was raised about the trees / hedge at the back of the plot which were cut back a couple of years previously. Cllr Allmond said they would be trimmed again when required, possibly in a couple of years' time. It was pointed out that the hedge supports the fencing.

The Clerk informed the meeting that there is a very long waiting list for allotment plots (currently 18 people waiting for an allotment). The difficulty of obtaining suitable land for allotments was discussed.

The meeting finished at 6.55 p.m.

Appendix 6 – Minutes of the Climate Change Advisory Committee Meeting

Minutes of the Climate Change Advisory Committee Meeting Wednesday 26th January 2022 at 7.00 p.m.

Attendees:

Cllr Ken Eastwood
3 residents

Janet Foster - Clerk

1. **Welcome and Introductions**

Cllr Eastwood started by welcoming everyone to the meeting and introducing everyone.

2. **Oxenhope Village Council and Climate Change**

Cllr Eastwood said the Village Council have discussed climate change and the approach the Council should take. While there had been discussion about declaring a climate emergency, this was seen by some as a political issue and the Council had decided against it. However Councillors are very committed to tackling this issue of climate change.

He said the aim of this meeting was to have an informal, exploratory discussion and to come up with ideas and thoughts for a way forward.

3. **Group Discussion**

Cllr Eastwood thanked the resident for producing a really useful discussion document and asked them to talk about it.

They started by saying they had lived in the village for about 5 years. They have several grandchildren and were concerned about climate change and the effect it will have on their grandchildren.

They wanted to do something but knew it might be difficult to get people on board so wanted to prompt a discussion and also look at starting with easier things to get people involved.

They felt one easier thing might be to concentrate on home energy, especially given the likely steep rise in energy costs. However concerns were raised about the likely cost and difficulty of insulation, particularly with some of the older properties in the village.

They also suggested that a repair shop (possibly a virtual one to start with) and working towards going plastic free would be good starting points.

They would like the Village Council to agree to work towards net zero. They gave an example of another village, Overton, who are working towards net zero and have a website (sustainableoverton.org.uk). A website is a good starting point and a way of getting people on board.

They suggested that small groups could be set up, for example with the repair shop. This would start to get people involved. Some of the bigger ideas would require more work but these would be longer term projects.

Cllr Eastwood stated he really liked the approach of starting small and building from there. He said that branding is important and care needs to be taken not to put people off. He offered to set up a website for free and could then put out a call for interested people to sign up, either to a WhatsApp Group or a Facebook page. He said there was a real need for more people to be involved.

Another resident thought the idea of a repair shop was a great idea. They pointed to the lack of businesses in Oxenhope and were keen to see this as an opportunity to attract and support new businesses into the village.

The third resident agreed and talked about Surfers against Sewage and their work on plastic free communities.

Cllr Eastwood said it was really important to get young people on board and agreed that the green agenda did offer a real business growth opportunity. He emphasised the importance of focusing on small local issues rather than national issues, which would be hard to influence.

The first resident agreed it can be difficult but if a group is started and gets together with other like minded groups to lobby MPs and Parliament, then you can have an effect. The starting point is to get credibility as a village group.

4. Next Steps

Cllr Eastwood suggested that the next steps could be to organise a brand, logo and website followed by a call to action across the village.

The first resident suggested it might be easier to continue the discussion via a closed Facebook group, which could be used to exchange ideas, starting with the branding and logo. Once the logo and brand identity has been agreed it can be used with every project, including the repair shop and the plastic free project.

Cllr Eastwood said once that is underway and agreed then a call to action and a public meeting can be arranged to move the project forward. A target date of early March was agreed.

Cllr Eastwood closed the meeting by thanking the resident for producing the discussion document and everyone for attending.