



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

Signed: *Janet Foster* 8th April 2022

Clerk to the Village Council
07972 717058

clerk@oxenhopevillagecouncil.gov.uk

You are summoned to attend the monthly meeting of Oxenhope Village Council to be held at 7.30 p.m. on Wednesday 13th April 2022 at the Methodist Church, West Drive, Oxenhope BD22 9LJ

AGENDA

- 23/22 To receive apologies for absence given in advance of the meeting**
To note any apologies offered.
- 24/22 To consider the approval of reasons given for absence**
To consider approval of absence.
- 25/22 Disclosures of Interest**
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 26/22 Applications for a Dispensation**
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 27/22 Minutes of Meetings (previously circulated to Members)**
- a) To confirm the minutes of Village Council's monthly meeting held on 9th March 2022 as a true and correct record.
 - b) To discuss any matters arising from the minutes.
 - c) To receive information on the April Outstanding Issues Report (Appendix 1) and decide further action where necessary.
- 28/22 Cricket Club Jubilee Event Sunday 5th June 2022**
To receive a verbal report from the Treasurer of Oxenhope Cricket Club on the Jubilee event they are holding on 5th June.
- 29/22 Public Question Time**
To welcome members of the public and to receive their representations.
- 30/22 Guest Speakers**
- a) Worth Valley Ward Councillors.
 - b) Other guest speakers.
- 31/22 Planning Applications**
To consider and decide upon the following planning applications:
- a) **22/00917/FUL** Change of use - stable block to form dwelling with part lifting of roof and over cladding of block walls with stone at land at Black Moor Road Oxenhope.

- b) **22/00955/FUL** Change of use - existing barn to form additional accommodation, demolition of modern extension and rebuilding on line of former extensions, existing barn roof to be lifted 300mm and alterations to fenestration at Fieldgate Farm, Outside Lane, Oxenhope BD22 9QY.
- c) **22/00989/FUL** Construction of detached dwelling including detached double garage and new vehicular access from West Shaw Lane at The Yard, Shaw Lane, Oxenhope BD22 9QR.
- d) **22/01282/FUL** Demolition of existing farm shop building and undercover areas and construction of new farm shop building at Marsh Top Farm, Marsh Lane, Oxenhope BD22 9RN
- e) **22/01389/HOU** First floor side extension and new drive at 2 Best Lane, Oxenhope BD22 9NA.
- f) **22/01569/HOU** Replacement single storey extension at Holly Bank, Moorhouse Lane, Oxenhope BD22 9RX.

32/22 Safety Inspection Reports (Appendix 2)

To note the reports for the Horseshoe Dam, Rose Garden and Marsh Common.

33/22 Warden's Report (Appendix 3)

To note the Warden's Report and decide on approach to trees on land in Waterside.

34/22 Correspondence (Appendix 4)

To consider and decide upon the following new correspondence:

- a) Email from YLCA about Smaller Councils Committee - letter to smaller councils.

35/22 Village Councillor Resignations

To note that two Village Councillors have given notice of their resignations.

36/22 Millennium Green

To consider a motion by Cllr Eastwood proposing that the Village Council provides grant funding of £2,000 per annum to support the Oxenhope Millennium Green Trust to continue to maintain the village green. To provide some financial stability to the Trust, to confirm that funding will be provided for the next 5 years, subject to an annual expenditure report from the Trust, with ongoing funding to be reviewed in April 2026.

37/22 Oxenhope Straw Race 2022

To note that planning for the 2022 Straw Race is underway. To invite comments from residents of the village to be passed to the organising committee for due consideration.

38/22 Financial Matters

- a) To note that the charge for the two mobiles phones will increase by 4.5% from 1st April 2022. The monthly charge for the Clerk's phone will increase from £10 to £10.45 and the Warden's phone will increase from £8.00 to £8.36.
- b) To authorise, or otherwise, the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
Colin Moses	Online	£250.00	Crown lift willow tree on Mallard Drive
HMRC	Online	£1,197.40	Q4 2021/22 PAYE and employer's NI
Janet Foster	Online	£176.73 £22.50 £199.23	Expenses (08/01/22 - 06/04/22) Mileage January – March 2022 Total
FR Jones	Online	£315.92 (£113.83) £202.09	Invoice safety equipment Credit note – items returned Total
Oxenhope Millennium Green Trust	Online	£2,000.00	Annual payment (subject to agreement following discussion at meeting)
Marketing Mechanic	Online	£1,071.60	Plaques for sculptures
Yorkshire Local Councils Association	Online	£737.00	Annual Membership 01/04/22 – 31/03/23

39/22 Provisional Year End Outturn

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
Expenditure	£	£		£
Clerk's Salary (inc. Employer NI)	10,706	12,376	-1,670	-1,670
Village Warden	5,000	3,828	1,172	1,172
Village Warden (Equipment)	1,000	678	322	322
Clerk's home working allowance	300	300	0	0
Stationery and Printing	500	207	293	293
Mobile Phone	130	803	-673	-673
Postages	20	305	-285	-285
Travel and Subsistence (Staff)	200	118	82	82
Internal and external audits	400	380	20	20
Subscriptions	900	871	29	29

Room Hire	200	131	69	69
Insurance	550	545	5	5
Training	200	225	-25	-25
Marketing	100	0	100	100
Outreach	400	125	275	275
Christmas Lights	5,000	4,951	49	49
Maintenance of Marsh Common	200	30	170	170
Youth Club	4,800	0	4,800	4,800
Neighbourhood Development Plan	2,000	0	2,000	2,000
Website	800	499	301	301
Contingency Fund	500	182	318	318
Community Initiative Fund	10,000	1,518	8,482	8,482
Maintenance of Village Council Assets	3,000	2,250	750	750
Toilets - Community Asset Transfer	2,000	0	2,000	2,000
Sculpture Trail	1,500	2,594	-1,094	-1,094
Allotments	500	569	-69	-69
Book - Publishing and other costs	0	11	-11	-11
Bank Charges	0	18	-18	-18
Defibrillators	500	875	-375	-375
Climate Action Fund Expenditure	0	0	0	0
Total Expenditure	51,406	34,394	17,012	17,012
				Year end Shortfall (-) / Surplus (+)
Income	Budget	Income to date		
Transfer from Reserves	12,781	0	-12,781	-12,781
Precept	35,875	35,875	0	0
Allotment Grant	300	309	9	9
Allotment rents	450	494	44	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	232	232	232
Grant Bradford Council - Christmas lights	0	4,000	0	4,000
Total Income	51,406	47,682	-3,724	-3,724
Surplus (+) / Deficit (-)				13,288

40/22 Bank Reconciliation

Bank Reconciliation

Balance per bank statements as
at

31/03/22

Barclays Community Account	£0.00
Barclays Business Savings Account	£0.00
Unity Trust - Current Account	£37,054.46

£37,054.46

Net balances:

£37,054.46

CASH BOOK

Opening Balance 1 April 2021	£26,305.10
Add: Receipts in the year	£47,681.65
Less: Payments in the year (incl. VAT)	-£36,932.29

Closing balance per cash book:

£37,054.46

41/22 Minor items and items for next agenda

To discuss minor items and to note items for the next agenda.

42/22 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 11th May 2022 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – April 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	09/02/22	Informed by Bradford Council that this will not be progressed until summer 2022.
Defibrillator	Defibrillator for Station Road area	Chair and Clerk	02/03/22	Bradford Council have agreed that specified type of cabinet can be attached to a lamppost. Need to agree order of cabinet and agree a suitable lamppost.
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	30/03/22	Further email sent to Bradford Council requesting speed limit is reviewed.
Rose Garden	Flagstones on stepped entrance from West Drive to be replaced and hand rail installed	Cllr Eastwood	09/03/22	Expenditure approved and contractor asked to undertake the work.
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.
Cemetery at junction of Denholme Roas and Jew Lane	Concern about maintenance and safety	Cllrs Eastwood and Clerk	13/03/22	Further email sent to contact at Methodist Church to ask if issue raised are being addressed.

Appendix 2 – Safety Inspection Reports

Horseshoe Dam Area and Sculpture Trail Safety Inspection Report

Name: Chris Pawson

Date: 29/03/2022

	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	
Does any vegetation around the Dam area that needs removing and/or cutting well back?	Yes	Work is underway to cut back smaller trees and remove some of the reeds
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?	Yes	Large plastic sheet is caught in the stream. No immediate concern, but will be removed.
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?	No	Sculpture in Horseshoe Dam has been damaged by the volume of water during storms. It has been taken out of the water for inspection/repair. All others are ok.

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*

Rose Garden Monthly Inspection Report

Name: Ken Eastwood
Weather Wet and windy

Date: 6th April 2022
Time: 11:15

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?	N	
Footpaths – Any defects?	N	Moss accumulating in places.
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?	Y	
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

Marsh Common Safety Monthly Inspection Report

Name: Robert Goulding
Weather Rain

Date 6th April 2022
Time 2.45 p.m.

	Yes / No	Comment if necessary
Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?	Yes	
Free of debris?	Yes	
Any defects in footpath e.g. pot holes, glass etc?	No	
Any unauthorised vehicular use e.g. off road motor bikes etc?	No	
Any dog fouling visible on or within close proximity of footpath?	No	
Any defects in the seating which may cause personal injury?	No	
Is the seating adequately secured to the ground?	Yes	
Does the kissing gate working as it should?	Yes	
Are the padlock and chain on the field gate intact?	Yes	
Is the padlock on the palisade fencing gate in full working order?		Not seen
Any vegetation need removing and/or cutting well back?	No	
Any overhanging branches need removing?	No	
Any defects in the fencing or boundary walls?	Yes	Boundary fencing continues to deteriorate

I certify that I inspected Marsh Common on the above date when the only defects observed were those recorded above.

Inspector's Signature *R. Goulding*

Appendix 3 – Village Warden Report

I have undertaken the following tasks in March:

- 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 and Hebden Bridge Road
- Horseshoe dam: continued clearing vegetation and retrieved sculpture from dam after storms. Sculpture will require repairing
- Mallard View: clearing and removal of vegetation on land owned by Oxenhope Village Council opposite no.50. Crown lift to willow tree now completed
- Marsh Common: Reported and cutback storm damaged tree which was obstructing footpath
- Cleared and removed storm debris from roads around Lowertown
- Reported faulty street light Waterside, gully cover on Hebden Road now replaced
- Reported to BMDC rights of way Officer obstruction to footpath adjacent to Fisher's Lodge due to fallen tree. Cut back tree enough to allow safe passage.
- Reported damage to gateway's most likely by off road vehicles to BMDC and Cllr Herd. Footpath leading from Nab Water Lane up to top Conduit
- Waterside: Commenced Cutting back and removal of vegetation to two small plots as requested by Cllr Hartley

A decision is required by Councillors on thinning or felling willow trees on right hand side of entrance to Waterside (see attached photo). There are three trees, two of which are self seeded willows. The plot is not owned by the Village Council (possibly an small plot of unowned land left by developers). The trees are not in the Lowertown Conservation Area and there are not Tree Preservation Orders.



Entrance to parking area on Waterside

Appendix 4 – New Correspondence

a) Email from YLCA

Date: 14th March 2022

Subject: Smaller Councils Committee letter to smaller councils

Dear Clerk, Chairman and Councillors,

NALC – Letter to smaller Councils

The National Association of Local Councils (NALC) has a committee specifically dedicated to small local (parish and town) councils – these are defined as those councils with an electorate under 6,000. The members who serve on the committee all come from small local councils themselves.

We have been asked by the Smaller Councils Committee, to circulate the attached letter to the members of smaller councils. The committee are asking what issues of relevance to smaller councils they would like this committee to address and what services they would like NALC to provide.

Please send the response to policycomms@nalc.gov.uk by the 30 April 2022.

Yours sincerely

Joy Morgan

ADMINISTRATION OFFICER

11 MARCH 2022

All smaller local councils

Dear chairs and councillors of smaller councils

The National Association of Local Councils (NALC) has a committee specifically dedicated to smaller local (parish and town) councils – these are defined as those councils with an electorate under 6,000. The members who serve on the committee all come from small local councils themselves.

We would like to hear from you on the issues you would like us to address that are specific to small councils and to invite you to tell us what services NALC could consider offering to meet your needs. For instance, are there any specific issues you would like us to feed into NALC's online events, committee meetings or national network sessions which you would find particularly useful and/or is there a particular issue you think we should be lobbying government about which we aren't currently?

In case you might find it useful, the committee has been considering the following subjects:

- practice regarding planning consultations
- carbon literacy
- identifying future membership needs for advice/guidance and providing feedback/input on NALC services
- practical issues arising from small councils having limited capacity
- sharing good practice, supporting NALC campaigns/big themes and helping develop the evidence base including through surveys
- improving good governance
- increasing take-up of the Local Council Award Scheme and CILCA

We hope you will consider this request as an agenda item at your next local council meeting.

We look forward to hearing from you.

Please reply to policycomms@nalc.gov.uk by 30 April 2022.

Yours sincerely,

Cllr Graham Ford
Chair
NALC Smaller Councils Committee