

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL  
HELD ON WEDNESDAY 13<sup>TH</sup> APRIL 2022 AT THE METHODIST CHURCH, WEST  
DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)  
Cllr Kevin Allmond  
Cllr Michelle Dawson  
Cllr Helen Hartley  
Cllr Chris Pawson

In attendance: Worth Valley Ward Councillor Chris Herd  
Worth Valley Ward Councillor Rebecca Poulsen  
Village Warden, Mark Whitaker  
John Taylor, Oxenhope Cricket Club  
3 members of the public

**23/22 To receive apologies for absence given in advance of the meeting**

Apologies for absence have been received from Cllrs Robert Goulding and Nick Pierce and also from Worth Valley Ward Cllr Russell Brown, Rev. Cat Thatcher and Alice Bentley, Ward Officer.

**24/22 To consider the approval of reasons given for absence**

The reasons for absence were approved.

**25/22 Disclosures of Interest**

Cllrs Eastwood and Dawson declared an interest in the item relating to financial support for the Millennium Green as they are Trustees of the charity which manages the Millennium Green.

**26/22 Applications for a Dispensation**

None received.

**27/22 Minutes of Meetings (previously circulated to Members)**

- a) The minutes of the Village Council's monthly meeting held on 9<sup>th</sup> March 2022 were confirmed as a true and correct record.
- b) There were no matters arising.
- c) The April Outstanding Issues Report was noted. The clerk reported some progress has been made in relation to getting a defibrillator installed on a lamppost.

**28/22 Cricket Club Jubilee Event Sunday 5<sup>th</sup> June 2022**

John Taylor, Treasurer of Oxenhope Cricket Club introduced himself to the meeting and spoke about the Cricket Club's plans for an event to celebrate the Queen's Platinum Jubilee. This will be held at the Cricket Club on Sunday 5<sup>th</sup> June.

He said it is be an event for the whole village. The Club has been in touch with a number of Oxenhope organisations, including various clubs, the school and the church. They expect between 200 and 600 people may attend the event.

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The Cricket Club has purchased lots of bunting and flags. They have also arranged for David Pearson, Deputy Lord Lieutenant of West Yorkshire to perform the opening ceremony. Cllr Ken Eastwood has agreed to introduce the Deputy Lord Lieutenant.

Parking may be an issue. While the Club hope that as many people as possible will walk, parking will be available at the school and church, while the football club has agreed that the top field can be used for parking. Help will be needed to ensure the best use is made of the space available.

Bradford Council's Public Safety Liaison Group (PSLG) has agreed that Hebden Bridge Road can be coned to prevent bad parking. A traffic management company will be used to manage this.

However, if the weather is really poor, the Cricket Club reserve the right to cancel the event because of the damage that would be caused to the outfield.

There will be a bar, BBQ and tea area to make sure everyone is catered for. The school will be involved and there will be races for the children. Local organisations will be running stalls and will be able to keep any money they make. The money made by the Cricket Club will be split between the Club and local charities.

Mr. Taylor requested help from the Village Council with managing the parking. Cllr Eastwood said there was a list of people in the village who were happy to be contacted about volunteering opportunities. He could put out a request to see if people are willing to help.

Mr. Taylor said there was only a small committee organising the event, though he stressed that he has considerable experience, through being involved with organising the 1940s weekend in Haworth. A grant of £1,000 has been obtained from Bradford Council which will be used to pay the traffic management company, as well as purchase bunting and produce a flyer to promote the event.

The other need was for more first aiders. They need to have four and have already identified two. Cllr Eastwood agreed to ask if there were any suitably qualified people willing to volunteer.

Cllr Eastwood asked if the risk assessment for the event was in place. Mr. Taylor said it was being worked on and should be ready in a couple of weeks. Cllr Eastwood offered to provide a template for the risk assessment if needed.

The main event is due to start at 1 o'clock and will finish around 5 o'clock, though some things will continue into the evening. A PA system will be available and there will be an auction and raffle.

Cllr Eastwood thanked Mr. Taylor for attending and said the event sounds fantastic and will be great for the village. Mr. Taylor said the next meeting of the organising committee would be on Tuesday 19<sup>th</sup> April. He would let the Clerk have the details about the meeting.

**29/22 Public Question Time**

A resident asked about repairs to the damaged fencing round the tennis court. Cllr Poulsen agreed to follow this up.

**30/22 Guest Speakers**

a) **Worth Valley Ward Councillors**

Cllr Herd reported that fly tipping continues to be a problem. He said nearly 600 tyres have been removed from Nab Water Lane area, both by Bradford and Calderdale Councils, with Bradford maybe clearing tyres that were Calderdale's responsibility.

Unfortunately since the removal, more tyres have been fly tipped. There is also a problem in the area with broken gates, possibly due to quad bikes. He said there was a need for further action by the Police Steerside team. He also said that the covert cameras could be better used.

A resident suggested that the layby on Heights Lane is a good surveillance point both to see and hear any quad bikes.

Cllr Herd said a good job has been made of tidying up the Community Centre car park, with the funding coming from the Covid recovery fund.

He asked for jobs that could possibly be undertaken by the Community Payback team. He agreed to liaise with the Village Warden.

Cllr Poulsen provided an update on the issues with the building work at the sewage treatment plant. She and Robbie Moore MP had joined a meeting between the residents and Yorkshire Water. Yorkshire Water will be applying for retrospective planning permission for the large building. They are liaising with residents about screening work before applying for the permission.

The plan is to build a six-foot-high wall round the site. It will be stone, but because of the height, cement will be used, as it is too high to be a dry stone wall. There will also be a laurel hedge, which is due to be planted this week.

Proposals to help hide the building have not yet been agreed.

In terms of the access bridge, as heavy machinery has been used, it will be inspected and checked. Any work needed on the bridge and the walls of the beck will be undertaken before the work is finished.

Cllr Poulsen said Yorkshire Water have agreed that their communication has been poor and they are now trying to improve. Yorkshire Water stated they had "forgotten" to mention the large building when talking to residents before the work started. They also thought that it would be permitted development, but this is not the case and they will be applying for retrospective planning permission.

The Clerk read out an email Yorkshire Water had sent to Oxenhope Village Council which stated that they were looking to improve their communication about the treatment works with stakeholders and promised to provide further updates on this issue to the Village Council.

- b) Other guest speakers.  
None.

**31/22 Planning Applications Resolved:**

- 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.

The resident who has applied for planning permission provided further information. They had previously received planning permission but now want to use stone cladding. As this is classed as a material change, they are having to re-apply for planning permission.

Cllr Eastwood thanked the resident for attending and explaining their application.

Oxenhope Village Council has no objection to this planning application.

- 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.

Oxenhope Village Council has no objection to this planning application.

- 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.

Oxenhope Village Council has no objection to this planning application.

- 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.

Oxenhope Village Council has no objection to this planning application.

- e) **22/01389/HOU** First floor side extension and new drive at 2 Best Lane, Oxenhope BD22 9NA.

Oxenhope Village Council has no objection to this planning application.

- f) **22/01569/HOU** Replacement single storey extension at Holly Bank, Moorhouse Lane, Oxenhope BD22 9RX.

Oxenhope Village Council supports this planning application.

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**32/22 Safety Inspection Reports**

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

The only issue at the Horseshoe Dam is the sculpture, which was damaged in the recent floods. Cllr Hartley has been in touch with the school attended by the sculptors.

She is also planning to meet the Warden to look at installing the plaques by each sculpture.

It was reported that the work on the Rose Garden steps is due to be undertaken in May. With all the spring flowers, the Garden is looking good. Cllr Eastwood said it would be good to re-start the Rose Garden working group in due course.

The Young Farmers were thanked for their work planting wild flowers at Marsh Common.

**33/22 Warden's Report**

The Warden's Report was noted. He reported that the work on the tree in Mallard View has been completed.

He explained the issue with the trees on Waterside, which are growing on a plot of un-owned land. Cllr Hartley agreed to consult with the neighbouring property and the Warden will get a quote for cutting the trees down.

**34/22 Correspondence**

To consider and decide upon the following new correspondence:

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

**35/22 Village Councillor Resignations**

The Clerk was asked to inform Bradford Council that Cllr McManus has already resigned from the Village Council and Cllr Hartley has decided to resign.

Cllr Eastwood thanked Cllr Hartley for her work with the Village Council, particularly in relation to the Sculpture Trail.

**36/22 Millennium Green**

Cllr Eastwood said advice has been obtained from YLCA and now the Millennium Green trustees know the cost of the grounds maintenance, he was asking for £2,000 to be paid annually for the next five years to support the Millennium Green. This would cover basic running costs including grounds maintenance. Any surplus from the village fete, when there is one, will be used for improvements.

Cllrs Eastwood and Dawson then left the meeting and Cllr Pawson took over as Chair.

There was general support for providing this financial support to the Millennium Green.

**Resolved:**

The Village Council will provide grant funding of £2,000 per annum to support the Oxenhope Millennium Green Trust to continue to maintain the village green for the next five years. Ongoing funding will be reviewed in April 2026.

**37/22 Oxenhope Straw Race 2022**

It was noted that planning for the 2022 Straw Race is underway. Bradford Council have asked for evidence of consultation with residents. Councillors said there had been some mixed views about the race, with one of the main issues being toilet provision, which the Race Committee had previously addressed.

Councillors said the Race has been run for 40 years, was a great feature of village life and they wanted it to continue.

**38/22 Financial Matters**

**Resolved:**

- a) To note that the charge for the two mobiles phones will increase by 4.5% from 1<sup>st</sup> 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 the following accounts for payment: -

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

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**39/22 Provisional Year End Outturn**  
Noted.

<b>Heading</b>	<b>Budget</b>	<b>Spend to date</b>	<b>Budget remaining currently</b>	<b>Projected Year End Shortfall (-) / Surplus (+)</b>
<b>Expenditure</b>	£	£		£
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

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Bank Charges	0	18	-18	-18
Defibrillators	500	875	-375	-375
Climate Action Fund Expenditure	0	0	0	0
<b>Total Expenditure</b>	<b>51,406</b>	<b>34,394</b>	<b>17,012</b>	<b>17,012</b>
<b>Income</b>	<b>Budget</b>	<b>Income to date</b>		<b>Year end Shortfall (-) / Surplus (+)</b>
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
<b>Total Income</b>	<b>51,406</b>	<b>47,682</b>	<b>-3,724</b>	<b>-3,724</b>
<b>Surplus (+) / Deficit (-)</b>				<b>13,288</b>

#### 40/22 Bank Reconciliation

Noted.

### 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

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Closing balance per cash book:

£37,054.46

**41/22 Minor items and items for next agenda**

None.

**42/22 Date and time of next meeting**

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

The meeting finished at 8.32 p.m.

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