



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

Signed: *Janet Foster* 3rd February 2023
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 8th February 2023 at the
Methodist Church, West Drive, Oxenhope BD22 9LJ**

AGENDA

- 21/23 To receive apologies for absence given in advance of the meeting**
To note any apologies offered.
- 22/23 To consider the approval of reasons given for absence**
To consider approval of absence.
- 23/23 Disclosures of Interest**
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 24/23 Applications for a Dispensation**
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 25/23 Minutes of Meetings (previously circulated to Members)**
a) To confirm the minutes of Oxenhope Village Council's monthly meeting held on 11th January 2023 as a true and correct record.
b) To discuss any matters arising from the minutes.
c) To receive information on the February Outstanding Issues Report (Appendix 1) and decide further action where necessary.
- 26/23 Public Question Time**
To welcome members of the public and to receive their representations.
- 27/23 Guest Speakers**
a) Worth Valley Ward Councillors
b) Mick Birro, Emergency Planning Officer, Bradford Council
c) Other guest speakers
- 28/23 Planning Applications**
To consider and decide upon the following planning application:
- a) **22/05158/HOU** Single storey sunroom extension at Kirklands, Outside Lane Oxenhope BD22 9QY.
- b) **23/00027/OUT** Outline application for residential development of land requesting consideration of access at land west of Cross Lane, Oxenhope BD22 9LE.

29/23 Safety Inspection Reports (Appendix 2)

To note the reports for the Horseshoe Dam and Rose Garden.

30/23 Warden's Report (Appendix 3)

To note the Warden's Report.

31/23 Correspondence (Appendix 4)

To consider and decide upon the following new correspondence:-

- a) Email from resident requesting a grit bin on Harry Lane.
- b) Correspondence between Clerk and Keighley and Worth Valley Railway (KVWR) concerning parking and traffic issues.
- c) Email from resident with concerns about road being eroded.

32/23 Annual Allotment Holders' Meeting

To note the Annual Allotment Holders' Meeting took place on Wednesday 11th January 2023. Minutes of the meeting are attached (Appendix 5).

33/23 Climate Change (Standing agenda item)

To review plans and actions in relation to climate change.

34/23 Financial Matters

- a) To authorise, or otherwise, a grant of £500 to the Oxenhope Climate Action Group. Grant application is in Appendix 6.
- b) To note payment of £217.14 has been made to Quality Garden Supplies for the delivery of 40 bags of grit.
- c) To authorise, or otherwise, purchase of two grit bins (for Back Leeming and Harry Lane) at a cost of £100 per bin to supply and fill.
- d) To authorise, or otherwise, purchase of a metre square planter at a quoted cost of £396 (plus VAT), which includes delivery.
- e) To note that Cllrs Dawson and Goulding are not signatories on the Unity Trust Bank Account.
- f) To authorise, or otherwise, the following accounts for payment:

Payee	Payment method	Amount	Description
The Natural Death Centre	Online	£66.00	Annual membership
Centrewire Ltd.	Online	£613.20	Gate at Marsh Common

35/23 Trial Balance

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
Expenditure					
Salaries	19,800	18,814	986	-2,060	1
Village Warden (Equipment)	1,000	1,149	-149	-149	
Clerk's home working allowance	300	200	100	50	
Stationery and Printing	500	211	289	289	
Mobile Phone	200	150	50	18	
Postages	320	361	-41	-41	
Travel and Subsistence (Staff)	200	153	47	47	
Internal and external audits	500	385	115	115	
Subscriptions	950	914	36	36	
Room Hire	260	305	-45	-125	
Insurance	545	545	0	0	
Training	400	0	400	300	
Marketing	500	0	500	500	
Outreach	400	250	150	150	
Christmas Lights	5,000	1,160	3,840	3,340	2
Youth Club	4,800	3,000	1,800	-600	3
Neighbourhood Development Plan	500	118	382	382	
Website	900	499	401	401	
Contingency Fund	500	347	153	-20	
Community Initiative Fund	1,000	1,221	-221	-221	
Maintenance of Village Council Assets	15,000	5,939	9,061	8,361	4
Toilets - Community Asset Transfer	5,000	0	5,000	5,000	5
Sculpture Trail	1,000	920	80	-120	
Allotments	500	346	154	154	
Book - Publishing and other costs	100	8	92	92	
Bank Charges	0	104	-104	-122	
Defibrillators	500	2,401	-1,901	-1,901	6
Summer Play Scheme	3,600	1,800	1,800	1,800	7
Section 137 Expenditure	0	0	0	0	
Millennium Green	0	2,000	-2,000	-2,000	8

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
Climate Action Fund Expenditure	0	0	0	0	
Refurbishment of Leeming phone kiosk	500	0	500	500	
Total Expenditure	64,775	43,901	20,874	13,575	
Income	Budget	Income to date		Year end Shortfall (-) / Surplus (+)	
Reduction In reserves	25,570	0	-25,570	0	
Precept	36,645	36,645	0	0	
Allotment Grant	310	313	3	3	
Allotment rents	450	404	-46	14	
Book Sales	0	286	286	286	
VAT refund	1,800	2,538	738	738	
Total Income	64,775	40,187	-24,588	1,042	
Surplus (+) / Deficit (-)				14,617	

Notes:

1. Increased salary costs due to national pay award being higher than budgeted and pension contributions.
2. Saving on Christmas light expenditure as no new motifs have been purchased.
3. Potential overspend depending on timing of invoices relating to Youth Club.
4. Savings as no spend on shelter at Marsh Common.
5. Underspend as Community Asset Transfer still not agreed.
6. Additional expenditure to install "dummy" lamppost and new cabinet.
7. Budget for was six sessions but only three sessions booked.
8. Expenditure agreed after budget was set.

36/22 Bank Reconciliation

Balance per bank statements as
at

31/01/23

Unity Trust - Current Account £30,250.93

Unity Trust - Instant Access Account £0.00

£30,250.93

Net balances:

£30,250.93

CASH BOOK

Opening Balance 1 April 2022 £37,054.46

Add: Receipts in the year £40,186.92

Less: Payments in the year (incl. VAT) -£46,990.45

Closing balance per cash book:

£30,250.93

37/23 Minor items and items for next agenda

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

38/23 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 8th March 2023 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – February 2023 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	09/11/22	Informed Bradford Council looking at disposal route. Awaiting further update around consultation and potential loss of public space issues.
Defibrillator	Defibrillator for Station Road area	Chair, Clerk and Warden	December 2022	Dummy lamppost installed and supplies received. Electrician will install early in 2023.
Fencing	External fencing at Marsh Common	Cllr Goulding	October 2022	Proposal to address various issues at Marsh Common discussed. Financial authorisation agreed 08/06/22. New gate installed October 2022.
West Shaw Lane	Request to review and reduce the speed limit	Clerk	October 2022	Cllr Herd has met with Bradford Highways. Proposed speed reduction to be discussed at Keighley Area Committee.
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 Road and Jew Lane	Concern about maintenance and safety	Cllrs Eastwood and Clerk	23/07/22	Contacted by Methodist Circuit Steward to say work due to start in summer 2022.
Community Preparedness	Leaflet to be drawn up	Cllrs Allmond and Harvie	09/11/22	

Appendix 2 – Safety Inspection Reports

Horseshoe Dam Area and Sculpture Trail Safety Inspection Report

Name: Chris Pawson

Date: 27/01/2023

	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?	No	
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 however 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 repositioned, but in need of repair.

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 Safety Inspection Report

Name: Ken Eastwood

Date: 3rd February 2023

Description	Yes (Y) /No (N)	Comments
Entrances – Are all entrances safe to use?	N	Threshold at bottom of slope with junction of main path is worn and a potential trip hazard.
Boundary Walls – Any defects?	Y	A coping stone is loose and pointing missing between other copings on the walls around the slope.
Footpaths – Any defects?	N	Two small areas on West Drive side path would benefit from patching. Tree root damage near Welcome sign has worsened. Tarmac is badly cracked, possibly worsened by frost and ice.
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 – Any 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*

Appendix 3 – Village Warden Report

I have undertaken the following tasks in January:

- Check and record the status of the 4 AED's under OVC care
- Litter picked Recreation ground Inc. play area, Heights Lane, Cat steps and Station Rd
- Horseshoe dam: Cleared vegetation adjacent to snicket leading to Mallard View
- Rose garden: Met with OVC clerk and Nick Ackroyd of Oxenhope Climate Action to discuss their plans for a community fruit and vegetable area in the Rose Garden
- Removed leaves on Mallard View in front of OVC land
- Check and replenish OVC grit bins. Reported to BMDC which of their grit bins require replenishing. Grittied Pavement from Muffin Corner to Denholme Rd and West Drive due to icy conditions
- Reported large pot hole Keighley Rd adjacent to Springfield Cottage
- Reported blocked gullies: Shaw Lane opposite no.10. I have previously reported two blocked gullies, these are still blocked which is compounding the drainage issue. This leads to a fair amount of water flowing down Shaw Lane, which then turns to ice when the temperature drops, creating another hazard
- Reported faulty street light and traffic sign Cross Lane

Appendix 4 – New Correspondence

a) Email from resident

Date: 17th January 2023

Subject: Request for a grit bin on Harry Lane

Hi, would it be possible to apply for a grit bin to be placed at the top of Harry lane?

b) Correspondence between Clerk and KWVR

Date: 31st January 2023

Subject: Concerns about parking and traffic issues

Letter from Clerk

Dear Sir / Madam,

Oxenhope Village Councillors have asked me to get in touch with KWVR to express concerns raised by residents in Oxenhope about the management of events run by the railway over the Christmas period.

Councillors were particularly concerned about the management of parking at Oxenhope station. It was reported that checking each vehicle to see if parking had been pre-booked led to long and disruptive tailbacks. There were also concerns about careless and obstructive parking.

A further issue raised was whether the car park attendants were sufficiently trained to deal with the issues of tail backs and problem parking. We have heard that some visitors were parking on double yellow lines immediately adjacent to the station but were not challenged on entry. We'd suggest you have some responsibility to proactively deal with these issues.

The Village Council obviously wants to support KWVR to be a successful concern and we understand that events over the Christmas period will generate much needed income. We also recognise that your events are popular and bring visitors to our area, which is welcome.

However, the Council would ask the railway to consider how management of events could be improved, to reduce the impact on Oxenhope residents.

Regards

Janet Foster
Clerk
Oxenhope Village Council

Reply from KWVR

Dear Janet,

Thank you for your letter concerning parking arrangements during our Elf Explorer services in December.

To address your points in order for you to feed back to councillors:

1. This year we engaged a private company to manage our car parking in order to minimise disruption locally. They were fully trained car parking attendants and also security staff able to deal with conflict effectively. As a charity we try to avoid paying external companies, however we felt it was an important step to ensure that any disruption was minimal. This was following consultation with local residents just before our Beer and Music Festival in October 2022 when some concerns were raised. We feel that from our side the car parking and park and ride arrangements went well and so if you have specific examples with pictures etc then we'd be keen to see these in order to aid our continual improvement. Without the examples it becomes just a general anecdotal comment/rumour which is very difficult to act on. We were not aware of any customers of the KWVR parking on double yellow lines at the time and this was not fed back from our car parking team.
2. I observed on a couple of occasions some queues of 4 or so cars on station road waiting to enter the car park, however this was for a short time in the peaks and nothing like the disruption caused when roadworks are in place in the village, the gas main renewal for example.
3. We have a review meeting after each of our large events and all aspects are reviewed including car parking. We have just had the review meeting and will be making some tweaks for next year including adjusting our parking information and also reducing the number of cars booked at Oxenhope by 10.
4. As you've highlighted the KWVR is an extremely important part of the local economy with events such as the Elf Explorer having a number of benefits to the immediate area. As with everything there are always compromises and an increase in traffic is not avoidable even with our additional measures such as park and ride which was invested in for the 2022 season.

As we've said many times before, we are committed to making sure that our impact on local residents is as low as practicable. We recognise that people living near the railway know that we run an all year round attraction with events during the day and in evenings and have done for decades, most people will have lived in their homes less time that the society has been a going concern (1962). We know that residents are accommodating and we do our best to recognise this by providing schemes for locals such as our heavily discounted local residents pass, so that people who live near the railway can enjoy the line as often as reasonably possible.

I hope that we can continue to have a strong and positive relationship with the Parish Council and the residents of Oxenhope and we will continue to have local traffic issues on our radar for each and every event that we run.

Kind Regards,

Business & Operations Manager
Keighley and Worth Valley Railway Ltd.

c) Email from resident

Date: 3rd February 2023

Subject: Concerns about road being eroded

Good morning Janet

..... For several months there has been an escape of spring water on the corner of the road between High Haley and Lower Croft House this is causing a gradual erosion and narrowing of the road which is only one car width anyway.

We have contacted Bradford council on three occasions. Haven't got first ref number
2nd 1005001697
3rd 2022/12/05041

We are dependent on access for oil tanker and septic tanker services which is causing a worry.

Also as you can see from attached photos the lane was almost impassable during the recent cold spell.

Our neighbours ... have also contacted the council.

Do you think that there may be any way that you could assist us with the matter in relation to raising this problem with the council ?

Kind regards



Appendix 5 – Minutes of Annual Allotment Holders' Meeting held on 11th January 2023

Present: Cllr Kevin Allmond, Chair
7 Allotment holders

In attendance: Janet Foster, Clerk to the Village Council

1. Welcome

Cllr Allmond welcomed everyone to the meeting. He apologised for not attending the allotments often enough during the past year.

2. Apologies for absence

Apologies for absence have been received from five allotment holders.

3. Review of 2022

Comments were made that 2022 had been a good growing year, especially where fruit was concerned. There had been a very dry spell in the middle of summer, but this had been more than made up for by the current long spell of wet weather.

Two allotment holders, who have only recently got an allotment, introduced themselves to the meeting.

The issue of the outer fence at the allotment was mentioned.

Another allotment holder raised the issue of the roadway, which is covered in weeds and moss. Some work has been done on the bottom half but the top half is an issue. Hardcore had been put down about five years ago. It was stated that using weed killer to tackle the moss and weeds was not environmentally friendly.

It was suggested that an application could be made to the Ovenden wind farm fund for work on the roadway. The fund opens for applications in the autumn.

The issue of some plots not being cultivated was raised. The problem then gets worse. This makes it hard for anyone taking over the plot and there is also the issue of weeds spreading to other plots. It was stated that plots need to be under cultivation by March / April otherwise weeds take over. It was stated that five plots were not up to standard.

Cllr Allmond asked for views on dividing plots into quarters. The general view was this was not ideal as this did not provide a sufficient size of plot. There would also be an issue on responsibility for the surrounding areas.

4. Rents 2023 and 2024

Rents for agreed by Oxenhope Village Council for 2023 are:

	Rents 2023
Full Plot	£40.00
Half Plot	£20.00

Retired Rate	Rents 2023
Full Plot	£30.00
Half Plot	£15.00

Rents will be unchanged in 2024. The retired rate is for allotment holders of statutory pension age.

5. Any other business

Cllr Allmond talked about the need to be prepared for emergency events, such as power cuts. He said we was putting some ideas together and would like allotment holders to give their views.

It was mentioned that in the past any excess produce had been put in a box at the top gate so people could help themselves. This had worked well. It was mentioned about food banks and there was uncertainty about whether they could use fresh produce.

Cllr Allmond mentioned having a forum with advice about growing fruit and vegetables in gardens in the Oxenhope area. One suggestion was growing tomatoes in hanging baskets.

The meeting finished at 7.10 p.m.

Appendix 6 – Grant Application from Oxenhope Climate Action Group

COMMUNITY GRANT APPLICATION FORM

Name of Organisation/Group Oxenhope Climate Action (OCA)
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Description of reason why funding is being requested (continue on separate sheets if necessary)	
<p>On behalf of Oxenhope Climate Action I am requesting a £500 grant from the Village Council to establish a fund for food growing demonstration projects.</p> <p>A To pay for a pilot food-growing project that will improve the environment, help wildlife to thrive, and be visually attractive and have utility for villagers and visitors alike. The intention is to try both vegetable growing and fruit tree growing.</p> <p>B To network with other local groups with experience of tree planting and other skills, and also with local clubs, organisations, and interested individuals. This currently includes Oxenhope Primary School and Mercy UK who have both expressed interest in getting involved. The Oxenhope Gardening Club have also expressed support for the project.</p> <p>C To support a limited number of food focussed formal volunteer activity days throughout the year from OCA and any members of other volunteer groups who may be interested in getting involved.</p> <p>The purposes of the project are to raise awareness of our Climate Action Group and of the food miles involved in vegetable and fruit consumption, and to encourage community co-operation. Any type of growing scheme will also assist in locking in carbon, which will help bring down our collective carbon footprint.</p> <p>There should also be some fresh vegetables/ fruits which can be available to local people, donated to a local foodbank or perhaps given to the children involved to take home.</p> <p>A visible pilot project could also help establish a momentum in the village for growing more food.</p>	
Breakdown of project costs	
<p>If this bid is successful it will be used to pay for some of the following:-</p> <ul style="list-style-type: none"> • fruit trees, - apples and plums suited to cold clay conditions • herb garden - (possibly in a raised bed to demonstrate a “no dig” approach) • vegetable plots – potatoes, chard, green beans, – suited to clay soils • planting of shrubs and perennials to attract pollinating insects • interpretive information <p>An estimated cost breakdown is as follows:- Fruit Trees - £150 Herb garden/ vegetable plots - £250 Other plants to attract butterflies, bees and other pollinators - £100</p>	
Amount of funding required up to £500 (in exceptional cases and subject to funding being available, additional grant award may be considered)	£ 500.00

State (if any) how balance is to be funded for any specific activity.
<p>I am following up other possible funding sources to add to the fund. I have so far contacted a number of Council departments including the Keighley area team regarding a possible community chest bid if the fund is still available. The Council have yet to finalise budgets for next year including the 2023 – 24 community chest fund.</p>

<p>Estimate of number of people project will benefit</p> <p>The Village Council, Oxenhope infant school and Mercy UK as well as village residents in general.</p> <p>The Rose Garden - OCA would like to work with the Village Council to increase the amount of vegetables and fruit grown in the Rose Garden. This would build on the fruit bushes recently planted by the Village Council.</p> <p>Other - Fruit tree planting in the grounds of Mercy UK and a possible revamp of the nature area of Oxenhope Primary School, currently under discussion with the school.</p>	
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<p>Please provide your organisation's bank details:</p> <p>Name of Account: Oxenhope Climate Action</p> <p>Account Number:</p> <p>Sort Code:</p>
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