



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

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

AGENDA

- 39/23 To receive apologies for absence given in advance of the meeting**
To note any apologies offered.
- 40/23 To consider the approval of reasons given for absence**
To consider approval of absence.
- 41/23 Disclosures of Interest**
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 42/23 Applications for a Dispensation**
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 43/23 Minutes of Meetings (previously circulated to Members)**
- a) To confirm the minutes of Oxenhope Village Council's monthly meeting held on 8th February 2023 as a true and correct record.
 - b) To discuss any matters arising from the minutes.
 - c) To receive information on the March Outstanding Issues Report (Appendix 1) and decide further action where necessary.
- 44/23 Public Question Time**
To welcome members of the public and to receive their representations.
- 45/23 Guest Speakers**
- a) Worth Valley Ward Councillors
 - b) Mick Birro, Emergency Planning Officer, Bradford Council
 - c) Other guest speakers
- 46/23 Planning Applications**
To consider and decide upon the following planning applications:
- a) **22/05013/HOU** Front extension on same footprint, replacing existing extension at Brookfield, Jew Lane, Oxenhope BD22 9HS.
 - b) **23/00289/HOU** Single storey extension on line of existing at Lily Hall Farm Cottage, Upper Marsh Lane, Oxenhope BD22 9RH.

47/23 Safety Inspection Reports (Appendix 2)

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

48/23 Warden's Report (Appendix 3)

To note the Warden's Report.

49/23 Correspondence (Appendix 4)

To consider and decide upon the following new correspondence:-

- a) Email from Oxenhope resident about parking.
- b) Email from YLCA about work with Yorkshire and Humber Climate Commission (YHCC).
- c) Email from YLCA about the Civility and Respect Project.
- d) Email from Oxenhope resident about the 2023 Straw Race.
- e) Email from Sally Teasdale, Deputy Ward Officer, Bradford Council about Great Bradford Spring Clean.
- f) Email from Campaign for Protection of Rural England (CPRE) about CPRE Structure Review.

50/23 Climate Change (Standing agenda item)

To review plans and actions in relation to climate change.

51/23 Financial Matters

- a) To authorise, or otherwise, payment of £25 to Oxenhope Millennium Green Trust for hire of a stall pitch at the Village Fete on 15th July 2023.
- b) To authorise, or otherwise, purchase of a planter to be installed at the bottom of Cross Lane at a cost of £396 (plus VAT).
- c) To authorise, or otherwise, the purchase of a bench to be installed in the church field, at a cost of £997 (plus VAT).
- d) To authorise, or otherwise, the printing of six copies of both the Neighbourhood Development Plan and the Design Guide at a total cost of £200.

e) To authorise, or otherwise, the following accounts for payment:

Payee	Payment method	Amount	Description
Oxenhope Millennium Green Trust	Online	£25.00	Hire of stall pitch at Village Fete
C.P.C. Electrical	Online	£40.00	Wiring up defibrillator cabinet in Lowertown
Steve Thorpe and Sons Ltd.	Online	£847.29	Work in Rose Garden – installing membrane and bark chippings
David Ogilvie	Online	£1,196.40	Bench by sculpture in Church field
Mark Whitaker	Online	£14.29	Expenses February 2023

52/23 Trial Balance

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
Expenditure					
Salaries	19,800	20,420	-620	-2,143	1
Village Warden (Equipment)	1,000	1,149	-149	-149	
Clerk's home working allowance	300	200	100	75	
Stationery and Printing	500	211	289	279	
Mobile Phone	200	155	45	29	
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	-45	
Insurance	545	545	0	0	
Training	400	0	400	400	
Marketing	500	0	500	500	
Outreach	400	250	150	150	
Christmas Lights	5,000	1,160	3,840	3,840	2
Youth Club	4,800	3,000	1,800	1,800	3
Neighbourhood Development Plan	500	118	382	382	
Website	900	499	401	401	
Contingency Fund	500	347	153	153	
Community Initiative Fund	1,000	1,787	-787	-1,809	
Maintenance of Village Council Assets	15,000	6,450	8,550	7,844	4

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
Toilets - Community Asset Transfer	5,000	0	5,000	5,000	5
Sculpture Trail	1,000	920	80	80	
Allotments	500	346	154	154	
Book - Publishing and other costs	100	8	92	92	
Bank Charges	0	107	-107	-128	
Defibrillators	500	2,401	-1,901	-1,941	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
Climate Action Fund Expenditure	0	0	0	0	
Refurbishment of Leeming phone kiosk	500	0	500	500	
Total Expenditure	64,775	46,592	18,183	14,820	
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	464	14	14	
Book Sales	0	301	301	301	
VAT refund	1,800	2,538	738	738	
Total Income	64,775	40,262	-24,513	1,057	
Surplus (+) / Deficit (-)				15,877	

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. Underspend as only been invoiced for Youth Club sessions up to 31.03.22.
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.

53/22 Bank Reconciliation

Balance per bank statements as at	02/03/23	
Unity Trust - Current Account	£27,531.79	
Unity Trust - Instant Access Account	£0.00	
		£27,531.79
		<hr/>
Net balances:		£27,531.79
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CASH BOOK

Opening Balance 1 April 2022	£37,054.46	
Add: Receipts in the year	£40,261.92	
Less: Payments in the year (incl. VAT)	-£49,784.59	
		<hr/>
Closing balance per cash book:		£27,531.79
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54/23 Minor items and items for next agenda

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

55/23 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 12th April 2023 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – March 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. New case officer allocated in February 2023.
Defibrillator	Defibrillator for Station Road area	Chair, Clerk and Warden	February 2023	Defibrillator installed and registered on the Circuit website (national register of defibrillators).
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

Rose Garden Monthly Safety Inspection Report

Name: Ken Eastwood

Date: 2 March 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*

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Marsh Common Safety Monthly Inspection Report

Name: Robert Goulding

Date 25.2.23

Weather fine

Time10.00

	Yes / No	Comment if necessary
Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?		None flowing today
Free of debris?	y	
Any defects in footpath e.g. pot holes, glass etc?	n	
Any unauthorised vehicular use e.g. off road motor bikes etc?	n	
Any dog fouling visible on or within close proximity of footpath?	n	
Any defects in the seating which may cause personal injury?	n	
Is the seating adequately secured to the ground?	y	
Does the kissing gate working as it should?	y	
Are the padlock and chain on the field gate intact?	y	
Is the padlock on the palisade fencing gate in full working order?	y	
Any vegetation need removing and/or cutting well back?	n	
Any overhanging branches need removing?	n	
Any defects in the fencing or boundary walls?	y	

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

Allotments Monthly Safety Inspection Report

Name: Janet Foster

Date: 26th February 2023

	Yes / No?	Comment if necessary
Any drainage issues such as collection of water on any one plot?	No	
Are there any visible hazards on any of the plots e.g. broken glass, containers of chemicals?	Yes	Loose sharp chicken wire on entrance gate. Broken wooden gate with exposed nails on entrance to plots 11a and 11b.
Is the access track in good condition?	OK	But lower half is very mossy.
Any dog fouling visible on or within close proximity of access track?	No	
Is the pedestrian swing gate working as it should?	Yes	
Is the field gate intact and locked?	Yes	
Is there any vegetation or branches which need removing and/or cutting back?	No	
Has there been any reports of burning of garden refuse which has caused a nuisance?	No	
Are there any visible defects in the boundary walls or fences?	No	
How many people are currently on the waiting list for allotments?		22 people on waiting list. The total number of plots is 19.

I certify that I inspected the allotments on the above date when the only defects observed were those recorded above: *Janet Foster*

Any other issues to report:

The first three plots are currently looking rather neglected, but work is underway to sort this.

The gate entrance to plots 1a and 1b has fallen down as has the post supporting this. As there are new plot holders on these plots, I think the Village Council needs to re-instate the gate.

Number of plastic boxes appear to have been abandoned alongside access road.

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Horseshoe Dam Area and Sculpture Trail Safety Inspection Report

Name: Chris Pawson

Date: 27/02/2023

	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 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 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

Appendix 3 – Village Warden Report

I have undertaken the following tasks in February:

- Check and record the status of the 5 AED's under OVC care
- Lowertown: Installed defibrillator and box onto post adjacent to bus shelter. Facilitated electrical connection for defib box
- Litter picked Recreation ground Inc. play area, Heights Lane, Cat steps, Hebden Bridge Rd and Station Rd
- Collected and removed leaves from:
Station Road in front of Horse shoe dam
Denholme Rd up to Jew Lane, cleared surface water drain holes of debris
- Rose garden: Met with Steve Thorpe discussed the installation of the weed barrier and bark chippings to top beds and adjacent to Hebden Bridge Road. This work has now been completed
- Arranged for BMDC via Sally Teasdale, Assistant Ward officer to mobilise Enviro team to clear vegetation at the side of Jew Lane and Denholme Rd. Work to commence in March
- Check and replenish all OVC grit bins. Reported to BMDC which of their grit bins require replenishing
- Reported pot hole on Yate Lane which has now been repaired. The large pot hole around a gully on Keighley Rd adjacent to Springfield Cottage reported last month has now repaired
- Reported four faulty street lights on Keighley Rd
- Report to OVC Clerk condition of flooded footpath on the Goit, broken wooden gates located on Nab Water Lane and Allotment access path

Appendix 4 – New Correspondence

a) Email from Oxenhope resident

Date: 20th February 2023

Subject: Parking

Good evening

I am emailing in relation to the problematic parking in the village. It is getting increasingly worse which includes people using traffic cones to block off to reserve parking and then deliberately taking spaces elsewhere.

Those with camper vans who have their own parking not using their drives to park in the main road blocking off other parking.

Those in the mill who again have their own drives using the other parking. Cars parked right onto the junction of Best Lane and Hebden Bridge Road. It is restricting the view.

Sadly when I moved into the village we didn't have these issues as everyone had consideration of their neighbours but this isn't the case anymore.

I think as a council you need to address this and look at this and consider ways to either have parking made available or look at permits for those who rely on the off road parking and those who have their own drives are not issued with permits.

I look forward to your response.

Regards

b) Email from YLCA

Date: 22nd February 2023

Subject: Work with Yorkshire and Humber Climate Commission (YHCC)

Dear Clerks, Chairs and Councillors,

As mentioned in recent editions of the White Rose Bulletin, YLCA has been working closely with the Yorkshire and Humber Climate Commission (YHCC).

The YHCC would like to meet with parishes to start engagement and the date of Thursday 23 March at 6:30pm has been arranged on Zoom for this. Please see the link to the registration for the meeting below:

<https://us02web.zoom.us/meeting/register/tZlIdeuupjwiHNUci6-pQ1IfWRCxXT8KrKFv>

Please register before the meeting to attend.

The brief agenda for the meeting is:

1. Introductions
2. Introducing the Yorkshire & Humber Climate Commission and the Regional Climate Action Plan
3. Results from YLCA member survey on climate
4. Local councils & parish meetings and the climate emergency: discussion of role and experiences
5. Working with the Commission
6. Any questions

Yours sincerely,

Ruth Batterley
Team Support & Member Liaison Officer

c) Email from YLCA
Date: 28th February 2023
Subject: Civility and Respect Project

Dear Chair, Councillor, Clerk,

CIVILITY AND RESPECT PROJECT – MARCH NEWSLETTER AND LATEST INFORMATION

The National Association of Local Councils and its partners in this project, have produced the March edition of the Civility and Respect Newsletter which is attached. It can also be found on the YLCA website at: [Civility and Respect Project | Yorkshire Local Councils Associations \(yorkshirelca.gov.uk\)](http://yorkshirelocalcouncilsassociations.org.uk)

The project team has made some significant progress over the last few months and we are pleased to share with you some of the resources which have been specifically developed to address the issues of civility and respect across the parish sector.

The March newsletter includes articles on:

- Councillors responsibilities as employers podcasts
- Launch of civility and respect e-learning
- Sector specific guidance on the LGA code of conduct
- Second early day motion
- Update on the Pledge
- Training workshops still available

Visit the NALC website to find out more information on the project resources, to download the documents and for details of how your council can sign up to the Pledge and training.

[Civility and Respect Project \(nalc.gov.uk\)](http://nalc.gov.uk)

Yours sincerely,
SHEENA SPENCE
CHIEF OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

d) Email from Oxenhope resident

Date: 28th February 2023

Subject: Straw Race

Hi,

Please can this year's Straw Race be added to your next agenda as an item for discussion?

The race is scheduled to take place on Sunday 2nd July 2023 - permits from Bradford Council still to be confirmed at this point.

If everything is approved, as in previous years there will be road closures in place for specific times. Discussions around improving on last year's management of these are in hand, along with improved safety/crowd management at identified hot spots.

Among some of the changes (or perhaps more accurately, re-instated items) KWVR are offering free travel for runners and there will be mini buses running runners up to the Waggon & Horses for the start. Previous feedback has been taken on board & I believe numbers of 'porta-loos' available will be increased. I can go into more detail if you wish - just let me know.

But at this point, would it be possible for the Village Council to communicate to residents (all formats possible) about the race date and if they have any concerns/feedback to get in touch with yourselves and then let me know?

Thanks very much in advance.

e) Email from Sally Teasdale, Deputy Ward Officer, Bradford Council
Date: 1st March 2023
Subject: Great Bradford Spring Clean

Good morning everyone

As the first day of Spring arrives, the Great British Spring Clean approaches. It starts on the 17th March and runs until 2nd April 2023 – please see poster attached.

Ideas for a Spring Clean can include:

- a litter pick
- tidying up a back street or
- cleaning up an area which is a particular “grot spot” in your community.

If you are part of a group or organisation, or an individual who plans to do something over this time, please let us know as we (the council) can provide some support towards your clean-up such as litter pickers, tabards, gloves and bags. If it's the first time you have done a clean-up we can also provide support towards helping you set one up.

We are keen to hear if you plan to do a clean-up so we can promote the great work that community and voluntary groups do in their area as well as individuals and residents who may not be part of a group but who do this type of work in their area on a daily basis, selflessly.

Please let me know if you have any clean-ups planned or need to loan any equipment to help you with this.

Thank you

Sally Teasdale

Assistant Ward Officer – Keighley West and Worth Valley.
Neighbourhoods and Customer Services.

f) Email from Campaign for Protection of Rural England (CPRE)

Date: 1st March 2023

Subject: CPRE Structure Review

The CPRE national charity has recently been reviewing whether it can improve the way it proceeds in the future. CPRE's structure, while not unique, is certainly unusual.

As well as the national charity, each local group is an independent charity. This structure has advantages and disadvantages, but the local groups are keen to retain their independence. Subscriptions are paid to the national charity and a proportion of each subscription is then given to the local branch charity in which the subscriber lives. Local groups may also receive legacies.

The result of this structure is that some local groups are much better funded than others. West Yorkshire is not well off, principally because there are not as many West Yorkshire-based members as we might hope. This in turn, means that we have fewer active members than we really need, so we are not achieving as much as we wish.

We have started to organise a number of small meetings aimed at potential members explaining what the charity does and what we would like to do. If you would be able to hold such a meeting, please let me know.

One issue that has arisen due to this structure, was the challenge of competing priorities of the national and local bodies. To resolve these challenges the national charity employed consultants who recommended the creation of a new body now called the Assembly.

The Assembly includes a representative from each local group and some national charity representatives. The Assembly's establishment was agreed upon at this year's national AGM, and the Assembly has now held its first two meetings.

As the Chair of CPRE West Yorkshire, I have attended both of these meetings, the first physically for the first time in ages, the second by Zoom.

The first meeting was lively and we identified four areas that we would like to see developed:

- Water (including rivers, coastal, pollution, sewage, impact of climate change and anaerobic digestors)
- Transport (including distribution centres, road classification, housing development), Land Classification (including land use grading)
- Community Rights (including authorities marking their own homework, bias in reviews and decisions, and failures to meet commitments)

Each area is worth further discussion, but I am particularly interested in water-related topics, so I have joined the small group discussing this topic.

The major rivers in West Yorkshire, the Aire, the Calder and the Wharfe are all important green lungs. As well as being important for wildlife, they provide essential recreation opportunities.

The West Yorkshire branch has already carried out a feasibility study, based on two stretches of the Calder and the Aire, to examine the opportunities for improvement of access and use and identify threats from potential future development.

Canal towpaths provide excellent cycle and walking routes, but access to towpaths is only sometimes possible, particularly in the heart of a city.

Of equal concern is identifying and combatting pollution.

These are early days yet for the Water group. Our first meeting concentrated on pollution, a particular problem for some southern rivers.

Still, the pollution of our Yorkshire rivers also needs more monitoring, and we may be calling for volunteers to monitor “their” stretch of a river so that we can assess how much of a problem pollution is to our rivers.

Further sessions will start to deal with development and access.

I will inform members of progress through our newsletters and website.

David Cove
Chair,
CPRE West Yorkshire.