



# **OXENHOPE VILLAGE COUNCIL**

PO Box 883  
Halifax  
HX1 9TZ

Signed: *Janet Foster* 6<sup>th</sup> April 2023

Clerk to the Village Council  
07972 717058

[clerk@oxenhopevillagecouncil.gov.uk](mailto:clerk@oxenhopevillagecouncil.gov.uk)

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**You are summoned to attend the monthly meeting of Oxenhope Village Council  
to be held at 7.30 p.m. on Wednesday 12<sup>th</sup> April 2023 at the  
Methodist Church, West Drive, Oxenhope BD22 9LJ**

## **AGENDA**

- 56/23 To receive apologies for absence given in advance of the meeting**  
To note any apologies offered.
- 57/23 To consider the approval of reasons given for absence**  
To consider approval of absence.
- 58/23 Disclosures of Interest**  
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 59/23 Applications for a Dispensation**  
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 60/23 Minutes of Meetings (previously circulated to Members)**  
a) To confirm the minutes of Oxenhope Village Council's monthly meeting held on 8<sup>th</sup> March 2023 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.
- 61/23 Public Question Time**  
To welcome members of the public and to receive their representations.
- 62/23 Guest Speakers**  
a) Worth Valley Ward Councillors  
b) Other guest speakers
- 63/23 Safety Inspection Reports (Appendix 2)**  
To note the reports for the Horseshoe Dam and Rose garden.
- 64/23 Warden's Report (Appendix 3)**  
To note the Warden's Report.
- 65/23 Correspondence (Appendix 4)**  
To consider and decide upon the following new correspondence:-  
a) Email from YLCA about Household Waste Sites close to district borders.

- b) Email from YLCA about resolutions for Joint Annual Meeting of Councils and YLCA.
- c) Email between Clerk and Co-op about sale of vapes.
- d) Email and phone call from Bowling Club about access from Cross Lane for disabled members and greenkeeper.
- e) Email between Clerk and Yorkshire Water about Nab Water Lane.

**66/23 Climate Change (Standing agenda item)**

To review plans and actions in relation to climate change.

**67/23 Financial Matters**

- a) To authorise, or otherwise, a grant application from Calder Valley Search and Rescue (Appendix 5).
- b) To authorise, or otherwise, Steve Thorpe and Son to maintain the central beds in the Rose Garden at an annual cost of £950.
- c) To authorise, or otherwise, expenditure of £97.55 (plus VAT) by Clerk for annual stationery order and replacement shredder.
- d) To authorise, otherwise, purchase of 15 floribunda roses for the Rose Garden at a cost of £65 (including delivery).
- e) To authorise, or otherwise, the following direct debits, standing orders and on-going payments in 2023/24:

Payee	Payment	Amount	Description
Clerk	Online	As agreed	Salary
Clerk	Standing Order	As agreed	Homeworking allowance
Clerk	Online	Up to £500	Expenses and mileage. Annual cost for stationery, back up service, poppy wreath and mileage
Warden	Online	As agreed	Salary
Warden	Online	Up to £500	Expenses and mileage
Live Drive	Direct Debit from Clerk's personal bank account	£6.99 per month	Back up service. Currently paid by Clerk and reclaimed. To be moved to business payment card
HP Instant Ink	Direct Debit	£9.99	Printer cartridges for printing up to 300 pages per month.
Three	Direct Debit	£6.30 per month	Clerk's mobile phone
Three	Direct Debit	£9.50 per month	Warden's mobile phone.
Digital Nomads	Invoiced	£500 plus VAT	Annual hosting of website (support and maintenance), domain name registration and emails (estimated amount)
Yorkshire Local Council Association	Invoiced	£746	Annual membership of Association

Society of Local Council Clerks	Invoiced	£200	Annual membership for Clerk (estimated amount)
Steve Thorpe and Son	Invoiced	£840	Rose Garden – grass cutting
Oxenhope Millennium Green Trust	Invoiced	£2,000	Annual support grant (Year two of a five year agreement)
Oxenhope Methodist Church	Invoiced	£500	Room hire
Oxenhope P.C.C.	Invoiced	£375	Outreach magazine
Information Commissioner	Direct Debit	£35	Annual charge for data processing

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

<b>Payee</b>	<b>Payment method</b>	<b>Amount</b>	<b>Description</b>
Oxenhope Methodist Church	Online	<b>£67.50</b>	Room hire January to March 2023
Amberol Ltd.	Online	<b>£1,024.80</b>	Two planters
Impress Printers (UK) Ltd.	Online	<b>£200.00</b>	Printing of six copies of NDP and Design Guidance
YLCA	Online	<b>£746.00</b>	Annual membership of the Yorkshire Local Councils Association
Oxenhope Millennium Green Trust	Online	<b>£2,000</b>	Annual support grant
HMRC	Online	<b>£1,155.10</b>	Q4 PAYE and Employer's NI
Janet Foster	Online	£64.39	Expenses Q4 2022/23
		£59.85	Mileage Q4 2022/23
		<b>£124.24</b>	<b>Total</b>

**68/23 Trial Balance as at 31/03/23**

<b>Heading</b>	<b>Budget</b>	<b>Spend to date</b>	<b>Provisional shortfall (-) / surplus (+)</b>	<b>Notes</b>
<b>Expenditure</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Salaries	19,800	22,026	-2,226	1
Village Warden (Equipment)	1,000	1,149	-149	
Clerk's home working allowance	300	200	100	
Stationery and Printing	500	211	289	
Mobile Phone	200	168	32	
Postages	320	361	-41	
Travel and Subsistence (Staff)	200	153	47	
Internal and external audits	500	385	115	
Subscriptions	950	914	36	
Room Hire	260	305	-45	
Insurance	545	545	0	
Training	400	0	400	
Marketing	500	0	500	
Outreach	400	250	150	
Christmas Lights	5,000	1,160	3,840	2
Youth Club	4,800	3,000	1,800	3
Neighbourhood Development Plan	500	118	382	
Website	900	499	401	
Contingency Fund	500	347	153	
Community Initiative Fund	1,000	1,787	-787	
Maintenance of Village Council Assets	15,000	7,156	7,844	4
Toilets - Community Asset Transfer	5,000	0	5,000	5
Sculpture Trail	1,000	1,917	-917	
Allotments	500	346	154	
Book - Publishing and other costs	100	8	92	
Bank Charges	0	128	-128	
Defibrillators	500	2,453	-1,953	6
Summer Play Scheme	3,600	1,800	1,800	7
Section 137 Expenditure	0	0	0	
Millennium Green	0	2,025	-2,025	8
Climate Action Fund Expenditure	0	0	0	
Refurbishment of Leeming phone kiosk	500	0	500	
<b>Total Expenditure</b>	<b>64,775</b>	<b>50,011</b>	<b>14,764</b>	

<b>Income</b>	<b>Budget</b>	<b>Income to date</b>	<b>Year end Shortfall (-) / Surplus (+)</b>	
Reduction In reserves	25,570	0	-25,570	9
Precept	36,645	36,645	0	
Allotment Grant	310	313	3	
Allotment rents	450	464	14	
Book Sales	0	301	301	
VAT refund	1,800	2,538	738	
<b>Total Income</b>	<b>64,775</b>	<b>40,262</b>	<b>-24,513</b>	
<b>Surplus (+) / Deficit (-)</b>			<b>-9,749</b>	9

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.
9. Budget was based on using £25,570 from reserves, but actual reduction in reserves was £9,749.

## 69/22 Bank Reconciliation

Balance per bank statements as  
at 31/03/23

Unity Trust - Current Account	£23,767.16
Unity Trust - Instant Access Account	£0.00

£23,767.16

Net balances:

**£23,767.16**

## 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)	-£53,549.22

Closing balance per cash book:

**£23,767.16**

**70/23 Minor items and items for next agenda**

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

**71/23 Date and time of next meeting**

The next meeting will be held in the Methodist Church on West Drive on Wednesday 17<sup>th</sup> May 2023 starting at 7.30 p.m.

**72/23 Exclusion of the Press and Public**

To resolve that members of the press and public be excluded from the meeting under the provisions of The Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of an item of a confidential nature.

**73/23 Staffing Matters**

To receive a verbal report from Cllr Eastwood in relation to the Staffing Committee meeting held on 8<sup>th</sup> March 2023. To authorise, or otherwise, the recommendations of the staffing committee meeting.

**THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME**

## Appendix 1 – April 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.
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: 01/04/2023

	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*



## Rose Garden Monthly Safety Inspection Report

**Name:** Ken Eastwood

**Date:** 4 April 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 March:

- Check and record the status of the 5 AED's under OVC care (reported as being mobilised on 3 occasions by Yorkshire Ambulance). Which then requires further checks and updating the national database (The Circuit) to show current availability
- Litter picked Recreation ground Inc. play area, Community Centre car park, Cat steps, Hebden Bridge Rd, Keighley Rd and Station Rd
- Rose Garden: Fruit trees and fruit bushes have been planted in the top bed and bed adjacent to Hebden Bridge Rd. Trees and bushes were purchased by Oxenhope Village Council and planted by Steve Thorpe.  
Met with Climate action group (Nick Ackroyd) to discuss the group's future planting plans in the Rose Garden
- Millennium Green: Helped "Love Oxenhope" volunteer group divert a stream back onto weir. Removed leaf and soil debris from steps leading to bottom of weir. Organising repair works to steps and fencing.  
Received a tree survey and facilitating future work to be completed
- Marsh Common: Organising completion of fencing works (replacing rotted timber posts). Checking stream and gullies are clear of debris. The flood alleviation work carried out are proving to be of benefit
- Check and replenish all OVC grit bins on several occasions. All OVC stock now issued. Reported to BMDC which of their grit bins require replenishing
- Allotments: Plan works to be carried out in future, including replacing broken main pedestrian gate, installing entrance gate to plots 1A and 1B and replacing water taps and posts where necessary
- Liaise with resident of Jew Lane at Crossley Bridge with regards to renewing road surface by BMDC Highways
- Organise new planters to be installed by Steve Thorpe on Marsh Lane opposite Moorhouse Lane, adjacent to existing bench and bottom of Cross Lane junction of Moorhouse Lane

## Appendix 4 – New Correspondence

### a) Email from YLCA

Date: 9<sup>th</sup> March 2023

Subject: Household Waste Sites close to district borders

KAREN CANADINE  
LOCAL COUNCILS ADVISORY AND TRAINING OFFICER  
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Good Morning Clerks,

The YLCA has been asked to circulate this email by Morley Town Council to our member councils in West Yorkshire :

*Morley Town Council recently agreed a motion calling on Mayor Brabin to work with them to resolve the anomaly of access to council household waste sites.*

*Currently only residents in a borough can use the waste sites, but there are a number of sites on or close to council borders where residents from the neighbouring borough have to travel considerable distances to a site in their “home” council area.*

*This is not only inconvenient for the resident but contrary to the carbon reduction and environmental policies of most councils.*

*Morley Town Council would ask colleagues in other local councils to look at the situation in their area for where such barriers apply and join them in asking Mayor Brabin to use her office and if needed budgets to return to the harmonious position which used to exist and for residents to be able to use the nearest and most convenient site for them.*

*Please send representations direct to the Mayor’s office at [Mayoral.Enquiries@westyorks-ca.gov.uk](mailto:Mayoral.Enquiries@westyorks-ca.gov.uk) or contact the clerk at Morley Town Council direct on [town.clerk@Morley.gov.uk](mailto:town.clerk@Morley.gov.uk) for further information.*

**Please do not respond to YLCA on this matter.**

Yours sincerely

Karen Canadine  
Local Councils Advisory and Training Officer

**b) Email from YLCA**

**Date: 16<sup>th</sup> March 2023**

**Subject: Resolutions for Joint Annual Meeting of Councils and YLCA**

Dear Clerk,

**RESOLUTIONS FOR DEBATE BY MEMBER COUNCILS AND PARISH MEETINGS  
TO THE YLCA JOINT ANNUAL MEETING 2023**

From time to time, parishes feel that there would be greater opportunity and scope in their work if legislation or a process is changed, or there is another form of action that is needed, such as greater involvement of parishes and dialogue with other levels of government for example. Those processes usually have to be lobbied for and a good starting point for that is the Joint Annual Meeting of the YLCA, which is to be held on 22 July 2023 at 2pm (venue tbc). There is benefit and weight in a number of parishes coming together to support a proposal for change.

We are now inviting member councils and parish meetings to agree (resolve formally), any matters for debate at the meeting. If a council or parish meeting resolution is supported, YLCA will lobby on it, and it is likely that the National Association of Local Councils will be asked to do the same. There are a few parameters to be observed when putting resolutions forward please:

1. The resolution must be generally relevant to all parishes in Yorkshire and/or England. If a resolution is too parochial it may not be of interest to other parishes. The YLCA Branches have power to take on such local issues. The Associations' Annual Meeting is a joint meeting of the three county associations in the Yorkshire area, so relevance to all three areas is important.
2. A representative of the proposing council or parish meeting must be present to put the resolution to the Joint Annual Meeting on 22 July.
3. The resolution and background/supporting information must be provided by the proposing council or parish meeting to YLCA, for circulation prior to the AGM. This includes a copy of the minutes where the council or parish meeting resolved to put the matter forward for debate.

The deadline for receipt of resolutions is 26 May 2023. Our committee that overviews the resolutions will then meet which gives times for any amendments to be suggested to the proposing council or parish meeting.

We look forward to receiving your resolutions in due course.

Yours sincerely,  
SHEENA SPENCE  
CHIEF OFFICER  
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

**c) Email between Clerk and Co-op**

**Date: Various**

**Subject: Sale of vapes**

**Letter from Clerk dated 14<sup>th</sup> March 2023**

**Co-op Store  
Station Road  
Oxenhope  
BD22 9JJ**

Dear Sir / Madam,

Oxenhope Village Councillors have asked me to write to you about the sale of e-cigarettes / vaping products in your store.

Councillors are very concerned that there is a cabinet selling e-cigarettes / vaping products in an open display at child high level with coloured packaging clearly designed to appeal to a younger audience.

While I note the official Co-op policy is that vaping products are not sold to under 18s, this open display, including disposable vapes appears to undermine the published policy by appealing to under 18s.

Ideally Village Councillors would like to see vapes completely removed from your store. If this is not possible, please could you provide justification for their sale and the way you are marketing them?

Yours sincerely,

Janet Foster  
Clerk  
Oxenhope Village Council

**Reply from Co-op dated 30<sup>th</sup> March 2023**

Dear Ms Foster

I am writing in response to your recent letter dated 14 March concerning the sale of vaping products in our Oxenhope store, and I would firstly like to apologise for the delay in this response.

As a responsible retailer we implement the "Challenge 25" policy in all our stores on all age-restricted sales, which includes e-cigarettes and vaping products, we take this responsibility very seriously.

As the body of public health evidence and advice on the benefits of e-cigarettes and vaping products as a cessation tool has grown, we have seen an increasing level of demand for these products. We are clear that it is current smokers who are our target

audience for these products and, as a result, we have very carefully considered which vape products suppliers we are willing to work with and which products ranges we are willing to sell in our stores.

In terms of where we position our vaping products in our stores, we have again sought to take a balanced approach. Whilst they will always be positioned close to the kiosk of our stores to ensure as much oversight as possible from our stores colleagues, moving these products onto the shop floor enables us to provide significantly more information about how they work and the various nicotine strengths to customers who currently smoke and are looking to make a switch to a much healthier alternative. By providing this access, customers now have the opportunity to browse the fixture and understand what products would be suitable to them, in order to make an informed choice.

We have carefully considered our approach to vape products and that approach is constantly under review as the UK Government consider further regulation that has the potential to impact on all retailers selling vaping products.

Please do not hesitate to contact me if you have any further queries.

Yours sincerely

Nicky Phillips  
Campaigns & Public Affairs Manager

**d) Emails and phone call from members of Oxenhope Bowling Club**

**Date: Various**

**Subject: Vehicular access to Bowling Club for disabled members and greenkeeper**

The Clerk has been contacted by email and phone about vehicular access to the Bowling Club by disabled members and the greenkeeper. The access was from Cross Lane. There is a locked bollard to prevent general vehicular access and previously the Club had a key.

The lock has been changed by Bradford Council's Parks Department and the Bowling Club have stated that the Parks Department have not agreed to give them a key for the new lock. They have asked the Village Council to support them in getting a new key.

The Clerk has asked the Parks Department if they can explain why they are unwilling to provide the Club with a key.

**e) Email between Clerk and Yorkshire Water**  
**Date: Various**  
**Subject: Nab Water Lane**

**Letter from Clerk dated 20<sup>th</sup> February 2023**

**Yorkshire Water**  
**Western House**  
**Halifax Road**  
**Bradford**  
**BD6 2SZ**

Dear Sir / Madam,

Oxenhope Village Councillors have asked me to get in touch with Yorkshire Water regarding the issue of replacing fencing and a gate on Nab Water Lane.

We have been informed that you are the land owner and would request that you address these issues.

Please could you provide a response that I can give to Village Councillors?

Yours sincerely,

Janet Foster  
Clerk  
Oxenhope Village Council

**Email from Yorkshire Water dated 21<sup>st</sup> March 2023**

Dear Janet Foster

Thank you for taking the time to email Yorkshire Water in regards to Nab Water Lane in Oxenhope.

I have passed this across to the relevant department that deal with this area and they would like to thank you for the helpful information and let you know it will be looked into and resolved when possible. This area is unfortunately a hotspot for vandalism and anti-social behaviour and we often carry out work to boundaries and they just smash through elsewhere.

If you have any questions please call on 03451 242424 quoting the reference number provided above.

Kind Regards  
Joanne Wood  
Customer Experience Team

## Appendix 5 – Grant Application

### COMMUNITY GRANT APPLICATION FORM

Name of Organisation/Group	Calder Valley Search and Rescue Team
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Name of Contact	Ann Ogden
Contact Address	The Rescue Post, Thrush Hill Rd, Mytholmroyd, Hebden Bridge, HX7 5AQ
Telephone No.	07946047941
Email Address	Ann.ogden@cvsrt.org.uk

Description of reason why funding is being requested (continue on separate sheets if necessary)	
<p>We would like to replace one of our specialist stretchers that has been in service for around 10 years, but in the past three years it has seen an increase in its use. The stretcher will have been involved in excess of 700 calls. Carrying a casualty across a moor is a difficult task, undulating ground, walls, streams and a casualty in pain mean that we use stretchers designed by people who are involved in mountain rescue.</p> <p>The stretcher we are wanting to replace has the added assistance of having a wheel available that can be attached and makes transporting the casualty slightly easier, gives a smoother ride but also eases the strain on the team members backs.</p>	
Breakdown of project costs	
<p>The cost of the stretcher – a SAR Products Alpine MR Lite stretcher - costs £2594.64</p> <p>This cost includes a wheel that can be attached to the stretcher making the carrying of a casualty easier</p>	
Total Cost	£ 2594.64
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
We will be looking to other organisations, groups and applying for grants to make up the difference

Estimate of number of people project will benefit	Taken on every call
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Please provide your organisation's bank details:
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