



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

Signed: *Janet Foster* 7th July 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 12th July 2023 at the Methodist Church, West Drive, Oxenhope BD22 9LJ

AGENDA

109/23 To receive apologies for absence given in advance of the meeting
To note any apologies offered.

110/23 To consider the approval of reasons given for absence
To consider approval of absence.

111/23 Disclosures of Interest
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.

112/23 Applications for a Dispensation
To grant, or otherwise, the applications for dispensation as received by the Clerk.

113/23 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of the Village Council's annual meeting held on 14th June 2023 as true and correct records.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the July Outstanding Issues Report (Appendix 1) and decide further action where necessary.

114/23 Public Question Time
To welcome members of the public and to receive their representations.

115/23 Guest Speakers

- a) Worth Valley Ward Councillors
- b) Other guest speakers

116/23 Planning Applications

To consider and decide upon the following planning applications:

- a) **23/01822/FUL** Agricultural building to cover existing yard between two buildings at Upper Naylor Hill Farm, Black Moor Road, BD22 9SU.
- b) **23/02186/LBC** Two arched fixed light windows to ground floor front elevation at 2 Hawksbridge House, Hawksbridge Lane, Oxenhope BD22 9QU.

117/23 Safety Inspection Reports (Appendix 2)

To note the Safety Inspection Reports for the Marsh Common.

118/23 Village Warden's Report (Appendix 3)

To note the Warden's Report.

119/23 Correspondence (Appendix 4)

To consider and decide upon the following new correspondence:

- a) Email from YLCA about D Day 2024 80th Anniversary.
- b) Email from GBC Services about upgrade to Arqive Transmitting Station, Hill House Edge Lane, Oxenhope.
- c) Email from Local Government Boundary Commission for England about consultation on ward boundaries for Bradford.
- d) Email from Fruit Works about Apple Day proposal.
- e) Email from Local Plan Team, Bradford Council about Local Housing Need Assessment Stakeholder Event – 17th July 2023.

120/23 Climate Change (Standing agenda item)

To review plans and actions in relation to climate change.

121/23 Financial Matters

- a) To authorise, or otherwise, expenditure estimated at up to £400 to fell the tree at the bottom on Mallard View (on Village Council land) and the dead cherry tree in the Rose Garden.
- b) To authorise, or otherwise, expenditure estimated at £2,500 for the publication of the Preparedness Booklet.
- c) To note that Cllr Allmond is not a signatory on the bank account and to agree a fourth signatory along with the three existing signatories.
- d) To authorise, or otherwise, the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
City of Bradford MDC	Online	£80.00	Advert Clerk vacancy
YLCA	Online	£15.00	Advert Clerk vacancy
Town Parish Audit	Online	£200.00	Internal Audit 2022/23 Accounts
HMRC	Online	£1,205.47	Q1 2023/24 PAYE and Employer NI
Mark Whitaker	Online	£24.99	Dutch hoe
Janet Foster	Online	£20.97	Expenses Q1 2023/24
		£34.20	Mileage Q1 2023/24
		£55.17	Total

122/23 Trial Balance

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
	£	£		£	
Expenditure					
Salaries	26,100	6,003	20,097	0	
Village Warden (Equipment)	1,000	7	993	0	
Clerk's home working allowance	300	75	225	0	
Stationery and Printing	300	192	108	0	
Mobile Phone	250	55	195	0	
Postages	450	5	445	0	
Travel and Subsistence (Staff)	150	80	70	0	
Internal and external audits	400	0	400	0	
Subscriptions	1,000	746	254	0	
Room Hire	350	93	258	0	
Insurance	700	460	240	0	
Training	300	0	300	0	
Marketing	500	0	500	0	
Outreach	375	0	375	0	
Christmas Lights	2,100	0	2,100	0	
Maintenance of Marsh Common	500	110	390	0	
Neighbourhood Development Plan (NDP)	0	200	-200	-200	
Youth Club	5,200	4,420	780	0	
Website	900	464	436	0	
Contingency Fund	500	0	500	0	
Community Initiative Fund	1,500	500	1,000	0	
Maintenance of Village Council Assets	5,000	914	4,086	0	
Toilets - Community Asset Transfer	2,000	0	2,000	0	
Sculpture Trail	500	0	500	0	
Allotments	500	100	400	0	
Book costs	100	0	100	0	
Bank Charges	72	27	45	0	
Defibrillators	500	0	500	0	
Summer Play Scheme	1,400	0	1,400	0	
Millennium Green	2,000	2,000	0	0	
Total Expenditure	54,947	16,451	38,496	-200	

Income	Budget	Income to date		Year end Shortfall (-) / Surplus (+)	
Reduction In reserves	9,507	0	-9,507	0	
Precept	41,960	41,960	0	0	
Rose Garden		0	0	0	
Allotment Grant	300	313	13	13	
Allotment rents	450	20	-430	0	
Book Sales	130	0	-130	0	
VAT refund	2,600	3,538	938	938	
CIL Income	0	0	0	0	
Miscellaneous	0	302	302	302	1.
Total Income	54,947	46,133	-8,814	1,253	
Surplus (+) / Deficit (-)				1,053	

Notes:

- £288 of miscellaneous relates to payment from Haworth Parish Council relating to unused funds of redundant Worth Valley Joint Transport Committee.

123/22 Bank Reconciliation

Balance per bank statements as at	30/06/23	
Unity Trust - Current Account		£52,225.64
Unity Trust - Instant Access Account		£0.00
		£52,225.64
		<hr/>
Net balances:		£52,225.64
		<hr/> <hr/>

CASH BOOK

Opening Balance 1 April 2023	£23,767.16
Add: Receipts in the year	£46,133.39
Less: Payments in the year (incl. VAT)	-£17,674.91
	<hr/>
Closing balance per cash book:	£52,225.64
	<hr/> <hr/>

124/23 Minor items and items for next agenda

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

125/23 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 9th August 2023 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – July 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	28/05/23	Informed by Cllr Poulsen that Bradford Council have approved the disposal route. Ward Councillors will be consulted and a deeds check undertaken to ensure there are no legal issues.
West Shaw Lane	Request to review and reduce the speed limit	Clerk	October 2022	Proposed speed reduction to be discussed at Keighley Area Committee held on 27 th June 2023.
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	Work undertaken summer 2022.
Community Preparedness	Leaflet to be drawn up	Cllrs Allmond and Harvie	09/11/22	
Yorkshire Water	Issues with water supply in Marsh during power cuts	Clerk	31/01/23	Letter sent. No reply to date
Yorkshire Water	Replacement of fencing and gate on Nab Water Lane	Clerk	May 2023	Letter sent 20/02/23. Email received 21/03/23 saying passed to relevant department who will look into the issue and resolve where possible. Alice Bentley, Ward Officer, is setting up a meeting with Yorkshire Water. A representative from the Village Council will be invited to attend.

Appendix 2 – Safety Inspection Reports

OXENHOPE VILLAGE COUNCIL

Marsh Common Safety Monthly Inspection Report

Name: Robert Goulding

Date 29/6/23

Weather dry

Time 1pm

	Yes / No	Comment if necessary
Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?	<input checked="" type="checkbox"/>	yes
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	ongoing

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

Inspector's Signature
R Goulding

Appendix 3 – Village Warden Report

I have undertaken the following tasks in June:

- Check and record the status of the 5 AED's under OVC care
- Litter picked Recreation ground Inc. play area, Community Centre car park, Cat steps, Hebden Bridge Rd, Station Rd, Heights Lane, Mallard View play area and Hill House Lane
- Horseshoe Dam: I have continued to remove and bash the Himalayan Balsam before flowering takes place. Again, this year I've allowed some vegetation to grow a bit taller in an attempt to suppress the Balsam from overtaking the dam area. Cleared vegetation around sculpture and in Leeming Water
- Rose Garden: Removed Mares tail which has pushed up through weed barrier in fruit bush area (adjacent to Hebden Bridge Rd). This task will need to be carried often in the growing season. Facilitated removal of dead Cherry tree, work not yet completed. A nice crop of black currants showing through in fruit bush area
- Millennium Green: Facilitated work to improve access and surfaces to the Green. Plus replaced rotted steps and adjacent fencing. This work is now completed in time for Fete
- Facilitated placement of two new planters with Steve Thorpe located at Moorhouse Lane/Cross Lane and Marsh Lane opposite Moorhouse Lane. Cleared vegetation around seating area in preparation
- Rights of way: Cut back Bamboo on footpath leading to Pawson's mill yard Lane. Cut back vegetation on footpath K173 (Moorhouse Lane to North Ives on the request of two village residents. Met with Bradford Council Countryside services to discuss their footpath clearing programme. Cleared vegetation from snicket leading from Station Rd to Mallard View.
- Facilitated tree work on OVC land to the rear of the garage owned by 2 Mallard View. Task not yet completed
- Chased up water leak again on Station Rd adjacent to Waterside and Lowertown opposite Beatrice Street
- Community Centre: Distributed replacement flood sacs and carried out inventory of emergency store cupboard

Appendix 4 – New Correspondence

a) Email from YLCA

Date: 14th June 2023

Subject: D Day 2024 80th Anniversary

Dear Clerks, Chairs and Councillors,

Please see attached the D Day 80 Anniversary Guide. The D Day 80 Anniversary is taking place on 6 June 2024 and we have been asked to highlight the following in the attached document:

1. The message from the Prime Minister on page **3** encouraging communities to take part by lighting a Beacon at 9.15pm on 6 June 2024, representing the 'light of peace' that emerged from the darkness of war, with the Introduction to D-Day 80 on pages **5 - 6**, along with the International Tribute on page **18**, which it is recommended be read out as beacons are being lit that evening.
2. Pages **19, 20, 21, 22** and **23** provides the various types of beacons that can be used for this special commemoration/celebration event.
3. Any councils/ parish meetings wishing to take part are asked to go to page **31**, providing the Pageant Master, Bruno Peek with the information requested by no later than **30th May 2024**.

The Guide, along with the official logo for the event, and the Certificate of Grateful Recognition, can now be downloaded from the website - www.d-day80beacons.co.uk.

Yours sincerely,

Ruth Batterley
Team Support & Member Liaison Officer

b) Email from GBC Services

Date: 20th June 2023

Subject: Upgrade Arqiva Transmitting Station Hill House Edge Lane

Good morning,

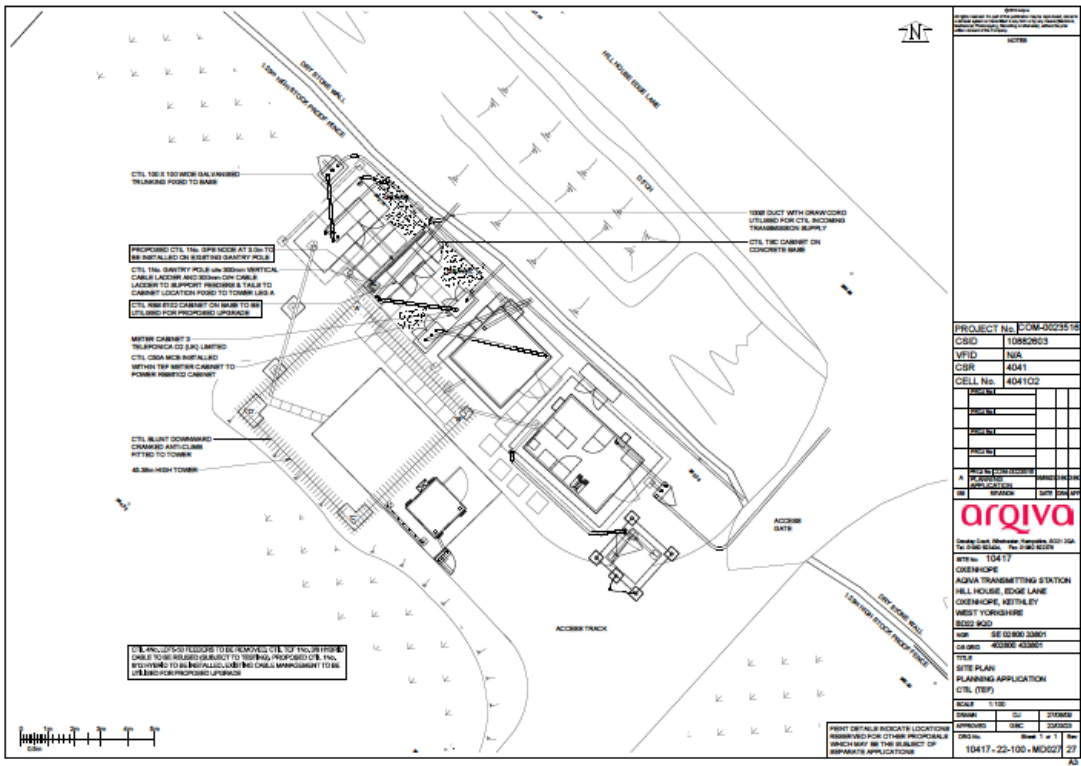
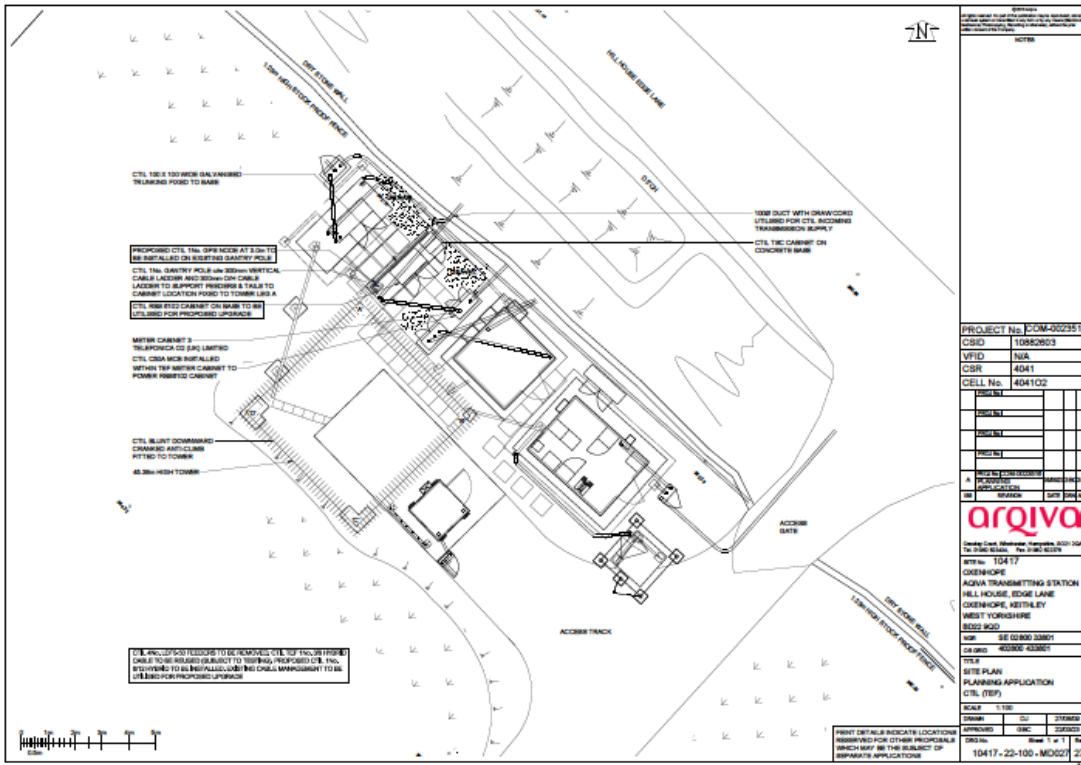
Please see attached correspondence in relation to best practice community engagement relating to an upgrade at:

Arqiva Transmitting Station, Hill House Edge Lane, Oxenhope, Keighley, West Yorkshire, BD22 9QD (NGR: E: 402800 N: 433801)

Regards

Alison Hughes MRTPI

Senior Planning Specialist



**c) Email from Local Government Boundary Commission for England
Date: 27th June 2023
Subject: Consultation on Ward Boundaries for Bradford**

Today is the start of a ten-week public consultation inviting proposals for new council wards and ward boundaries for Bradford.

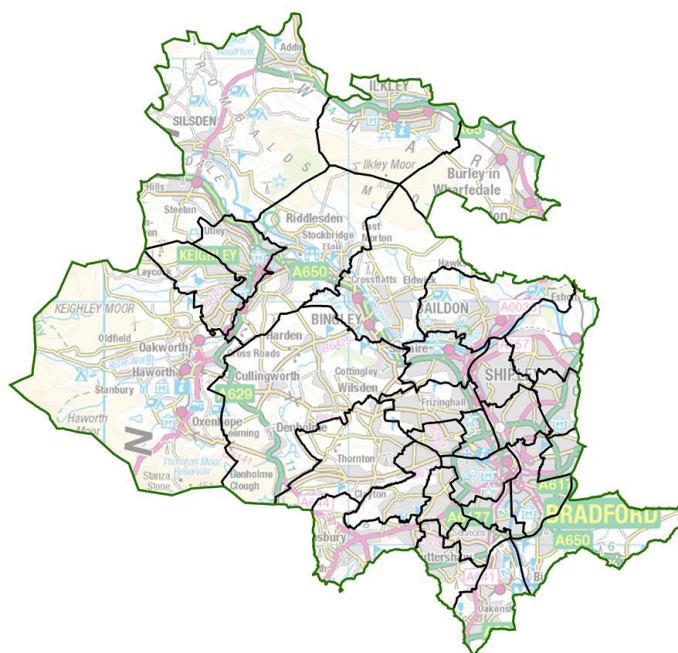
Our consultation will close on **4 September 2023**.

After we have considered all representations made to us during this consultation, we intend to publish draft recommendations in November 2023.

We will then hold a further period of consultation on our draft recommendations. Our final recommendations are expected to be published in May 2024.

The new electoral arrangements will come into effect at the local elections in **May 2025**.

If you represent a local organisation or community group in Bradford, please pass this message on to your members or anyone who you think might be interested in the review. You can share the message by email or through social media by using the buttons at the bottom right of the page.



What is an electoral review?

Our electoral review will recommend new electoral arrangements for the City of Bradford Metropolitan District Council. We will propose:

- the total number of councillors elected to the council in the future;
- the number of wards;
- the number of councillors representing each ward;
- ward boundaries; and
- the names of wards.

How to get involved

This is a public consultation and we welcome views from individuals and organisations across Bradford on where they think new ward boundaries should be drawn.

We are minded to recommend that **90 councillors** should be elected to City of Bradford Metropolitan District Council in the future.

This is **no change** from the current number of councillors.

We are now inviting proposals to help us draw up a pattern of wards to accommodate **90 councillors**.

In drawing up new electoral wards, we must balance three legal criteria, namely:

- to deliver electoral equality: where each councillor represents roughly the same number of electors as others across the city;
- that the pattern of wards should, as far as possible, reflect the interests and identities of local communities;
- that the electoral arrangements should provide for effective and convenient local government.

We will treat all submissions equally, and judge each case on its merits and against the legal criteria.

If you wish to put forward a view, we would also urge you to ensure that evidence supports your submission.

For example, if you wish to argue that two areas should be included in the same electoral ward, make sure you tell us *why* they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

There is more advice on [our website](#) about how you can get involved in the consultation.

Our website features [technical guidance](#) that explains the process and our policies, as well as guidance on how to take part in each part of the process.

We have also set up a webpage dedicated to the review of Bradford, where you can find all the relevant information, access interactive maps of the current ward boundaries, and give your views.

Get in touch

We welcome comments on warding arrangements by **4 September 2023**. Representations should be made:

- Through our [website](#)
- By email to reviews@lgbce.org.uk
- Or in writing to Review Officer (Bradford), Local Government Boundary Commission for England, PO Box 133, Blyth, NE24 9FE

d) Email from Fruit Works
Date: 27th June 2023
Subject: Apple Day proposal

Janet,

Sorry it has taken so long to get back to you about juicing. There are lot of apples going to waste in Oxenhope and it would be good to start a process of them being used.

We could run a village Apple Day where two of us come along with pressing equipment, a bit of apple display and some activities for children. We've done lots of these before and they are always popular. This could be at the orchard by the school or at the millennium green. Our costs running a fun and safe event like this would be £400.

Another alternative is running more of a juicing service like <https://oldsleningford.simplybook.it/v2/>. This would be a full-on day but would be a great way to make a big impact on fruit waste in the village. It does have the advantage of contributions paying for some/all of our time for running it.

Please let us know if you'd like to explore either of these options further.

With good wishes,

Alan

Fruit Works Co-operative

hello@fruitworks.org.uk

www.fruitworks.org.uk

e) Email from Local Plan Team, Bradford Council

Date: 30th June 2023

Subject: Bradford Local Housing Need Assessment Stakeholder Event – 17th July 2023

Bradford Local Housing Need Assessment

Stakeholder Event – 17th July 2023

As you will be aware the Council is currently preparing a new Local Plan for the District. The Local Plan will include a range of policies and proposals which will determine the scale and location of new development across the district. The Local Plan will also support proposals for regeneration, protect the natural and built environment, and ensure that growth and development occurs in a sustainable way.

In order to produce a robust and sound Plan it needs to be informed by a range of research and technical evidence as set out in the Government's National Planning Guidance.

One of the most important areas of evidence will be that which informs the Council of the scale of need for homes over the period covered by the plan and the nature, type and mix of homes which should be provided given the current and projected future make-up of the district's population.

The Council have therefore recently commissioned Arc4 and Edge Analytics to prepare a Local Housing Need Assessment (LHNA) and Strategic Housing Market Assessment (SHMA).

The subject of this workshop is how the Local Housing Needs Assessment – which focuses on the scale of housing need - will be undertaken, and the outcome of an initial analysis of housing need based on the government's standard method calculation. The workshop will also set out the wider range of factors that will be considered when reviewing future housing need across Bradford.

It is essential that key stakeholders are involved in the process of producing the Local Housing Need Assessment and the SHMA and that the assessment reflects any Bradford specific factors which may affect housing need. We are therefore pleased to invite you or an appropriate representative to attend the Bradford LHNA Stakeholder Event.

The stakeholder event will be held on **Monday 17th July 2023**, at Margaret Macmillan Tower, Princes Way, Bradford, BD1 1NN, in the Hockney Room. The event will run from **11.00am to 1.00pm**. Tea and coffee will be served from 10.45 am for a 11.00am start.

Please can you email us by Wednesday 12th July 2023,

planning.policy@bradford.gov.uk

to confirm whether you would like to attend this event. Please note that places on the event are limited and we may only be able to accommodate one representative from your organisation. An early reply is advised. If you require any further information, then please contact the Local Plans Team at the same email address above.

We look forward to your attendance and involvement in this event.

Managing your personal data

This is a targeted email notification which has been sent to statutory bodies, housing organisations, agents and developers with an interest in the preparation of the Local Plan for the Bradford District.

You are receiving this email as you have previously registered your interest in the Bradford District Local Plan either through Bradford Council's StayConnected notification system or you have submitted a representation during a public consultation event on a planning document via the OpusConsult consultation portal.

To facilitate this targeted email alert, your personal data (email address only) has been grouped and classified as a sub-set of the Stay Connected database as relating to 'agents and developers' for the purpose of inviting you to the stakeholder event detailed in this bulletin.

If you do not wish to receive these bulletins, please update your subscriber preferences using the following link: [Stay Connected - email alerts from Bradford Council](#)

Please refer to the [Local Plan Privacy Notice](#) for further information on how we handle your personal data in relation to the Local Plan.

Regards

Local Plan Team
Planning, Transportation and Highways

Tel: 01274 433679

City of Bradford Metropolitan District Council
4th Floor, Britannia House, Broadway, Bradford, BD1 1HX

Department of Place