



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

Signed: *Laura White* 2nd November 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 November 2023 at the Methodist Church, West Drive, Oxenhope BD22 9LJ

AGENDA

- 180/23 To receive apologies for absence given in advance of the meeting**
To note any apologies offered.
- 181/23 To consider the approval of reasons given for absence**
To consider approval of absence.
- 182/23 Disclosures of Interest**
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 183/23 Applications for a Dispensation**
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 184/23 Minutes of Meetings (previously circulated to Members)**
- a) To confirm the minutes of the Village Council's monthly meeting held on 11th October 2023 as true and correct records.
 - b) To discuss any matters arising from the minutes.
 - c) To receive information on the November Outstanding Issues Report (Appendix 1) and decide further action where necessary.
- 185/23 Public Question Time**
To welcome members of the public and to receive their representations.
- 186/23 Guest Speakers**
- a) Worth Valley Ward Councillors
 - b) Other guest speakers
- 187/23 Planning Applications**
To consider and decide upon the following planning application:
- a) 23/03823/PMI Construction of dwelling | Land West Of Holmfield Jew Lane Oxenhope Keighley West Yorkshire
- 188/23 Planning Application – Cross Lane (23/00027/OUT)**
To discuss any developments relating to the Cross Lane planning application.
- 189/23 Village Warden's Report (Appendix 2)**
To note the Warden's Report.
- 190/23 Rose Garden Report (Appendix 3)**
To note the report.

191/23 Correspondence (Appendix 4)

To consider and decide upon the following new correspondence:

- a) Email from resident regarding parking and access situation on Best Lane.
- b) Email from resident regarding tree pruning on Best Lane

192/23 Christmas lights switch on event - proposed date Friday 24th November – To receive an update from the event leads Cllr Drury & Cllr Woodington.

193/23 Climate Change (Standing agenda item)

To review plans and actions in relation to climate change.

194/23 Financial Matters

- a) To authorise, or otherwise, expenditure of up to £400 to Quality Garden Supplies for 40 bags of grit
- b) To authorise, or otherwise, the national pay award for the clerk, previous clerk and warden.
- c) To authorise, or otherwise, the following accounts for payment: -

Payee	Cheque No. / Online	Amount	Description
Steve Thorpe	Online	£249.60	Mowing of the rose garden 4 th Sept & 18 th Sept
YORgreencic	Online	£225.00	3 injections of herbicide to Japaneses knot weed at Horseshoe Dam and Marsh Common
JCA Ltd	Online	£1500.00	Safety Survey

Trial Balances

Expenditure	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)	Notes
Salaries	26,100	10,446	15,654	0	
Village Warden (Equipment)	1,000	28	972	0	
Clerk's home working allowance	300	125	175	0	
Stationery and Printing	300	332	-32	0	
Mobile Phone	250	81	169	0	
Postages	450	9	441	0	
Travel and Subsistence (Staff)	150	131	19	0	
Internal and external audits	400	200	200	0	
Subscriptions	1,000	746	254	0	
Room Hire	350	223	128	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	3047	1954	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	37	39	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	23,654	31,293	-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	23	-107	0	
VAT refund	2,600	3,538	938	938	
CIL Income	0	0	0	0	
Miscellaneous	0	327	327	327	1.
Total Income	54,947	46,181	-8,766	1,278	
Surplus (+) / Deficit (-)				1,035	

Notes:

1. £288 of miscellaneous relates to payment from Haworth Parish Council relating to unused funds of redundant Worth Valley Joint Transport Committee.

Bank Reconciliation

Balance per bank statements as at	16/10/23	
Unity Trust - Current Account		£41,406.71
Unity Trust - Instant Access Account		£0.00
		£41,406.71
		<hr/>
Net balances:		£41,406.71
		<hr/> <hr/>

CASH BOOK

Opening Balance 1 April 2023	£23,767.16	
Add: Receipts in the year	£46,181.39	
Less: Payments in the year (incl. VAT)	-£28,541.84	<hr/>
Closing balance per cash book:		£23,329.65
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195/23 Pay Award

To note that the National Joint Council for local government services has announced that agreement has been reached on rates of pay applicable from 1 April 2023 (covering the period 1 April 2023 to 31 March 2024). There is an across the board increase of £1,925 to each pay grade (pro rata for reduced hours worked). At Oxenhope Village Council this equates to an additional £1,839.79 per annum, including back pay for the former Clerk.

196/23 Budget & Precept

To discuss potential projects and the precept for the next financial year.

197/23 Minor items and items for next agenda

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

198/23 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 13th December 2023 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – November 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	12/10/23	The Chair has written to Bradford Council making the case for disposal of the assets to the Village Council at no cost.
West Shaw Lane	Request to review and reduce the speed limit	Clerk	July 2022	Proposed speed reduction discussed at Keighley Area Committee held on 20 th July 2023. The speed reduction request was not agreed. Will need to reapply for scheme to be funded in next financial year.
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	July 2023	Cllr Goulding planning to meet Haworth Parish Council to discuss.
Community Preparedness	Leaflet to be drawn up	Cllrs Allmond and Harvie	July 2023	Awaiting printing.
Yorkshire Water	Replacement of fencing and gate on Nab Water Lane	Clerk	September 2023	Meeting held with Bradford and Calderdale Councils. CCTV cameras and warning signs to be installed.

Appendix 2 – Village Warden Report

Warden Report for November meeting:

I have undertaken the following tasks in October:

- 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
- Horseshoe Dam: Tree survey completed for dam area and small parcels of land on Mallard View
- Rose Garden: Mares tail in fruit bush area treated with herbicide and is dying back. Tree survey carried out and will report at next meeting. Xmas lighting junction box from felled cherry tree repositioned. Xmas lights tested which showed some repairs are needed to the lights on the conifer trees in the middle of the Rose Garden
- Millennium Green: Majority of tree work referred to in the tree survey has been completed. The willow tunnel has been coppiced in an attempt to encourage some new growth
- Marsh Common: Tree survey completed and indicated a small amount of work required. Met with Stuart Sharp and discussed me clearing the gullies of vegetation in the near future
- Allotments: The Mares tail has been treated with herbicide on the driveway, plots 2a,2b,4b and 11b. Water meter read and water isolated for winter
- Rights of way: Arranged with BMDC Countryside services to fell a small tree which was obstructing the footpath K196. Shaw Lane to the rear of St Marys church
- Leaf clearing: removed leaves from pathway in front of Horseshoe dam after a request from a resident and other areas in village
- Gullies: Reported various blocked gullies to BMDC

Appendix 3 – Rose Garden Monthly Safety Inspection Report

Name: Ken Eastwood

Date: 2 November 2023

Description	Yes/No	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?	N	
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 4 – New Correspondence

a) Hi,

I'm not sure if this is the correct place to send concerns regarding the parking and access situation on Best Lane. There has been a significant increase in parking on both sides of the road including onto the pavement which then causes a danger to pedestrians.

The bus regularly struggles to manoeuvre round the corner at the bottom of the road.

I have attached photos from this morning of buses having to wait 45 mins due to poor parking. Causing a back log of cars, cars having to turn round in tight spaces, residents not being able to take cars off their own driveways, cars driving on the pavements whilst

pedestrians are standing on them.

Please could you point me in the right direction for raising a complaint or ask someone to look into the situation as this is getting extremely dangerous with an accident waiting to happen.

Kind regards,

B) Tree pruning- Best Lane
Confidential email.