



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
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Signed: *Laura White* 7th December 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 13th December 2023 at the Methodist Church, West Drive, Oxenhope BD22 9LJ

AGENDA

- 197/23 To receive apologies for absence given in advance of the meeting**
To note any apologies offered.
- 198/23 To consider the approval of reasons given for absence**
To consider approval of absence.
- 199/23 Disclosures of Interest**
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 200/23 Applications for a Dispensation**
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 201/23 Minutes of Meetings (previously circulated to Members)**
- To confirm the minutes of the Village Council's monthly meeting held on 8th November 2023 as true and correct records.
 - To discuss any matters arising from the minutes.
 - To receive information on the Outstanding Issues Report (Appendix 1) and decide further action where necessary.
- 202/23 Public Question Time**
To welcome members of the public and to receive their representations.
- 203/23 Guest Speakers**
- Worth Valley Ward Councillors
 - Other guest speakers
- 204/23 Planning Applications**
To consider and decide upon the following planning applications:
- 23/03764/FUL Land To The North Of 12 Bank Denholme Road Oxenhope
Constuction of a pair of semi-detached houses
 - 3/04323/HOU Holmfield House Jew Lane Oxenhope
Replace conservatory with extended roof canopy
 - 23/04358/HOU Bents Croft Marsh Lane Oxenhope
Installation of new windows on the ground and first floor front elevation and new Velux windows located on the rear elevation.

205/23 Planning Application – Cross Lane (23/00027/OUT)

To discuss any developments relating to the Cross Lane planning application.

206/23 Village Warden’s Report (Appendix 2)

To note the Warden’s Report.

207/23 Rose Garden Report (Appendix 3)

To note the report.

208/23 Correspondence (Appendix 4)

To consider and decide upon the following new correspondence:

- a) Email from local resident regarding traffic issues
- b) Phone call from local resident regarding planning application at Tansey End
- c) YLCA email regarding new legislation on Biodiversity

209/23 Christmas lights switch on event

To receive an update from the event leads Cllr Drury & Cllr Woodington.

210/23 Climate Change (Standing agenda item)

To review plans and actions in relation to climate change.

211/23 Meeting Dates (Appendix 5)

To review and agree upon meeting dates suggested by the clerk for 2024.

212/23 Annual Allotment Holder Meeting 2024

To discuss and make decisions on allotment rent, projects and 2024 plans for the meeting scheduled on 10th January 2024.

213/23 Grant application

To receive further information as requested from previous application made by Oxenhope Climate Action group for £540.

214/23 Financial Matters

- a) 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
Oxenhope Methodist Church	Online	£40.00	Room Usage October & November
Christmas Plus	Online	£156.00	Light string repair
Christmas Plus	Online	£1392.60	Installation and dismantle of festive display
Outreach	Online	£250.00	Oxenhope magazine

Cllr Woodington	Online	£29.45	Christmas light event refreshments
Cllr Woodington	Online	£48.04	Christmas light event refreshments

Trial Balances

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
Expenditure				
Salaries	26,100	16,824	9,276	-6,378
Village Warden (Equipment)	1,000	178	822	-150
Clerk's home working allowance	300	200	100	-75
Stationery and Printing	300	332	-32	-101
Mobile Phone	250	122	128	-40
Postages	450	405	45	-396
Travel and Subsistence (Staff)	150	131	19	-17
Internal and external audits	400	200	200	0
Subscriptions	1,000	862	138	-116
Room Hire	350	263	88	-170
Insurance	700	460	240	0
Training	300	25	275	-25
Marketing	500	138	362	-138
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	1,000	500	-500
Maintenance of Village Council Assets	5,000	5,989	-989	-5,075
Toilets - Community Asset Transfer	2,000	0	2,000	0
Sculpture Trail	500	0	500	0
Allotments	500	100	400	0
Book - Publishing and other costs	100	0	100	0

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
Bank Charges	72	51	21	-21
Defibrillators	500	142	358	-142
Summer Play Scheme	1,400	1,100	300	-1,100
Section 137 Expenditure	0	57	-57	-57
Millennium Green	2,000	2,000	0	0
Total Expenditure	54,947	35,771	19,176	-14,700
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
Total Income	54,947	46,181	-8,766	1,278
Surplus (+) / Deficit (-)				-13,422

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	04/12/23
Unity Trust - Current Account	£32,261.69
Unity Trust - Instant Access Account	£0.00

£32,261.69

Appendix 1 – December 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 December meeting:

I have undertaken the following tasks in November:

- Check and record the status of the 5 AED's under OVC care
- Litter picked Recreation ground Inc. play area, Cat steps, Hebden Bridge Rd, Station Rd, Heights Lane, Mallard View play area
- Horseshoe Dam: the dam area and sculpture mostly survived November's heavy rainfall unscathed. Future tasks; apply for an intention to carry out tree works as highlighted in the recent tree survey, due to the dam being in the Lowertown Conservation area. This will include felling the self-seeded trees growing from the retaining wall adjacent to the stream
- Rose Garden: tested and arranged the repair of the LED lights to central tree display (Thank you Christmas Plus for repair). It appeared that the lights had been cut maliciously in several places at some point this year. Trimmed back foliage and helped with setting up stall etc in preparation of Xmas light switch on. Purchased 3 work lights as discussed at last month's meeting. Helped with switch on the night and I would like to thank the Councillors (Ex and present) and the Clerk for making it a very successful evening. Future tasks; apply for an intention to carry out tree works as highlighted in recent tree survey, due to Rose Garden being located in the Station Rd Conservation area. One mature cherry tree may have to be felled due to brown rot.
- Millennium Green: The Green has survived the recent heavy rainfall and some signs warning of high fast flowing water were placed at the entrances during this time
- Marsh Common: Tree survey highlights two small dead willow trees which require felling and a horse chestnut which needs to be reduced
- Mallard View: tree survey highlighted a reduction to the willow tree and the felling of a small damaged cherry tree in front of the play area
- Leaf clearing: removed leaves from pathway in front of Horseshoe dam (Station Rd) and Denholme Rd in front of Charles Court. Contacted BMDC and sent them a list of the worst affected streets and pavements. I am making a start with the clearing of leaves but hopefully my request for help will get a response
- Gullies: Inspected gullies on Keighley Rd, which was due the annual clean at the end of October. I discovered several blocked gullies and it was clear that the clean had not taken place. I raised the point with Sally Teasdale who

contacted the gully team. They stated that they will clean the gullies on this road, however as they only have one operative for the whole of the Keighley district they cannot say when. Cleared gullies of vegetation down Shaw Lane, Yate Lane and Station Rd

Appendix 3 – Rose Garden Monthly Safety Inspection Report

Name: Ken Eastwood

Date: 7 December 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?	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) Good evening,

I am writing to you to make you aware of an issue regarding speeding drivers in Oxenhope Village. As a resident of the village for over 11 years, I have seen a recent increase in speeding drivers through the village during the early hours of the morning (between midnight and 4am). These drivers, using sports cars with loud exhausts, use the roads as a race track, with other residents informing me that the drivers (who don't live in the village) also complete timed laps. Their loud exhausts echo through the streets and I know I speak on behalf of a large number of residents as I inform you of their danger and disruption, despite the obvious factor that they are breaking the law. We have (a minimum) of 1 driver per night and this increases significantly Friday-Sunday. I'm aware their isn't an obvious solution but I'd be really keen to discuss this matter with you before there is an accident.

Thank you for your support.

Kind regards

Mallard View Resident

B) Telephone call on 4/12/23 to the clerk.

C) The Biodiversity Duty from 1 January 2024

Public authorities who operate in England must consider what they can do to conserve and enhance biodiversity in England. This is the strengthened 'biodiversity duty' that the Environment Act 2021 introduces. The definition of a public authority for this duty does include a parish sector council.

This means that, as a public authority, a parish sector council must:

1. Consider what it can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on its consideration.
3. Act to deliver its policies and achieve its objectives.

A council must complete its first consideration of what action to take for biodiversity by 1 January 2024. The council must agree its policies and objectives as soon as possible after this. Additionally, it must reconsider the actions it can take within five

years of completing its previous consideration. A council can also decide to review its policies and actions more frequently if it wishes to do so.

Gov.uk has produced a very helpful guide to compliance with this duty, please go to: [Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complying-with-the-biodiversity-duty)

YLCA has created a simple template biodiversity policy for member councils with information taken from the .gov.uk site. This is attached and can also be found on the YLCA website.

Appendix 4 – Meeting Dates

Oxenhope Village Council (OVC) - Schedule of Meetings 2024

Date	Meeting	Start Time
10 th January 2024	Annual Meeting Allotment Holders	6.45pm
10 th January 2024	Monthly meeting OVC	7.30 p.m.
14 th February 2024	Monthly meeting OVC	7.30 p.m.
13 th March 2024	Monthly meeting OVC	7.30 p.m.
10 th April 2024	Annual Parish Meeting ⁽¹⁾	7.00 p.m.
10 th April 2024	Monthly meeting OVC	7.30 p.m.
8 th May 2024	Annual Meeting ⁽²⁾	7.30 p.m.
12 th June 2024	Monthly meeting OVC	7.30 p.m.
10 th July 2024	Monthly meeting OVC	7.30 p.m.
11 th September 2024	Monthly meeting OVC	7.30 p.m.
9 th October 2024	Monthly meeting OVC	7.30 p.m.
13 th November 2024	Monthly meeting OVC	7.30 p.m.
11 th December 2024	Monthly meeting OVC	7.30 p.m.

Notes:

1. Annual Parish Meeting. Although this meeting will be chaired by the Chair of Oxenhope Village Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Parish Meeting must be held between 1st March and 1st June (Local Government Act 1972).

2. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and eighteenth day after the election (inclusive) (Local Government Act 1972).