



OXENHOPE VILLAGE COUNCIL

PO Box 883
Halifax
HX1 9TZ

Signed: *Laura White* 9th February 2024
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 14th February 2024 at the
Methodist Church, West Drive, Oxenhope BD22 9LJ

AGENDA

- 241/24 To receive apologies for absence given in advance of the meeting**
To note any apologies offered.
- 242/24 To consider the approval of reasons given for absence**
To consider approval of absence.
- 243/24 Disclosures of Interest**
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 244/24 Applications for a Dispensation**
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 245/24 Minutes of Meetings (previously circulated to Members)**
- a) To confirm the minutes of the Village Council's monthly meeting held on 10th January 2024 as true and correct records.
 - b) To discuss any matters arising from the minutes.
 - c) To receive information on the Outstanding Issues Report (Appendix 1) and decide further action where necessary.
- 246/23 Public Question Time**
To welcome members of the public and to receive their representations.
- 247/24 Guest Speakers**
- a) Worth Valley Ward Councillors
 - b) Other guest speakers
- 248/24 Planning Applications**
To consider and decide upon the following planning applications: -
- a) **Application: 23/04620/FUL**
Location: Whin Knowle Cross Lane Oxenhope BD22 9LE
Change of use of existing semi detached dwelling into five apartments and demolition of existing outbuilding and replacement with new two storey detached unit to provide one dwelling, along with associated external alterations, car parking and landscaping.
 - b) **Application: 23/04631/FUL**

Location: Oxenhope CE Primary School Cross Lane Oxenhope BD22 9LH

Installation of solar panels - a maximum of 124 modules on the pitched roofs of the school building, with a total generation capacity of around 52kW.

c) **Application: 23/04652/HOU**

Location: Long Ridge Shaw Lane Oxenhope BD22 9QL

Demolition of garage and construction of new detached private garage, and demolition of connecting link to eastern side of Long Ridge to separate it from adjoining property (Ridge End).

d) **Application: 23/04655/HOU**

Location: Ridge End Shaw Lane Oxenhope BD22 9QL

Construction of a new gable end wall as a result of the demolition of the connecting link to the adjoining property, Long Ridge (as applied for under 23/04652/HOU)

249/24 Village Warden's Report (Appendix 2)

To note the Warden's Report.

250/24 Rose Garden Report (Appendix 3)

To note the report.

251/24 Climate Change (Standing agenda item)

To review plans and actions in relation to climate change. To receive an update on EV Charging points at the Community Centre and make a resolution where necessary.

252/24 Grit Bins

To discuss and make decision where necessary around grit bins, location and replenishment.

253/24 Financial Matters

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

Payee	Cheque No. / Online	Amount	Description
Quality Garden Supplies	Online	£214.06	40 bags of rock salt
HMRC	Online	£1,453.18	Quarterly tax bill
Business Stream	Online	£27.63	Allotment water bill
Mark Whittaker	Online	£11.40	Brush for street sweeping
YLCA	Online	£33.40	Biodiversity training
Methodist Church	Online	£47.50	Room hire
Martek	Online	£184.00	Defibrillator battery

b) To approve expenditure of upto £1,050 for tree work on Mallard View, Horseshoe Dam and the Rose Garden.

c) To discuss and approve quote of £240 for new internal auditor ahead of AGAR for 2023/24.

Trial Balances

Heading	Budget	Spend to date	Budget remaining currently	Commitments	Total spend to date and commitments	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£	£	£
Expenditure						
Salaries	26,100	21,648	4,452	2,600	24,248	1,852
Village Warden (Equipment)	1,000	178	822	200	378	622
Clerk's home working allowance	300	250	50	50	300	0
Stationery and Printing	300	352	-52	20	372	-72
Mobile Phone	250	159	91	80	239	11
Postages	450	405	45	0	405	45
Travel and Subsistence (Staff)	150	131	19	36	167	-17
Internal and external audits	400	578	-178	0	578	-178
Subscriptions	1,000	882	118	254	1,136	-136
Room Hire	350	303	48	258	560	-210
Insurance	700	460	240	240	700	0
Training	300	25	275	100	125	175
Marketing	500	388	112	200	588	-88
Outreach	375	0	375	375	375	0
Christmas Lights	2,100	1,548	552	0	1,548	552
Maintenance of Marsh Common	500	110	390	390	500	0
Neighbourhood Development Plan (NDP)	0	200	-200	0	200	-200
Youth Club	5,200	4,420	780	0	4,420	780
Website	900	464	436	0	464	436
Contingency Fund	500	0	500	500	500	0
Community Initiative Fund	1,500	1,000	500	500	1,500	0
Maintenance of Village Council Assets	5,000	6,743	-1,743	500	7,243	-2,243
Toilets - Community Asset Transfer	2,000	0	2,000	2,000	2,000	0
Sculpture Trail	500	0	500	500	500	0
Allotments	500	100	400	400	500	0
Book - Publishing and other costs	100	0	100	100	100	0

Heading	Budget	Spend to date	Budget remaining currently	Commitments	Total spend to date and commitments	Projected Year End Shortfall (-) / Surplus (+)
Bank Charges	72	69	3	42	111	-39
Defibrillators	500	142	358	0	142	358
Summer Play Scheme	1,400	1,100	300	0	1,100	300
Section 137 Expenditure	0	295	-295	0	295	-295
Millennium Green	2,000	2,000	0	0	2,000	0
Total Expenditure	54,947	43,948	10,999	9,344	53,293	1,654
Income	Budget	Income to date		Income due	Total Projected Income	Year end Shortfall (-) / Surplus (+)
Reduction In reserves	9,507	0	-9,507	9,507	9,507	0
Precept	41,960	41,960	0	0	41,960	0
Rose Garden		0	0	0	0	0
Allotment Grant	300	313	13	0	313	13
Allotment rents	450	294	-156	430	724	274
Book Sales	130	23	-107	107	130	0
VAT refund	2,600	3,538	938	0	3,538	938
CIL Income	0	0	0	0	0	0
Miscellaneous	0	327	327	0	327	327
Total Income	54,947	46,455	-8,492	10,044	56,499	1,552
Surplus (+) / Deficit (-)					3,206	3,206

1,979	VAT	1,979	3538
45,928	Total expenditure	55,272	

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	08/02/24	
Unity Trust - Current Account		£24,553.07
Unity Trust - Instant Access Account		£0.00
		£24,553.07
		<hr/>
Net balances:		£24,553.07
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CASH BOOK

Opening Balance 1 April 2023	£23,767.16	
Add: Receipts in the year	£46,455.39	
Less: Payments in the year (incl. VAT)	-£45,669.48	<hr/>
Closing balance per cash book:		£24,553.07
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254/23 Minor items and items for next agenda

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

255/23 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 13th March 2024 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – February 2024 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	December 2023	The Chair has written to Bradford Council making the case for disposal of the assets to the Village Council at no cost. Followed up in December.
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 Village Council to discuss.
Community Preparedness	Leaflet to be drawn up	Cllrs Harvie	December 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 February meeting:

I have undertaken the following tasks in January:

- Check and record the status of the 5 AED's under OVC care
- Litter picked Recreation ground Inc. play area, Hebden Bridge Rd, Station Rd, Mallard View play area and Cat steps
- Horseshoe Dam: The dam area and sculpture mostly survived January's heavy rainfall mainly unscathed again
- Rose Garden: Winter pruned blackcurrant bushes
- Marsh Common: Cleared drainage ditches of vegetation etc that run around the front of the Common and pruned overhanging branches
- Allotments: Attended annual allotment holders meeting
- Rights of way: Reported broken stone stile K173 Moorhouse Lane to Bents to BMDC Rights of Way Officer. Now repaired by BMDC Countryside Services

Reported broken timber sign post on K206 opposite gateway into Leeming Reservoir

- Leaf clearing: Pavement below School on Hebden Bridge Rd. Mallard View adjacent to OVC land plot. Pavement and gutter of Moorhouse Lane top to bottom
- Gullies: I cleared the vegetation from the road gullies on Hebden Bridge Rd from School to Muffin Corner. Reported blocked gullies to BMDC on Station Rd and Hebden Bridge Rd
- Grit bins: All the OVC bins (7 in total) replenished with remainder of bags after cold snowy period. All grit approx. 1 tonne (40 bags) distributed so far this winter. A second order for 40 bags submitted awaiting delivery. BMDC informed that three of their grit bins require filling
- Community Payback Scheme: Met with Paul Smith (Probation Team) to discuss further sites which require some TLC. Discussed so far, the ongoing removal of vegetation from allotment access road. Mallard View play area: Cleaning/tidying swings/slides etc. Tidying/cutting back planted area adjacent to play area. Waterside: Tidying/ cutting back vegetation on two small plots which OVC have tended to previously

Appendix 3 – Rose Garden Monthly Safety Inspection Report

Name: Ken Eastwood

Date: 7th February, 2024

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?	Y	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*