



OXENHOPE VILLAGE COUNCIL

PO Box 883
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Signed: *Laura White* 5th April 2024

Clerk to the Village Council
07972 717058

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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 10th April 2024 at the
Methodist Church, West Drive, Oxenhope BD22 9LJ

AGENDA

- 270/24 To receive apologies for absence given in advance of the meeting
To note any apologies offered.
- 271/24 To consider the approval of reasons given for absence
To consider approval of absence.
- 272/24 Disclosures of Interest
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 273/24 Applications for a Dispensation
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 274/24 Minutes of Meetings (previously circulated to Members)
a) To confirm the minutes of the Village Council's monthly meeting held on 14th February 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.
- 275/23 Public Question Time
To welcome members of the public and to receive their representations.
- 276/24 Guest Speakers
a) Worth Valley Ward Councillors
b) Simon D'Vali of Traffic and Highways - Bradford Council.
- 277/24 Horseshoe Dam Report (Appendix 2)
To Note the Horseshoe Dam report.
- 278/24 Village Warden's Report (Appendix 3)
To note the Warden's Report.
- 279/24 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.

280/24 Marsh Common (Appendix 4)

To note the Report on Marsh Common.

281/24 Financial Matters

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

Payee	Cheque No. / Online	Amount	Description
Oxenhope Methodist Church	Online	£40.00	Room hire for February & March
YLCA	Online	£779.00	Annual membership
Oxenhope Millenium Green Trust	Online	£2,000.00	Upkeep of Millennium Green
Mark Whittaker	Online	£67.20	Allotment timber- Estate Sawmills
Collin Moses	Online	£600.00	Invoice 1365 Treework
Mark Whittaker	Online	£12.58	Screwfix Invoice 28/3/24
Mark Whittaker	Online	£47.58	Screwfix Invoice 26/3/24

b) To approve expenditure of upto £100 to complete allotment tap works.

c) Trial Balances

Heading	Budget	Spend to date	Budget remaining	Commitments	Total spend to date and commitments	Projected Year End Shortfall (-) / Surplus (+)
	£	£	£	£	£	£
Expenditure						
Salaries	26,100	25,110	990	0	25,110	990
Village Warden (Equipment)	1,000	178	822	0	178	822
Clerk's home working allowance	300	275	25	0	275	25
Stationery and Printing	300	1,192	-892	0	1,192	-892
Mobile Phone	250	175	75	80	255	-5
Postages	450	405	45	0	405	45
Travel and Subsistence (Staff)	150	208	-58	0	208	-58
Internal and external audits	400	578	-178	0	578	-178
Subscriptions	1,000	892	108	0	892	108
Room Hire	350	350	0	0	350	0
Insurance	700	460	240	0	460	240
Training	300	58	242	0	58	242
Marketing	500	388	112	0	388	112
Outreach	375	0	375	0	0	375
Christmas Lights	2,100	1,548	552	0	1,548	552
Maintenance of Marsh Common	500	110	390	0	110	390

Heading	Budget	Spend to date	Budget remaining	Commitments	Total spend to date and commitments	Projected Year End Shortfall (-) / Surplus (+)
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	0	0	500
Community Initiative Fund	1,500	1,000	500	0	1,000	500
Maintenance of Village Council Assets	5,000	7,177	-2,177	0	7,177	-2,177
Toilets - Community Asset Transfer	2,000	0	2,000	0	0	2,000
Sculpture Trail	500	0	500	0	0	500
Allotments	500	135	365	0	135	365
Book - Publishing and other costs	100	0	100	0	0	100
Bank Charges	72	87	-15	0	87	-15
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	48,946	6,001	80	49,026	5,921
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	97,320	55,360	0	97,320	55,360
Rose Garden		0	0	0	0	0
Allotment Grant	300	313	13	0	313	13
Allotment rents	450	384	-66	430	814	364
Book Sales	130	23	-107	0	23	-107
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	101,905	46,958	9,937	111,842	56,895
Surplus (+) / Deficit (-)					62,816	62,816

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	31/03/24	
Unity Trust - Current Account		£74,673.27
Unity Trust - Instant Access Account		£0.00
		£74,673.27
		<hr/>
Net balances:		<u>£74,673.27</u>

CASH BOOK

Opening Balance 1 April 2023	£23,767.16	
Add: Receipts in the year	£101,905.39	
Less: Payments in the year (incl. VAT)	-£51,033.68	<hr/>
Closing balance per cash book:		<u>£74,638.87</u>

282/23 Minor items and items for next agenda

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

283/23 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 8th May 2024 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – April 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 20th 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	February 2024	Discussions held with the Community Centre & Bradford Council and charging point installation proposals are being progressed.
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.
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 – Horseshoe Dam Report

OXENHOPE VILLAGE COUNCIL

Horseshoe Dam Area and Sculpture Trail Safety Inspection Report

Name: Nick Pearce

Date 05.04.24

	Yes / No	Comment if necessary
Are the walls and fencing surrounding the Horseshoe Dam in good condition?		
Are the trees around the Dam causing any concern (e.g. overhanging the road, dead branches needing removing)	YES	Some overhanging, could cause an issue if blocked watercourse
Does any vegetation around the Dam area that needs removing and/or cutting well back?		Maybe some tidying
Is the dam (by the road) in good condition?	Yes	
Any sign of Japanese knotweed by the stream or surrounding areas?	?	
Any debris in the stream or Horseshoe Dam area?	No	
Is the footpath up to Mallard View in good condition?	OK	
Are there any concerns about vegetation on / alongside the footpath?		Some but generally ok
Any defects which may cause personal injury?	No	None I am aware of
Any dog fouling visible on or within close proximity of footpath?		None seen
Any concerns about vegetation in small areas of land around Mallard View owned by the Village Council?		

Any concerns about the playground, that need reporting to Bradford Council?	Yes	Playground equipment & ground in poor condition
Does the supporting wall for the playground look in good condition?	Yes	
Are all 5 sculptures on the Sculpture Trail in good condition?	Yes	

I certify that I inspected the Horsehoe Dam area on the above date when the only defects observed were those recorded above.

Inspector's Signature: N Pearce

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. Responded to a "your defibrillator may have been used" alert from the circuit database. The defibrillator is located at the Community Centre
- Litter picked Recreation ground Inc. play area, Hebden Bridge Rd, Station Rd, Mallard View play area, Cat steps, Heights Lane, Black Moor Rd. Heights Lane and Black Moor Rd particularly bad, eight bags and nine nitrous oxide cylinders removed via BMDC purple bag scheme. Other evidence of drug use, which is a concern as most are driving to and from the parking area at the top of Heights Lane
- Mallard View: Tasks completed which were highlighted in the tree survey. The felling of one small cankerous Japanese Cherry adjacent to play area. A crown reduction of the Goat Willow and pruning of the Crab apple tree opposite no. 50 Mallard View. Also, I cut back vegetation in this area
- Horse Shoe Dam: Cut back overgrown Dog rose bushes and vegetation adjacent to the snicket and Station Rd. Removed 4 bags of litter from this area. The tree felling tasks completed as highlighted in tree survey, felling and removal of one large and three small trees which had self-seeded into the boundary wall adjacent to the stream
- Marsh Common: Cleared drainage ditch and screen of vegetation and rubble due to high rain fall. Neighbouring landowner has cutback several crack willow trees which overhang the Common
- Allotments: Replaced rotted fence posts around the perimeter of plot 1a and fixed the fencing. Purchased fittings to replace some of the water taps

- Leaf clearing: Station Rd in front of Horseshoe Dam, I removed remaining leaves from pathway and Gutter
- Gullies: A BMDC gully team have cleared nearly all of the reported blocked gullies on Station Rd and Hebden Bridge Rd
- Grit bins: I emailed BMDC officer Mr Paul Naylor who attended last month's meeting and attached our spreadsheet which indicates the location of the seven OVC grit bins, the twelve grit bins and the one pile of grit that BMDC are responsible for. The spreadsheet differs slightly from the sheet produced by Mr Naylor, who is yet to respond to my email.

Appendix 5 – Marsh Common

OXENHOPE VILLAGE COUNCIL

Marsh Common Safety Monthly Inspection Report

Name: Robert Goulding

Date 31.3.24

Weather fair

Time 10am

	Yes / No	Comment if necessary
Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?		yes
Free of debris?		yes
Any defects in footpath e.g. pot holes, glass etc?		no
Any unauthorised vehicular use e.g. off road motor bikes etc?		no
Any dog fouling visible on or within close proximity of footpath?		no
Any defects in the seating which may cause personal injury?		no
Is the seating adequately secured to the ground?		yes
Does the kissing gate working as it should?		yes
Are the padlock and chain on the field gate intact?		yes
Is the padlock on the palisade fencing gate in full working order?		Not checked
Any vegetation need removing and/or cutting well back?		no

Any overhanging branches need removing?		no
Any defects in the fencing or boundary walls?		Yes.

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