



OXENHOPE VILLAGE COUNCIL

PO Box 623
Keighley
BD21 9HT

07972 717058

clerk@oxenhopevillagecouncil.gov.uk

Dear Councillor,

You are summoned to attend the next meeting of Oxenhope Village Council, to be held on **Wednesday 9th April 2025** at 7.30 p.m. in the Methodist Church, 1 West Drive, Oxenhope.

Clerk to the Village Council

4th April, 2025

AGENDA

1) Apologies for Absence

To consider apologies offered and approval of absence.

2) Disclosure of Interest

To receive disclosure of personal and prejudicial interest from members on matters to be considered at the meeting: -

- a) To receive declarations of interest from councillors on items on the agenda;
- b) To receive written requests for dispensations for disclosable pecuniary interest;
- c) To grant any requests for dispensation as appropriate.

3) Minutes of Meetings (previously circulated to Members)

- a) To approve minutes of the Village Council meeting held on 12th March 2025.
- b) To note the Outstanding Issues Report (Appendix 1) and decide further action where necessary.

4) Public Question Time

To welcome members of the public and to receive their representations.

5) Guests and Speakers

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

6) Planning Applications

To formulate observations relating to the following application: -

- a) **25/00632/LBC - Yate House Yate Lane Oxenhope BD22 9HL** - Replacement of existing windows to front elevation

(Planning applications can be viewed via Bradford Council's online system <https://planning.bradford.gov.uk/online-applications>).

7) Exchange of Information and Discussion Points

- a) Update on possible Community Asset Transfer for Public Toilets (see correspondence). To consider and approve proposed terms and authorise or otherwise required advertisement costs – Cllr Eastwood.
- b) Village Council development and planning meeting, including farm visit – Cllr Goulding.

8) Safety Inspection Reports (Appendix 2)

To review the monthly safety inspection reports and decide upon required actions. To authorise expenditure as deemed appropriate to manage and maintain assets under Village Council stewardship.

9) Village Warden’s Report (Appendix 3)

To note the Warden’s report.

10) Correspondence (Appendix 4)

- a) Details re. proposed transfer of former Shaw Lane public conveniences.
- b) Email from PKF Littlejohn re. 2024/25 AGAR external audit.

11) Financial Matters

- a) To authorise the following accounts for payment: -

<u>Payee</u>	<u>Amount</u>	<u>Description</u>
Oxenhope Millennium Green	£2,000	Annual Support Grant
Oxenhope Millennium Green	£30	Oxenhope Village Fete Stall fee
YLCA	£813	Annual subscription
Mark Whitaker	£26.55	Expenses (Mileage)

- b) To note the balances and bank reconciliation reports in Appendix 5.

12) Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

13) Next Meeting

The next meeting of the Village Council will be held in the Methodist Church on West Drive on Wednesday 14th May 2025 starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

(A full version of the agenda with appendices is available at <https://oxenhopevillagecouncil.gov.uk>)

Appendix 1 – 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)	Cllr Eastwood & Clerk	April 2025	Correspondence received. Agenda item.
Electric vehicles	Installation of charging points	Cllr Goulding	December 2024	Cllr Goulding obtaining revised quote.
Natural burial ground	To investigate the possibility of establishing a natural burial ground	Cllr Goulding Cllr Cameron	July 2023	Cllrs Goulding & Cameron planning to meet Haworth Village Council to discuss.
Flytipping	Issues on Nab Water Lane	Clerk	November 2024	Cllr Poulsen liaising with BMDC officers. Road closure arranged for CCTV installation.
Marsh Common	Shelter / Picnic Area	Cllr Cameron Cllr Pearce Clerk	October 2024	Awaiting scheme design by Cllr Pearce. Grant funding opportunities to be explored in 2025/26.

Appendix 2 – Safety Inspection Reports

Marsh Common Monthly Inspection Report

Name: Neal Cameron

Date 29/03/25

Weather Sunny, 8

Time 10.00

	Yes / No	Comment if necessary
Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?	Y	
Free of debris?	Y	As last Month - Mark to investigate the possibility of sinking a ground drain in the right hand ditch and clearing the grate covering the culvert entrance, quote required.
Any defects in footpath e.g. pot holes, glass etc?	Y	As last month – A bit rutted where Vehicles have accessed
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?	N	As last month - Possibility of moving the picnic bench to the site of the old tree seat and installing a bird hide / covered picnic area in its place but pushed back within the foliage to block the path to the culvert which is dangerous. Indicative costs £5,000 ongoing
Does the kissing gate work 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?	Y	As last month - Trees on the right hand side mound needs thinning out, Mark aware and a price will be sort from the tree surgeon. Japanese knotweed needs its yearly treatment which Mark has in hand.
Any overhanging branches need removing?	N	
Any defects in the fencing or boundary walls?	N	

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

Inspector's Signature *NJ Cameron*

Rose Garden Monthly Inspection Report

Name: Ken Eastwood

Date: 4 April 2025

Description	Yes (Y) /No (N)	Comments
Entrances – Are all entrances safe to use?	Y	
Boundary Walls – Any defects?	N	
Footpaths – Any defects?	N	
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?	Y	Central conifer group overgrown. Further action planned.
Planting – Any damage to plants?	N	
General - Any dog fouling visible in Garden?	N	
Any other concerns or issues with the Rose Garden to raise with the Village Council?	N	

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

Ken Eastwood

Allotments Monthly Safety Inspection Report

Name: Cllr Debbie Harvie

Date: 02-04-25

	Yes / No?	Comment if necessary
Any drainage issues such as collection of water on any one plot?	N	
Are there any visible hazards on any of the plots e.g. broken glass, containers of chemicals?	N	
Is the access track in good condition?	Y	
Any dog fouling visible on or within close proximity of access track?	N	
Is the pedestrian swing gate working as it should?	Y	
Is the field gate intact and locked?	Y	
Is there any vegetation or branches which need removing and/or cutting back?	N	
Has there been any reports of burning of garden refuse which has caused a nuisance?	N	
Are there any visible defects in the boundary walls or fences?	N	
How many people are currently on the waiting list for allotments?		19 people on waiting list as at 02-04-25

I certify that I inspected the allotments on the above date when the only defects observed were those recorded above:

<p>Any other issues to report:</p> <p>Some plots not cultivated and will need a confirm intentions letter.</p> <p>4a still to be allocated – waiting list contacts have been non responsive so letters to be sent.</p> <p>Note: Some tenants have identified a potential typo in the tenancy agreement relating to the notice period which states 2 months. Under the Allotment Act, this should read 12 months.</p> <p>A number of plot access gates to be replaced.</p>
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Appendix 3 – Village Warden Report

I have undertaken the following tasks in April: -

- Checked and recorded the status of the 5 AED's under OVC care.
- Litter picked: Recreation ground Inc. play area, Hebden Bridge Rd, Station Rd including Cat steps. Mallard View play area.

Supplied purple litter bags to two helpful residents who collected an enormous amount of litter from Black Moor Road and Denholme Road. Bradford Council to collect bags from Heights Lane parking area.

Oxenhope School also involved in a litter pick day centred around Park and Millenium Green. Thanks to all the litter pickers out there, who are helping to keep Oxenhope tidy.

- Horseshoe Dam: Cut back vegetation on the banking of Leeming water between Horseshoe dam and wooden pedestrian bridge. Removed several large items and litter from stream.
- Marsh Common: Still awaiting response from Northern Power Grid engineers re exposed electric cable in stream.
- Allotments: New plots 7a and 7b Installed posts and fenced off frontage. Plot 4a, cut back and cleared vegetation around fruit bushes. Installed fencing posts in preparation of fencing off the frontage. 4a now ready for new tenants. Water meter read and water turned on for the growing season.
- Rose Garden: Completed pruning fruit bushes in the soft fruit area. Collected and laid woodchip mulch in soft fruit area. Thanks, must be given to Cllr Harvie for sourcing the woodchip. Dug out the water sump and manhole at the bottom of the Rose Garden. Removed several buckets of mud.
- Millenium Green: Made a holding repair to timber steps leading to the bottom of the weir. Cleared both stairways of debris. Bench opposite the Oxenhope sculpture, dug around bench legs to ascertain if bench could be relocated to aid safer vehicle access to lower part of the Green.
- Park at Mallard View: Replacement ride installed, and tree brash removed by Bradford Council contractors as previously requested. Reply to request of hedge and tree pruning, it's on hold as these tasks are already part of a schedule of works and imminent nesting season.
- Highways: Bradford Council gullies team cleared gullies on Moorhouse Lane as requested.

Appendix 4 – Correspondence

a) Former Shaw Lane Toilets.

Department of Regeneration & Culture

Property and Estates

2nd Floor, Argus Chambers,
Britannia House, Bradford
West Yorkshire
BD1 5HX

Tel: (01274) 434224

Fax: (01274) 431461

Email: nigel.gillatt@bradford.gov.uk

Website: <http://www.bradford.gov.uk>

Your Ref: ref

My Ref: EM/NSG/02173

Contact: Nigel Gillatt

**Subject to Contract
Without Prejudice**

Date: 04 April 2025

Jill Eastwood
Clerk to Oxenhope Village Council
PO Box 623
Keighley
BD21 9HT

Dear Jill

Former Shaw Lane Public Conveniences Oxenhope

The Council is prepared to consider the disposal of the freehold of the above to Oxenhope Village Council dependent upon the outcome of an advertisement of Public Open Space Notice in accordance with the Section 123 of the Local Government Act 1972. The Council cannot prejudge any objections to a possible sale which must be considered before a final decision is made.

For the sale to be considered further Oxenhope Village Council are requested, at their own risk, to fund the advertisement in the Telegraph and Argus and Keighly News over a 2 week period at an estimated cost of £2,500. If no objections are received or any objections are deemed to be of insufficient merit to prevent a sale to Oxenhope Village Council it is proposed that a sale proceeds upon the following heads of terms and conditions:

1. The Council is to sell the freehold of former Shaw Lane Public Conveniences to Oxenhope Village Council shown edged red on plan number 2124v1 attached.
2. A right of way on foot is to be granted over the land shown shaded brown upon plan number 2124v1
3. The sale is to contain a covenant restricting the use of the premises to public conveniences or any other use for community benefit, subject to planning and any other necessary consents, as may be agreed in writing by the Council as former landowner and Oxenhope Village Council.
4. The purchaser is not to obstruct access to Oxenhope Recreation Ground.
5. A right is granted to connect into services on the Council's retained land and a right retained to connect to services in the sold land.
6. The sale price shall be one pound.

7. Each party to is to be responsible for their own legal and any other additional costs that may be incurred in this transaction.

If Oxenhope Village Council are in agreement in principle to the above would you please confirm that that you will reimburse the Council's advertisement costs and I shall have the S123 Notice prepared.

I look forward to hearing from you.

Yours sincerely

NS Gillatt

Nigel Gillatt

Senior Estate Surveyor Research and Development

b) PKF Littlejohn - 2024/25 AGAR External Audit

From: PKF Littlejohn

Date: Tuesday 25 March 2025

Dear Clerk/RFO

We are appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. We are writing to you as the 2024/25 financial year ends to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

If you are clerk for multiple smaller authorities please accept our apologies if you receive this email more than once, these instruction emails are sent to every smaller authority for whom we act. Please note, however, that the emails are being sent out in batches over the course of this week, so if you are clerk for multiple authorities and have received this email only once, you should receive further emails over the course of the next few days.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Completion of documentation for submission

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on [this page](#) of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review. **All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review** and will not receive an additional email. In this case, you must submit the information required for an intermediate review.

Please submit in excel format any documents that have been prepared in excel; pdf format is fine for all word documents.

Submission deadline

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Tuesday 1 July 2025**. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this deadline please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. **It is important to note, however, that:**

- **no submission deadlines will be granted beyond 31 July 2025;**
- **it will only be possible to extend submission deadlines by a maximum of 4 weeks to 31 July 2025 providing sufficient justification explaining the exceptional need for the extension is given;**
- **we are only able to extend the submission deadline for exceptional reasons, and no extensions past 31 July 2025 will be given under any circumstances. If you do not submit your completed and signed AGAR or exemption certificate to us by 31 July 2025 additional charges will apply for chaser letters issued.**
- **a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £210 plus VAT.**

IMPORTANT: If a financially active smaller authority is issued with a statutory recommendation (and/or a public interest report) for 2024/25 it will not be able to claim exemption from a limited assurance review for 2025/26, regardless of whether it meets all other criteria.

Explanation of variances

We would like to draw your attention to Paragraph 2.37 of the [Joint Panel on Accountability and Governance Practitioners' Guide](#) (now the Smaller Authorities' Proper Practices Panel). This states the smaller authority is required to provide 'a sufficiently detailed and meaningful analysis and explanation of the reasons for the change'.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Acknowledgement of receipt of information

The first contact your smaller authority will receive will be an automated email notifying you when either the AGAR or Exemption Certificate, as appropriate, has been logged onto the authority's record on our database. This should be within six weeks of submission.

Our review procedures

Please note that we undertake our reviews in order based on the date received, i.e. authorities who submit their AGAR to us earlier will be reviewed earlier. Please note that we receive a significant amount of submissions well in advance of the submission deadline, if you are able to submit earlier this may speed up your review.

Important: If you have a query **please do not respond to this email address**. All correspondence and submitted documentation should be sent to sba@pkf-l.com

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP

Appendix 5 - Financial Reports

1 April 2025 (2024 - 2025)

Oxenhope Village Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
000 - Administration			0.00 (N/A)	3,075.00	2,455.44	619.56 (20%)	619.56
100 - Staff Costs			0.00 (N/A)	34,350.00	29,608.40	4,741.60 (13%)	4,741.60
200 - Audit & Accountancy			0.00 (N/A)	1,172.00	1,549.45	-377.45 (-32%)	-377.45
300 - ICT			0.00 (N/A)	900.00	2,215.56	-1,315.56 (-146%)	-1,315.56
400 - Assets & Projects			0.00 (N/A)	26,600.00	21,645.69	4,954.31 (18%)	4,954.31
500 - Events			0.00 (N/A)	200.00	367.44	-167.44 (-83%)	-167.44
600 - Income	55,360.00	8,347.90	-47,012.10 (-84%)	313.00		313.00 (100%)	-46,699.10
700 - Councillors Costs			0.00 (N/A)	150.00	65.53	84.47 (56%)	84.47
800 - Grants & Donations			0.00 (N/A)	1,500.00	644.83	855.17 (57%)	855.17
NET TOTAL	55,360.00	8,347.90	-47,012.10 (-84%)	68,260.00	58,552.34	9,707.66 (14%)	-37,304.44
Total for ALL Cost Centres		8,347.90			58,552.34		
V.A.T.					4,048.92		
GROSS TOTAL		8,347.90			62,601.26		

	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		74,673.27
	ADD Receipts 01/04/2024 - 31/03/2025		8,347.90
			83,021.17
	SUBTRACT Payments 01/04/2024 - 31/03/2025		62,601.26
A	Cash in Hand 31/03/2025 (per Cash Book)		20,419.91
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Unity Trust Bank 31/03/2025	20,419.91	
			20,419.91
	Less unrepresented payments		
			20,419.91
	Plus unrepresented receipts		
B	Adjusted Bank Balance		20,419.91
	A = B Checks out OK		