

**MINUTES OF A MEETING OF OXENHOPE VILLAGE COUNCIL  
HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2025  
AT THE METHODIST CHURCH, WEST DRIVE, OXENHOPE, 7.30 PM**

**Present:** Cllr. Ken Eastwood (Chair)  
Cllr. Robert Goulding (Vice Chair)  
Cllr. Debbie Harvie

Jill Eastwood (Clerk & RFO)

**Also Present:** Worth Valley Ward Councillor Rebecca Poulsen.

**Minutes**

**458/25 Apologies for Absence**

Apologies for absence were received from Cllrs. Neal Cameron, Adrian Farley, Ashwaan Joomun, Nick Pearce, Rachel Woodington and Ward Cllrs. Russell Brown and Chris Herd. The reasons given for absence were approved.

**459/25 Disclosures of Interest**

- a) No declarations of interest from councillors on items on the agenda were received.
- b) No written requests for dispensations for disclosable pecuniary interest were received.
- c) No requests for dispensation were received.

**460/25 Minutes of Meetings**

- a) The minutes of the Village Council meeting held on 14<sup>th</sup> May 2025 were confirmed and adopted as a true and correct record.
- b) The outstanding issues report was noted with no further updates.

**461/25 Public Question Time**

No members of the public attended the meeting.

**462/25 Guest Speakers**

a) **Worth Valley Ward Councillors**

**Cllr. Rebecca Poulsen:-**

- i **Farm open day** – thanks were made to Robert Goulding for hosting a well attended open day.
- ii **Harry Lane setts** – these are being replaced hence the road closure. This will stay in place until the setts have set.
- iii **Hill House Edge Lane** – Calderdale Council have been chased for the provision of the camera at the Oxenhope end of this road. Unfortunately it has been found that the camera does not fit on the provided post. Bradford Council have agreed to provide and fit a camera. They will also provide the monitoring. Should an issue arise the two Councils have agreed to work together. It has also been suggested that an ANPR camera is also fitted for use by the Police.
- iv **Resident Engagement** – came to the village along with Police Sergeant Adam Boothman and PCSO to engage with residents and members of the public who were using the park. Also undertook some door to door knocking.

The majority of the public are very happy to live in Oxenhope and only came across one resident that was unhappy due to their garage being broken into.

- v **Heights Lane residents** – had a meeting with the residents regarding vehicles parking late night and early mornings which was felt to be suspicious. It seems there has been some confusion since the residents were talking about the turning circle area and not the lay-by at the top of the lane. There is going to be another meeting held and Police Sergeant Adam Boothman will be attending. Residents also stated that they had been having issues reporting incidents via the non-emergency number of 101. This is going to be looked into.  
Cllr. Eastwood stated that two signs have been ordered since the last Oxenhope Village Council meeting so one can be placed at each location in due course.
- vi **Cricket Club Wall** – received a response from Bradford Council as to ownership of the boundary wall, “It is rare for property deeds to make specific reference to wall responsibility. Between 1990 and 2010 we undertook surveys of all the classified roads in the district to identify walls we considered to be the responsibility of the highway authority. The wall was inspected, assessed as our responsibility and added to our register in August 2005.”
- vii **Playground shelter** – Cllr. Harvie raised the issue of the roof on the existing shelter within the playground near the Community Centre. It is in disrepair and considered to be a health & safety issue. Request was made and agreed that the matter will be raised again with Bradford Council by Ward Cllr. Poulsen.

b) **Other guest speakers.**

No other attendees.

**463/25 Planning Applications**

- a) **25/01290/FUL – Whin Knowle Cross Lane, Oxenhope BD22 9LE** – Demolition of existing derelict outbuilding and construction of new detached replacement building to form single, two storey studio apartment.

**Resolved:**

Oxenhope Village Council has no objection to this planning application. However, the Council would ask that further consideration be given to the design and materials palette, in particular the reuse of some of the existing stone rather than complete cladding with timber. In addition the existing stone ‘dovecote’ feature in the gable of one of the outbuildings is considered to be a distinctive heritage asset that should be retained and incorporated into the new design.

- b) **25/02179/HOU – Greystones, Upper Town, Oxenhope BD22 9JS** – Demolition of existing garage and construction of detached garage in rear garden. Single-storey rear extension, extended dormer roof extension to rear.

**Resolved:**

Oxenhope Village Council has no objection to this planning application.

**464/25 Appointments****Resolved:**

To confirm Member appointments discussed and allocated at an informal Council Development and Planning meeting.

| Appointment  | Member 1               | Member 2               |
|--|------------------------|------------------------|
| YLCA Branch meeting representatives (two positions)                          | Cllr Ashwaan Joomun    | Cllr Neal Cameron      |
| Allotments Lead  | Cllr Debbie Harvie     |                        |
| Rose Garden Lead   | Cllr Debbie Harvie     |                        |
| Horseshoe Dam, Mallard View play area and Sculpture Trail Lead               | Cllr Nick Pearce       |                        |
| Marsh Common Lead  | Cllr Neal Cameron      |                        |
| Rights of Way Lead   | Cllr Adrian Farley     |                        |
| Oxenhope School Representative   | Cllr Rachel Woodington |                        |
| Millennium Green Trustee   | Cllr Ken Eastwood      |                        |
| Village Council Liaison representatives (for meetings with Bradford Council) | Cllr Ken Eastwood      | Cllr Neal Cameron      |
| Oxenhope Community Association   | Cllr Ashwaan Joomun    |                        |
| Staffing Committee   | Cllr Robert Goulding   | Cllr Adrian Farley     |
| Emergency Planning Lead  | Cllr Robert Goulding   | Cllr Rachel Woodington |
| Communications Officer   | Cllr Rachel Woodington |                        |

**465/25 Annual Review of Standing Orders, Financial Regulations and Policies****Resolved:**

To adopt updated Financial Regulations, Risk Management Policy & Assessment and Standing Orders documents as circulated and approved.

**466/25 Exchange of Information and Discussion Points**

- a) Re-roofing of playground shelter – Cllr. Pearce – deferred to next meeting.
- b) Barking dogs – Cllr. Pearce – deferred to next meeting.
- c) Marsh Common proposed shelter – Cllr. Pearce – deferred to next meeting.
- d) Local Council Awards – Cllr. Harvie requested that this subject is added to the ‘Outstanding Issues Report’.

**467/25 Safety Inspection Reports**

The reports were noted and no additional actions proposed.

**468/25 Village Warden’s Report**

The Warden’s report was noted.

**469/25 Correspondence**

- a) **Toad Patrol** – discussion took place and all agreed to send thanks from the Council for all their hard work protecting the population of toads, frogs and newts in the area. A query about the use of weedkiller potentially having an impact on populations in Back Leeming was discussed and it was noted that whilst the observed drop in numbers was a concern, the Village Council did not have a role with regard to the regulation and use of herbicide. The Chair to respond and signpost to further sources of advice.
- b) **Safety in the village** – correspondence was received from a concerned resident. A discussion took place and three suggestions were made: -
  - i. Neighbourhood Watch – for more information go to [ourwatch.org.uk](http://ourwatch.org.uk).
  - ii. Fields of Vision Service – for more information go to [fieldsofvision.org.uk](http://fieldsofvision.org.uk).

- iii. West Yorkshire Community Alert – for more information go to [wypcommunityalert.co.uk](http://wypcommunityalert.co.uk).
- c) **Straw Race** – Lisa Balderstone (Secretary) has made a request for volunteers. Anybody able to spare some time to assist, even if only an hour, to contact the committee directly via the website [oxenhopestrawrace.com](http://oxenhopestrawrace.com).
- d) **Keighley & Worth Valley Railway** – wished to make it known that the car park and overspill car park will not be available for most of this year, including for use during the Village Fete. The 2025 City of Culture theatre production of The Railway Children will require all parking at Oxenhope Station, including the overflow area, to be reserved exclusively for railway customers. This will inevitably result in some pressure on car parking close to the railway.

**470/25 Financial Matters**

**Resolved:**

- a) The Internal Audit Report for 2024/25 and the recommendations were noted.
- b) Effectiveness of internal controls were confirmed and authorisation was given for the Chair and Clerk & Responsible Finance Officer to sign the Annual Governance Statement 2024/25 (Section 1 of the AGAR).
- c) Accounting Statements for 2024/25 were approved and authorisation was given for the Chair and Clerk & Responsible Finance Officer to sign the return (Section 2 of the AGAR).
- d) To authorise the following payments: -

| <u>Payee</u>                   | <u>Amount</u> | <u>Description</u>   |
|--------------------------------|---------------|--|
| Royal Mail                     | £445.80       | Annual renewal for PO Box number for 2025 / 26             |
| Scottish Water Business Stream | £141.94       | Water supply to Allotments for period 18/02/25 to 17/05/25 |
| YLCA                           | £27.40        | Allotment Webinar – training for councillor                |
| Digital Nomads                 | £783.46       | Annual hosting including support and maintenance           |
| Digital Nomads                 | £148.32       | Microsoft 365 Business Standard Licence                    |
| Oxenhope Methodist Church      | £50.00        | Room Hire for two meetings in May                          |

- e) To note balances and bank reconciliation reports.

**471/25 Minor items and items for next agenda**

To note minor items and items for the next agenda.

**472/25 Date and time of next meeting**

The next meeting will be held in the Methodist Church on West Drive on Wednesday 9<sup>th</sup> July 2025, starting at 7.30 p.m.

The meeting closed at 8.06 p.m.