



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 4th August 2017
Mrs Janet Foster, Clerk to the Parish Council
Tel No.: 07972 717058
E-mail: clerk@oxenhopeparishcouncil.gov.uk

**You are invited to attend the monthly meeting of Oxenhope Parish Council
to be held at 7:30 p.m. on Wednesday 9th August 2017
at Oxenhope Methodist Church, Oxenhope.**

AGENDA

- 1. Apologies**
To note any apologies offered and to consider whether they be consented to.
- 2. Disclosures of Interest**
To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.
- 3. Applications for a Dispensation**
To grant, or otherwise, the applications as received by the Clerk within one clear day of the council meeting.
- 4. Minutes of Meetings (previously circulated to Members)**
 - a) To agree and sign the minutes of the Parish Council's monthly meeting held on 12th July 2017.
 - b) To discuss any matters arising from the minutes (information only).
 - c) To note the August Outstanding Issues Report - for information only (Appendix 1).
- 5. Public Question Time**
To welcome members of the public and to receive their representations.
- 6. Guest Speakers**
 - a) PCSO Helen Wynn-Evans.
 - b) Worth Valley Ward Councillors.
 - c) John Parkin, Headteacher at Oxenhope School.
- 7. Planning**
To formulate observations for the following planning applications: -
 - a) **15/07479/MAF** Submission of details to comply with Condition 4 of permission 15/07479/MAF dated 25.4.17: Mixed Use Development Comprising: Change of use, alteration, conversion, extension and partial demolition of existing mill buildings to develop 45 retirement living apartments; construction of 77 new dwellings including associated access; construction of an extension to the existing industrial building accommodating Airedale Springs; construction of a new factory for Wydean Weaving; provision of junction improvement works, landscaping works, flood water storage works, parking and links to public footpaths at Bridgehouse Mills Bridgehouse Lane Haworth.
 - b) **17/03890/FUL** Conversion of part of an agricultural implement store to dwelling at North Ives Farm, Marsh Lane Oxenhope.
 - c) **17/04231/OUT** Construction of two detached dwellings at premises adjoining West Shaw Farm, West Shaw Lane, Oxenhope.

- d) **17/0440/HOU** Internal alterations, amendments to existing roof to form external terrace, new conservatory at Marsh End Barn, Marsh Lane, Oxenhope.
- 8. Safety Inspection Report Marsh Common (Appendix 2)**
To note the safety inspection report for Marsh Common.
- 9. Rose Garden Report**
To receive an update from Cllr McManus on potential suppliers of rooted trees. Cllr Eastwood is to provide an update on the recommendations for setting up an organization for the Rose Garden.
- 10. Community Public Access Defibrillator Funding Application**
To review and authorise or otherwise a draft Awards for All funding application for two additional Community Public Access Defibrillators (application previously circulated by Cllr Eastwood).
- 11. Correspondence (Appendix 3)**
To receive the following correspondence and to formulate a response if appropriate:
- Email from PCSO Helen Wynn-Evans concerning issues raised in the Oxenhope Parish Meeting in July.
 - Emails to and from Naveed Anwar, Bradford MDC Highways Department about concerns relating to vehicles using Height Lane.
 - Email from Philip Balmforth, Keighley and Worth Valley Railway, about the café at Oxenhope Station.
 - Email from Emma Higgins, Bradford MDC concerning consultation on Bingley Neighbourhood Area Application.
- 12. Financial Matters**
- To authorize, or otherwise, expenditure of £115 for the clerk to attend Clerk Induction training course on 30th September.
 - To authorize the following accounts for payment:

Payee	Cheque no.	Amount	Description
H3G (Three)	Direct Debit	£10.00	Phone
Janet Foster	Standing Order	£583.44	Monthly salary for August
Janet Foster	Standing Order	£25.00	Home working allowance
X2 Connect	101251	£139.18	Paint and 3 defibrillator signs for phone kiosk
Mick Skwarek	101252	£31.73	Materials to repair allotment fence
City of Bradford MDC	101253	£827.06	Youth Club – Additional sessions April and May 2017

- To note the following bank reconciliation and budget:

Bank Reconciliation

Balance per bank statements as at	31/07/17	£	£
Community Account		6,717.13	
Business Savings Account		13,072.43	
Business Bonus (Gratuity Account)		0.00	
Prudential Investment		20,000.00	
			39,789.56
Less: unpresented items			
Net balances:			<u>£39,789.56</u>

CASH BOOK

Opening Balance 1 April 2017	35,912.96
Add: Receipts in the year	25,040.00
Less: Payments in the year	<u>-21,163.40</u>
Closing balance per cash book:	<u>£39,789.56</u>

Heading	Budget	Spend to date	Total Spend to date and commitment	Predicted year end Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	
Expenditure					
Clerk's Salary	9,950	3,052	8,954	996	1
Clerk's home working allowance	0	100	300	-300	2
Stationery and Printing	1,500	307	1,500	0	
Mobile Phone	250	75	155	95	3
Postages	60	19	60	0	
Office Costs	300	0	0	300	2
Travel and Subsistence	150	120	150	0	
Internal and external audits	150	81	150	0	
Subscriptions	975	834	975	0	
Room Hire	170	130	310	-140	4
Insurance	500	477	477	23	
Training	500	639	639	-139	5
Marketing	100	0	100	0	
Outreach	375	125	500	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	0	283	-183	6
Youth Club	3,570	2,737	3,426	144	7
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development	2,000	5,242	7,242	-5,242	8

Plan					
Website	750	358	1,108	-358	
Contingency Fund	170	0	170	0	
Grants via Participatory Budgeting and OPC approval	2,500	1,970	1,970	530	9
Take over services previously provided by Bradford MDC	5,000	0	5,000	0	
Allotments	0	283	383	-383	
Gratuity Account	0	2,706	2,706	-2,706	10
Total Expenditure	29,620	19,255	37,108	-7,363	
				Predicted year end Shortfall (-) / Surplus (+)	
Income	Budget	Income to date	Total Income		
Transfer from Reserves	5,000	0	5,000	0	
Precept	24,620	24,620	24,620	0	
Rose Garden	0	420	420	420	11
Transfer from Gratuity Account	0	2,706	2,706	2,706	10
Total Income	29,620	27,746	32,746	3,126	
Surplus (+) / Deficit (-)				-4,237	12

Notes to Budget:

1. Saving on clerk's salary as new clerk appointed at bottom of salary scale.
2. Home working allowance has replaced payment for use of office.
3. Saving on mobile phone costs with new contract.
4. Invoice covers January to June 2017. If all room hire in 2017/18 invoiced before 31st March 2018, there will be an overspend.
5. Training budget is currently overspent by £139.
6. Refurbishment of kiosk at Leeming is more than budgeted, but cost savings as garage has volunteered to undertake painting.
7. Invoices paid relate to 2016/17. Assumption is that support in 2017/18 will be invoiced in 2018/19.
8. NDP consultants paid in 2017/18, with grant income received in 2016/17.
9. Saving on Participatory Budget as grant applications less than budget.
10. Payment funded by transfer from Gratuity Account.
11. Donations in memory of Reg Hindley.
12. Projected deficit may need to be funded from reserves.

13. Minor items and items for next agenda

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

14. To note the date and time of the next meeting

The next monthly meeting will be on Wednesday 13th September 2017 at 7.30 p.m. at Oxenhope Methodist Church.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME