



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 5th May 2017
Mrs Janet Foster, Clerk to the Parish Council
Tel No.: 07972717058
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 10th May 2017
at Oxenhope Methodist Church, Oxenhope.**

AGENDA

- 1. Election of Chair 2017/18**
- 2. Election of Vice Chair 2017/18**
- 3. Apologies**
To note any apologies offered and to consider whether they be consented to.
- 4. Appointment of representatives to outside bodies and committees**
- 5. Disclosures of Interest**
To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.
- 6. Applications for a Dispensation**
To grant, or otherwise, the applications as received by the Clerk within one clear day of the council meeting.
- 7. Minutes of Meetings (previously circulated to Members)**
 - a) To agree and sign the minutes of the Parish Council's monthly meeting held on 12th April 2017
 - b) To discuss any matters arising from the minutes (information only).
 - c) To note the May Outstanding Issues Report (information only) (see appendix 1).
- 8. Public Question Time**
To welcome members of the public and to receive their representations.
- 9. Planning**
To formulate observations for the following planning applications: -
 - a) **17/01438/HOU** Construction of single storey extension at Stone Trough Barn Sykes Lane, Oxenhope BD22 9NP
 - b) **17/02555/HOU** Replace existing conservatory flat roof with a pitched roof at 11 Upper Town, Oxenhope BD22 9LL
 - c) **17/02571/FUL** Amended design of 3 no. dwellings approved under planning permission 14/04252/FUL: Demolition of existing house and outbuildings and construction of 5 dwellings at former site of 21 Moorhouse Lane Oxenhope BD22 9RX
 - d) **17/01677/FUL** Demolition of existing stables and construction of two detached bungalows with parking at Moorcroft, Moorhouse Lane Oxenhope BD22 9LD

(Details of all planning applications can be viewed at Bradford Council's online planning system <http://www.planning4bradford.com/online-applications>)
- 10. Guest Speakers**
 - a) Police Constable Irving.
 - b) Worth Valley Ward Councillors.

- c) John Parkin, Headteacher at Oxenhope School.
- 11. Safety Inspection Reports and Allotment Report (see appendix 2)**
To note the April Safety Inspection Reports for Marsh Common and for the allotments and the allotment report.
- 12. Oxenhope Neighbourhood Development Plan (NDP)**
To receive an update from Cllr McManus with regards to the Neighbourhood Development Plan.
- 13. Correspondence (see appendix 3)**
To receive the following correspondence and to formulate a response, if appropriate: -
- Letter from Loraine Radcliffe, Civic Affairs Manager with invitation to attend Civic Service at Bradford Cathedral on Saturday 13th May at 11.30 to mark end of Lord Mayor's civic year
 - Email from Margaret Smith with invitation to attend Worth Valley Police & Community Contact Point Management Committee on Thursday 29th June at 11 a.m. at Contact Point
 - Email from Simon Keenan, Arboricultural Officer, Bradford MDC in reply to letter about felling of trees on Crossfield Road.
- 14. Financial Matters**
- To review the effectiveness of internal control and authorise the Chair and Responsible Finance Officer to sign Section 1 of the Annual Return (Annual Governance Statement 2016/17)
 - To consider and approve the Accounting Statement (Section 2 of Annual Return), authorise the following accounts for the year ended 31st March 2017 and authorise the Chair and Responsible Finance Officer to sign the 2016/17 Annual Return

	31/03/16	31/03/17	Variance	Explanation of significant variations (over 15%)
Balances brought forward	£35,304	£31,401	£-3,903	NDP grant income not paid out by year end
(+) Annual Precept	£14,482	£17,459	£2,977	Budget increased to offset forecast additional expenditure on NDP, Christmas lights and Rose Garden
(+) Total other receipts	£4,324	£11,045	£6,721	Grant of £4,913 for NDP and fund raising (£3,435) for two defibrillators
(-) Staff costs	£9,840	£9,693	£-147	N/A
(-) Loan interest / capital repayments	£0	£0	£0	N/A
(-) Total other payments	£12,869	£14,300	£1,431	N/A
Balances carried forward	£31,401	£35,913	£4,512	As detailed above
Total Cash and short term investments	£31,401	£35,913	£4,512	
Total Fixed Assets	£34,998	£34,932		N/A

- To authorise, or otherwise, expenditure of up to £200 for stone infill for allotments paths (see Allotment Report Appendix 2)
- To authorise, or otherwise, payment of £477.26 to Came and Company for the renewal of the insurance policy (price based on a three year contract)
- To authorise, or otherwise, the payment of up to £70.00 for the printing of 210 copies of NDP survey to distribute via school pupils

- f) To authorise, or otherwise, payment of up to £250 to electrician for installation of defibrillators
- g) To note that transfer of funds from deposit account (requested at April meeting) was not needed as precept payment received on 13th April.
- h) To authorise the closure of the gratuity account
- i) To authorise, or otherwise, the increase in the number of Councillors authorised to sign cheques from two to four with any two to sign
- j) To agree the names of the four Councillors authorised to sign cheques
- k) To authorise the following accounts for payment: -

Payee	Cheque no.	Amount	Description
Three	Direct Debit	£25.00	Monthly mobile phone bill
Janet Foster	Standing Order	£583.44	Monthly salary for May – new standing order amount (following 1% national pay award)
Janet Foster	Standing Order	£25.00	Home working allowance
Janet Foster	101236	£6.30	Back pay for April following pay award
Oxenhope PCC	101237	£125.00	Report in April / Spring issue of Outreach Magazine
Cultural Industries Quarter	101238	£4,695.60	NDP consultancy
City of Bradford MDC	101239	£77.00	Advert for Clerk
Jacob Mitchell Agricultural Services	101240	£100.00	One load of stone for turning circle at allotments

- l) To note the following trial balances and bank reconciliation:-

Heading	Budget	Spend to date	Budget remaining	Predicted year end Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	
Expenditure					
Clerk's Salary	9,950	808	9,142	1,026	1
Clerk's home working allowance	0	25	-25	-300	2
Stationery and Printing	1,500	90	1,410	0	
Mobile Phone	250	21	229	0	
Postages	60	1	59	0	
Office Costs	300	0	300	300	2
Travel and Subsistence	150	39	111	0	
Internal and external audits	150	0	150	0	
Subscriptions	975	799	176	0	
Room Hire	170	0	170	0	
Insurance	500	0	500	0	
Training	500	494	6	0	
Marketing	100	0	100	0	
Outreach	375	0	375	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	0	100	0	
Youth Club	3,570	0	3,570	0	
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development Plan	2,000	1,329	671	-5,242	3
Website	750	0	750	0	
Contingency Fund	170	0	170	0	
Grants via Participatory Budgeting and OPC approval	2,500	1,970	530	530	4
Take over services previously provided by Bradford MDC	5,000	0	5,000	0	
Allotments	0	6	-6	-106	
Gratuity Account	0	2,706	-2,706	-2,706	5
Total Expenditure	29,620	8,288	21,332	-6,498	

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. Payment to NDP consultants paid in 2017/18, with grant income received in 2016/17.
4. Saving on Participatory Budget as grant applications less than budget
5. Payment funded by transfer from Gratuity Account.

Bank Reconciliation

Balance per bank statements as at	02/05/2017	£	£
Community Account		39,895.30	
Business Savings Account		13,072.43	
Business Bonus (Gratuity Account)		0.00	
Prudential Investment		0.00	
			52,967.73
Less: unrepresented items as at:	02/05/2017		
Cheque number 101218			-20,400.00
Prudential investment			20,000.00
Cheque number 101221			-121.00
Cheque number 101222			-118.80
Cheque number 101233			-470.00
Net balances as at:	02/05/2017		<u>£51,857.93</u>

CASH BOOK

Opening Balance 1 April 2017		35,912.96
Add: Receipts in the year		24,620.00
Less: Payments in the year		<u>-8,675.03</u>
Closing balance per cash book as at	02/05/2017	<u>£51,857.93</u>

Minor items and items for next agenda

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

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

Monthly meeting on Wednesday 14th June 2017 at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME