



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 8th September 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 13th September 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 8th August 2017.
 - b) To discuss any matters arising from the minutes (information only).
 - c) To note the September 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) **17/04731/HOU** First floor extension and alterations at Woodcroft Moorhouse Lane Oxenhope BD22 9RY
 - b) **17/04998/HOU** Construction of extension, detached garage and increased width of vehicular access at West View, Jew Lane, Oxenhope BD22 9HS
 - c) **17/05084/HOU** Demolition of existing raised verandah and construction of new two storey rear extension at 10 Gledhow Drive Oxenhope BD22 9SA
 - d) **17/05197/HOU** Retrospective application for rear single storey extension and garage conversion at 54 Mallard View Oxenhope BD22 9JZ
- 8. Safety Inspection Reports for Marsh Common and the Allotments (Appendix 2)**
To note the safety inspection report for Marsh Common and the Allotments.

9. Rose Garden Report

Update on Community Asset Transfer progress and formation of Friends' Group.

10. Correspondence

- a) Email from Cllr Poulsen re grass cutting and response from Cllr Hopkinson.
- b) External Audit Report

11. Neighbourhood Development Plan (NDP)

Update following on from NDP meeting on 7th September 2017.

12. Financial Matters

- a) To authorize, or otherwise, expenditure of up to £200 for the appointment of a contractor to treat the Japanese knotweed on Marsh Common.
- b) To note the valuation of the Prudential Investment Bond on 1st September was £20,154.83 (investment shown at purchase value of £20,000 in bank reconciliation).
- c) 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
Janet Foster	Standing Order	£25.00	Home working allowance
YLCA	101254	£115.00	Clerk's Training Course
PKF Littlejohn LLP	101255	£240.00	External Audit fee
Npower	101256	£60.46	Electricity for Christmas lights
Janet Foster	101257	£88.95	Total due for expenses (£39.45) and mileage (£49.50)
Yorkshire Water	101258	£68.33	Water charges (22 nd May to 30 th August)

- b) To note the following bank reconciliation and budget:

Bank Reconciliation

Balance per bank statements as at	06/09/17		
		£	£
Community Account		5,876.45	
Business Savings Account		13,072.43	
Business Bonus (Gratuity Account)		0.00	
Prudential Investment		20,000.00	
			38,948.88
Less: unpresented items			
Cheque No. 101252 M. Skwarek			-31.73
Net balances:			<u>£38,917.15</u>

CASH BOOK

Opening Balance 1 April 2017	35,912.96
Add: Receipts in the year	25,784.00
Less: Payments in the year	<u>-22,779.81</u>
Closing balance per cash book:	<u>£38,917.15</u>

Budget 2017/2018
06/09/2017

Heading	Budget	Spend to date	Total Spend to date and commitment	Predicted year end Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	
Expenditure					
Clerk's Salary (Inc. Employer NI)	9,950	3,635	8,855	1,095	1
Clerk's home working allowance	0	125	300	-300	2
Stationery and Printing	1,500	307	1,500	0	
Mobile Phone	250	83	142	108	3
Postages	60	19	60	0	
Office Costs	300	0	0	300	2
Travel and Subsistence	150	120	270	-120	
Internal and external audits	150	81	281	-131	
Subscriptions	975	834	975	0	
Room Hire	170	130	330	-160	4
Insurance	500	477	477	23	
Training	500	639	754	-254	5
Marketing	100	0	100	0	
Outreach	375	125	375	0	
Christmas Lights	350	0	350	0	
Maintenance of Marsh Common	200	0	200	0	
Telephone Kiosks	100	55	55	45	
Youth Club	3,570	3,426	3,426	144	6
Contribution towards 812 bus service	0	0	0	0	
Neighbourhood Development Plan	2,000	5,242	9,567	-7,567	7
Website	750	358	1,108	-358	8
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	315	315	-315	
Defibrillators	0	61	451	-451	
Gratuity Account	0	2,706	2,706	-2,706	10
Total Expenditure	29,620	20,708	39,736	-10,116	

Income	Budget	Income to date	Total Income	Predicted year end Shortfall (-) / Surplus (+)	
Transfer from Reserves	5,000	0	5,000	0	
Precept	24,620	24,620	24,620	0	
NDP Grant	0	0	4,087	4,087	7
Rose Garden	0	420	420	420	11
Allotment Grant	0	344	344	344	
Fee refund	0	400	400	400	12
Transfer from Gratuity Account	0	2,706	2,706	2,706	10
Total Income	29,620	28,490	37,577	7,957	
Surplus (+) / Deficit (-)				-2,159	

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 as additional spend relating to new clerk.
6. Invoices paid relate to 2016/17. Assumption is that support in 2017/18 will be invoiced in 2018/19.
7. NDP consultants paid in 2017/18, with grant income received in 2016/17. Commitment for further spend is now shown. This should be funded from grant income. Application for further funding of £5,087 was submitted on 30th August 2017.
8. NDP grant should cover this overspend.
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. Goodwill refund of fee from Financial Advisors.

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 11th October 2017 at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME