



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 7th April 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 12th April 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 March 2017.
 - b) To discuss any matters arising from the minutes (information only).
 - c) To note the March's Outstanding Issues Report (information only) (see appendix 1).
- 5. Public Question Time**
To welcome members of the public and to receive their representations.
- 6. Planning**
To formulate observations re. the following planning applications: -
 - a) 17/01306/CLP - Removal of the existing porch and construction of a new porch, removal of existing first floor windows from front elevation and replacement with new, removal of existing windows to rear elevation and alteration of openings and installation of new windows at 1 Back Leeming, Oxenhope.
 - b) 17/01667/FUL - Construction of an agricultural barn (16m x 12m) for the storage of farm implements and stabling of animals at Fieldgate Farm, Outside Lane.
 - c) 17/01650/HOU - Construction of single and two storey rear extensions to dwelling at Mount Pleasant Farm, Black Moor Road.
 - d) 17/01404/FUL - Conversion of swimming pool and stable to form two new dwellings at Hawksbridge Farm, Hawksbridge Lane.

To note the following decisions made by Bradford Council:

 - a) Permission refused -16/07909/FUL - Conversion of stables to form one dwelling at Land North of Well Cottage Black Moor Road.

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

- c) John Parkin, Headteacher at Oxenhope School.
- 8. Participatory Budgeting Scheme (PBS) (see Appendix 3 - 6)**
To hear presentations from the following organisations in support of their applications for funding under the PBS:
- Oxenhope Pre-School
 - Oxenhope Cricket Club
 - Oxenhope Social Club
 - Worth Valley Young Farmers
- 9. Rose Garden**
Bus Stop Relocation – to propose a request to Metro buses to move the existing bus stop from outside the Hebden Bridge Road frontages of 1 and 3 West Drive to a position lower down the hill closer to Muffin Corner.
Trees - to note comments made by Keighley Tree Services about condition of the cherry trees and indicative costings for arboreal work (**see Appendix 2**).
- 10. Trees Felling Crossfield Road**
To consider a matter raised by a parishioner with regard to the felling of trees on Crossfield Road. To consider whether to submit a complaint to Bradford MDC.
- 11. Safety Inspection Reports and Allotment Report (see Appendix 7)**
To note the March Safety Inspection Reports for Marsh Common and for the allotments and the allotment report. To authorise or otherwise expenditure up to a pre-determined amount to rectify flooding affecting Plot 9.
- 12. Oxenhope Neighbourhood Development Plan (NDP)**
To receive an update from Cllr McManus with regard to the Neighbourhood Development Plan.
- 13. Bradford MDC & Local Council Liaison Meeting (see Appendix 8)**
To receive a report from the Bradford MDC and Local Council Liaison Meeting held on 29th March 2017.
- 14. Correspondence (see Appendix 9)**
To receive the following correspondence and to formulate a response, if appropriate: -
- Email from Ian Scott re. Internal audit.
 - Email from YLCA re. Training course on planning.
 - Email from YLCA re. Transparency Fund.
- 15. Financial Matters**
- To authorise, or otherwise, expenditure of £145 plus VAT for allotment course on 23rd June run by SLCC for the clerk.
 - To note the transfer of £3,000 from the deposit account to the current account authorised by the Chair to cover March expenditure.
 - To authorise, or otherwise, the transfer of a further £6,500 from the deposit account to the current account to cover the expenditure listed below.
 - To appoint Ian Scott as Internal Auditor, using Appendix 9 from Governance and Accountability for the basis of the audit. To note that YLCA recommends using Appendix 9 as the basis for internal audit. To authorise, or otherwise costs of £55 including travel.
 - 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	£577.41	Monthly salary

Janet Foster	Standing Order	£25.00	Home working allowance
SLCC	101221	£121.00	Annual membership of Society of Local Clerks
ILCA	101222	£118.80	Registration for Introduction to Local Council Administration course
Community Account	Inter account transfer	£2,706.45	Closing gratuity account
Elaine Pearson	101223	£2,706.45	Payment of remaining amount in gratuity account
Ken Eastwood		£38.55	Elaine Pearson's retirement
Ken Eastwood		£1.27	Postage
Ken Eastwood	101224	£39.82	Total amount due for two items above
Yorkshire Water	101225	£6.35	Water usage at the allotments
Calderdale Council	101226	£108.00	Invoice for advert for clerk and RFO post
Yorkshire Local Council Associations	101227	£678.00	Annual membership of YLCA
CIQ Agency (Integreat Plus)	101228	£1,594.50	Costs associated with NDP
Post Office	101229	£230.70	Amount due to HMRC for NI and tax for three months ending 5 th April 2017
Grant payment under PBS – payee to be confirmed	101230	Up to £500.00	Oxenhope Pre-School PBS application (Appendix 3)
Grant payment under PBS – payee to be confirmed	101231	Up to £500.00	Oxenhope Cricket Club PBS application (Appendix 4)
Grant payment under PBS – payee to be confirmed	101232	Up to £500.00	Oxenhope Social Club PBS application (Appendix 5)
Grant payment under PBS – payee to be confirmed	101233	Up to £500.00	Worth Valley Young Farmers' Club PBS application (Appendix 6)
Imperative Training Limited (Defibshop)	101234	£300	Defib training at Oxenhope Village Fete
Digital Nomads Limited	101235	£178.80	Website training workshop

f) To note the following trial balances: -

Sum of Net amount	A/c	Account			Grand Total	Net Amounts
		Deposit	Gratuity	Prudential		
Analysis	Current					
001. Balance b/fwd	1,441.51	26,459.50	3,499.62	0.00	31,400.63	31,400.63
002. Transfer	-5,805.48	-13,400.00	-794.52	20,000.00	0.00	0.00
01. Precept	17,459.00	0.00			17,459.00	17,459.00
04. Bank Interest Business Base Rate	0.00	12.93			12.93	12.93
05. Grants Received	10,626.11				10,626.11	10,626.11
06. VAT repayment	1,021.67				1,021.67	
07. Allotment key deposits	5.00				5.00	5.00
08. Rent Allotment Holders	400.00				400.00	400.00
09. Bank Interest - Gratuity Account			1.35		1.35	1.35
119. PAYE & NIC	-385.99				-385.99	-385.99
120. Clerk's monthly salary	-9,306.57				-9,306.57	-9,306.57
121. Subscriptions	-582.00				-582.00	-582.00
122. Insurance	-491.16				-491.16	-491.16
123. Audit Fee	-170.00				-170.00	-150.00
124. Room Hire	-277.00				-277.00	-277.00
125. Stationery & printing	-151.86				-151.86	-133.15
126. Postage	-53.18				-53.18	-53.18
128. Christmas Lights	-488.75				-488.75	-390.59
129. Travel & subsistence	-102.64				-102.64	-102.64
130. Grants via Participatory Budgeting	0.00				0.00	0.00
131. Allotments	-189.55				-189.55	-185.39
132. Gratuity Account	-1,128.40				-1,128.40	-1,128.40
133. Contingency Fund	-170.00				-170.00	-170.00
134. Reserves	-3,122.62				-3,122.62	-2,737.68
135. Mobile phone	-300.00				-300.00	-249.96
137. Section 137	-20.00				-20.00	-20.00
138. Training	0.00				0.00	0.00
139. Outreach	-375.00				-375.00	-375.00
141. Marsh Common	-192.00				-192.00	-160.00
142. Neighbourhood Development Plan	-9.00				-9.00	-9.00
144. Use of David Pearson & Associates premises	-252.00				-252.00	-252.00
145. Website	-1,277.59				-1,277.59	-1,064.66
146. Oxenhope Youth Club	-1,414.22				-1,414.22	-1,178.52
Defibrillators	-4,129.20				-4,129.20	-3,441.00
Home working allowance	-25.00				-25.00	-25.00
Financial advisor	-400.00				-400.00	-400.00
Grand Total	134.08	13,072.43	2,706.45	20,000.00	35,912.96	
					VAT to reclaim	-723.17
						0
						35,912.96

16. Minor items and items for next agenda

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

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

Monthly meeting on Wednesday 10th May 2017 at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – April outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome? Notes/further action required
Affordable Housing	To ensure the section 106 monies amounting to £52k in respect of the development at Woodridge is utilised Leemingbeck Close	Cllr Maw	02/02/17	Yes
cPAD's	To install community defibrillators at the Station and at Leeming.	Cllr Eastwood	29/03/17	Defibrillators delivered. Awaiting delivery of cases. Electrician required to provide quote for installation. Need to liaise with KVWR about installation at station.
Grit bins	Need to review locations of grit bins	Cllr Ashcroft	10/03/17	Need to feed back to Dave Mazurke, BMDC Highways, on location of grit bins.