



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 4th May 2018
Mrs Janet Foster, Clerk to the Parish Council
Tel No.: 07972717058
E-mail: clerk@oxenhopeparishcouncil.gov.uk

You are summoned to attend the monthly meeting of Oxenhope Parish Council to be held at 7:30 p.m. on Wednesday 9th May 2018 at Oxenhope Methodist Church, Oxenhope.

AGENDA

67/18 Election of Chair 2018/19

68/17 Election of Vice Chair 2018/19

69/18 Apologies

To note any apologies offered and approve reasons for absence.

70/18 Disclosures of Interest

To receive disclosures of pecuniary interests and other interests from members on matters to be considered at the meeting.

71/18 Applications for a Dispensation

To grant, or otherwise, the applications as received by the Clerk.

72/18 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of the Parish Council's monthly meeting held 11th April 2018 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the May Outstanding Issues Report (Appendix 1) and decide further action where necessary.

73/18 Public Question Time

To welcome members of the public and to receive their representations.

74/18 Appointment of representatives to outside bodies and committees

To agree appointments to the following roles:

Allotments Officer
Rights of Way Officer
Oxenhope School Representative
Worth Valley Contact Point Committee Member
Oxenhope Sports Association Representatives
YLCA Branch meeting representatives (to attend branch meetings individually in rotation)
Consultations working group
Millennium Green Trustee
Parish Council Liaison representative
Oxenhope Community Association

Staffing Committee
Marsh Common Overseer
Oxenhope Neighbourhood Development Plan representative
Haworth Exhibition Trust
Sports Association
Community Association
Emergency Planning

75/18 Guest Speakers

- a) Police.
- b) Worth Valley Ward Councillors.
- c) John Parkin, Headteacher at Oxenhope School.

76/18 Planning

To consider and decide upon the following planning applications: -

- a) **18/01463/FUL** Construction of detached dwelling at land west of Holmfield, Jew Lane, Oxenhope.
- b) **18/01629/HOU** Ground floor rear extension and side dormer extension at first floor at 4 Moorhouse Close Oxenhope BD22 9LA

77/18 Safety Inspection Reports for Allotments and Marsh Common (Appendix 2)

To note the reports for the Allotments and Marsh Common.

78/18 Rose Garden (Appendix 3)

To consider the report on the Rose Garden and decide on action to be taken.

79/18 Correspondence (Appendix 4)

To consider the following new correspondence received and to decide action where necessary: -

- a) Email from Cllr McManus about Section 106 funding
- b) Email from Damian Fisher, Bradford Council about cleansing
- c) Email correspondence about road surface on Denholmegate Road
- d) Email from Kathryn Jones, Bradford Council, about representation on the Standards Committee
- e) Email from Michael Jameson, Bradford Council, about consultation on proposed post-16 transport policy statement

80/18 Parking on Station Road

Verbal report from Cllr Goulding on concerns raised about traffic around the Co-op and on Station Road generally.

81/18 General Data Protection Regulations (GDPR)

To consider how the Parish Council will meet GDPR requirements, in terms of data audit, policies, and training for Councillors.

82/18 Updated Standing Orders (Appendix 5)

To authorise, or otherwise, the updated Standing Orders.

83/18 Updated Financial Regulations (Appendix 6)

To authorise, or otherwise, the updated Financial Regulations.

84/18 Financial Risk Assessment (Appendix 7)

To authorise, or otherwise, the Financial Risk Assessment.

85/18 Financial Matters

- a) To note the internal audit report (Appendix 8) and consider the recommendations made.
- b) To note the Annual Internal Audit Report part of the Annual Governance and Accountability Return (AGAR).
- c) To review the effectiveness of internal controls and authorise the Chair and Responsible Finance Officer to sign Section 1 (Annual Governance Statement 2017/18) of the AGAR (Appendix 9)
- d) To consider and approve Section 2 (Accounting Statement 2017/18) of the AGAR, authorise the following accounts for the year ending 31st March 2018 and authorise the Chair and Responsible Finance Officer to sign the 2017/18 return (Appendix 9).

	31/	31/	Variance	Explanation of significant variations (over 15%)
Balances brought forward	£3	£3		
(+) Annual precept	£1	£2		Increase in precept agreed by Councillors. Precept per hour increased from £17.25 to £23 which is a 35% increase. The increase supported a revised budget, including additional work.
(+) Total other receipts	£1	£		One off grants totalling £3,434 were received in 2016/17 to fund two defibrillators. In addition in 2016/17 there was an overpayment of £664 allotment grant which to be repaid to Bradford MDC
(-) Staff Costs	£	£1		Payment in 2017/18 includes pension payment of £2,706 to previous clerk.
(-) Loan interest / capital repayment				
(-) Total other payments	£1	£2		Payments totalling £9,128 related to the Neighbourhood Development Plan (NDP) were made in 2017/18. There were NDP payments in 2016/17.
Balances carried forward	£3	£3		The agreed budget for 2017/18 included using £5,000 from reserves.
Total cash and short term investments	£3	£3		
Total fixed assets	£3	£3		
Total borrowings				

- e) To authorise, or otherwise, expenditure of £97.20 on seeds for the Rose Garden.
- f) To authorise, or otherwise, expenditure of up to £140 (including VAT) for hire of a rotavator and associated costs (collection / return costs).
- g) To note the temporary transfer of £1,000 from reserve account to current account on 30th April to cover shortfall until precept paid. Precept paid into current account on 3rd May and £1,000 transferred on 4th May from current account back to reserve account.
- h) To authorise, or otherwise, expenditure of £112.80 including VAT and delivery on a hardware encrypted, USB drive to support the Parish Council's compliance with the forthcoming General Data Protection Regulation (see appendix 10).
- i) To authorise, or otherwise, the following accounts for payment: -

Payee	Cheque No.	Am	Description
H3G (Three)	Direct Debit	£1	Phone
Peter McManus	101288	£9	Seed invoice from John Chamber
Ken Eastwood	101289	£120.00 £18.00 £14.40	Rotavator hire Collection / return costs Mileage GDPR training
Total		£15	
Keighley Trees	101290	£1	Removal of trees and shrubs from Rose Garden
Came and Comp	101291	£48	Insurance (second year of three y agreement)
Ian Scott	101292	£7	Internal audit fee

- g) To note the following payments previously authorized: -
Clerk's salary and home working allowance (01.05.18 - 31.05.18)
- h) To note the budget and bank reconciliation for 2018/19 (Appendix 11).

86/18 Minor items and items for next agenda

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

87/18 To note the date and time of the next meeting

The next monthly meeting will be on Wednesday 13th June 2018 at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME