



# ***OXENHOPE PARISH COUNCIL***

Signed: *Janet Foster* 9<sup>th</sup> November 2018  
Mrs Janet Foster, Clerk to the Parish Council  
Tel No.: 07972717058  
E-mail: [clerk@oxenhopeparishcouncil.gov.uk](mailto:clerk@oxenhopeparishcouncil.gov.uk)

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**You are summoned to attend the monthly meeting of Oxenhope Parish Council to be held at 7.30 p.m. on Wednesday 14<sup>th</sup> November 2018 at Oxenhope Methodist Church**

## **AGENDA**

### **178/18 Apologies**

To note any apologies offered and approve reasons for absence.

### **179/18 Disclosures of Interest**

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

### **180/18 Applications for a Dispensation**

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

### **181/18 Minutes of Meetings (previously circulated to Members)**

- a) To confirm the minutes of the Parish Council's monthly meeting held on 10<sup>th</sup> October 2018 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the November Outstanding Issues Report (Appendix 1) and decide further action where necessary.

### **182/18 Public Question Time**

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

### **183/18 Guest Speakers**

- a) Police
- b) Worth Valley Ward Councillors
- c) John Parkin, Headteacher at Oxenhope C of E School
- d) Marie Copley, Ward Officer

### **184/18 Planning**

To consider and decide upon the following planning applications:

- a) **17/02571/SUB02** Submission of details to comply with conditions 5 (landscaping) and 8 (drainage) of planning approval 17/02571/FUL at former site of 21 Moorhouse Lane, Oxenhope BD22 9RX
- b) **18/03653/FUL** Amendment to approved plot 1 to form 2no dwellings at former site of 21 Moorhouse Lane, Oxenhope BD22 9RX

- c) **18/04437/FUL** Garages to serve new dwellings by means of altering existing double garage into two single garages, removing an existing attached outbuilding and extend the existing garage to provide 4 additional garage spaces for previously approved new dwellings adjacent to the site at Westfield Lodge, Moorside Lane, Oxenhope BD22 9RH
- d) **18/04445/FUL** Demolition of existing stables and construction of a detached dwelling with parking at Moorcroft, Moorhouse Lane, Oxenhope BD22 9LD
- e) **18/04637/HOU** Single storey extension, detached-garage and basement conversion at Briarfield, Cross Lane, Oxenhope BD22 9LE
- f) **18/02724/NMA01** Non material amendment to planning permission 8/02724/HOU: to include removal of all glazing bars from existing windows at Well Cottage Black Moor Road Oxenhope BD22 9SR

**185/18 Safety Inspection Reports for the Allotments and Marsh Common (Appendix 2)**

To note the reports for the Allotments and Marsh Common.

**186/18 Correspondence (Appendix 3)**

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

- a) Minutes from the Bradford MDC and Local Council Liaison Meeting held on 25<sup>th</sup> September 2018.
- b) Email from Yorkshire Local Council Association (YLCA) about fee increases in 2019.
- c) Email from Bradford MDC, Electoral Services.

**187/18 Rose Garden**

To receive a verbal update from Cllr Eastwood about the application to the Ovenden Wind Farm Grant Fund and to approve the proposed risk assessment for the Rose Garden (Appendix 4).

**188/18 Unadopted Roads in The Square**

To receive a verbal report from Cllr Goulding following meeting with residents in The Square.

**189/18 National Association of Local Councils (NALC) Local Council Award Scheme (Appendix 5)**

To receive a report on the NALC Local Council Award Scheme from Cllr Eastwood and to decide whether to apply for the Scheme at Foundation Level.

**190/18 Allotment Rents from January 2020**

To decide on allotment rents to be applied from January 2020. The allotment rents agreed for January 2019 are shown at Appendix 6.

**191/18 Proposed Meeting Dates for 2019 (Appendix 7)**

To agree the proposed meeting dates for 2019.

**192/18 Draft Neighbourhood Development Plan (NDP) for Haworth, Stanbury and Cross Roads**

To note the draft NDP for Haworth, Stanbury and Cross Roads which is available at <http://www.haworthcrossroadsstanburyndp.org.uk>. The deadline for responses is 7<sup>th</sup> December 2018.

**193/18 Financial Matters**

- a) To agree arrangements for preparation of a draft 2019/20 budget, to be considered and finalised at January's Parish Council meeting. It is suggested Councillors think about future projects and potential costs for discussion at the next Council meeting. To note current expenditure against budget (Appendix 8) and to consider additional in year expenditure.
- b) In view of the confidential nature of item 193/18 c), to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.
- c) To note that land adjacent to Mallard View has come up for auction. To consider whether the Parish Council should seek to acquire the land and to authorise or otherwise the Chair and Clerk to seek legal advice and to enter into negotiations with the seller and their agents. To authorise, or otherwise, a maximum expenditure figure, including legal costs, that would be incurred by the Parish Council as part of any conveyance.
- d) To authorise, or otherwise, the following accounts for payment:

Payee	Cheque No.	Amount	Description
H3G (Three)	Direct Debit	£10.00	Phone
Ken Eastwood		£65.00	Accommodation NALC National Conference
		£113.00	Accommodation NALC Spring Conference
<b>Total</b>	101319	<b>£178.00</b>	

- e) To note the following payments previously authorised: - Clerk's salary and home working allowance (01.11.18 - 30.11.18)
- f) To note the budget and bank reconciliation for 2018/19 (Appendix 8).

**194/18 Minor items and items for next agenda**

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

**195/18 To note the date and time of the next meeting**

The next monthly meeting will be on Wednesday 12th December 2018 at 7.30 p.m.

**THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME**

## Appendix 1 – November outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Emergency Planning	Emergency Plan drafted	Cllr Harrop and Cllr Maw	September 2018	Draft emergency plan updated following meeting on 17 <sup>th</sup> Sept. 2018 and has been submitted to Chris Slaven, Emergency Planning Officer, Bradford MDC
Representation on School Governing Body	Meeting to be arranged with school and Cllr Ashcroft	Cllr Ashcroft	14/06/17	Yes
cPADS	Application for funding of two further cPADs	Clerk	July 2018	Clerk to research funding sources.
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	13/12/17	Yes
Rose Garden	Awaiting lease	Clerk	22/10/18	Draft lease has been reviewed. Awaiting response from Legal Services. Once response received, lease will need to be agreed by Parish Council

## Appendix 2 – Allotment Report and Marsh Common

### Allotments Safety Inspection Report

**Name:** Joyce Harrop                      **Date** 8 October 2018  
**Weather** Sunny and windy                      **Time** 11.15 am

	See n √	Comment if necessary
<b>Water drainage – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		
Any defects e.g. collection of water on any one plot?	√	
<b>Plots – Monthly Basis</b>		
Any hazards e.g. broken glass, containers of chemicals?	√	
<b>Access track - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	√	
Any unauthorised vehicular use?	√	
Any dog fouling visible on or within close proximity of access track?	√	
<b>Gates – Monthly Basis</b>		
Pedestrian swing gate working as it should?	√	
Field gate intact?	√	
<b>Vegetation – Monthly Basis</b>		
Any vegetation need removing and/or cutting well back?	√	
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	√	
<b>Fires – Monthly Basis</b>		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	√	
<b>Boundary walls – Monthly Basis</b>		
Any defects?	√	
<b>Fencing – Monthly Basis</b>		
Any defects?	√	

I certify that I inspected the above route on the above date when the only defects observed were those recorded above.

Inspector's Signature *Joyce Harrop*

#### REPORT

Some plots have started to be bedded down for winter.

Allotment holder 11b has decided to give up her plot. Once again the reason is lack of time.

I have noticed that the pathways between some plots have become overgrown. I will be writing to ploholders shortly.

### Marsh Common Safety Inspection Report

Name: D Hopkinson  
Weather Fine, sunny

Date 28 October 2018  
Time 10.30

<b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>		
Water free flowing?	✓	Both culverts and side ditch dry.
Free of debris?	✓	Culvert and ditches have been cleaned out but have become partly overgrown
<b>Footpath - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	✓	Work on footpath not yet undertaken.
Any unauthorised vehicular use e.g. off road motor bikes etc?	✓	No signs of vehicular use,
Any dog fouling visible on or within close proximity of footpath?	✓	None apparent. Large Sign attached to entrance gate.
<b>Seating – Monthly Basis</b>		
Any defects which may cause personal injury?	✓	None
Adequately secured to the ground?	✓	Yes
<b>Gates – Monthly Basis</b>		
Kissing gate working as it should?	✓	Yes.
Padlock and chain on the field gate intact?	✓	Yes
Padlock on the palisade fencing gate in full working order?	✓	Yes
<b>Vegetation – Monthly Basis</b>		
Any vegetation need removing and/or cutting well back?	✓	Evidence of knotweed growth in a few places. May need treatment next year. Weeds dying back
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	✓	None
<b>Fencing – Monthly Basis</b>		
Any defects?	✓	Reasonable.
<b>Boundary walls – Monthly Basis</b>		
Any defects?	✓	Reasonably sound

I certify that I inspected Marsh Common on the above date when the only defects observed were those recorded above.

Inspector's Signature D Hopkinson

## Appendix 3 – Correspondence

### a) Council Liaison Meeting

Date: 25<sup>th</sup> September 2018

Subject: Minutes from Liaison Meeting on 25<sup>th</sup> September 2018

## CBMDC & LOCAL COUNCIL LIAISON MEETING Tuesday 25 September 2018 Keighley Civic Centre

### MINUTES

#### Attendees

District Cllr Abdul Jabar (Chair)	Bradford Council
Parish Cllr Peter Allison	Wilsden Parish Council
Town Cllr Joe Ashton	Baildon Town Council
	Bingley Town Council (interim Asst Clerk)
Town Cllr Peter Ashton	Baildon Town Council
Parish Cllr Steve Butler	Ilkley Parish Council
Parish Cllr Ken Eastwood	Oxenhope Parish Council
	Harden Parish Council (Clerk)
Parish Cllr Kay Kirkham	Harden Parish Council
Parish Cllr David Mullen	Steeton with Eastburn Parish Council
Ian Orton, Clerk	Burley Parish Council
Town Cllr David Rushworth	Silsden Town Council
Parish Cllr James Vasey	Clayton Parish Council
Town Cllr (and District Cllr) Rebecca Whitaker	Silsden Town Council
Anne Wilson, Locum Clerk	Keighley Town Council
Louanna Winch, Clerk	Baildon Town Council

#### Guest

Julie Duerden	Alzheimer's Society
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#### Bradford Council Officers in attendance

Marie Copley	Ward Officer, Keighley Area Co-ordinator's Office
Ian Day	Assistant Director; Neighbourhoods & Customer Services
Jonathan Hayes	Keighley Area Co-ordinator
Kathryn Jones	Office of the Chief Executive
Ian Wood	Principal Manager, Parks and Green Spaces

#### Apologies

Ruth Batterley, Clerk	Bingley Town Council
Janet Foster, Clerk	Oxenhope Parish Council
Jane Markham	Addingham Parish Council
Town Cllr Steve Nunn	Denholme Town Council
Town Cllr Helen Owen	Bingley Town Council
Clare Smith, Clerk	Ilkley Town Council

## Item

### 1 **Welcome, introductions, apologies**

Introductions were made and apologies given.

### 2 **Minutes of previous meeting**

Pending a couple of minor revisions, the minutes were accepted as accurate.

### 3 **Matters arising**

None at this meeting.

### 4 **Dementia Friendly Communities**

Julie Duerden from the Alzheimer's Society attended the meeting to promote 'Dementia Friendly Communities' (DFCs). In the district there are 6 nationally recognised DFCs (Silsden, Keighley, Ilkley, Burley, Baildon and Queensbury). There are also a number of DFCs in development (including Bingley, Wilsden and Menston) and also numerous supportive organisations and Dementia Action Alliances. This shows that there is a lot of support and enthusiasm but this hasn't as yet translated in to more DFCs which require more formal governance arrangements. Support from the local parish/town council can be very helpful in getting DFCs set up, due to their existing structures, network of volunteers, and potential for fundraising.

Julie can support communities with setting this up and promoting the scheme, as can the Ward Officers from the Council's area offices. Parishes were encouraged to invite Julie/Ward Officers to attend one of their meetings where an hour's promotional session can be run.

**Action:** Any Local Council wishing to pursue this opportunity should contact Julie ([julie.duerden@alzheimers.org.uk](mailto:julie.duerden@alzheimers.org.uk)) or their Bradford Council local area office.

### 5 **Bowling greens – district wide update**

Ian Wood from Parks and Green Spaces attended the meeting to provide an update on the district wide running of bowling greens. A supporting note was circulated with the agenda which provides an overview of the current status. In general the current arrangements seem to be working well for both clubs and the Council. Two of the options available to clubs for running their clubs either independently or in partnership with the Council, includes an offer of some seed funding. This funding pot is limited and clubs who are considering becoming independent should make their applications soon – there is approximately £20k remaining, but once allocated there will be no further funding available.

There are on going opportunities for bowling clubs to work closely with their Local Council and this is encouraged at all times. Further discussions are needed regarding the bowling club in the Steeton with Eastburn parish area, which Ian Wood offered to take up through the district wide steering group. It was noted that players tend to not have allegiance to one particular club therefore making it difficult for a Local Council to offer funding as that would benefit people from outside their areas. Burley who's bowling green has been transferred through CAT, have had a very positive experience and thanked Ian Wood for the effective transfer and management.



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There are still a few pay to play bowling greens in the district which will continue to be managed by Bradford Council. Some clubs where there is very low membership may not be viable long term as the funds received do not cover costs of management.

### 6 **Asset Based Community Development**

A print out of some slides were circulated at the meeting by Jonathan Hayes, which provided an overview of the concept of ABCD – a pdf will be included with the minutes. In summary the intention of ABCD is to work from a strengths based rather than a deficit based position and to maximise and increase community connections. For example when dealing with a member of public not asking them what their problem is but what they like doing, what they can offer their community, their strengths. Often a community has the solution that an individual needs, it's just about making the connection. Public services have themselves historically been set up to problem solve, finding what is lacking in a community and filling that gap.

Keighley Area Co-ordinator's Office has been working with Nurture Development to utilise this approach in how they engage with their communities. They are using strength based questions, identifying how statutory bodies can help rather than swamp or hinder through such things as regulations.

The Council's area offices would therefore like to support Local Councils with using the approach in their work. There is a toolkit available which some Council staff are trained in and who can therefore support Local Councils with taking this on. One simple example given in Silsden of making community connections, was through the running of a celebratory event, where local groups and organisations (the community's strengths) promoted their activities and gave individuals the opportunity to find a positive and enjoyable activity. It worked so effectively because people got to meet face to face.

**Action:** Any Local Councils wishing to find out more about ABCD to contact Jonathan Hayes and review the Nurture Development web site.

### 7 **Street cleansing**

This item was to provide an update from previous conversations around the resourcing of cleansing across the district as a consequence of significant budget reductions. Ian Day is now also responsible for the Parks service, which has provided an opportunity to rationalise management structures. Any vacancies that have arisen have also not been filled. This will help meet some of the financial reductions, but there will still be a reduction in front line services.

The model will be to focus resources on the gateways in to the district in the first instance, and there will be investment in technology to ensure remaining resource is maximised (smart bins, GPS systems for mechanical sweepers).

The detail of the structures and staffing changes is currently being discussed with the Trade Unions, and will be implemented from 1 April 2019. It is expected that more detail will be shared with Local Councils very soon. It was however noted

## Item

that Local Councils are imminently setting their budgets so the sooner they know the position the more easily they can consider their own supporting interventions.

On a practicality it was suggested that a greater number of larger bins could be positioned in tourist hot spots, to reduce litter and fly tipping.

### 8 **Service Devolution**

Burley PC encouraged other Local Councils to consider running a Duke of Edinburgh award scheme. The scheme is now self-funding, and has supported 60 young people through the three levels of DofE. Burley will happily share their good practice with any other area.

### 9 **Any other business**

a) **Devolving planning decisions** - Peter Allison requested that a conversation be had over the pros and cons of allowing smaller planning decisions to be devolved to Local Councils. This has now happened in a couple of other areas in the country. It was agreed that this could only be done for smaller applications but it could ease the burden in planning authorities, especially where very local knowledge is needed. It was accepted that this would take some work and that there would be complications and drawbacks too.

**Action:** Kathryn to notify Chris Eaton (Development Services Manager) requesting he consider the request for a conversation and contact Local Council reps with a response.

b) **Elections** – in May 2019 Local Councillors are up for election. A question was raised about the costs of elections. This agreement is outlined in the CBMDC and Local Council Charter.

**Action:** Kathryn to contact Susan Saunders (Electoral Services Manager) to check whether there are likely to be any changes this next year, especially around polling cards, with a response circulated to Clerks.

c) **Bonfire night** – now only a month away, the Police have set up a WhatsApp group to manage and share local intelligence. If any Local Councils would like to part of this they should provide their contact details to Ian Day. Alternatively any issues can be fed to the Council's Area Office who will ensure it is included in the central intelligence pool with the Police.

**Action:** Local Councils to pass on their details to Ian Day to be part of the Police's Bonfire Night WhatsApp Group.

### **Date and time of next meeting**

Thanks to Keighley Town Council for hosting this meeting.

The next meeting on 6 December is being hosted by Bingley Town Council at the Bingley Methodist Church.

**b) Email from YLCA**

**Date: 1<sup>st</sup> November 2018**

**Subject: Fee increases for NALC and YLCA**

Dear Clerk,

**YLCA AND NATIONAL ASSOCIATION OF LOCAL COUNCILS SUBSCRIPTION FEE 2019/2020**

At a meeting on Saturday, 20 October, the Joint Executive Board of YLCA resolved to levy a 1.5% increase in the YLCA element of the subscription fee for financial year 2019/2020. The Annual General Meeting of the National Association of Local Councils took place yesterday and it resolved that a 1.9% increase is applied to its fee. This obviously results in a combined increase of 3.4%.

Both elements of the fee are based on the number of parish electors. YLCA obtains this information from the principal authorities in December each year and it is these figures that inform the membership subscription fee in the following year.

Please do not do anything now. An invoice will be issued to your Council/Parish Meeting in early March 2019.

Yours sincerely

Sheena Spence  
Chief Officer  
YLCA

**c) Email from Bradford MDC, Electoral Services**

**Date: 16<sup>th</sup> October 2018**

**Subject: May 2019 Elections**

At the quarterly CBMDC and Local Council liaison meeting, I understand the matter of costs for the forthcoming May 2019 elections was raised (whether the charging arrangements relating to elections remained the same) and the arrangements for poll cards.

Having reviewed the relevant section in the charter (attached for your information), I can confirm the arrangements remain the same.

With regard to poll cards, I can also confirm that the poll cards issued for the District Council election will carry a message to inform the electorate (within each relevant area) that there may be a Parish/Town Council election in their area (if contested) that will be held alongside the District elections on 2nd May 2019. Please note, no charges will be made to Parish or Town Councils for the cost of poll cards for the 2<sup>nd</sup> May 2019.

I will also be writing to you again in the new year, with details of the arrangements for the forthcoming Parish and Town Council elections on 2nd May 2019.

**Susan Saunders**

Electoral Services Manager

Electoral Services

## Appendix 4

### Oxenhope Parish Council Risk Assessment Form - Rose Garden, including gardening and litter picking

Risk Area	Risk	Risk Level (before control measures)	Control Measures	Risk Level (after control measures)
Slippery and / or uneven surfaces	Slips and trips	High	Paths to inspected monthly for any uneven surfaces Noticeboard to give contact details for reporting any concerns about any hazards needing attention	Medium
Litter	Injury from sharp objects	Medium	Gloves and litter pickers to be provided Only pick up general waste. Monthly inspection to check for any non-general waste Litter pickers to report to Clerk if any non general waste spotted	Low
Trees	Falling branches	Medium	Monthly inspection of trees for any loose branches	Low
Gardening	Injury to volunteers	Medium	All volunteers to be asked to wear gloves and suitable clothing Parish Councillor and /or Clerk to be present at all organized volunteer events Volunteers to be advised not to lift heavy objects Volunteers to stop work and seek medical attention if suffering any pain or discomfort Reminder to waste hands after gardening	
Risk Area	Risk	Risk Level (before control measures)	Control Measures	Risk Level (after control measures)
Chemicals	Burns / Swallowed by children	Medium	Avoid use of chemicals Chemicals not to be used by volunteers	Low
Use of ladders	Injury when using a ladder	High	Any work using ladders should be of short duration and at a height not exceeding 3 metres from the ground Ladders to be inspected before use to ensure they are safe to use Ladder is to be placed on a firm, level surface Three point contact is to be maintained at all times When using a ladder one person is to make sure the ladder is stable, while the other person is working on the ladder	Medium

Weather	Hypothermia, sunstroke	Low	Planned volunteer events to be cancelled in the event of poor or extreme weather	Low
Animals and insects	Bites or stings	Low	Do not approach any loose dog Medical attention to be sought for any bites or stings	Low

Date:

Review Date:

## Appendix 5 – NALC Local Council Award Scheme

The peer review scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. The scheme aims to encourage councils to work together and share best practice, to drive up standards and to support those who are committed to improving their offer to their communities.

The scheme provides assurance to the council (and community) that it is up-to-date and progressive by the standards set by the sector. It can help the council improve performance and confidence, and to plan for continuous development and improvement.

Councils can apply for an award at one of three levels:

1. The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
2. The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
3. The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time, thereby raising standards. To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place by resolution at a full council meeting, before applying to Yorkshire Local Councils Association for peer review by an accreditation panel.

There are two fees: a registration fee paid to NALC, currently £50 and an accreditation fee paid to YLCA (amount to be confirmed).

The Foundation Award requires evidence and confirmation that the following documents are current and published online: -

Criteria	Comments
1 Its standing orders and financial regulations	In place
2 Its Code of Conduct and a link to councillors' registers of interests	In place
3 Its publication scheme	In place
4 Its last annual return	In place
5 Transparent information about council payments	In place
6 A calendar of all meetings including the annual meeting of electors	In place
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	In place
8 Current agendas	In place
9 The budget and precept information for the current or next financial year	In place (may need to check precept details published).
10 Its complaints procedure	In place
11 Council contact details and councillor information in line with Transparency Code	In place
12 Its action plan for the current year	Not in place but could easily be prepared as part of budget setting process.
13 Evidence of consulting the community	In place - e.g. Consultations over Neighbourhood Planning & The Rose Garden.

14	Publicity advertising council activities	In place - website with email notifications and Oxenhope Online.
15	Evidence of participating in town and country planning	In place - minuted planning decisions and Neighbourhood Planning.

The council also confirms by resolution at a full council meeting that it has: -

Criteria	Comments
16 A risk management scheme	In place
17 A register of assets	In place
18 Contracts for all members of staff	In place
19 Up-to-date insurance policies that mitigate risks to public money	In place
20 Disciplinary and grievance procedures	In place
21 A policy for training new staff and councillors	Not in place
22 A record of all training undertaken by staff and councillors in the last year	Not in place
23 A clerk who has achieved 12 CPD points in the last year	Need to evidence

Further information on the scheme, including the criteria for Quality and Quality Gold awards, can be found in the following guidance: -

<https://www.nalc.gov.uk/library/our-work/lcas/1855-local-council-award-scheme-guide-2016-pdf>

#### Yorkshire Councils that hold the Local Council Award

##### West Yorkshire

**Clifford Parish Council**  
Foundation Level

**Hemsworth Town Council**  
Foundation Level

**Ilkley Parish Council**  
Foundation Level

**Steeton with Eastburn Parish Council**  
Foundation Level

**Swillington Parish Council**  
Foundation Level

**Thorner Parish Council**  
Foundation Level

**Denholme Parish Council**  
Foundation Level

**Pool Parish Council**  
Foundation Level

##### South Yorkshire

**Anston Parish Council**  
Foundation Level

**Silkstone Parish Council**  
Foundation Level

**Wickersley Parish Council**  
Foundation Level

##### North Yorkshire

**Boroughbridge Town Council**  
Foundation Level

**Filey Town Council**  
Foundation and Quality Levels

**Helmsley Town Council**  
Foundation Level

**Selby Town Council**  
Foundation Level

## Appendix 6 – Allotment Rents

### Allotment Fees and Charges from January 2019

### Agreed at Oxenhope Parish Council Meeting on 8th November 2017

	Fees from January 2019
Full Plot	£40.00
Half Plot	£20.00

Retired Rate	Fees from January 2019
Full Plot	£30.00
Half Plot	£15.00

#### **Notes:**

For all future tenancies, the retired rate will apply where at least one of the tenants is over state retirement age

Plot 12 is 4/5 of a plot and the annual fee will be reduced accordingly

12 months notice is required for any change to allotment rents. The increase in rents for January 2019 was agreed at the November 2019 Oxenhope Parish Council meeting.

It is proposed that there is no increase in rents in 2020.



## Appendix 7 – Proposed Schedule of Meetings 2019

<b>Date</b>	<b>Meeting</b>	<b>Start Time</b>
9 <sup>th</sup> January 2019	Monthly meeting Oxenhope Parish Council (OPC)	7.30 p.m.
23 <sup>rd</sup> January 2019 (TBC)	Allotment holders' forum	7.00 pm.
13 <sup>th</sup> February 2019	Monthly meeting OPC	7.30 p.m.
13 <sup>th</sup> March 2019	Monthly meeting OPC	7.30 p.m.
10 <sup>th</sup> April 2019	Annual Parish Meeting	7.00 p.m.
10 <sup>th</sup> April 2019	Monthly meeting OPC	7.30 p.m.
<b>Local and Parish Council elections take place on Thursday 2<sup>nd</sup> May 2019</b>		
8 <sup>th</sup> May 2019	Annual Meeting	7.30 p.m.
12 <sup>th</sup> June 2019	Monthly meeting OPC	7.30 p.m.
10 <sup>th</sup> July 2019	Monthly meeting OPC	7.30 p.m.
14 <sup>th</sup> August 2019	Monthly meeting OPC	7.30 p.m.
11 <sup>th</sup> September 2019	Monthly meeting OPC	7.30 p.m.
9 <sup>th</sup> October 2019	Monthly meeting OPC	7.30 p.m.
13 <sup>th</sup> November 2019	Monthly meeting OPC	7.30 p.m.
11 <sup>th</sup> December 2019	Monthly meeting OPC	7.30 p.m.

### Notes:

1. All meetings take place at the Methodist Church on West Drive, Oxenhope.
2. Annual Parish Meeting. Although this meeting will be chaired by the Chair of Oxenhope Parish Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Parish Meeting must be held between 1<sup>st</sup> March and 1<sup>st</sup> June (Local Government Act 1972).
3. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and eighteenth day after the election (inclusive) (Local Government Act 1972).

## Appendix 8– Budget and Bank Reconciliation

### Budget 2018/2019 04/11/2018

Heading	Budget	Spend to date	Commitments	Total Spend to date and commitment	Year end Shortfall (-) / Surplus (+)	Comments
	£	£	£	£	£	
<b>Expenditure</b>						
Clerk's Salary (inc. Employer NI)	10,300	5,838	3,589	9,427	873	
Clerk's home working allowance	300	175	125	300	0	
Stationery and Printing	500	612	140	752	-252	Overspend due to GDPR requirements
Mobile Phone	150	58	91	150	0	
Postages	50	28	36	64	-14	
Travel and Subsistence	300	164	120	284	16	
Internal and external audits	300	278	0	278	22	
Subscriptions	850	722	0	722	128	
Room Hire	200	174	84	258	-58	
Insurance	500	487	0	487	13	
Training	500	149	0	149	351	Currently no further planned expenditure
Marketing	100	0	0	0	100	Currently no further planned expenditure
Outreach	400	0	0	0	400	Currently no further planned expenditure
Christmas Lights	750	70	0	70	680	Currently no further planned expenditure
Maintenance of Marsh Common	200	0	0	0	200	Currently no further planned expenditure
Telephone Kiosks	100	0	0	0	100	Currently no further planned expenditure
Youth Club	5,000	0	5,000	5,000	0	Invoice for period September 2017 to June 2018 not yet received from Bradford MDC
Neighbourhood Development Plan	3,000	158	600	758	2,242	Estimated spend on consultation and printing
Website	1,400	450	175	625	775	May need half a day's work on website
Contingency Fund	964	0	0	0	964	Currently no further planned expenditure
Community Initiative Fund	1,500	500	0	500	1,000	Currently no further planned expenditure

Take over services previously provided by Bradford MDC	1,500	1,175	0	1,175	325	Currently no further planned expenditure
Rose Garden - annual maintenance costs	1,300	377	1,126	1,503	-203	
Allotments	1,000	819	0	819	181	Currently no further planned expenditure
Defibrillators	700	25	0	25	675	Currently no further planned expenditure
<b>Total Expenditure</b>	<b>31,864</b>	<b>12,257</b>	<b>11,086</b>	<b>23,344</b>	<b>8,520</b>	
<b>Income</b>	<b>Budget</b>	<b>Income to date</b>	<b>Income due</b>	<b>Total Income</b>	<b>Predicted year end Shortfall (-) / Surplus (+)</b>	
Transfer from Reserves	2,784	0	0	0	-2,784	Planned transfer from reserves will not be needed
Precept	27,405	27,405	0	27,405	0	
Council Support Grant	1,225	1,225	0	1,225	0	
NDP Grant	0	0	0	0	0	
Rose Garden	0	50	0	50	50	
Allotment Grant	0	338	0	338	338	
Allotment rents	450	0	450	450	0	
VAT refund	0	3,969		3,969	3,969	
Miscellaneous	0	8	0	8	8	
Change in value of Prudential Investment	0	0	0	0	0	
<b>Total Income</b>	<b>31,864</b>	<b>32,995</b>	<b>450</b>	<b>33,445</b>	<b>1,581</b>	
<b>Surplus (+) / Deficit (-)</b>					<b>10,101</b>	

## Bank Reconciliation

Balance per bank statements as at	04/11/18	£	£
Community Account		22,038.47	
Business Savings Account		8,088.18	
Prudential Investment		20,675.62	
Net balances:			<u><u>£50,802.27</u></u>

## CASH BOOK

Opening Balance 1 April 2017	30,686.75	
Add: Receipts in the year	32,994.67	
Less: Payments in the year	-12,879.15	
Closing balance per cash book:		<u><u>£50,802.27</u></u>