



OXENHOPE VILLAGE (PARISH) COUNCIL

Signed: *Janet Foster* 6th September 2019
Mrs Janet Foster, Clerk to the Village Council
07972 717058
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 11th September 2019 at
Methodist Church, West Drive, Oxenhope**

AGENDA

137/19 Apologies for Absence

To note any apologies offered and approve reasons for absence.

138/19 Disclosures of Interest

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

139/19 Applications for a Dispensation

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

140/19 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of the Parish Council's monthly meeting held on 14th August 2019 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the September Outstanding Issues Report (Appendix 1) and decide further action where necessary.

141/19 Public Question Time

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

142/19 Guest Speakers

- a) Police
- b) Worth Valley Ward Councillors
- c) Oxenhope C of E School

143/19 Planning

To consider and decide upon the following planning applications: -

- a) **19/03407/CLE** Conversion of agricultural building to dwelling house at Huckleberry Cottage, South Birks Farm, Black Moor Road, Oxenhope BD22 9SS
- b) **19/03531/HOU** Construction of single storey rear extension at 43 Mallard View, Oxenhope BD22 9JZ
- c) **19/03198/FUL** Construction of detached dwelling at land at 8 Shaw Lane, Oxenhope.

144/19 Safety Inspection Report for the Allotments and Marsh Common (Appendix 2)

To note the reports for the Allotments and Marsh Common.

In addition a request to graze sheep on Marsh Common has been received.

Subject to the necessary permissions, being obtained to authorise, or otherwise, the use of Marsh Common for the grazing of sheep on a short-term basis.

145/19 Correspondence (Appendix 3)

- a) Email from Martyn Burke, Bradford Council, Planning Department (in reply to email from Cllr McManus) about planning permission requirements in relation to new entrances and signage in the Rose Garden.
- b) Email from Peter Biedukiewicz, Bradford Council, Finance Department, about Council Tax Support Grant.
- c) Email from Dawn Lowe, Bradford Council, Lord Mayor's Office inviting Councillors to Festival of Remembrance.
- d) Email from Oxenhope Bowling Club asking for a letter of support from the Village Council for grant applications.
- e) Email from Alice Bentley, Ward Officer, Bradford Council, about meeting to discuss Prevent.

146/19 Councillor Vacancy

To consider potential co-options to the Parish Council.

147/19 Purchase of Land near Mallard View

To authorise two Councillors to sign the engrossment transfer deed in relation to the purchase of land near Mallard View.

148/19 Date for change of name to Oxenhope Village Council

Following the confirmation from Cllr Eastwood that the change of domain name to oxenhopevillagecouncil.gov.uk has been accepted, to decide on the date for the change of name.

149/19 Logo Competition

To review the suggestions submitted and decide on the approach to be taken regarding a logo for the Village Council.

150/19 Toilet Buildings

To receive an update from Cllr Goulding on the toilet buildings.

151/19 Ovenden Wind Farm Fund

To note that the dates for applications to the Ovenden Wind Farm Fund need to be made between 7th and 28th October and to decide if the Parish Council will be putting in an application to the Fund.

152/19 Bodkin Lane / Delf Hill

To consider the measures that can be taken to prevent misuse of Delf Hill Common on Bodkin Lane.

153/19 Youth Club

To note the report from Taraf Yaqub, Bradford Council Youth Service, and to authorise, or otherwise, support to the Youth Club. The extra cost this financial year will be approximately £800 in addition to the £5,280 already authorised (Appendix 4).

154/19 Action on Climate Change

To discuss the email from Friends of the Earth (Appendix 5) and decide on what action to take.

155/19 Financial Matters

- a) To authorise, or otherwise, the payment of £100 to the Bowling Club to help with materials for their winter maintenance programme (Appendix 6).
- b) To authorise, or otherwise, the purchase of a cherry tree to replace the dead tree in the Rose Garden at a cost of £100 plus VAT (including tree stake, tie and delivery).
- c) To authorise, or otherwise, the purchase of spring bulbs and heathers for the Rose Garden up to £300 (grant funded).
- d) To note the external audit report for 2018/19 (Appendix 7).
- e) To authorise, or otherwise, the following accounts for payment:

Payee	Cheque No.	Amount	Description
Lawncorder Limited	101366	£138.00 £207.00 £345.00	Grass cutting in July 2019 Grass cutting in August 2019 Total
Bradford Council	101367	£99.37	Invoice for Youth Club staffing April to July 2019 (less credit note)
PKF Littlejohn LLP	101368	£240.00	External Audit fee
Hirst Signs Ltd	101369	£119.94	Toad Crossing signs (2 signs and delivery)

- f) To note the following payments previously authorised: -

Clerk's salary and home working allowance (01.09.19 - 30.09.19)
Clerk's mobile phone (£11.00 per month direct debit).

- g) To note the budget and bank reconciliation for 2019/20 (Appendix 8).

156/19 Minor items and items for next agenda

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

157/19 Date and time of next meeting

The next monthly meeting will be on Wednesday 9th October 2019 at the Methodist Church on West Drive starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – September outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Emergency Planning	Emergency Plan	Cllrs Eastwood Goulding and Pawson	01/09/19	Table top exercise re-arranged for 12 th September.
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	02/09/19	Clerk looking for other providers of safeguarding training.
Rose Garden	Lease	Clerk	05/09/19	Lease completed on 5 th September.
Land off Mallard View (including Horseshoe Dam)	Purchase	Chair and Clerk	28/08/19	Engrossment transfer deeds have been received from seller's solicitors.
Litter Bins	Parish Council considering additional bins	Clerk / Chair	01/08/19	Chair and Cllr Dawson been in touch with Bradford Council about larger bins and / or more frequent collections
Delf Hill / Bodkin Common	Concerns about use by off road vehicles	Clerk	02/09/19	Been informed by resident who raised the issue that Yorkshire Water are not the landowner. Bradford Council Local Access Forum have been contacted.
Npower contract	Contract for supply of electricity for Christmas lights	Clerk	09/07/19	Proposed contract not acceptable. No reply from Npower to emails sent on 3 rd June, 13 th June, 2 nd July and 9 th July. Invoice for Christmas lights still not agreed or paid.
Toilet building on Recreation Ground	To investigate possibility of a Community Asset Transfer	Clerk	6/08/19	Email from Tom Harte, Bradford Council Estates Department about state of toilets.

Appendix 2 – Allotment and Marsh Common Reports

Allotments Safety Inspection Report

Name: Ken Eastwood
Weather Calm

Date 5th September, 2019
Time 19:00

	Seen √	Comment if necessary
Water drainage – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Any defects e.g. collection of water on any one plot?	No	
Plots – Monthly Basis		
Any hazards e.g. broken glass, containers of chemicals?	No	
Access track - Monthly Basis		
Any defects e.g. pot holes, glass etc?	No	
Any unauthorised vehicular use?	No	
Any dog fouling visible on or within close proximity of access track?	No	
Gates – Monthly Basis		
Pedestrian swing gate working as it should?	Yes	
Field gate intact?	Yes	
Vegetation – Monthly Basis		
Any vegetation need removing and/or cutting well back?	Yes	Access track recently strimmed (top section)
Trees – Monthly Basis		
Any overhanging branches need removing?	No	
Fires – Monthly Basis		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	No	
Boundary walls – Monthly Basis		
Any defects?	No	
Fencing – Monthly Basis		
Any defects?	Yes	Gate to plot 3 fallen apart.

Plot 4a unused and overgrown (opened to waiting list and top placed person indicated interested in taking over tenancy).

Plot 11b appears unused (save for a few brassicas and leeks) – allotment holder has stated intends to vacate plot at the end of the year.

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

A handwritten signature in blue ink, reading "Ken Eastwood". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Marsh Common Safety Inspection Report

Name: Robert Goulding
Weather: Dry

Date: 02/09/19
Time: 6 p.m.

Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?	✓	
Free of debris?	✓	Some evidence of top soil being fly tipped on south boundary of Common.
Footpath - Monthly Basis		
Any defects e.g. pot holes, glass etc?	✓	No
Any unauthorised vehicular use e.g. off road motor bikes etc?	✓	No
Any dog fouling visible on or within close proximity of footpath?	✓	No
Seating – Monthly Basis		
Any defect which may cause personal injury?	✓	No
Adequately secured to the ground?	✓	Yes
Gates – Monthly Basis		
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
Vegetation – Monthly Basis		
Any vegetation need removing and/or cutting well back?	✓	No
Trees – Monthly Basis		
Any overhanging branches need removing?	✓	No
Fencing – Monthly Basis		
Any defects?	✓	No
Boundary walls – Monthly Basis		
Any defects?	✓	No

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

Inspector's Signature *R. Goulding*

Appendix 3 – Correspondence

a) Email from Cllr McManus and reply from Martyn Burke, Bradford Council

Date: 13th August 2019

Subject: Planning permission requirements for new entrances and signage in the Rose Garden

Email from Cllr McManus

Dear Martyn

I am writing to you on behalf of Oxenhope Parish Council and The Friends of the Rose Garden Group.

We have taken a CAT Lease from Bradford MDC of The Rose Garden and are working to improve its public facilities. I have today spoken to Hannah Meeking in the Conservation Team about minor works which we wish to carry out. Hannah's informal opinion is that the new entrances would constitute minor alterations which would not need planning consent. However as the Rose Garden is in The Station Road Conservation Area Hannah advised that I should write to you as to whether or not we require planning consent for the works. These are:-

1. Two New level Entrances from the public pavement both to be DDA compliant widths/gradients.

I attach a Google image (annotated) showing the existing entrances marked A,B & C. The proposed new entrances are marked D & E on plan.

At entrance D this would link to existing dropped kerbs on Hebden Bridge Road. This would be a natural entrance to the garden for pedestrians approaching from the direction of Oxenhope Station. The stone wall to be demolished is circa 600 mm high at this point.

At entrance E this would be a much closer access to the Bus Stop on Hebden Bridge Road. This has been requested by residents of Oxenhope's only sheltered housing accommodation at Leeming Beck Close at the top of West Drive. It would shorten the walking route to the bus stop considerably for disabled residents. We have previously requested Transdev to move the bus stop closer to the existing entrance at C. This request was refused on road safety grounds. The height of the wall to be demolished at entrance E is circa 750 mm.

2. Renewal of Existing Noticeboard and erection of a new Oxenhope Information Noticeboard

Please find attached a self explanatory (confidential) report presented at our last Parish Council Meeting which was approved for action at that meeting. The replacement Notice Board would be a straightforward replacement on the same site as the existing one. See attached Google Image of that corner of the Rose Garden. The new information board would be immediately adjacent to new entrance D. This would be a completely new structure within the Conservation Area.

Our simple question is do we need planning consent and if so what fee would Oxenhope Parish Council need to pay?

Kind regards

Peter McManus
Councillor
Oxenhope Parish Council

Reply from Martyn Burke

Dear Peter

ENTRANCES

The Town and Country Planning (General Permitted Development) (England) Order 2015 Schedule 2 Part 12 gives Local Authorities (including Parish Councils) permitted development rights to undertake certain works without the need for planning permission.

Class A allows as permitted development "The erection or construction and the maintenance, improvement or other alteration by a local authority or by an urban development corporation of

(a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;

(b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.

The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

THE ABOVE MIGHT BE HELPFUL TO YOU IN FUTURE PROJECTS.

I am of the opinion that the new level entrances would constitute small works on land belonging to or maintained by the Parish Council they are required for the purposes of any function exercised by it on that land (ie promoting recreation and accessibility to facilities). So they would not need planning permission.

The Conservation Area does not actually affect these permitted development rights : The partial demolition of the walls at Points D and E would be exempt from controls over relevant demolition in Conservation Areas as long as the walls affected are less than 1.0 metre in height where they adjoin a highway used by vehicles.

NOTICE BOARD

Certain classes of advertisements and signs enjoy what is called deemed consent – this being consent deemed to be already granted by the regulations.

These include Class 1 - Functional advertisements of local authorities, public transport undertakers, statutory undertakers etc.

These are "An advertisement displayed wholly for the purpose of announcement or direction in relation to any of the functions of...a local authority...

which is reasonably required to be displayed for the safe or efficient performance of those functions.

I think the notice board falls within that description:

Conditions of the deemed consent are that

(1) Illumination is not permitted unless reasonably required for the purpose.

(2) No advertisement may exceed 1.55 square metres in area.

As long as the new sign is less than 1.55 square metres in area you can avoid a fee.

Regards

b) Email from Peter Biedukiewicz, Bradford Council Finance Department

Date: 20th August 2019

Subject: Council Tax Support Grant

Council Tax Support Grant

Please note: the budget consultation process for 2019-20 included a proposal to cease payment of council tax support grant to Local Councils from financial year 2020-21.

The proposal reflects the removal of Revenue Support Grant from City of Bradford MDC out of which the grant to Local Councils was previously paid; it was adopted at Budget Council on 21 February 2019. Accordingly, when considering your budget and precept for 2020-21, please remember that the grant from Bradford Council is no longer available.

Kind regards....

Peter Biedukiewicz

Principal Accountant - Financial Planning & Risk

c) Email from Dawn Lowe, Bradford Council, Lord Mayor's Office

Date: 27th August 2019

Subject: Festival of Remembrance

Please find attached an invitation from the Lord Mayor of Bradford to Festival of Remembrance at Bradford Cathedral on Sunday 3rd November 2019 at 17.00.

I would be very much obliged if you could advise whether you are able to join the Lord Mayor on this occasion.

Regards

Dawn

Dawn Lowe

Civic Affairs Manager

Lord Mayor's Office,



City of Bradford Metropolitan District Council

The Lord Mayor
(Councillor Doreen Lee)

Dear Colleagues and Friends,

**INVITATION TO THE 73rd FESTIVAL OF REMEMBRANCE ON
SUNDAY 3rd NOVEMBER 2019 AT BRADFORD CATHEDRAL,
STOTT HILL, BRADFORD, BD1 4EH AT 17.00**

The Lord Mayor (Councillor Doreen Lee) is to attend the 73rd Festival of Remembrance on Sunday 3rd November 2019 at Bradford Cathedral, Stott Hill, Bradford, BD1 4EH at 17.00 and has requested me to extend a very warm invitation to you and a guest to join her.

The evening is an opportunity for us to come together as a community to honour all those who have fought for their country, with such courage and distinction, in two world wars and in other conflicts and continue to do so in present day operations.

Our thoughts and prayers will also turn to those men and women who laid down their lives in the service of their country.

The evening will be a community gathering, an evening of celebration, prayers, blessings and music featuring the City of Bradford Brass Band, Bradford Cathedral Choir and Parade of Standards.

You would need to arrive at the Church no later than 16.45 ready for the start of the Service at 17.00. The Cathedral has disabled access and a hearing loop is available.

After the service refreshments will be served at the back of the Cathedral to which you are warmly invited.

The Lord Mayor hopes very much that you will be able to attend the service to support her and our veterans looks forward to seeing you on the day. The Lord Mayor would also be pleased if you would cascade this invitation to family, friends and colleagues who may wish to attend.

To enable the necessary arrangements to be made it would be helpful if you would let me know via email dawn.lowe@bradford.gov.uk if you can attend and if you require any access or other assistance.

Yours sincerely,

Dawn Lowe
Civic Affairs Manager

d) Email from Peter Hudman, President Oxenhope Bowling Club

Date: 27th August 2019

Subject: Request for letter of support for Grant Applications

Good morning Janet,

Further to the Council's comments at the last meeting I now put in writing a formal request, for a supportive letter from the Council, which could be used by our member, leading the project, to support various grant bids.

My understanding is that Mick Milnes has spoken to the Council membership some months ago about the project, which will enhance more community use of the sports grounds.

At your August meeting I mentioned one source, which I believe is the 'Proceeds of Crime' fund.

A letter of support from the Village Council will no doubt show potential funding sources that Oxenhope is fully backing the project.

Kind regards

Peter Hudman

President: Oxenhope Bowling Club

e) Email from Alice Bentley, Ward Officer, Bradford Council sent on behalf of Umar Hayat, Prevent / Hate Crime Team

Date: 4th September 2019

Subject: Prevent work

Dear Colleagues,

I would be grateful if you could please forward this to your Councillors?

I am writing to invite you to a community round table meeting to discuss Prevent work locally for people in Keighley. This will be held on:

Date: Tuesday 17th September 2019

Venue: Central Hall, Alice Street, Keighley

Time: 5.30pm to 7.30pm

We aim to make our work as transparent as possible and run community events around the district to raise awareness. We are aware that much has been written about Prevent but many people are still unfamiliar with the safeguarding and education processes used to build resilience to hate narratives of all varieties.

To this end at the meeting we will:

- provide an update on local Prevent work
- listen to perspectives from community members on the Prevent agenda
- inform the implementation of the Prevent action plan
- provide an update on Home Office funded initiatives/projects

As a valued member of the local community we would be delighted if you could join us to share your views. The meeting shouldn't last longer than an hour and a half and refreshments will be provided.

If you are unable to attend the meeting and would like to speak to me or a member of the Prevent Team please do not hesitate to contact me on (01274) 436075.

Please can you RSVP to confirm attendance before **Wednesday 11 September 2019** to my colleague Jeanette Booth at Jeanette.booth@bradford.gov.uk so that I can finalise numbers for catering purposes.

I look forward to seeing you at the meeting.

Sent on behalf of

Umar Hayat
Prevent/ Hate Crime Team

Appendix 4 – Youth Club Report from Taraf Yaqub, Bradford Council Youth Services

Bradford Youth Service have provided a qualified Leader in Charge and two youth support workers to deliver sessions at Oxenhope Community Centre with the support of volunteers. The youth workers ensure a structured programme is in place and meets and adheres to the council's policies and guidelines around health and safety, risk assessments, safeguarding etc. Bradford Youth Service also supports its staff and volunteers in offering relevant training to meet the changing needs of young people and council directives.

- There is a cost of £120 per session for a Leader in Charge and two support workers
- 37 open access sessions delivered from 1st September 2018 to 19th July 2019
- 36 young people attending each session on average
- We have had trips to Lazer Quest, Glusburn Theatre, Jumperoo and a three day residential to the Dales utilising money from previous fundraising
- Young people have again raised funds from a Jumble Sale, helping with the Straw Race and other fundraising activities
- We have also had a number of volunteers and students on placement with the Youth Service involved in organising activities and working with young people at Oxenhope over this period.

The Youth Service proposes to continue to staff and deliver open access sessions from September 2019 to the end of the school summer term in July 2020 delivering approximately 40 sessions. The cost will be as follows:

40 x £120 = £4800 for September 2019 – July 2020

We expect another busy year ahead and look forward to welcoming new members.

Appendix 5 – Email from Friends of the Earth, dated 2nd September 2019

Dear Councillors and Clerk of Oxenhope Parish Council,

We are in a Climate Emergency.

Last year, the world's leading climate scientists warned that we have just over a decade to act to keep global temperature increases within safe limits.

Earlier this year, politicians in Westminster declared a "climate emergency" and the Government introduced legislation to reduce the UK's emissions to net-zero by 2050.

Climate change is a huge global challenge which demands positive actions by people within communities such as Oxenhope. From how we heat our homes and buildings to how we get from A to B, from how we use our land to how we feed our families, many of the solutions to the climate crisis lie within our grasp.

Will Oxenhope rise to the climate challenge?

As councillors, we're asking you to kickstart a Climate Action group in your community.

Climate Action Oxenhope would bring people together, supported by Friends of the Earth, to develop and deliver the solutions to climate change that work for your community.

You'll join forces with thousands of passionate people from across the country to share ideas and collaborate on tackling climate change. By working together to deliver positive solutions, you'll make sure that Oxenhope plays its part in the critically urgent transition to a low carbon world.

What can you do next?

Here's three things which you could do to get those climate solutions happening in your community:

1. **Organise a Climate Action event.** In village and town halls across the country, people are gathering together to kickstart the conversation about what they can do together to take climate action. Here's a [really useful guide](#) to organising your event.
2. **Start a Climate Action Oxenhope group.** Setting up a climate action group will help bring your community together to create fairer, greener neighbourhoods, villages, towns and cities. You can [register your Climate Action group on our website](#).
3. **Join with other communities to deliver positive change.** When you register your group, we'll connect you up with the growing number of Climate Action Groups across the country. You'll be able to share ideas, pick their brains and pool resources to make your low carbon vision a reality.

How will Friends of the Earth support you?

Friends of the Earth has been supporting communities such as Oxenhope take action on environmental challenges for nearly 50 years. We will support you every step of the way as you take on the challenge of climate change.

Here's a few of the ways in which we'll support Climate Action Oxenhope:

- **Training** – from webinars on specific issues, e.g. how to tackle transport, to our amazing Groundswell events, you'll get the skills and knowledge to deliver your climate solutions.
- **Online tools** – we'll set you up on Action Network, an excellent tool which will enable you to share news, promote events or create online actions to build your Climate Action group.
- **Promotion** – we've got a whole range of promotional materials which you can adapt and use to promote your Climate Action group. We'll also help you to reach out to many more people via social media.
- **Joining up with other Climate Action Groups** – we'll make sure you're connected to the growing number of communities across the country who are taking action on climate change.
- **Dedicated support** – we've got a whole team of experienced people committed to help you take on this challenge. When you register your Climate Action Group, one of the Friends of the Earth team will give you 1:1 support so that whatever challenges and questions you're facing, we can help you find a solution.

All of this support will be provided free of charge – all we'd ask would be for you to cover venue hire for events.

But there's already a group in my community working on climate change?

That's great! If the group is engaged in lawful, non-politically aligned activities on climate change then they can register as a Climate Action Group, keep their name and existing profile but access all the support outlined above.

It would be great if you could forward this email onto them to make sure they know about this opportunity.

I do hope that Oxenhope can join the growing number of communities taking action on climate change. Please contact me if you would like any more information.

Yours sincerely,

Simon Bowens

Simon Bowens

Yorkshire & Humber/North East Campaigner

Friends of the Earth

Appendix 6 – Email from Bowling Club, dated 27th August 2019

Dear Janet

I would be very grateful if the Council would consider, at their next meeting, providing a grant of £100 towards materials, for our forthcoming winter maintenance programme, which starts at the end of September.

In April of this year some of our members volunteered to more frequently cut the green, taking over from Bradford Council, to help provide the level of playing surface we need to enable us to continue competing in leagues with clubs as far apart as Todmorden and Settle.

To start to undertake a repair of the significant damage, caused by the drought conditions of 2018 the club has a specialist contractor booked, to commence work at the end of September; his labour costs will clear our membership income. A grant from the Council will help towards the materials required.

Council members will now doubt of heard of our Monday morning drop in sessions with tea and biscuits; it has been good to see some under tens having a go during the summer holidays. On Saturday 7th September from 13:30 -16:30 there is an 'Open House' when our playing members will be happy to pair up with a new to bowls person, for a fun doubles competition. Council members are very welcome to join in or just come along to see the ongoing garden development

I look forward to hearing from you regarding the Council's decision.

Kind regards

Peter Hudman
Oxenhope Bowling Club

Appendix 7 – External Audit Report for 2018/19

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Oxenhope Parish Council – WY0060

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

04/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Appendix 8 – Budget and Bank Reconciliation
Budget 2019/20
02/09/2019

Heading	Budget	Spend to date	Commitments	Total spend to date and commitments	Year End Shortfall (-) / Surplus (+)	Notes
	£	£	£	£	£	
Expenditure						
Clerk's Salary (inc. Employer NI)	9,900	4,261	5,676	9,937	-37	
Clerk's home working allowance	300	125	175	300	0	
Stationery and Printing	500	400	100	500	0	
Mobile Phone	150	44	77	121	29	
Postages	50	19	31	50	0	
Travel and Subsistence (Staff)	300	111	111	222	78	
Travel and Subsistence (Councillors)	0	0	0	0	0	
Internal and external audits	400	93	200	293	107	
Subscriptions	900	733	167	900	0	
Room Hire	200	61	139	200	0	
Insurance	500	501	0	501	-1	
Training	300	0	300	300	0	
Marketing	250	25	250	275	-25	
Outreach	400	125	250	375	25	
Christmas Lights	500	0	500	500	0	
Maintenance of Marsh Common	150	0	150	150	0	
Youth Club	4,800	3,499	579	4,079	721	1
Neighbourhood Development Plan	500	415	85	500	0	
Website	900	797	103	900	0	
Contingency Fund	500	0	500	500	0	
Community Initiative Fund	250	250	0	250	0	
Maintenance of Parish Council Assets	3,000	438	2,677	3,115	-115	
Rose Garden - Grant Expenditure	0	7,763	1,999	9,762	-9,762	2
Purchase - Land off Mallard View	0	0	7,000	7,000	-7,000	3
Allotments	2,000	15	1,985	2,000	0	
Defibrillators	3,400	3,306	0	3,306	94	

Total Expenditure	30,150	22,982	23,054	46,036	-15,886	
Income	Budget	Income to date	Income due	Total Income	Year end Shortfall (-) / Surplus (+)	
Transfer from Reserves	-3,173	0	-3,173	-3,173	0	
Precept	30,480	30,480	0	30,480	0	
Council Support Grant	1,225	1,326	0	1,326	101	
NDP Grant	0	0	0	0	0	
Rose Garden	0	0	0	0	0	
Allotment Grant	338	337	0	337	-1	
Allotment rents	480	0	480	480	0	
VAT refund	800	737	0	737	-63	
Miscellaneous	0	676	0	676	676	4
Change in value of Prudential Investment	0	0	0	0	0	
Total Income	30,150	33,556	-2,693	30,863	713	
Surplus (+) / Deficit (-)					-15,173	

Notes:

1. Youth Club costs up to end of September 2019.
2. Funded by grant income received in 2018/19.
3. Estimated amount including fees.
4. Community Infrastructure Levy (CIL) £672 and bank interest of £4.04.

Bank Reconciliation

Balance per bank statements as
at 02/09/19

Community Account	£30,997.39	
Business Savings Account	£8,100.28	
Prudential Investment	£21,365.78	
		£60,463.45

Less: unpresented items

Cheque No. 101330 (Imperative Training Ltd)	-£98.40
Cheque No. 101362 (Millennium Green Trust)	-£25.00
Cheque No. 101365 (Lawnorder Ltd)	-£138.00

Net balances:

£60,202.05

CASH BOOK

Opening Balance 1 April 2019	£52,870.17	
Add: Receipts in the year	£33,555.82	
Less: Payments in the year	-£26,223.94	
Closing balance per cash book:		£60,202.05
