OXENHOPE VILLAGE COUNCIL



PO Box 883 Halifax HX1 9TZ

Signed: Janet Foster 6th December 2019

Janet Foster, Clerk to the Village Council
07972 717 058

clerk@oxenhopevillagecouncil.gov.uk

You are summoned to attend the monthly meeting of Oxenhope Village Council to be held at 7.30 p.m. on Wednesday 11th December 2019 at the Methodist Church, West Drive, Oxenhope

AGENDA

196/19 Apologies for Absence

To note any apologies offered and approve reasons for absence.

197/19 Disclosures of Interest

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

198/19 Applications for a Dispensation

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

199/19 Minutes of Meetings (previously circulated to Members)

- a) To confirm the minutes of the Village Council's monthly meeting held on 13th November 2019 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the December Outstanding Issues Report (Appendix 1) and decide further action where necessary.

200/19 Public Question Time

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

201/19 Guest Speakers

- a) Worth Valley Ward Councillors
- b) Other guest speakers

202/19 Planning

- a) **19/04768/HOU** Construction of new porch and refurbishment of existing store 5 Bank Oxenhope BD22 9NS
- b) 19/04773/FUL Construction of new equipment storage building and alterations to existing amenity building at Upwood Holiday Park Black Moor Road Oxenhope BD22 9SS

203/19 Safety Inspection Report for Marsh Common (Appendix 2)

To note the report for Marsh Common.

204/19 Correspondence (Appendix 3)

To consider and decide upon the following new correspondence:

- a) Email from Sheena Spence, YLCA about YLCA Webinar training programme November 2019 to January 2020.
- b) Email from Sheena Spence, YLCA about Consultation on unauthorised encampments.
- c) Email from resident with concerns about the Youth Club and lighting round Community Centre.
- d) Email from Bradford Council about the consultation on Special Education and Disability (SEND) provision.
- e) Email from Bradford Council about consultation on Special Education and Disability (SEND) provision (Beechcliffe Special School).
- f) Email from Alice Bentley, Ward Officer, Bradford Council about International Women's Day 2020

205/19 Land near Mallard View (including Horseshoe Dam)

To receive a verbal report from Cllrs Eastwood and McManus about the purchase of land near Mallard View.

206/19 Unadopted roads in The Square

To receive a verbal update from Cllr Goulding about the unadopted roads in The Square.

207/19 Vacancy

To note that following the recent resignation, the notice of vacancy has been published. If no request for an election has been received by 16th December, then the Council will be able to fill the vacancy by co-option.

208/19 Village Council Logo

To decide on feedback regarding the initial design of the new logo.

209/19 Financial Matters

- a) To consider the draft budget for 2020/21 budget (Appendix 4).
- b) To authorise, or otherwise, the Clerk's membership of the Society for Local Council Clerks (SLCC) in 2020 at an annual cost of £140.
- c) To authorise, or otherwise, the cancellation of cheque number 101378 to AWB Charlesworth in relation to the completion statement for the purchase of land off Mallard View.
 - Authorisation for the payment from the Village Council bank account (cheque 101378 is from the Parish Council bank account) will be sought, once the issues relating to the boundaries have been resolved.
- d) To note the letter from Barclays Bank about the reduction in interest rate (from 0.2% to 0.1%) on the business savings account (Appendix 5).

- e) To note that cheque number 101330 for £98.40 to Imperative Training Limited raised on 7th March 2019 has not been cashed. Following contact with the company, the Clerk has been informed that the order was cancelled. The expenditure has therefore been cancelled.
- f) To authorise, or otherwise, the following accounts for payment:

Payee	Cheque No.	Amount	Description
Helliwell Design Ltd.	101423	£250.00	Logo for Village Council
SLCC Enterprises Ltd.	101424	£36.00	Digital Clerk Webinar training for Clerk
Business Stream	101425	£42.11	Estimated allotment water invoice (02/09 to 21/11/19)
MWT Electrical Ltd.	101426	£360.00	Electrical work on Christmas lights

g) To note the following payments previously authorised: -

Clerk's salary and home working allowance (01.12.19 - 31.12.19) Clerk's mobile phone (£11.00 per month direct debit) plus an additional 57p usage charge.

h) To note the following trial balances: -

Heading	Budget	Spend to date	Budget remaining currently	Projected Year End Shortfall (-) / Surplus (+)
	£	£		£
Expenditure				
Clerk's Salary (inc. Employer				
NI)	9,900	6,774	3,126	-31
Clerk's home working allowance	300	200	100	0
Stationery and Printing	500	452	48	0
Mobile Phone	150	74	76	32
Postages	50	28	22	0
Travel and Subsistence (Staff)	300	162	138	0
Travel and Subsistence				
(Councillors)	0	0	0	0
Internal and external audits	400	293	107	107
Subscriptions	900	733	167	27
Room Hire	200	111	89	-19
Insurance	500	501	-1	-1
Training	300	60	240	0
Marketing	250	25	225	225
Outreach	400	250	150	25
Christmas Lights	500	0	500	0
Maintenance of Marsh Common	150	0	150	0

Youth Club	4,800	3,582	1,218	-702
Neighbourhood Development				
Plan	500	415	85	85
Website	900	797	103	0
Contingency Fund	500	0	500	0
Community Initiative Fund	250	450	-200	-200
Maintenance of Parish Council				
Assets	3,000	2,326	674	0
Rose Garden - Grant				
Expenditure	0	9,672	-9,672	-9,672
Purchase - Land off Mallard				
View	0	639	-639	-5,506
Allotments	2,000	104	1,896	1,096
Defibrillators	3,400	3,224	176	176
Total Expenditure	30,150	30,874	-724	-14,360
•	,	,		,
		Incom		Year end
		e to		Shortfall (-) /
Income	Budget	e to date		Shortfall (-) / Surplus (+)
Income Transfer to Reserves	Budget -3,173		3,173	
		date	3,173	Surplus (+)
Transfer to Reserves	-3,173	date 0	*	Surplus (+)
Transfer to Reserves Precept	-3,173 30,480	0 30,480	0	Surplus (+) 0 0
Transfer to Reserves Precept Council Support Grant	-3,173 30,480 1,225	0 30,480 1,326	0 101	0 0 101
Transfer to Reserves Precept Council Support Grant NDP Grant	-3,173 30,480 1,225 0	0 30,480 1,326	0 101 0	0 0 101 0
Transfer to Reserves Precept Council Support Grant NDP Grant Rose Garden	-3,173 30,480 1,225 0	0 30,480 1,326 0 696	0 101 0 696	0 0 101 0 696
Transfer to Reserves Precept Council Support Grant NDP Grant Rose Garden Allotment Grant	-3,173 30,480 1,225 0 0 338	0 30,480 1,326 0 696 337	0 101 0 696 -1	0 0 101 0 696 -1
Transfer to Reserves Precept Council Support Grant NDP Grant Rose Garden Allotment Grant Allotment rents	-3,173 30,480 1,225 0 0 338 480	0 30,480 1,326 0 696 337	0 101 0 696 -1 -480	Surplus (+) 0 0 101 0 696 -1 -40
Transfer to Reserves Precept Council Support Grant NDP Grant Rose Garden Allotment Grant Allotment rents VAT refund	-3,173 30,480 1,225 0 0 338 480 800	0 30,480 1,326 0 696 337 0 737	0 101 0 696 -1 -480 -63	Surplus (+) 0 101 0 696 -1 -40 -63
Transfer to Reserves Precept Council Support Grant NDP Grant Rose Garden Allotment Grant Allotment rents VAT refund Miscellaneous	-3,173 30,480 1,225 0 0 338 480 800	0 30,480 1,326 0 696 337 0 737	0 101 0 696 -1 -480 -63	Surplus (+) 0 101 0 696 -1 -40 -63
Transfer to Reserves Precept Council Support Grant NDP Grant Rose Garden Allotment Grant Allotment rents VAT refund Miscellaneous Change in value of Prudential	-3,173 30,480 1,225 0 0 338 480 800 0	0 30,480 1,326 0 696 337 0 737 684	0 101 0 696 -1 -480 -63 684	Surplus (+) 0 101 0 696 -1 -40 -63 684
Transfer to Reserves Precept Council Support Grant NDP Grant Rose Garden Allotment Grant Allotment rents VAT refund Miscellaneous Change in value of Prudential	-3,173 30,480 1,225 0 0 338 480 800	0 30,480 1,326 0 696 337 0 737 684	0 101 0 696 -1 -480 -63 684	Surplus (+) 0 101 0 696 -1 -40 -63 684
Transfer to Reserves Precept Council Support Grant NDP Grant Rose Garden Allotment Grant Allotment rents VAT refund Miscellaneous Change in value of Prudential Investment	-3,173 30,480 1,225 0 0 338 480 800 0	0 30,480 1,326 0 696 337 0 737 684	0 101 0 696 -1 -480 -63 684	Surplus (+) 0 101 0 696 -1 -40 -63 684

i) To note the following bank reconciliation:

Community Account	£23,119.73
Business Savings Account	£8,108.36
Prudential Investment	£21,365.78

£52,593.87

Less: unpresented items

Cheque No 101381 (D. Holmes) -£450.00

Net balances: £52,143.87

CASH BOOK

Closing balance per cash book:		£52,143.87
Less: Payments in the year (incl. VAT)	-£34,986.20	
Add: Receipts in the year	£34,259.90	
Opening Balance 1 April 2019	£52,870.17	

210/19 Local Council Award Scheme

To authorise, or otherwise, the final version of the Local Authority Award Scheme application (Appendix 6).

211/19 Minor items and items for next agenda

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

212/19 Date and time of next meeting

The next monthly meeting will be on Wednesday 8th January 2020 at the Methodist Church on West Drive starting at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

Appendix 1 – December outstanding issues report

Subject	Issues	Responsibility	Date last actioned	Outcome/ Notes/further action required
Emergency Planning	Emergency Plan	Cllrs Eastwood Goulding and Pawson	12/09/19	Emergency Plan has been updated and will be emailed out once keys for Community Centre cut and distributed.
Safeguarding training	Safeguarding training to be provided for all Councillors	Clerk	18/11/19	Training will be available via the Bradford Safeguarding Children Board.
Land off Mallard View (including Horseshoe Dam)	Purchase	Chair and Clerk	02/10/19	Clarification being sort on boundaries.
Litter Bins	Parish Council considering additional bins	Clerk / Chair	16/09/19	Cllr Poulsen awaiting response from Cleansing Team about bin.
Delf Hill / Bodkin Common	Concerns about use by off road vehicles	Clerk	27/11/19	Ownership of land is known and resident who initially raised the issue has been informed.
Npower contract	Contract for supply of electricity for Christmas lights	Clerk	12/11/19	Contract verbally agreed. Still awaiting written copy of agreement and invoice for 2018 Christmas lights. Credit of £25 given by Npower in compensation for poor service.
Toilet building on Recreation Ground	To investigate possibility of a Community Asset Transfer	Clerk	28/10/19	Community Asset Transfer form (Stage 1) submitted to Bradford Council.

Appendix 2 – Marsh Common Report

Marsh Common Safety Inspection Report ulding Date: 04/12/19 Robert Goulding Name: Time: 4 p.m. Weather Dry

Culvert, beck & ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)		
Water free flowing?	1	
Free of debris?	1	
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?	1	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?	1	Yes
Padlock on the palisade fencing gate in full working order?	1	Yes
Vegetation – Monthly Basis		
Any vegetation need removing and/or cutting well back?	1	No
Trees - Monthly Basis		
Any overhanging branches need removing?	/	No
Fencing – Monthly Basis		
Any defects?	1	Boundary fencing is not currently sheep proof
Boundary walls – Monthly Basis		
Any defects?	1	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 Sheena Spence, YLCA

Date: 7th November 2019

Subject: YLCA Webinar training programme November 2019 to January 2020

Dear Clerk, Chairman, Councillor,

YLCA WEBINAR TRAINING - NOVEMBER/DECEMBER 2019 AND JANUARY 2020

We are pleased to now launch our interactive webinar programme for the remainder of this year and January 2020. We have planned a wide range of topics for you through to May 2020!

All webinars are for a duration of 1 hour and the cost is £15 per attendee. The webinar times are given below and we will try to provide morning, afternoon and evening sessions so that we give opportunity to join to as many people as possible.

Please click on the link below to register for your webinar(s). From there we will send the Council an invoice. Each attendee will then receive, in due course, a confirmation and details of how to join their chosen event(s).

The webinars will be interactive and you will be able to ask questions during them. Some questions will be answered in the webinar but all questions will be collated, answered and sent to participants following the session. All sessions will be recorded and we will be circulating details of how recordings can be accessed shortly.

22 November – Local Council Finance and Budgeting – 12.30pm to 1.30pm In this webinar we will look at the key Proper Financial Practices (set out by the Joint Panel on Accountability and Governance), that local councils must adhere to. As councils move into setting their budgets and resolving precept levies for year 2020/2021, we also look at best practice in budgeting and budget monitoring.

To register for this webinar please go

to: https://attendee.gotowebinar.com/register/6846868216069235469

27 November - Lawful Agendas and Minutes - 6.00pm to 7.00pm

The need for specification on the agenda underpins the legality of decisions taken by a local council and it is vitally important that the agenda for ordinary and extraordinary meetings meet legislative requirements. We discuss how the agenda should be laid out and focus on specific wordings. With regard to minutes, we discuss best practice in minute taking, particularly the recording of decisions. Recorded votes and the minuting of difficult situations will also be looked at. Note that this is an early evening webinar.

To register for this webinar please go

to: https://attendee.gotowebinar.com/register/3417889472245166349

13 December – Website Accessibility Regulations 2018 – 2.30pm to 3.30pm

Some councils seem to have continued concerns about the application of the 2018 Regulations. The aim of the webinar is to generate better understanding of what councils need to do to meet or strive to meet the requirements.

To register for this webinar please go

to: https://attendee.gotowebinar.com/register/7771338692215030541

7 January – Understanding the Code of Conduct – 11.00am to 12noon

A session to help councillors to better understand the current ethical framework, their council's Code of Conduct, declaring interests and applying for a dispensation.

To register for this webinar please go

to: https://attendee.gotowebinar.com/register/8617547030228489740

16 January - Duties, Powers and Policies of Local Councils - 2.30pm to 3.30pm

Local Councils are defined as local authorities. They have duties set by legislation that they must adhere to and many powers, again by virtue of legislation, that they can use to provide services/benefit their community. Councils must have a power (or duty) to act, no matter what action that might be, so understanding powers and duties is important. Councils thrive on good administration and direction and policies, both mandatory and discretionary, are key to an effective and well run council. In this session we look at key duties and policies and consider some of the powers available to councils in the course of their work.

To register for this webinar please go

to: https://attendee.gotowebinar.com/register/5532005141386902796

22 January - A snapshot look at Chairmanship Skills - 6.00pm to 7.00pm

Guidance from YLCA and discussion about chairing a meeting. A look also at some common problems and managing difficult situations and people

To register for this webinar please go

to: https://attendee.gotowebinar.com/register/536151959237790988

YLCA is the first county association of local councils in the country to provide webinar training for its members and we hope that you will enjoy our sessions.

Yours sincerely Sheena

b) Email from Sheena Spence, YLCA

Date: 20th November 2019

Subject: Consultation on unauthorised encampments

Dear Clerk/Chairman/Councillor,

CONSULTATION: STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS

The National Association of Local Councils has notified us that the Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. The consultation document can be found here. NALC has produced an accompanying briefing (attached) summarising the consultation, NALC's previous views on the matter and the key questions NALC will be responding to.

If this is a matter that concerns your Council or Parish Meeting, please respond direct to the consultation and also please send a copy of your response to NALC as it can then incorporate your views into its submission. Please send all responses to Jessica.Lancod-frost@nalc.gov.uk by Wednesday 19 February 2020.

Yours sincerely Sheena.

c) Email from resident and follow up by Cllr Eastwood

Date: Various

Subject: Concerns about Youth Club and lighting round Community Centre

Email 20th November 2019

Good Morning

I've been trying to locate contact details for the above but without success. Are you able to assist please as I note in the recent Parish Minutes that concern has been raised regarding youths congregating in the area?

By way of background, over the past few months there has been excessive noise on a Friday night. I thought this might relate to parties taking place in the community centre or the Youth Club but last Friday, I walked past the community centre with my dog at around 6.30pm and was met by at least 30+ youths stood outside the community centre, all smoking what smelt suspiciously like weed. In addition, there were a younger group of mostly girls who joined the older group, which then culminated in an awful lot of screaming. I do not know whether the group were part of the Youth Club but it now seems highly unlikely having read the minutes.

There was an activity taking place in the Youth Club at the time, and I did consider going inside to speaking to somebody in charge but bearing in mind the number of youths outside, I decided against it in case it caused any repercussions.

I do not think it helps that at the current time, there is no lighting down the driveway to the community centre. Do you have any idea why this might be please as not only is it very unsafe but I also felt extremely intimidated walking down the driveway in the pitch black and then to be met by such a large group of people.

I look forward to hearing from you.

Reply from Clerk 21st November 2019

Thank you for your email and I can understand that it would feel intimidating to meet a large group of people in the dark.

Are you happy for me to forward your email on to the person in Bradford Council who is my contact for the Youth Club. She would then be able to respond to you directly.

Again if you are happy to agree, I can also get in touch with the Community Centre and ask them to respond to your concerns about the lack on lighting on the driveway to the Community Centre.

I will also mention your concerns (without mentioning your name) at the next meeting on the Village Council which will take place on Wednesday 11th December at the Methodist Church on West Drive starting at 7.30 p.m. You would be very welcome to attend.

Once again, thank you for getting in touch.

26th November 2019

Following email sent to the Youth Service, they replied saying they would investigate the issues raised and reply to the resident.

26th November 2019

CIIr Eastwood's report:

I walked the dog through the park last night. I noticed: -

- The top of the access road, from Shaw Lane, is totally unlit and VERY dark (with the speed bumps making nice trip hazards for unsuspecting dog walkers).
- There is a street lamp close to the Community Centre, which was lit.
- The Community Centre front and rear door lights were on not sure they always are the front one was a very bright, flood type lamp illuminating the car park.
- There's a street lamp outside the Changing Rooms which was lit.
- Further down the drive, just before and after the Youth Shelter, there are two street lamps that weren't lit. Numbers on the columns were 5F and 6F. I've reported these online to Highways. It was VERY dark in this area.

Not sure what we can do about the top access, a single lamp part way along would be very welcome.

Could you update the complainant on the above at least. Thanks.

Clerk has updated the resident.

Follow up report from CIIr Eastwood:

Had another walk a few night's ago, and a street lamp was lit this time at the top end, near Shaw Lane. As it was lit, I was also able to note there is another lamp along that section (that wasn't lit). I've subsequently reported that (reference 2F).

If Bradford get these sorted there shouldn't be a problem.

d) Email from Bradford Council

Date: 27th November 2019

Subject: Consultation on Special Education and Disability (SEND) provision

The Council is publishing statutory proposals relating to Abbey Green Nursery School, Midland Road Nursery School and Fagley Primary School. The attached Notice will be published in the Telegraph and Argus newspaper on Thursday 28 November 2019 and full details of the proposals can be found on the Council's website.

The Notice sets out the procedure for making comments in support of, and objections against, the proposals.

The Notice relating to each school will also be posted at all of the entrances to the schools, on notice boards and in any other conspicuous place at the schools where it is likely to be seen by parents and others who may have an interest. The Notice must remain on display from Thursday 28 November 2019 until Thursday 9 January 2020

inclusive.

Why are we making changes?

The Local Authority has a statutory duty to keep under review the provision it makes for children and young people with special educational needs and disabilities (SEND) whilst also ensuring there are sufficient specialist places available to meet the needs of the growing SEND population.

Bradford has experienced a significant increase in demand for Special Educational Needs and Disabilities (SEND) provision in the last 10 years. It is projected that the demand for SEND provision in Bradford will continue to grow and it has been identified that additional specialist places across all sectors in the Bradford District are required. This consultation is to share and gather information on the development of further specialist provision places to enhance the current specialist provision offer across the District.

To maximise the opportunities for expansion and creation of new provision we will keep under review any possibilities of expanding and re-configuring existing spaces to maximise the capital allocation.

In 2019/2020 we proposed to increase the amount of specialist places available through a range of services by expanding and developing further specialist provision to enhance the network of Special Schools, Early Years Enhanced Specialist provision (EYESPs), Resourced Provision places both School and Local authority led in mainstream schools, that are required to meet the current and future needs of children and young people with a range of Special Educational Needs and Disabilities.

In July 2019 the council; executive approved the development of:

- 34 resourced provision places and
- 40 additional special school places

In addition to the proposals, 215 additional specialist places were also proposed across the academy sector, requiring approval from the Regional Schools Commissioner. The Regional Schools Commissioner approved these in July 2019. This left a further 65 places to be developed. The below proposals are in addition to this.

We are now seeking the views of all stakeholders and interested parties on the development of further additional specialist places to be delivered within the Bradford District.

The Proposals are as follows:

The Local Authority is proposing to increase the number of Resourced Provision places by:

 Establishing a LA led Resourced Provision (RP) for 12 primary aged children with Communication and Interaction needs including Autistic Spectrum Disorders (ASD) at Fagley Primary School.

The Local Authority is proposing to redistribute Early Years Enhanced Specialist Provision (EYESP) places by:

- Reducing the Early Years Enhanced Specialist Provision from 20 part time places to 10 part time places at Abbey Green Nursery School
- Developing an Early Years Enhanced Specialist Provision at Midland Road Nursery School to deliver 10 part time specialist places

Your views are important to us, please take a few minutes to answer our short questionnaires by following the below links:

Abbey Green and Midland Road Nursery schools https://surveys.bradford.gov.uk/snapwebhost/s.asp?k=157477011936

· Fagley Primary School

https://surveys.bradford.gov.uk/snapwebhost/s.asp?k=157477012909

If you do not have access to the internet or you would prefer a paper copy of this questionnaire or any of the documents, please contact— 01274 438260 or email: SENDPlacesConsultation@bradford.gov.uk

Consultation documents

If you would like further information about the proposals please refer to the following documents:

- Statutory proposal for prescribed alteration document
- Consultation document
- Maps showing Current and Proposed Provision
- Full list of Consultees
- Consultation Questionnaire
- Equality Impact assessment
- SEN Improvement Test
- SEN Evidence of Need

All of the above documents can be found online by visiting:

https://localoffer.bradford.gov.uk/Content.aspx?mid=589 - Bradford SEND Local offer www.bradford.gov.uk/consultations

https://bso.bradford.gov.uk

Consultation Meetings

You can also share your views by attending a public consultation meeting. They are being held on the below dates:

Either: Monday 9th December 2019 9.30-10.30am - Room 104 Margaret McMillan Tower, Bradford, BD1 1NN.

Or Wednesday 11th December 2019 5.30-6.30pm - Margaret McMillan Tower,| Bradford, BD1 1NN.

Or Thursday 19th December 1.00pm -2.00pm at Keighley Library Annexe - Spencer Street, Keighley, BD21 2BN.

The consultation closes on Thursday, $9^{\rm th}$ January 2020. All responses must be received by this date.

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
PROPOSALS TO ALTER EARLY YEARS ENHANCED SPECIALIST
PROVISION (EYESP) AT ABBEY GREEN NURSERY SCHOOL
PROPOSALS TO ESTABLISH EARLY YEARS ENHANCED SPECIALIST
PROVISION (EYESP) AT MIDLAND ROAD NURSERY SCHOOL
PROPOSALS TO ESTABLISH SPECIALIST RESOURCED PROVISION
AT FAGLEY PRIMARY SCHOOL

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that the City of Bradford Metropolitan District Council intends to make prescribed alterations to the following schools:

Abbey Green Nursery School, Green Lane, Bradford BD8 8HH by reducing the number of EYESP from 20 x 0.6 (part time) places to 10 x 0.6 (part time) places for children aged 2 to 5 years with a range of special educational needs and disabilities with effect from 24 February 2020. This proposal is related to and intended to complement the EYESP being established at Midland Road Nursery school.

Midland Road Nursery School, Thorncliffe Rd, Bradford BD8 7DJ to establish 10×0.6 (part time) places for children aged 2 to 5 years with a range of special educational needs and disabilities with effect from 24 February 2020. This proposal is related to and intended to complement the existing EYESP at Abbey Green Nursery school.

Fagley Primary School, Falsgrave Ave, Bradford BD2 3PU

Developing a new 12 place Resourced Provision (RP) for primary aged children with Communication and Interaction needs including Autistic Spectrum Disorders (ASD) at Fagley Primary School with effect from 24 February 2020.

This Notice is an extract from the complete proposals and copies of the complete proposals are available on the

Council's website https://www.bradford.gov.uk/consultations/current-consultations/consultation-and-engagement

Or can be obtained from Diane Cochrane SEND Planning and Strategy Lead 7th Floor Margaret McMillan Tower, Princes Way, Bradford BD1 1NN. Tel: 01274 438260 or SENDPlacesConsultation@bradford.gov.uk

Any person or organisation may submit written objections or comments on the proposals by sending them to Diane Cochrane at the above address or email by 9 January 2020.

Signed: Parveen Akhtar, City Solicitor Publication Date: 28th November 2019.

e) Email from Bradford Council

Date: 27th November 2019

Subject: Consultation on Special Education and Disability (SEND) provision (Beechcliffe Special School)

Statutory Consultations on the Sufficiency of Specialist places for Children and Young People with Special Education Needs and Disabilities (SEND) across the Bradford District

The Council is publishing statutory proposal relating to Beechcliffe Special School. The will be published in the Keighley newspaper on Thursday 5th December 2019 and full details of the proposal can be found on the Council's website.

The Notice sets out the procedure for making comments in support of, and objections against, the proposal.

The Notice relating to the school will also be posted at the entrances to the school, on notice boards and in any other conspicuous place at the schools where it is likely to be seen by parents and others who may have an interest. The Notice must remain on display from Thursday 5th December 2019 until Thursday 9 January 2020 inclusive.

Why are we making changes?

The Local Authority has a statutory duty to keep under review the provision it makes for children and young people with special educational needs and disabilities (SEND) whilst also ensuring there are sufficient specialist places available to meet the needs of the growing SEND population.

Bradford has experienced a significant increase in demand for Special Educational Needs and Disabilities (SEND) provision in the last 10 years. It is projected that the demand for SEND provision in Bradford will continue to grow and it has been identified that additional specialist places across all sectors in the Bradford District are required. This consultation is to share and gather information on the development of further specialist provision places to enhance the current specialist provision offer across the District.

To maximise the opportunities for expansion and creation of new provision we will keep under review any possibilities of expanding and re-configuring existing spaces to maximise the capital allocation.

In 2019/2020 we proposed to increase the amount of specialist places available through a range of services by expanding and developing further specialist provision to enhance the network of Special Schools, Early Years Enhanced Specialist provision (EYESPs), Resourced Provision places both School and Local authority led in mainstream schools, that are required to meet the current and future needs of children and young people with a range of Special Educational Needs and Disabilities.

In July 2019 the council; executive approved the development of:

34 resourced provision places and

40 additional special school places

In addition to the proposals, 215 additional specialist places were also proposed across the academy sector, requiring approval from the Regional Schools Commissioner. The Regional Schools Commissioner approved these in July 2019. This left a further 65 places to be developed. The below proposals are in addition to this.

We are now seeking the views of all stakeholders and interested parties on the development of further additional specialist places to be delivered within the Bradford District.

The Proposal is as follows:

The Local Authority is proposing to increase the number of Special School places for Secondary aged pupils with effect from 24th February 2020 by:

Expanding Beechcliffe Special School from 144 places to 224 places. To deliver provision on a split site (Ellar Carr Pupil Referral Unit) for children and young people with Social Emotional and Mental Health (SEMH) needs

Your views are important to us, please take a few minutes to answer our short questionnaire by following the below link:

Beechcliffe Special School/ Ellar Carr –

https://surveys.bradford.gov.uk/snapwebhost/s.asp?k=157477010934

If you do not have access to the internet or you would prefer a paper copy of this questionnaire or any of the documents, please contact— 01274 438260 or email: SENDPlacesConsultation@bradford.gov.uk

Consultation documents

If you would like further information about the proposals please refer to the following documents:

Statutory proposal for prescribed alteration document

Consultation document

Maps showing Current and Proposed Provision

Full list of Consultees

Consultation Questionnaire

Equality Impact assessment

SEN Improvement Test

SEN Evidence of Need

All of the above documents can be found online by visiting:

https://localoffer.bradford.gov.uk/Content.aspx?mid=589 - Bradford SEND Local offer www.bradford.gov.uk/consultations

https://bso.bradford.gov.uk

Consultation Meetings

You can also share your views by attending a public consultation meeting. They are being held on the below dates:

- Either: Monday 9th December 2019 9.30-10.30am Room 104 Margaret McMillan Tower, Bradford, BD1 1NN.
- Or Wednesday 11th December 2019 5.30-6.30pm Margaret McMillan Tower, Bradford, BD1 1NN.
- Or Thursday 19th December 1.00pm-2.00pm at Keighley Library Annexe Spencer Street, Keighley, BD21 2BN.

The consultation closes on Thursday, 9th January 2020. All responses must be received by this date.

Many thanks

Intelligence & Sufficiency Service Education & Learning

7th Floor | Margaret McMillan Tower | Bradford | BD1 1NN City of Bradford Metropolitan District Council Department of Children's Services

f) Email from Alice Bentley, Ward Officer, Bradford Council

Date: 2nd December 2019

Subject: International Women's Day 2020

Dear all,

Here is some information about the International Women's Day event in Keighley next year:

International Women's Day Keighley 2020

Getting Ready! for a great event in Keighley

Partners have come together to begin planning for International Women's Day Keighley, which will take place on Saturday 7 March at the Airedale Shopping Centre.

The event will cover the International Women's Day 2020 campaign theme of: 'EachforEqual'



Let's create a gender equal world; We're all responsible for our own thoughts and actions; Challenge stereotypes; broaden perceptions; change situations; An equal world is an enabled world; So let's all be 'EachforEqual.

The March 2020 Event at the Airedale Shopping Centre will include speakers, activities, stalls, information, entertainment and much more.

If you would like to lend your support to the event by having a stall; providing an activity or would like to take part in the entertainment programme on the day please contact in the first instance:

Diane Law Community Development Worker; Highfield Community Association at diane@keighleyhca.org.uk

Kind regards Alice.

Alice Bentley
Ward Officer – Keighley West and Worth Valley

Appendix 4 – Draft Budget

Oxenhope Village Council Budget 2020-21 05/12/2019

05/12/2019	1		ı		I
Heading	Outturn 2018/19	Expenditure to date	Projected Outturn 2019/20	Draft Budget 2020/21	Comments
	£	£	£	£	
Expenditure					
Clerk's Salary (inc. Employer NI)	9,428	6,774	9,931	10,360	Assumes increase of one point on salary scale and 2% cost of living award
Village Warden	0	0	0	5,200	Either employee or contractor
Village Warden (equipment)	0	0	0	1,000	Contractor
Clerk's home working allowance	300	200	300	300	
Stationery and Printing	707	452	500	500	
Mobile Phone	100	74	118	160	
Postages	35	28	50	50	
Travel and Subsistence (Staff)	211	162	300	300	
Travel and Subsistence (Councillors)	178	0	0	0	
Internal and external audits	278	293	293	390	Likely to be higher cost for both internal and external audits
Subscriptions	858	733	873	900	Subscriptions to NALC, SLCC and Information Commission data controller fee
Room Hire	278	111	219	200	
Incurance	487	501	501	600	Three year insurance contract ends May 2020. May well be increased
Insurance					costs.
Training Marketing	149	60	300	100	Need to decide if a specific budget for marketing is needed
					maineding is needed
Outreach Christmas Lights	375 70	250	375 500	3,000	Additional funding for Christmas lights

Maintenance of Marsh Common	0	0	150	500	Need to decide if undertaking more work on Marsh Common. Does this need a separate budget line, or just part of maintenance of Village Council assets?
					Estimated cost based on 40
Varith Club	0.704	2.502	E E00	4 000	sessions per year @
Youth Club Neighbourhood	3,721	3,582	5,502	4,800	£120
Development					
Plan	158	415	415	200	
Website	645	797	900	800	
Contingency Fund	0	0	500	500	Need to decide on level of contingency fund
Community Initiative Fund	500	450	450	500	
Maintenance of Parish Council	4.550	0.000	0.000	4.000	Suggested increase as will be work required on
Assets Rose Garden -	1,552	2,326	3,000	4,000	Horseshoe Dam
Grant Expenditure	0	9,672	9,672	0	
Purchase - Land off Mallard View	181	639	5,506	0	
Allotments	831	104	904	1,000	
Defibrillators	107	3,224	3,224	800	Maintenance costs for four defibrillators
Skate park	0	0	0	1,000	Maybe look at funding for a survey to assess demand / feasibility study
Refurbishment					
of Leeming phone kiosk	0	0	0	500	Estimated cost for new glazing
Total Expenditure	21,149	30,874	44,510	38,360	
	,	23,0. 1	,	30,000	
Income	Income 2018/19	Income to date	Projected Outturn 2019/20	Draft Income Budget 2020/21	
HICOHIE	2010/13	uale	40 13/4U	ZUZU/Z I	Need to decide on
Transfer from Reserves	0	0	0		level of reserves at March 2021
Precept	27,405	30,480	30,480		Precept base is 1,026 (number of households). Precept of £30 (rate in 2019/20) would

(Expenditure less income)				33,420	including income from precept
Overall Budget					Budget before
Total Income	44,069	34,260	34,700	4,940	
Change in value of Prudential Investment	690	0	0	0	
Miscellaneous	116	684	684	0	
VAT refund	3,969	737	737	4,200	
Allotment rents	484	0	440	440	
Allotment Grant	338	337	337	300	
Rose Garden	9,842	696	696	0	
NDP Grant	0	0	0	0	
Council Support Grant	1,225	1,326	1,326	0	Bradford Council has stopped this grant in 2020/21
					give an income of £30,780

Bank Balances on 5th December 2019		
Community		
Account	£23,120	
Business		
Savings Account	£8,108	
Prudential		
Investment	£21,366	
Total		£52,594

Precept		
Calculations		
Forecast		
reserves		
31/03/20		£39,398
Budgeted		
expenditure		
2020/21		£33,420
Based on tax		
base of:	1,026	

Funded by precepts at:

Precept in 2019/20

£30	£30,780	Annual income from precept
Requires use of		
balances	£2,640	
Balances		
remaining at		
year end	£36,758	
	93%	Percentage of reserves 31/03/21 as against 31/03/20
	£0.00	No change in precept (in cash terms)
	0%	No change in precept (as a percentage)

£32	£32,832	Annual income from precept
Requires use of		
balances	£588	
Balances		
remaining at		
year end	£38,810	
	99%	Percentage of reserves 31/03/21 as against 31/03/20
	£2.00	Change in precept (in cash terms)
	7%	Change in precept (as a percentage)

£33	£33,858	Annual income from precept
Contribution to		
balances	-£438	
Balances		
remaining at		
year end	£39,836	
	101%	Percentage of reserves 31/03/21 as against 31/03/20
	£3.00	Change in precept (in cash terms)
	10%	Change in precept (as a percentage)

£34	£34,884	Annual income from precept	
Contribution to balances	-£1,464		
Balances remaining at	,		
year end	£40,862		
	104%	Percentage of reserves 31/03/21 as against 31/03/20	
	£4.00	Change in precept (in cash terms)	
	13%	Change in precept (as a percentage)	

£36	£36,936	Annual income from precept
Contribution to		
balances	-£3,516	

Balances remaining at year end	£42,914	
	109%	Percentage of reserves 31/03/21 as against 31/03/20
	£6.00	Change in precept (in cash terms)
	20%	Change in precept (as a percentage)

£38	£38,988	Annual income from precept	
Contribution to balances	-£5,568		
Balances remaining at			
year end	£44,966		
	114%	Percentage of reserves 31/03/2	1 as against 31/03/20
	£8.00	Change in precept (in cash term	is)
	27%	Change in precept (as a percen	tage)

£40	£41,040	Annual income from precept
Contribution to		
balance	-£7,620	
Balances		
remaining at		
year end	£47,018	
	119%	Percentage of reserves 31/03/21 as against 31/03/20
	£10.00	Change in precept (in cash terms)
	33%	Change in precept (as a percentage)



Oxenhope Parish Council 62 Marldon Road Northowram Halifax HX3 7BP



Business Banking

Barclays Leicester LE87 2BB

0345 605 2345* +44 247 684 2091*

01 November 2019

Our Ref: BBL/201911010412090.



M318B10FK0K

D319610CGUE Page 1 of 2 / 0021737 / 0043473

We're making changes to your business savings accounts

Instant access savings rates are reducing

We've recently reviewed our business savings products and we are reducing the interest rates on our instant access savings accounts.

From January 2020, the standard interest rates will be changing to:

Product	Balance	Current rate	New rate
Business Premium Account, Client	Less than £100k	0.2%	0.1%
Premium Account and Active Saver	Less than £1m	0.3%	0.2%
	More than £1m	0.4%	0.3%

Cheaper CHAPS and European payments

The fees for making a guaranteed same day electronic (CHAPS) payment and for making a European payment (SEPA) are reducing.

This means savings of up to £15 per transaction.

More information will be available from January 2020.

What happens next

You don't have to do anything - the changes above will happen automatically.

To learn more, please visit barclays.co.uk/priceplans

If you'd like to talk to us about anything in this letter, or to understand what these changes will mean for your business, please call our Business Banking team 0345 605 2345*, or +44 247 684 2091* from abroad.

Council Name: Oxenhope Parish Council

Date of application:

Award level applied for: Foundation Level

Appendix 6 – Local Council Award Scheme



The council confirms by resolution at a full council meeting on 11th December 2019 that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
Its standing orders and financial regulations	Yes	https://oxenhopeparishcouncil.gov.uk/about Please click on Policies & Procedures. Standing Orders reviewed and published May 2018 Financial Regulations reviewed and published May 2018
Its Code of Conduct and a link to councillors' registers of interests	Yes	https://oxenhopeparishcouncil.gov.uk/about Please click on Policies & Procedures. Code of Conduct, adopted and published July 2012 Registers of interest are here: https://oxenhopeparishcouncil.gov.uk/councillors
Its publication scheme	Yes	https://oxenhopeparishcouncil.gov.uk/about

Its last annual return	Yes	https://oxenhopeparishcouncil.gov.uk/about Please click on Finance. Annual Governance and Accountability Return (Part 2) 2018/19, authorised and published June 2019
Transparent information about council payments	Yes	https://oxenhopeparishcouncil.gov.uk/about/ Please click on Finance Bank Reconciliation 2018/19, authorised and published June 2019 Analysis of Variances 2018/19, authorised and published June 2019 Internal Audit report for 2018/19 authorised and published June 2019 Monthly agendas and minutes also include authorisation of expenditure and itemised payments made by the council.
A calendar of all meetings including the annual meeting of electors	Yes	The Parish Council publishes an annual schedule of meetings on its website: https://oxenhopeparishcouncil.gov.uk/minutes Schedule of meetings in 2019, published November 2018 and updated May 2019.
Minutes for at least one year of full council meetings and (if relevant) all committee and subcommittee meetings	Yes	https://oxenhopeparishcouncil.gov.uk/minutes
Current agendas	Yes	https://oxenhopeparishcouncil.gov.uk/parish-council-news
The budget and precept information for the current or next financial year	Yes	The 2019/20 budget is on the website. https://oxenhopeparishcouncil.gov.uk/about/ Please click on Finance

		The budget, expenditure to date, forecast and bank reconciliation are included on our agendas and in the minutes as well.
Its complaints procedure	Yes	https://oxenhopeparishcouncil.gov.uk/about Please click on Policies. Complaints Policy adopted and published March 2016.
Council contact details and councillor information in line with the Transparency Code	Yes	https://oxenhopeparishcouncil.gov.uk/councillors and https://oxenhopeparishcouncil.gov.uk/contact
Its action plan for the current year	Yes	The Action Plan is available here: https://oxenhopeparishcouncil.gov.uk/about
Evidence of consulting the community	Yes	Oxenhope Village Council has a history of consulting and engaging with the public. Examples include paper and online surveys as part of the development of the Neighbourhood Development Plan (NDP). A major consultation was undertaken on the Rose Garden, which has led to the Council setting up a Friends of the Rose Garden group and taking over the lease of the Garden from Bradford Council.
Publicity advertising council activities	Yes	Oxenhope Village Council runs, a website, which includes news post and social sharing functionality. We also write an article in the local parish magazine, which is published three times a year and delivered to all households in the area.

		We have also published printed leaflets, most recently about the NDP, which again were delivered to every household.
		We also occasionally post news and links to a village Facebook group at Oxenhope Online.
		The Village Council has a dedicated noticeboards within the village, which is uses to display activities and events in addition to agendas, minutes and statutory notices.
Evidence of participating in town and country planning	Yes	Planning is a standing item on our agendas. https://oxenhopeparishcouncil.gov.uk/news The principal authority also approved designation of a Neighbourhood Area in 2015. The Village Council appointed planning consultants and successfully applied for a Neighbourhood Planning grant. The draft Neighbourhood Development Plan is now undergoing Regulation 14 consultation.



OXENHOPE VILLAGE COUNCIL

PO Box 883 Halifax HX1 9TZ

Signed: Jauet Foster 6th December 2019 Janet Foster, Clerk to the Village Council 07972 717 058 clerk@oxenhopevillagecouncil.gov.uk

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
A risk management scheme	Yes	Risk management scheme adopted November 2019 https://oxenhopeparishcouncil.gov.uk/about/ Please click on Policies Financial Risk Assessment, adopted May 2018 https://oxenhopeparishcouncil.gov.uk/about/ Please click on Policies
A register of assets	Yes	https://oxenhopeparishcouncil.gov.uk/about/ Please click on Finance Asset Register 2018/9, authorised and published June 2019
Contracts for all members of staff	Yes	Not published for Data Protection reasons. A redacted copy of the Clerk's contract can be provided electronically. The Parish Council only has one employee.
up-to-date insurance policies that mitigate risks to public money	Yes	Copies of Employers' Liability Insurance and Public & Property Liability Insurance can be provided electronically. The Council has a Local Councils policy arranged by Came and Company and underwritten by AXA Insurance UK PLC. Copy of policy schedule can be provided electronically.
Disciplinary and grievance procedures	Yes	https://oxenhopeparishcouncil.gov.uk/about Please click on Policies. Disciplinary & Grievance Arrangements, reviewed and published September 2015
A policy for training new staff and	Yes	Training & Professional Development Policy approved November 2019.

rivara level applied for. I canaditon bever				
councillors				
A record of all training undertaken by staff and councillors in the last year	Yes	A record is kept but not currently published. A copy can be provided electronically.		
A clerk who has achieved 12 CPD points in the last year	Yes	Clerk undertakes regular training and will achieve 12 CPD points by the end of the year.		