

**MINUTES OF THE MONTHLY MEETING OF OXENHOPE VILLAGE COUNCIL
HELD ON WEDNESDAY 12TH APRIL 2023 AT THE METHODIST CHURCH, WEST
DRIVE, OXENHOPE, COMMENCING AT 7.30 PM**

Present: Cllr Ken Eastwood (Chair)
Cllr Kevin Allmond
Cllr Michelle Dawson
Mark Whitaker, Village Warden

In attendance: No members of the public

56/23 To receive apologies for absence given in advance of the meeting

Apologies for absence have been received from Cllrs Goulding, Harvie, Pawson and Pearce. Apologies have also been received from Worth Valley Ward Cllrs Brown, Herd and Poulsen as well as Ward Officer Alice Bentley and Deputy Ward Officer Sally Teasdale.

57/23 To consider the approval of reasons given for absence

The reasons for absence were approved.

58/23 Disclosures of Interest

None.

59/23 Applications for a Dispensation

None.

60/23 Minutes of Meetings (previously circulated to Members)

- a) The minutes of Oxenhope Village Council's monthly meeting held on 8th March 2023 were confirmed as a true and correct record.
- b) There were no matters arising from the minutes.
- c) The April Outstanding Issues Report was noted.

61/23 Public Question Time

None.

62/23 Guest Speakers

- a) Worth Valley Ward Councillors
None.
- b) Other guest speakers
None.

63/23 Safety Inspection Report

The reports for the Horseshoe Dam, Sculpture Trail and Rose Garden was noted.

64/23 Warden's Report

The Warden's Report was noted. The Clerk said an allotment holder had asked for the hedge on the side of the access road to be cut back. As the fence is on neighbouring property the Clerk was asked to contact the property owner.

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Part of a dry stonewall along the boundary of the park has collapsed. The Clerk was asked to make the Ward Officer aware.

**65/23 Correspondence
Resolved:**

- a) Email from YLCA about Household Waste Sites close to district borders. Noted.
- b) Email from YLCA about resolutions for Joint Annual Meeting of Councils and YLCA. Noted.
- c) Email between Clerk and Co-op about sale of vapes. Noted.
- d) Email and phone call from Bowling Club about access from Cross Lane for disabled members and greenkeeper. Councillors thought the Bowling Club should be given a key to allow access for the greenkeeper and disabled members. The Clerk was asked to write to Bradford Council Parks' Department.
- e) Email between Clerk and Yorkshire Water about Nab Water Lane. Noted. The Clerk was asked to add this to the outstanding issues report.

66/23 Climate Change (Standing agenda item)

The Clerk reported that Steve Thorpe has planted fruit trees and bushes in the Rose Garden. The Climate Action Group is planning a planting day in the Rose Garden, provisionally to take place on Sunday 30th April.

The Warden said he was looking into having a volunteer event at the Horseshoe Dam, provisionally on Monday 8th May.

**67/23 Financial Matters
Resolved:**

- a) To authorise the grant application from Calder Valley Search and Rescue.
- b) To authorise Steve Thorpe and Son to maintain the central beds in the Rose Garden, at an annual cost of £950.
- c) To authorise expenditure of £97.55 (plus VAT) by the Clerk for annual stationery order and a replacement shredder.
- d) To authorise the purchase of 15 floribunda roses for the Rose Garden, at a cost of £65 (including delivery).
- e) To authorise the following direct debits, standing orders and on-going payments in 2023/24: -

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Payee	Payment	Amount	Description
Clerk	Online	As agreed	Salary
Clerk	Standing Order	As agreed	Homeworking allowance
Clerk	Online	Up to £500	Expenses and mileage. Annual cost for stationery, back up service, poppy wreath and mileage
Warden	Online	As agreed	Salary
Warden	Online	Up to £500	Expenses and mileage
Live Drive	Direct Debit from Clerk's personal bank account	£6.99 per month	Back up service. Currently paid by Clerk and reclaimed. To be moved to business payment card
HP Instant Ink	Direct Debit	£9.99	Printer cartridges for printing up to 300 pages per month.
Three	Direct Debit	£6.30 per month	Clerk's mobile phone
Three	Direct Debit	£9.50 per month	Warden's mobile phone.
Digital Nomads	Invoiced	£500 plus VAT	Annual hosting of website (support and maintenance), domain name registration and emails (estimated amount)
Yorkshire Local Council Association	Invoiced	£746	Annual membership of Association
Society of Local Council Clerks	Invoiced	£200	Annual membership for Clerk (estimated amount)
Steve Thorpe and Son	Invoiced	£840	Rose Garden – grass cutting
Oxenhope Millennium Green	Invoiced	£2,000	Annual support grant (Year two of a five year agreement)
Oxenhope Methodist Church	Invoiced	£500	Room hire
Oxenhope P.C.C.	Invoiced	£375	Outreach magazine
Information Commissioner	Direct Debit	£35	Annual charge for data processing

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e) To authorise the following accounts for payment:

Payee	Payment method	Amount	Description
Oxenhope Methodist Church	Online	£67.50	Room hire January to March 2023
Amberol Ltd.	Online	£1,024.80	Two planters
Impress Printers (UK) Ltd.	Online	£200.00	Printing of six copies of NDP and Design Guidance
YLCA	Online	£746.00	Annual membership of the Yorkshire Local Councils Association
Oxenhope Millennium Green Trust	Online	£2,000	Annual support grant
HMRC	Online	£1,155.10	Q4 PAYE and Employer's NI
Janet Foster	Online	£64.39 £59.85 £124.24	Expenses Q4 2022/23 Mileage Q4 2022/23 Total

68/23 Trial Balance as at 31/03/23
Noted.

Heading	Budget	Spend to date	Provisional shortfall (-) / surplus (+)	Notes
Expenditure	£	£	£	
Salaries	19,800	22,026	-2,226	1
Village Warden (Equipment)	1,000	1,149	-149	
Clerk's home working allowance	300	200	100	
Stationery and Printing	500	211	289	
Mobile Phone	200	168	32	
Postages	320	361	-41	
Travel and Subsistence (Staff)	200	153	47	
Internal and external audits	500	385	115	
Subscriptions	950	914	36	
Room Hire	260	305	-45	
Insurance	545	545	0	
Training	400	0	400	
Marketing	500	0	500	
Outreach	400	250	150	
Christmas Lights	5,000	1,160	3,840	2
Youth Club	4,800	3,000	1,800	3
Neighbourhood Development Plan	500	118	382	

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Heading	Budget	Spend to date	Provisional shortfall (-) / surplus (+)	Notes
Expenditure	£	£	£	
Website	900	499	401	
Contingency Fund	500	347	153	
Community Initiative Fund	1,000	1,787	-787	
Maintenance of Village Council Assets	15,000	7,156	7,844	4
Toilets - Community Asset Transfer	5,000	0	5,000	5
Sculpture Trail	1,000	1,917	-917	
Allotments	500	346	154	
Book - Publishing and other costs	100	8	92	
Bank Charges	0	128	-128	
Defibrillators	500	2,453	-1,953	6
Summer Play Scheme	3,600	1,800	1,800	7
Section 137 Expenditure	0	0	0	
Millennium Green	0	2,025	-2,025	8
Climate Action Fund Expenditure	0	0	0	
Refurbishment of Leeming phone kiosk	500	0	500	
Total Expenditure	64,775	50,011	14,764	
Income	Budget	Income to date	Year end Shortfall (-) / Surplus (+)	
Reduction In reserves	25,570	0	-25,570	9
Precept	36,645	36,645	0	
Allotment Grant	310	313	3	
Allotment rents	450	464	14	
Book Sales	0	301	301	
VAT refund	1,800	2,538	738	
Total Income	64,775	40,262	-24,513	
Surplus (+) / Deficit (-)			-9,749	9

Notes:

1. Increased salary costs due to national pay award being higher than budgeted and pension contributions.
2. Saving on Christmas light expenditure as no new motifs have been purchased.
3. Underspend as only been invoiced for Youth Club sessions up to 31.03.22.
4. Savings as no spend on shelter at Marsh Common.

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5. Underspend as Community Asset Transfer still not agreed.
6. Additional expenditure to install “dummy” lamppost and new cabinet.
7. Budget for was six sessions but only three sessions booked.
8. Expenditure agreed after budget was set.
9. Budget was based on using £25,570 from reserves, but actual reduction in reserves was £9,749.

69/22 Bank Reconciliation

Balance per bank statements as at	31/03/23	
Unity Trust - Current Account		£23,767.16
Unity Trust - Instant Access Account		£0.00
		£23,767.16
		<hr/>
Net balances:		£23,767.16
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CASH BOOK

Opening Balance 1 April 2022		£37,054.46
Add: Receipts in the year		£40,261.92
Less: Payments in the year (incl. VAT)		-£53,549.22
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Closing balance per cash book:		£23,767.16
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70/23 Minor items and items for next agenda

None.

71/23 Date and time of next meeting

The next meeting will be held in the Methodist Church on West Drive on Wednesday 17th May 2023 starting at 7.30 p.m.

72/23 Exclusion of the Press and Public

Resolved:

That members of the press and public be excluded from the meeting under the provisions of The Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of an item of a confidential nature.

73/23 Staffing Matters

Cllr Eastwood reported that the staffing committee recommended that the Clerk and Warden salaries be increased by one Spinal Column Point.

Resolved:

To authorise the recommendations of the staffing committee meeting.

Cllr Eastwood thanked Cllr Dawson, who is standing down as a Councillor, for her contribution to the Village Council.

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The meeting closed at 7.45 p.m.

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