



# **OXENHOPE VILLAGE COUNCIL**

PO Box 883  
Halifax  
HX1 9TZ

Signed: *Janet Foster* 9<sup>th</sup> June 2023

Clerk to the Village Council  
07972 717058

[clerk@oxenhopevillagecouncil.gov.uk](mailto:clerk@oxenhopevillagecouncil.gov.uk)

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**You are summoned to attend the monthly meeting of Oxenhope Village Council to be held at 7.30 p.m. on Wednesday 14<sup>th</sup> June 2023 at the Methodist Church, West Drive, Oxenhope BD22 9LJ**

## **AGENDA**

- 93/23 To receive apologies for absence given in advance of the meeting**  
To note any apologies offered.
- 94/23 To consider the approval of reasons given for absence**  
To consider approval of absence.
- 95/23 Disclosures of Interest**  
To receive disclosures of pecuniary and other interests from members on matters to be considered at the meeting.
- 96/23 Applications for a Dispensation**  
To grant, or otherwise, the applications for dispensation as received by the Clerk.
- 97/23 Minutes of Meetings (previously circulated to Members)**
- To confirm the minutes of the Village Council's annual meeting held on 17<sup>th</sup> May 2023 as true and correct records.
  - To discuss any matters arising from the minutes.
  - To receive information on the June Outstanding Issues Report (Appendix 1) and decide further action where necessary.
- 98/23 Public Question Time**  
To welcome members of the public and to receive their representations.
- 99/23 Guest Speakers**
- Worth Valley Ward Councillors
  - Other guest speakers
- 100/23 Planning Applications**  
To consider and decide upon the following planning applications:
- 23/01900/HOU** Formation of attached annexe within existing garage, lifting of flat roof, alteration to lean to roof to west, infill extension and rear dormer window at 8 Crossfield Road, Oxenhope BD22 9SD.
  - 23/01380/FUL** Construction of 3 detached dwellings at land (402606 435016) West Shaw Lane, Oxenhope.

- c) **23/00841/FUL** Retrospective planning application for the installation of a Mecana solids capture unit with a 3-sided steel framed wood clad screen and a new 2m high engineered stone wall along the frontage of the extension area at Oxenhope Wastewater Treatment Works, Keighley Road Oxenhope.

**101/23 Safety Inspection Reports (Appendix 2)**

To note the Safety Inspection Reports for the allotments, Rose Garden and Marsh Common.

**102/23 Village Warden's Report (Appendix 3)**

To note the Warden's Report and decide on options for tree at bottom of Mallard View.

**103/23 Correspondence (Appendix 4)**

To consider and decide upon the following new correspondence:

- a) Email from Rural Services Network (RSN) about RSN Community Service.
- b) Email from Karen Lewis, Cultural Programmes and Grants Officer, Bradford Council about LiT 2023 Festival.
- c) Email from WHP Telecoms Ltd about wind turbines consultation.

**104/23 Village Council ID Badges**

To consider the provision of ID badges and lanyards for Councillors, the Clerk and Village Warden to be used in public meetings, civic events and the village fete etc. To authorise or otherwise related expenditure estimated at £185 (plus VAT). Exemplary of ID badge is in Appendix 5.

**105/23 Climate Change (Standing agenda item)**

To review plans and actions in relation to climate change.

**106/23 Financial Matters**

- a) To note the internal audit report for 2022/23 and list of audit checks undertaken (Appendix 6).
- b) To note the Annual Internal Audit Report part of the Annual Governance and Accountability Return (AGAR) for 2022/23 (Appendix 7).
- c) To review the effectiveness of internal controls and authorise, or otherwise, the Chair and Responsible Finance Officer to sign Section 1 Annual Governance Statement 2022/23 of the AGAR (Appendix 8).
- d) To consider and approve, or otherwise, Section 2 Accounting Statements 2022/23 of the AGAR, authorise the accounts for the year ending 31<sup>st</sup> March 2023 and authorise the Chair and Responsible Finance Officer to sign the 2022/23 return (Appendix 9).

- e) To note the payment to Zurich Insurance needed to be made before the start of the insurance policy (01/06/23) and the payment of £460.24 approved at the May Village Council meeting has been made.
- f) To authorise, or otherwise, expenditure of up to £500 to advertise the Clerk vacancy.
- g) To authorise, or otherwise, the following accounts for payment: -

<b>Payee</b>	<b>Cheque No. / Online</b>	<b>Amount</b>	<b>Description</b>
Steve Thorpe and sons Ltd	Online	<b>£72.00</b>	Rose Garden grass cutting in March
Bradford MDC	Online	<b>£5,304.00</b>	Youth Club 34 sessions @ £130 in 2022/23 (plus VAT)
Digital Nomads	Online	<b>£556.67</b>	Annual charge for emails plus hosting, support and maintenance
Mark Whitaker	Online	<b>£68.15</b>	Expenses – wood for allotment gate and petrol for brushcutter
D. Holmes	Online	<b>£110.00</b>	Fencing Marsh Common

**107/23 Minor items and items for next agenda**

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

**108/23 Date and time of next meeting**

The next meeting will be held in the Methodist Church on West Drive on Wednesday 12<sup>th</sup> July 2023 starting at 7.30 p.m.

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

## Appendix 1 – June 2023 outstanding issues report

<b>Subject</b>	<b>Issues</b>	<b>Responsibility</b>	<b>Date last actioned</b>	<b>Outcome/ Notes/further action required</b>
Toilet buildings on Recreation Ground	To investigate possibility of a Community Asset Transfer (CAT)	Clerk	28/05/23	Informed by Cllr Poulsen that Bradford Council have approved the disposal route. Ward Councillors will be consulted and a deeds check undertaken to ensure there are no legal issues.
Fencing	External fencing at Marsh Common	Cllr Goulding	May 2023	Proposal to address various issues at Marsh Common discussed. Financial authorisation agreed 08/06/22. New gate installed October 2022. Fencing installed.
West Shaw Lane	Request to review and reduce the speed limit	Clerk	October 2022	Cllr Herd has met with Bradford Highways. Proposed speed reduction to be discussed at Keighley Area Committee.
Electric vehicles	Installation of charging points	Cllrs Eastwood and Goulding	12/01/22	Proposal to be brought to a future meeting.
Natural burial ground	To investigate the possibility of establishing a natural burial ground	Cllr Goulding	12/01/22	Cllr Goulding to contact the Natural Death Centre to obtain further information.
Cemetery at junction of Denholme Road and Jew Lane	Concern about maintenance and safety	Cllrs Eastwood and Clerk	23/07/22	Work undertaken summer 2022.
Community Preparedness	Leaflet to be drawn up	Cllrs Allmond and Harvie	09/11/22	
Yorkshire Water	Issues with water supply in Marsh during power cuts	Clerk	31/01/23	Letter sent. No reply to date
Yorkshire Water	Replacement of fencing and gate on Nab Water Lane	Clerk	May 2023	Letter sent 20/02/23. Email received 21/03/23 saying passed to relevant department who will look into the issue and resolve where possible. Alice Bentley, Ward Officer, is setting up a meeting with Yorkshire Water. A representative from the Village Council will be invited to attend.

## Appendix 2 – Safety Inspection Reports

### Allotments Safety Inspection Report

**Name:** Kevin Allmond  
**Weather:** Warm and sunny

**Date:** 29/05/23  
**Time:** 16:00

	Seen	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?	X	
<b>Plots – Monthly Basis</b>		
Any hazards e.g. broken glass, containers of chemicals?	X	
<b>Access track - Monthly Basis</b>		
Any defects e.g. pot holes, glass etc?	X	
Any unauthorised vehicular use?	X	
Any dog fouling visible on or within close proximity of access track?	X	
Pedestrian swing gate working as it should?	X	
Field gate intact?	X	
Any vegetation need removing and/or cutting well back?	X	
<b>Trees – Monthly Basis</b>		
Any overhanging branches need removing?	X	
<b>Fires – Monthly Basis</b>		
Any burning of garden refuse under control and not causing a nuisance to neighbouring properties?	X	
<b>Boundary walls – Monthly Basis</b>		
Any defects?	√	
<b>Fencing – Monthly Basis</b>		
Any defects?	X	Fence collapsed on allotment 1a

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

## Rose Garden Monthly Safety Inspection Report

**Name:** Ken Eastwood

**Date:** 30 May 2023

Description	Yes (Y) /No (N)	Comments
Entrances – Are all entrances safe to use?	N	Threshold at bottom of slope with junction of main path is worn and a potential trip hazard.
Boundary Walls – Any defects?	N	
Footpaths – Any defects?	N	Two small areas on West Drive side path would benefit from patching. Tree root damage near Welcome sign has worsened. Tarmac is badly cracked, possibly worsened by frost and ice.
Seating – All benches secured to the ground?	Y	
Seating - Any defects which may cause personal injury?	N	
Litter bins – All bins secured to the ground?	Y	
Litter bins – All have bin liners?	Y	
Litter bins – None overflowing?	N	
Noticeboards – are both noticeboards secure?	Y	
Noticeboards – does any information need updating or removed?	Y	Information on Village Council, District Council and the Police needed (contact details etc.)
Electrical – Are all Christmas lights securely fixed in trees?	Y	
Electrical – Is electrical box locked and secure?	Y	
Trees – Do all trees look healthy?	Y	
Trees – Are there any branches that need trimming?	N	
Planting – Any damage to plants?	N	
General - Any dog fouling visible in Garden?	N	
Any other concerns or issues out the Rose Garden to raise with Village Council?	N	

**I certify that I inspected the Rose Garden on the above date when the only defects observed**

**were those recorded above.** *Ken Eastwood*

**OXENHOPE VILLAGE COUNCIL**

**Marsh Common Safety Monthly Inspection Report**

**Name:**  
**Weather**

**Date**  
**Time**

	Yes / No	Comment if necessary
<b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b>	Y	
Water free flowing?	Y	
Free of debris?	Y	
Any defects in footpath e.g. pot holes, glass etc?	N	
Any unauthorised vehicular use e.g. off road motor bikes etc?	N	
Any dog fouling visible on or within close proximity of footpath?	N	
Any defects in the seating which may cause personal injury?	N	
Is the seating adequately secured to the ground?	Y	
Does the kissing gate working as it should?	Y	
Are the padlock and chain on the field gate intact?	Y	
Is the padlock on the palisade fencing gate in full working order?	Y	
Any vegetation need removing and/or cutting well back?	N	
Any overhanging branches need removing?	N	
Any defects in the fencing or boundary walls?	Y	ONGOING

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

**Inspector's Signature *Robert Goulding***

### Appendix 3 – Village Warden Report

I have undertaken the following tasks in May:

- Check and record the status of the 5 AED's under OVC care. AED at Community Centre checked after mobilisation notice received.
- Litter picked Recreation ground Inc. play area, Community Centre car park, Cat steps, Hebden Bridge Rd, Station Rd, Heights Lane, Mallard View play area and Hill House Lane
- Horseshoe Dam: Facilitated the volunteer meet to remove some of the Bulrushes as part of the Coronation Big Help Out. I would like to thank the volunteers who gave up their time on a Bank Holiday to help out with this task.

I have started to remove and bash the Himalayan Balsam before flowering takes place. This will be an ongoing task for a long time, however this year I've allowed some vegetation to grow a bit taller in an attempt to suppress the Balsam from overtaking the dam area.

- Rose Garden: Removed Mares tail which has pushed up through weed barrier in fruit bush area (adjacent to Hebden Bridge Rd). Cemented top stone on wall at the top entrance. Chased up quote for work to be carried out to improve pathway surface. The three middle flower beds have also been tended to by Steve Thorpe.
- Millennium Green: Cut back foliage of overhanging trees on Station Road. Reported missing litter bin adjacent to Mill Lane entrance which has now been replaced by Bradford Council. Hopefully work on improving access and surfaces to the Green will commence in June and be completed before the Fete
- Marsh Common: Fencing works (replacing rotted timber posts) now completed. All the agreed work has now been finished. Cut back vegetation around main bench
- Allotments: Purchased and installed timber entrance gate to plots 1a and 1b
- Recreation Park: Reported damage to newly planted Quince tree adjacent to the School Playground and replaced the stake. Also reported broken barrier post adjacent to allotment entrance to Bradford Council
- Hill House Lane: bashed some Himalayan Balsam, this area will require further attention to slow down the spread of this invasive plant



- Cleared ivy from the wooden bridge over Leeming Water at Lowertown and removed from site
- Chased up water leak on Station Rd adjacent to Waterside and Lowertown opposite Beatrice Street
- The Bradford Council Environmental Task Force Team have cleared further vegetation from the verge on parts of Yate Lane. The team has now ceased but I hope every one in the Village can appreciate the improvements the team have made over the last few months
- Meeting with resident about tree growing on Oxenhope Village Council land at bottom of Mallard View. Options are to either cut back or cut down the tree as it is getting too large for the site. Professional advice will be sort.

## Appendix 4 – New Correspondence

### a) Email from Rural Services Network (RSN)

Date: 23<sup>rd</sup> May 2023

Subject: RSN Community Service

Dear Ken,

You have dropped us through a note online saying could your Council receive the RSN Community Service as previously. Your council were getting this community service free of charge when Bradford Metropolitan Council were principal member Councils in the RSN. Unfortunately, because Bradford have resigned from the Rural Services Network, due to cost cuts, your free services have had to cease. We apologise for that but ultimately as an organisation we are dependent I'm afraid on subscriptions support to stay operational.

There are a couple of options available to your Parish:-

- To pay for restoration of the Community Service yourselves, as a Council at £40 a year until next April. ( The 12month annual charge would be £50 per annum)
- To become a member of the newly forming Rural Village Services Group <https://www.rsonline.org.uk/page/rural-village-services-group> . You receive as a member of this group a fuller service than in the community group <https://rsonline.org.uk/images/rural-village-group/services.pdf>

The good news is that currently there is a **free** 10 -month introductory offer of the village service group which means that if you wished you could have immediate free service for that group until April 2024 starting when you would tell us that is what you want . You tell us next April whether you want to stay as a subscribing member ( £70 a year) or to transfer to the Community service at £50 per year or to cease any service at that time. You choose what you want at that stage, and we make it very clear there is no continuing obligation on the council created by taking this free offer..

I hope you will at least tell us you at least want the current 10-month free service.

We look forward to hearing from you.

Kindest regards,

David

**David Inman**

**Director**

**[Rural Services Network](#)**

**b) Email from Karen Lewis, Cultural Programmes and Grants Officer, Bradford Council**

**Date: 23<sup>rd</sup> May 2023**

**Subject: LiT 2023 Festival**

Dear All,

We are pleased to announce some funding available for BD is LIT Festival, please do take a look and please share with your networks.

### **Bradford is: LiT 2023 Festival**

This is a second call-out for the 2023 Award for the hugely popular light themed events taking place in Bradford and the district over October & November 2023. We want to light up the District and BD is: Lit returns in 2023 working in partnership with The Leap, Bradford Council, Bradford 2025 and The National Science and Media Museum.

Communities, artists and visionaries - we want you to realise our ambition together to light up places, explore unusual spaces and uncover the beauty of the district after dark.

For more information please visit:

<https://www.the-leap.org.uk/programmes-1/bdislitfestival/2023>

Application form link

<https://www.surveymonkey.co.uk/r/QTS5Y2R>

Criteria

<https://www.the-leap.org.uk/s/BD-is-LiT-2023-Criteria-2nd-Call-out.docx>

**Karen Lewis**  
**Cultural Programmes & Grants Officer**  
**Sport & Culture**

**c) Email from WHP Telecoms Ltd.**  
**Date: 31<sup>st</sup> May 2023**  
**Subject: Windturbines consultation**

Dear Sir/Madam,

Please find attached the pre-consultation letter and associated drawings for the following site:

Cornerstone 11264906

**Kind Regards,**

**Shell Kelly**  
**WHP Telecoms Ltd**

Our Ref: Cornerstone 11264906

31<sup>st</sup> May 2023

FAO The Village Clerk  
Oxenhope Village Council  
PO Box 883  
Halifax  
HX1 9TZ

Dear Sir/Madam,

**PROPOSED WIND TURBINE INSTALLATION UPGRADE AT CORNERSTONE 11264906, WIND TURBINE, NAYLOR HILL QUARRY, BLACK MOOR ROAD, HAWORTH, WEST YORKSHIRE, BD22 9SU, NGR: E: 403952 N: 436563.**

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing suitable sites in the Haworth area to improve service provision and have identified this site as suitable for an equipment upgrade for Cornerstone.

The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone are committed to consultation with communities on our mobile telecommunications proposals and as such would encourage you to respond.

As part of Cornerstones network improvement program, there is a specific requirement for a wind turbine upgrade at this location to provide improved technical provisions, greater capacity and coverage in the area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site: -

Our technical network requirement is as follows:

- Cornerstone 11264906 (Cornerstone) at Wind Turbine.
- There is a specific requirement for a wind turbine upgrade at this location to provide improved technical provisions, greater capacity and coverage in the area.

A number of options have been assessed in respect of the site search process and we consider the best solution is as follows:

- Wind Turbine, Naylor Hill Quarry, Black Moor Road, Haworth, West Yorkshire, BD22 9SU, NGR: E: 403952 N: 436563.
- Proposed upgrade to the existing 31.0m High Wind Turbine. Existing 2No. Antennas to be removed and replaced with proposed 2No. Antennas. Proposed 1No. 600ø Dish, 2No. 300ø Dishes, 1No. GPs Module to be installed and associated ancillary works. Existing 1No. 300ø Dish to be relocated. Existing Equipment Cabin to be upgraded internally. For full details please refer to the enclosed drawings.

The Local Planning Authority mast register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14-day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments.



We look forward to receiving any comments you may have on the proposal.

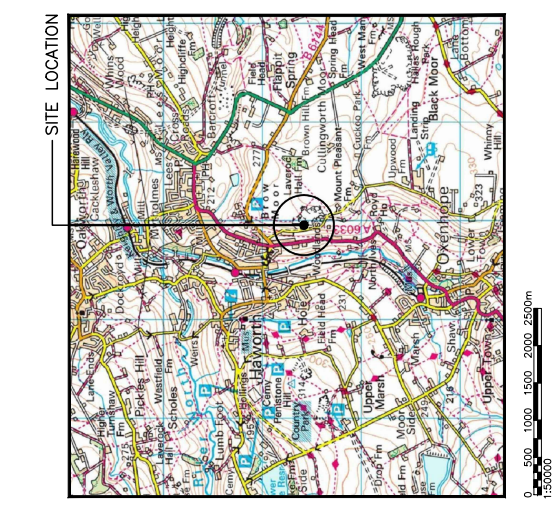
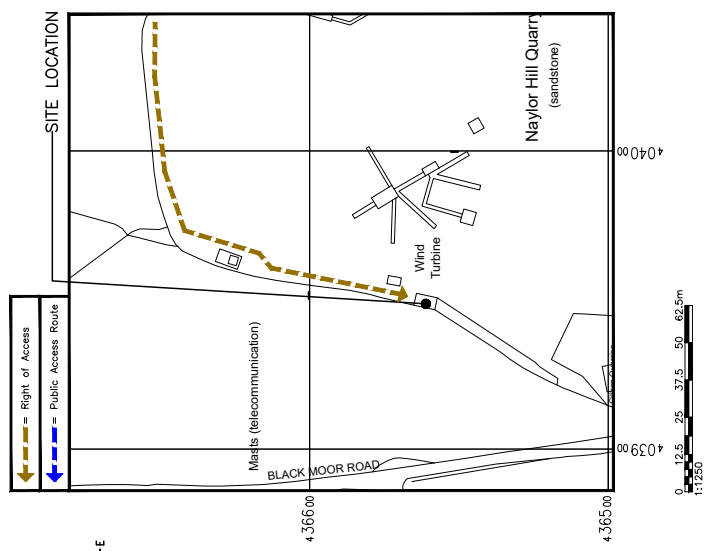
Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number Cornerstone 11264906).

**Yours faithfully,**

Shell Kelly  
[s.kelly@whptelecoms.com](mailto:s.kelly@whptelecoms.com)

(for and on behalf of Cornerstone)

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE	
N.G.R. E: 403952	N: 435653
DIRECTIONS: FROM BRADFORD CITY CENTER HEAD NORTHWEST ON WESTGATE/A6181 TOWARD RAWSON ROAD. CONTINUE TO THE 2ND EXIT ONTO WHITE ABBEY, TAKE THE 2ND EXIT ONTO WHITE ABBEY/ RD/B6144. CONTINUE TO FOLLOW B6144. TURN RIGHT ONTO TOLLER LN/B6144. TURN LEFT ONTO HILL QUARRY ROAD. CONTINUE TO FOLLOW B6144. GO THROUGH 2 ROUNDABOUTS. TURN LEFT ONTO BLACK MOOR ROAD AND THE SITE IS LOCATED ON THE LEFT.	
NOTES:	
REV	DATE
A	23.05.23
MODIFICATION BY CH	
VIA 90	
WMP Telecoms Ltd Energy Court 407 Faraday Street, Birchwood Park Warrington, WA9 5BA Tel: 01925 424100 Fax: 01925 424101 e-mail: info@wmp.com	
	
	
Cell Name	WIND TURBINE
Cell ID No	33032
Cell ID No	016098
Cell ID No	N/A
Site Address / Contact Details NAYLOR HILL QUARRY BLACK MOOR ROAD HAWORTH WEST YORKSHIRE BD22 5SU	
Drawing Title	SITE LOCATION MAPS
Approval Status	PLANNING
Planning Number	100
Surveyed By	CB
Original Scale	A3
Checked By	AS
Checked Date	23.05.23
Checked By	RD
Checked Date	23.05.23

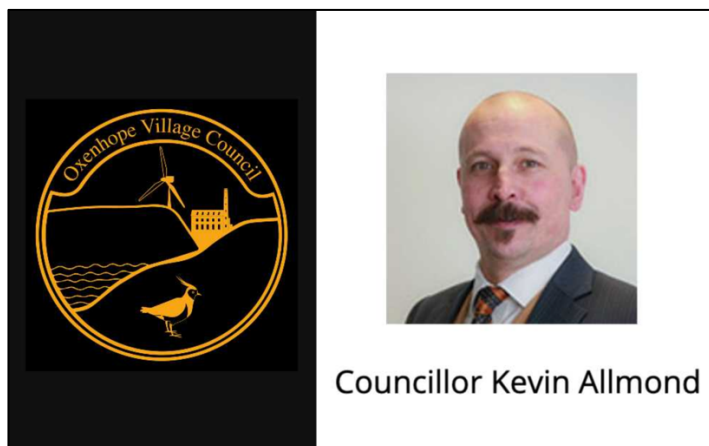






**SITE PHOTOGRAPH**

The drawings comply with WMO2 & VF Non-Standard (NIRP) guidelines. Designed in accordance with Cornerstone documents: SDN008 & SDN009.

## Appendix 5 – ID Badge Example

Possible design and supply options: -



	Item	Quantity	Price
<b>Card Template</b> Label: OVC v2		1	£10.00
<b>Clear Fully Enclosed Rigid Cardholder</b>		1	£2.20
<b>Breakaway Lanyard Plain Colour</b> Colour: black		1	£1.60
<b>Holographic Overlay</b>		1	£3.99
<b>Subtotal</b>			<b>£17.79</b>
<b>Shipping</b> UK - Priority (next working day tracked*)			£5.99
<b>VAT (20%)</b>			£4.76
<b>Total</b>			<b>£28.54</b>

(From <https://www.photoidcardpeople.com>)



## Appendix 6 – Internal Audit Report and checklist 2022/23



Town Parish Audit  
admin@townparishaudit.co.uk  
www.townparishaudit.co.uk  
9 Butlers Wharf, Hebden  
Bridge, HX7 8AF  
07975 522812

### YEAR-END AUDIT REPORT 2022-23

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The Clerk  
**Oxenhope Village Council**  
clerk@oxenhopevillagecouncil.gov.uk

18 May 2023

Dear Janet Foster

#### **Internal Audit of the Accounts for Financial Year ending 31 March 2023**

I am pleased to inform you that the internal audit of **Oxenhope Village Council** is complete. There are no significant issues to report.

The tests and checks as per attached checklist were carried out.

#### **Cashbook and bank reconciliation**

The cashbook and bank reconciliation statement were agreed to the 31 of March 2023.

#### **VAT claim**

The VAT claim for the year had been carried out in an appropriate manner.

#### **Budget**

The compilation of the Council's budget for the year was reviewed and I can confirm that it has been properly compiled and effectively underpins the precept demand. I can also confirm that progress against the budget was monitored on a regular basis.

#### **Minutes**

The Council's minutes were reviewed. Samples provided were signed and paginated.

#### **Insurance**

Insurance cover is in place and is adequate for the major liabilities faced by the council.

#### **Internal Controls**

I confirm that I have carried out appropriate tests and checks on the accounts and internal controls as detailed on the accompanying Independent Internal Audit check list and found them to be satisfactory.

#### **Annual Governance and Accountability Return 2022-2023**

I checked the figures in section 2 of the return and found them to be correct and ready for submission to the external auditor.

FOR INFORMATION

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**Box F** As there was no evidence of the use of petty cash this has been entered as "not covered".

**Box K** As the authority had a limited assurance review of its 2021-22 AGAR this has been entered as "not covered"


**Box L** As the authority had an annual turnover exceeding £25,000 this has been entered as "not covered"

ISSUES TO NOTE

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I can confirm that all original and additional information requested was provided in an efficient, detailed and timely manner.

Yours sincerely



Joachim Coneys



Town Parish Audit  
 admin@townparishaudit.co.uk  
 www.townparishaudit.co.uk  
 9 Butlers Wharf, Hebden Bridge, HX7 8AF  
 07975 522812

## YEAR-END AUDIT CHECKLIST 2022-23

Name of Council	Oxenhope Village Council	Name of Clerk:	Janet Foster
No. of councillors	8 Councillors	Name of RFO (if different)	
Quorum	3 Councillors	Precept	£36,645

### 1. BOOK KEEPING

1.			
1.1. Ledger maintained and up to date?	Yes		
1.2. Arithmetic correct?	Yes		
1.3. Evidence of Internal Control?	Yes		
1.4. VAT evidence, recording and reclaimed?	Yes		
1.5. Payments in ledger supported by invoices, authorised and minuted? (see schedule)	Yes		
1.6. S137 separately recorded and within limits?	Yes		
1.7. S137 expenditure of direct benefit to electorate?	Yes		
1.8. Does your council operate on a payments and receipts or income and expenditure basis?			Payment and receipts

### 2. DUE PROCESS

2.			
2.1. Standing Orders adopted since 2013?	Yes		Adopted November 2020
2.2. Standing Orders last reviewed?			November 2020
2.3. Financial Regulations adopted?	Yes		
2.4. FRs properly tailored to council?	Yes		Updated August 2020
2.5. Equal Opportunities policy adopted?	Yes		<u>2015</u>
2.6. Adequate internal controls for payments?	Yes		Payment controls detailed in Financial Regulations
2.7. Agendas signed, informative and displayed with 3 clear days' notice?	Yes		Signed agendas posted on website and noticeboard with 3 clear days' notice
2.8. Purchase orders raised for all expenditure?			Purchase orders not used, but expenditure authorised at meetings prior to taking place.
2.9. Purchasing authority defined in FRs?	Yes		
2.10. Legal powers identified in minutes and/or cashbook?	Yes		
2.11. Committee terms of reference exist and have been reviewed?			Not evidenced. Currently only one committee – Friends of the Rose Garden. Committee has not met this financial year

### 3. RISK MANAGEMENT

3.		
3.1. Does scan of minutes reveal any unusual activity?		No
3.2. Annual risk assessment carried out?	Yes	
3.3. Insurance cover appropriate and adequate?	Yes	
3.4. Evidence of annual insurance review?	Yes	
3.5. Internal financial controls documented and evidenced?	Yes	
3.6. Minutes initialled, each page identified and overall signed?	Yes	
3.7. Regular reporting and minuting of bank balance?	Yes	
3.8. S137 expenditure minuted?	Yes	

### 4. BUDGET

4.		
4.1. Annual budget to support precept?	Yes	
4.2. Has budget been discussed and adopted by council?	Yes	
4.3. Any reserves earmarked?		Not evidenced
4.4. Any unexplained variances from budget?		No
4.5. Precept demand correctly minuted?	Yes	

### 5. PAYROLL - CLERK AND OTHER EMPLOYEES

5.		
5.1. Contract of employment?	Yes	
5.2. Tax code issued / contracted out?	Yes	Gov Basic Pay Tools software
5.3. PAYE / NI/RTI evidence?	Yes	
5.4. Has council approved salary paid?	Yes	
5.5. Other payments reasonable and approved by council?	Yes	
5.6. Wage slips and P60 evidence?	Yes	

### 6. PAYROLL - OTHER

6.		
6.1. Does council have public liability cover?	Yes	Yes as part of insurance cover
6.2. Minimum wage/National Living Wage paid?	Yes	
6.3. Pension obligations met?	Yes	
6.4. Complaints procedure in place?	Yes	

## 7. ASSET CONTROL

7.		
7.1. Does council keep a register of all material assets owned?	Yes	
7.2. Is asset register up to date?	Yes	31/03/23
7.3. Value of individual assets included?	Yes	
7.4. Inspected for risk and up to date inspection records exist	Yes	
7.5. Record of deeds, articles and land register references available?	Yes	

## 8. BANK RECONCILIATIONS

8.		
8.1. Is there a bank reconciliation for each account?	Yes	
8.2. Reconciliation carried out on receipt of statement?	Yes	Monthly reconciliation undertaken
8.3. Any unexplained balancing entries in any reconciliation?	No	

## 9. MISCELLANEOUS

9.		
9.1. Have points raised at the last audit been addressed?	Yes	
9.2. Has the council adopted a Code of Conduct since July 2012?	Yes	
9.3. Is eligibility for General Power of Competence properly evidenced?		N/A
9.4. Are all electronic files backed up?	Yes	
9.5. Do arrangements for public inspection of council's records exist?	Yes	
9.6. Is the Council compliant with the Transparency Code for Smaller/Larger Authorities? (Depending on gross income/expenditure)		N/A
9.7. Is the Council responsible for any trust funds?	No	

# Appendix 7 – AGAR Annual Internal Audit Report

## Annual Internal Audit Report 2022/23

Oxenhope Village Council

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/05/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

Joachim Coneys TPA INTERNAL AUDITOR

Signature of person who carried out the internal audit

*Joachim Coneys*

PHOTOGRAPH REQUIRED

Date

24/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Appendix 8 – AGAR Section 1 Annual Governance Statement 2022/23

### Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Oxenhope Village Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			"Yes" means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

<https://oxenhopevillagecouncil.gov.uk/>

## Appendix 9 – AGAR Section 2 Accounting Statements for 2022/23

### Section 2 – Accounting Statements 2022/23 for

Oxenhope Village Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	26,305	37,054	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	35,875	36,645	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,806	3,617	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	16,204	22,025	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	20,728	31,524	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	37,054	23,767	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	37,054	23,767	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	76,189	81,319	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved