



# **OXENHOPE PARISH COUNCIL**

Signed: *Janet Foster* 8<sup>th</sup> February 2019  
Mrs Janet Foster, Clerk to the Parish Council  
Tel No.: 07972 717058  
E-mail: [clerk@oxenhopeparishcouncil.gov.uk](mailto:clerk@oxenhopeparishcouncil.gov.uk)

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**You are summoned to attend the monthly meeting of Oxenhope Parish Council to be held at 7.30 p.m. on Wednesday 13<sup>th</sup> February 2019 at Oxenhope Methodist Church**

## **AGENDA**

### **16/19 Apologies**

To note any apologies offered and approve reasons for absence.

### **17/19 Disclosures of Interest**

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

### **18/19 Applications for a Dispensation**

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

### **19/19 Minutes of Meetings (previously circulated to Members)**

- a) To confirm the minutes of the Parish Council's monthly meeting held on 9<sup>th</sup> January 2019 as a true and correct record.
- b) To discuss any matters arising from the minutes.
- c) To receive information on the February Outstanding Issues Report (Appendix 1) and decide further action where necessary.

### **20/19 Public Question Time**

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

### **21/19 Guest Speakers**

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

### **22/19 Planning**

To consider and decide upon the following planning applications: -

- a) **19/00116/HOU** Single storey rear extension with garage conversion and rear dormer window at 18A Gledhow Drive, Oxenhope BD22 9SA.
- b) **19/00368/CLP** Single storey rear extension at 18 Waterside, Oxenhope BD22 9HW.
- c) **19/00450/FUL** Construction of two agricultural buildings at Upper Yate Farm, Yate Lane, Oxenhope BD22 9HL.

- d) **19/00446/FUL** Construction of new access track at former New Westfield Farm, Moorside Lane, Oxenhope BD22 9RH.
- e) **17/06489/MAF** Submission of details required by condition 15 (window/door details) of planning permission 17/06489/MAF at Brooks Meeting Mill, West Shaw Lane, Oxenhope BD22 9QS.

**23/19 Safety Inspection Reports for the Allotments and Marsh Common (Appendix 2)**

To note the reports for the Allotments and Marsh Common.

**24/19 Draft Minutes from Allotment Holders Open Forum meeting (Appendix 3)**

To note the draft minutes from the Allotment Holders Open Forum meeting on 9<sup>th</sup> January 2019.

**25/19 Correspondence (Appendix 4)**

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

- a) Minutes of the Liaison Meeting held on 16<sup>th</sup> January 2019.
- b) Email from Commercial Manager at KWVR about the café at Oxenhope Railway station.
- c) Email from Dawn Lowe, Lord Mayor's Office, Bradford Council inviting Councillors to Civic Service of Thanksgiving on 21<sup>st</sup> March 2019.

**26/19 Neighbourhood Development Plan (NDP)**

To receive an update from Cllr McManus on the NDP.

**27/19 Dementia Friendly Communities**

To receive a verbal report from Cllr Faulkner.

**28/19 Oxenhope Social Club**

To receive a verbal report from Cllr Goulding about Oxenhope Social Club which has ceased trading.

**29/19 Unadopted Roads in The Square**

To receive a verbal report from Cllrs Faulkner and Goulding following the meeting on 5<sup>th</sup> February about unadopted roads in The Square.

**30/19 Draft Minutes – Friends of Rose Garden Meeting (Appendix 5)**

To note the draft minutes of the Friends of the Rose Garden held on 17<sup>th</sup> January 2019. Note the date of the next meeting has been changed to Friday 22<sup>nd</sup> February.

**31/19 Name of Parish Council**

To agree whether to investigate a possible change of name for the Parish Council.

**32/19 Meeting Dates**

To consider a change of meeting dates to accommodate the Chair's present business commitments, which exclude his attendance at Council meetings held on Wednesdays.

**33/19 Financial Matters**

- a) To authorise, or otherwise, expenditure of £82 (plus VAT) for replacement pads for the two defibrillators.
- b) To authorise, or otherwise, the removal of Cllr Maw as an authorised signatory for the Parish Council's bank account.
- c) To authorise, or otherwise, the following accounts for payment:

| <b>Payee</b>    | <b>Cheque No.</b> | <b>Amount</b>  | <b>Description</b>            |
|-----------------|-------------------|----------------|-------------------------------|
| H3G (Three)     | Direct Debit      | <b>£10.00</b>  | Phone                         |
| Oxenhope P.C.C. | 101328            | <b>£125.00</b> | Outreach Magazine Spring 2018 |

- d) To note the following payments previously authorised: - Clerk's salary and home working allowance (01.02.19 - 28.02.19).
- e) To note the budget and bank reconciliation for 2018/19 (Appendix 6).

**34/19 Minor items and items for next agenda**

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

**35/19 To note the date and time of the next meeting**

The next monthly meeting will be on Wednesday 13<sup>th</sup> March 2019 at 7.30 p.m.

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

## Appendix 1 – January outstanding issues report

| Subject                                 | Issues   | Responsibility           | Date last actioned | Outcome/ Notes/further action required   |
|---|--|--------------------------|--------------------|--|
| Emergency Planning                      | Emergency Plan   | Cllr Harrop and Cllr Maw | 31/01/19           | Emergency plan agreed by Chris Slaven, Emergency Planning Officer (once minor amendments actioned). Date for tabletop exercise to be agreed. |
| Representation on School Governing Body | Meeting to be arranged with school and Cllr Ashcroft     | Cllr Ashcroft            | 14/06/17           | Yes  |
| Safeguarding training                   | Safeguarding training to be provided for all Councillors | Clerk                    | 13/12/17           | Yes  |
| Rose Garden                             | Lease  | Clerk                    | 12/12/18           | Lease approved by Oxenhope Parish Council. AWB Charlesworth instructed to register the lease once received from Bradford Council.            |
| Land off Mallard View                   | Purchase   | Chair and Clerk          | 02/02/19           | Emailed AWB Charlesworth to check on progress. Issue relating to Asset of Community Value needs to be resolved before purchase can progress. |
| Litter Bins                             | Parish Council considering additional bins               | Clerk                    | 06/02/19           | Clerk has emailed Bradford Council asking for a map showing location of litter bins.   |

## Appendix 2 – Allotment Report and Marsh Common

### Allotments Safety Inspection Report

Name: Joyce Harrop Date 14 January 2019  
 Weather Bright, Sunny and cold Time 10.45 am

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

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

Inspector's Signature *Joyce Harrop*

### REPORT

The path between 2A2B and three needs to be cleared plus the gate to 3 needs to be replaced. Between 6A, 6B and 5 needs to be cleared. The path between 6A and 6B and 7 needs to be cleared.

The new allotment holder on 11B is making good progress. Two allotment holders have asked if they can extend their plots if the adjoining plot becomes available

### Marsh Common Safety Inspection Report

Name: D Hopkinson

Date 24 January 2019

Weather Dry

Time 11.00

|  |                          |  |
|--|--------------------------|--|
| <b>Culvert, beck &amp; ditches – Monthly Basis (unless substantial rainfall or a prolonged period of rain)</b> |                          | No major changes in condition of Common      |
| Water free flowing?  | ✓                        | Side ditch dry, 2 main culverts minimal flow |
| Free of debris?  | <input type="checkbox"/> | Old dead vegetation in places.               |
| <b>Footpath - Monthly Basis</b>  |                          |  |
| Any defects e.g. pot holes, glass etc?   | <input type="checkbox"/> | Slightly muddy in places.                    |
| Any unauthorised vehicular use e.g. off road motor bikes etc?  | <input type="checkbox"/> | No signs of vehicular use,                   |
| Any dog fouling visible on or within close proximity of footpath?  | <input type="checkbox"/> | None   |
| <b>Seating – Monthly Basis</b>   |                          |  |
| Any defect which may cause personal injury?  | <input type="checkbox"/> | None   |
| Adequately secured to the ground?  | <input type="checkbox"/> | Yes  |
| <b>Gates – Monthly Basis</b>   |                          |  |
| Kissing gate working as it should?   | <input type="checkbox"/> | Yes.   |
| Padlock and chain on the field gate intact?  | <input type="checkbox"/> | Yes. New signs installed on gate.            |
| Padlock on the palisade fencing gate in full working order?  | <input type="checkbox"/> | Yes  |
| <b>Vegetation – Monthly Basis</b>  |                          |  |
| Any vegetation need removing and/or cutting well back?   | <input type="checkbox"/> | Vegetation has died back                     |
| <b>Trees – Monthly Basis</b>   |                          |  |
| Any overhanging branches need removing?  | <input type="checkbox"/> | None   |
| <b>Fencing – Monthly Basis</b>   |                          |  |
| Any defects?   | <input type="checkbox"/> | Reasonable.                                  |
| <b>Boundary walls – Monthly Basis</b>  |                          |  |
| Any defects?   | <input type="checkbox"/> | Reasonably sound                             |

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

**Inspector's Signature D Hopkinson**

**Appendix 3 – Draft Minutes Allotment Holders’ Open Forum meeting on 9<sup>th</sup> January 2019**

**NOTES OF THE ALLOTMENT HOLDERS’ OPEN FORUM  
HELD AT 6.45 P.M. ON WEDNESDAY 9<sup>TH</sup> JANUARY 2019  
AT OXENHOPE METHODIST CHURCH**

Present: Cllr Joyce Harrop, Chair  
10 allotment holders  
In attendance: Mrs Janet Foster, Clerk to the Parish Council

**1/19 Welcome**

Cllr Harrop started by welcoming everyone to the meeting.

**2/19 Apologies for absence**

Apologies for absence have been received from Mr. and Mrs. Ford, Gillian Ibbetson and Laura Lucas.

**3/19 Minutes of Open Forum 2018**

The minutes were agreed as a correct record.

**4/19 Work undertaken in 2018**

Cllr Harrop said work on pest control had to be taken in 2018. She asked if there had been problems since the work had been done. There was general agreement that the pest controller had done a good job and the infestation had gone. Cllr Harrop asked to be informed if the problem re-occurred.

She reported that a minor fence repair had been undertaken. She said the draft budget to be discussed at the Parish Council meeting, included £3,000 for fence repairs at the allotments.

**4/19 Plans for 2019**

The main work planned for 2019 is to repair or replace the allotment fence.

**5/19. Paths between allotments**

Cllr Harrop said she has sent two emails about paths between allotments, some of which are very overgrown. She said she was hoping this issue would be sorted when the weather improves.

There was a query about which paths were of concern. Cllr Harrop clarified that it is the access paths, between allotments. It was stated that spring is the best time of year to put bark down.

There was a question about not putting carpet down, as this can be problematic.

It was suggested that all tenants be reminded of their obligations under the tenancy agreement.

It was discussed if emails should be sent to all tenants or be targeted. Cllr Harrop said that she has approached individuals when she had a specific concern.

It was pointed out that the main path is getting overgrown and may need treating with weed killer.

#### **6/19 Insurance**

The Clerk informed the meeting that the Parish Council have public liability insurance for the site, but individual plot holders do need their own insurance (normally included in household insurance).

One person said that they had checked their household insurance, which excluded greenhouse and sheds.

The Clerk emphasised about public liability insurance being the concern. She was asked to check with the Parish Council's insurers about the insurance required by allotment holders.

#### **7/19 Rents 2019 and 2020**

Rents from January 2019, as agreed by Oxenhope Parish Council, are:

|           | Rents 2019 |
|-----------|------------|
| Full Plot | £40.00     |
| Half Plot | £20.00     |

| Retired Rate | Rents 2019 |
|--------------|------------|
| Full Plot    | £30.00     |
| Half Plot    | £15.00     |

Rents will be unchanged in 2020.

#### **8/19 Any other business**

There was a query about the greenhouse, which had blown over. This may be replaced by a polytunnel. It is stated in the tenancy agreement that consent is required for polytunnels.

It was asked if everyone could have contract details for other allotment holders. It was explained that because of data protection, information cannot be given out. It was then suggested that a Whatsapp group be set up for allotment holders. As people have to agree to be part of the group, this would not be a problem. This was seen as a good idea.

There was a query about the replacement of the fence, with a request that the old fence is not removed until the new fence is ready to be installed. The concern was that the allotment would be overrun with rabbits and any farm animals in the adjoining field, if there were no fence.

It was confirmed that the perimeter fence and the drive are the responsibility of the Parish Council. It was mentioned that more hard-core may be needed for the drive and it was requested that this was smaller sized hard-core, which is less hard on the feet.



It was mentioned that the water taps might need fixing, as there was a leak. There was a request for a water key and an allotment holder an offer to get five additional keys.

Cllr Harrop informed the meeting that there are currently four people on the waiting list, with all plots currently taken, though it was stated that one or two are not fully maintained.

There was a query about half and full plots. Cllr Harrop said if an allotment holder on a half plot wanted to have a full sized plot they would need to let her know.

The meeting closed at 7.20 p.m.

## Appendix 4 – Correspondence

### a) Liaison Meeting

Date: 16<sup>th</sup> January 2019

Subject: Minutes of Liaison Meeting

## CBMDC & LOCAL COUNCIL LIAISON MEETING

Wednesday 16 January 2019

Queens Hall, Burley

### MINUTES

#### Attendees

##### **Local Councils**

Parish Cllr Peter Allison

Town Cllr Steve Butler

Parish Cllr David Mullen

Ian Orton, Clerk

Town Cllr Helen Owen

Town Cllr David Rushworth

Town Cllr David Shaw

Parish Cllr Paul Sullivan

Town Cllr (and District Cllr) Rebecca Whitaker

Parish Cllr Mike Wild

Wilsden Parish Council

Ilkley Parish Council

Steeton with Eastburn Parish Council

Burley Parish Council

Bingley Town Council

Silsden Town Council

Baildon Town Council

Harden Parish Council

Silsden Town Council

Burley Parish Council

##### **Bradford Council**

District Cllr Abdul Jabar (Chair)

Ian Day

Stephen Hay

Jonathan Hayes

Kathryn Jones

Andrew Marshall

Bradford Council

Assistant Director; Neighbourhoods & Customer Services

Local Plan Team Leader (Interim)

Keighley Area Co-ordinator

Office of the Chief Executive

Planning & Transport Strategy Manager

#### Apologies

Town Cllr Peter Ashton

Ruth Batterley, Clerk

Parish Cllr Ken Eastwood

Parish Cllr Kay Kirkham

Jane Markham

Town Cllr Steve Nunn

Clare Smith, Clerk

Anne Wilson, Locum Clerk

Louanna Winch, Clerk

Baildon Town Council

Bingley Town Council

Oxenhope Parish Council

Harden Parish Council (Clerk)

Harden Parish Council

Addingham Parish Council

Denholme Town Council

Ilkley Town Council

Keighley Town Council

Baildon Town Council

## Item

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

Introductions were made and apologies given.

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

The minutes were accepted as accurate.

### 3 **Matters arising**

- a) At the last meeting it was requested that the Council look into and give consideration to the devolvement of some planning matters to Local Councils. Chris Eaton, Planning Development Manager, has started his considerations of this matter and has spoken with Peter Allison. A further update will be provided once the suggestion has been further assessed.
- b) There was a request for confirmation of election costs for Local Councils. These were confirmed by the Council's Electoral Services as continuing as outlined in the [Charter](#).

### 4 **Council's Budget Consultation for 2019/20 and 2020/21**

The Council is consulting until 27 January on its budget proposals for the next two years. The consultation was directly promoted to Local Councils the first week of December, with parishes encouraged to share their views on the proposals, and to promote the opportunity in their communities. There is an online survey, paper survey, and representations can be shared with Officers or Executive Members of the Council. Feedback on the consultation will be shared with Executive on 5 February, following which they will confirm their proposals on 19 February, with full Council setting the budget on 21 February.

The proposals of greatest interest to Local Councils would be the reductions in funding for Libraries, the ceasing of the Parish Grant from April 2020, Welfare Advice/Customer Services and Youth Services. A query was raised about the parish grant and its implications on the tax base. The same query has also been raised with YLCA/NALC by Peter Allison. A response will be sought from the Council's Finance team. Any clarifications will be shared more widely.

Clarity was sought on how a future library service might look. Most of the current budget is on staffing, so a future service is likely to be highly dependent on volunteers. How libraries work as a service/function needs addressing to meet future challenges. Burley confirmed that they are dependent on over 60 volunteers and only have one paid member of staff. The impact of any further reductions will as a consequence be felt very strongly.

The previously agreed reduction to Cleansing was also discussed. By April 2019 it is intended to reduce the original 100 cleansing staff by 23. Mechanical sweepers will reduce from 17 to 12. Efficiencies on management costs continue to be found through Parks Services coming under Ian Day's remit. Over the next two months each Area Committees will receive a report which will identify the exact resource for their area, and as this is a devolved service, they will then decide how to deploy that resource. The intention however would be for all cleansing staff to focus the first part of their working days on the main gateways, and then focus their effort on the neighbourhoods where they are deployed. Computerised routing systems are

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still intended for sweepers, to ensure a more efficient use of that resource. Though not part of this service, it was highlighted that more focus was needed on clearing blocked gullies.

**Action Point:** Kathryn to seek clarification on the implications of the Parish Grant ceasing with the Council's Finance Team. Peter Allison to share any response from NALC.

## 5 National Planning Framework/Core Strategy Update

Andrew Marshall was in attendance at the meeting and introduced his new interim Local Plan manager Stephen Hay. The team has recently successfully recruited a number of new colleagues and are now in the middle of planning and updating roles. The team will now be able to better respond to development work and queries from Local Councils, and drive forward the Local Plan programme in particular work on the Core Strategy Partial Review and Site Allocations Plan. Andrew and Stephen provided the following key points.

- a) A planning update "[Plan-it Bradford](#)" was made available just before Christmas with headline news and progress.
- b) An updated brownfield site register is now available online. The purpose of the register is to promote previously developed sites which are suitable for residential development, to encourage reuse of the land and stimulate regeneration and drive up housing delivery.
- c) A new Housing Land Supply Update (HLSU) has also been published on the planning policy web page. This new statement provides an update on residential development activity across the district (between 2013 and 1 April 2018) and provides more detailed information on the nature and potential availability of land for new homes (including completions by settlement and outstanding permissions and the delivery on brownfield land).
- d) In response to changes in national policy (National Planning Policy Framework & Guidance) and updated local priorities (such as the New Economic Strategy) the Council has committed to review selective elements of the adopted Core Strategy, particularly around housing and employment. Views will be sought on this with consultation commencing on 11 January 2019, which seeks views on the scope of the review – information on the web site.
- e) Green belt review – The Council consulted on its methodology for its selective Green Belt review in early 2018 and is scheduled to publish consultation feedback and its finalised methodology soon (next couple of weeks) following external review and changes in light of representations and trials. The final methodology will then be used to assess the green belt and the implication of site allocations in terms of green belt function together with other technical work to inform site selection work. The Green belt Review will then be published alongside the next consultation on sites later this year.
- f) Neighbourhood plans (NP) – the new team are getting up to speed on the status of the district's NPs and will be getting in touch (if not done so already) with relevant Local Councils in due course to check on progress and timetable ambitions. They are keen to maximise experience and knowledge across the district and are keen to hear if setting up something like a NP Forum would be

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helpful to Local Councils. It was confirmed that pending all the above local plan work locally and national changes, there is nothing to stop NPs continuing to progress, but that on going conversation is needed to ensure alignments with the Local Plan work.

- g) Community Infrastructure Levy – a review is taking place this year, in tandem with the Local Plan, which will focus on the charging schedule in particular.

## 6 Civic Affairs Communications

Dawn Lowe, from the Civic Affairs (Lord Mayor's Office), was unable to be at this meeting due to the date change. However Ian Orton confirmed that Dawn needed better communications from Local Councils around civic dates. This applies to Remembrance Day in particular, when the Council provide a Civic representative to key events. A request was made that all Local Councils provide a point of contact for these matters for Dawn as soon as possible. Please email your named person to [dawn.lowe@bradford.gov.uk](mailto:dawn.lowe@bradford.gov.uk).

More broadly it is important that any local arrangements that need Council input (such as the cleaning of memorials for Remembrance Day or provision of power supplies), should be notified to the relevant department, especially with changes in Council staff and some historic knowledge being lost. In the first instance these could be reported to the Area Coordinator.

A request was made that road closures for recent events continue to be facilitated through strategic parking of refuse wagons, rather than through policing. It was felt that this was very effective and should be repeated in the future. It was suggested that Emergency Planning should be contacted on this matter.

**Action Point:** All Local Councils to provide a point of contact to Dawn Lowe as soon as possible.

## 9 Any other business

The Chair wished to pass on his thanks to Ian Orton, Clerk of Burley Council for his positive involvement over recent years with the Council and the liaison meetings. Ian is retiring in March and this was his last meeting.

## Date and time of next meeting

Thanks to Burley Parish Council for hosting this meeting.

The next meeting on 20 March is being hosted by Ilkley Town Council at Ilkley Town Hall.

**b) Email from Commercial Manager at KWVR**

**Date: 30<sup>th</sup> January 2019**

**Subject: Café at Oxenhope Station**

Dear Ms Foster,

I am contacting you with regards to our cafe based at the Oxenhope Station Platform.

Unfortunately due to current circumstances our directors have taken the hard decision to close to cafe to the public on none running days. This will mean that we only service customers when the trains are in use.

We apologise for any inconveniences this may cause but we are working hard to improve the railway in the future.

If you have any further questions or I can be of any assistance in the future please do not hesitate to contact me.

Kind Regards

**Commercial Manager**

Keighley & Worth Valley Railway Ltd.

**c) Email from**

**Date: 5<sup>th</sup> February 2019**

**Subject: Civic Service of Thanksgiving, 21<sup>st</sup> March 2019**

Many thanks for your email Janet,

I am very much hoping that we can share information and together with colleagues spread the word about events across the Bradford District.

Our Lord Mayor, Councillor Zafar Ali, would like to extend an invitation to Oxenhope Parish Councillors and their friends and family together with Oxenhope residents to attend our Civic Service of Thanksgiving at Bradford Cathedral on Thursday 21<sup>st</sup> March 2019, service to start promptly at 17.00pm.

I would be very grateful if you could pass on the Lord Mayor's invitation and advise of any acceptance rsvp's in order that I can arrange refreshment numbers.

Regards

Dawn

**Dawn Lowe**

Civic Affairs Manager

Lord Mayor's Office

## Appendix 5 – Draft Minutes Friends of the Rose Garden Meeting 17<sup>th</sup> January 2019

### Meeting of Meeting of Friends of the Rose Garden held on 17<sup>th</sup> January 2019 at 7.30 p.m. at Oxenhope Social Club

Present:

7 Friends of the Rose Garden

Clerk: Janet Foster

#### **1. Welcome to meeting**

Ken started by welcoming everyone to the meeting. He was delighted to report that the spring bulbs are starting to sprout.

#### **2. Approval of minutes of meeting on 10<sup>th</sup> October 2018**

The minutes were approved.

#### **3. Update since last meeting (including grant from Ovenden Wind Farm)**

The group congratulated Ken and Janet on the work they did to secure funding from the Ovenden Wind Farm Fund. The total awarded was just under £9,700. Ken said he was delighted to see grant money coming to Oxenhope and the Rose Garden.

There was a requirement to publicise the grant and to keep invoices for expenditure, though there was some flexibility on the expenditure. Ken gave the example of the quote of £2,300 for a new footpath at the top of the Rose Garden. He said it sounded quite high, though it would involve digging out, providing a sub base and then tarmacking. Roger pointed out that the paths on the Millennium Green were made from compacted hard core and this may be an option. The price quoted for the path does not include making a new opening in the wall.

It may be possible for the Friends to do some preparatory work, on this path and any other paths, to save costs. Any savings could be used elsewhere in the Rose Garden.

#### **4. Ordering Dates**

The new cherry trees will be delivered in early March as they are not currently in stock at Primrose nursery. Roger and Ken agreed to confirm the exact number of trees required.

Preparation of the planting sites will be needed along with stakes and rubber ties. Janet was asked to check if these come with the trees. It would be possible to get stakes cut if required. Janet was also asked to get advice on what to put in the planting holes in terms of compost or bone meal.

Janet will also contact Parkers about the order for the plants and ask about a phased delivery.

In terms of potatoes, Roger suggested planting Maris Piper main crop and he would confirm the quantity needed. He said the area also needs to be double dug again. He would suggest a date for this once the weather gets a bit warmer.

The Friends also suggested re-shaping the central beds. This will be looked at when doing the double digging.

Roger said the lower grassed area is very wet. He suggested having a smaller bed in this area with plants suitable for wet conditions. Ken said the grasses and ferns seen in Haworth Park had looked good. Helen stressed that plants would need to be low maintenance.

## **5. Risk Assessment for Rose Garden**

The risk assessment was noted. Janet was asked to get some gardening gloves for the working party to use if they do not have their own.

## **6. Next steps**

Roger suggested having a Facebook page for all Oxenhope assets, including the Rose Garden, Horseshoe Dam and Millennium Green. Ken thought this would be a great idea.

It was agreed to have a working party meet on the first Sunday of each month to work on the Rose Garden. A starting time of one o'clock was agreed.

At the moment there are no plans to contact other groups. Ken said he is working in Todmorden at the moment and commented on the Incredible Edible beds, which are doing well. Ken still has some herb seeds and Helen said she is willing to try again to get them to germinate.

Ken agreed to email round pictures of benches, so the Friends can decide which they prefer. The benches will be anchored to the ground.

The plan is to buy three litterbins (for general waste and dog waste), which will be black with gold lettering. There will be a bin by each entrance. The sign saying "No dogs" will be removed.

In terms of the noticeboard, Ken suggested this should also be black and gold and be put at the main entrance to the Rose Garden. It would say, "Welcome to Oxenhope" and have a map of the village. The existing notice board will be moved. If the Friends felt there was a need to for a new entrance at the lower end of the Rose Garden as well as at the top, it was suggested that a recommendation should be made to the Parish Council, who would then decide on this. The sign at the main entrance needs to be professional and welcoming. Ken would email round once he had some examples and costs. Roger had offered to design the map and can recommend suitable printers.

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

The next meeting will be on Thursday 21<sup>st</sup> February. Janet was asked to see if the room at the Bay Horse was available.



## Appendix 6 – Budget and Bank Reconciliation

### Budget 2018/2019 07/02/2019

| Heading  | Budget | Spend to date | Commitments | Total Spend to date and commitment | Year end Shortfall (-) / Surplus (+) | Notes |
|--|--------|---------------|-------------|------------------------------------|--------------------------------------|-------|
|  | £      | £             | £           | £                                  | £                                    |       |
| <b>Expenditure</b>                                     |        |               |             |                                    |                                      |       |
| Clerk's Salary (inc. Employer NI)                      | 10,300 | 8,202         | 1,226       | 9,428                              | 872                                  |       |
| Clerk's home working allowance                         | 300    | 250           | 50          | 300                                | 0                                    |       |
| Stationery and Printing                                | 500    | 707           | 40          | 747                                | -247                                 |       |
| Mobile Phone   | 150    | 83            | 16          | 100                                | 50                                   |       |
| Postages   | 50     | 35            | 15          | 50                                 | 0                                    |       |
| Travel and Subsistence                                 | 300    | 211           | 50          | 261                                | 39                                   |       |
| Internal and external audits                           | 300    | 456           | 0           | 456                                | -156                                 |       |
| Subscriptions  | 850    | 858           | 0           | 858                                | -8                                   |       |
| Room Hire  | 200    | 278           | 100         | 378                                | -178                                 |       |
| Insurance  | 500    | 487           | 0           | 487                                | 13                                   |       |
| Training   | 500    | 149           | 0           | 149                                | 351                                  |       |
| Marketing  | 100    | 0             | 0           | 0                                  | 100                                  |       |
| Outreach   | 400    | 250           | 125         | 375                                | 25                                   |       |
| Christmas Lights                                       | 750    | 70            | 0           | 70                                 | 680                                  |       |
| Maintenance of Marsh Common                            | 200    | 0             | 0           | 0                                  | 200                                  |       |
| Telephone Kiosks                                       | 100    | 0             | 0           | 0                                  | 100                                  |       |
| Youth Club   | 5,000  | 3,721         | 0           | 3,721                              | 1,279                                |       |
| Neighbourhood Development Plan                         | 3,000  | 158           | 0           | 158                                | 2,842                                |       |
| Website  | 1,400  | 450           | 0           | 450                                | 950                                  |       |
| Contingency Fund                                       | 964    | 0             | 0           | 0                                  | 964                                  |       |
| Community Initiative Fund                              | 1,500  | 500           | 0           | 500                                | 1,000                                |       |
| Take over services previously provided by Bradford MDC | 1,500  | 1,175         | 900         | 2,075                              | -575                                 |       |
| Rose Garden - annual maintenance costs                 | 1,300  | 377           | 0           | 377                                | 923                                  |       |
| Rose Garden - Grant Expenditure                        | 0      | 0             | 9,672       | 9,672                              | -9,672                               |       |
| Purchase - Land off Mallard View                       | 0      | 181           | 5,100       | 5,281                              | -5,281                               |       |

|  |               |                       |                   |                     |   |  |
|--|---------------|-----------------------|-------------------|---------------------|---|--|
| Allotments                               | 1,000         | 831                   | 0                 | 831                 | 169   |  |
| Defibrillators                           | 700           | 25                    | 0                 | 25                  | 675   |  |
|  |               |                       |                   |                     |   |  |
| <b>Total Expenditure</b>                 | <b>31,864</b> | <b>19,454</b>         | <b>17,294</b>     | <b>36,748</b>       | <b>-4,884</b>   |  |
|  |               |                       |                   |                     |   |  |
|  |               |                       |                   |                     |   |  |
| <b>Income</b>                            | <b>Budget</b> | <b>Income to date</b> | <b>Income due</b> | <b>Total Income</b> | <b>Predicted year end Shortfall (-) / Surplus (+)</b> |  |
| Transfer from Reserves                   | 2,784         | 0                     | 0                 | 0                   | -2,784  |  |
| Precept                                  | 27,405        | 27,405                | 0                 | 27,405              | 0   |  |
| Council Support Grant                    | 1,225         | 1,225                 | 0                 | 1,225               | 0   |  |
| NDP Grant                                | 0             | 0                     | 0                 | 0                   | 0   |  |
| Rose Garden                              | 0             | 9,842                 | 0                 | 9,842               | 9,842   |  |
| Allotment Grant                          | 0             | 338                   | 0                 | 338                 | 338   |  |
| Allotment rents                          | 450           | 484                   | 0                 | 484                 | 34  |  |
| VAT refund                               | 0             | 3,969                 |                   | 3,969               | 3,969   |  |
| Miscellaneous                            | 0             | 12                    | 0                 | 12                  | 12  |  |
| Change in value of Prudential Investment | 0             | 0                     | 0                 | 0                   | 0   |  |
|  |               |                       |                   |                     |   |  |
| <b>Total Income</b>                      | <b>31,864</b> | <b>43,275</b>         | <b>0</b>          | <b>43,275</b>       | <b>11,411</b>   |  |
|  |               |                       |                   |                     |   |  |
| <b>Surplus (+) / Deficit (-)</b>         |               |                       |                   |                     | <b>6,526</b>  |  |

Notes:

Commitments of £17,294 are shown. It is unlikely that all of this expenditure will take place before the end of the financial year. If the expenditure takes place in the 2019/20 financial year, the surplus in 2018/19 will increase and could be up to £20,000.

The Rose Garden grant income of £9,842 will be shown as an Earmarked Reserve in the year end accounts if expenditure is not incurred in the current financial year.

## Bank Reconciliation

|                                   |          |           |                   |
|-----------------------------------|----------|-----------|-------------------|
| Balance per bank statements as at | 07/02/19 |           |                   |
|                                   |          | £         | £                 |
| Community Account                 |          | 25,447.57 |                   |
| Business Savings Account          |          | 8,092.21  |                   |
| Prudential Investment             |          | 20,675.62 |                   |
|                                   |          |           | 54,215.40         |
| Less: unpresented items           |          |           |                   |
| Cheque 101324 (SLCC)              |          |           | -136.00           |
| Cheque 101326 (Oxenhope PCC)      |          |           | -250.00           |
|                                   |          |           | <hr/>             |
| Net balances:                     |          |           | <b>£53,829.40</b> |
|                                   |          |           | <hr/> <hr/>       |

## CASH BOOK

|                                |            |                   |
|--------------------------------|------------|-------------------|
| Opening Balance 1 April 2018   | 30,686.75  |                   |
| Add: Receipts in the year      | 43,274.70  |                   |
| Less: Payments in the year     | -20,132.05 | <hr/>             |
| Closing balance per cash book: |            | <b>£53,829.40</b> |
|                                |            | <hr/> <hr/>       |