

Harden Parish Council



Clerk: Ruth Batterley, 11 Wharfedale Drive Ilkley, LS29 8QB  
hardenclerk@outlook.com

Dear Councillor

You are summoned to attend the monthly meeting of Harden Parish Council, to be held on **THURSDAY 11<sup>th</sup> FEBRUARY 2016** at 7.15pm in Harden Memorial Hall.

*Ruth Batterley*

Ruth Batterley

**Clerk**

3<sup>rd</sup> February 2016

## **AGENDA**

1. **CO-OPTION OF PARISH COUNCILLOR** – to co-opt a further member onto the Parish Council (if applicable).
2. **APOLOGIES FOR ABSENCE** – to note any apologies.
3. **DECLARATION OF INTEREST** - to receive disclosure of personal and prejudicial interest from members on matters to be considered at the meeting:
  - a) To receive declarations of interest from councillors on items on the agenda;
  - b) To receive written requests for dispensations for disclosable pecuniary interest;
  - c) To grant any requests for dispensation as appropriate.
4. **TO CONFIRM MINUTES OF MEETING HELD ON 14 JANUARY 2016** (previously circulated).
5. **TO RECEIVE OFFICERS FROM BMDC TO DISCUSS PROPOSALS FOR CHARGING FOR GARDEN WASTE**
6. **PLANNING ISSUES:**

Applications:  
15/00185/HOU Pepper Green, Long Lane, Harden. Construction of rear extension.
7. **PUBLIC REPRESENTATION** - members of the public are invited to raise any matters of concern for a maximum of 15 minutes.
8. **EXCHANGE OF INFORMATION** – to consider any concerns which may have been passed to the Parish Council by residents.
9. **UPDATES** Cherry blossom trees on Wilsden Road.
10. **CHRISTMAS TREE LIGHTS** – to receive the e-mail from Festival of Lights and decide whether they should undertake an inspection of the lights for the cost of £75 plus VAT.
11. **HORTICULTURE** – to discuss revised plans for horticulture for the village.
12. **WEBSITE/EMAIL ADDRESSES** – to receive the e-mail from Vision ICT and decide if the Parish Council wishes to leave the parish council domain name as :

- hardenparishcouncil.co.uk or:
  - change the parish council domain name to a .gov address
  - to create parish clerk and e-mail addresses based on the above
- 13. RECRUITMENT OF CLERK** – to receive an update:
- On the recruitment of a new Clerk. To discuss handover arrangements.
  - The temporary Clerk's contract
- 14. NEWSLETTER** – to consider the publication date and compilation of the next Parish Council newsletter.
- 15. WAR MEMORIAL CONSULTATION** – to decide on the Parish Council's response to the War Memorial Consultation.
- 16. PARISH PLAN** – to discuss updating the parish plan.
- 17. PARISH COUNCIL LIAISON MEETING** – to receive feedback on the Parish Council Liaison meeting held on 20 January 2016.
- 18. TRANSPARENCY FUND AND CODE** – to decide on the laptop and scanner/printer and to make application to the Transparency Fund for these items. To discuss how the parish council will meet the requirements of the Transparency Code. ( details of the Code are attached)
- 19. MOBILE PHONE FOR PARISH COUNCIL** To approve the purchase of a mobile phone and credit on a pay as you go basis for up to £50.
- 20. FINANCIAL ISSUES:**
- a) **PAYMENTS FOR APPROVAL** – £5.51 for stamps reimbursement Councillor Laking, £5.46 reimbursement for Cllr Gregson for Christmas sweets, £18.00 reimbursement for Councillor Sykes for mince pies for Christmas event, £24 for R&J Garden Services, for horticultural work, £13.73 reimbursement to Ruth Batterley for stamps and stationery and £35 to Information Commissioner for renewal of data controller license. **Receipts** £100 from Barclays for mishandling of signatory applications.
  - b) **SIGNATORIES** – to receive an update on the signatories for the Parish Council cheque book.
  - c) **JOHN BAGNALL** - to write to John Bagnall thanking for his assistance with parish council financial affairs.
  - d) **INTERNAL AUDITOR** To appoint Ian Scott as Internal Auditor, using Appendix 9 (attached) from Governance and Accountability for the basis of the audit. To note that YLCA recommends using Appendix 9 as the basis for internal audit.
  - e) **Financial paperwork.** To note the small number of missing financial documents.
- 21. CORRESPONDENCE** – any items received by the Parish Council for discussion/decision:
- Email from YLCA- White Rose update, further information on Sector Led Body for External Audit and the role of Combined Authorities.
  - Email from Ms Crowther re: crime in Harden.
  - Emails from Mr Andrews re: draft minutes and BMDC charging for garden waste
  - Email from Ilkley Parish Council re: Christmas trees
  - Email from BMDC Council Contact Centre re drains and debris left after flood.
  - E-mail from Smartwater about attending a future Council meeting.
  - E-mail from BMDC re: Standards Committee representatives.

**22. NEXT MEETING** – to confirm the next meeting as Thursday 10th March 2016 at 7.15pm.

**THIS IS A MEETING OPEN TO THE PUBLIC- ALL WELCOME**