

Harden Parish Council



Clerk: Ken Eastwood, Harden Parish Council, c/o 8 West Drive, Oxenhope. BD22 9LJ
clerk@hardenparishcouncil.gov.uk 07850 049 487

Dear Councillor,

You are summoned to attend the monthly meeting of Harden Parish Council, to be held on **Thursday 14th April 2016** at 7.15pm in Harden Memorial Hall.

A handwritten signature in blue ink that reads "Ken Eastwood". The signature is fluid and cursive.

Clerk to the Parish Council
6th April, 2016

AGENDA

1. Apologies for Absence

To note any apologies offered.

2. Disclosure 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.

3. Minutes of meetings (previously circulated to Members)

- a) To agree and sign the minutes of the Parish Council monthly meeting held on 10th March, 2016.
- c) To note the March Outstanding Issues Report (information only, see Appendix 1).

4. Planning Applications

To formulate observations relating to the following planning application:
16/02356/HOU – Proposed first floor extension at Springbank,
Cockcroft Fold, Harden Road, Harden.

(Planning applications can be viewed via Bradford Council's online system <http://www.planning4bradford.com/online-applications>).

5. Other Planning Matters

- a) To note the following decision:
16/00740/HOU - Removal of timber storage shed and carport and construction of detached garage with storage space at 6 Midgeham Grove: Permission Granted.
- b) To note the following enforcement action:
14/00101/ENFUNA - Unauthorised outbuilding at the Golden Fleece, 38 Long Lane, Harden.
- c) To note that the site Allocations Development Plan Document - Issues and Options consultation will commence shortly (as described in the Plan-it Bradford newsletter, previously circulated).

6. Public Representation

Members of the public are invited to raise any matters of concern for a maximum of 15 minutes.

7. Exchange of Information

To consider any concerns which may have been passed to the Parish Council by residents.

8. Christmas Lights

To review quotations received for Christmas lights and to decide upon award of contract.

9. Horticulture

To review quotations received for summer bedding and maintenance and to decide upon award of contract.

10. Small Grants

To consider a small grants application by Harden Babies & Toddlers Group (previously circulated).

11. Battle of the Somme Centenary

To consider appropriate actions to commemorate the centenary of the the Battle of the Somme.

12. Queen's Birthday Celebrations

To consider appropriate actions to commemorate the Queen's 90th birthday in June.

13. Bus Stop Raised Kerb

To receive an update on the raised kerb at the bus stop outside the Congregational Church and to consider supporting a request to Bradford MDC.

14. Speeding

To note recent press coverage regarding a Police crackdown on speeding across the district and to consider possible action.

15. Website & Newsletter

To note progress with Parish Council website updates and newsletter subscriptions and to approve delegation of web content edits, updates and newsletter subscription processes, to the Clerk.

16. Correspondence (see Appendix 2)

To receive the following previously circulated correspondence and to formulate a response, if appropriate: -

- a) Letter from Bradford MDC re. Payroll Services.
- b) E-mail from Historic England re. War Memorial.
- c) E-mail from YLCA re. Transparency Fund application.
- d) E-mail from Heart Safe Communities re. defibrillators.
- e) Letter re. Tittle Tattle.
- f) E-mail from Bradford MDC re. flood risk consultation.
- g) E-mail from Bradford MDC re. emergency planning.

17. Reports (see Appendix 3)

To receive the following reports or to note previously circulated reports: -

- a) Update report on the Transparency Code.
- b) Report on the Bradford MDC & Local Councils Liaison Meeting.

18. Financial Matters

- a) Signatories – to resolve signatory arrangements for the Parish Council cheque book.
- b) To renew payroll arrangements with Bradford MDC for 2016/17 and to authorise, or otherwise, expenditure of £138.
- c) To authorise, or otherwise, expenditure of \$29 per month to subscribe to the Polldaddy online survey platform.
- d) To authorise, or otherwise, expenditure of £5.90 to purchase two copies of the Good Councillor Guide.
- e) To authorise, or otherwise, expenditure of £18.20 to purchase a copy of, "The Local Council Clerk's Guide" by Paul Clayden.
- f) To authorise, or otherwise, expenditure of £72.30 to purchase a copy of, "Local Council Administration" by Charles Arnold Baker.
- g) To authorise the following payments: -

| Payee | Cheque No. | Amount | Description |
|--------------|------------|---------|---|
| BMDC | 100379 | £863.82 | Salary payment |
| Ken Eastwood | 100380 | £9.00 | Mileage |
| Ken Eastwood | 100381 | £4.00 | Expenses (printer paper & A5 envelopes) |
| Ken Eastwood | 100382 | £0.85 | Expenses (envelopes) |
| Ken Eastwood | 100383 | £1.08 | Expenses (stamps) |
| Ken Eastwood | 100384 | £545.08 | HPC Laptop purchase |
| Ken Eastwood | 100385 | £198.42 | HPC Printer purchase |
| SLCC | 100386 | £179 | SLCC annual subscription |

| | | | |
|------------------------|--------|---------|--|
| SLCC | 100387 | £118.80 | ILCA training |
| R&J Gardening Services | 100388 | £24.00 | Horticulture in the village |
| Vision ICT | 100389 | £216 | Domain name registration and hosted email accounts |
| YLCA | 100390 | £516 | Annual membership subscription |

f) To note the following trial balances: -

| HARDEN PARISH COUNCIL March 2016 | | | |
|---|-----------------------|----------------------------|-------------------------|
| Item | Budget 2015/16 | Expenditure to date | Budget Remaining |
| Salaries and related expenses | 4,800 | 4,707.89 | 92.11 |
| Subscriptions | 600 | 495.00 | 105.00 |
| Insurance | 500 | 467.13 | 32.87 |
| Audits | 260 | 129.99 | 130.01 |
| Newsletter | 650 | 551.64 | 98.36 |
| Website | 150 | 130.00 | 20.00 |
| Parish Plan | 1,000 | 0 | 1,000 |
| Training | 250 | 192.50 | 57.50 |
| Repairs | 300 | 37.50 | 262.50 |
| Stationery & telephone | 300 | 22.00 | 278.00 |
| PC Equipment | 200 | 0.00 | 200.00 |
| Small grants | 1,000 | 250.00 | 750.00 |
| War memorial | 1,000 | 0 | 1,000 |
| Horticulture | 1,500 | 1,178.00 | 322.00 |
| Christmas event | 500 | 66.02 | 433.98 |
| Sundries | 200 | 207.77 | (7.77) |
| | £13,210 | £8,435.44 | £4,774.56 |

Bank balances on 31 March 2016

| | |
|--------------------------|-------------------|
| Business Current Account | £6,962.00 |
| Business Saving Account | £10,162.62 |
| | <u>£17,124.62</u> |

19. Standing Orders, Policies and Procedures (previously circulated to Members)

- a) To adopt revised Standing Orders.
- b) To adopt an Information & Publication Scheme.
- c) To adopt revised Financial Regulations.
- d) To adopt a Complaints Procedure.

20. Minor items and items for next agenda

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

21. Photographs

To take Councillor photographs for publication on the website.

22. Next Meeting

To confirm the next meeting as 12th May 2016 at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME