

## HARDEN PARISH COUNCIL



Clerk: Ken Eastwood, Harden Parish Council, c/o 8 West Drive, Oxenhope. BD22 9LJ  
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Dear Councillor,

You are summoned to attend the annual meeting of Harden Parish Council, to be held on **Thursday 12<sup>th</sup> May 2016** at 7.30pm in Harden Memorial Hall.

A handwritten signature in blue ink that reads "Ken Eastwood". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

**Clerk to the Parish Council**

6<sup>th</sup> May, 2016

### **AGENDA**

- 1. Election of Chair and Vice-Chair**  
Election and signing of Declaration of Acceptance of Office.
- 2. Apologies for Absence**  
To note any apologies offered.
- 3. 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.
- 4. Minutes of Meetings (previously circulated to Members)**
  - a) To agree and sign the minutes of the Parish Council monthly meeting held on 14<sup>th</sup> April, 2016.
  - c) To note the April Outstanding Issues Report (information only, see Appendix 1).
- 5. Planning Applications**  
To formulate observations relating to the following planning applications:
  - 16/02909/HOU 51 - Workshop for domestic use with parking area above at Moor Edge Low Side Harden BD16 1LB
  - 16/03093/HOU - Raise of roof and construction of two-storey extension at 11 Ferrands Park Way Harden BD16 1HZ

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

**6. Other Planning Matters**

To note the following decision:

16/00787/FUL - Conversion of detached garage into domestic dwelling at 148 Long Lane Harden: Permission Granted.

**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. Internal Audit**

To receive the 2015/16 internal audit report and review the recommendations made (previously circulated).

**10. Internal Control**

To review the effectiveness of internal control and approve the Annual Governance Statement.

**11. Annual Return**

To consider and approve the Accounting Statements and sign the 2015/16 annual return.

**12. Annual Resolutions**

To renew authorisation for Cllr Kirkham to inspect any land and/or premises which the council has a right or duty to inspect, as lead Councillor for planning issues.

**13. Small Grants**

To consider a small grants application by St Saviour's Church, Harden (previously circulated).

**14. Queen's Birthday Celebrations**

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

**15. Park Bench**

To note the condition of the WI bench in Glen View and consider repair or replacement.

**16. Correspondence (see Appendix 2)**

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

- a) E-mail from YLCA re. access to NALC website.
- b) E-mail from Government re. planning petition
- c) E-mail from Westcotec re. speeding signs
- d) E-mail from Marie Curie re. Blooming Great Tea Party.

## 17. Financial Matters

- a) To authorise, or otherwise, expenditure of £40 to subscribe to the Institute of Local Council Management.
- b) To authorise, or otherwise, expenditure of up to £85 to purchase celebratory Union Jack bunting.
- c) To note receipt and deposit of the 2016/17 precept payment of £12,386 from Bradford MDC.
- d) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
BMDC	100391	£108.06	Salary payment
R&J Gardening Services	100392	£78.00	Horticulture in the village
Ken Eastwood	100393	£9.45	Mileage
Ken Eastwood	100394	£3.84	Expenses (stamps)
YLCA	100395	£5.90	Publications
Digital Nomads	100396	£23.87	Stationery supplies
SLCC	100397	£18.20	Publication
Ian Scott	100398	£83.50	Internal Audit
Bradford MDC	100399	£138.00	Payroll Service Charge

- f) To note the following trial balances: -

<b>HARDEN PARISH COUNCIL</b>			
<b>April 2016</b>			
Item	Budget 2016/17	Expenditure to date	Budget Remaining
Clerk's salary and related expenses	4,600	872.92	3,727.08
Subscriptions	500	695	-195
Insurance	500	0	500
Audits	200	0	200
Newsletter	650	0	650
Website	300	180	120
Parish Plan	1,000	0	1,000
Training	400	99	301
Repairs	300	0	300
Stationery/telephone	200	5.93	194.07
PC equipment	600	619.58	-19.58
Small grants	1,000	0	1,000
War memorial	1,000	0	1,000
Horticulture	2,500	24	2,476
Christmas event	200	0	200
Playground cleaning	200	0	200
	<b>14,150</b>	<b>2,496.43</b>	<b>11,653.57</b>

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

a) To adopt a Disciplinary Procedure.

**19. Exclusion of the Press and Public**

To resolve that members of the press and public be excluded from item 20 under the provisions of the public bodies (admission to meetings act 1960 s1(2)) during consideration of an item of a confidential nature.

**20. Staffing Hours**

To review staff time recording and consider payment of a retrospective honorarium to the Clerk (time sheet previously circulated).

**21. Minor items and items for next agenda**

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

**22. Next Meeting**

To confirm the next meeting as 9<sup>th</sup> June 2016 at 7.15pm.

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