

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 10th November 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

5th November, 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 13th October, 2016.
- b) To note the October Outstanding Issues Report (information only, see Appendix 1).

4. Planning Applications

None received.

(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 decisions:
16/07367/HOU - Infill side extension between existing garage and main dwelling at 17 Ferrands Park Way, Harden – approved.

16/07262/LBC - Alterations to include new stairs from kitchen to garden and replacement front windows at The Lodge Harden House, Wilsden Road, Harden – approved.

b) To note the following enforcement matter:

14/00101/ENFUNA - Unauthorised outbuilding at the Golden Fleece, 38 Long Lane, Harden – period allowed for compliance with Enforcement Notice expired on 3rd November, 2016.

6. 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. SWOT Analysis

To consider and discuss a SWOT analysis prepared by Councillor Jennings.

9. Collaboration with Village Societies & Organisations

To consider Parish Council collaboration with village societies and organisations.

10. Consultation on Car Parking Charges at St Ives

To receive an update on the position with regard to introduction of car parking charges.

11. Attendance and Representation at Meetings

To discuss and agree Parish Council attendance at the Local Councils Liaison Group and to consider nomination of a representative to the Bradford District Armed Forces Covenant Partnership.

12. Meeting Format and Reports

To consider the efficiency of exchange of information and the format of Parish Council meetings.

13. Budget

To review and formulate a draft budget for 2017/18.

14. Harden Post Office

To consider issues surrounding missed deliveries and the complaint raised with Royal Mail. To authorise or otherwise escalation with the Postal Review Panel.

15. Website and Transparency Fund

To receive an update on the proposal to develop a replacement website and to consider whether to proceed. To note the successful application to the Transparency Fund.

16. Newsletter

To review and approve a draft Parish Council newsletter (see Appendix 2). To authorise related print and distribution expenditure.

17. Horticulture

To receive an update from Cllr Sykes on flower bed design. To discuss winter maintenance works to be undertaken by Bradford Works.

18. SCAPAG (Shipley Constituency Area Partners' Advisory Group)

To receive a report from Cllr Laking re. attendance at the SCAPAG meeting, 19th October, 2016.

19. Christmas Lights

To consider arrangements and timings for the Christmas Lights switch-on.

20. Picnic Benches

To receive a report from Cllr Laking on options for picnic benches in the park and to decide on which items to purchase. To authorise related expenditure.

21. Workplace Pensions and Auto Enrolment

To receive an update on the Parish Council's compliance with pensions auto enrolment legislation.

22. Correspondence (see Appendix 3)

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

- a) E-mail from YLCA re. adoption of telephone boxes.
- b) E-mail from Lord Mayor's Office re. Remembrance Sunday.
- c) E-mail from Lyze Dudley re. local projects and groups.
- d) E-mail from Harden School re. distribution of leaflets.
- e) Letter from First West Yorkshire re. Wilsden Road bus stop.
- f) E-mail from Ward Officer re. Parish Council Emergency & Flood Plan.

23. Financial Matters

a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
TittleTattle	100434	£10	Newsletter
Bradford MDC	100435	£384.23	Salary payment
Ken Eastwood	100436	£2.50	Glue Stick
Ken Eastwood	100437	£24.55	Polldaddy subscription
Ken Eastwood	100438	£40.52	Brass Plaque
Ken Eastwood	100439	£9.45	Mileage
Ken Eastwood	100440	£5.25	Stationery

b) To note the following trial balances: -

HARDEN PARISH COUNCIL - October 2016				
Item	Budget 2016/17	Expenditure to date (net)	Budget Remaining	Forecast Outturn
Salary & expenses	4,600	3,663.46	936.54	-884.61
Subscriptions	500	737	-237.00	-237
Insurance	500	0	500	0

Audits	200	183.50	16.50	-36.50
Newsletter	650	257.50	392.50	125
Website	300	180	120	0
Parish Plan	1,000	89.42	910.58	200
Training	400	99	301	100
Repairs	300	16.67	283.33	0
Stationery/telephone	200	148.65	51.35	0
PC equipment	600	619.58	-19.58	-19.58
Small grants	1,000	500	500	0
War memorial	1,000	0	1,000	0
Horticulture	2,500	1,031	1,469	0
Christmas event	200	0	200	0
Playground cleaning	200	0	200	100
S137	0	62.57	-62.57	-82.57
Other*	0	2,501.80	-2,501.80	-3,388
	14,150	10,090.15	5,491.02	-4,123.26

* Forecast includes Christmas lights (£2,501), WI bench (50% being £388) and picnic bench (£500).

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2016	17,253.71	
Add: income to date	12,960.51	
Less: expenditure to date	(10,994.94) (incl. VAT)	
Total:		19,219.28

Bank account balances, 1 November 2016

Community Account	9,060.86	
Business Account	10,165.16	
Less: unpresented cheques		
100329	(1.28)	
100371	(5.46)	
Add: unbanked cash	0	
Total:		19,219.28

24. Minor Items and Items for Next Agenda

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

25. Next Meeting

To confirm the next meeting as 8th December 2016 at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME