

## Harden Parish Council



Clerk: Ken Eastwood, Harden Parish Council, c/o 8 West Drive, Oxenhope. BD22 9LJ  
[clerk@hardenparishcouncil.gov.uk](mailto: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 8<sup>th</sup> December 2016** at 6.45pm 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**

3<sup>rd</sup> December, 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. Representation**

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

**4. Community Defibrillator**

To note the successful funding application to the Big Lottery, Awards for All Scheme. To note confirmation from Yorkshire Ambulance Service that Heart Safe Communities are no longer trading. To agree next steps towards purchase and installation of a defibrillator in Harden.

**5. Website**

To consider quotations received for the development of a replacement website and to decide on award of contract (see Appendix 2).

**6. Neighbourhood Planning**

To receive a report from Cllr Kirkham on Neighbourhood Development Planning and to consider several options as set out (see Appendix 3).

**7. Horticulture**

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

**8. Picnic Benches**

To consider quotations obtained by Cllr Laking for the purchase of one large picnic bench and one children's bench. To authorise related expenditure.

**9. Budget**

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

**10. Minutes of Meetings (previously circulated to Members)**

- a) To agree and sign the minutes of the Parish Council monthly meeting held on 10<sup>th</sup> November, 2016.
- b) To note the November Outstanding Issues Report (information only, see Appendix 1).

**11. Planning Applications**

To formulate observations relating to the following planning application:  
16/08787/HOU - Raising of roof height and construction of two storey extensions to front, side and rear at 11 Ferrands Park Way, Harden (Planning applications can be viewed via Bradford Council's online system <http://www.planning4bradford.com/online-applications>).

**12. Exchange of Information**

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

**13. SWOT Analysis**

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

**14. Collaboration with Village Societies & Organisations**

To consider Parish Council collaboration with village societies and organisations.

**15. Harden Post Office**

To note the response from the Postal Redress Service and to consider whether to refer the matter to Ofcom or other possible avenues of redress.

**16. Harden Memorial Hall**

To consider proposals for future management of village and community halls announced by Bradford MDC and the impact upon the Memorial Hall.

**17. Workplace Pensions and Auto Enrolment**

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

**18. Correspondence (see Appendix 4)**

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

- a) E-mail from Yorkshire Ambulance Service re. Heart Safe Communities.
- b) E-mail from The Pensions Regulator re. auto enrolment.

- c) Letter from Postal Redress Service re. Royal Mail complaint.
- d) E-mail from Harden School re. engagement with School Council.
- e) E-mail from Martin Taylor re. defibrillators and first responders.
- f) E-mail from Christine Stephenson re. sewerage issues.

## 19. Financial Matters

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Wyebone	100441	£572.40	Bench seat & fixings
Bradford MDC	100442	£384.23	Salary payment
Shipleay Print	100443	£175	Newsletter printing
Ken Eastwood	100444	£20	Remembrance wreath
Kay Kirkham	100445	£25.89	Stamps
Vision ICT	100446	£156	Website hosting
AON	100447	£469.26	Insurances
Ken Eastwood	100448	£22.60	ID Card
Ken Eastwood	100449	£23.92	Polldaddy subscription
Ken Eastwood	100450	£14.85	Mileage
Roger Smith	100451	£55	Newsletter delivery
Alan Sykes	100452	£28.80	Mince pies

- b) To note the following trial balances: -

<b>HARDEN PARISH COUNCIL - November 2016</b>				
Item	Budget 2016/17	Expenditure to date (net)	Budget Remaining	Forecast Outturn
Salary & expenses	4,600	4,057.14	542.86	-914.06
Subscriptions	500	737	-237	-237
Insurance	500	0	500	0
Audits	200	183.50	16.50	16.50
Newsletter	650	267.50	382.50	115
Website	300	180	120	-36
Parish Plan	1,000	113.97	886.03	200
Training	400	99	301	100
Repairs	300	16.67	283.33	200
Stationery/telephone	200	156.40	43.60	-34.60
PC equipment	600	619.58	-19.58	-19.58
Small grants	1,000	500	500	500
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	3,019.32	-3,019.32	-3,388
	<b>14,150</b>	<b>11,043.65</b>	<b>5,491.02</b>	<b>-3,480.31</b>

\* 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	13,851.78	
Less: expenditure to date	(12,043.84) (incl. VAT)	
Total:		<b>19,061.65</b>

Bank account balances, 1 December 2016		
Community Account	9,484.36	
Business Account	10,166.43	
Less: unpresented cheques		
100329	(1.28)	
100371	(5.46)	
100434	(10)	
100441	(572.40)	
Add: unbanked cash	0	
Total:		<b>19,061.65</b>

## **20. Minor Items and Items for Next Agenda**

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

## **21. Next Meeting**

To confirm the next meeting as 12<sup>th</sup> January 2017 at 7.15pm.

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