

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 12th January 2017** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council

7th January, 2017

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 8th December, 2016.
- b) To note the December Outstanding Issues Report (information and discussion only, see Appendix 1).

4. Planning Applications

To formulate observations relating to the following planning applications:
16/08557/FUL - Rebuilding of stable block to form a single dwelling at Barn Cottage, Cockcroft Fold, Harden
16/09385/HOU - Demolition of existing garage and construction of two storey side and single storey rear extension at 10 Meadow Close, Harden

16/09514/FUL - Construction of detached house and double garage at Springbank, Wilsden Road, Harden (change of house design on previously approved scheme 08/00168/FUL)

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

5. Representation

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

6. Collaboration with Village Societies & Organisations

To welcome Paul Barrett, Development Manager from the Kirkgate Centre and to discuss progress with joint activity to identify and engage with village societies, community groups and other organisations.

7. Vice Chair & Staffing Committee

To elect a Vice Chair and review Staffing Committee member representation.

8. Councillor Vacancy

To receive an update on the notice of vacancy and to discuss appropriate next steps to fill the vacant position.

9. Exchange of Information

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

10. Budget (see Appendix 2)

To note receipt of indicative Council Tax Support Grant and tax base figures from Bradford MDC and the impact on the forecast reserves at 31st March 2018. The Chair to sign Bradford MDC's budget *pro forma*, confirming the precept agreed by the Parish Council on 8th December, 2016.

11. Memorial Hall

To discuss Bradford MDC's budget proposals and likely impacts on the Memorial Hall. To consider preparation of a consultation response.

12. Playground Cleaning

To note progress with arranging playground cleaning by Bradford MDC and to consider escalation of the issue.

13. Staffing Appraisal & Salary Review

To agree arrangements to conduct the annual staffing appraisal and salary review.

14. Mobile Phone (see Appendix 3)

To authorise or otherwise a monthly contribution of £10 towards the cost of the Clerk's mobile phone. To authorise or otherwise a retrospective payment from the date of employment and adjustment to monthly salary payments to include a mobile phone allowance.

15. Correspondence (see Appendix 4)

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

- a) E-mail from Pennine Prospects re. future of LEADER funding.
- b) E-mail from YLCA re. 2018 WWI Beacons of Light project.
- c) E-mail from The Big Lottery Fund re. Harden Community Public Access Defibrillator grant application.
- d) E-mail from Bradford MDC re. budget consultation.

16. Financial Matters

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Bradford MDC	100453	£384.23	Salary payment
Ken Eastwood	100454	£24.06	Polldaddy subscription
Ken Eastwood	100455	£7.56	Stamps
Gina Thompson	100456	£6	Paper cups (Christmas Event)
Gina Thompson	100457	£47.65	Refreshments (Christmas Event)
Ken Eastwood	100458	£9	Mileage

- b) To note the following trial balances: -

HARDEN PARISH COUNCIL - December 2016				
Item	Budget 2016/17	Expenditure to date (net)	Budget Remaining	Forecast Outturn
Salary & expenses	4,600	4,456.22	143.78	-1,313.14
Subscriptions	500	737	-237	-237
Insurance	500	469.26	30.74	30.74
Audits	200	183.50	16.50	16.50
Newsletter	650	497.50	152.50	152.50
Website	300	310	-10	-36
Parish Plan	1,000	137.89	862.11	200
Training	400	99	301	100
Repairs	300	16.67	283.33	200
Stationery/telephone	200	201.12	-1.12	-188.68
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	-300
Christmas event	200	28.80	171.20	115
Playground cleaning	200	0	200	100
S137	0	82.57	-82.57	-82.57
Other*	0	3,019.32	-3,019.32	-3,388
	14,150	12,389.43	5,491.02	-4,150.23

* Forecast includes Christmas lights (£2,501), WI bench (50% being £388) and picnic bench (£493 net of Community Chest contribution).

c) To note the following bank reconciliation: -

Cashbook Balances		
Balance 1 April 2016	17,253.71	
Add: income to date	14,201.78	
Less: expenditure to date	(13,419.39) (incl. VAT)	
Total:		18,036.10

Bank account balances, 1 January 2017		
Community Account	7,876.41	
Business Account	10,166.43	
Less: unpresented cheques		
100329	(1.28)	
100371	(5.46)	
Add: unbanked cash	0	
Total:		18,036.10

17. Minor Items and Items for Next Agenda

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

18. Next Meeting

To confirm the next meeting as 9th February 2017 at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME