

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 annual meeting of Harden Parish Council, to be held on **Thursday 14th September 2017** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council

9th September, 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 10th August, 2017.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Planning Matters

To formulate observations relating to the following planning matters: -

17/04907/CLP - Construction of single storey rear extension to replace existing conservatory at 7 Millbeck Drive, Harden BD16 1TF

17/05030/CLP - Installation of juliet balcony to first floor and replacement of full length window with french doors as part of complete replacement of all windows and front door at 3 Gatesway, Harden BD16 1TG

(Planning applications can be viewed via Bradford Council's online system

<http://www.planning4bradford.com/online-applications>).

5. Public Representation

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

6. Exchange of Information

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

7. Councillor Vacancy

To receive an update on the Parish Council vacancy.

8. Memorial Hall

To receive an update on discussions with regard to the future of the Memorial Hall.

9. Horticulture (see Appendix 2)

To review quotations for the planting of bulbs and ongoing winter flower bed maintenance and to authorise or otherwise related expenditure.

10. Allotments (see Appendix 3)

To consider a report prepared by the Clerk in response to representations received on the need for allotments in Harden. To consider establishment of an allotments sub-committee, terms of reference and membership.

11. Budget & Financial Management

To give consideration to budget setting processes and key projects to be taken forward in 2018/19.

12. Meeting Attendance

To consider representation at forthcoming meetings: -

- a) Local Councils Liaison - 26th September, 6pm, venue to be confirmed.
- b) Neighbourhood Service, Police & Parish Council Liaison - Monday 9th October, 7pm at Denholme Mechanics Institute.
- c) Shipley Area Committee / SCAPAG meeting, Wednesday 11th October, 6pm at Ian Clough Hall, Baildon.

13. Correspondence (see Appendix 4)

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

- a) E-mail from a resident re. noise & nuisance from The Golden Fleece.
- b) E-mail from Bradford MDC re. planning enforcement at The Golden Fleece.
- c) E-mail from a resident re. noise nuisance from The Golden Fleece.
- d) E-mail from Mr Bond re. Harden Moor and motorbikes.
- e) E-mail from Bradford MDC re. Licensing and The Golden Fleece.
- f) E-mail from Bradford MDC Licensing re. noise from Harden Grange.
- g) E-mail from Helen Taylor re. horticulture.
- h) E-mails exchanged with PKF Littlejohn LLP re. 2016/17 Annual Return.

14. Financial Matters

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
YLCA	100515	£45	Training workshop
Ken Eastwood	100516	£23.19	PollDaddy subscription
		£6.72	Stamps
		£4.50	Mileage
		£34.41	
Bradford MDC	100517	£456.55	Salary payment
Matthew Maddison	100518	£50.00	Flower bed maintenance

b) To note the following trial balances: -

HARDEN PARISH COUNCIL					
August 2017					
Item	Budget 2017/18	Expenditure to date (Net)	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	4,900	2,462	2,438	-832	1
Travel	100	77	23	0	
Subscriptions	750	859	-109	0	
Insurance	500	0	500	0	
Audits	200	77	123	0	
Newsletter	600	0	600	0	
Website	1,200	1,275	-75	0	
Parish Plan	1,000	117	883	0	
Neighbourhood Planning	2,500	0	2,500	0	
Training	100	0	100	0	
Repairs	100	0	100	0	
Stationery/telephone	300	60	240	0	
PC equipment	0	13	-13	-13	
Small grants	500	250	250	0	
Horticulture	3,000	5,071	-2,071	-2,121	2
Christmas event	200	0	200	0	
Playground cleaning	200	0	200	0	
Room hire	250	0	250	0	
Projects & Assets	1,775	4,533	-2,758	-2,978	3
S137	100	19	81	0	
Other	250	0	250	0	
	18,525	14,814	3,711	-5,944	

Notes to Budget

1. Includes national pay award and salary increase.
2. Forecast includes full planting costs, maintenance and water charges.
3. War Memorial project slipped across financial years. Forecast does not include grant award from War Memorials Trust.

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2017	14,154.06	
Add: income to date	20,077.76	
Less: expenditure to date	(16,000.68) (incl. VAT)	
Total:		18,231.14

Bank account balances 1 August 2017

Community Account	8,064.71
Business Account	10,166.43
Less: unrepresented cheques	0

Add: unbanked cash 0
Total:

18,231.14

15. Minor items and items for next agenda

To note minor items and items for the next agenda.

16. Next Meeting

To confirm the next meeting as 12th October 2017 at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME