

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 next meeting of Harden Parish Council, to be held on **Thursday 9th November 2017** 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
4th November, 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 12th October, 2017.
 - b) To note the Outstanding Issues Report (information only, see Appendix 1).
- 4. Public Representation**
Members of the public are invited to raise any matters of concern for a maximum of 15 minutes.
- 5. Guest Speaker – Neighbourhood Planning**
To welcome a Planning Officer from Bradford MDC to discuss Neighbourhood Planning in Harden.
- 6. Councillor Vacancy**
To consider expressions of interest in standing as a Parish Councillor from persons present and to co-opt to the vacancy if appropriate.
- 7. Planning Matters**
17/06037/FUL - Construction of 4 no. 3 bedroom, 2 storey houses including associated car parking - land 408451 438335 Back O' The Mill, Keighley Road, Harden.
(Planning applications can be viewed via Bradford Council's online system <http://www.planning4bradford.com/online-applications>).

8. Exchange of Information

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

9. Budget

To review and formulate a draft budget for 2018/19.

10. 2018 Boundary Review

To consider Boundary Commission proposals for revisions to parliamentary constituency boundaries impacting on Harden and the existing Shipley constituency. To formulate a response to the consultation.

11. Telephone Kiosk

To authorise or otherwise payment of £1 and an application to BT under the adopt a kiosk scheme. To consider future maintenance and use of the telephone kiosk.

12. Allotments

To receive a report from the Clerk on the current allotments consultation (see Appendix 2). To consider appropriate next steps.

13. Correspondence (see Appendix 3)

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

- a) E-mail from YLCA re. membership subscription fees.
- b) E-mail from Bradford MDC re. Harden Memorial Hall.
- c) E-mail from Shipley Area Co-ordinator re. S/NPT/PC Meeting Notes.

14. Financial Matters

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Matthew Maddison	100526	£25	Winter maintenance
Matthew Maddison	100527	£225	Spring bulb planting
Digital Nomads Limited	100528	£161.11	Brass plaque
Ken Eastwood	100529	£20	Poppy wreath
		£22.65	Polldaddy subscription
		£18.90	Mileage
		£61.55	
Bradford MDC	100530	£456.55	Salary payment

- b) To note the following trial balances: -

HARDEN PARISH COUNCIL					
October 2017					
Item	Budget 2017/18	Expenditure to date (Net)	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	4,900	2,919	1,981	-832	1
Travel	100	82	18	-64	
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	140	860	0	
Neighbourhood Planning	2,500	0	2,500	0	
Training	100	45	55	0	
Repairs	100	0	100	0	
Stationery/telephone	300	67	233	0	
PC equipment	0	13	-13	-13	
Small grants	500	250	250	0	
Horticulture	3,000	5,071	-2,071	-2,091	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	-992	3
S137	100	19	81	0	
Other	250	0	250	0	
	18,525	15,350	3,175	-3,992	

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	22,919.07	
Less: expenditure to date	(18,481.58) (incl. VAT)	
Total:		18,591.55

Bank account balances 1 November 2017

Community Account	8,830.12	
Business Account	10,166.43	
Less: unpresented cheques	405	
Add: unbanked cash	0	
Total:		18,591.55

d) To note the following overpayments and resulting refund: -

Cheque 100516 issued on 14th September for £34, previously presumed lost in post and reissued, was drawn from the account on 26th October.

In addition, an arithmetic error in calculating expenses authorised on 12th October resulted in an overpayment of £54.

Consequently, £88 refunded to the Parish Council bank account by the Clerk (paid by BACS 5th November).

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 14th December 2017 at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME