

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 14th December 2017** at 7.15pm in Harden Memorial Hall.

A handwritten signature in blue ink that reads "Ken Eastwood". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Clerk to the Parish Council
10th December, 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 9th November, 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. Exchange of Information

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

6. Planning Matters

17/06507/FUL - Conversion of redundant agricultural building to dwelling - Barn Cottage, Cockcroft Fold, Harden Road, Harden BD16 1HU.

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

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

7. Neighbourhood Planning

To: -

- Receive a presentation from the Clerk on Neighbourhood Planning in Oxenhope.
- Review Planning Consultants used by other Local Councils.
- Decide upon the next stages, including application for grant funding and the selection and appointment of consultants (see Appendices 2 & 3).

8. Budget

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

9. Memorial Hall

To receive an update on the Memorial Hall and to consider future actions.

10. Allotments (see Appendix 4)

To review an outline project plan and agree indicative target completion dates for key stages of the project.

11. 2018 Meeting Dates (see Appendix 5)

To authorise, or otherwise, the proposed dates for meetings in 2018.

12. Correspondence (see Appendix 6)

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

- a) E-mail from Ward Officer re. HCF Poultry at Cullingworth.
- b) E-mail from a resident re. Long Lane speed ramps.
- c) E-mails from residents re. Harden Phone Box.
- d) E-mail from a resident re. Harden football pitch.

13. Financial Matters

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100531	£1	BT Adopt a Kiosk payment
		£2.28	Stamps
		£22.65	Polldaddy subscription
		£9.90	Mileage
		£35.83	
Vision ICT	100532	£66.00	.gov.uk domain renewal
Gina Thompson	100533	£75.18*	Refreshments
Kay Kirkham	100534	£28.90	Refreshments
BHIB Limited	100535	£477.79	Insurance
Bradford MDC	100536	£456.55	Salary payment
Matthew Maddison	100537	£25	Winter maintenance

* Payment reduced by £2 from invoiced amounts in lieu of surplus tea bags being sold on by Gina Thompson to Kay Kirkham for £2 in cash.

- b) To note the following trial balances: -

HARDEN PARISH COUNCIL					
November 2017					
Item	Budget 2017/18	Expenditure to date (Net)	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	4,900	3,832	1,068	-832	1
Travel	100	110	-10	-64	
Subscriptions	750	859	-109	-109	
Insurance	500	0	500	22	
Audits	200	197	3	3	
Newsletter	600	438	162	0	
Website	1,200	1,275	-75	-75	
Parish Plan	1,000	185	815	0	
Neighbourhood Planning	2,500	0	2,500	2,500	
Training	100	45	55	0	
Repairs	100	5	95	95	
Stationery/telephone	300	69	231	0	
PC equipment	0	13	-13	-13	
Small grants	500	250	250	0	
Horticulture	3,000	6,007	-3,007	-3,107	2
Christmas event	200	0	200	0	
Playground cleaning	200	0	200	0	
Room hire	250	0	250	0	
Projects & Assets	1,775	4,667	-2,892	-2,892	3
S137	100	39	61	0	
Other	250	88	162	0	
	18,525	18,079	446	-4,472	

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	23,008.25	
Less: expenditure to date	(19,410.79) (incl. VAT)	
Total:		17,752.12

Bank account balances 1 December 2017

Community Account	7,938.91	
Business Account	10,168.21	
Less: unpresented cheques	355	
Add: unbanked cash	0	
Total:		17,752.12

14. Minor items and items for next agenda

To note minor items and items for the next agenda.

15. Next Meeting

To confirm the next meeting as 11th January 2018 at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME