

## 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 next meeting of Harden Parish Council, to be held on **Thursday 11<sup>th</sup> January, 2018** at 7.15pm in Harden Memorial Hall.

A handwritten signature in blue ink that reads "Ken Eastwood".

**Clerk to the Parish Council**

6<sup>th</sup> January, 2018

### **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 14<sup>th</sup> December, 2017.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

**4. Planning Matters**

17/06961/HOU - Porch extension -12 Glen View, Harden BD16 1JE.

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

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

**5. Green Belt Review Consultation (see Appendix 2)**

To consider Bradford Council's consultation on a Green Belt Review draft methodology.

**6. Public Representation**

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

**7. Exchange of Information**

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

**8. Budget (see Appendix 3)**

To note receipt of indicative Council Tax Support Grant and tax base figures from Bradford MDC. The Chair to sign Bradford MDC's budget pro forma, confirming the precept agreed on 14<sup>th</sup> December, 2017.

**9. Memorial Hall**

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

**10. General Data Protection Regulation**

To note that the Parish Council will have additional responsibilities under the General Data Protection Regulation (GDPR) which will take effect from 25<sup>th</sup> May, 2018. To receive a short update from the Clerk on implications and plans to prepare for compliance.

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

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

- a) E-mail from BT re. Adopt a Kiosk.
- b) E-mail from David Hill Surveyors re. Neighbourhood Plan.
- c) Letter from NALC re. Battle's Over – A Nation's Tribute.

**12. Financial Matters**

- a) To authorise, or otherwise, room hire expenditure of up to £50 for an initial meeting of a new Friend's of Goit Stock group.
- b) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Haydn Cavanagh	100538	£250	Small grant payment to Goit Stock Dippers
Ken Eastwood	100539	£21.87	Poll daddy subscription
		£4.50	Mileage
		£26.37	
Bradford MDC	100540	£456.55	Salary payment
Matthew Maddison	100541	£25	Winter maintenance

- c) To note the following trial balances: -

<b>HARDEN PARISH COUNCIL</b>					
<b>December 2017</b>					
Item	Budget 2017/18	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	4,900	4,288	612	-832	1
Travel	100	120	-20	-64	
Subscriptions	750	859	-109	-109	
Insurance	500	0	500	22	
Audits	200	675	-475	3	
Newsletter	600	438	162	0	
Website	1,200	1,330	-130	-130	
Parish Plan	1,000	208	792	0	

Neighbourhood Planning	2,500	0	2,500	2,500	
Training	100	45	55	0	
Repairs	100	5	95	95	
Stationery/telephone	300	71	229	0	
PC equipment	0	13	-13	-13	
Small grants	500	250	250	0	
Horticulture	3,000	6,032	-3,032	-3,107	2
Christmas event	200	92	108	108	
Playground cleaning	200	0	200	100	
Room hire	250	0	250	125	
Projects & Assets	1,775	4,668	-2,893	-2,892	3
S137	100	39	61	61	
Other	250	88	162	0	
	<b>18,525</b>	<b>19,221</b>	<b>-696</b>	<b>-4,133</b>	

### **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.

d) To note the following bank reconciliation: -

#### Cashbook Balances

Balance 1 April 2017	14,154.06	
Add: income to date	23,008.85	
Less: expenditure to date	(20,576.04) (incl. VAT)	
Total:		<b>16,586.87</b>

#### Bank account balances 1 December 2017

Community Account	6,418.66	
Business Account	10,168.21	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		<b>16,586.87</b>

### **13. Representation at upcoming meeting(s)**

To nominate a representative to attend the next meeting of the Bingley Rural Neighbourhood Services, Police & Parish Councils Meeting being held on 12<sup>th</sup> February, 2018 at 7pm, in Denholme Mechanic's Institute.

### **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 15<sup>th</sup> February, 2018 at 7.15pm.

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

## Appendix 1: Outstanding Issues

Subject	Issues	Responsibility	Date of last action	Notes
Highways	Unofficial layby & damaged sign	Clerk	April 2017	Awaiting email updates.
	Long Lane Speed Bumps	Clerk	December 2017	Highways representatives invited to future meeting.  Quarry vehicle issues referred to Planning Enforcement.
Procurement	Monkey bars in play area	Cllr Gregson & Clerk	June 2017	Meeting postponed. To roll forward.
Allotments	Written representations received on the need for allotments.	Clerk & Members	December 2017	Briefing paper prepared. Online survey live. Project plan in draft.
Neighbourhood Planning	Seek quotations & appoint consultants.	Council & Clerk	December 2017	To issue a brief to the four consultants identified, inviting the submission of proposals and costs.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	January 2018	Adoption approved. BT advised of delay in removing equipment. Gardener to remove excessive Ivy growth.

## **Appendix 2: Green Belt Review Consultation**

Public Consultation - Further Issues and Options (December 2017 to January 2018)

The purpose of this consultation is to seek views from the relevant stakeholders and the general public on the proposed approach for undertaking the 'Green Belt Review'.

It is important to stress the Council is only seeking comments on the green belt review methodology. It is not seeking or accepting general comments on the green belt, the need for green belt to be released, specific sites or any other part of the Local Plan at this stage.

This consultation will begin on Monday 18 December 2017 and will run for 6 weeks until Monday 29 January 2018. All responses should be received by no later than 5pm on Monday 29 January 2018.

Comments should be submitted to: [planning.policy@bradford.gov.uk](mailto:planning.policy@bradford.gov.uk) or in writing to: Development Plans Group, 4th Floor, Britannia House, Hall Ings, Bradford BD1 1HX

The Green Belt Review Draft Methodology Paper and consultation response forms can be downloaded here:

<https://www.bradford.gov.uk/planning-and-building-control/planning-policy/land-allocations-dpd/?Folder=Green+Belt+Review+Draft+Methodology+consultation#>

## **Appendix 3: 2018/19 Budget**

The agreed expenditure budget is £21,908 and the agreed precept for a band D property is £25.

With a notified Tax Base of 816 then the precept will raise income of £20,400.

To support the agreed budget, reserves of £1,508 will be used in 2018/19.

Forecast reserves at 31<sup>st</sup> March 2019 will be £12,461.

Note – Bradford Council's Support Grant will reduce the use of reserves by £456. This figure is subject to approval by Bradford MDC's Executive.

## **Appendix 4: Correspondence**

### **E-mail dated 21<sup>st</sup> December: BT Adoption of Kiosk**

**Subject:** Re Adoption of kiosk 01535 273829 in Long Lane, Harden, Bingley

Dear Ken,

I am e-mailing you from the Adopt a Kiosk team, firstly, because I wanted to apologise for the length of time it is taking to complete your adoption. The delay is because at this present time the engineers cannot remove the payphone equipment from the kiosk. There is an internal issue with the engineers certification regarding any type of electrical work and the payphone mechanism is connected to the power transformer within the kiosk service chamber and therefore they are unable to remove it. We are in the process of arranging new training courses for the engineers, but, I think it will probably be the end of February before any are fully up to speed.

Meanwhile, we are looking for an adoptee who has an innovative/unusual plan for their kiosk as we are approaching our 5000<sup>th</sup> adoption and to celebrate we may be able to help the adoptee with those plans. If you feel your intention for the kiosk is innovative please let us know by sending your idea to [adoptakiosk@bt.com](mailto:adoptakiosk@bt.com) by 31<sup>st</sup> January 2018.

Yours sincerely

Linda Kennedy  
BT Payphones

### **E-mail dated 20<sup>th</sup> December: Neighbourhood Plan for Harden**

Dear Ken,

We understand that you are now in the process of developing a neighbourhood plan for Harden. We represent the land owners for site HR/001 and wondered if it would be possible to meet to discuss the site and if there is anything that we can do design wise to make it a more attractive proposition to you?

We have met with the Parish Council once before to discuss site HR/002 before the now approved Outline Planning Application was submitted on the site and we were hoping for a similar informal meeting as at this stage we are keen that plans and details for the scheme are not made public.

If such a meeting is possible could you please come back to me with some suitable times and dates?

I look forward to hearing from you.

Kind regards,



22 NOVEMBER 2017

## **BATTLE'S OVER – A NATION'S TRIBUTE**

Dear Colleagues,

On 3 August 1914, Britain's foreign minister, Sir Edward Grey, was looking out of his office window. It was dusk, and gas lights were being lit along London's Mall, leading to Buckingham Palace, when he remarked to a friend, "The lamps are going out all over Europe; we shall not see them lit again in our lifetime".

Our country was about to be plunged into the darkness of the first world war (WW1), and it would be four long years before Britain and Europe would again experience the light of peace.

In commemoration and remembrance of the end of the war and the many millions who were killed or came home dreadfully wounded, a chain of 1,000 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 7pm on the 11 November 2018 – a century after the guns fell silent. You will be pleased to know that more than 850 organisations have already confirmed their involvement.

The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning, bringing the harvests home and ensuring the nation did not starve.

The beacons will symbolise the light of hope that emerged from the darkness of war, and we hope that your local council will join us in this important national commemoration on 11 November 2018, especially as the majority of you would have had a previous member of your family involved in this four year conflict.

Detailed co-ordination began in April 2017, when the Pageantmaster will published a special Guide to Taking Part, similar to that produced for Her Majesty The Queen's Birthday Beacons on 21 April this year. If you can confirm your involvement before the end of March 2018 the Pageant Master will be able to include your council in the guide's acknowledgements pages before it is distributed to others encouraging their involvement too.

Participating councils, organisations and community groups will also receive a special certificate as a permanent reminder of their involvement in this special tribute.

There are a number of cost-effective ways of participating in the chain of beacons.

1. Use existing beacon braziers on tall wooden poles erected in 1988 and for other recent anniversaries.
2. Use gas-fueled beacons lit for The Queen's Diamond Jubilee in 2012.
3. Use the gas-fueled VE beacons lit to commemorate the 70 year anniversary of VE Day in 2015.
4. Use the gas-fueled beacons lit for The Queen's 90 year old birthday in April this year.
5. Build a traditional bonfire beacon.

I would be grateful if you would confirm your involvement by providing the Pageantmaster (contact details are: Bruno Peek LVO OBE OPR, Pageantmaster, Battle's Over - A Nation's Tribute 11 November 2018, Tel: + 44 (0) 7737 262 913, Email: [brunopeek@mac.com](mailto:brunopeek@mac.com)) with the following details as soon as possible to ensure that you are included in the guide and on our website for others to consider taking part.

- Name of organisation
- Name of beacon co-ordinator
- Address of beacon co-ordinator
- Telephone number
- Mobile number
- Email
- County
- Country
- Beacon location

Please confirm if your beacon will be open to the public or will be lit at a private event for family and friends. This is important because private beacons will not be included in the acknowledgements pages of the guide but will be included in the list kept in memory of this unique occasion.

When planning your beacon, your local newspaper could help you in contacting a relative of someone who served their country in WWI so you can



invite them to light your beacon. This will also help you to gain media coverage for your event while providing a personal and touching aspect to the occasion.

We do hope that you will be able to join in this special tribute. Yours

sincerely,

A handwritten signature in black ink that reads "Sue Baxter". The signature is written in a cursive, slightly slanted style.

Cllr Sue Baxter  
Chairman, National Association of Local Councils.