

## Harden Parish Council



Clerk: Ken Eastwood, Harden Parish Council, c/o 8 West Drive, Oxenhope. BD22 9LJ  
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Dear Councillor,

You are summoned to attend the next meeting of Harden Parish Council, to be held on **Thursday 12<sup>th</sup> April, 2018** at 7.15pm in Harden Memorial Hall.

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

**Clerk to the Parish Council**

7<sup>th</sup> April, 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 8<sup>th</sup> March, 2018.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

**4. Planning Matters**

- To formulate observations relating to the following application: -  
18/00937/HOU - Raise roof, single storey front and two storey side and rear extensions at 11 Ferrands Park Way, Harden (previous application 18/00094/HOU withdrawn).
- To note the following approval: -  
18/00402/HOU - Two storey side and rear extension with garage conversion at 16 Glen View, Harden.

(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. Wildflower Planting

To consider opportunity for the use of wildflower seeds, such as those provided by [www.beebombs.com](http://www.beebombs.com), having regard to the future reduction in grounds maintenance services provided by Bradford Council.

## 8. General Data Protection Regulation (GDPR)

To receive an update from the Clerk on progress towards compliance with the GDPR. To authorise, or otherwise, overtime of 3 additional days in April.

## 9. Correspondence (see Appendix 2)

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

- a) E-mail from Cllr Ellis re. lorries passing through Harden.
- b) E-mail from resident re. Tittle Tattle.

## 10. Annual Governance and Accountability Returns (AGAR)

To receive an update from the Clerk on changes to the AGAR. To note that Harden Parish Council, with neither income nor expenditure exceeding £25,000, may choose not to subject to a limited assurance review by the external auditor. To determine whether to invoke the exemption or to voluntarily request a limited assurance review, authorising, or otherwise, the fee payable of £200.

## 11. Financial Matters

- a) To appoint Ian Scott as Harden Parish Council's Internal Auditor for the 2017/18 accounts and annual returns. To authorise, or otherwise, payment of up to £85 including travel and mileage.
- b) To subscribe to a managed payroll service, provided by Bradford Council for 2018/19 and to authorise, or otherwise, expenditure of £252 including VAT.
- c) To authorise, or otherwise, expenditure of £112.80 including VAT and delivery on a hardware encrypted, USB drive to support the Parish Council's compliance with the forthcoming General Data Protection Regulation (see appendix 3).
- d) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100552	£21.18	Polldaddy subscription
		£9.45	Mileage
		£20.16	Stamps
		£50.79	
Bradford MDC	100553	£456.55	Salary payment
Bradford MDC	100554	£252	Payroll service
Matthew Maddison	100555	£25	Winter maintenance
YLCA	100556	£536	Membership fee
ALCC	100557	£30	Membership fee
SLCC	100558	£100	Membership fee
Vision ICT	100559	£72	Email accounts
Kay Kirkham	100560	£6.10	Travel expenses

e) To note the following year end balances: -

<b>HARDEN PARISH COUNCIL</b>				
<b>31 March 2018</b>				
<b>Item</b>	<b>Budget 2017/18</b>	<b>Expenditure to date</b>	<b>Variance Shortfall (-) / Surplus (+)</b>	<b>Notes</b>
Staff Costs	4,900	5,658	-758	1
Travel	100	133	-33	
Subscriptions	750	894	-144	
Insurance	500	478	22	
Audits	200	177	23	
Newsletter	600	438	162	
Website	1,200	1,330	-130	
Parish Plan	1,000	274	726	
Neighbourhood Planning	2,500	0	2,500	
Training	100	470	-370	
Repairs	100	5	95	
Stationery/telephone	300	124	176	
PC equipment	0	13	-13	
Small grants	500	500	0	
Horticulture	3,000	6,097	-3,097	2
Christmas event	200	92	108	
Playground cleaning	200	0	200	
Room hire	250	0	250	
Projects & Assets	1,775	4,658	-2,883	3
S137	100	39	61	
Other	250	88	162	
	<b>18,525</b>	<b>21,469</b>	<b>-2,944</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.

f) To note the following bank reconciliation: -

#### Cashbook Balances

Balance 1 April 2017	14,154.06	
Add: income to date	23,013.92	
Less: expenditure to date	(22,903.78) (incl. VAT)	
Total:		<b>14,264.20</b>

#### Bank account balances 1 April 2018

Community Account	4,090.92	
Business Account	10,173.28	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		<b>14,264.20</b>

**12. Attendance at meeting(s)**

- To receive reports from Cllr Kirkham following attendance at the South Pennine Branch of YLCA, Shipley and Keighley Area Planning Panel and CBMDC and Local Council Liaison Meeting (see appendix 4).
- To receive a report from Cllr Taylor following attendance at the Bingley Rural Neighbourhood Services, Police & Parish Councils Meeting.
- To receive a report from Cllr Jennings following attendance at the Shipley Area Committee and SCAPAG meeting.

**13. Minor items and items for next agenda**

To note minor items and items for the next agenda.

**14. Next Meeting**

To confirm the date of the Annual Parish Council meeting, as 10<sup>th</sup> May 2018, at 7.15pm.

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

## Appendix 1: Outstanding Issues

<b>Subject</b>	<b>Issues</b>	<b>Responsibility</b>	<b>Date of last action</b>	<b>Notes</b>
Highways	Long Lane Speed Bumps	Clerk	March 2018	Highways to consult on a scheme once approved by Area Committee.
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	February 2018	Clerk to establish a working party.
Neighbourhood Planning	Seek quotations & appoint consultants.	Council & Clerk	March 2018	Meeting with Integreat Plus arranged for 17 <sup>th</sup> April at 6.30pm.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	March 2018	Invitation to quote issued to contractors with response date of 9 <sup>th</sup> April.

## Appendix 2: Correspondence

### Email from Cllr Michael Ellis, 13<sup>th</sup> March

Ken

Just a quick update.

Investigation of the lorries passing through Harden and in some cases Rycroft are not associated with the quarry but construction sites in the area. There is of course nothing that can be done except as discussed a 7.5 tonne weight limit which the possibility of we agreed would be explored by officers.

As regards the restoration and closing of the quarry, officers are actively seeking final restoration details from the owners prior to its closure in accordance with the planning consent.

Regards, Mike


### Email from Kay Johnson, 31<sup>st</sup> March

#### Tittle Tattle

It's time again for thinking about Tittle Tattle and the Spring 2018 edition!! We hope you will continue to support us with your contribution to Village life.

If you simply wish to advertise your group/ business activities that's fine but we would encourage you to include any additional bits of information, events or stories which can draw more attention and interest to your advert. In any event, we welcome individual articles, on any subject, which are included free of charge. Our readers tell us that they use the paper as a reference when they need any of the services offered and as a reminder of meeting and opening times but the things that keep them reading from front to back cover are the articles, comments, poetry etc. So have a think about adding those little extras or writing your own article.

Please let us have your article/advert as soon as possible but no later than **20<sup>th</sup> April 2018**, if we haven't received your article/advert by the 20<sup>th</sup> it might not be included because of the time constrained. Because of the generosity of Ernest Cummins Ltd who provide the printing of the Newspaper we have sufficient funds and on this occasion there will be no charge.

Please send all contributions and any requests for further information (email or hard copy) to 

We anticipate being able to deliver the newspapers during May. If you would be willing to or know of anyone who would help with the delivery of Tittle Tattle please contact Kay Johnson.

If you know of any other interested party who may wish to be involved please put them in touch.

Best Wishes, 

### **Appendix 3: Securing Personal Data in Compliance with GDPR**

Under the GDPR the Parish Council will need to implement appropriate technical and organisational measures to ensure a level of security, appropriate to the risk.

One of the highest risks with regard to personal data is the loss or theft of unencrypted portable computer devices and portable USB drives.

Currently, the Parish Council benefits from the use of encrypted, cloud based storage used by Digital Nomads Limited. This solution uses Dropbox, a file hosting service that offers cloud storage and file synchronization between connected devices. The Digital Nomads solution also uses an encryption service provided by Boxcryptor, which encrypts all files before transmission to the cloud storage platform. Without the Boxcryptor password, it is impossible to access the stored files.

The Parish Council laptop is password protected but the hard drive is not encrypted. Laptop encryption solutions are currently being evaluated. In the interim, all Parish Council files are only stored in the Boxcryptor drive on the laptop (which is encrypted, as described above). Full device, hard drive encryption would provide further assurance in the event of the loss of the laptop.

As part of the Data Audit currently being progressed, members will be asked to confirm that they don't hold, or have deleted, any and all personal data obtained in the course of Parish Council business. The Clerk should hold the only copies of such data to ensure their security, to manage retention and disposal in line with policy and to respond appropriately to subject access requests and the exercise of individual rights including the right of access, rectification, erasure and restriction of processing.

In the event of the Clerk moving on, the Parish Council will need to replace the Dropbox/Boxcryptor solution.

It would be sensible to also back-up Parish Council files to an encrypted USB drive. This would provide additional resilience and would also simplify handover in the future.

The Clerk has researched available products and proposes purchase of the following drive, which meets recommended security standards: -

#### **datAshur Pro**

The iStorage datAshur Pro is an easy to use and affordable USB 3.0 flash drive, employing PIN code access with military grade XTS-AES 256-bit hardware encryption.

The datAshur Pro incorporates a rechargeable battery allowing the user to enter a 7-15 digit PIN onto the onboard keypad before connecting the drive to the USB port.

All data transferred to the datAshur Pro is encrypted in real-time with the built-in hardware encryption engine and is protected from unauthorised access even if your datAshur Pro is lost or stolen. The datAshur Pro automatically locks when unplugged from the host computer or power to the USB port is turned off and can be set to timeout (lock) after a predetermined amount of time.

The datAshur Pro operates straight out of the box, does not require any software or drivers to be installed and is compatible with Windows, Mac, Linux, Chrome, Android, Thin Clients and embedded systems.

The datAshur Pro delivers drag and drop encryption, plug and play simplicity and can be used with any software.

- FIPS 140-2 Level 3 validated – [Cert. No. 2688](#)
- NLNCSA – certified [Click Here](#)
- FIPS PUB 197 certified
- IP57 certified – water/dust resistant
- Bootable drive
- AES 256-bit hardware encryption – no software required
- OS & Platform independent



iStorage datAshur Pro 16GB - £89.00 + £5 delivery + VAT (Total £112.80)

#### **Appendix 4: Reports to Harden Parish Council**

##### **South Pennine Branch of YLCA 14.03.18**

The following were discussed:

- |  | Action |
|--|--------|
| 1 The consultation on the new National Planning Policy Framework and its possible implications for Neighbourhood Plans   | KK     |
| 2 Disposal of radioactive waste - a lot of money available if the local councils agree and have the right geology.   |        |
| 3 Financial assistance to religious bodies by parish councils – probably not legal but take advice if it comes up  |        |
| 4 Voting rights at branch meetings should be for nominated councillors only. These councillors should be nominated by their parish at its AGM and notified to YLCA | Clerk  |



- |   |   |       |
|---|---|-------|
| 5 | Changes to the external audit regime and exempt authorities. More information will be included in the next White Rose Newsletter.   | Clerk |
| 6 | General Data Protection Regulations<br>The GDPR comes into force on 25 <sup>th</sup> May and parish councils must be compliant by then. This includes appointing a Data Protection Officer who cannot be the clerk. There are some moves for parish council clerks to make reciprocal arrangements with each other or to work in groups ( Scarborough ). Some principle authorities ( Harrogate and Scarborough for example ) are undertaking this for all their parish councils for a fee. Bradford is not likely to offer this service. | Clerk |

**Shipley and Keighley Area Planning Panel 21.03.18**

I attended this and spoke in support of the parish council’s submission. Most of what we ask for has been included in revised plans but I specifically asked for a time restriction on construction vehicle movements of 0800 – 1800 Monday to Friday and the retention of the dropped kerb over the bollards. The agent who as there accepted these verbally but they don’t appear in the permission document. I also mentioned residents’ concerns about construction traffic using the local estate roads but this fell on deaf ears. I still don’t know why is went to the panel as we didn’t ask for this

KK

**CBMDC and Local Council Liaison Meeting 21.03.18**

This meeting was preceded by an informal meeting with officers of BMDC about cuts in the cleansing budget of 25% by April 2019.

In order to respond appropriately we need to know exactly what we get now, what we are likely to get in the future and what our options are if we feel the need to ‘top up’ the service from our own resources.

We should contact Damien Fisher directly to ask the first question.

Clerk

The shape of the service in the future should be clear by the autumn at which point we can decide whether to put any money in the budget to top up the service or wait and see what the effect is.

**Main Meeting**

Matter discussed:

Highway protocol – this sets out working arrangements for Parish Councils working with Transportation and Highways. BMDC had hoped to sign it off but concerns were raised about parish council funded projects having to be approved by the highway authority ( the area committee with powers delegated by the Executive ). It was felt that if a parish council was bearing all the cost then they should not be second guessed by the highway authority if the scheme was legal but not a priority for the highway authority. Some further wording on this will be circulated.

Closure of public toilets - this will happen, staff made redundant and facilities will be mothballed until the relevant parish council gives up or decides to take them over.

GDPR ( again)

In response to questions it is clear that BMDC will not be providing parish councils with any help even though some small primary schools were being assisted.

Kay Kirkham  
27.03.18