

Harden Parish Council



Clerk: Ken Eastwood, Harden Parish Council, PO Box 572, Keighley BD21 9FE
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 June, 2018** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council

10th June, 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 10th May and the minutes of the Extraordinary Parish Council meeting held on 22nd May, 2018.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Planning Matters

To formulate observations relating to the following applications: -

- 18/02026/HOU - Installation of a dropped kerb for access to house driveway at 80 Long Lane, Harden.
- 18/00158/MAR - Reserved matters application for 28 dwellings at Harden Road and Keighley Road, Harden (additional documents submitted).

To note the following decisions: -

- 18/01356/HOU - Construction of orangery at Harden Grange, Harden Road, Harden – application granted.

(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. Memorial Hall

To approve or otherwise an application to Bradford Council to register the Memorial Hall as an asset of community value under the Localism Act 2011 (see Appendix 2).

8. Horticulture

To note previous authorisation given via the Chair to incur additional expenditure on horticulture following receipt of a quotation for the planting and maintenance of barrier baskets by the gardener providing horticultural services to the Council (see Appendix 3).

9. Phone Kiosk

To note the quotation received for re-painting the kiosk and to authorise or otherwise expenditure of £745 + VAT (see Appendix 4).

10. Correspondence (see Appendix 5)

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

- E-mail from YLCA re. unauthorised development and encampments consultation.
- E-mail from Shipley Area Neighbourhood Forums re. Shipley Area Community Chest Grants.
- E-mail from YLCA about consultation on a Strategic Plan for NALC.
- E-mail from Big Ideas about First World War commemoration programmes.
- E-mail from West Yorkshire Police re. Meeting attendance.
- E-mail exchanges with Bradford MDC re. Japanese Knotweed.
- E-mail from Shipley Area Co-ordinator's Office re. cleansing.

11. Financial Matters

- To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100568	£14.40	Mileage
Bradford MDC	100569	£456.55	Salary payment
Digital Nomads	100570	£330	Royal Mail PO Box Recharge

Digital Nomads	100571	£390	Website Hosting, Support & Maintenance
Matthew Maddison	100572	£185	Horticulture
Harden Pre School	100573	£250	Small Grant
Gala Society	100574	£250	Small Grant

b) To note the following trial balances: -

HARDEN PARISH COUNCIL 31 May 2018			
Item	Budget 2018/19	Expenditure to date	Budget Remaining
Staff Costs	5,533	913	4,620
Travel	150	34	116
Subscriptions	875	893	-18
Insurance	500	0	500
Audits	200	78	122
Newsletter	850	0	850
Website	475	60	415
Parish Plan	1,000	43	957
Neighbourhood Planning	2,500	0	2,500
Training	100	0	100
Repairs	100	0	100
Stationery/telephone	100	53	47
PC equipment	250	94	156
Small grants	500	0	500
Horticulture	1,000	75	925
Christmas event	200	0	200
Playground cleaning	200	0	200
S137	100	0	100
Room Hire	0	0	0
Other	100	0	100
Projects	7,175	0	7,175
	21,908	2,243	19,665

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2018	14,264.20	
Add: income to date	20,931.00	
Less: expenditure to date	(2,321.99)	(incl. VAT)
Total:		32,873.21

Bank account balances 31 May 2018

Community Account	22,951.93	
Business Account	10,173.28	
Less: unpresented cheques	252.00	
Add: unbanked cash	0	
Total:		32,873.21

12. Exclusion of Press & Public

To resolve that members of the press and public be excluded from item 13 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of an item of a confidential nature.

13. Staffing Matters

To note the report from the Chair on staffing matters and to authorise, or otherwise, the recommendations put forward (see Appendix 6).

14. Minor items and items for next agenda

To note minor items and items for the next agenda.

15. Next Meeting

To confirm the date of the next monthly Parish Council meeting, as 12th July 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	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	Cllr's Bryan and Gregson to meet with residents and form working party.
Neighbourhood Planning	To apply for funding and establish a project team with public representation.	Council, Clerk & Integreat Plus	May 2018	Expression of interest completed and grant application part completed.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	May 2018	Shiplely & Craven College declined request to quote. Proposal received from Bagnall's. Main agenda item.
Grit Bins	Proposal to provide grit bins outside shops in Harden.	Clerk	May 2018	Suitable grit bins identified. Signage to be explored and priced. Contact from Cllr Cooke to discuss grit provision.

**The Localism Act 2011
Community Right to Bid**

**Application to Nominate
Assets of Community Value**

You will need to complete this application form if you wish to nominate an asset of community value for listing. The responses to the questions in your application will enable the Council to reach a decision about your nomination. In the event that the information you supply is insufficient to make a decision, your application will be rejected.

Before completing this application, **please read** the information about the Assets of Community Value provisions available on the Council website at <http://www.bradford.gov.uk/communityassets>

This information will help you to better understand whether the asset you propose to nominate meets with the definition of an 'asset of community value'. It also provides additional information about your rights to nominate and bid for assets as well as the rights of asset owners.

Your completed application should be sent, by post or email, to:

Assets of Community Value
City of Bradford Metropolitan District
Council
Strategic Asset Management
1st Floor Argus Chambers,
Britannia House,
Bradford.
BD1 1HX



For information, the table below summarises the assets of community value nominating and bidding process in four simple stages.

Identify an asset for nomination

If an eligible community or voluntary group thinks that a local asset meets the definition of an Asset of Community Value, they can fill in an application form and ask the Council to list the property. If the nomination meets the relevant criteria and is approved by the Council, the asset will be included on the list. The listing will last for a period of five years although the local authority has the ability to remove the asset from the list before the expiry of that period.

The owner wants to sell their asset

If the owner wants to sell their listed asset, they must notify the Council, who will then notify the community group that nominated the asset and publicise the proposed sale to the wider community. If within six weeks an eligible community interest group does not come forward, the owner is free to sell their asset for a period of eighteen months.

A designated community group wants to bid for the asset

If an eligible community interest group *does* express an interest in bidding for the asset, this group or groups will be granted extra time to prepare a business plan and gather the finance needed to purchase the asset. All in all, the time-frame for groups to put together their bids is six months starting from the time the asset owner informs the Council of their intention to sell the asset.

The point at which the asset is to be sold

The six month window of opportunity (known as 'full moratorium') is only for eligible community interest groups to put their business plans together and gather necessary funding. However, the asset owner may dispose of the property to (another) community interest group at a price agreed between the parties during the full moratorium. Once the six month window has expired, the asset owner is free to

sell their property to who they want. They are under no obligation to sell the asset to any eligible community interest group or groups who bid to purchase the asset.

**Section 1
Details of the land or building(s) that you are nominating**

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

- Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry information is not essential but it may help us to reach a decision on the nomination more quickly.
- A written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site.
- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk>

If the boundary is not clearly defined, you may be required to submit further evidence prior to your nomination application being accepted.

Name of Asset	Harden Memorial Hall
Address or location of the asset	Harden Memorial Hall Wilsden Road Harden Bingley BD16 1JP
Description of the asset and its boundaries	Harden Memorial Hall is a community hall recently subject to a Community Asset Transfer to Harden pre-School.

**Section 2
About You**

Title	Mr
First Name	Ken
Surname	Eastwood
Address	Harden Parish Council PO Box 572 KEIGHLEY
Post Code	BD21 9FE
Telephone number	07850 049 487
Email address	clerk@hardenparishcouncil.gov.uk

Your relationship to the nominating organisation	Clerk & Responsible Financial Officer
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**Section 3
About your Organisation**

Please provide evidence that you are eligible to make a nomination.

Name of organisation	Parish Council	
Organisation type	Place a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum		
Parish Council	x	
Charity		
Community interest company		
Unincorporated body		
Company limited by guarantee		
Industrial and provident society		

Number of members registered to vote locally (unincorporated bodies)
 In the case of an unincorporated body, at least 21 of its individual members must be registered to vote locally. If relevant, please confirm the number of such members and provide the names and addresses of 21 members registered to vote locally. If they are registered to vote in the area of a neighbouring local authority, rather than in Bradford District, please confirm which area that is.

7 elected councillors serving a 4-year term of office

Local connection

Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bradford Council or a neighbouring local authority. In some cases this will be obvious, e.g. an organisation whose activities are confined to the city. If it is not obvious, please explain what your organisation's local connection is.

Distribution of surplus funds (*applicable to certain types of organisations only*)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that any surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (i.e. within the administrative area of Bradford or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.

n/a

More about your organisation

What are the main aims and activities of your organisation? If your organisation isn't a registered charity or company, please provide evidence of its status such as trust deed, Articles of Association, constitution where appropriate.

Statutory authority and first tier of local government.

Section 4**Owners and others with an interest in the building or land**

Current owner(s)'s name and address	Bradford MDC
Current leaseholder(s) name and address	Harden Pre-School The Memorial Hall Harden BD16 1JP

Names and addresses of all current occupants of the land	As above plus community users of the Hall including Youth Club and Harden Parish Council.
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Section 5
Reasons for nomination; why you think the land or building is of community value

Please note that the following are not able to be assets of community value:-

- *A building wholly used as a residence, together with land “connected with” that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.*
- *A caravan site.*
- *Operational land. This is generally land belonging to the former utilities and other statutory operators.*

Does the use of the asset currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?
** These could be cultural, recreational and/or sporting interests – please say which one(s) apply.*

The Memorial Hall has served the community of Harden for some years and under the terms of the Community Asset Transfer that is set to continue into the future.

The facility is used for pre and after school clubs and is also used by the youth club, gala committee and the Parish Council. It has been used as a public meeting place and a location for community engagement events including meetings about planning matters in Harden, about Neighbourhood Planning and for Neighbourhood Forums etc.

How could the building or land be acquired and used in future?

If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community.

The purpose of this application is to provide opportunity for the Parish Council, possibly in partnership with others in the community, to prepare a proposal to purchase the building and preserve the hall as a community asset in the event of the existing leaseholder handing the building back to Bradford MDC and the principal authority deciding to dispose of the asset on the open market.

If such a scenario arose, the Parish Council would wish to have opportunity to explore developing a scheme to purchase and retain the hall for the benefit of the community.

The Parish Council could partly fund purchase and ongoing running costs through the precept and could look to external sources of grant funding, including lottery and other such grant funds. In the future, the Parish Council may also have access to CIL funds, following the adoption of a Neighbourhood Plan for Harden and future developments in the village.

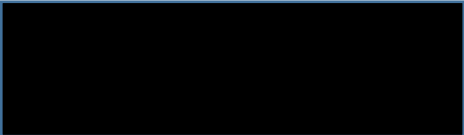
**Section 6
Submitting your nomination**

What to include

- Your organisation’s constitution, Articles of Association or Trust Deed
- Your location plan of the asset that you are nominating

Signature

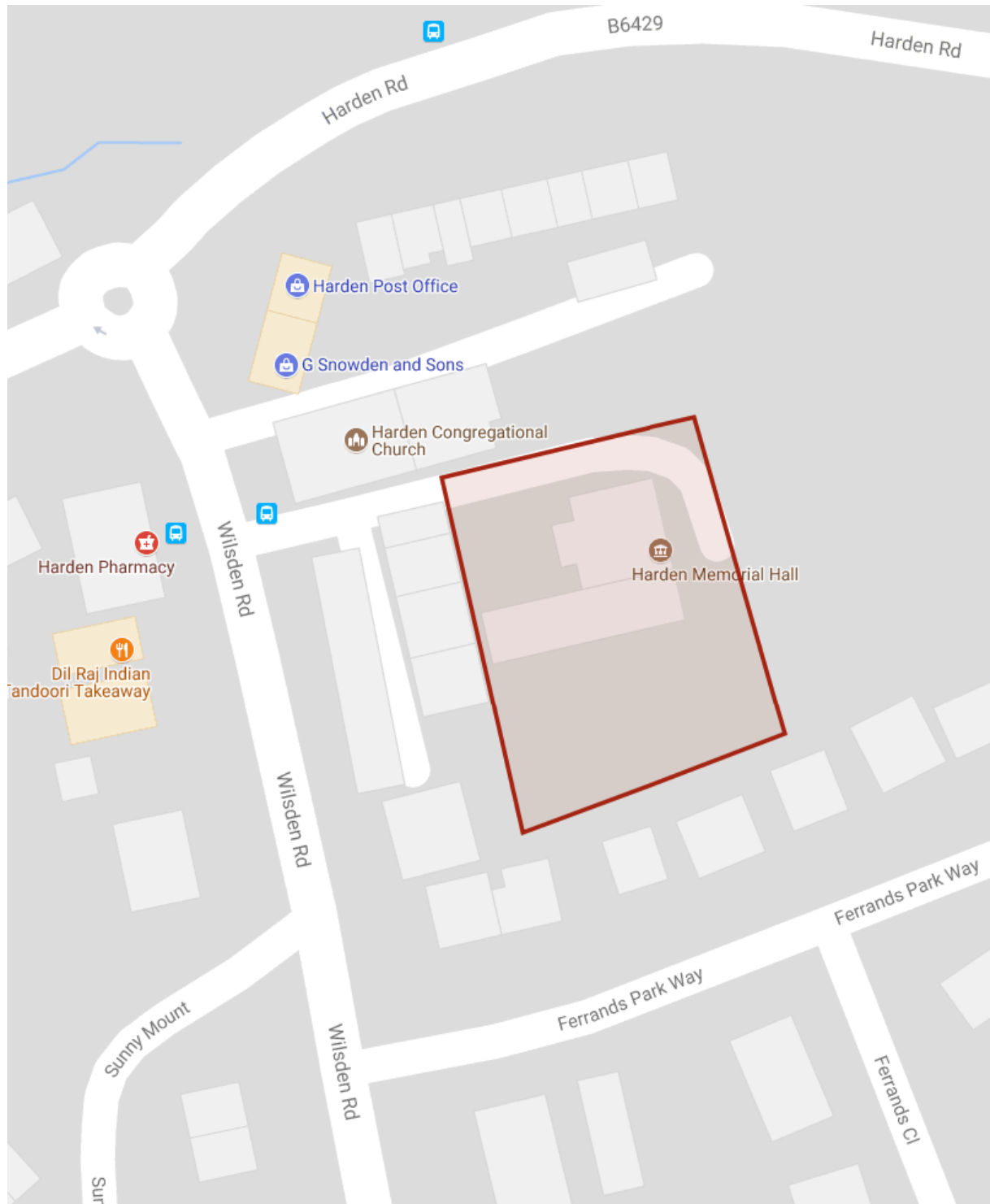
By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

Signature 

Date **9 June, 2018**

Harden Parish Council's Standing Orders, Financial Regulations and other policy documents can be accessed on our website, under policies & procedures, here: -

<http://hardenparishcouncil.gov.uk/documents>

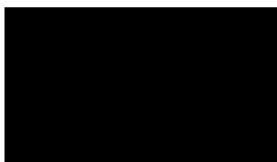


Appendix 3: Horticulture

Quote for Barrier Baskets

I've come to the price of £120 for the planters. That's including supplying the plants and compost, planting them up and putting them on the railings.

I'm thinking £15 a month for maintaining them, so that'll be dead heading them when they need and coming out to water them when they need.



Note for members: The Parish Council's Financial Orders state that procedures for contracts need not apply to contracts for work to be executed or goods or materials to be supplied, which constitute an extension of an existing contract by the council.

Appendix 4: Phone Kiosk Quotation



Harden Parish Council

30 May 2018

Dear Mr Eastwood

Harden Telephone Kiosk - Re Painting Works

We acknowledge and thank you for your recent enquiry and submit our quotation for your consideration.

Following our recent site survey we offer to undertake the above works as follows:

Scope & Specification

The basic scope of work involves the preparation and re painting of the telephone kiosk in Harden for Harden Parish Council. The works will be carried out during normal working hours as show below and all paints will be applied with brush and roller only. In our quotation, we have allowed to re-paint all internal and external areas of the telephone kiosk as requested by the client. However, we will not be able to access the rear or half of the left elevation due to a stone wall and bushes. We have also not allowed to replace any broken panes of glass.

Previously Painted Telephone Kiosk –

Clean down, prepare surfaces and apply two full coats Johnstones smooth metal paint in existing colours

Pricing Telephone Kiosk Re Painting Works £745.00

Quotation Total **£745.00**

This quotation is exclusive of VAT which will be added at the rate ruling when the work is carried out.

The price quoted is given on a fixed price basis until the end of 29/07/18

Access

We have allowed for conventional painters' access equipment including ladders and step access only.

Hours Worked

We have allowed for all work to be undertaken during normal working hours:-

Monday – Thursday 0800 – 1630

Friday 0800 – 1530

Payment Terms

Our payment terms are 30 days from the date of invoice (subject to satisfactory credit references being obtained).

Full terms and conditions are available from our website or on request from the above address. We trust you will find this quotation of interest and look forward to hearing from you.

Yours sincerely



Appendix 5: Correspondence

E-mail from YLCA - Unauthorised Development and Encampments Consultation

Received 4th May, 2018

The National Association of Local Councils has just issued a Policy Consultation paper (PC07-18) which gives details of a consultation by the Ministry of Housing, Communities and Local Government (HCLG). The consultation covers local authority and police powers; court processes; trespass; planning enforcement; the provision of authorised sites and the impacts on the travelling community.

Local councils and parish meetings are encouraged to respond to this consultation. The deadline to respond direct to HCLG is 15 June and the method is by online survey.

Full details can be found in the paper which can be accessed at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697354/Consultation_-_unauthorised_encampments.pdf

NALC would be interested to receive your council/parish meeting comments. Please send to: nalc@nalc.gov.uk

E-mail from Shipley Area Neighbourhood Forums re. Shipley Area Community Chest Grants



Are you a community group operating within Shipley Constituency?

Community Chest grants of up to £350 are available for groups operating in the Shipley Constituency electoral wards:

- Baildon
- Wharfedale
- Shipley
- Windhill and Wrose
- Bingley
- Bingley Rural

For further information and application forms please contact Jackie Fawthrop at Shipley Area Co-ordinator's Office on **01274 437146** or e-mail jackie.fawthrop@bradford.gov.uk



E-mail from YLCA re. Strategic Plan for NALC

Received 23rd May, 2018

SHAPING OUR FUTURE: NEW STRATEGIC PLAN OF THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)

NALC's Management Board has asked YLCA to seek the views of its members on its new strategic plan which it says will set out a vision to put the parish sector at the heart of post Brexit England as the first tier of local government.

There are three things that NALC would welcome your views on. The first question is how well does this vision sit with your council's aspirations for the future of the sector? Secondly, if there is broad agreement for this vision then that will require some councils to become more active, share resources, be soundly run and encouraging in engagement and participation and NALC wants to know what support and encouragement councils will need to achieve this and thirdly, seeks your council's views on what NALC can do to generally support the parish sector.

Further information including a more extensive set of questions is set out in the attached discussion paper. Please circulate this to the councillors and if possible, include an item on the agenda of the next meeting of the Council to discuss and agree feedback to the consultation. YLCA will use the views of member councils to form an overarching response to the this. Please ensure that your Council's comments are submitted to YLCA by **5pm on Tuesday, 26 June 2018**. Thank you. Please send to: admin@yorkshirelca.gov.uk

If the NALC National Assembly in July agrees the overall principle of the strategic plan then NALC will then consult further, culminating in consideration of proposals at its annual conference in October before the strategic plan is finally agreed by the National Assembly in early 2019.

NALC is very keen to use the process to achieve a step change in perceptions of the sector, raise its ambition for itself and ensure that it puts in place the right local and national support to make it happen. If you have any questions about the consultation, please do get in touch with these Associations and also note that this will be discussed at all of the upcoming YLCA Branch meetings.

(Discussion paper circulated separately to Harden members by E-mail).

E-mail from Big Ideas re. First World War commemoration programmes

Received 29th May, 2018

I am writing from Big Ideas, an organisation that leads community and education projects across the country and internationally. We specialise in projects, which bring groups together and create new experiences and relationships.

This year we are leading a series of First World War commemoration programmes, funded by the Ministry of Housing, Communities and Local Government (MHCLG), with additional funding from a National Lottery grant from the Big Lottery Fund and RAF100 for select projects. These projects have community engagement at their core. We can provide small-scale funding (up to £200 per group) through our eligible expenses fund, and free resources.

We are looking to work with local councils to identify and engage with community groups and schools

to take part in our programmes. Are you able to help us connect with schools and groups in your area? We would be particularly appreciative of your help connecting to schools and women's groups.

Our programmes explore diverse stories within the First World War period - from the incredible achievements of women during the period in our Trailblazers project, to the story of Walter Tull, the first black British officer to lead his men into battle, to the stories of hundreds of thousands of service personnel who served in Labour Corps from across the world. For more information on the programmes we are leading in 2018, please see the attached programme summary.

We work with community groups of all shapes, sizes and interests - including primary and secondary schools, elderly groups, scouts, choirs, WIs, history groups, libraries and women's groups.

For one of our programmes, Motherhood, Loss and the First World War we aim to connect with women's groups through a series of advocacy workshops. These workshops aim to develop key advocacy skills including public speaking, letter- writing, and outreach to local communities.

The Ringing Remembers programme will recruit 1,400 new bell ringers across the country to ring together on 11 November (Armistice Day) this year for the official WW1 centenary commemorations. This is to honour the 1,400 bell ringers who were known to have died in WW1, and to remember all who those who lost their lives in the war.

Would you be free next week for a short call to discuss our projects and how to engage communities in your local area? Please let us know your availability and we can arrange a call or meeting. We also would greatly appreciate it if you would consider sharing information on our programme within your community networks.

We are keen to work in the Harden Parish region, and would like to collaborate with the local council to stimulate engaging and meaningful projects with groups in need of support. Please be in touch if you are interested in working with us in your area. I look forward to hearing from you.

E-mail from West Yorkshire Police re. Meeting attendance

Received 29th May, 2018

Ken,

Sorry for the delay.

Unfortunately I cannot attend as I have been drafted over to Bradford to cover a traffic operation on a late shift.

There is no one else available on my team at the time requested.

If it helps, representatives are at the Harden Gala as arranged with the council as a Neighbourhood drop in session that we run together. Hopefully plenty of opportunities for members to approach the stall and discuss.

Hope this assists

E-mail exchanges with Bradford MDC re. Japanese Knotweed

Received 30th May, 2018

Thank you for contacting Bradford Council.

I have raised this with the Parks manager and asked that this is attended to as soon as possible.

If you require any further assistance, please contact us using the details provided below:

Website: www.bradford.gov.uk/savetime

Telephone: 01274 431000

Kind regards

Customer Advice Officer
Corporate Contact Centre

----- Original Message -----

Sent: 2018-05-26

Hi,

Reference: FLC-1003840978

I haven't had a reply to this service request, submitted 10 weeks ago. Can you follow it up please.

The Japanese Knotweed is in full bloom now.

If you're unable to provide an update could you please provide a link to your complaints procedure. The lack of response and action is unacceptable.

Thank you.

Harden Parish Council Clerk

E-mail from Shipley Area Co-ordinator

Received 4th June, 2018

Hi Ken

Hope you are well. Sorry for the late reply.

Tracey and her 3 team members currently undertake the following specific hours on a weekly basis in the 5 villages. Its not an exact science as things happen that can take them off their daily pattern eg clearing the bypasses which is a multi team operation. But this gives you a general idea

18 hours in Cottingley (one operative servicing bins and litter picking -Mon Tues 7 hrs each day and 4 hrs on a Friday)

12 hours Wilsden (one operative servicing bins and litter picking Mon Tues 6 hrs each)

12 hrs Denholme (one operative servicing bins and litter picking Mon Tues 6 hrs each)

6 hrs Harden (one operative servicing bins and litter picking 6 hrs)

10 hours Cullingworth (one operative servicing bins and litter picking -2 hrs daily)

On Wednesday and Thursdays the team work together covering the whole ward litter picking country lanes and other work in the 5 villages eg clearing fly Tips, clearing leaves. paths snickets, dead animals. cutting back vegetation etc. This will depend on what specific problems the team encounters on any given week so may spend a whole day in Cottingley one day and Wilsden or Harden the next.

On top of this the all areas will be mechanically swept every 12 weeks to get rid of detritus.

I can't speculate as to how the cuts will specifically impact the service as yet as we have a long way to go with the trade unions with staffing/ vehicle issues. I appreciate this doesn't help anyone yet but it's something we need to go through. I hope by August it will become clear and I can come back to PC's with a plan and an idea of specific implications.

I'll get you some costings next week but roughly £110k for Bingley Rural overall in terms of staff and vehicles. As it's not a direct 20 % split of the villages, I'd estimate £12-14k per year.

Kind regards

ShIPLEY Area Coordinator

Appendix 6: Staffing Matters

Appraisal

The Clerk & RFO has completed a Performance & Development Review which has been discussed with the Chair.

During the year, key contributions to projects and planned actions have included: -

- Completed cPAD project and promoted online and via press release.
- Progressed War Memorial renovation project, including negotiating with Bradford MDC and the War Memorials Trust as well as preparing a detailed specification, successfully applying for funding and conducting a procurement exercise.
- Prepared detailed budget forecast spreadsheet and modelled different scenarios to assist in calculation of annual precept.
- Progressed application to BT to acquire phone kiosk and prepared tender document for renovation.
- Maintained a dialogue with Bradford Council with regard to the Memorial Hall asset transfer and provided several briefing notes for members.
- Prepared allotments survey and initial project plan.
- Prepared Neighbourhood Planning statement of requirements and managed procurement exercise.

Work objectives agreed going forward include: -

- Complete GDPR documentation and processes.
- Progress Neighbourhood Planning including funding application.
- Work on website WW1 project with Cllr Kirkham.
- Seek commercial sponsorship for flowerbeds and procure suitable signage.
- Purchase and stock grit bins and procure suitable signage.
- Increase use of the website and social media to engage widely with the community.

Annual Salary Review

The role of Clerk & RFO at Harden is covered by a pay grade spanning [REDACTED] on the National Joint Council for Local Government Services (NJC) model contract salary scales.

It is for the Council to determine whether annual incremental progression is justified.

Recommendation

That the post holder progresses by one increment to [REDACTED] with effect from 1 April 2018.

Hours Contracted

The Clerk & RFO is currently contracted for 8 hours per week. On occasion, the Clerk & RFO reports this has been insufficient e.g. at year end with accounts to prepare and the internal audit.

The year on year increase in project work, as reflected by increasing expenditure from £8,668 in 2015/16 to £22,903 in 2017/18, has inevitably generated additional administration and work for the Clerk & RFO (expenditure increasing by 164%).

The commencement of Neighbourhood Planning also necessitates an increase in contracted hours, and this was recognised in setting a budget for 2018/19.

Feedback from the Clerk at Oxenhope, where Neighbourhood Planning has been underway for 18 months, has given an indication of the likely additional commitment. The Clerk commented as follows: -

“In terms of Neighbourhood Planning it is hard to calculate as there are peaks and troughs. However, I have looked back and there were 6 meetings in the last 12 months, which I think would average about 10 hours per meeting (preparation, agenda, attending meeting and minutes). There was also the grant renewal and reporting which between them has taken around 20 hours.

In addition, there have been admin jobs (sorting out invoices, updating the website, getting surveys agreed and printed etc.) which probably added on at least 10 hours.

Also, there have been numerous other follow up actions that have been quite time consuming e.g. collating the register of businesses. I’d estimate at least an additional half hour per week, or 26 hours per year.

That gives an estimate of 116 hours per year (or 2.25 hours per week).

The problem is that for NP (or GDPR for that matter) the time requirement to a large extent does not relate to the size of the organisation. 8 hours per week sounds very tight to do all the jobs required of a Clerk to begin with.”

Recommendation

That the contracted hours be increased by 3 hours per week to 11 hours and that the Clerk & RFO keeps under review the impact of additional responsibilities and reports back to Council if this proves insufficient.

2018/19 National Pay Award

The NJC has reached agreement on new pay scales for 2018-2019, to be implemented from 1 April, 2018. The award amounts to a 3% increase.

Recommendation

To note the national pay award, to be implemented with effect from 1 April, 2018.

Cllr Gerwyn Bryan
Harden Parish Council Chair