

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 9th August, 2018** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council
4th August, 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 12th July, 2018.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Planning Matters

To formulate observations relating to the following applications: -

- 18/03092/PNH - Construction of single storey rear extension at 64 Long Lane, Harden.

To note the following decision: -

- 18/00158/MAR - Reserved matters application for 28 dwellings following the grant of outline permission 15/01039/MAO requesting consideration of the layout, scale, appearance and landscaping. Application refused.

(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. Councillor Vacancy

To receive an update on the Councillor vacancy and any expressions of interest.

8. Neighbourhood Planning

To receive a verbal update from Cllr Kirkham following the Neighbourhood Planning inception meeting held on 30th July, 2018.

9. Newsletter

To consider items for the next Parish Council newsletter and to authorise or otherwise printing and distribution expenditure up to £550.

10. Allotments Project

To receive a verbal update from Cllr's Bryan and Thompson following the first meeting of the Allotments Project Team held on 16th July, 2018. To note the draft minutes (previously circulated). To consider joining the National Allotment Society and to authorise or otherwise recurring expenditure of £56 per annum (see Appendix 2).

11. Assets of Community Value

To consider whether the Parish Council should seek to identify further local buildings or land in Harden, for listing by the principal authority as assets of community value under the Localism Act, 2011.

12. Standing Orders (see Appendix 3)

To note changes made to the National Association of Local Councils (NALC's) model standing orders. To authorise or otherwise revision of the Parish Council's Standing Orders (NALC's changes have been incorporated into a revised draft, circulated to members separately).

13. Correspondence (see Appendix 4)

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

- E-mail from Ward Officer – Bingley Rural Ward Church Partnership Meeting.
- E-mail from Bradford Council - allotments in Harden.
- E-mail from Bradford Council – Japanese Knotweed.

14. Financial Matters

a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100580	£18	Mileage
Bradford MDC	100581	£1,465.65	Salary payment incl. backpay
Digital Nomads	100582	£41.03	Clerk's July expenses
Vision ICT	100583	£108	.GOV.UK domain mailboxes
Matthew Maddison	100584	£65	Horticulture
St Saviour's Church	100585	£100	Water charge (donation)

b) To note the following trial balances: -

HARDEN PARISH COUNCIL					
31 July 2018					
Item	Budget 2018/19	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	5,533	2,154	3,379	-3,250	1
Travel	150	57	93	0	
Subscriptions	875	1,168	-293	-293	2
Insurance	500	0	500	0	
Audits	200	78	122	122	
Newsletter	850	0	850	0	
Website	475	1,083	-608	-698	3
Parish Plan	1,000	43	957	0	
Neighbourhood Planning	2,500	0	2,500	2,111	
Training	100	0	100	0	
Repairs	100	11	89	0	
Stationery/telephone	100	101	-1	0	
PC equipment	250	94	156	0	
Small grants	500	500	0	0	
Horticulture	1,000	325	675	0	
Christmas event	200	0	200	0	
Playground cleaning	200	0	200	0	
S137	100	0	100	0	
Room Hire	0	0	0	0	
Other	100	0	100	0	
Projects	7,175	0	7,175	0	
	21,908	5,615	16,293	-2,008	

Notes

1. Reflects pay award, incremental progression, additional hours and authorised overtime. Increase in hours was included in budget for Neighbourhood Planning.
2. Reflects additional subscription to PO Box service required by GDPR but not budgeted for in 2018/19.
3. Reflects additional website development which is recovered by a neighbourhood planning grant award.

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2018	14,264.20	
Add: income to date	27,233.44	
Less: expenditure to date	(5,965.34) (incl. VAT)	
Total:		35,532.30

Bank account balances 31 July 2018

Community Account	25,353.95	
Business Account	10,178.35	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		35,532.30

15. Minor items and items for next agenda

To note minor items and items for the next agenda.

16. Next Meeting

To confirm the date of the next monthly Parish Council meeting, as 13th September 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.
Allotments	Written representations received on the need for allotments.	Clerk & Members	July 2018	Main agenda item.
Neighbourhood Planning	To apply for funding and establish a project team with public representation.	Council, Clerk & Integreat Plus	July 2018	Main agenda item.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	June 2018	Re-painting contract awarded. Work to progress subject to suitable weather conditions.
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.
Memorial Hall	Registration as asset of community value.	Clerk	June 2018	Application submitted to Bradford Council on 24 th June.
Councillor Vacancy	Vacancy following resignation.	Clerk	July 2018	Main agenda item.
Japanese Knotweed	Present on grass verge in centre of village.	Clerk	July 2018	Bradford Council Parks & Green Spaces to treat and add to schedule for 6-monthly spraying with herbicide until eradicated.
Memorial Hall	Tree safety concerns.	Clerk	July 2018	Referred to Bradford Council's Tree Officer 23 rd July.

Appendix 2: National Allotment Society - Membership

Taken from www.nsalg.org.uk :-

The National Allotment Society (NAS) is the national representative body for the allotment movement in the U.K. It is our job to represent the views of our members on a national level and raise awareness of the social, cultural, heritage and health benefits of the allotment movement and its relevance to wider environmental issues.

We work with government at national and local levels, the media, NGOs, environmental charities and landlords to provide, promote and preserve allotments for future generations to enjoy.

We provide support for councils by facilitating regional Allotment Officers Forums, giving local authority Allotment Officers the opportunity to network and share good practice. We also work with partners to offer allotments management training for Town and Parish Clerks.

Membership of the National Allotment Society comes with a raft of benefits, from free allotmenters' liability insurance and discounts on horticultural products and seeds through to a quarterly members' magazine, initial legal advice and horticultural expertise.

Regional Network: Most areas have a regional panel, which meets on a regular basis to help and support the members in the region, joining the Society gives you automatic membership of this group; where you can also work with others to promote allotment gardening at shows and events.

Quarterly magazine: the Allotment and Leisure Gardener magazine is a free quarterly publication full of gardening advice, horticultural news and information from around the regions. Members' articles and letters are welcomed for publication.

Website, leaflets and e-newsletter: our lively website is full of useful information with a members' only section where you can read a digital copy of our magazine. We also send out a quarterly e-newsletter.

Legal Advice: our in-house lawyer and assistant offer initial legal advice on a range of issues e.g. tenancy agreements, leases, land disputes, rent rises, health and safety, environmental, contract and company law and data protection.

The Local Authority membership fee for 2018 is £55 +VAT and will also incur a one off charge of £1 for a share on joining. This charge entitles the organisation to a nominal share in the society for the duration of the membership; and the right to vote at the AGM.

Appendix 3: NALC 2018 Model Standing Orders



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JULY 2018

L09-18 | 2018 model standing orders - amendment

NALC published new model standing orders in April 2018. This briefing sets out the changes we have made to the documents and why we have made them.

Model standing order 17

A minor mistake was made in respect of model standing order 17(d) (ii) which states:

“to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval”

The correct wording for standing order 17(d)(ii) is:

“to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.”

Model standing order 21 and 15 (b) (ix)

Further to the government’s decision to exempt local councils from the definition of “public authority” for the purposes of the General Data Protection Regulation the previous reference to “shall appoint a Data Protection Officer” in model standing order 21 (a) has been changed to “may appoint a Data Protection Officer”. Model standing order 15 (b) (ix) has also been changed to conform to the new position.

(England only) model standing order 18

Model standing order 18 (c) has been changed to include the words “unless it proposes to use an existing list of approved suppliers (framework agreement)” and now reads:

“A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement)”.

This change has been made further to requests that we clarify the wording of the standing order. Legal Topic Note 87 contains detailed guidance on advertising on the contracts finder website.

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Appendix 4: Correspondence

E-mail from Ward Officer – Bingley Rural Ward Church Partnership Meeting

Received 31st July, 2018

Bingley Rural Ward Church Partnership Meeting Thursday 12th July 2018

Present:

- Suzy McCarter (Vicar - Wilsden, Denholme, Cullingworth & Harden Churches)
- Helen Ludkin (Parish Assistant - Wilsden, Denholme, Cullingworth & Harden)
- Wendy Fisher (BMDC Neighbourhood Service)
- PC Cath Gallimore (Neighbourhood Police Team)

NOTES / ACTIONS

1	<p>Follow-up from April's meeting -</p> <p>Suzy has passed on contact details to Rifaquet about getting the WW1 display to churches in Denholme, Wilsden, Harden and Cullingworth. One of the main contacts is Jane Callaghan, who is involved in lots of activities in Wilsden. Action: Wendy to find out how things are progressing with Jane, and with Clive Harrison from Cottingley.</p> <p>Action: Suzy will contact Parkside School to see if the exhibition could be of benefit here.</p> <p>Suzy passed details of two Wilsden Dance Group to Rifaquet, with a view to them performing at June's 'Hope Not Hate' event in in Bradford.</p> <p>Mark had to pull out of the meeting where he was due to give information on the 'White Ribbon' campaign, so this needs to be rearranged.</p> <p>Action: Cath to forward Proceeds of Crime Act (POCA) funding information to colleagues.</p>
2	<p>Cath had brought details, including a photo, of an individual wanted by the Police for stealing items from places of worship. Action: Suzy / Helen to circulate the information to colleagues.</p>
3	<p>Cath informed all of the three PCSOs who are now covering Bingley Rural ward – Gary, Tyler and Sarah. Sarah is currently on maternity leave.</p> <p>Unfortunately there is still no dedicated Council Warden for the ward.</p> <p>It would be really appreciated if the PCSOs (and Council Warden when in post) could call in at church / community events – especially those involving people unlikely to be engaged through social media.</p>

4	Cath is keen to establish Police Cadets in Bingley, for 13 – 16 year olds. This would need to be advertised in local upper schools and involve the Police Safer Schools Officer. BMDC's Youth Service Manager is aware.
5	Suzy reported that Cullingworth Recreation Ground is waterlogged for much of the year, and often overgrown. In addition there is only one net at the sports court. Young people in the village go elsewhere to play, such as Wilsden. Action: Suzy to have a word with Manu from Cullingworth Village Council and Wendy to let BMDC's Parks & Landscapes Manager know.
6	<p>Date of next meeting: Thursday 18th October 2018, 10.30am at Cottingley Cornerstone Centre.</p> <p><i>(Malcolm, please could you book a room?)</i></p>

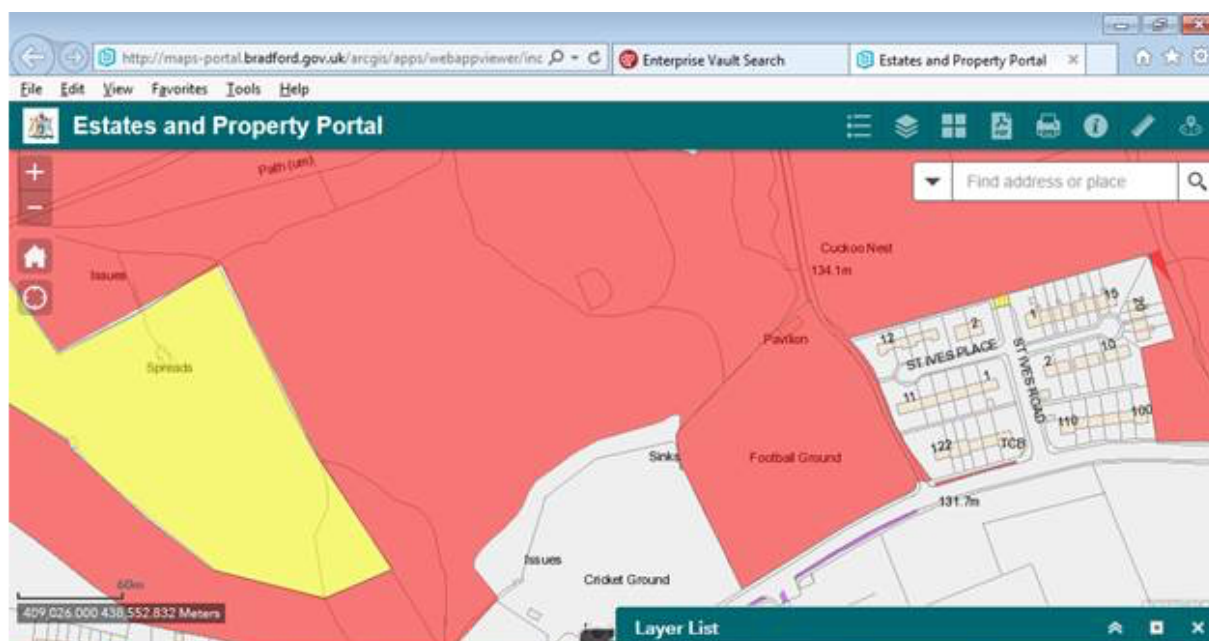
E-mail from Bradford Council re. Allotments in Harden

Received 26th July, 2018

Hi Ken

I am probably the best initial contact, but I am 'snowed under at the moment' so I will ask Katya to help too.

The land behind the football pitch looks a possible? If you agree, we will need to find out who is using it though on what terms.





Senior Estates Surveyor Research and Development
Strategic Asset Management
Estates and Property

E-mail from Bradford Council – Japanese Knotweed

Received 23rd July, 2018

Good morning,

I am in receipt of your emails below and can apologise for this matter not being picked up long before now.

I have asked our maintenance teams to identify the area of knotweed on the council maintained verge and to treat the area with a chemical called Glyphosate. I will then arrange for our weed spraying contractor to address this stand of knotweed and include it within his regular knotweed treatments (twice yearly sprays) until it is eradicated.

If indeed, the mowers have run over the stems and cut them down this shouldn't really cause an issue with regards to further spreading of the weed as we don't generally remove any grass cutting arisings from site

I trust that this is of assistance.

Regards

Principal Manager Parks & Green Spaces

City of Bradford Metropolitan District Council Department of Place