

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 13th September, 2018** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council
8th September, 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. Guest Speaker**
To welcome Nick Milsom to give a presentation on the work of the Aire Rivers Trust.
- 4. Councillor Vacancies**
To receive an update on the Councillor vacancies. To consider applications from eligible persons wishing to be considered for co-option to the Parish Council.
- 5. Minutes of Meetings (previously circulated to Members)**
 - a) To agree and sign the minutes of the Parish Council monthly meeting held on 9th August, 2018.
 - b) To note the Outstanding Issues Report (information only, see Appendix 1).
- 6. Planning Matters**

To formulate observations relating to the following applications: -

- 18/03368/LBC - Removal of window and masonry in-fill to restore former rear door opening, fitting of new frame and existing door found on-site (retrospective) at Flat 1, The Cottage, St Ives Estate, Harden.
- 18/03370/FUL - Construction of water treatment building, sinking of bore hole and new/altered fences and gates at St Ives Mansion, St Ives Estate, Harden.

(Planning applications can be viewed via Bradford Council's online system <http://www.planning4bradford.com/online-applications>).

7. Public Representation

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

8. Exchange of Information

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

9. Neighbourhood Planning

To receive a verbal update from Cllr Kirkham following the Neighbourhood Planning Project Team meeting, held on 3rd September, 2018. To receive a Letter of Engagement from Integreat Plus, to be signed by the Chair and Vice Chair.

10. WW1 Remembrance

To receive a verbal update from Cllr Kirkham and the Clerk on the WW1 website project. To authorise or otherwise one-off additional expenditure of £45 + VAT to procure a required software licence.

11. Horticulture

To consider replacement tree requirements on Harden Road and Wilsden Road.

12. Training (see Appendix 2)

To consider whether to support the Clerk in undertaking the Certificate in local Council Administration (CILCA). To authorise or otherwise initial expenditure of £250 for registration with the Society of Local Council Clerks and £200 for registration with the Yorkshire and Humber Regional Training Partnership.

13. Local Council Award Scheme (see Appendix 3)

To receive a report from the Clerk on the Local Council Award Scheme. To consider whether to make an application at the Foundation Award level. To authorise, or otherwise, initial expenditure of £50.

14. Correspondence (see Appendix 4)

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

- E-mail from Bradford Council - Harden Moor NFM Pilot Project.
- E-mail from Ward Officer - Neighbourhood Partnership Meeting.

- E-mail from Harden School PTFA - Christmas Light Service.
- E-mail from Ward Officer - Schools Partnership Meeting.
- E-mail from Bradford Council – Remembrance Sunday.
- E-mail from YLCA – CiLCA Fee Increase.

15. Financial Matters

a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Kay Kirkham	100586	£6.45	Refreshments
Ken Eastwood	100587	£13.50	Mileage
Bradford MDC	100588	£443.10	Salary payment
Digital Nomads	100589	£196.49	Clerk's expenses (PollDaddy & Land Registry)
National Allotment Society	100590	£67	Membership fee
Matthew Maddison	100591	£65	Horticulture

b) To note the following trial balances: -

HARDEN PARISH COUNCIL 31 August 2018					
Item	Budget 2018/19	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	5,533	3,620	1,913	-3,696	1
Travel	150	75	75	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	1,173	-698	-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	27	73	0	
Stationery/telephone	100	119	-19	0	
PC equipment	250	94	156	0	
Small grants	500	500	0	0	
Horticulture	1,000	490	510	0	
Christmas event	200	0	200	0	
Playground cleaning	200	0	200	0	
S137	100	0	100	0	
Other	100	0	100	0	
Projects	7,175	0	7,175	0	
	21,908	7,387	14,521	-2,454	

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	(7,763.02) (incl. VAT)	
Total:		33,734.62

Bank account balances 31 August 2018

Community Account	23,721.27	
Business Account	10,178.35	
Less: unpresented cheques	165	
Add: unbanked cash	0	
Total:		33,734.62

16. Minor items and items for next agenda

To note minor items and items for the next agenda.

17. Next Meeting

To confirm the date of the next monthly Parish Council meeting, as 11th October 2018, at 7.15pm.

To also note: Neighbourhood Plan Public drop-in event being held on 29th September 2018, at 11am to 3pm. Allotments Project Team meeting being held on 20th September 2018, at 7.30pm.

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	Scheme approved by Area Committee. Cllr Ellis confirmed that no alternative route could be found so the weight limit proposal can not progress.
Allotments	Written representations received on the need for allotments.	Clerk & Members	July 2018	Project Team meeting on 20 th September.
Neighbourhood Planning	To apply for funding and establish a project team with public representation.	Council, Clerk & Integreat Plus	September 2018	Main agenda item.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	September 2018	Work commenced. Progress hampered by extent of Ivy.
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: Certificate in Local Council Administration (CiLCA)

Overview

This qualification is available to clerks and results in a clerk gaining credit as a qualified clerk. The qualification is an important feature of the Local Council Award Scheme and is relevant for clerks whose councils may wish to resolve to use the General Power of Competence. The CiLCA is also the basic qualification for membership of the Institute of Local Council Management.

The Parish Council's Commitment

The clerk's council is expected to provide support by giving additional and remunerated time to the clerk to complete the portfolio of evidence and to provide travelling costs to the daytime seminars. Previous candidates have found that they have spent 40 to 50 hours preparing the portfolio of evidence; this will include the seminars.

Training in the Certificate in Local Council Administration

The Yorkshire and Humber Regional Training Partnership (YH RTP) (of which YLCA is the lead partner) provides the training for clerks and councillors. For CiLCA attendance at two one-day seminars is advised and participating clerks are also allocated a mentor for support and guidance by telephone and email. The clerk will work on preparing a portfolio of evidence, completing modules and following guidance contained in the portfolio guide published by NALC and SLCC. Completed modules are submitted to SLCC electronically for assessment and clerks have 12 months from registration to complete the work involved.

Costs

Registration for verification with SLCC (£350 after 1 October)	£250
Registration with Yorkshire and Humber Regional Training Partnership (YLCA training seminars and mentoring)	£200
Study, training workshops & preparation of portfolio 40 hours overtime (overtime at current hourly rate)	£512 (estimate)
Travel (Mileage to York x 2 @45p/mile)	£86 (estimate)
Total indicative cost:	£1,048

Appendix 3: Local Council Award Scheme

The Local Council Award Scheme (LCAS) has been designed by the National Association of Local Councils to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The peer review scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. The scheme aims to encourage councils to work together and share best practice, to drive up standards and to support those who are committed to improving their offer to their communities.

The scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. It can help the council improve performance and confidence, and to plan for continuous development and improvement.

Councils can apply for an award at one of three levels:

1. The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
2. The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
3. The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time, thereby raising standards. To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place by resolution at a full council meeting, before applying to Yorkshire Local Councils Association for peer review by an accreditation panel.

There are two fees: a registration fee paid to NALC, currently £50 and an accreditation fee paid to YLCA (amount to be confirmed).

The Foundation Award requires evidence and confirmation that the following documents are current and published online: -

Criteria	Comments
1 Its standing orders and financial regulations	In place
2 Its Code of Conduct and a link to councillors' registers of interests	In place

3	Its publication scheme	In place
4	Its last annual return	In place
5	Transparent information about council payments	In place
6	A calendar of all meetings including the annual meeting of electors	In place
7	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	In place
8	Current agendas	In place
9	The budget and precept information for the current or next financial year	In place
10	Its complaints procedure	In place
11	Council contact details and councillor information in line with Transparency Code	In place
12	Its action plan for the current year	Not in place but could easily be prepared (minimum is a one-page document listing the council's objectives for the current year).
13	Evidence of consulting the community	In place - e.g. Consultations on allotments, use of the telephone kiosk, the engagement event with the Kirkgate Centre, drop-in events and commencement of Neighbourhood Planning.
14	Publicity advertising council activities	In place - new website with email notifications and increased use of Facebook.
15	Evidence of participating in town and country planning	In place – DPD event and HPC consultation response, minuted planning decisions and Neighbourhood Planning.

The council also confirms by resolution at a full council meeting that it has: -

Criteria	Comments
16 A risk management scheme	In place
17 A register of assets	In place
18 Contracts for all members of staff	In place
19 Up-to-date insurance policies that mitigate risks to public money	In place
20 Disciplinary and grievance procedures	In place
21 A policy for training new staff and councillors	Not in place
22 A record of all training undertaken by staff and councillors in the last year	Not in place
23 A clerk who has achieved 12 CPD points in the last year	Comply but need to obtain evidence

Further information on the scheme, including the criteria for Quality and Quality Gold awards, can be found in the following guidance: -

<https://www.nalc.gov.uk/library/our-work/lcas/1855-local-council-award-scheme-guide-2016-pdf>

To progress to the Quality Award level Harden Parish Council would need a Clerk with the CiLCA qualification and several additional documents and plans would need to be developed e.g. a printed annual report distributed in the community and training and CPD records and policies for Councillors and Clerk.

Yorkshire Councils that hold the Local Council Award

West Yorkshire
Clifford Parish Council
Foundation Level

Hemsworth Town Council
Foundation Level

Ilkley Parish Council
Foundation Level

Steeton with Eastburn Parish Council
Foundation Level

Swillington Parish Council
Foundation Level

Thorner Parish Council
Foundation Level

Denholme Parish Council
Foundation Level

Pool Parish Council
Foundation Level

South Yorkshire
Anston Parish Council
Foundation Level

Silkstone Parish Council
Foundation Level

Wickersley Parish Council
Foundation Level

North Yorkshire
Boroughbridge Town Council
Foundation Level

Filey Town Council
Foundation and Quality Levels

Helmsley Town Council
Foundation Level

Selby Town Council
Foundation Level

Appendix 4: Correspondence

E-mail from Bradford Council – Harden Moor NFM Pilot Project (Leeds FAS2)

Received 4th September, 2018

Dear All,

Following two positive public consultation events on the 21st and 23rd August for the Harden Moor NFM Pilot Project I am writing to inform you that the initial project design and long term management sketches are on the Bradford Council website
<https://bradford.moderngov.co.uk/mgConsultationDisplay.aspx?ID=159> .

We are seeking comments on the proposed works from interested parties before the project progresses to the detailed design stage.

Kind Regards

Senior Drainage Officer

E-mail from Shipley Area Co-ordinator's Office – Neighbourhood Partnership Meeting

Received 3rd September, 2018

Dear All,

Just a reminder for our Neighbourhood Service / Police / Parish Council meeting next Monday, 10th September, 7pm start at Cottingley Cornerstone Centre.

I am again circulating the notes from our last meeting on 11th June.

Looking forward to meeting up again.

Regards,
Ward Officer, Shipley Area Co-ordinator's Office

E-mail from School PTFA – Christmas Lights Service

Received 29th August, 2018

Afternoon

Hoping I've contacted the correct people regarding the above event.

As chair of the school ptfa we were wondering if the event could be brought forward? We are hoping to run a fundraising walk & social in the afternoon ending with the light switch on at 4.30-5pm? Hoping this may bring more people to the switch on and more support for school. Feedback from some parents have said it's getting quite late when the switch on finishes.

I appreciate the request will probably need to be brought to a meeting(s), hence the early communication.

E-mail from Shipley Area Co-ordinator's Office – Schools Partnership Meeting

Received 28th August, 2018

Hello again all,

Just to let you know that [redacted] has kindly offered us a meeting room at **Dixons Cottingley Academy** (formerly Samuel Lister Academy) for our meeting on **Wednesday 3rd October at 10.30am.**

Many thanks to [redacted].

Looking forward to meeting up once again.

Regards,
Ward Officer, Shipley Area Co-ordinator's Office

E-mail from Bradford MDC – Remembrance Sunday 11th November, 2018

Received 22nd August, 2018

Good afternoon

Further to my correspondence in respect of arrangements for Remembrance Sunday 11th November 2018. May I take this opportunity to thank clerks, colleagues and friends who have already responded to my information request. For those who are yet to reply I look forward to receiving your information in due course.

I write today in respect of community events which may be happening in your area in the run-up to Remembrance Sunday. Maybe your local community is planning an exhibition, knitting poppies or staging concerts? If so the Lord Mayor and his team would love to hear about what's happening throughout our District for Remembrance Sunday and in this special year, events to commemorate the centenary of the WW1 Armistice.

If you could please inform the Lord Mayor of the details of any planned events including name and contact details of organiser, location, date and time via my email in order that we may assist your community in publicising their event.

Civic Affairs Manager
Lord Mayor's Office

E-mail from YLCA – Certificate in Local Council Administration (CiLCA)

Received 20th August, 2018

Dear Clerk,

INCREASE IN THE VERIFICATION FEE FOR THE CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLca)

We have been informed of a fee increase by the national Cilca Operations Group. Any clerks that are thinking of undertaking the Certificate of Local Council Administration in the next year may wish to register for the verification of this with the Society of Local Council Clerks (SLCC) now as the cost is to increase by £100 from £250 to £350 from 1 October 2018.

This has been agreed by the national Improvement and Development Board and includes an increase in fees for Ascentis, the accrediting body, towards the cost of improving EMMA (the online Cilca submission tool), the employment of two more assessors, and additional 'Train the Trainer' courses for Cilca mentors/tutors. It is also designed to take into account developments taking place in the immediate future required by Ascentis, including the quality assurance of training. Further details are available from the SLCC and NALC websites.

If you are thinking of embarking on the Cilca and require tutoring and to work with others who are already undertaking the qualification, please let us know. YLCA together with others delivers training and support for the Cilca by way of the Yorkshire and the Humber Regional Training Partnership.