

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 11th October, 2018** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council
6th October, 2018

AGENDA

1. Apologies for Absence

To approve 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. 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.

4. Minutes of Meetings (previously circulated to Members)

- a) To agree and sign the minutes of the Parish Council monthly meeting held on 13th September, 2018.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

5. Planning Matters

To formulate observations relating to the following applications: -

- 18/03806/FUL - New entrance extension at Woodbank Nurseries, Harden Road, Harden.

- 18/04068/HOU - Single storey extension to side and second storey to side with internal alterations at 9 Firbeck, Harden.
- 18/03868/MAR - Reserved matters application for 28 dwellings approved by outline permission 15/01039/MAO requesting consideration of layout, scale, appearance and landscaping at Land at Harden and Keighley Road, Harden.

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

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. Neighbourhood Planning

To receive a verbal update from Cllr Kirkham following the Neighbourhood Planning drop-in event, held on 29th September, 2018.

9. Remembrance Service

To consider arrangements for Remembrance Sunday, on 11th November. To authorise a donation of £25 to the Royal British Legion for the purchase of a wreath.

10. Christmas Lights

To consider arrangements for the Christmas Lights switch-on, to occur on 2nd December.

11. Grit Bins (see Appendix 2)

To consider the purchase of two 'Victoriana' grit bins and appropriate signage. To authorise or otherwise expenditure of up to £800 for the purchase of the bins, signs and stocking with salt.

12. Training (see Appendix 3)

To note the terms of the Yorkshire and Humber Regional Training Partnership Learning Agreement with regard to training for the Certificate in Local Council Administration (CiLCA) (previously agreed). The Chair to sign the agreement on behalf of Council.

13. Action Plan (see Appendix 4)

To review a draft 2018/19 action plan. To consent to publishing the plan on the Parish Council website.

14. Training & Professional Development (see Appendix 5)

To review and adopt a new training & professional development policy and a new training record. To consent to publishing both documents on the Parish Council website.

15. Local Council Award Scheme (see Appendix 6)

To review a draft application prepared by the Clerk. To consider whether the Council meets all of the criteria and to confirm by resolution that the required information is published online or otherwise available as outlined in the application. To authorise, or otherwise, submission of the application by the Clerk.

16. YLCA One-Day Conference (see Appendix 7)

To receive a report from the Clerk following attendance at the recent Yorkshire Local Councils Associations (YLCA) one-day conference.

17. Budget

To agree arrangements for preparation of a draft 2019/20 budget, to be considered and finalised at December's Parish Council meeting.

18. Policing Intelligence Initiative

To receive a verbal report from Cllr Sullivan on discussions with the Police over proposals to deliver intelligence sharing workshops, initially targeting Neighbourhood Watch Co-ordinators. To consider whether to support the initiative and whether to provide modest financial support towards refreshments.

19. Harden at War Project

To receive a short update from Cllr Kirkham and the Clerk. To consider making a financial contribution towards Cllr Kirkham's subscription to the Ancestry online research service (membership fee being £19.99 per month).

20. Correspondence (see Appendix 8)

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

- E-mail from a resident - re. horticulture.
- E-mail trail – re. complaint about the Golden Fleece.
- E-mail from School PTFA – re. Christmas Lights Service.
- E-mail from Harden Gala Committee – re. Christmas Tree.
- E-mail trail – re. nomination to list land and property as an Asset of Community Value.
- E-mail from Ward Officer - Neighbourhood Partnership meeting minutes.

21. Financial Matters

a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100592	£181.93	Clerk's expenses (stamps, flowers, train and taxi fares and mileage)
Shipleigh Print	100593	£345	Newsletter & survey printing
Roger Smith	100594	£75	Newsletter delivery

Digital Nomads	100595	£54	Software licence
YLCA	100596	£115	Conference attendance
NALC	100597	£60	Local Councils Award Scheme registration fee
Kay Kirkham	100598	£28.23	Refreshments
Bradford MDC	100599	£645.85	Salary payment
YLCA	100600	£200	CiLCA training support
Matthew Maddison	100601	£25	Winter maintenance
CIQ Agency (Integreat Plus)	100602	£2,173.50	Neighbourhood planning support services

b) To note the following trial balances: -

HARDEN PARISH COUNCIL					
30th September, 2018					
Item	Budget 2018/19	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	5,533	4,063	1,470	-2,500	1
Travel	150	88	62	0	
Subscriptions	875	1,388	-513	-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	-511	4
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	555	445	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	5	95	0	
Projects	7,175	0	7,175	0	
	21,908	8,134	13,774	-3,880	

Notes

1. Reflects pay award, additional hours and overtime. Increase in hours 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 recovered by Neighbourhood Planning grant.
4. Costs are offset by Neighbourhood Planning Grant.

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2018	14,264.20	
Add: income to date	27,238.52	
Less: expenditure to date	(8,554.56) (incl. VAT)	
Total:		32,948.16

Bank account balances 30 September 2018

Community Account	22,764.73	
Business Account	10,183.43	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		32,948.16

22. Minor items and items for next agenda

To note minor items and items for the next agenda.

23. Next Meeting

To confirm the date of the next monthly Parish Council meeting, as 8th November 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	September 2018	Bradford Highways asked to share details of proposed scheme and to provide evidence of weight restriction considerations (e.g. an officer report).
Allotments	Written representations received on the need for allotments.	Clerk & Members	September 2018	Project Team met 20 th September. Next meeting 22 nd November. Several new expressions of interest in an allotment and in joining the team.
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 in progress. Need to consider fit out after renovation.
Grit Bins	Proposal to provide grit bins outside shops in Harden.	Clerk	September 2018	Main agenda item.
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.

Subject	Issues	Responsibility	Date of last action	Notes
Memorial Hall	Tree safety concerns.	Clerk	September, 2018	Bradford Council's Tree Officer states, "Harden Park trees including the memorial hall were inspected in June this year and a further inspection was carried out on 23 rd July, works are scheduled."
Tree replacements	Various roadside trees in the village.	Clerk	September, 2018	Referred to Bradford Council's Tree Officer 14 th September.

Appendix 2: Grit Bins



Supplier Product Description

These glass fibre composite grit bins are heavy-duty and a favourite of councils and local authorities as they are extremely tough, hard wearing, aesthetically pleasing and can be left in situ all year round.

8 Cu Ft Stackable Glass Fibre Composite Victoriana Grit Bin. 224 Litre / 224 kg Capacity.

2 Bins Sub-Total:	£469.98
UK Mainland Delivery:	£27.50 (3 to 4 weeks to supply)
Total:	£497.48 (+ VAT)

Draft Sign Design



Quotation awaited. Estimate up to £75 each.

Grit Supply

Grit bin refills are charged at £50 - Group Manager Highways, Street Lighting, Gullies and Winter Maintenance.

Total Cost

Bins £497.48, Signs £150, Salt £100

Estimated Total: £747.48

Appendix 3: Certificate in Local Council Administration (CiLCA) Learning Agreement

YORKSHIRE AND THE HUMBER REGIONAL TRAINING PARTNERSHIP LEARNING AGREEMENT 2018

Name of Student: Ken Eastwood

Name of Trainer: YORKSHIRE AND THE HUMBER REGIONAL TRAINING PARTNERSHIP

Name of Council(s): Harden Parish Council

The trainer (YHRTP) will:

- Provide access to the guidelines for completing CiLCA (either via hard copy or electronically), and other relevant materials essential for undertaking CiLCA
- Ensure students understand what is required for CiLCA to enable accreditation to be achieved in a mutually agreed timescale
- Provide a programme of learning, guidance and support to enable the students to undertake CiLCA
- Allocate a mentor to guide the student from registration to submission of the portfolio. This will include the mentor looking over two draft Learning Outcomes
- Ensure students are aware of their responsibilities in recording their progress and achievement
- Help students manage time and remain motivated throughout the study process

The student will:

- Be responsible for registering to undertake CiLCA
- Will adhere to the programme and timetable of learning and support provided with the trainer
- Will maintain a regular record of achievement and progress
- Will engage in a dialogue with employer(s) to update on progress
- Will attend and participate in any scheduled training sessions
- Accept that private study/research is an essential element of the preparation of the portfolio
- Undertake to treat the trainers with respect at all times

The Council will:

- Support the above employee throughout their studies
- Note updates on achievements and progress
- Give additional and remunerated time to the student to complete the portfolio of evidence
- Cover the costs of training and travelling costs to the daytime seminars.
- Monitor the above employee's workload and ensure new projects are limited during the study process
- Recognise the importance of the CiLCA qualification and its benefit to the Council.

Reserve Matters

1. In the event that a student withdraws from the programme of learning and support then all fees paid will be non-refundable and YHRTP support will cease at that point.
2. YHRTP reserves the right to withdraw support for a candidate where the agreed progress is not being made.

This agreement is signed by:

Student:

Date:

Trainer:

Date:

Council (signed by the Chairman):

Date:

Appendix 4: Draft Action Plan

Harden Parish Council



Action Plan

The Parish Council has produced an Action Plan of activities we hope to deliver in 2018/19.

The planned activities may well change over the year and are likely to increase as we progress key topics, including the Allotments Project and the Neighbourhood Plan Project.

ACTIVITIES	ACTION(S)	BUDGET
Neighbourhood Planning	<p>To progress the Neighbourhood Planning process in Harden by: -</p> <ul style="list-style-type: none">• Appointing Planning Consultants• Applying for grant support to cover costs• Holding an engagement event with residents• Conducting a survey (online and distributed to all households)• Establishing a Project Team and wider Stakeholder Group	<p>Budget of £2,500 has been allocated towards consultancy and printing costs.</p> <p>The Parish Council will apply to The Ministry of Housing, Communities and Local Government for a grant to cover most of the costs associated with developing the plan.</p>
Allotments	<p>Following petition by residents, and an allotments survey indicating strong demand for allotments in Harden, the Parish Council proposes to: -</p> <ul style="list-style-type: none">• Establish an Allotments Project Team• Work with Bradford Council to identify suitable land• Progress the project in line with high level project plan	<p>A budget allocation of £1,500 has been made towards professional fees to assist the Council to take forward the allotments project.</p>

Benches	Maintenance and phased replacement of benches in the village, many of which are in urgent need of repair and maintenance.	A budget allocation of £1,000 has been made towards costs. Grant application(s) may be made to the Community Chest for further financial assistance. An approach may be made to the WI to jointly fund replacement of 'shared' benches.
Telephone Kiosk	Commission a contractor to renovate and re-paint the telephone kiosk. Launch a book exchange scheme – the most frequently suggested use by residents in a recent survey.	A budget allocation of £500 has been made towards costs.
Assets	To explore protecting key assets including the Memorial Hall and the St Ives Estate, by registering as assets of community value.	No cost.
Play Equipment	Consider purchase of additional play equipment in the children's playground.	A budget allocation of £2,500 has been made towards costs.
Website	Continue to develop the new website and encourage residents to subscribe to updates. Develop further pages and add new content including on Neighbourhood Planning.	No additional cost for ongoing development, usage and promotion. Further development re. Neighbourhood Planning to be included in grant application.
Armistice Centenary	To digitise the Harden at War exhibition and promote widely in the run up to Remembrance Sunday. To participate in a Remembrance Sunday ceremony.	Minor costs (software licence charges) maybe incurred. Purchase cost of a wreath.
Christmas Lights	To provide Christmas lights in the village. To arrange inspection, annual switch on and village event.	Minor costs (refreshments).
Defibrillator	To maintain the community public access defibrillator and arrange the annual health check inspection and maintenance.	A budget allocation of £150 has been made towards health check costs.
Horticulture	Maintain planting schemes in the raised beds and around the memorial.	A budget allocation of £1,000 has been made towards costs.

	Plant out and maintain barrier baskets either side of the Long Lane crossing.	
Trees	To inspect trees along key roadside locations and liaise with Bradford Council over replacements as required.	Bradford Council expected to fund most replacements. The Parish Councils horticulture budget, of £1,000, may be used to make a supporting donation as required.
Grit Bins	To identify, procure and stock two suitable grit bins. To be located close to the shops on either side of Wilsden Road.	No specific budget allocation. To be contained from underspends or reserves.
Traffic Issues	To liaise closely with Bradford Council's Highway Authority and the Police with regard to issues including re-profiling of the Long Lane speed bumps, possible introduction of a weight limit and parking and speeding.	Capital works will be financed by Bradford Council.
Small Grants	To make funding available to assist community groups through a small grants scheme.	A budget allocation of £500 has been made towards costs.
Data Protection	To prepare for the GDPR and new Data Protection Act by: - <ul style="list-style-type: none"> • Attending external training (the Clerk) • Cascade training for members (delivered by the Clerk) • Undertaking an Information Audit • Preparing new documents including Retention & Disposal Policy • Reviewing existing documentation and information archive, cataloguing information held and securely disposing of documents and online files, as appropriate • Switching to the use of a PO Box postal address • Adopting the use of .gov.uk mailboxes for all Councillors 	Training budget of £150 is in place. Additional costs to be contained within the overall budget.

Local Councils Award Scheme	<p>To apply for the Foundation Award which demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.</p> <p>To develop and publish additional documentation and procedures as required before making application and subjecting to a peer review process.</p>	Minor costs.
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Appendix 5: Training & Professional Development Policy and Training Record

Harden Parish Council



Training & Professional Development Policy

Introduction

Harden Parish Council is committed to ensuring staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this funding is allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

As a responsible employer, the council recognises it has responsibilities to employees and is committed to ensuring that training and professional development needs are assessed and met. The council also acknowledges additional training responsibilities falling to the council in terms of managing the health, safety and welfare of its staff.

Identifying Training Needs

The Chair shall be responsible for assessing the training and development needs of staff, both as a part of the annual appraisal process in February each year and also routinely during the course of the year. A record will be kept of training and professional development which shall be updated at least annually and published on the Parish Council website.

Training requirements for Councillors will usually be identified by the Chair, individual Councillors or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Parish Council.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Association of Local Council Clerks (ALCC) as well as to the Yorkshire Local Councils Associations (YLCA) to ensure the Clerk and Councillors are able to access relevant training.

Staff Training

The Clerk will be expected to attend all relevant training courses whenever possible.

The Clerk will be expected to undertake the Introduction to Local Council Administration (ILCA) online course within 3 months of employment. The Clerk will also be encouraged to consider undertaking the Certificate in Local Council Administration (CiLCA).

Where necessary and appropriate and with prior approval, staff will be paid overtime for attendance at training events and for periods of study. Staff will also be eligible to submit expense claims covering incidental costs incurred when attending training courses e.g. parking charges, mileage payments and subsistence, if appropriate.

Councillor Training

New Councillors will be expected to attend a new Councillor training course provided by the YLCA and other induction meetings arranged by the Clerk or the Chair.

Councillors will be expected to attend training courses and to participate in other professional development opportunities arranged during the course of their term of office.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of work commitments. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend.

Councillors will be encouraged to attend training provided by its partner authorities including YLCA and Bradford MDC and attend other relevant conferences and meetings whenever possible.

Monitoring

All attendees will provide feedback on courses and conferences attended to assist the Parish Council assess cost, relevance, content and effectiveness. All training presentation materials will be retained and used for in-house training and information sharing.

Staff Induction Training

All new staff will have an induction meeting with the Chair to provide them with sufficient information to enable them to undertake their duties and to provide essential health and safety information.

An induction checklist is set out below which ensures that all relevant information is imparted to new staff. The induction checklist will form the basis of the Parish Council's induction training which should be completed within the first week of any employment.

Induction Checklist

The new employee should tick each subject as s/he has been informed about it and sign the form.

The Council	
1. Council's function	
2. Introduction to Councillors	
3. New entrant's own role	
4. Supervision	
5. General layout - entrances and exits, facilities	
6. Contact Information and communication arrangements	
7. Information sources, e.g. notice boards, website etc.	
Conditions	
8. Information on hours of work	
9. Time recording arrangements	
10. Pay and Allowances	
11. Probationary periods	
12. Pension scheme and eligibility	
13. Reporting absence	
14. Arrangements for requesting leave	
15. Staff appraisal	
Health & Safety, Security and Fire	
16. Health and safety information relevant to the role	
17. Fire instructions and procedure	
18. Location of fire-fighting equipment	
19. Accident reporting and Incident procedures	
20. First aid facilities	
21. Security of building, arrangement for keys	
22. Management of monies/valuables	
23. Issue of protective clothing	
Conduct	
24. Personal presentation	
25. Grievance and Disciplinary procedures	
26. Courtesy to the public	
27. Confidentiality	
28. Acceptance of gifts	
29. Statements to the Press	
30. Standards of Conduct	
31. Handling Complaints	

Name: _____

Job Title / Role: _____

Signature: _____ Date: _____

Harden Parish Council



Training & Professional Development Record

Introduction

To ensure that Councillors and the Parish Clerk are suitably prepared to serve Harden, the Parish Council is committed to enabling them to obtain appropriate training and engage in professional development.

The following record was commenced on 01/04/2016.

Training Log

Date	Attendee(s)	Training & Professional Development	Provider	Cost
21/05/2016 (Completed)	Clerk	Introduction to Local Council Administration (ILCA)	Society of Local Council Clerks (SLCC)	£99
29/04/2017	Cllr Kirkham	Neighbourhood Planning Seminar	Yorkshire Local Councils Associations (YLCA)	£76
08/08/2017	Cllr Jennings	Procedures, Powers and Policies training	Yorkshire Local Councils Associations (YLCA)	£45
26/09/2017	Clerk	Digital Transformation in Local Government	Tascomi	Free
15/03/2018	Clerk	GDPR Compliance	Airedale Enterprise Services	£195
01/04/2018	Cllrs Kirkham and Bryan	Planning Seminar	Yorkshire Local Councils Associations (YLCA)	£230
17/04/2018	Clerk	Flying High – Visioning Workshop on use of drones in local government	Bradford MDC, Nesta and Innovate UK	Free
01/05/2018	Clerk	GDPR Awareness	Yorkshire Local Councils Associations (YLCA)	No cost to Harden PC
10/05/2018	All Members	GDPR Awareness	The Clerk	Free
28/09/2018	Clerk	YLCA One-Day Conference	Yorkshire Local Councils Associations (YLCA)	£115

Appendix 6: Local Council Award Scheme – Draft Application



The council confirms by resolution at a full council meeting that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations	Yes	<p>http://hardenparishcouncil.gov.uk/documents (Please click on Policies & Procedures).</p> <p>Standing Orders, published 9th August, 2018 Financial Regulations, published 26th March, 2016</p>
2 Its Code of Conduct and a link to councillors' registers of interests	Yes	<p>http://hardenparishcouncil.gov.uk/documents (Please click on Policies & Procedures).</p> <p>Code of Conduct, published 26th March, 2016</p> <p>Registers of interest are here: http://hardenparishcouncil.gov.uk/about/councillors</p>
3 Its publication scheme	Yes	<p>http://hardenparishcouncil.gov.uk/documents (Please click on Policies & Procedures).</p> <p>Model Publication Scheme, published 26th March, 2016 Information Scheme, published 26th March, 2016</p>
4 Its last annual return	Yes	<p>http://hardenparishcouncil.gov.uk/documents (Please click on Finance).</p> <p>Annual Governance and Accountability Return (Part 2) 2017/18, published 12th May, 2018</p>
5 Transparent information about council payments	Yes	<p>http://hardenparishcouncil.gov.uk/documents (Please click on Finance).</p> <p>Expenditure over £100, published 12th May, 2018</p> <p>Bank Reconciliation, published 12th May, 2018</p> <p>Analysis of Variances, published 12th May, 2018</p>

		Monthly agendas and minutes include authorisation of expenditure and itemise payments made by the council.
6 A calendar of all meetings including the annual meeting of electors	Yes	http://hardenparishcouncil.gov.uk/events (Views as a calendar or click on 'View as month' and switch to List format).
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	http://hardenparishcouncil.gov.uk/documents (Please click on Minutes).
8 Current agendas	Yes	http://hardenparishcouncil.gov.uk/documents (Please click on Agendas).
9 The budget and precept information for the current or next financial year	Yes	http://hardenparishcouncil.gov.uk/2018-19-budget The budget, expenditure to date, forecast and bank reconciliation are also included on our agendas and minutes.
10 Its complaints procedure	Yes	http://hardenparishcouncil.gov.uk/documents (Please click on Policies & Procedures). Complaints Procedure , published 25 th March, 2016.
11 Council contact details and councillor information in line with the Transparency Code	Yes	http://hardenparishcouncil.gov.uk/about/councillors and http://hardenparishcouncil.gov.uk/contact
12 Its action plan for the current year	Yes	Action Plan to be added to website and link supplied here once draft approved by members.
13 Evidence of consulting the community	Yes	Harden Parish Council has a history of consulting and engaging with the public. Examples include paper and online surveys to inform revision of the Parish Plan, a Have Your Say community consultation exercise and event, an allotments survey and neighbourhood plan engagement. Documents provided to evidence: copy of Parish Plan Survey, copy of Allotments Survey, copy of Neighbourhood Plan Survey and copy of Have Your Say report (also published online here: http://hardenparishcouncil.gov.uk/have-your-say) .
14 Publicity advertising council activities	Yes	Harden Parish Council launched a new website in 2017 which includes news post and social sharing functionality.

		<p>Every time a news post is added to the site a snippet appears on the home page and subscribers to the website receive a HTML email with a link to the news item. We have received positive feedback from residents subscribing to this service. An example of the email notification is provided electronically.</p> <p>We have also published printed newsletters which have been delivered to every household and are available online here: http://hardenparishcouncil.gov.uk/documents (Please click on newsletters).</p> <p>We also occasionally post news and links to a popular village Facebook group: https://www.facebook.com/groups/405636546163686</p> <p>The Clerk to the Council periodically Tweets about Council activities and events using the hashtag #Harden</p> <p>The Parish Council has two dedicated noticeboards within the village. These are used to display activities and events in addition to agendas, minutes and statutory notices.</p>
15 Evidence of participating in town and country planning	Yes	<p>Planning is a standing item on our agendas. http://hardenparishcouncil.gov.uk/documents (Please click on Agendas).</p> <p>In addition, we have held a consultation event over the principal authority's local plan development e.g. see http://hardenparishcouncil.gov.uk/planning</p> <p>The principal authority also approved designation of a Neighbourhood Area in August 2017 and the Parish Council has appointed planning consultants and successfully applied for a neighbourhood planning grant. For more information see http://hardenparishcouncil.gov.uk/neighbourhood-planning-update-20180706</p> <p>The Parish Council has also facilitated a public drop-in event with regard to a significant development in the village. Please see http://hardenparishcouncil.gov.uk/skipton-properties</p>

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	Yes	http://hardenparishcouncil.gov.uk/documents (Please click on Policies & Procedures). Financial Risk Assessment , published 12 th May, 2018
17 A register of assets	Yes	http://hardenparishcouncil.gov.uk/documents (Please click on Finance). Asset Register 2017/18 , published 12 th May, 2018
18 Contracts for all members of staff	Yes	Not published for Data Protection reasons. A redacted copy of the Clerk's contract is provided electronically. The Parish Council only has one employee.
19 up-to-date insurance policies that mitigate risks to public money	Yes	Copies of Employers' Liability Insurance and Public & Property Liability Insurance provided electronically. The Council has a Local Councils policy arranged by BHIB Insurance Brokers and underwritten by Aviva Insurance Limited. Copy of policy schedule provided electronically.
20 Disciplinary and grievance procedures	Yes	http://hardenparishcouncil.gov.uk/documents (Please click on Policies & Procedures). Disciplinary & Grievance Arrangements , published 25 th March, 2016.
21 A policy for training new staff and councillors	Yes	http://hardenparishcouncil.gov.uk/documents (Please click on Policies & Procedures). Training & Professional Development Policy , to be published following member approval.
22 A record of all training undertaken by staff and councillors in the last year	Yes	http://hardenparishcouncil.gov.uk/documents (Please click on Miscellaneous). Training & Professional Development Record , to be published following member approval.
23 A clerk who has achieved 12 CPD points in the last year	Yes	The Clerk records his CPD online with SLCC. A copy of his CPD record is provided electronically (20 CPD points in 2017/18).

Appendix 7: YLCA One-Day Conference

Summary report from the Clerk following attendance at the recent Yorkshire Local Councils Associations (YLCA) one-day conference held in York on 28th September, 2018.

Jonathen Owen, Chief Executive Officer of the National Association of Local Councils (NALC) addressed the conference, speaking about NALC's prospectus for ultra-localism and it's 10-year strategic plan, focusing on how local councils can be involved and engage with these processes.

In the workshop sessions that followed there was much talk of opportunity and ambition. The localism agenda has the potential to see further services devolved to Local Councils, as the first tier of local government, but Councils need to step up to the plate, demonstrate credibility and professionalism and evidence their support from and engagement with residents. The Local Councils Awards Scheme was mentioned here too.

There was some discussion around representation and the 'male, pale and stale' make up of many Parish Councils. Suggestions were discussed to address, including working with schools and young people and investing more in communications and explaining the role of the Council.

NALC seem to be unsure of how to describe Local Councils with various terms being used throughout the day. It was pointed out that powers exist to change our name by resolution so if 'Parish' is causing confusion with the Church, perhaps Community Council would have more resonance with residents? This might explain the terms used in the recent consultation document we commented upon.

Workshop discussions also touched on capacity and the difficulty with taking on more as unpaid, part time volunteers. If more and more services are going to be devolved to Local Councils you can see that capacity to deliver will have to increase and that may require more paid officers and the payment of member allowances. In some regards, future Local Councils may resemble the rural and urban district councils of the past.

Several Yorkshire Parish Councils gave presentations on their work. The most fascinating being Church Fenton, a Parish Council similar in size and budget to Harden. Faced with the closure of the only shop and pub in the village the Parish Council used ACV powers to buy some time and put plans together to purchase both assets for the community. They secured 100% funding from the Plunkett Foundation and paid £980,000 for the assets. Both are now being operated by companies limited by guarantee established by residents. They hope to get a Post Office back into the shop and are developing a community hub.

The afternoon sessions covered more procedural matters including finance and risk management, budget setting, planning and code of conduct and standing order issues etc.

Several play equipment suppliers were exhibiting and contacts and catalogues were obtained for future reference.

Appendix 8: Correspondence

E-mail from a resident – Horticulture, received 12th September, 2018

Thanks for your response. Re the reaction to the new planting regime - the people you talk to are obviously very different to the ones I do, because the general feeling I have got from residents and businesses of the village is that the existing plantings are drab, colourless and clearly reflect the Parish Council's emphasis on cheapness and ease of maintenance.

They also present a very poor impression of our village to visitors and those passing through. Unfortunately anyone who has a garden knows that these characteristics do not make for a successful garden.

These gardens present one of the few opportunities open to the P C to communicate with the village and it has sent a poor message. There is no gain without effort and the effort shown by the PC together with its lack of insight and initiative has shown it up in a very poor light.

We can only hope that things improve and meanwhile I will continue to apologise to those who regularly bemoan the present efforts and recall with affection previous colourful, value for money displays.

E-mail trail – Complaint about the Golden Fleece

E-mail from a resident, received 16th September, 2018

I am writing to you once again regarding the state of the front of The Golden Fleece. I have just been outside the pub sweeping up broken glass which was all over the public pavement. I did this because after making two phone calls to the pub over two days, the broken glass remained outside. Come Monday morning there will be school children and toddlers having to walk over broken glass, not to mention all the dogs being walked up and down Long Lane.

I also swept up a large amount of cigarette butts and rubbish, there's still plenty out there though. It looks absolutely grim out there and what makes it worse is the Landlord's irresponsible, couldn't care less attitude. Can the Parish Council not do anything to help resolve this issue? Please can this be discussed at your next meeting? The solution is so frustratingly simple-a cigarette bin and staff who check the front of the pub at least once a day. I'm aware that this pub is on a warning from Bradford Council Licensing Enforcement so I'm going to contact them as well.

All the neighbours of this pub would greatly appreciate any help you can offer.

E-mail from the Clerk to Bradford Council, sent 17th September, 2018

Good Afternoon,

Harden Parish Council has received a further complaint about the frontage to the Golden Fleece, see below.

We've contacted you about this in the past. There do seem to be recurring housekeeping and neighbour nuisance issues here.

Please let me know what can be done to secure some improvement.

Many thanks.

E-mail from Bradford Council Licensing, received 26th September, 2018

Good afternoon Ken

I will write to the premises regarding these issues.

Kind Regards

Licensing Enforcement Officer, Bradford Council

E-mail from School PTFA – Christmas Lights Service

Received 17th September, 2018

Just to clarify I was asking if the event could start at 4.30 or 5 - the whole event only lasts approximately 30minutes.

I do feel there is some inflexibility - to keep things simple we will carry on with school event, and the tree switch on start - as per norm. As a PTFA we were going to make it a community event, hoping children would stay for the tree switch on. In previous years the vicar has told jokes to the children and made it a family occasion; the school choir have also sung.

E-mail from Harden Gala Committee – Christmas Tree

Received 18th September, 2018

Thanks for your email.

2nd December is the date for the switch on and repeating the past format would be great.

On the Parish Council's donation - I have asked the garden centre if they will donate a tree to the village. That may not transpire but - either way - we would always welcome a donation that we could use towards the Children's Xmas Disco and/or perhaps some additional lights that we could display around the tree.

Thanks again for reaching out, and for the Parish Council's continued, and much appreciated, support of the Gala.

E-mail trail – Nomination to list land and property as an Asset of Community Value

E-mail from the Clerk to Bradford Council's Estates Department, sent 18th September, 2018

Could I ask for some advice please. Harden Parish Council members have asked me to explore also listing the St Ives Estate as an asset of community value. Given the scale and presence of a mix of privately owned and leased premises, how would you advise we approach this one?

Your advice would be much appreciated.

E-mail from Bradford Council's Estates Department, received 18th September, 2018

If you want to list all of St Ives would you please put a draft application in that we can seek legal opinion on. If it is draft we don't have to notify tenants and other land owners e.g. residential premises which normally can't be listed.

I don't think all of St Ives can be listed only parts but with a draft application we can test the water with Legal, without setting off the fire works that a full application for everything would do. If opinion comes back only parts can be listed I'd recommend that we work with the Parish Council to identify these and I will ask Legal if we can list these as individual modules in one application, so if changes are required we can change/withdraw a module rather than the whole application.

E-mail from the Clerk to Bradford Council's Estates Department, sent 18th September, 2018

Please find attached completed draft application. I look forward to hearing back from you in due course. Many thanks for your helpful advice. Very much appreciated, as always.

E-mail from Bradford Council's Estates Department to the Legal Department, sent 19th September, 2018

Please find attached a draft application for an ACV for the whole of the St Ives Estate (30+ assets). I will have a list of assets list prepared with tenure, use etc. Would Legal please provide an opinion as to whether the whole estate can be listed as an ACV or only parts?

I requested a draft application so we can get our house in order prior to an actual application as this is likely to attract objections etc and we had no need to serve notice on parties who would be affected at this stage. If an application is submitted can it be modular e.g. each asset within the estate so if one is deemed not to qualify e.g. a residential property, Sport Turf Institute etc this can be withdrawn from the application without the need to withdraw the whole and start again?

You will note this move a prelude to a possible CAT or request for a subsequent disposal to the Parish Council. I have copied colleagues from Parks and Green Space in so they can provide a view on this.

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

Received 21st September, 2018

**Bingley Rural Ward
Neighbourhood Service / Police / Parish Councils Meeting
Monday 10th September 2018
Cottingley Cornerstone Centre**

Present:

- Parish Councillors Ray Graham (Wilsden), Manu Ahir (Cullingworth), Ann Taylor (Harden), Tony Caunt (Wilsden) and Steve Nunn (Denholme)
- PC Cath Gallimore (Shipley Neighbourhood Police Team)
- Wendy Fisher (BMDC Neighbourhood Service)

Apologies:

- Parish Councillors Howard Martin (Cullingworth) and Howard Clough (Cottingley ward, Bingley),

NOTES / ACTIONS

1	<p>Update on Actions from Last Meeting (11th June 2018) -</p> <ul style="list-style-type: none">• Current PCSOs in ward are Gary and Tyler, along with Sarah who is on maternity leave. New recruit for Bingley ward is Majid, who might work in Bingley Rural ward sometimes. <u>Action: Cath to email details to Wendy, who will forward to all.</u>• Proposed data-logger on A629 will be discussed at Cullingworth Village Council meeting later this week. Thought that data-logger would be in place for about a week. <i>Update at 21 September - in view of no suitable location for data-logger being agreed, it has been suggested that the Village Council consider funding a traffic speed survey undertaken by a BMDC Traffic Enumerator. Howard Martin has been contacted.</i>• <u>Action: Cath to re-send article on new Neighbourhood Police Team and crime prevention for the village newsletters / websites.</u>• It was confirmed that vehicle registration numbers should not be put on social media sites. Of course they can be reported to the Police.• <u>Action: Cath to raise idea of schools bidding for money to buy school parking 'pupil' banners at School Partnership meeting in October.</u>• Two great pieces of successful joint working have taken place recently -<ul style="list-style-type: none">○ Cullingworth Village Council has liaised with BMDC's Parks & Landscapes Manager about buying a new bin for the recreation ground.○ Wilsden Parish Council has worked with BMDC's Environmental Enforcement Officer to purchase two 'No Fly-Tipping' signs for the village.• Ann has liaised with the Police about parked vehicles blocking access at Goit Stock Lane in Harden.
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2	<p>Police Update / Issues -</p> <ul style="list-style-type: none"> All Police issues were dealt with in other parts of the meeting.
3	<p>Neighbourhood Service Update / Issues -</p> <ul style="list-style-type: none"> <i>Update at 21st September - five autumn Neighbourhood Drop-ins have been set-</i> <ul style="list-style-type: none"> Wilsden on Tuesday 11th September at 6.15pm. Cottingley on Tuesday 25th September at 6.15pm. Denholme on Tuesday 2nd October at 6.15pm. Harden on Tuesday 16th October at 6.30pm. Cullingworth on Tuesday 6th November at 7.30pm. Bingley Rural ward will be getting its own Council Warden in the near future. Will be one of two new recruits, Nicola or Ben. This news was welcomed by all. Next Schools Partnership meeting set for Wednesday 3rd October, 10.30am at Dixons Cottingley Academy. Next Church Partnership meeting set for Thursday 18th October, 10.30am at Cottingley Cornerstone Centre. Question about whether it might be beneficial for parish councils to be involved in this. Action: Wendy will raise at meeting on 18th October and feed back. Wendy spoke about a Crimestoppers campaign that is being planned jointly by Crimestoppers, BMDC and the Police. Concern about timescales for parish councils, if they are to be involved, because nominations need to be made formally through their meetings. Action: Wendy to find out proposed timescales and let all know.
4	<p>Any Other Business -</p> <ul style="list-style-type: none"> Reported that fly-tipping still taking place at Lee Lane, Wilsden. BMDC Clean Team and Environmental Enforcement Officer are aware of ongoing problems here. Noted that there is a new manager at Cottingley Cornerstones Centre - Helen Eteson. Question about usage of Denholme Police Contact Point. Action: Cath to find out numbers and let Steve know. Police aware of incident in Wilsden involving a vehicle and four youths, with video of activity. Action: Cath to check Police progress on this. Concern about truck being parked dangerously on Main Street in Wilsden. Near to junction and on pavement. Idea to issue warning letter and place in a 'parking ticket' bag on windscreen supported. Action: Cath to progress. Question about travelling communities not be pursued for financial costs or legal charges when they have left a mess and/or damage, as they have done recently in Cottingley. Action: Wendy will ask colleagues about this.
5	<p>Date of Next Meeting -</p>

Monday 12th November 2018 at 7pm. Provisional venue - Denholme Mechanics Institute (Steve to confirm).

Tony offered his apologies for this meeting in advance.