

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 December, 2018** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council
9th December, 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. Minutes of Meetings (previously circulated to Members)

- a) To agree and sign the minutes of the Parish Council monthly meeting held on 8th November, 2018.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Planning Matters

To formulate observations relating to the following application: -

- 18/04955/LBC - Lowering of boundary wall section to former height, re-bedding of coping stones and re-pointing 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>).

5. Councillor Vacancy

To note the vacancy on the Council following the resignation of Cllr Singh.

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. Budget

To review and formulate a budget for 2019/20.

9. 2019 Meeting Dates (see Appendix 2)

To authorise, or otherwise, the proposed dates for meetings in 2019.

10. Correspondence (see Appendix 3)

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

- E-mail from School Business Manager, Myrtle Park Primary School re. admissions consultation.
- E-mail from Aire Rivers Trust re. recent meeting.
- E-mail from Shipley Area Co-ordinator's Office re. Community Chest.
- E-mail from YLCA re. planning seminars.

11. Small Grants (see Appendix 4)

To review applications received and to authorise or otherwise grant award payments.

12. Financial Matters

a) To sign the following cheques for payment: -

| Payee | Cheque No. | Amount | Description |
|------------------|-------------------|---------------|--|
| Kay Kirkham | 100610 | £55.89 | Refreshments, travel and Ancestry subscription |
| BHIB Insurance | 100611 | £477.79 | Insurance |
| Digital Nomads | 100612 | £691.92 | Rock salt, signage and telephone kiosk materials and preparation |
| Ken Eastwood | 100613 | £74.25 | Travel expenses |
| Bradford MDC | 100614 | £645.85 | Salary payment |
| Matthew Maddison | 100615 | £25 | Winter maintenance |

b) To authorise the Clerk's overtime claim (12 hours for CiLCA training and additional meetings).

c) To note the following trial balances: -

| HARDEN PARISH COUNCIL | | | | | |
|------------------------------|---------------------------|--------------------------------|-----------------------------|---|--------------|
| 30 November, 2018 | | | | | |
| Item | Budget 2018/19 | Expenditure to date | Budget Remaining | Forecast Shortfall (-) / Surplus (+) | Notes |
| Staff Costs | 5,533 | 5,355 | 178 | -3,000 | 1 |
| Travel | 150 | 192 | -42 | -150 | |
| Subscriptions | 875 | 1,388 | -513 | -513 | 2 |
| Insurance | 500 | 0 | 500 | 0 | |
| Audits | 200 | 178 | 22 | 22 | |
| Newsletter | 850 | 448 | 402 | 0 | |
| Website | 475 | 1,218 | -743 | -743 | 3 |
| Parish Plan | 1,000 | 43 | 957 | 957 | |
| Neighbourhood Planning | 2,500 | 1,835 | 665 | -511 | 4 |
| Training | 100 | 315 | -215 | -300 | |
| Repairs | 100 | 27 | 73 | 0 | |
| Stationery/telephone | 100 | 127 | -27 | -50 | |
| PC equipment | 250 | 94 | 156 | 156 | |
| Small grants | 500 | 500 | 0 | -375 | |
| Horticulture | 1,000 | 605 | 395 | 250 | |
| Christmas event | 200 | 89 | 111 | 0 | |
| Playground cleaning | 200 | 0 | 200 | 0 | |
| S137 | 100 | 30 | 70 | 70 | |
| Other | 100 | 53 | 47 | -19 | |
| Projects | 7,175 | 497 | 6,678 | 0 | |
| | 21,908 | 12,994 | 8,914 | -4,206 | |

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.

d) To note the following bank reconciliation: -

Cashbook Balances

| | | |
|---------------------------|-------------------------|------------------|
| Balance 1 April 2018 | 14,264.20 | |
| Add: income to date | 27,243.60 | |
| Less: expenditure to date | (13,914.23) (incl. VAT) | |
| Total: | | 27,593.57 |

Bank account balances 30 November 2018

| | | |
|-------------------|-----------|------------------|
| Community Account | 17,405.06 | |
| Business Account | 10,188.51 | |
| Total: | | 27,593.57 |

13. Attendance at meetings

To consider and note attendance at upcoming meetings: -

- Neighbourhood Services/Police/Parish Councils on Monday 14th January 2019, 7pm, at Denholme Mechanics Institute.
- Local Councils Liaison on Wednesday 16th January at 6pm, venue to be confirmed.

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 10th January 2019, at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

(A full version of the agenda with appendices is available at <http://hardenparishcouncil.gov.uk>)

Appendix 1: Outstanding Issues

| Subject | Issues | Responsibility | Date of last action | Notes |
|------------------------|--|---------------------------------|---------------------|--|
| Highways | Long Lane Speed Bumps. | Clerk | December 2018 | Bradford Highways shared details of proposed scheme. Works to commence 10 th December. |
| Allotments | Written representations received on the need for allotments. | Clerk & Members | November 2018 | Project Team met 22 nd November. Preferred plot identified. Liaison with Bradford Council to be progressed. |
| Neighbourhood Planning | Ongoing project. | Council, Clerk & Integreat Plus | November 2018 | Project Team met 12 th November. Draft vision, aims and objectives prepared. |
| Telephone Kiosk | Adoption from BT, renovation and usage. | Clerk | November 2018 | Work in progress. Need to consider fit out after renovation. |
| Grit Bins | Proposal to provide grit bins outside shops in Harden. | Clerk | December 2018 | Ordered and put out 8 th December. |
| Memorial Hall | Registration as asset of community value. | Clerk | December 2018 | Application submitted to Bradford Council on 24 th June. Awaiting update following panel hearing. |
| Tree replacements | Various roadside trees in the village. | Clerk | September, 2018 | Referred to Bradford Council's Tree Officer 14 th September. |
| School safety | Possible provision of signage, | Clerk & Cllr Sullivan | December 2018 | Headteacher invited to a Parish Council meeting. |

Appendix 2: Proposed Schedule of Meetings 2019

| Date | Meeting | Start Time |
|--|--|------------|
| 10 th January 2019 | Monthly meeting Harden Parish Council (HPC) | 7.15 p.m. |
| 14 th February 2019 | Monthly meeting HPC | 7.15 p.m. |
| 14 th March 2019 | Monthly meeting HPC | 7.15 p.m. |
| 11 th April 2019 | Annual Parish Meeting | 7.00 p.m. |
| 11 th April 2019 | Monthly meeting HPC | 7.15 p.m. |
| Local and Parish Council elections take place on Thursday 2nd May 2019 | | |
| 9 th May 2019 | Annual Meeting | 7.15 p.m. |
| 13 th June 2019 | Monthly meeting HPC | 7.15 p.m. |
| 11 th July 2019 | Monthly meeting HPC | 7.15 p.m. |
| 8 th August 2019 | Monthly meeting HPC | 7.15 p.m. |
| 12 th September 2019 | Monthly meeting HPC | 7.15 p.m. |
| 10 th October 2019 | Monthly meeting HPC | 7.15 p.m. |
| 14 th November 2019 | Monthly meeting HPC | 7.15 p.m. |
| 12 th December 2019 | Monthly meeting HPC | 7.15 p.m. |

Notes:

1. All meetings take place at the Memorial Hall, Harden.
2. Annual Parish Meeting. Although this meeting will be chaired by the Chair of Harden Parish Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Parish Meeting must be held between 1st March and 1st June (Local Government Act 1972).
3. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and eighteenth day after the election (inclusive) (Local Government Act 1972).

Appendix 3: Correspondence

E-mail from School Business Manager, Myrtle Park Primary School, received 3rd December, 2018

Good afternoon

Please find attached all relevant documentation on the proposed changes to the Admissions Policy of Myrtle Park Primary School in Bingley.

Could you please cascade these documents to all members on the Harden Parish Council.
Kind regards.

School Business Manager
Myrtle Park Primary School

Note: Consultation documents and policy circulated to members separately and available upon request.

E-mail from Aire Rivers Trust, received 3rd December, 2018

Friends of Harden's Becks (working title) Start-Up

Notes of Meeting held 27th November 2018

Location The Fleece, Harden

Attendees: 9 members of the public and 2 representatives from Aire Rivers Trust

Discussion Topics

Aire Rivers Trust – what we do

- Leeds Flood Alleviation Scheme (Phase 2) – The meeting noted that Government funding had been withdrawn from the scheme. We have since found out that Local Government will fund the scheme.
- Pollution of the Beck and its Sources and potential for monitoring and reporting by the public
- Environment Agency – reporting of incidents and varied quality of response
- Harden Moor Flood Alleviation Scheme Pilot. Why was it chosen, and will it work?
- The effect of future building development in the area, can we do anything?
- Water Quality, how this has improved and effect on fish populations
- Wildlife in the area
- INNS – noted how important a catchment-based source down approach is needed to tackle the issue
- Clean up of the Becks, particularly Goit Stock and how this is being carried out by individuals
- River Habitat – could be affected by removing natural materials, clean ups must concentrate on plastics and other
- Littering
- Local Flood issues
- Questions re. who owns stretches of river bank
- Organisation – how would a group be run in the future and who by
- Publicity – local Parish magazines can be used to attract more members

- Catstones Quarry – ownership and the future were raised
- Land management on Harden Moor by land owner

List of activities people would like to get involved with:

- Practical
- Happy to be involved in any activity
- Anything x3
- River monitoring
- Mapping
- River Walk
- Sampling

Decisions and Outcomes

- Find out about Mill pond
- Plan a walk mapping the Beck and its tributaries, pipes in, issues
- Research into Riparian land ownership

Date of next meeting

To be arranged early in the new year.

Possible aims: to review any progress made with respect to the ideas above, think about the way forward and make some firm plans for wider involvement and activity.

Future meeting places

It was felt that the pub was a suitable venue and perhaps we can alternate which one is used to attract different members of the community. The Parish Council have apologised for causing inconvenience (and people being wet and cold)

Final thought

On behalf of Aire Rivers Trust, Wendy and myself would like to thank everybody who came to the meeting. We were impressed by people's knowledge and enthusiasm of the subject. We came away feeling really positive about the possibilities of working together in the future and what a 'friends' group might achieve.

E-mail from Shipley Area Co-ordinator's Office, received 29th November, 2018



£350 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



The closing date for the next round of Community Chest applications is Friday, 18 January 2019.

E-mail from Jess Wright Graphics, received 19th November, 2018

Hi Ken,

Last year the sign was 600mm square, this new artwork is wider than it is tall and opens up at 500x400mm Are you happy with this size?

If the height was the same as last year (600mm) the width would be 755mm wide.

Please advise and we'll put this into production.

I live in Harden and would be happy to donate this sign FOC.

Regards,

Jess.

www.jesswrightgraphics.com

Unit 2, The Old Railway Yard, Keighley Road
Bingley, West Yorkshire, BD16 2RD

E-mail from YLCA, received 20th November, 2018

PLANNING SEMINARS 2019

YLCA is running Planning Seminars in March and April 2019. Which will focus on helping councils to understand their role in the planning system and guide them in making effective responses to planning applications.

The sessions are being led by Andrew Towler who has worked in various senior roles in planning policy for North East Derbyshire District Council and Rotherham MBC. A qualified planner, he is a former employee of YLCA and a planning adviser for the Society of Local Council Clerks. He is also a clerk to a parish council in the Rotherham area so is familiar with the policies and procedures of local councils.

Understanding the Planning System and making effective observations on planning applications

These sessions aim to help councils understand their role in and get the most from the planning system. There will be a focus on the role and responsibilities of local councils in the planning system; local plan making, the National Planning Policy Framework introduced in 2012 and guidance on how to respond effectively to planning applications, including best practice.

The session will examine:

- UK planning legislation and policy;
- The role of local councils in the planning system;
- Local Development Plans;
- The National Planning Policy Framework;
- Development Management;
- Enforcement, appeals and special planning rules and policies;
- Section 106 agreements and the Community Infrastructure Levy;
- Material Considerations – the need for them and their use;
- Incentivising new development;
- Pre-application discussions;
- How local councils make planning decisions;

Venues and dates:

Solberge Hall Hotel, Newby Wiske, Northallerton, DL7 9ER – Wednesday, 13 March.

The Holiday Inn, High Road, Warmsworth, Doncaster, DN4 9UX – Thursday, 21 March.

Mercure York Fairfield Manor Hotel, Shipton Road, York, YO30 1XW – Saturday, 23 March.

Cedar Court Hotel, Denby Dale Road, Calder Grove, Wakefield, WF 3QZ – Friday, 5 April

The Craiglands Hotel, Cowpasture Road, Ilkley, LS29 8RQ – Friday, 12 April.

(Maximum 40 delegates on each seminar).

Please complete the separate booking form and send to YLCA with your payment.

Each seminar will run from 10.00am to 4.00pm with refreshments throughout the day and lunch.

The cost per person is £115.00.

Appendix 4: Small Grants Applications

Applications received from St Ives (Bingley) Riding for the Disabled (£275 requested) and Harden Children's Gala Society (£100 requested).

Harden Parish Council



SMALL GRANTS APPLICATION FORM

1. **NAME OF ORGANISATION/INDIVIDUAL: - Harden Children's Gala Society**

2. **SECRETARY OR ORGANISATION'S CONTACT TO WHOM ALL CORRESPONDENCE SHOULD BE SENT: -**

| | |
|---------------------------------|--|
| Name: | |
| Address: | |
| Telephone: | |
| Base (if different from above): | |

3. **AMOUNT REQUESTED: £ 100 TOTAL COST OF PROJECT: £270**

4. **DETAILS OF ACCOUNT THAT ANY CHEQUES SHOULD BE MADE PAYABLE TO: -**

| | |
|---------------------------|---------------------------------------|
| Name to be put on cheque: | Harden Children's Gala Society |
| Bank / Building Society: | Natwest |
| Address: | Keighley |
| Account Number: | |
| Sort Code: | |

5. **DESCRIPTION OF EVENT/PROJECT FOR WHICH ASSISTANCE IS REQUESTED: -**

Harden Children's Gala Society Xmas disco. An event hosted by the Gala each year.

6. **DATE(S)/VENUE(S)/FREQUENCY OF EVENT(S) – ENCLOSE A PROGRAMME IF AVAILABLE:**

30/11/18 (Held annually)

7. DETAILED ESTIMATED INCOME AND EXPENDITURE FOR THIS PROJECT (INCLUDE OTHER GRANTS, ADMISSION CHARGES, FUND-RAISING, SUBSCRIPTIONS ETC): -

| Expenditure | Income |
|---|----------------------------|
| £280: - Childrens DJ - £145 - Drinks and crisps - £45 - Insurance - £80 | £150 (Ticket Sales) |

8. WHAT BENEFIT WILL THE ACTIVITY BRING TO THE LOCAL COMMUNITY AND HOW MANY PEOPLE DO YOU EXPECT TO ATTEND OR BENEFIT FROM THE ACTIVITY? These should link to the Parish Plan priorities (see Parish Plan enclosed) and their impact on these.

A fun night for the children of Harden and the surrounding villages. The event includes a prize draw to determine which child will switch on the Xmas lights on the Sunday following the disco. We would expect c.50-60 children to attend.

9. PLEASE LIST ALL GRANTS THAT HAVE BEEN OBTAINED IN THE LAST THREE YEARS (EG: SPORTS COUNCIL, ARTS COUNCIL, LOCAL AUTHORITY ETC)

2018 – Parish Council Grant towards the Gala Road Closure
 2017 – Parish Council Grant towards the Gala Road Closure
 2017 – Shipley Community Chest application towards refurbishment of 1 gala game

10. HAVE YOU APPLIED TO OTHER FUNDING BODIES, INCLUDING SHIPLEYCO-ORDINATOR'S OFFICE, REGARDING THIS CURRENT APPLICATION? (IF YES, PLEASE SPECIFY): -

No

11. PLEASE ATTACH THE FOLLOWING INFORMATION IN SUPPORT OF YOUR APPLICATION (PLEASE TICK IF ATTACHED).

| | |
|--|---|
| 1. Your Organisation's constitution or rules | X |
| 2. Latest audited accounts or bank statements | X |
| 3. Quotations from independent suppliers for expenditure – IF APPLICABLE | |
| 4. Any other relevant information to support your application | |

12.

| | | | |
|--------------------------|-----------|------|----------|
| Signature of Applicant | | Date | 13-11-18 |
| Name (Please Print) | | | |
| Position in Organisation | TREASURER | | |

Harden Parish Council



SMALL GRANTS APPLICATION FORM

1. **NAME OF ORGANISATION/INDIVIDUAL:** - St Ives (Bingley) Riding for the Disabled

2. **SECRETARY OR ORGANISATION'S CONTACT TO WHOM ALL CORRESPONDENCE SHOULD BE SENT:** -

Name:

Address:

Telephone:

Base (if different from

above): St Ives Equestrian Centre, St Ives Estate, Harden

3. **AMOUNT REQUESTED:** £275 **TOTAL COST OF PROJECT:** £324

4. **DETAILS OF ACCOUNT THAT ANY CHEQUES SHOULD BE MADE PAYABLE TO:** -

Name to be put on cheque: St Ives (Bingley) RDA Group

Bank / Building Society: NatWest

Address: 63 North St, Keighley BD22 3SB

Account Number: 24721581

Sort Code: 536130

5. **DESCRIPTION OF EVENT/PROJECT FOR WHICH ASSISTANCE IS REQUESTED:** - As a requirement of our operational policy designated by RDA National, we have to have qualified 1st Aid cover at all of our sessions. The certificates last for three years and our current certificates run out at the end of November. We would therefore like to bid for the cost of a 1st Aid course for up to twelve places to be delivered in two sessions. These would train volunteers in 1st Aid to gain "1st Aid in the Workplace" certificates. This would provide us with a bank of 1st Aid trained volunteers to cover all our sessions.

6. **DATE(S)/VENUE(S)/FREQUENCY OF EVENT(S) – ENCLOSE A PROGRAMME IF AVAILABLE:**
First session: Tuesday 20th November at Aireview Equestrian Centre. Second session TBC in Spring 2019.

7. DETAILED ESTIMATED INCOME AND EXPENDITURE FOR THIS PROJECT (INCLUDE OTHER GRANTS, ADMISSION CHARGES, FUND-RAISING, SUBSCRIPTIONS ETC): -

| Expenditure: £324 | Income: £49 |
|--------------------------|--------------------|
| | |

8. WHAT BENEFIT WILL THE ACTIVITY BRING TO THE LOCAL COMMUNITY AND HOW MANY PEOPLE DO YOU EXPECT TO ATTEND OR BENEFIT FROM THE ACTIVITY? These should link to the Parish Plan priorities (see Parish Plan enclosed) and their impact on these. The majority of our riders, carers and volunteers live in the Harden area. Also we work closely with management and liveries at the St Ives Equestrian Centre, many of whom are local. Anyone completing the 1st Aid course would be able to administer immediate 1st Aid in the case of an accident. Not only in the EC itself but whilst out and about in the estate taking our riders on hacks, as we always carry telephones and 1st Aid packs as a matter of policy.

9 PLEASE LIST ALL GRANTS THAT HAVE BEEN OBTAINED IN THE LAST THREE YEARS (EG: SPORTS COUNCIL, ARTS COUNCIL, LOCAL AUTHORITY ETC) Community Chest (Notice Board),

10. HAVE YOU APPLIED TO OTHER FUNDING BODIES, INCLUDING SHIPLEYCO-ORDINATOR'S OFFICE, REGARDING THIS CURRENT APPLICATION? (IF YES, PLEASE SPECIFY): - NO

11. PLEASE ATTACH THE FOLLOWING INFORMATION IN SUPPORT OF YOUR APPLICATION (PLEASE TICK IF ATTACHED).

1. Your Organisation's constitution or rules - Yes
2. Latest audited accounts or bank statements - Yes
3. Quotations from independent suppliers for expenditure – Yes: Whitelee 1ST Aid Training £324
Medi-k £496 (All prices quoted on websites)
4. Any other relevant information to support your application: No

12.

Signature of Applicant:

Date: 26/11/2018

Name (Please Print):

Position in Organisation; Treasurer