

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 10th January, 2019** at 7.15pm in Harden Memorial Hall.

A handwritten signature in blue ink that reads "Ken Eastwood".

Clerk to the Parish Council

5th January, 2019

AGENDA

1. Apologies for Absence

To consider 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 Kirsty Hutchinson, Head Teacher at Harden Primary School.

4. Minutes of Meetings (previously circulated to Members)

- a) To agree and sign the minutes of the Parish Council monthly meeting held on 13th December, 2018.
- b) To receive minutes from the Neighbourhood Plan Project Team meeting, held on 12th November, 2018.
- c) To receive minutes from the Allotments Project Team meeting, held on 22nd November, 2018.
- d) To note the Outstanding Issues Report (information only, see Appendix 1).

5. Planning Matters

No applications received.

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

6. Councillor Vacancy

To receive an update on the casual vacancy.

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. Budget

To authorise the Chair to sign Bradford MDC's budget pro forma, confirming the 2019/20 precept, as agreed on 13th December, 2018.

10. Action Plan (see Appendix 2)

To review a draft action plan for 2019/20 and to authorise publication on the Council's website.

11. Correspondence (see Appendix 3)

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

- E-mail from Tree and Woodland Manager, Bradford MDC re. Granic Mews trees (with observations from Cllr Kay Kirkham).
- E-mail from Development Officer, Bradford MDC, re. Harden Memorial Hall listing as an asset of community value.
- E-mail trail re. tree planting at Skipton Properties development, Keighley Road.

12. Village Benches

To authorise or otherwise the purchase of replacement benches, to the same specification as the recycled bench previously purchased by the Council and installed at Glen View.

13. Playground

To consider the cleaning of the playground surfaces and re-painting of equipment where required. To review two quotations obtained and authorise or otherwise related expenditure.

14. Staffing Matters

To agree arrangements for the Clerk's annual appraisal and salary review.

15. Financial Matters

a) To sign the following cheques for payment: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100616	£74.25	Travel expenses*
Ken Eastwood	100617	£44.42	Expenses
Bradford MDC	100618	£645.85	Salary payment
Matthew Maddison	100619	£25	Winter maintenance
St Ives (Bingley) Riding for the Disabled Group	100620	£250	Small grant - First Aid training
Harden Children's Gala Society	100621	£100	Small grant - Children's entertainment

* Cheque reissued. Cheque No. 100603 voided.

b) To note the following trial balances: -

HARDEN PARISH COUNCIL					
31 December, 2018					
Item	Budget 2018/19	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	5,533	6,000	-467	-3,400	1
Travel	150	199	-49	-150	
Subscriptions	875	1,388	-513	-513	2
Insurance	500	478	22	22	
Audits	200	178	22	22	
Newsletter	850	448	402	402	
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	-215	
Repairs	100	27	73	73	
Stationery/telephone	100	127	-27	-50	
PC equipment	250	94	156	156	
Small grants	500	500	0	-350	
Horticulture	1,000	630	370	270	
Christmas event	200	118	82	82	
Playground cleaning	200	0	200	200	
S137	100	30	70	70	
Other	100	53	47	-19	
Projects	7,175	1,091	6,084	2,699	
	21,908	14,771	7,137	-998	

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	27,243.60	
Less: expenditure to date	(15,810.68) (incl. VAT)	
Total:		25,697.12

Bank account balances 31 December 2018

Community Account	15,533.61	
Business Account	10,188.51	
Less unpresented cheques	25	
Total:		25,697.12

16. Attendance at meetings

To consider and note attendance at upcoming meetings: -

- Local Councils Liaison on Wednesday 16th January at 6pm, Queen's Hall, Burley.
- YLCA branch meeting on 13th March, Keighley Civic Centre.

17. Local Elections

To note guidance issued by the Clerk with regard to arrangements for the 2019 local elections and to consider ways to promote the role of Parish Councillor within Harden in order to encourage nominations.

18. Minor items and items for next agenda

To note minor items and items for the next agenda.

19. Next Meeting

To confirm the date of the next monthly Parish Council meeting, as 14th February 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
Allotments	Written representations received on the need for allotments.	Clerk & Members	December 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	December 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.
Memorial Hall	Registration as asset of community value.	Clerk	December 2018	Listing confirmed.
Tree replacements	Various roadside trees in the village.	Clerk	December, 2018	Referred to Bradford Council's Tree Officer 14 th September. Response received – see correspondence item.

Appendix 2: Draft Action Plan

Harden Parish Council



Action Plan

The Parish Council has produced an Action Plan of activities we hope to deliver in 2019/20.

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">• Facilitating the Project Team, working with appointed planning consultants, to progress development of the plan• Applying for grant support to cover costs• Conducting further surveys (online and distributed to all households)• Exploring ways to develop a design guide and undertake a housing needs assessment	<p>Budget of £3,000 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 further grant to cover most of the costs associated with developing the plan.</p> <p>Additional funding applications may be made with regard to the design guide and housing needs assessment.</p>

ACTIVITIES	ACTION(S)	BUDGET
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"> • Facilitate an Allotments Project Team • Work with Bradford Council to identify suitable land • Progress the project in line with high level project plan 	A budget allocation of £1,500 has been made towards professional fees to assist the Council to take forward the allotments project.
Benches	Maintenance and phased replacement of benches in the village, many of which are in need of repair.	<p>A budget allocation of £1,000 has been made towards costs.</p> <p>Grant application(s) may be made to the Community Chest for further financial assistance.</p> <p>An approach may be made to the WI to jointly fund replacement of 'shared' benches.</p>
Telephone Kiosk	<p>Complete the renovation of the telephone kiosk. Additional works to include replacing glass panels and fitting out the interior, once painting is completed.</p> <p>Launch a book exchange scheme – the most frequently suggested use by residents in a survey.</p>	A budget allocation of £500 has been made towards costs.
Assets	To explore protecting the St Ives Estate, by registering as an asset of community value.	No cost.
Play Equipment	To clean, renovate and re-paint play equipment.	A budget allocation of £3,000 has been made towards costs.
Website	<p>Continue to develop the new website and encourage residents to subscribe to updates.</p> <p>Develop further pages and add new content including on Neighbourhood Planning.</p>	<p>No additional cost for ongoing development, usage and promotion.</p> <p>Further development re. Neighbourhood Planning to be included in grant application.</p>

ACTIVITIES	ACTION(S)	BUDGET
Christmas Lights	To provide Christmas lights in the village. To arrange inspection, annual switch on and village event. Existing lights require 3-yearly inspection which may require hire of access equipment. To explore purchase of additional lights in the village.	A budget allocation of £5,850 has been made towards costs.
Defibrillator	To maintain the community public access defibrillator and arrange the annual health check inspection and maintenance.	A budget allocation of £175 has been made towards health check costs.
Horticulture	Maintain planting schemes in the raised beds and around the memorial. Plant out and maintain barrier baskets either side of the Long Lane crossing.	A budget allocation of £750 has been made towards costs.
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 £750, may be used to make a supporting donation as required.
Speeding	To explore speed control measures including possible purchase of warning signs.	A budget allocation of £3,500 has been made towards costs.
Local Service Delivery	To enhance local service provision e.g. extra litter picking, grounds maintenance, road sign cleaning etc.	A budget allocation of £2,500 has been made towards costs.
Small Grants	To make funding available to assist community groups through a small grants scheme.	A budget allocation of £1,000 has been made towards costs.
Training	To support the Clerk to undertake the Certificate in Local Council Administration(CiLCA). To provide induction and refresher training for Councillors in election year.	A budget allocation of £750 has been made towards costs.

Appendix 3: Correspondence

E-mail from Tree and Woodland Manager, Bradford MDC, received 19th December, 2018

There is no obligation on the developer to replace any of the trees adjacent Granic Mews, the one remaining at the entrance is in a poor location and ought not to have been planted there. We will keep an eye on the new planting, one or two look moribund but are not a hazard.

Yours sincerely

Bob Thorp
Tree and Woodland Manager

Response from Cllr Kay Kirkham to the Clerk, received 3rd January, 2019

Hi

Granic Mews - the trees on either side of the access were probably planted by the residents well after the development was done. There was another tree which was planted by the parish council to the west of the Granic Mews access between the two mature trees and this was either vandalised or damaged by the weather. This was the one I was suggesting should be replaced probably by us if BMDC won't.

The 'moribund' tree was definitely planted by BMDC following a road accident which took out several trees. Give it another growing season but I am not optimistic.

Kay

E-mail from Development Officer, Bradford MDC, received 20th December, 2018

Dear Sir/Madam,

Harden Memorial Hall, Wilsden Road, Harden, Bingley. BD16 1JP

I am writing to inform you that the above property has been listed as Assets of Community Value under the Localism Act 2011.

The decision was made by the Strategic Director, Corporate Resources.

Under Section 92 of the Act you may at your discretion apply for a review of the listing. To do so you must apply in writing within 8 weeks of the date of this e mail. The review will be completed by a Senior Council Officer who did not take part in making the decision to list the Asset.

Visit our WebPages for further information www.bradford.gov.uk/communityassets

Regards

Andrew Horrocks, Development Officer, Estate Management

E-mail trail re. tree planting at Skipton Properties development, Keighley Road

From Cllr Kay Kirkham, 14 December, 2018

Thank you for posting the new landscape plan. I note that the cherry trees have been added as agreed but are prunus avium which has white blossom. The existing tree and all the other cherry trees in Harden have pink blossom (prunus serruata?). I have attached a picture which shows this.

I hope you can make a suitable amendment.

From the developer's consultant, 14 December, 2019

Further to the comment below from the PC re the species of Cherry Tree – we've amended the Landscape Plan to suit so please can you reference GL0744 01K Detailed Landscape Proposals 14-12-2018 as the approved landscape plan in the RM Decision Notice.

From Planning Officer, Bradford MDC, 4 January, 2019

Further to your email below I would advise that the requirement for the development to be carried out in accordance with plan reference GL0744 01 Rev J is specified in the committee decision (see attached). I cannot therefore substitute the plan at this stage.

From the developer's consultant, 4 January, 2019

Ok appreciate your hands are tied on that – in the scheme of things I'm sure there would not be an issue with the LPA moving forwards if SPL were to plant Cherry Trees with pink blossoms instead of white.

From Planning Officer, Bradford MDC

I completely agree. There is no issue if the trees have pink blossom.