

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 14th March, 2019** at 7.15pm in Harden Memorial Hall.

A handwritten signature in blue ink that reads "Ken Eastwood". The signature is fluid and cursive.

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

- a) To agree and sign the minutes of the Parish Council monthly meeting held on 14th February, 2019.
- b) To receive minutes from the Neighbourhood Plan Project Team meeting, held on 19th February, 2019.
- c) To receive minutes from the Allotments Project Team meeting, held on 21st February, 2019.
- d) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Planning Matters

- 19/00701/FUL - Conversion of detached garage into domestic dwelling at 148 Long Lane, Harden.

- 18/03868/SUB01 - Submission of details required by conditions 13 (Provision of Access) and 15 (Section 278) of planning permission 18/03868/MAR - Land At Grid Ref 408658 438473 Harden Road, Harden.
- 18/03868/SUB02 - Submission of details required by conditions 3 (materials samples), 4 (rainwater goods), 6 (boundary treatments) and 7 (bin storage) of planning permission 18/03868/MAR - Land At Grid Ref 408658 438473 Harden Road, Harden.
- 19/00928/FUL - Change of use of land to garden associated with Cuckoo Nest Barn and subterranean extension at Cuckoo Nest Barn, Harden Road, Harden.
- 19/01032/HOU - Single storey rear extension with rear dormer window and detached garage at 22 Moor Edge, Harden.

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

5. Public Representation

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

6. Exchange of Information

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

7. Road Safety at School

To note a response received from the Headteacher and to consider investment in parking buddies to be shared with neighbouring councils. To authorise or otherwise related expenditure.

8. Small Grant Application (see Appendix 2)

To consider a grant application received from Harden Pre School and to agree appropriate action.

9. Keighley Road Development

To receive a verbal report from Cllr Kirkham regarding issues raised with the developer and Bradford MDC. To agree appropriate action.

10. Correspondence (see Appendix 3)

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

- E-mails from Harden WI re. planters and benches.
- E-mails from Aire Rivers Trust and Bradford MDC re. Harden Moor.

11. Staffing Matters

To receive a report from the Chair following the Clerk's annual appraisal and salary review. To agree appropriate action.

12. Purchase Authorisation

To consider purchase of the 11th edition of Arnold-Baker on Local Council Administration. To authorise or otherwise expenditure of £108.79.

13. Financial Matters

a) To sign the following cheques for payment: -

Payee	Cheque No.	Amount	Description
Vision ICT	100628	£64.80	Parish Council mailboxes
Wybone	100629	£66	Delivery charge
Wybone	100630	£494.39	Bench seat
K M Eastwood	100631	£13.50	Expenses
Bradford MDC	100632	£645.85	Salary payment
Matthew Maddison	100633	£25	Winter maintenance
ShipleY Print	100634	£165	Newsletter printing
Pennine Playgrounds	100635	£3,492	Playground repairs

b) To note the following trial balances: -

HARDEN PARISH COUNCIL					
28 February, 2019					
Item	Budget 2018/19	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	5,533	8,100	-2,567	-2,567	1
Travel	150	365	-215	-215	
Subscriptions	875	1,461	-586	-586	2
Insurance	500	478	22	22	
Audits	200	178	22	22	
Newsletter	850	613	237	237	
Website	475	1,338	-863	-863	3
Parish Plan	1,000	43	957	957	
Neighbourhood Planning	2,500	1,835	665	665	4
Training	100	315	-215	-215	
Repairs	100	36	64	64	
Stationery/telephone	100	156	-56	-56	
PC equipment	250	94	156	156	
Small grants	500	850	-350	-350	
Horticulture	1,000	705	295	295	
Christmas event	200	118	82	82	
Playground cleaning	200	0	200	200	
Projects & Assets	7,175	4,477	2,698	2,698	
S 137	100	30	70	70	
Other	100	53	47	47	
	21,908	21,244	664	664	

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	(17,946.24) (incl. VAT)	
Total:		23,561.56

Bank account balances 28 February 2019

Community Account	13,390.97	
Business Account	10,188.51	
Less unrepresented cheques	17.92	
Total:		23,561.56

14. Minor items and items for next agenda

To note minor items and items for the next agenda.

15. Annual Meeting (see appendix 4)

To note that due to the local elections, the date of the annual meeting of the Council must be changed (explanatory note provided by the Clerk). In 2019 the annual meeting of Harden Parish Council will be held on Thursday, 16th May.

16. Next Meeting

To note the public drop-in, for residents interested in the role of Parish Councillor, being held on 16th March, 2019 at 10.30am to 12.30pm in the Memorial Hall. To confirm the date of the next monthly Parish Council meeting, as 11th April 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	February 2019	Awaiting response from Bradford MDC re. meeting to discuss preferred site.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	February 2019	Draft vision, aims and objectives prepared. Next meeting 25 th March.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	November 2018	Work in progress. Need to consider fit out after renovation.

Appendix 2: Small Grant Application

Harden Parish Council



SMALL GRANTS APPLICATION FORM

1. NAME OF ORGANISATION/INDIVIDUAL: - Harden pre-school	
2. SECRETARY OR ORGANISATION'S CONTACT TO WHOM ALL CORRESPONDENCE SHOULD BE SENT: -	
Name:	[REDACTED]
Address:	The memorial Hall, Harden, BD16 1JP
Telephone:	[REDACTED]
Base (if different from above):	
3. AMOUNT REQUESTED: £ TOTAL COST OF PROJECT: £	
4. DETAILS OF ACCOUNT THAT ANY CHEQUES SHOULD BE MADE PAYABLE TO: -	
Name to be put on cheque:	Harden pre-school
Bank / Building Society:	[REDACTED]
Address:	[REDACTED]
Account Number:	[REDACTED]
Sort Code:	[REDACTED]
5. DESCRIPTION OF EVENT/PROJECT FOR WHICH ASSISTANCE IS REQUESTED: - Installation of 2 electric heaters in the ladies toilets.	
6. DATE(S)/VENUE(S)/FREQUENCY OF EVENT(S) – ENCLOSE A PROGRAMME IF AVAILABLE: To be installed during the May break.	

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

Expenditure	Income
£235-00.	

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 number of users have commented on how cold the ladies bathroom is. The men's bathroom has two heaters already.

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

Harden Parish Council - 2018 £250-00.
 Shipley area community chest grant - 2018 £350-00

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

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

1. Your Organisation's constitution or rules	<input checked="" type="checkbox"/>
2. Latest audited accounts or bank statements	<input checked="" type="checkbox"/>
3. Quotations from independent suppliers for expenditure – IF APPLICABLE	<input checked="" type="checkbox"/>
4. Any other relevant information to support your application	<input checked="" type="checkbox"/>

12.

Signature of Applicant		Date	26/02/19
Name (Please Print)			
Position in Organisation	MANAGER		

Sanderson eco Electrical

21 Long Lane
Harden, Bingley
BD16 1BU
P: 07779804239
sandersoneco@mail.com



Bill To

Harden Pre School
[REDACTED]

Estimate HPS004

Date 24/02/2019

DESCRIPTION	AMOUNT
Installation of electric heating in ladies toilets	£235.00
Installation of 2KW wall mounted down flow heater, mounted at high level so it can't be touched by any children, heater to be controlled by a thermostat and 7 day time clock.	
Total	£235.00

Payment instructions

Bank transfer
[REDACTED]

By cheque
Make cheques payable to: Stuart Sanderson

Other
Will accept cash payments

Handwritten signature of Stuart Sanderson

24/02/2019

Appendix 3: Correspondence

Emails from Harden WI

Dear Mr Eastwood,

I am writing on behalf of Harden and District WI.

We would like to provide and maintain six flower planters, with a sensory theme, two each side of three seats in Harden, provided by Harden WI. These would be planted with predominantly perennials with annuals according to the season.

We would be happy to discuss this further with you if you had any questions.

The three seats in question are found on Glen View, Long Lane and Wilsden Road.

Dear Ken,

Thank you for getting back to me regarding the WI benches. We will be having a committee meeting next week and will start and plan the planters for the three WI benches.

We would be happy to discuss sharing the costs of replacing the WI benches as and when they need replacing. I fully agree that the one we have on Glen View is a better construction as they require little if any maintenance and use recycled plastic.

Emails from Aire Rivers Trust and Bradford MDC

Hi Ken, thanks for the email and understand about the short notice – you did not miss an earlier email and I was given the same notice. Positively 3 of the Harden residents who I am in contact were able to attend.

Today I received this message from the Council. I am copying text for my haste, and leaving on contact details, it would be good to promote these dates and I am sure Kirsty will be in touch herself:

Hi,

Further to our conversation yesterday, we're doing a small amount of tree planting on Thursday the 28th March (meet at Keighley Road car park at 10:30am) and are looking for volunteers to assist. Friends of St Ives will be assisting and I will also ask the Friends of Harden Moor if they wish to be involved but if you know of anyone from ART that would be prepared to commit a couple of hours on that day) please could you let me know or ask people to sign up by contacting me at Kirsty.breaks-holdsworth@bradford.gov.uk ? As we do not need a large number of volunteers I will sign them up on a first come, first served basis. We are doing this initial planting before the end of this tree planting season but there will be further volunteer opportunities for tree planting next winter as well and we will be undertaking some Himalayam Balsam 'bashing' in early summer too.

We will be slot planting oak whips. This is a relatively quick process so 320 whips planted in clusters of 16 won't take long at all. There will be 20 clusters to plant so with 20 people it probably wouldn't take any longer than an hour. The work is being undertaken to extend broadleaf woodland cover in appropriate locations. This can help to help deliver climate change mitigation, improve water quality and supply, improve biodiversity, provide biomass and strengthen the landscape character. For example by extending and linking native broadleaved woodland, particularly on steep valley sides and in cloughs and gills, to absorb water, thereby reducing flood issues and binding the soil to reduce erosion and to enhance water quality.

Kind regards,

Flood Risk Officer
City of Bradford Metropolitan District Council

Appendix 4: Annual Meeting

Explanatory note from the Clerk

Schedule 12 para 7 of the Local Government Act 1972 provides that in a year of ordinary elections the annual meeting of a parish council shall be held within 14 days after the day on which the councillors elected take office.

Para 10(2) provides that the notice and summons to attend parish council meetings should be published at least three clear days before a meeting. Section 16(3) of the LGA72 provides that the whole number of parish councillors shall retire together in any ordinary year of elections of such councillors, on the fourth day after the ordinary day of election of such councillors and the newly elected councillors shall come into office on the day on which their predecessors retire.

Under Section 243(1) where the day on which anything is required (to be done) is a bank holiday, the requirement shall be deemed to relate to the first day thereafter.

So, with the election being Thursday 2nd May, the fourth day after is Monday 6th May (a bank holiday). On that basis existing councillors retire and new councillors take office on Tuesday, 7th May. As you cannot give a summons to a person who is not a councillor that cannot therefore happen until the 7th May.

Therefore, the earliest day for the meeting would be Monday 13th and the latest would be Tuesday 21st May.

Recommendation: To hold Harden Parish Council's annual meeting on Thursday, 16th May.