

## Harden Parish Council



Clerk: Ken Eastwood, Harden Parish Council, PO Box 572, Keighley BD21 9FE  
[clerk@hardenparishcouncil.gov.uk](mailto: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 11<sup>th</sup> April, 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**

6<sup>th</sup> April, 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 14<sup>th</sup> March, 2019.
- b) To receive minutes from the Allotments Project Team meeting, held on 21<sup>st</sup> March, 2019.
- c) To receive minutes from the Neighbourhood Plan Project Team meeting, held on 25<sup>th</sup> March, 2019.
- d) To note the Outstanding Issues Report (information only, see Appendix 1).

**4. Planning Matters**

- 19/01089/HOU - Single storey extension to rear of building at 18 Spring Row, Harden, BD16 1JS.

- 19/01261/FUL - Construction of three dwellings including associated parking (resubmission of approved application 17/06037/FUL) on land at Old Mill Garage, Back O' The Mill, 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. Local Elections (see Appendix 2)**

To note the uncontested election of Parish Councillors and to consider co-option to the single vacancy in the new municipal year.

**7. Horticulture**

To consider arrangements for the planting and installation of barrier baskets on Long Lane and to authorise or otherwise related expenditure.

**8. Exchange of Information**

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

**9. Correspondence (see Appendix 3)**

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

- E-mail re. Tittle Tattle newsletter.
- E-mail exchange re. listing an asset of community value.
- Minutes from CBMDC & Local Council Liaison meeting, 20<sup>th</sup> March 2019.

**10. Replacement Laptop (see Appendix 4)**

To consider replacement of the Parish Council laptop and to authorise or otherwise related expenditure.

**11. Financial Matters**

- To appoint Ian Scott as Harden Parish Council's Internal Auditor for the 2018/19 accounts and annual returns. To authorise, or otherwise, payment of up to £100 including travel and mileage.
- To renew subscription to a managed payroll service provided by Bradford Council for 2019/20 and to authorise or otherwise expenditure of £300 including VAT.
- To sign the following cheques for payment: -

Payee	Cheque No.	Amount	Description
YLCA	100638	£546	Membership fee
SLCC	100639	£78	Membership fee (50%)

ALCC	100640	£20	Membership fee (50%)
Bradford MDC	100641	£771.87	Salary payment
Ken Eastwood	100642	£38.01	Expenses
Matthew Maddison	100643	£25	Winter maintenance
SLCC Enterprises Ltd	100644	£108.79	Book purchase
Harden Pre School	100645	£235	Small grant
Bradford MDC	100646	£300	Payroll subscription

- b) To authorise the Clerk's overtime claim (9.5 hours for additional allotments and NDP meetings and attendance at new Councillor drop-in event).
- c) To note the following year end balances: -

<b>HARDEN PARISH COUNCIL</b>			
<b>31<sup>st</sup> March, 2019</b>			
<b>Item</b>	<b>Budget 2018/19</b>	<b>Expenditure</b>	<b>Variance</b>
Staff Costs	5,533	8,099.83	-2,567
Travel	150	365.15	-215
Subscriptions	875	1,494.38	-619
Insurance	500	477.79	22
Audits	200	178.10	22
Newsletter	850	687.84	162
Website	475	1,338.00	-863
Parish Plan	1,000	43.21	957
Neighbourhood Planning	2,500	1,835.06	665
Training	100	315.00	-215
Repairs	100	35.74	64
Stationery/telephone	100	155.61	-56
PC equipment	250	94.00	156
Small grants	500	850.00	-350
Horticulture	1,000	705.00	295
Christmas event	200	117.88	82
Playground cleaning	200	0.00	200
Projects & Assets	7,175	4,477.25	2,698
S 137	100	30.38	70
Other	100	52.58	47
	<b>21,908</b>	<b>21,352.80</b>	<b>555</b>

- d) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2018	14,264
Add: income to date	27,249
Less: expenditure to date	(23,107) (incl. VAT)
Total:	

**18,406**

Bank account balances 31 March 2019		
Community Account	11,729	
Business Account	10,194	
Less unpresented cheques	3,517	
Total:		<b>18,406</b>

**12. Minor items and items for next agenda**

To note minor items and items for the next agenda.

**13. Next Meeting**

To confirm the date of the Annual Parish Council meeting as 14<sup>th</sup> May 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	March 2019	Preferred site not supported by Bradford MDC. Cllr A Macdonald mapping potential other sites. Clerk researching alternative allotments provision elsewhere (that may be compatible with the St Ives Estate).
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	March 2019	Draft vision, aims and objectives prepared. First topic (movement) progressing. Next meeting 20 <sup>th</sup> May.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	November 2018	Awaiting fine weather to complete external painting. Need to consider fit out after renovation.
Benches	Replacement of village benches on rolling programme.	Clerk & Cllr A Macdonald	March 2019	Benches listed and condition assessed. Awaiting review by Cllr A Macdonald. One new bench purchased and delivered (awaiting installation).

# NOTICE OF UNCONTESTED ELECTION

City of Bradford Metropolitan District Council

## Election of Parish Councillors for Harden on Thursday 2 May 2019

I, being the Returning Officer at the above election, report that the person(s) whose name appears below was duly elected Councillor for Harden.

Name of Candidate	Home Address	Description (if any)
AHMED Falak Naz	Springbank, Wilsden Road, Harden, BD16 1JL	
BRYAN Gerwyn John	Random Lodge, Long Lane, Harden, BD16 1BY	
KIRKHAM Kay	3 Gatesway, Harden, Bingley, BD16 1TG	
MACDONALD Andrew John	3 Shackleton Terrace, Harden, BD16 1DB	
SULLIVAN Paul Gerald	116 Long Lane, Harden, Bingley, BD16 1BY	
TAYLOR Ann Tiziana	Calgary Lodge, Goit Stock Lane, Harden, BD16 1JH	

Dated Saturday 6 April 2019

Kersten England  
Returning Officer

## Appendix 3: Correspondence

### Email re. Tittle Tattle

Dear Contributor,

It's time again for thinking about Tittle Tattle and the Spring 2019 edition!! We hope you will continue to support us with your contribution to Village life.

If you simply wish to advertise your group/ business activities that's fine but we would encourage you to include any additional bits of information, events or stories which can draw more attention and interest to your advert. In any event, we welcome individual articles, on any subject, which are included free of charge. Our readers tell us that they use the paper as a reference when they need any of the services offered and as a reminder of meeting and opening times but the things that keep them reading from front to back cover are the articles, comments, poetry etc. So have a think about adding those little extras or writing your own article.

Please let us have your article/advert as soon as possible but no later than **20th April 2019**, if we haven't received your article/advert by the 20<sup>th</sup> it might not be included because of the time constrained.

Because of the generosity of Ernest Cummins Ltd who provide the printing of the Newspaper we have sufficient funds and on this occasion there will be no charge.

Please send all contributions and any requests for further information (email or hard copy) to Kay Johnson at 9, The Narrows, Harden, Bingley BD16 1HY.

We anticipate being able to deliver the newspapers during May.

If you would be willing to or know of anyone who would help with the delivery of Tittle Tattle please contact Kay Johnson.

If you know of any other interested party who may wish to be involved please put them in touch.

### Email exchanges with Bradford MDC re. Listing Asset of Community Value

**From:** Nigel Gillatt

**Date:** Sunday, 17 March 2019 at 17:38

**Subject:** RE: St Ives

Hi Ken

With Katya' support and working with the Estates Operations Team we are going through the Estate as this will also be required for the master plan that is being talked about.

Hopefully we'll have a suggested plan of the areas that are considered suitable for listing for discussion before its submission.

All the best.

**Nigel Gillatt**

Senior Estates Surveyor Research and Development  
Strategic Asset Management  
Estates and Property

**From:** Ken Eastwood

**Sent:** 15 February 2019 13:09

**To:** Nigel Gillatt

**Cc:** Katya Coldwell

**Subject:** St Ives

Hi Nigel,

Is there an update re. our draft ACV application?

Ken

## **CBMDC & LOCAL COUNCIL LIAISON MEETING**

**Wednesday 20 March 2019  
Ilkley Town Hall**

### **MINUTES**

#### **Attendees**

##### **Local Councils**

Parish Cllr Peter Allison	Wilsden Parish Council
Town Cllr Peter Ashton	Baildon Town Council
Town Cllr Steve Butler	Ilkley Parish Council
Louise Close, Clerk	Ilkley Parish Council
Town Cllr John Goode	Bingley Town Council
Helen Gibbs, Deputy Clerk	Ilkley Parish Council
Parish Cllr Kay Kirkham	Harden Parish Council
Town Cllr David Rushworth	Silsden Town Council
Clare Smith, Clerk	Burley Parish Council
Town Cllr (and District Cllr) Rebecca Whitaker	Silsden Town Council

##### **Bradford Council**

District Cllr Abdul Jabar (Chair)	Bradford Council
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Jenny Cryer

Assistant Director, Performance, Commissioning and Partnerships, Children's Services

Ian Day

Assistant Director; Neighbourhoods & Customer Services

Cath Dew

Service Manager (Keighley and Shipley), Children's Services

Jonathan Hayes

Keighley Area Co-ordinator

Kathryn Jones

Office of the Chief Executive

Gillian Mayfield

Early help Programme Director, Children's Services

### Apologies

Ruth Batterley, Clerk

Bingley Town Council

Janet Foster, Clerk

Oxenhope Parish Council

Jane Markham

Addingham Parish Council

Town Cllr Steve Nunn

Denholme Town Council

Town Cllr Helen Owen

Bingley Town Council

Alison Swiszcowski, Clerk

Denholme Town Council

Anne Wilson, Locum Clerk

Keighley Town Council

### Item

#### 1 **Welcome, introductions, apologies**

Introductions were made and apologies given.

#### 2 **Minutes of previous meeting**

The minutes were accepted as accurate.

#### 3 **Matters arising**

Budget – thanks were given to Local Councils for their participation in the budget consultation. The final budget decisions for 2019/20 were made at full Council on 21 February. As a consequence of the consultation a number of changes were made to the proposals presented to Council by the Council's Executive including:

- Money was re-invested back in the Street Cleansing services (see later item on the agenda)
- The proposed reductions on the Welfare Advice proposal was halved - £500k less than first proposed.
- Investment in children's services was made.

The full detail of the final decisions and prior amends can be seen through the Council's committee minutes web pages. As committed to at the previous meeting Peter Allison contacted the National Association of Local Councils to get a better view on whether the Council Tax Support grant was likely to definitely be ceased from April 2020. The reply he received was somewhat limited, with the conclusion that it is expected but not certain.

#### 4 **Children's Prevention & Early Help Estates Strategy – consultation**

Jenny Cryer, Gillian Mayfield and Cath Dew joined the meeting to outline the estates consultation currently taking place. Last year Local Councils heard about the Children's early help people/staffing related changes. This raised a number of queries in relation to the buildings from which the services are run, which this new consultation is now focused on.

The proposals within the consultation sets out to create an Integrated Family Hub in each of four areas – Bradford South, Bradford West, Bradford East and Keighley/Shipley. The main Hub in Keighley will be at Rainbow Children's Centre (Braithwaite) with some staff also working from Owlet (Shipley) and Strong Close Keighley. The consultation is then considering the future use of the remaining Children Centre sites across the area and to identify other suitable community or voluntary sector venues that may be used for services.

## Item

The current consultation is helping to build knowledge on how much the Children's Centre buildings are used and for what purpose, and what other provision each area has from alternative providers. Some key points made were:

- Some buildings are currently run by Children's Services, but only have children's provision running out of them a couple of hours a week.
- It is not ideal to use the same space for all age ranges of young people/children. Children's Centres are more suitable for 0-5 year old provision and the new Service supports families with children aged 0-19 years (25 years for Special Education Needs and disabilities)
- Other uses of buildings are being assessed to help them remain viable.
- Centres located on school sites provide limited wider use by communities due to access limitations.
- Location of sites is being assessed to minimise the travel for users – e.g. making them more central in towns to reduce number of bus journeys needed.
- Funding for Children's Centres originally came from Dept of Education. Should any of those sites need to be sold there may be some limited claw back of that funding.
- There is the intention of making best use of existing space in communities rather than running a full building.
- Local Councils are encouraged to share their knowledge of all children's provision in their areas (especially independent) so that these organisations/businesses can be contacted.

A number of Local Councils raised specific issues in relation to their areas. Further comments are actively welcomed and should be addressed to Gillian and Cath (using the usual email addresses – [name.name@bradford.gov.uk](mailto:name.name@bradford.gov.uk)). The consultation is open until 7 May 2019. Full details of the proposals can be found here:

<https://bradford.moderngov.co.uk/mgConsultationDisplay.aspx?ID=178>

**Action Point:** All Local Councils are requested to contribute to the consultation and have direct conversations with Children's Services about their local areas.

## 5 Street Cleansing

As discussed in great depth over the last 12 months, it was expected that this service would need to make a reduction of £1m, leading to the loss of 20 cleansing staff, and 5 mechanical sweepers and their drivers. The recent re-investment of £500k back in to the service, has meant that the 20 lost roles can be re-advertised but under more cost effective terms and conditions, such as 30 hour/week contracts (providing greater productivity per hour's work) and earlier start times (allowing arterial routes to towns to be cleared early before the morning rush hour period). The rest of the day will then be spent assigned to local areas, which has been determined by each Area Committee, with two different models adopted by Keighley and Shipley. It is worth noting that no redundancies have been needed to date with staff having mostly been redeployed.

It is still intended to keep the reduction in mechanical sweepers, as with the investment in smart technology great productivity/efficiencies can be achieved. There should then be capacity for some seasonal sub contracting during peak periods such as for the autumn leaf fall. Other peak periods (sunny bank holidays etc) are not included, but with a more efficient service, hot spots will be better served.

With the Parks and Neighbourhoods services now also combined, efficiencies can be found with management and bin emptying rounds. Big belly bins are also being bought and will be located where they are most useful and their emptying viable.

## Item

### 6 Youth Services

By 1 April 2020, a £500k reduction to youth services will need to be made. It is hoped that much of this can be found through income generation opportunities. However where this isn't possible there will still be some loss of provision. To date the most likely areas for increasing income is through targeted services, meaning less resource for universal provision. Examples include health funding to reduce the number of young people presenting to mental health services; work with Bradford Royal Infirmary to reduce numbers presenting at A&E; schools investing in on site youth work to improve behaviour; Police and Crime Commissioner providing funding for diversionary activities to keep young people away from organised gang crime.

Even with a reduction in universal provision, this approach does keep a broader staff base and therefore greater flexibility in deploying staff, compared to not having the youth workers employed at all. There is also a possibility that the buildings from which youth activities are run, will be effected. Where there is joint funding from Local Councils and Bradford Council for youth provision, individual conversations will be needed to work out the detail of future practices.

### 9 Any other business

- a) Louanna Winch, Baildon Clerk, will be circulating a copy of the new Baildon Plan by email to all Local Council clerks for information.
- b) Registers of Interest – the current form is felt not to be suitable for Local Councils with issues including geographical references and spouse declarations. Kathryn to follow up with Democratic Services to check correct form in circulation and to ask for any anomalies to be changed.

### Date and time of next meeting

Thanks to Ilkley Town Council for hosting this meeting.

The meetings for 2019/2020 are yet to be re-arranged, but dates will be circulated as soon as possible.

## Appendix 4: Replacement Laptop

Bradford based CCL Online currently have an ASUS laptop heavily discounted which would make a suitable replacement. The device is light and thin i.e. portable, has a good screen size, comes with a large solid state drive (quick start) and has good online reviews. It includes Windows 10 Pro which enables encryption to comply with GDPR.

Purchased directly from ASUS, the laptop would be £1,299.99.

At CCL Online it is currently £778.67 including VAT (**£648.89 net**).

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### ASUS PRO B9440UA 14" 8GB 512GB Core i5 Laptop

CCL Code: NOT03512 | Manufacturer Code: B9440UA-GV0028R-OSS | Manufacturer: ASUS



**Key Features:**

- Intel Core i5 7200U Processor
- Enormous 8GB Memory
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- Warranty: 3 Years
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**Delivery Options**

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- Thursday 11th April from Local Collection


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In common with nearly all laptops, the Asus laptop only has a USB C port. In order to use the existing Parish Council projector, an adaptor will be required.

Home / PC Components / Cables / All Video Cables

### Kensington CV2000V USB-C to VGA Full HD Video Adaptor

CCL Code: CAB7293 | Manufacturer Code: K33994WW | Manufacturer: Kensington



Key Features:

- Extend or mirror modes
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