

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 annual meeting of Harden Parish Council, to be held on **Thursday 16th May, 2019** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council

11th May, 2019

AGENDA

- 1. Election of Chair and Vice-Chair**
Election and signing of declarations of acceptance of office.
- 2. Acceptance of office**
Following local elections, all members to sign declarations of acceptance of office forms.
- 3. Apologies for Absence**
To consider apologies offered.
- 4. 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.
- 5. Minutes of Meetings (previously circulated to Members)**
 - a) To agree and sign the minutes of the Parish Council monthly meeting held on 11th April, 2019.
 - b) To note the Outstanding Issues Report (information only, see Appendix 1).
- 6. Appointment of Representatives to Outside Bodies and Committees**
To agree appointments to the following roles: -
 - a) YLCA Branch meeting representatives (2)
 - b) Parish Council Liaison representative

- c) Neighbourhood Development Plan project team
- d) Allotments project team
- e) Staffing committee
- f) Neighbourhood Service, Police & Parish Councils meeting representative
- g) Lead member for planning matters

7. Annual Resolutions

To renew authorisation for Cllr Kirkham to inspect any land and/or premises which the council has a right or duty to inspect, as lead Councillor for planning issues.

8. Annual Review of Standing Orders, Financial Regulations and Policies

To review and confirm as satisfactory existing Financial Regulations, Financial Risk Management Policy, Standing Orders, Disciplinary & Grievance Arrangements Policy, Data Protection & Information Security Policy, Complaints Procedure, Code of Conduct, Equality & Diversity Policy, Recruitment Policy, Health & Safety Policy, Records Management Policy and Publication Scheme.

(Existing policies can be viewed via the Council's website at <http://hardenparishcouncil.gov.uk/documents>).

9. Planning Matters

To formulate observations relating to the following applications: -

- 19/01289/FUL - Construction of new detached dwelling at Springbank, Wilsden Road, Harden.
- 19/01838/HOU - Single storey rear extension at 106 Harden Road, Harden.

To note the following decisions: -

- 19/01032/HOU - Single storey rear extension with rear dormer window and detached garage - 22 Moor Edge, Harden - application granted.
- 19-01089-HOU - Single storey extension to rear of building - 18 Spring Row, Harden – application refused.

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

10. Public Representation

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

11. Exchange of Information

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

12. Councillor Vacancy

To consider opportunities to publicise and co-opt to the vacancy.

13. Village Benches

To authorise or otherwise the purchase of two replacement benches, to the same specification as the recycled benches previously purchased by the Council. To consider arrangements for installation and removal and disposal of the old benches and to authorise or otherwise associated expenditure.

14. Traffic Survey Proposals

To review proposals and quotations received from consultants responding to the invitation to quote (previously circulated to members). To consider appropriate action.

15. Correspondence (see Appendix 2)

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

- a) E-mail from Shipley Area Co-ordinator's Office re. small grants.
- b) Email from Bradford MDC re. proposed Traffic Regulation Order.

16. Financial Matters

- a) To receive the 2018/19 internal audit report and review the recommendations made (see Appendix 3).
- b) To review the effectiveness of internal controls and authorise the Chair and Clerk to sign the Annual Governance Statement 2018/19 (section 1 of the AGAR).
- c) To consider and approve the Accounting Statements 2018/19 (Section 2 of the AGAR) and authorise the Chair and Responsible Financial Officer to sign the 2018/19 return.
- d) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100647	£78.00	Defibshop (replacement pads)
		£805.54	CCL Online (laptop)
		£18.90	Mileage
		£902.44	
Digital Nomads	100648	£6.99	USB Adapter
Digital Nomads	100649	£402.00	Website annual charge
Bradford MDC	100650	£687.08	Salary payment
Matthew Maddison	100651	£190	Summer maintenance
Ian Scott	100652	£93.10	Internal audit
Royal Mail	100653	£342.00	PO Box annual fee
CIQ Agency	100654	£1,422.00	Planning consultancy services
NALC	100655	£17.00	Local Council Review

- e) To note the following trial balances: -

Harden Parish Council 11 May 2019			
Item	Budget 2019/20	Expenditure to date (net)	Budget Remaining
Staff Costs	8,500	772	7,728
Travel	300	23	278
Subscriptions	1,400	894	506
Insurance	500	0	500
Audits	200	0	200
Newsletter	850	0	850
Website	825	0	825
Parish Plan	1,000	0	1,000
Neighbourhood Planning	3,000	0	3,000
Training	750	0	750
Repairs	100	0	100
Stationery	200	124	77
PC equipment	250	0	250
Small grants	1,000	235	765
Horticulture	750	25	725
Christmas event	200	0	200
Projects & Assets	18,575	0	18,575
S 137	125	0	125
Other	100	0	100
	38,625	2,072	36,553

g) To note the following bank reconciliation: -

Cashbook balances

Balance 1 April 2019	18,405.92	
Add: income to date	29,147	
Less: expenditure to date	(2,122.67) (incl. VAT)	
Total:		45,430.25

Bank account balances 11 May 2019

Community Account	35,471.66	
Business Account	10,193.59	
Less: unpresented cheques	235.00	
Add: unbanked cash	0	
Total:		45,430.25

17. Minor items and items for next agenda

To note minor items and items for the next agenda.

18. Next Meeting

To confirm the date of the next monthly Parish Council meeting, as 13th June 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	May 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). Article on 'ecological' allotments sent to Bradford MDC with covering letter on 2 nd May.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	March 2019	Draft vision, aims and objectives prepared. First topic (movement) progressing. Next meeting 20 th 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	April 2019	Agenda item.

Appendix 2: Correspondence

Email from Shipley Area Co-ordinator's Office re. small grants



Asset Based Community Development Small Grants Of between £250 & £1000

Are available to groups that are involved in organising a whole range of community activities such as;

Lunch Clubs for the Elderly.

Parent & Toddler groups.

Art Classes

Keep fit Classes

(other activities can be considered)

Activities & Projects will be considered if;

Members of the local community are involved in the delivery of the service and that the project can show that they;

- Have the potential to improve the participant's Health & Wellbeing.
- Promote community networks & friendships circles.
- Enable groups to have a greater say in the group's future plans & aspirations.

The funding must also be spent within 6 months of receipt of the grant

If you would like to apply for a grant, you can email Bradford VCS Alliance on info@bradfordalliance.org.uk or phone them on 01274 306624.

The closing date for completed application forms is Noon on Friday May 31st

You can also contact **Michael Pascal from Community Action on muppett@cabad.org.uk / 01535 665258** to arrange for him to come and talk over any questions or queries you have regarding applying for a grant.

Email from Bradford MDC re. Proposed Traffic Regulation Order

Dear Mr Eastwood,

Please find attached scheme details relating to the proposed Traffic Regulation Order associated with the ongoing housing development off Keighley Road, Harden.

I can advise you that the three elected Members for Bingley Rural have been consulted on the attached.

The proposals seek to:

- 1) Help protect sight lines for those drivers entering Keighley Road from the new estate's access road;
- 2) Meet the on-street short-stay parking needs of patrons of the fish and chip shop; and
- 3) Retain much of the existing unrestricted parking availability on Keighley Road between its junctions with Millbeck Drive and Harden Road.

I would be grateful if you could let the Parish Councillors see the attached either via emailing them direct, or by presenting the drawing at the next Harden Parish Council meeting.

Regards

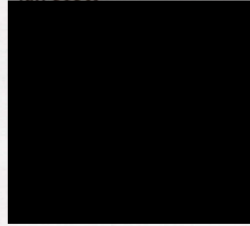
Craig Williams BEng (Hons), MSc, Eng Tech FIHE, CMILT, MCIHT
Senior Engineer, Traffic and Highways (North)

Appendix 3 – Audit Report

Mr Ken Eastwood
Harden Parish Council



Ian Scott



19 April 2019

Dear Ken

Harden Parish Council

Nice to meet you once again.

Please find enclosed my internal audit report. This is for the attention of the Council .

If you need any further assistance or clarification of any items in the report please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to be 'I. Scott'.

Ian Scott
Internal Auditor

Harden Parish Council

INTERNAL AUDIT REPORT - YEAR ENDED 31 MARCH 2019

	CHECK	COMPLIANCE	ACTION REQUIRED
1	Cash book reconciled with invoices	Yes	No further action required It would be appropriate for the cheque signaturees to initial the invoices they refer to.
2	VAT is correct in cash book linked to invoices	Yes	No further action required
3	Seperate column for S137 payments	n/a	
4	S137 powers checked	n/a	
5	Bank reconciliation to 31 March	Yes	No further action required
6	Financial regulations in place	Yes	No further action required Reviewd required.
7	Financial risk assessment & management in place	No	Council happy with present arrangement. Review required.
8	VAT has been reclaimed	Yes	No further action required
9	Annual Return figures are correct	Yes	No further action required
10	Council has approved accounts by the specified date	Yes	No further action required. (8 June 2017)

	CHECK	COMPLIANCE	ACTION REQUIRED
11	Petty cash if any managed	n/a	
12	Budget drawn up linked to invoices	Yes	No further action required
13	Bank statements reconciled to cash book and all statements present	Yes	No further action required
14	Standing order on contracts adopted	n/a	
15	All payments listed in minutes, including loan payments and income from lettings and other sources	Yes	No further action required
16	Copy of insurance policy seen	Yes	No further action required
17	Copy of precept request seen in place	Yes	No further action required
18	Significant variances explained	Yes	No further action required
19	Asset register submitted and checked against Annual Return Box 9	Yes	No further action required
20	Tax and NI properly applied	Yes	No further action required

	CHECK	COMPLIANCE	ACTION REQUIRED
21	Review of effectiveness of independent internal audit	No	None seen , council happy with present arrangement.
22	Council's own internal control systems in place	No	None seen , council happy with present arrangement.
23	Risk assessment completed for facilities open to the public	n/a	
24	Council considered recommendations made in previous years internal audit report	No	none seen
25	Notes		

Internal Audit report carried out by Ian Scott

Date: Completed 15 April 2019