

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 monthly meeting of Harden Parish Council, to be held on **Thursday 13th June, 2019** at 7.15pm in Harden Memorial Hall.



Clerk to the Parish Council

8th June, 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 16th May, 2019.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Public Representation

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

5. Planning Matters

To formulate observations relating to the following applications: -

- 19/02351/HOU - Single storey side and rear extension at 4 Milligan Court, Harden.

- 19/02325/HOU - Conversion of existing garage into annex living accommodation, including construction of single storey extension to East at Beckfoot House, Beckfoot Lane, Bingley.
- 19/02275/FUL - Use of field for mobile glamping pods and shepherd huts at Heather Lodge, Back Shaw Lane, Keighley.

(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 vacancy and any expressions of interest received.

7. Noticeboards

To review options and quotations received for the replacement of the Parish Council's noticeboards (previously circulated to Members). To authorise or otherwise the purchase of two replacement noticeboards.

8. Traffic Survey Proposals

To receive an update and recommendations from Cllrs Bryan, Macdonald and Ahmed with regard to proposals and quotations received from consultants responding to the invitation to quote. To consider appropriate action.

9. Defibrillator

To note that the defibrillator's service period expires on 26th June. To authorise the supplier, defibshop, to undertake the annual health check and to authorise or otherwise related expenditure.

10. Website (see Appendix 2)

To receive a report from Digital Nomads Limited with regard to website security and SSL certificates. To consider appropriate action and to authorise or otherwise related expenditure.

11. Horticulture

To note previous authorisation given via the Chair to incur additional expenditure of £120 on horticulture, following receipt of a quotation for the purchase of replacement plants by the gardener. To note the barrier baskets have been planted out. To authorise or otherwise a financial donation of £100 to St Saviour's for the use of their water supply over the Summer months.

12. Exchange of Information

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

13. Correspondence (see Appendix 3)

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

- a) Email from Shipley Area Co-ordinator's Office re. small grants.
- b) Email from Shipley Area Co-ordinator's Office re. SCAPAG meeting dates.
- c) Email from YLCA re. Additional training course for new Councillors.

14. Financial Matters

a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100656	£9.00	Mileage
Bradford MDC	100657	£825.85	Salary payment
Matthew Maddison	100658	£185	Plants & Summer maintenance
Wybone	100659	£1,054.78	Benches x 2

b) To note the following trial balances: -

Harden Parish Council 8 June 2019			
Item	Budget 2019/20	Expenditure to date	Budget Remaining
Staff Costs	8,500	1,459	7,041
Travel	300	41	259
Subscriptions	1,400	1,196	204
Insurance	500	0	500
Audits	200	93	107
Newsletter	850	0	850
Website	825	335	490
Parish Plan	1,000	0	1,000
Neighbourhood Planning	3,000	1,185	1,815
Training	750	0	750
Repairs	100	65	35
Stationery	200	124	77
PC equipment	250	677	-427
Small grants	1,000	235	765
Horticulture	750	215	535
Christmas event	200	0	200
Projects & Assets	18,575	0	18,575
S 137	125	0	125
Other	100	0	100
	38,625	5,625	33,000

g) To note the following bank reconciliation: -

Cashbook balances

Balance 1 April 2019	18,405.92	
Add: income to date	29,152.08	
Less: expenditure to date	(6,185.28) (incl. VAT)	
Total:		41,372.72

Bank account balances 8 June 2019

Community Account	31,174.05	
Business Account	10,198.67	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		41,372.72

15. Attendance at meeting(s)

To note the following meetings and agree attendance as appropriate: -

- Bingley Rural Parish Councils Partnership meeting, scheduled for Monday 8th July, 7pm, at Denholme Mechanics Institute.
- BMDC & Local Councils Liaison meeting, scheduled for Tuesday 18th June at Ilkley Town Council.

16. Minor items and items for next agenda

To note minor items and items for the next agenda.

17. Next Meeting

To confirm the date of the next monthly Parish Council meeting as 11th July 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. Cllr Bryan to meet with the Chair of the Friends of St Ives.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	May 2019	Draft vision, aims and objectives prepared. First topic (movement) progressing. Started consideration of Housing topic. Next meeting 1 st July.
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	May 2019	Two additional benches on order. All three to be installed once received.

Appendix 2: Website Security

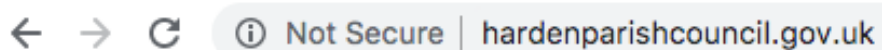
Report from Digital Nomads Limited

Over the past 18 months or so Google have been promoting the use of SSL certificates on websites and have been rolling out security warnings visible in the browser when sites without SSL are visited.

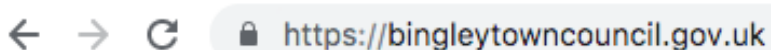
SSL certificates were traditionally used on transactional websites e.g. online shops, to ensure that financial data transmitted over the Internet was securely encrypted.

Many sites, including Harden Parish Council's, are not transactional. However, an SSL certificate does provide some additional security and privacy protection to non-transactional sites. Google have determined that the use of SSL should be considered best practice and they have pressed ahead with issuing the security warnings just described.

Visitors to Harden's website can see the security warning mentioned. This varies depending upon the browser used but this is how it appears in the address bar of Chrome: -



Sites using SSL appear as follows: -



As can be seen, the warning is very prominent and may cause concern to some users. The secured site displays a locked padlock, the recognised security symbol. The site is also prefixed with https:// the 's' signifying that the site is secure.

The Bingley site is using a basic level SSL certificate, suitable for the nature of the site. You will note the padlock is not green in colour. There are enhanced SSL certificates, that present a green padlock or a green bar, signifying that additional features are incorporated, including domain and website owner validation and financial warranties. These are significantly more expensive.

The Digital Nomads basic SSL certificate is £59 + VAT per annum. Installation and full set-up involves a one off charge of £98 + VAT. The set-up work includes installation of the certificate, site addressing changes, addition of redirects, remapping of all site assets and images, amendments to Google Search Console and Google Analytics and updates to site monitoring, uptime and update platforms following the address change.

If the Council wish to go ahead with the installation of an SSL certificate I would be pleased to assist. I would also be happy to answer any questions you may have.

Kind regards,

Ken Eastwood
Director, Digital Nomads Limited



Appendix 3: Correspondence

Email from Shipley Area Co-ordinator's Office re. Community Chest



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 | ● Windhill and Wrose |
| ● Wharfedale | ● Bingley |
| ● Shipley | ● 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



Email from Shipley Area Co-ordinator's Office re. SCAPAG meeting dates

Dear SCAPAG Members,

Please see below the dates for the 2019/2020 Shipley Area Committee / SCAPAG meetings:

- 17 July 2019 (SCAPAG) – Council Chamber, Shipley Town Hall
- 25 September (SCAPAG) – Council Chamber, Shipley Town Hall
- 27 November (SCAPAG) – Council Chamber, Shipley Town Hall
- 15 January 2020 (SCAPAG) – Council Chamber, Shipley Town Hall
- 11 March (SCAPAG) – Council Chamber, Shipley Town Hall

All meetings are scheduled to take place on a Wednesday and will start at 6pm.

This year all the meetings will take place in the Council Chamber at Shipley Town Hall.

As usual, agendas will be posted out to you about a week before each meeting is due to take place.

If you require any further information then please let me know.

Administrative Officer
Shipley Area Co-ordinator's Office

Email from YLCA re. Additional training course for new Councillors

We have arranged an additional course for new councillors due to demand. This is being held in Burley in Wharfedale on 26 June and is a full day session at £115 per person (with lunch and refreshments).

To book, please use the form that we sent with the training brochure a few weeks ago (also attached). First come, first served basis.

Yours sincerely

Sheena.