

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 12th September, 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

7th September, 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 11th July, 2019.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).
- c) To receive minutes from the Neighbourhood Plan Project Team meeting, held on 5th August, 2019.

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: -

- 19/03253/HOU - Front porch extension at 15 Glen View, Harden
- 19/03286/HOU - Two storey side extension, single storey front and single storey rear extension at 25 Long Lane, Harden
- 19/03172/HOU - Two storey side extension; garage conversion and first floor extension at 228 Harden Road, Harden.
- 19/03362/HOU - Sun room extension to rear at 6 Firbeck, Harden.
- 19/03684/FUL - Demolition of unsafe wall and associated bin store enclosure to create a raised hardstanding constructed from the existing stone and reclaimed stone flags at 14 Ryecroft, Harden.

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

6. Core Strategy Partial Review – Preferred Options Consultation

To note that consultation on the Core Strategy is open until 24th September, 2019. The publication sets out revised policies on housing, employment, transport and environmental issues, including revised housing numbers and the preferred distribution of growth. Documents available online at - www.bradford.gov.uk/planning-and-building-control/planning-policy/core-strategy-dpd and at locations across the District including selected local libraries, Britannia House and Keighley Town Hall. To consider whether the Parish Council wishes to make a response.

7. Neighbourhood Planning

To discuss and agree arrangements for the Neighbourhood Planning engagement event to be held between 10.00 and 12.00 on Saturday, 28th September, 2019. To authorise or otherwise purchase of refreshments.

8. Keighley Road Parking Restrictions

To note the consultation and revised proposals for parking restrictions on Keighley Road and to consider appropriate action.

9. Councillor Vacancy

To receive an update on the vacancy and to consider co-opting J Townsend to the Council (expression of interest circulated to Members).

10. Council Name

To consider whether to change the Council name from Harden Parish Council to Harden Village Council. To review issues relating to a name change, including changes to branding, website and email addresses. To consider appropriate action.

11. Noticeboards (see Appendix 2)

To review options and quotations received for the replacement of the Parish Council's noticeboards. To authorise or otherwise the purchase of two replacement noticeboards and their installation.

12. ID Badges (See Appendix 3)

To review costs for the design and purchase of ID badges and to authorise or otherwise related expenditure.

13. Local Council Awards Scheme

To receive an update on the Council's application to the Local Council Award Scheme.

14. Policies and Procedures

To receive, review and approve the following new or updated policies and procedures: -

- Code of Conduct
- Financial Regulations
- Grievance Policy
- Disciplinary Policy
- Complaints Procedure
- Risk Management Policy and Assessment (new)
- Security Incident Policy (new)

15. Exchange of Information

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

16. Correspondence (see Appendix 4)

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

- a) Emails from Bradford Council re. St Ives Estate and assets of community value.
- b) Email from National Allotments Society re. regional meeting on 16th October.
- c) Email from Lord Mayor's Office re. festival of remembrance on 3rd November.
- d) Email from Shipley Area Office re. Community Stars awards.
- e) Email from Harden Congregational Church and St. Saviour's Church re. Christmas Tree event on 14th December.
- f) Email from YLCA re. consultation on proposed reforms to permitted development rights.
- g) Email from Friends of the Earth re. Climate Change.

17. Financial Matters

- a) To note the external audit report for 2018/19 (Appendix 5).
- b) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100666	£11	Mileage
Bradford MDC	100667	£1,374.16	Salary payment (July & August)
Matthew Maddison	100668	£130	Summer maintenance (x 2)
Digital Nomads	100669	£188.40	SSL Certificate & installation
National Allotment Society	100670	£66	Membership renewal
PKF Littlejohn LLP	100671	£240	External audit fee

- c) To note the following trial balances: -

Harden Parish Council			
7 September 2019			
Item	Budget 2019/20	Expenditure to date	Budget Remaining
Staff Costs	8,500	2,972	5,528
Travel	300	55	245
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	230	520
Repairs	100	231	-131
Stationery	200	131	69
PC equipment	250	677	-427
Small grants	1,000	235	765
Horticulture	750	565	185
Christmas event	200	0	200
Projects & Assets	18,575	879	17,696

S 137	125	0	125
Other	100	0	100
	38,625	8,783	29,842

c) To note the following bank reconciliation: -

Cashbook balances

Balance 1 April 2019	18,405.92	
Add: income to date	29,157.17	
Less: expenditure to date	(9,552.41) (incl. VAT)	
Total:		38,010.68

Bank account balances 7 September 2019

Community Account	27,906.92	
Business Account	10,203.76	
Less: unpresented cheques	100	
Add: unbanked cash	0	
Total:		38,010.68

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.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

(A full version of the agenda with appendices is available at <https://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	September 2019	Preferred site not supported by Bradford MDC. Cllr A Macdonald mapping potential other sites. Cllr Bryan met with the Chair of the Friends of St Ives. Awaiting response from Cllr Ferriby.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	August 2019	Draft vision, aims and objectives prepared. Movement, housing and community facilities, green spaces, business & employment, & heritage topics considered and first draft policies discussed. Public engagement event planned for 28 th September, 10.00 to 12.00.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	September 2019	Need to consider fit out after renovation. Contact made with Addingham Civic Society re. fit out.
Benches	Replacement of village benches on rolling programme.	Clerk & Cllr A Macdonald	August 2019	Benches now received. Fixings on order. To be installed shortly.
Traffic Study	Commission traffic survey(s) and expert recommendations	Clerk	June 2019	Three suppliers shortlisted. Each to be invited to a Q & A meeting to present proposals.

Appendix 2: Noticeboards

The previous noticeboards were 1,000mm x 1,000mm.

The WI noticeboard was supplied by the Noticeboard Company. These are significantly less expensive than other quotations received (details discussed at June's Parish Council meeting).

Sizes and costs are as follows: -


Noticeboard company Sales: 02476 010076

search

[Request a Quote](#) [Order Form](#) [Live Chat](#) [Shopping Cart](#)

STANDARD LOCKABLE EXTERNAL WHITEBOARDS HOSPITALITY STAFF IN/OUT MOBILE FIRE RETARDANT MORE

Home > External Notice Boards > Personalised External Boards



- Wall mounted external notice board
- 30mm deep painted aluminium frame
- Zinc electroplated steel backboard
- Ideal for use with magnets
- Side hinged door with key lock
- Header panel with text and logo
- 5 Year Guarantee

750 x 750mm wide (6 x A4)


Green (RAL 6005)

Dome

Harden Parish Council

£380.00 ex. VAT

Qty [Add to Basket](#)



Same Style, Other Sizes

830 x 980mm wide (8 x A4) £418 (As agreed in July – Black and gold, if available, with logo and text).

1,050 x 750mm wide (9 x A4) £414

Delivery £10

Appendix 3: ID Badges

Previous card designed by Digital Nomads Limited and purchased from the ID Card People: -



Costs

ID Card People

ID Card (single sided) x1 £ 10.00

Holographic Overlay x1 £ 3.99

Rigid Cardholder - White x1 £ 1.25

Breakaway Lanyard - White x1 £ 1.60

Delivery / Shipping £ 1.99

Order Amount £ 18.83

VAT £ 3.77

Total £22.60

Digital Nomads Limited

Design and order processing, 1hr @ £49 + VAT

Appendix 4: Correspondence

Email from Bradford Council – St Ives Estate

Date: Friday, 12 July 2019

Hi Ken

I am not going to get time to go through each asset in detail but I will ask Andrew to go through a map with me and do a visual check and then let you have a map to use for your submission.

Exclude?

houses, turf institute, not sure on stables, field next to proposed allotment site (it is not open access), Coach House (not used for more than 5 years) etc

Include?

all areas open to the public, the golf course (acceptable ACV use) etc

What boundaries are you thinking of do we include Druids Alter, Holme House Wood (other side of Harden Wood), Birkley Bank Wood, Cross Green Top (other side of Keighley Road)?

Nigel Gillatt

Senior Estates Surveyor Research and Development

Strategic Asset Management

Estates and Property

Email from Bradford Council – St Ives Estate

Date: Wednesday, 7 August 2019

Hi Ken

I have progressed your request for information regarding an application for an ACV of the whole of St Ives!

I have had an asset list/plans prepared of all the St Ives Assets. The Parish Council needs to interpret what can be listed as an ACV as it is the applicants decision not the registrars but my understanding is that residential e.g. Mansion House and commercial assets not used for public benefit e.g. Turf Research Institute cannot be listed so an application including these area would be refused. My view is the golf course (excluding Golf Cottage) can be listed and the riding school is for public benefit too and if there is residential use there it could be ancillary. Controversially I don't think the Coach House can be listed as it has been vacant for too long - apart from the Friends room. Please note I have just received a Stage 1 CAT application from Pam for this site so I need to formally consult with the Parish Council which I will do separately.

Once you have decided what you may think that you would want to list can we please have a chat. Once the ACV is submitted every owner/tenant affected has to be written to and they get a chance to comment. Bradford should also turn around and decide upon the application within two months and a recommendation to the Director will be made by Shipley Area Committee.

I have also attached a guide to ACV's which I find useful.

Please note acting as Registrar I propose to permit variations to the plan without resubmitting (unless someone says I can't!)

Nigel Gillatt

Senior Estates Surveyor Research and Development

Strategic Asset Management

Email from the National Allotment Society

Date: Thursday, 15 August 2019

Subject: Invite to National Allotment Society Allotment Officers Forum 16 October 2019

We are pleased to be able to invite you to the National Allotment Society, North West Region Allotment Officer's Forum on **Wednesday 16 October at [Skipton Town Hall](#)**, High Street, Skipton, BD23 1AH. Joel Henderson and Skipton Town Council have very kindly provided the venue.

The Forum will be facilitated by John Irwin, North West Regional Representative. This Forum is open to officers in both the **Yorkshire and North West regions**.

The events are an opportunity for officers to network and explore solutions to common problems. For officers who have never attended a forum I have attached notes from a previous meeting.

We will meet at 9.30 for a 10am start and finish at 3.30pm. **Please bring sandwiches for lunch**. We will send joining and parking information nearer to the time of the event.

If you would like to attend please reply to this email address as soon as possible, **please let me know of any issues that you would like on the agenda**.

National Allotment Society

Email from Lord Mayor's Office

Date: Tuesday, 27 August 2019

Subject: Invitation from the Lord Mayor of Bradford to Festival of Remembrance, Bradford Cathedral on Sunday 3rd November 2019 at 17.00

Good evening,

Please find attached an invitation from the Lord Mayor of Bradford to Festival of Remembrance at Bradford Cathedral on Sunday 3rd November 2019 at 17.00.

I would be very much obliged if you could advise whether you are able to join the Lord Mayor on this occasion.

Civic Affairs Manager

Lord Mayor's Office,

City Hall,

Bradford,

BD1 1HY.

Email from Shipley Area Office

Date: Wednesday, 4 September 2019

Subject: Community Stars 2019

Dear All,

Nominations are now open for the 2019 Community Stars awards.

The awards, organised by the Telegraph & Argus and Bradford Council, are designed to give recognition to those striving to make a difference in their local communities.

The nomination categories are:

- Young active citizen/s
- Student volunteer
- Volunteer
- Business can make a difference
- Fundraiser
- Community group
- Community champion – sponsored by Stronger Communities Partnership
- Good neighbour – sponsored by Incommunities
- Outstanding contribution in Early Years – sponsored by Better Start Bradford

The closing date for nominations is Friday 4th October 2019

To make an online nominations please use the link in the Telegraph & Argus below:

<https://www.thetelegraphandargus.co.uk/news/17868546.nominations-now-open-2019-community-stars-awards/>

Alternatively, you can complete the attached form and return it to michelle.taylor@bradford.gov.uk

For further information please contact Michelle Taylor on 01274 431831 or email michelle.taylor@bradford.gov.uk

Kind regards,

ShIPLEY Area Co-ordinator's Office

ShIPLEY Town Hall, Kirkgate, ShIPLEY BD18 3EJ

Email from Harden Congregational Church and St. Saviour's Church

Date: Sun, 1 Sep 2019

Subject: Village Christmas Tree Event

Hi All,

Harden Congregational Church and St. Saviour's Church are proposing to hold a joint Christmas village event on Saturday 14th December from 10am-4pm at the two churches. This will involve a display of Christmas trees of all shapes, sizes and themes.

We are inviting organisations and businesses, in the village, to support it by displaying a Christmas tree and indirectly advertising to the village at large.

These are to be Christmas trees with a difference, not the usual fir tree and baubles. We suggest that each tree is displayed in a creative way, with design and materials to represent each individual organisation or business.

For example:-

* an electrician may display a wire tree in the shape of a traditional Christmas tree hung with electric bulbs, plugs, wires, screwdrivers etc.

* a gardener a tree with a made of spades, hoes and other garden implements in a Christmas tree shape hung with seeds, trowels, plant pots etc.

It would not be necessary to go to any great trouble or expense. It is just a question of coming up with an original idea. If you need any help with ideas we have numerous examples to show you. You can also find different themes if you type "Quirky Christmas Trees" on Google.

We suggest that you place a card or sign at the foot of the tree indicating which organisation is represented together with posters and/or flyers for advertisement purposes.

If you intend to add lights of any kind they would need to be battery operated as we have insufficient power points for the numbers expected and we would also request that you bring your own stand or small table to display your tree.

Tickets for the event [£2] will be on sale at both churches and the Post Office from the last week in November and will be available on the door. Light refreshments will be included and special Christmas treats, turkey sandwiches and mince pies will be on sale.

The event will support charities to be selected.

We hope you will feel able to support this event. Please let us know by replying to this email/letter or by telephone Sheila Driver 07507 572612 or 01535 272440.

Email from YLCA

Date: Friday, 6 September 2019

Dear Clerk/Chairman,

CONSULTATION ON PROPOSED REFORMS TO PERMITTED DEVELOPMENT RIGHTS TO SUPPORT THE DEPLOYMENT OF 5G AND EXTEND MOBILE COVERAGE

This consultation seeks views on the principle of amending permitted development rights in England to grant planning permission for mobile infrastructure to support deployment of 5G and extend mobile coverage, particularly in rural areas, and the circumstances in which it would be appropriate. It covers the following areas:

- Deployment of 5G and extending mobile connectivity;
- Proposed planning reforms to support deployment of 5G and extend mobile coverage;
- Code Operators and Permitted Development Rights;
- The Role of Industry;
- Potential changes to the General Permitted Development Order;
- Enabling deployment of radio equipment housing on land without prior approval, excluding sites of special scientific interest, to support 5G deployment;
- Strengthening existing masts to enable sites to be upgraded for 5G and for mast sharing without prior approval;
- Enabling the deployment of building based masts nearer to highways to support deployment of 5G and extend mobile coverage;
- Enabling higher masts to deliver better mobile coverage and mast sharing; and
- Public Sector Equality Duty.

The National Association of Local Councils will also be responding on behalf of members and can incorporate the observations of members into its response. Please send your response to Claire.Goldfinch@nalc.gov.uk by 18 October if your council/parish meeting is keen to inform NALC's response to MHCLG in this matter.

https://www.gov.uk/government/consultations/proposed-reforms-to-permitted-development-rights-to-support-the-deployment-of-5g-and-extend-mobile-coverage?utm_source=Members&utm_campaign=3e9a675e14-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-3e9a675e14-323862985&mc_cid=3e9a675e14&mc_eid=0ab877a7dd

Email from Friends of the Earth

Date: Monday, 2 September 2019

Subject: Take Climate Action in your community

Dear Councillors and Clerk,

We are in a Climate Emergency.

Last year, the world's leading climate scientists warned that we have just over a decade to act to keep global temperature increases within safe limits.

Earlier this year, politicians in Westminster declared a "climate emergency" and the Government introduced legislation to reduce the UK's emissions to net-zero by 2050.

Climate change is a huge global challenge which demands positive actions by people within communities such as Harden. From how we heat our homes and buildings to how we get from A to B, from how we use our land to how we feed our families, many of the solutions to the climate crisis lie within our grasp.

Will Harden rise to the climate challenge?

As councillors, we're asking you to kickstart a Climate Action group in your community.

Climate Action Harden would bring people together, supported by Friends of the Earth, to develop and deliver the solutions to climate change that work for your community.

You'll join forces with thousands of passionate people from across the country to share ideas and collaborate on tackling climate change. By working together to deliver positive solutions, you'll make sure that Harden plays its part in the critically urgent transition to a low carbon world.

What can you do next?

Here's three things which you could do to get those climate solutions happening in your community:

1. **Organise a Climate Action event.** In village and town halls across the country, people are gathering together to kickstart the conversation about what they can do together to take climate action. Here's a [really useful guide](#) to organising your event.
2. **Start a Climate Action Harden group.** Setting up a climate action group will help bring your community together to create fairer, greener neighbourhoods, villages, towns and cities. You can [register your Climate Action group on our website](#).
3. **Join with other communities to deliver positive change.** When you register your group, we'll connect you up with the growing number of Climate Action Groups across the country. You'll be able to share ideas, pick their brains and pool resources to make your low carbon vision a reality.

How will Friends of the Earth support you?

Friends of the Earth has been supporting communities such as Harden take action on environmental challenges for nearly 50 years. We will support you every step of the way as you take on the challenge of climate change.

Here's a few of the ways in which we'll support Climate Action Harden:

- **Training** – from webinars on specific issues, e.g. how to tackle transport, to our amazing Groundswell events, you'll get the skills and knowledge to deliver your climate solutions.
- **Online tools** – we'll set you up on Action Network, an excellent tool which will enable you to share news, promote events or create online actions to build your Climate Action group.
- **Promotion** – we've got a whole range of promotional materials which you can adapt and use to promote your Climate Action group. We'll also help you to reach out to many more people via social media.
- **Joining up with other Climate Action Groups** – we'll make sure you're connected to the growing number of communities across the country who are taking action on climate change.
- **Dedicated support** – we've got a whole team of experienced people committed to help you take on this challenge. When you register your Climate Action Group, one of the Friends of the

Earth team will give you 1:1 support so that whatever challenges and questions you're facing, we can help you find a solution.

All of this support will be provided free of charge – all we'd ask would be for you to cover venue hire for events.

But there's already a group in my community working on climate change?

That's great! If the group is engaged in lawful, non-politically aligned activities on climate change then they can register as a Climate Action Group, keep their name and existing profile but access all the support outlined above.

It would be great if you could forward this email onto them to make sure they know about this opportunity.

I do hope that Harden can join the growing number of communities taking action on climate change. Please contact me if you would like any more information.

Yours sincerely,

Yorkshire & Humber/North East Campaigner

Friends of the Earth

Appendix 5 – External Audit Letter, Report and Certificate 2018/19

PKF Littlejohn LLP



Mr K Eastwood
Harden Parish Council



Our ref WY0034
SAAA SB03950
ref
Email sba@pkf-littlejohn.com

03 September 2019

Dear Mr Eastwood

Harden Parish Council
Completion of the limited assurance review for the year ended 31 March 2019

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Harden Parish Council for the year ended 31 March 2019. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • www.pkf-littlejohn.com
PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 0C342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference WY0034 or Harden Parish Council as a reference when paying by BACS.

Timetable for 2019/20

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 29 June 2020.

It is anticipated that the instructions will be sent out during March 2020 in line with current practice, subject to arrangements for the 2019/20 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2020, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2020; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2020.

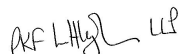
If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2018/19

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **HARDEN PARISH COUNCIL – WY0034**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)