

Harden Village Council



Clerk: Ken Eastwood, Harden Village Council, PO Box 572, Keighley BD21 9FE
clerk@hardenvillagecouncil.gov.uk 07850 049 487

Dear Councillor,

You are summoned to attend a monthly virtual meeting of Harden Village Council, to be held by video conference, on **Thursday 10th December, 2020** at 7.15pm.



Clerk to the Village Council

5th December, 2020

Meeting access details

<https://us02web.zoom.us/j/88051199794?pwd=VE5sZTlnYjdoTi9MNDVMaURiS0wyUT09>

Meeting ID: 880 5119 9794

Passcode: 663991

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 the minutes of the Village Council meeting held on 12th November, 2020.
- b) To receive the minutes of the Neighbourhood Plan Project Team meeting held on 16th November, 2020.
- c) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Councillor Vacancy

To discuss expressions of interest in joining the Village Council with a potential candidate.

5. Public Representation

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

6. Planning Matters

To formulate observations relating to the following applications: -

20/05289/FUL - New purpose built agricultural store at Cliff Farm, Keighley Road, Harden.

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

7. Traffic & Transport Update

To receive an update from Cllrs Bryan and Townsend following a meeting with a Bradford Council Highways officer to discuss the Harden Traffic Study report.

8. Newsletter

To receive an update on the next edition of the Village Council newsletter.

9. Exchange of Information

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

10. War Memorial (see Appendix 2)

To consider a quotation received for the repair of the war memorial, including replacement stone and flags. To authorise or otherwise the proposed works and expenditure.

11. Small Grant Application (see Appendix 3)

To consider a grant application received for the purchase of replacement lights for the village Christmas tree.

12. Schedule of Meetings (see Appendix 4)

To agree proposed Village Council meeting dates for 2021.

13. Correspondence (see Appendix 5)

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

- a) Email from TheUrbanGlow re. Harden Neighbourhood Plan buildings survey.
- b) Message from a resident re. Village Council vacancy.
- c) Email from contractor re. works quotations.
- d) Email from a resident re. overgrown and neglected land on Wilsden Road and behind Chelston Park.

14. Financial Matters

- a) To consider a draft budget prepared by the Clerk and to determine the level of precept for 2021/22.
- b) To authorise the following payments: -

Payee	Payment No.	Amount	Description
SLCC	2020-21-35	£123.80	Book purchase
Bradford MDC	2020-21-36	£1,198.87	Salary payment
Maddison Gardens	2020-21-37	£119	Horticulture
E Petch Printers Ltd	2020-21-38	£114	Poster design & print
BHIB Ltd	2020-21-39	£438.38	Insurance

- c) To note the following trial balances: -

Harden Village Council				
1st December 2020				
Item	Budget 2020/21	Expenditure to date	Budget Remaining	Forecast Shortfall (-) Surplus (+)
Staff Costs	9,000	9,127	-127	-6,121
Travel	300	28	272	200
Subscriptions	1,500	1,705	-205	-205
Insurance	500	0	500	62
Audits	400	380	20	20
Newsletter	850	0	850	275
Website	825	520	305	75
Parish Plan	1,000	0	1,000	1,000
Neighbourhood Planning	5,000	1,732	3,268	1,828
Training	400	15	385	385
Repairs	100	0	100	100
Stationery	250	11	239	175
PC equipment	250	0	250	250
Small grants	1,000	0	1,000	500
Horticulture	1,000	880	120	0
Projects & Assets	17,075	166	16,910	16,910
S 137	200	25	175	0
Other	125	60	66	0
	39,775	14,649	25,126	15,454

- d) To note the following bank reconciliation: -

Cashbook balances

Balance 1 st April 2020	14,696.64
Add: income to date	59,518.41
Less: expenditure to date	(15,016.78) (incl. VAT)
Total:	£59,198.27

Bank account balances 1st December 2020

Community Account	32,815.69	
Business Account	26,382.58	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		£59,198.27

15. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

16. Next Meeting

To confirm the date of the next virtual Village Council meeting as 14th January 2021, at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

(A full version of the agenda with appendices is available at <https://hardenvillagecouncil.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	October 2020	Preferred site not supported by Bradford MDC. Further contact being arranged with the Friends of St Ives to discuss community garden opportunities.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	November 2020	Next Project Team meeting 20 th January, at 5pm.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	September 2019	To consider fit out after renovation. Contact made with Addingham Civic Society re. fit out.
Benches	Replacement of village benches on rolling programme.	Clerk	December 2019	Two benches require concrete strip foundations (to be fitted weather permitting).
Traffic Study	Commission traffic survey(s) and expert recommendations	Cllr Townsend & Clerk	November 2020	Agenda item.
Bingley St Ives	To consider registering the Estate, or parts thereof, as an Asset of Community Value.	Clerk & Chair	November 2020	Clerk preparing an application following advice provided by Bradford Council in October, 2020.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Ahmed	November 2020	Cllr Ahmed refining draft and contacting Bradford Council re. resources and materials.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Clerk	November 2020	Outline proposals to replace boundary signs, develop a village centre map and finger post signage agreed in principle.

Appendix 2: War Memorial Quotation



QUOTE

Harden village council

Date
26 Nov 2020

Quote Number
QU-0031

Reference
War memorial

[REDACTED]
[REDACTED]
HARDEN
BINGLEY
WEST YORKSHIRE
[REDACTED]
UNITED KINGDOM

Description	Quantity	Unit Price	Amount GBP
-Lift flags and store at safe location. -Lay new sub base for flags to sit. -Relay existing flags as before, replacing any broken ones. -Re point with lime mortar mix. -Replace broken stones to the front elevation.	1.00	2,500.00	2,500.00
**If you decide to go ahead the owner and good friend [REDACTED], Keighley has offered to keep existing flags in a secured unit and has kindly offered to donate all sand, cement & hardcore to carry out the work.			
		Subtotal	2,500.00
		TOTAL GBP	2,500.00

Appendix 3: Small Grants Application

1. NAME OF ORGANISATION/INDIVIDUAL: - Harden Children's Gala Society	
2. SECRETARY OR ORGANISATION'S CONTACT TO WHOM ALL CORRESPONDENCE SHOULD BE SENT: -	
Name:	[REDACTED]
Address:	[REDACTED]
Telephone:	[REDACTED]
Base (if different from above):	[REDACTED]
3. AMOUNT REQUESTED: £ 500 TOTAL COST OF PROJECT: £1,932	
4. DETAILS OF ACCOUNT THAT ANY CHEQUES SHOULD BE MADE PAYABLE TO: -	
Name to be put on cheque:	Harden Children's Gala Society
Bank / Building Society:	Natwest
Address:	Keighley
Account Number:	
Sort Code:	
5. DESCRIPTION OF EVENT/PROJECT FOR WHICH ASSISTANCE IS REQUESTED: -	
Purchase of industrial-standard Xmas tree lights for the Village Xmas tree (£1,752), plus the cost of the tree itself (£180).	
6. DATE(S)/VENUE(S)/FREQUENCY OF EVENT(S) – ENCLOSE A PROGRAMME IF AVAILABLE:	
6/12/20 to 3/1/21	

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

Expenditure	Income
<p>£1,932</p> <ul style="list-style-type: none"> • Xmas Tree Lights - £1,752 • Xmas Tree £180 	<p>None</p>

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.

Each year the Children’s Gala Committee source, erect and decorate the Village Xmas tree. In normal circumstances (I.e. no COVID), the tree is used as the centrepiece for the Village Xmas lights switch-on and carol-singing (c.60 attendees). As such, the tree is an annual source of pride and enjoyment for the whole village.

The current tree lights are more than 15 years old, and difficult to maintain, and in need of replacement. Switching them from inefficient light bulbs to LEDs will also result in lower electricity bills and CO2 emissions.

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

2019 – Parish Council Grant towards the Children’s Gala Xmas Disco
 2019 – Shipley Community Chest grant covering two Pop Up Gazebos for the Children’s Gala
 2018 – Parish Council Grant towards the Gala Road Closure
 2017 – Parish Council Grant towards the Gala Road Closure
 2017 – Shipley Community Chest application towards refurbishment of 1 gala game



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

We are also requesting a contribution from the Harden Moor Allotment Charity

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

1.	Your Organisation's constitution or rules	X
2.	Latest audited accounts or bank statements	X
3.	Quotations from independent suppliers for expenditure – IF APPLICABLE	
4.	Any other relevant information to support your application	

12.

Signature of Applicant		Date	01-12-20
Name (Please Print)			
Position in Organisation	TREASURER		

Appendix 4: Schedule of Meeting Dates

Date	Meeting	Start Time
14 th January 2021	Monthly meeting HVC	7.15 p.m.
11 th February 2021	Monthly meeting HVC	7.15 p.m.
11 th March 2021	Monthly meeting HVC	7.15 p.m.
8 th April 2021	Annual Parish Meeting ⁽²⁾	7.00 p.m.
8 th April 2021	Monthly meeting HVC	7.15 p.m.
13 th May 2021	Annual Meeting ⁽³⁾	7.15 p.m.
10 th June 2021	Monthly meeting HVC	7.15 p.m.
8 th July 2021	Monthly meeting HVC	7.15 p.m.
9 th September 2021	Monthly meeting HVC	7.15 p.m.
14 th October 2021	Monthly meeting HVC	7.15 p.m.
11 th November 2021	Monthly meeting HVC	7.15 p.m.
9 th December 2021	Monthly meeting HVC	7.15 p.m.

Notes:

1. All meetings take place online until further notice.
2. Annual Parish Meeting. Although this meeting will be chaired by the Chair of Harden Village Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Parish Meeting must be held between 1st March and 1st June (Local Government Act 1972).
3. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and eighteenth day after the election (inclusive) (Local Government Act 1972).

Appendix 5: Correspondence

Email re. Final edits to Heritage Appraisal for Non Designated Heritage Assets

From: TheUrbanGlow

Date: Friday, 4 December 2020

Subject: Re: Harden NP Buildings survey final

Hello there Ken, good to hear from you.

I will try to get those changes done next week, pretty hectic at the moment but you know what they say... if you want something doing, give it to a busy person. So I'll try sort it soon.

The changes seem reasonable and good useful extra info there. Shame about those toilets I was quite enamoured by them!

It was a lovely project to work on and I hope it helps.

Many thanks.

Email re. Village Council Vacancy

Date: Wednesday, 2 December 2020 at 16:08

Subject: Re: Councillor Vacancy

Dear Ken

Thank you for your e mail. I'm sorry I haven't replied sooner. I have spent a lot of time considering whether or not I am in a position to take something new on and reluctantly have made the sensible decision that I should not proceed at this point. I continue to be interested in the brilliant work that the village council does and if I can help or join in with anything on behalf of the church please do let me know. At the moment I am very busy with running the church and also studying for my Theology degree and I don't honestly think I can commit the time and effort I would like to to village council. I hope that the other person who expressed an interest is going forward with you. If it is agreeable, I may express an interest again when my studies are complete.

Many Thanks.

Email re. works quotations

Date: Monday, 30 November 2020

Subject: Re: Memorial Quote

Hi Ken.

Just to let you know we've received your email.

The memorial works would be best carried out around the end of March in the hope of better weather, it would be important for the weather not to spoil the works to the memorial. (Monday 22nd March is available in our diary).

I will get a quote to you ASAP regarding the stone wall for the boundary sign.

I would have availability on WC 1st February to do the wall if you chose to go ahead as that's not a weather dependant job.

Thanks, speak soon.

Email re. Overgrown and neglected land

Date: Friday, 13 November 2020

Subject: neglected land in Harden

Dear Sir,

I am a resident of Harden (15 years) and live at Chelston Park, Wilsden Road. At the rear of my property is a field I believe is owned by the Ruffle family who used to live in Chelston before the house was pulled down for building our houses.

The rear field has been looked after all the years I have lived here apart from the last 2/3. It is now completely overgrown with brambles. I cannot get to my hedge. The grass used to be cut regularly but no longer. I think it is designated for building eventually (heaven forbid) but can anything be done before it starts encroaching into the gardens abutting it?

Thank you for your advice. It is ironic that we have TPOs on our holly trees to keep them trimmed and looking good and yet we have to put up with this unsightly land.

Yours faithfully