

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 the next meeting of Harden Village Council, to be held on **Thursday 11th November, 2021** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council

6th November, 2021

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 approve minutes of the Village Council meeting held on 19th October, 2021.
- 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 application: -

21/05339/LBC - Change fenestration to main building and add a single storey front porch. Replace existing attached garage with 2 storey oak framed side extension, and construct detached double garage with accommodation over, at 6 Beckfoot Mill, Beckfoot Lane, Bingley.

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

6. Code of Conduct (see Appendix 2)

To adopt a new Code of Conduct using the model code prepared by the Local Government Association and recommended for adoption by the National Association of Local Councils (NALC) and the Yorkshire Local Councils Associations (YLCA). Draft document circulated separately.

7. Wayfinding & Other Signage

To consider the addition of wayfinding signage in the village centre.

8. Councillor Leads

To discuss Councillors acting in a lead capacity with regard to key functions and projects.

9. Tree Planting

To discuss tree planting opportunities in Harden.

10. Hybrid Meetings (see Appendix 3)

To consider a report on hybrid meetings and to consider whether to procure the equipment required to hold such meetings. To authorise, or otherwise, related expenditure.

11. Exchange of Information

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

12. Correspondence (see Appendix 4)

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

- a) Email from a resident about toilet facilities in the park.
- b) Email from eforests re. free trees for planting projects.
- c) Email from Bradford Council re. Summer play 2022.

13. Budget

To consider an analysis and forecast of expenditure against budget. To review a first draft budget for 2022/23, to be finalised at December's Village Council meeting.

14. Financial Matters

- a) To authorise the following payments: -

Payee	Amount	Description
Ken Eastwood	£25	Poppy wreath

Payee	Amount	Description
	£14.85	Mileage
	£39.85	Total expenses
Bradford Council	£1,772.94	Salary payment
YLCA	£60	Training (Cllr Wood)

b) To note the balances and bank reconciliation reports in Appendix 5.

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 monthly Village Council meeting, as 9th December 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	November 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	April 2021	Regulation 14 consultation completed. Newsletters delivered. Q&A held. Awaiting feedback from Bradford Council.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	September 2021	Painting completed. The Clerk has purchased materials to fit out which will be installed shortly.
Benches	Replacement of village benches on rolling programme.	Clerk	October 2021	Four benches installed. Plaques installed. WI recharged.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	September 2021	
Climate	Climate emergency actions and projects.	Cllr Townsend	September 2021	
Bingley St Ives	To consider registering the Estate, or parts thereof, as an Asset of Community Value.	Clerk & Chair	October 2021	Clerk preparing an application following advice provided by Bradford Council in October, 2020.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Ahmed	May 2021	Cllr Ahmed refining draft. Resources and materials received from Bradford Council.

Subject	Issues	Responsibility	Date of last action	Notes
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Clerk	October 2021	New signage recently installed. Wayfinding an agenda item for further discussion.
Christmas Lights	Procure and install additional lamp post motif lights.	Clerk	October 2021	Motifs ordered. Timers and connectors installed.

Appendix 2: Code of Conduct and LGA Model Code

Report of the Clerk to the Council

As a result of a report by the Committee for Standards in Public Life (formally the Nolan Committee) in 2019, the Local Government Association (the LGA) have produced a model code of conduct for local authority councillors.

There had not been a model code for about 10 years prior to this and this was a positive recommendation of the Committee in its report. It was concluded by the Committee that there needed to be a model code, partly so that Members on different tiers of Council had to abide by the same code of conduct for each one.

As this can be done without changing legislation, it has been produced by the LGA as soon as they could.

Many Councils are adopting a version of this model code. The model code does not differ from the Village Council's previous code in any major way.

It does however reinforce aspects of behaviour that are expected of Members.

Bullying is dealt with specifically and it makes clear that such behaviour is unacceptable in any circumstances. It also emphasises the need for Members to show respect for all the people Members deal with. These are new explicit provisions.

Also new is an extension of the applicability of the code. Although it still only applies when the councillor is acting in their official role, the circumstances in which the councillor may be seen as acting in their official capacity have been extended.

It is recommended that Council adopts the revised Code of Conduct circulated separately.

Appendix 3: Hybrid Meetings

Hybrid meetings refer to meetings where some people are participating in person, face to face, and others are participating remotely, via video conference.

This format of meeting is being adopted by a number of Councils as a way of enabling public participation, whilst managing physical numbers in attendance, in order to comply with health and safety requirements with regard to social distancing and the management of Covid-19 risks.

Hybrid meetings also enable Councillors who consider themselves to be at higher risk, or who for other reasons may be unwilling or unable to attend a meeting in person, to participate remotely.

Hybrid meetings require two fundamental things: -

- Councillors present at a meeting need to see & hear members of the public and other Councillors joining the meeting virtually.
- Virtual participants need to see & hear those present in person.

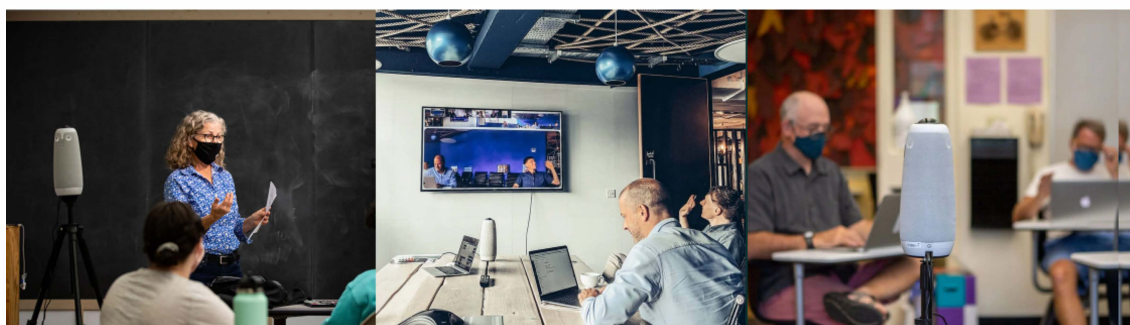
The following technology requirements would feature in any solution: -

- A laptop with sufficient processing power (we have this).
- A Zoom account (we have this).
- A video camera to film and livestream from the meeting venue.
- A microphone(s) to capture sound from the meeting.
- A television monitor to enable the meeting to see virtual participants.
- An audio speaker to enable the meeting to hear virtual participants.
- Ancillaries such as a stand, a tripod, carry cases, cables and connectors.

Recommended Solution

There is an off the shelf solution that would meet our needs if we decided to invest in this technology. The Owl Meeting Room Pro device has a 360 degree Field of View (FOV) and a swivelling microphone that can pick up to a radius of 18 feet.

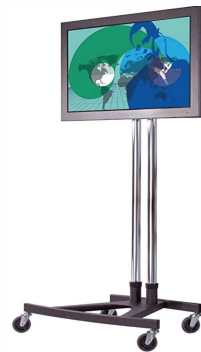
The camera view is one of the room in panorama, and the individual who is talking (picked up by directional microphone) and directed automatically by software.





Accessories

- Mounting stand (trolley) for the TV so that it can be positioned appropriately.
- Hardcover Flight Case for the TV to protect it when not in use and during transport.
- A tripod to mount the Owl onto to provide height adjustability.
- Extension and HDMI cables to connect the kit up.



Quotation

Roche AV, a commercial AV solutions provider located in Elland, have quoted as follows: -

Item	Price (ex. VAT)
TV Package - LG 55UN73006 55" 4K UHD SMART LED TV	£699
Unicol VS1000 Trolley with Scimitar or K-Base	
1 x Owl Labs Meeting Pro Conference Camera	£832
1 x Owl Carrier Case	£40
1 x 5M USB Extension	£18
1 x 10M HDMI Cable	£19
1 x Hama Star tripod	£34
Carriage & insurance	£30
Total	£1,672

Other requirements: -

- Mains extension lead £15
- Flight Case via www.trifibre.co.uk to safely move and store the TV £347

Total: £2,034

Appendix 4: Correspondence

Email from resident

Date: Friday, 22 October 2021

Subject: Toilet in the park

Hi,

It has come to a number of Parents concern of the last few months i have heard it more and more that their Children are having to urinate and excrete in the park whilst their Children are playing as there are no facilities close by or they couldn't get their Children home in time. The bushes behind one bench is in constant use. I had said as i used to be on the Parish Council i would approach you first. I personally had to watch a Friend frantic yesterday. We have all this guidance for safeguarding in the village school and yet no previsions outside of school, especially where predators could be and where we do have dog poo bins, it doesn't make sense.

Together, as Parents of the village, we would like to ask if out of the monies received by the Parish Council if a porter loo or something similar could be put into place to avoid further embarrassment and security?

I think we are a civilised village as a whole and it would make perfect sense if this basic need is fulfilled.

If you require any further information of which after school clubs etc also use the park i can provide or if you need signatures from Parents I could provide this easily by the next meeting, if it could be put on the agender please.

Many Thanks.

Email from EForests

Date: Monday, 1 November 2021

Subject: Free trees for planting projects - Harden Village Council, West Yorkshire

Hi there,

We work with lots of wildlife trusts, community woodlands and community farms around the UK, supplying them with free trees for their nature reserves, rewilding projects, etc.

Would you like free trees from us for any of your tree planting projects? We generally supply a minimum of 150 trees for projects but we can be fairly flexible.

Or do you know of any tree planting projects in West Yorkshire, or nearby regions, that would like free trees from us in 2021/2022?

We're happy to provide free trees for many years beyond that too.

The trees are all UK native species, grown from UK seed and can be supplied with free shelters, stakes, weed mats, etc.

You'll find lots more info, our criteria and our tree request form here ...

<https://eforests.co.uk/freetrees>

While we prefer to work with nature reserves / community woodlands / community farms, we can possibly supply trees for private landowners that you work with that have public access to their land.

Many thanks.

Email from Bradford Council

From: Lee Clapham

Date: Wednesday, 3 November 2021

Subject: Summer 2022 Play In Parks offer

To whom it may concern

We are the Bradford Community Play & Development Service (CPDS) part of Bradford Council Children's Services. In 2018, we became a fully commercial traded Service and we currently operate within the Education, Employment and Skills department.

I am writing this email to you in the hope that you may be interested in finding out about some of the work that we deliver here at Bradford Council and to see if there may be an opportunity for our Service to work in partnership with your Town Council.

Historically and before we became a fully commercial traded service, the CPDS were funded to provide Play In Parks events throughout the Schools six week holiday period, District wide. Sadly and due to the lack of funding available, we regrettably are no longer able to deliver these events for obvious financial implications. Our Service now must fund itself in terms of the income that we generate through events that we deliver, pays for the Service that we provide.

However, since 2017 Bingley Town Council recognised the positive impact that our Play In Parks events had on children and young people and have very kindly provided funding for our Service to deliver six of these events once again in Parks within their constituency, once a week during the School six week holiday period. The events have been a huge success and we are delighted to announce that our partnership with Bingley Town Council continues to this day. More recently and in addition to Bingley Town Council, in the Summer of 2021 we delivered a further fifteen events for Shipley Town Council, Wrose Parish Council and Wilsden Parish Council. Please read the great feedback below on the success of these events :

"Wilsden Parish Council held three Play in the Parks event in 2021 for the first time and we were extremely pleased with the positive response from those attending, both young and old. The events were held during the school summer holidays and numbers increased over the three events as many families had enjoyed themselves so much that they came to subsequent events. The Play Services staff who ran the events were very efficient and helpful doing all the setting up and taking down of the equipment. Many families brought a picnic and with plenty of activities for all ages made a day of it. We are planning to hold similar events next summer and we would encourage any other town or parish council's to investigate this"

Cllr Peter Allison – Wilsden Parish Council

"I continue to be impressed by the Play in the Park events which have taken place in Bingley. The equipment which Bradford Council provides is enjoyed by children of all ages and the events get busier every year. It's a brilliant event to provide for parents who are looking for some free entertainment for their children during the school holidays. We will continue to ask Bradford Council to put on these events every summer"

Cllr Rachael Drucquer – Bingley Town Council

"We were delighted with the Play in Parks events Lee and the team held across Wrose in the summer. Residents loved them and it was so good to see so many families enjoying the days and talking about it so positively on social media afterward. We're already looking forward to booking the Play team for next year!"

Cllr Alex Ross-Shaw - Wrose Parish Council

"Play in the Parks is a really positive initiative and has worked very well in Shipley. Bradford Council's Community Play & Development Service designed and led six sessions across the school summer holidays, each in a different neighbourhood. This included all equipment, safety assessments and supervision. The service was professional, efficient and excellent value for money. The sessions were well-attended and we have had some super feedback from participants"

Cllr Joe Ashton – Shipley Town Council

If you are interested in finding out more about our Play In Parks events and how they work, please do not hesitate to contact me and I will happily provide you with more details.

Many thanks for taking the time to read this information and I hope to hear from you soon

Appendix 5: Financial Reports

Harden Village Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration				2,075.00	1,559.73	515.27	515.27
Assets & Projects		96.50	96.50	17,675.00	10,549.44	7,125.56	7,222.06
Audit & Accountancy				400.00	965.00	-565.00	-565.00
Donations				1,000.00		1,000.00	1,000.00
Events				200.00		200.00	200.00
ICT				1,475.00	1,020.00	455.00	455.00
Income	37,755.00	48,631.67	10,876.67				10,876.67
Insurance				500.00		500.00	500.00
Maintenance & Repairs				4,100.00	2,478.00	1,622.00	1,622.00
Neighbourhood Plan				1,000.00		1,000.00	1,000.00
Newsletter				750.00	255.00	495.00	495.00
Parish Plan				1,000.00		1,000.00	1,000.00
Staff Costs				14,000.00	12,022.27	1,977.73	1,977.73
Training				200.00	22.50	177.50	177.50
Travel				200.00	113.01	86.99	86.99
NET TOTAL	37,755.00	48,728.17	10,973.17	44,575.00	28,984.95	15,590.05	26,563.22
Total for ALL Cost Centres		48,728.17			28,984.95		
V.A.T.					2,102.11		
GROSS TOTAL		48,728.17			31,087.06		

