

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 9th December, 2021** at 7.15pm in Harden Memorial Hall.

A handwritten signature in blue ink that reads "Ken Eastwood". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Clerk to the Village Council

4th December, 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 11th November, 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: -

21/05624/HOU - Two storey rear extension and front porch extension at 9 Harbeck Drive, Harden.

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

6. Environment Priority – Climate Emergency (see Appendix 2)

To consider a report by Cllr Wood and the following motions received: -

- That Council establish an Environment Working Group to take forward much of the work needed to fulfil the Council's Climate Emergency Plan.
- That Council resolves to support the journey to Plastic Free Community status.

7. Telephone Kiosk (see Appendix 3)

To consider signage for the telephone kiosk and to authorise or otherwise related expenditure.

8. Barclays Bank

To authorise closure of the Council's accounts with Barclays Bank. Two account signatories to sign a letter of instruction.

9. Remembrance Service

To receive an update from Cllr Kirkham on the service and to consider a request to apply for road closures during future events.

10. Schedule of Meetings (see Appendix 4)

To approve proposed meeting dates for 2022.

11. Exchange of Information

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

12. Correspondence (see Appendix 5)

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

- a) Email from Shipley Area Office re. launch of 'Winter Support' campaign.
- b) Email from Bradford Council re. Summer Play in the Park costs.
- c) Email from Ward Officer re. Additional Restrictions Grant award.

13. Budget

To consider an analysis and forecast of expenditure against budget. To set a budget and decide on the level of precept for 2022/23.

14. Financial Matters

- a) To note receipt of £904.68 from HMRC being the VAT refund claimed for 1st April to 30th September, 2021.

- b) To authorise, or otherwise, the appointment of Town Parish Audit to undertake the 2021/22 year end internal audit at a quoted cost of £185.
- c) To authorise the following payments: -

Payee	Amount	Description
Ken Eastwood	£9.90	Mileage
Bradford Council	£1,772.94	Salary payment
Vision ICT	£108	Biennial fee for .gov.uk domain renewal
BHIB Limited	£438.38	Insurance

- d) To note the balances and bank reconciliation reports in Appendix 6.

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 13th January 2022, 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	November 2021	Meeting to be arranged in the New Year.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	December 2021	Agenda item.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	December 2021	Mapping workshops planned. Bradford Council prompted for update on active travel and speed survey.
Climate	Climate emergency actions and projects.	Cllr Wood	December 2021	Agenda item.
Bingley St Ives	To consider registering the Estate, or parts thereof, as an Asset of Community Value.	Clerk & Chair	December 2021	Clerk preparing an application following advice provided by Bradford Council. Further documentation recently received.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Ahmed	May 2021	Cllr Ahmed refining draft. Resources and materials received from Bradford Council.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Clerk	October 2021	New signage recently installed. Wayfinding to be discussed with budget agenda item.

Subject	Issues	Responsibility	Date of last action	Notes
Christmas Lights	Procure and install additional lamp post motif lights.	Clerk	December 2021	Motifs installed. 2022/23 budget for discussion.




Appendix 2: Telephone Kiosk Signage

The Clerk has identified a company providing off the shelf or bespoke signage for the K6 telephone kiosk.

Example off the shelf (most suitable wording available): -

INFORMATION SIGN	
	Red telephone box information sign Suitable for kiosk models - K6
PRICE £20.30 Excluding VAT and Delivery	

Bespoke signage details: -

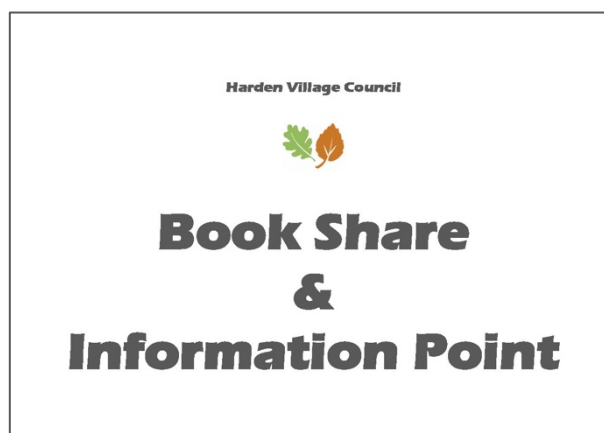
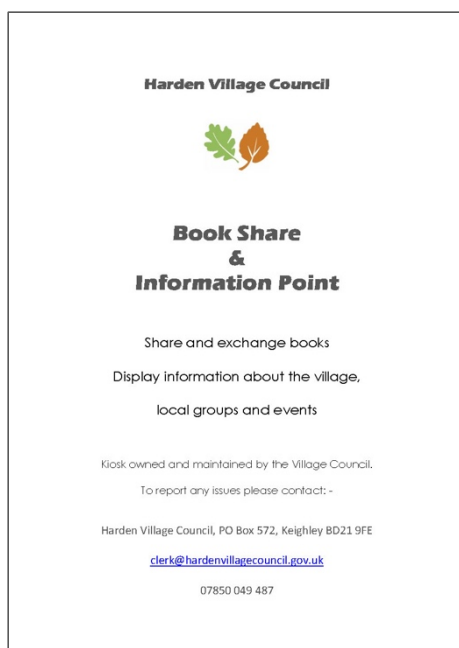
K6 CUSTOM TELEPHONE SIGNS	
  	Custom red telephone box signs. Looking for a sign that is not listed? No problem we can create your custom K6 telephone sign for you! If you would like a sign for your book exchange, coffee shop, place names please contact us with details and we'll be happy to help Prices are dependant on quantity and start at £50 (per design) for one sign, £30 each for two or more signs. Suitable for kiosk models - K6
PRICE £30.00 Excluding VAT and Delivery	

To consider wording required and number of signs required.

Kiosk: -



Signage prepared for inside and behind door (for info.): -



Appendix 3: Environment Priority – Climate Change Emergency

Report and Motions by Cllr Wood

Proposal to set up Environment Working Group

I propose a motion to set up an Environment Working Group to take forward much of the work needed to fulfil our [Climate Emergency Plan](#). Neighbours from across Harden would be invited to participate, and would meet regularly (monthly / bi-monthly). I envisage the size of the group would be about 10-15 people, but it obviously depends on interest. I think that the minimum size should be around 5 people in order for it to be effective, and that if there are more than 10, we look at setting up sub groups along the lines of the action areas of the environment agenda determined by the council:

- Nature and green spaces
- Transport and travel
- Waste and pollution
- Shops and food
- Homes and energy

The group would revisit the activities set out for 2020-21, look at what other actions are feasible, and make a proposal for 2022/23 activities to Harden Village Council. I'd like the group (and council) to consider working towards becoming a [Plastic Free Community](#) (see below) – the existence of the group would help towards this.

I propose that the first meeting is in early February, to allow time for effective advertising and to tie in with people's New Years' resolutions (hopefully). It may also allow time for a community tree planting event which would be a wonderful way to kick off the work of the group, but is limited by the seasons (and the time it will take to organise).

I recognise that this does not give sufficient time for the group to propose a budget in time for precept setting, but I expect that much of the work of the group will incur little / no cost. However, I request a budget of £200 for the year 2022/23 to cover costs such as:

- Local advertising
- Poster printing
- Support for a community action day
- Venue costs

Update on tree planting

White Rose Forests

- Interesting meeting with Ian Coldwell, Project Manager on 26th November:
- White Rose Forest's work is around reducing flood risk in the Aire Valley through:
 - o Tree planting
 - o Hedgerow planting
 - o Buffer strips
 - o Soil aeration
-
- They were previously involved in the work on tree planting on Harden Moor
- They work with private landowners – link them with partners who will plant and (in some cases) maintain trees / hedgerows / buffer strips
- There is no cost to the landowner – or to us – for the trees, project management, or labour involved
- The minimum size of planting areas is ½ hectare
- Suggest we act as a conduit – advertise (passive) and also directly contact large landowners with this sort of space who might be interested

Trees for Streets

- Community groups 'sponsor' a tree – cost of £270+ per tree
- Tree is planted on Local Authority land – most often pavements, roadsides etc
- Referred to this scheme by Bradford Council – presumably represents a cost saving to them
- Seems quite pricey given a) those who 'sponsor' the tree are responsible for watering it, b) Bradford Council then own the tree – what is uptake likely to be? The Harden Village Council could sponsor a tree but there wouldn't be any obvious recognition of this (eg a plaque) – maybe a business might be interested?

Bradford Council

- No further progress speaking to them directly (my fault) – need to firm up sites where believe trees could be planted and then arrange meeting with Bob Thorpe. Would appreciate help with this – do we have a source of maps showing ownership / similar that we can use?
- Heard on grapevine that several diseased trees are due to be felled at St Ives – intend to follow up with Bob Thorpe and suggest community planting day (if possible)

Plastic Free Community

On 10th November I attended a session organised by YLCA which was delivered by Plastic Free Communities. I feel it falls within the scope of the Climate Change Emergency plan to work towards

becoming a plastic free community. The five objectives to be met in order to achieve plastic free community status are:

- 1) Local Council passes a resolution supporting the journey to Plastic Free Community status
I propose a motion to support the journey to achieving Plastic Free Community Status
- 2) Work with businesses in your community to help them reduce single-use plastics
At least three single use plastic items removed from local businesses and retailers
- 3) Inspire the wider community to spread the plastic free messages
Work with schools and community groups to eliminate single use plastics and raise awareness
- 4) Mobilise the community through action days and events
Run two events to raise awareness of the campaign locally
- 5) Form a group of local stakeholders who meet twice a year to take the campaign forward

If the motion is passed then I propose that I begin this work, but that the necessary actions form part of the remit of the environment action group discussed above, once it is set up.

Appendix 4: Schedule of Meetings 2022

Date	Meeting	Start Time
13 th January 2022	Monthly meeting HVC	7.15 p.m.
10 th February 2022	Monthly meeting HVC	7.15 p.m.
10 th March 2022	Monthly meeting HVC	7.15 p.m.
14 th April 2022	Annual Parish Meeting ⁽¹⁾	7.00 p.m.
14 th April 2022	Monthly meeting HVC	7.15 p.m.
12 th May 2022	Annual Meeting ⁽²⁾	7.15 p.m.
9 th June 2022	Monthly meeting HVC	7.15 p.m.
14 th July 2022	Monthly meeting HVC	7.15 p.m.
8 th September 2022	Monthly meeting HVC	7.15 p.m.
13 th October 2022	Monthly meeting HVC	7.15 p.m.
10 th November 2022	Monthly meeting HVC	7.15 p.m.
8 th December 2022	Monthly meeting HVC	7.15 p.m.

Notes:

1. 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).
2. 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

Launch of 'Winter Support' Campaign

From: Graham Lockwood on behalf of Shipley Area Office

Date: Thursday, 2 December 2021

Dear All,

A new Winter Support campaign has been launched to give people across the Bradford district information and advice to help them to help themselves and others by staying warm and well as well as doing all they can to reduce pressures on the NHS and other services over the winter period.

The campaign has been put together by Bradford Council, Community Action Bradford & District (CABAD), Race Equality Network and Act as One (the health and care partnership for Bradford District and Craven).

To launch the campaign a new booklet has been produced outlining the support available for carers, information about housing, food and fuel poverty, domestic abuse, finances and bills. It also contains information to help residents to prepare and plan for wintry weather including information about gritting and travel.

The Winter Support and Advice booklet can be found on the CABAD website or you can pick up a hard copy from your local library, community centre, foodbank or information centre -

https://www.cabad.org.uk/winterbooklet?utm_medium=email&utm_source=govdelivery

Further information can also be found on the Bradford Council website to help people stay safe and well this winter - https://www.bradford.gov.uk/health/health-advice-and-support/winter-wellbeing/?utm_medium=email&utm_source=govdelivery

Kind regards,

Shipley Area Co-ordinator's Office

Summer 2022 Play In Parks offer

From: Lee Clapham

Date: Monday, 22 November 2021

Many thanks for your enquiry.

To replicate what we already do for the fore mentioned Town & Parish Councils in terms of our Play In Parks events, please see below the following details with events delivered once a week over a six week period from 11:00 – 15:00 in your selected Parks or Recreation Grounds :

Staffed activities :

1 x inflatable for under 5's

1 x inflatable for over 5's

Open access activities :

Swing ball

Kwik Cricket

Rounders

Mini Football Goals + Footballs

Mini Golf Putting Green

Giant Snakes & Ladders

Giant Connect Four

Skipping Ropes

Hula Hoops

Space Hoppers

Frisbies

Also provided :

Music

3 x Uniformed CBMDC Staff (DBS certified & First Aid qualified)

Basic First Aid kit

CBMDC Parks keys for access to all parks and recreation grounds

Relevant Parks booking forms submitted to the CBMDC Parks Dept

Event safety plans / Risk assessments / PSLG forms submitted to the CBMDC Emergency Planning Team

CBMDC Public Liability Insurance

Refreshments via Rossis Ice Cream if required.

Cost : £600 per event / £3600 for six events

Please let me know if you require any further information and I will be more than happy to assist you with your enquiry.

Lee Clapham, Commercial Play Services Officer

Additional Restrictions Grant Award for Small Events

From: Wendy Fisher

Date: Friday, 12 November 2021

Dear Bingley Rural Parish Clerks,

I am pleased to inform you that following recent discussions and emails between yourselves, Ward Cllr Sally Birch and our Office Manager Rachel Johnson, **your parish councils have each been awarded £4,000 from the government's ARG fund.**

This fund is being administered by Bradford Council's Economic Development team, headed up by Jane Bilous, who is copied in.

As you are aware from previous correspondence, this money is to be spent on a village event to support local businesses and encourage residents to shop for goods and services locally.

There is additional good news on this, because I have been informed very recently that **the money does not have to be spent by yourselves before 31 March next year**, so the event can be held later in the year.

As with all grant funding, your parish councils will be required to provide monitoring information such as receipts, photographs and a short account of the event and its outcomes.

I apologise that this process has been fraught for some at times. We have all had to work with limited information and very short timescales. I am sending this email with many thanks to you all for coming on board, to Cllr Birch for progressing things with you, and to Rachel and Jane, who have pulled things together in their respective offices.

I am sure that you will be hearing from Jane and / or Rachel in the near future with regard to the transfer of funds and so on.

Finally, if you have any further queries on this, please do get in touch. I am not the expert in this grant – so if you can copy in Jane and Rachel that would be appreciated.

Regards,

Wendy Fisher
Ward Officer for Bingley Rural and Baildon wards
Shipley Area Co-ordinator's Office

Appendix 6: 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			0.00 (N/A)	2,075.00	1,559.73	515.27 (24%)	515.27
Assets & Projects		96.50	96.50 (9650%)	17,675.00	10,549.44	7,125.56 (40%)	7,222.06
Audit & Accountancy			0.00 (N/A)	400.00	965.00	-565.00 (-141%)	-565.00
Donations			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Events			0.00 (N/A)	200.00	25.00	175.00 (87%)	175.00
ICT			0.00 (N/A)	1,475.00	1,020.00	455.00 (30%)	455.00
Income	37,755.00	49,536.35	11,781.35 (31%)			0.00 (N/A)	11,781.35
Insurance			0.00 (N/A)	500.00		500.00 (100%)	500.00
Maintenance & Repairs			0.00 (N/A)	4,100.00	2,478.00	1,622.00 (39%)	1,622.00
Neighbourhood Plan			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Newsletter			0.00 (N/A)	750.00	255.00	495.00 (66%)	495.00
Parish Plan			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Staff Costs			0.00 (N/A)	14,000.00	13,795.21	204.79 (1%)	204.79
Training			0.00 (N/A)	200.00	82.50	117.50 (58%)	117.50
Travel			0.00 (N/A)	200.00	127.86	72.14 (36%)	72.14
NET TOTAL	37,755.00	49,632.85	11,877.85 (31%)	44,575.00	30,857.74	13,717.26 (30%)	15
Total for ALL Cost Centres		49,632.85			30,857.74		
V.A.T.					2,102.11		
GROSS TOTAL		49,632.85			32,959.85		

Bank Reconciliation at 04/12/2021			
	Cash in Hand 01/04/2021		50,213.77
	ADD		
	Receipts 01/04/2021 - 04/12/2021		49,632.85
			99,846.62
	SUBTRACT		
	Payments 01/04/2021 - 04/12/2021		32,959.85
A	Cash in Hand 04/12/2021 (per Cash Book)		66,886.77
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2021	0.00
	Unity Trust Current Account	30/11/2021	66,886.77
	Barclays Savings Account	30/11/2021	0.00
	Barclays Current Account	30/11/2021	0.00
			66,886.77
	Less unrepresented payments		
			66,886.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		66,886.77
A = B Checks out OK			