

# Harden Village Council



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

Meeting of Councillors to be held by video conference  
**Thursday 13<sup>th</sup> January, 2022** at 7.15pm.

Meeting access details

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

Meeting ID: 880 5119 9794. Passcode: 663991

## AGENDA

### 1. Apologies for Absence

### 2. Outstanding Issues Report (see Appendix 1).

### 3. Public Representation

Members of the public are invited to raise any matters of concern.

### 4. Planning Matters

To discuss the following application: -

- a) 21/06158/FUL - Construction of detached dwelling at Pepper Hill Farm, Ryecroft Road, Harden. This is a re-submission of 20/05713/FUL which the Village Council opposed, commenting: -

*This site is in the Green Belt and as such a case has to be made either for 'very special circumstances' or that the proposal is exempt by virtue of satisfying the exceptions listed in the National Planning Policy Framework.*

*The applicant has not demonstrated very special circumstances, the construction of a detached bungalow does not satisfy any of the exceptions in the NPPF and the proposal would be harmful to the Green Belt.*

*In addition, were the development to go ahead, the Village Council would have concerns about vehicular access and highway safety in this location.*

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

**5. Neighbourhood Plan**

To receive an update from Cllr Kirkham and to request the Clerk under delegations to submit the final documents to Bradford Council for independent examination.

**6. Green Travel Project**

To receive an update from Cllr Townsend on the Green Travel Project.

**7. Exchange of Information**

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

**8. Correspondence (see Appendix 2)**

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

- a) Letter from Bruno Peek LVO OBE OPR, regarding the Queen's Platinum Jubilee.
- b) Email From Area Co-ordinator re. ARG Grant.
- c) Email from YLCA re. South Pennine Branch Meeting dates for 2022.
- d) Email from Wilsden Parish Council re. Road Closure on Remembrance Sunday.

**9. Financial Matters**

- a) To approve the following payments: -

| <b>Payee</b>              | <b>Amount</b> | <b>Description</b>                     |
|---------------------------|---------------|--|
| Ken Eastwood              | £10.35        | Expenses                               |
| Bradford Council          | £1,772.94     | Salary payment                         |
| ePetch Printers Limited   | £125          | Printing – Green Travel Project assets |
| Impress Printers (UK) Ltd | £175          | Printing - Newsletters                 |
| Christmas Plus Ltd        | £2,145        | Christmas lighting                     |

- b) To note the balances and bank reconciliation reports in Appendix 3.

**10. Minor Items and Items for Next Agenda**

To note minor items and items for the next agenda.

**11. Next Meeting**

To confirm the date of the next meeting as 10<sup>th</sup> February, 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 | January 2022        | Agenda item.  |
| Telephone Kiosk        | Adoption from BT, renovation and usage.   | Clerk                           | December 2021       | Awaiting final fit out. One 'Information' and two 'Book Exchange' signs on order.   |
| Traffic & Transport    | Commission traffic survey(s) and expert recommendations.                              | Cllr Townsend & Clerk           | December 2021       | Mapping workshops planned 13 & 18 Jan and 22 Feb. Bradford Council prompted for update on active travel and speed survey.   |
| Climate                | Climate emergency actions and projects.   | Cllr Wood                       | December 2021       | Cllr Wood to establish an Environment Working Group and to support the journey to Plastic Free Community status. Cllr Wood to present an outline action plan to a future meeting. |
| 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.   |
| Emergency Plan         | To develop an emergency plan for Harden.  | Cllrs Ahmed & McShera           | December 2021       | Cllr McShera to contact Bradford Council.   |
| Signage & Wayfinding   | Project to enhance boundary and village centre signage.                               | Clerk                           | October 2021        | Wayfinding to be discussed at a future meeting.   |

| <b>Subject</b>   | <b>Issues</b>  | <b>Responsibility</b> | <b>Date of last action</b> | <b>Notes</b>                             |
|------------------|--|-----------------------|----------------------------|--|
| Christmas Lights | Procure and install additional lamp post motif lights. | Clerk                 | December 2021              | 3 further motifs to be procured in 2022. |

## Appendix 2: Correspondence

### Letter from Bruno Peek LVO OBE OPR, regarding the Queen's Platinum Jubilee



  
*The Queen's  
Platinum Jubilee  
Beacons*



  
*2nd June 2022*

Further to the announcement from Buckingham Palace on 2nd June last year, regarding the Platinum Jubilee Weekend of 2nd - 5th June this year of which The Queen's Platinum Jubilee Beacons is a major part, I have pleasure in confirming the current Guide To Taking Part in this event is available to view and download from - [www.queensjubileebeacons.com](http://www.queensjubileebeacons.com) and will continue to be updated on this site at the end of each month through to 30th May 2022, as more and more communities, organisations, charities, councils, local authorities, farms, country estates, historic houses, voluntary groups and individuals etc, agree to take part.

Pages **13, 14, 15** and **16** show the various types of beacons being used for this historic tribute to Her Majesty The Queen on 2nd June 2022, that can either be lit in farmers' fields, on country estates, high hill tops, on beaches surrounding our shores, as well as our town and village greens, along with other public spaces etc, with gas-fuelled beacons lit on church towers and castle battlements. Permanent beacon braziers made by local craftsmen/women being lit in the towns and villages also provide a lasting reminder of this historic moment in The Queen's reign.

Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion, remembering to register your involvement as soon as possible please. From page **20** onwards you will see the many hundreds to date that have already agreed to participate in this event throughout the UK and in the Capital Cities of the Commonwealth countries. These lists will be added to over the next few months as more communities etc, join the project.

From the guide you will see that Town Criers will be undertaking the 'Proclamation' at **2pm** announcing the lighting of the beacons that evening, Pipers playing 'Diu Regnare' at **9.35pm**, with Buglers and Cornet players undertaking the Bugle Call - 'Majesty' at **9.40pm**, before the beacons are lit at **9.45pm**, and to coincide with their lighting, we are encouraging the involvement of choirs of all sizes etc, to sing the 'Song for the Commonwealth,' providing another colourful, community element of this Jubilee celebration, involving people of all ages and walks of life, so we invite you to source these choirs locally from schools, churches, and others, adding to your occasion that evening.

If you are able to obtain one of more of these, please be kind enough to register their involvement in the ways outlined below as soon as possible or by no later than 30th May 2022.

continued overleaf

Those taking part with the lighting of a Beacon, Pipers playing *Diu Regnare*, with Buglers or Cornet players undertaking "Majesty," should register their involvement by going to page 12, providing the information requested in Step 1 and emailing it to [brunopeek@mac.com](mailto:brunopeek@mac.com)

Participating Choirs should register their participation DIRECT at [www.commonwealthresounds.com](http://www.commonwealthresounds.com) please.

May I also draw your attention to potential Lottery Funding:  
<https://www.tnicommunityfund.org.uk/news/press-releases/2021-11-17/over-22million-the-queens-platinum-jubilee>

The lighting of the Beacons on 2nd June, will be the **first** international, community event of The Queen's Platinum Jubilee Weekend of 2nd - 5th June 2022, providing us all with the unique opportunity of **leading** this special weekend of celebrations. This will also be the last chain of beacons being lit during The Queen's reign, so we all want to make it really special for our Queen Elizabeth, the only monarch in history to celebrate a Platinum Jubilee, so we do hope you will help us all to achieve this by taking part on 2nd June this year.

My warmest regards,

*Bruno Peek*

Bruno Peek LVO OBE OPR  
Pageantmaster  
The Queen's Platinum Jubilee Beacons

Tel: + 44 (0) 7737 262 913  
Email: [brunopeek@mac.com](mailto:brunopeek@mac.com)  
[www.queensjubileebeacons.com](http://www.queensjubileebeacons.com)



## **Email From Area Co-ordinator re. ARG Grant**

Happy New Year All,

Please see below, just for your information, a response from our colleague in Economic Development to a query raised by Bingley Town Council -

*The grant could be spent on a high street event in the summer – all being well it will be easier to hold events then. The events should ideally benefit small businesses on the high street by attracting footfall.*

*Alternatively, it could be spent on Christmas lighting if ordered and spent by the end of summer for later installation and used in conjunction with a switch on event that attracts footfall.*

*Business directories are difficult in that they can take a long time to compile and can soon become out of date – this wouldn't be an ideal use of the grant.*

*There is not a fixed deadline for this funding, however we would expect to see it spent by September please.*

I thought this might be of use to you.

**Regards,**

**Wendy Fisher**

**Ward Officer for Bingley Rural and Baildon wards**

**Shipley Area Co-ordinator's Office**

## **Email from YLCA re. South Pennine Branch Meeting dates for 2022**

Dear Clerk/Chairman,

Please find below the dates for the YLCA South Pennine Branch meetings in 2022, the agenda and papers for the meetings will be sent prior to the dates.

YLCA Branches are an opportunity for councillors and clerks of member councils to meet together to discuss issues of mutual interest and concern. Branches can invite speakers on parish matters. Councils can influence local, regional and national issues via the Branch meeting.

**Any councillor or clerk can attend the Branch meeting but only two representatives from each member council/parish meeting have a vote.**

Wednesday, 9 February 2022 at 7.00pm remote meeting via zoom Joining

link: <https://us02web.zoom.us/j/85178270741>

Wednesday, 8 June 2022 venue to be confirmed

Wednesday, 12 October 2022 venue to be confirmed



We hope to see lots of councillors and clerks in attendance at the 9 February 2022 meeting, whilst it is being held remotely. You will be able to log in up to 15 mins before the start of the meeting to network and meet remotely with your fellow councillors and clerks.

**Save the dates, and link to the February meeting** – we look forward to meeting you.

**Please forward this email to all councillors to ensure that they are aware of the Branch meeting dates.**

Yours sincerely

Joy Morgan  
ADMINISTRATION OFFICER

### **Email from Wilsden Parish Council re. Road Closure on Remembrance Sunday**

Hi Ken

I ask for the road closure in August when I send the other required documents to Bradford as they are needed 3 months in advance.

I always send a copy of the road closure to Danny Stewart too, with the road closure map and a request to borrow road closure signs, cones etc. I also send the map of where volunteers' vehicles will be placed to block the road (as Hostile Vehicle Mitigation because of the level of terrorist threat). If you want me too I'll ask one of the Councillors about the insurance aspect of this regarding the vehicles – I can't quite remember the detail off hand.

The warning of road closure notices are put up on lampposts by CBMDC a fortnight before the closure; this year they put the notices up in metal frames and the whole lot of them were stolen overnight for the scrap value; they will stick to paper notices next year.

The equipment is dropped off by Danny Stewart's team just before the event, sometimes that day. You need to have a drop off point, bearing in mind that the equipment might need delivering the day before.

The police always try and send someone to support the road closure; but there will not be enough officers to cover the whole road closure and you will need some volunteer marshalls too (in high vis vests and with charged mobiles).

This last year, as the warning notices (which are a courtesy, but not legal requirement) had been stolen, Danny sent the Sealed Legal Order (the legal requirement) to all the Parish Councils, so the marshalls could show it to motorists who complained.

### **2021 WILSDEN DOCUMENTS ATTACHED FOR REFERENCE:**

PSLG (2021 Wilsden copy attached for reference)  
Risk Assessment (2021 Wilsden copy attached for reference)  
Road Closure Application (2021 Wilsden Copy attached for reference)  
Map of Road Closure (2021 Wilsden copy attached for reference)  
Map of where vehicles will block the road (Hostile Vehicle Mitigation) (2021 Wilsden copy attached for reference)

*We have one lead cllr and one deputy to work on Remembrance with the clerk.*



## **CONTACTS AND ONLINE FORMS**

Send copy of road closure and request to borrow signs and cones to: -

**Danny Stewart** EngTech MIHE

***Traffic and Enforcement Officer***

Network Resilience and Management

[Danny.Stewart@bradford.gov.uk](mailto:Danny.Stewart@bradford.gov.uk)

Tele: 01274 43 7579

Mobile: 07582 104479

4<sup>th</sup> Floor, Britannia House, Hall Ings, Bradford BD1 1HX

**Andrew Wood** (*another very helpful person*)

Emergency Planning Officer

Emergency Planning

[andrew.wood@bradford.gov.uk](mailto:andrew.wood@bradford.gov.uk)

Tel: 01274 432770 Mob: 07582 100285

130 Barkerend Rd, Bradford, BD3 9BD

**City of Bradford Metropolitan District Council**

**Department of Place**

*I send these 12 weeks before the event, although I re-sent the Risk Assessment again when it was clear what the Covid-19 rules were.*

*Although the Event Management Plan is shown as recommended I send it anyway.*

- PSLG Event notification form (online form)  
<https://www.bradford.gov.uk/emergencies/emergency-management/planning-and-organising-an-event/>
- Road Closure Application (where applicable)  
<https://www.bradford.gov.uk/emergencies/emergency-management/forms-to-complete/>
- Traffic Management Plans (where applicable)
- Health and Safety Risk Assessment (Template available here)  
<https://www.bradford.gov.uk/emergencies/emergency-management/forms-to-complete/>
- Covid-19 Risk Assessment
- Event Management Plan (recommended) see template  
<https://www.bradford.gov.uk/emergencies/emergency-management/forms-to-complete/>
- Yorkshire Ambulance Service (YAS) Medical Risk Assessment  
<https://www.bradford.gov.uk/emergencies/emergency-management/forms-to-complete/>
- Public Liability Insurance certificate

Phew!

Kind regards

*Gail Denham*

Parish Clerk

Wilsden Parish Council

## Appendix 3: 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           | 983.00           | -583.00 (-145%)        | -583.00              |
| 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         | 1,110.00         | 365.00 (24%)           | 365.00               |
| 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           | 438.38           | 61.62 (12%)            | 61.62                |
| 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        | 15,568.15        | -1,568.15 (-11%)       | -1,568.15            |
| Training                          |                  |                  | 0.00 (N/A)             | 200.00           | 82.50            | 117.50 (58%)           | 117.50               |
| Travel                            |                  |                  | 0.00 (N/A)             | 200.00           | 137.76           | 62.24 (31%)            | 62.24                |
| <b>NET TOTAL</b>                  | <b>37,755.00</b> | <b>49,632.85</b> | <b>11,877.85 (31%)</b> | <b>44,575.00</b> | <b>33,186.96</b> | <b>11,388.04 (25%)</b> | <b>15</b>            |
| <b>Total for ALL Cost Centres</b> |                  | <b>49,632.85</b> |                        |                  | <b>33,186.96</b> |                        |                      |
| <b>V.A.T.</b>                     |                  |                  |                        |                  | <b>2,120.11</b>  |                        |                      |
| <b>GROSS TOTAL</b>                |                  | <b>49,632.85</b> |                        |                  | <b>35,307.07</b> |                        |                      |

| <b>Bank Reconciliation at 01/01/2022</b> |   |            |                  |
|--|---|------------|------------------|
|  | Cash in Hand 01/04/2021                           |            | 50,213.77        |
|  | <b>ADD</b>  |            |                  |
|  | Receipts 01/04/2021 - 01/01/2022                  |            | 49,632.85        |
|  |   |            | 99,846.62        |
|  | <b>SUBTRACT</b>                                   |            |                  |
|  | Payments 01/04/2021 - 01/01/2022                  |            | 35,307.07        |
| <b>A</b>                                 | <b>Cash in Hand 01/01/2022</b><br>(per Cash Book) |            | <b>64,539.55</b> |
|  | Cash in hand per Bank Statements                  |            |                  |
|  | Petty Cash  | 01/01/2022 | 0.00             |
|  | Unity Trust Current Account                       | 01/01/2022 | 64,539.55        |
|  | Barclays Savings Account                          | 01/01/2022 | 0.00             |
|  | Barclays Current Account                          | 01/01/2022 | 0.00             |
|  |   |            | <b>64,539.55</b> |
|  | Less unrepresented payments                       |            |                  |
|  |   |            | 64,539.55        |
|  | Plus unrepresented receipts                       |            |                  |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                      |            | <b>64,539.55</b> |
|  | <b>A = B Checks out OK</b>                        |            |                  |