

# Harden Village Council



Clerk: Ken Eastwood, Harden Village Council, PO Box 572, Keighley BD21 9FE  
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Dear Councillor,

You are summoned to attend the next meeting of Harden Village Council, to be held on **Thursday 10<sup>th</sup> March, 2022** at 7.15pm in Harden Memorial Hall.



**Clerk to the Village Council**

5<sup>th</sup> March, 2022

## 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. Guest Speakers**

To welcome Police Sergeant, Theresa (Terri) Green and Assistant Ward Officer, Andy Alderson to the meeting, to discuss local issues.

**4. Minutes of Meetings (previously circulated to Members)**

- a) To approve minutes of the Village Council meeting held on 9<sup>th</sup> December, 2021.
- b) To note minutes of Councillor meetings held on 13<sup>th</sup> January and 10<sup>th</sup> February, 2022.
- c) To ratify decisions taken by the Clerk under delegations.
- d) To note the Outstanding Issues Report (information only, see Appendix 1).

**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 application: -

22/00970/HOU - Extend existing garage forward of the front elevation and construction of two storey extension (resubmission of 18/01824/HOU) at Woodlands, 5 Firbeck, Harden.

Note: The Council had no objection to the earlier submission, which was approved by Bradford Council in June 2018.

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

## **7. Transport & Travel**

To receive an update from Cllr Townsend on the Bingley Rural Green Transport Project and to consider a response received from Bradford Council's Highways with regard to traffic surveys required to progress the 20 mph feasibility study (see correspondence).

## **8. Flooding in Harden (see Appendix 2)**

To consider information received, including photographs, with regard to recent flooding issues in Harden.

## **9. Resilience and Community Emergency Planning (see Appendix 3)**

To consider attendance at a Resilience and Community Emergency Planning training seminar, being organised by the Yorkshire Local Councils Associations (YLCA).

## **10. Exchange of Information**

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

## **11. Correspondence (see Appendix 4)**

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

- a) Email from Shipley Area Co-ordinator's Office re. new Ward Plan for Bingley Rural.
- b) Email from Shipley Area Co-ordinator's Office re. issues raised with Assistant Ward Officer.
- c) Email from YLCA re. remote meetings.
- d) Email from Shipley Area Co-ordinator's Office re. Climate Action Fund and the Bingley Rural Green Travel Project.
- e) Email from Bradford Council Highways re. traffic surveys in Harden.
- f) Email from a resident re. surface water flooding on Effingham Road.

g) Email from a resident re. land use at Hill End Lane, Harden.

## 12. Financial Matters

- a) To note the National Joint Council (NJC) confirmation that agreement has been reached on a 1.75% cost of living pay award increase, effective from 1<sup>st</sup> April 2021.
- b) To authorise the following payments: -

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Bradford Council	£1,772.94	Salary payment
Rachel Forbes	£180	Horticulture (December & February)
CIQ Agency	£3,133.50	Neighbourhood Planning Services

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

## 13. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

## 14. Next Meeting

To confirm the date of the next monthly Village Council meeting, as 14<sup>th</sup> April 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

<b>Subject</b>	<b>Issues</b>	<b>Responsibility</b>	<b>Date of last action</b>	<b>Notes</b>
Allotments	Written representations received on the need for allotments.	Clerk & Members	February 2022	Preferred site not supported by Bradford MDC. Cllr Kitsel to prepare action plan.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	February 2022	Documents submitted to Bradford MDC.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	February 2022	Signage arrived. Final fit out to be arranged.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	January 2021	Agenda item.
Climate	Climate emergency actions and projects.	Cllr Wood	February 2022	Cllr Wood establishing an environment working group.
Emergency Plan	To develop an emergency plan for Harden.	Cllrs Ahmed & McShera	March 2022	Cllr McShera to contact Bradford Council and progress completion of the Emergency Plan.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Clerk	October 2021	Wayfinding to be discussed at a future meeting.
Christmas Lights	Procure and install additional lamp post motif lights.	Clerk	January 2022	3 further motifs to be procured in 2022. Grant funding of £4,000 confirmed by Bradford MDC.

<b>Subject</b>	<b>Issues</b>	<b>Responsibility</b>	<b>Date of last action</b>	<b>Notes</b>
Summer Play In Parks	To arrange and promote Play events in Harden Park	Clerk and Bradford MDC	February 2022	Bradford MDC to devise an email to all parties outlining days, dates, venues and times and give suggestions about promoting the events collectively with Wilsden PC, Sandy Lane PC and possibly Cullingworth VC.
Road Closures	Research possibility of road closures during the Remembrance Sunday Service.	Cllr Kirkham and Bradford MDC	February 2022	Cllr Kirkham contacted Bradford MDC officer.

Appendix 2: Flooding in Harden







## Appendix 3: YLCA Emergency Planning Seminar

### **Resilience and Community Emergency Planning Simon Wright, North Yorkshire County Council**

*Wed, 13 Apr 2022 14:00 to 15:00*

**Cost: £16.70**

Simon Wright, Senior Resilience and Emergencies Officer, will run through what local councils can do to help make it and the local community resilient to emergencies, such as flooding. What is the reporting process? What is the emergency procedure in North Yorkshire? What to do if a suspicious package is found, how the evacuation of buildings should be managed should a threat arise, as well as other ways to get prepared for an emergency.

#### **Registration Link:**

[https://us02web.zoom.us/meeting/register/tZwocu2pqD0sHdIUmp10C20\\_wBA4yEH8cU6B](https://us02web.zoom.us/meeting/register/tZwocu2pqD0sHdIUmp10C20_wBA4yEH8cU6B)

## Appendix 4: Correspondence

**From:** Ward Officer

**Date:** Monday, 14 February 2022

**Subject:** New Ward Plan for Bingley Rural

I am contacting you with regard the development of a new Ward Plan for Bingley Rural ward.

The new Ward Plan will reflect our ongoing move towards 'localities' working, which will bring on board a wider range of partners, including Public Health, Adult Services and Children Services.

A district-wide public consultation to guide our move towards localities working, and inform the development of our new Ward Plans, is being launched today.

This consultation has two elements - (i) an online public consultation, and (ii) more focused consultation with key partners in each ward.

The new Ward Plans are scheduled to go to Area Committees in late spring, which means that we need to carry out these consultations, including analysis of responses, essentially in February and March. Therefore the deadline for return of completed questionnaires has been set as **Monday 7 March\***.

I have provided the questionnaire developed for the public consultation via the link below. (There is also a link for the questionnaire for young people, provided for your information).

- All Age Survey: <https://online1.snapsurveys.com/interview/2874d0e4-7b20-4435-be55-227a5cc47a19>
- Young People's (8-18 years) Survey: <https://online1.snapsurveys.com/interview/6854b6d6-fc6c-4086-9c2f-c7c72bede032>

Although the questionnaire is aimed at individual residents, as stated above it is also essential that the views of our key partners are heard. Therefore we are asking your organisation to take a look at the questionnaire and provide us with your comments on the issues highlighted. **Please provide your comments direct to me via email.**

Of course you are also entitled to complete the questionnaire separately as a private individual.

\*I realise that this deadline will prove difficult for some organisations, such as parish councils who have to adhere to strict meeting processes. There is some flexibility to 'mop up' responses after the deadline of 7 March.

We are also asking the same questions of our Ward Partnership Team colleagues, including Ward Councillors, Council colleagues, the Police and Incommunities.

I look forward to hearing from you with your valued responses. In the meantime if you need any further information please get in touch.

**Regards,**

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



**From:** Andy Alderson  
**Date:** Wednesday, 16 February 2022  
**Cc:** Terri Green  
**Subject:** Issues raised with Assistant Ward Officer

Hi Ken, sorry for the delay in replying to this email but I was hoping to speak to the “Volvo driver” you mentioned in your email, Ben and I have visited twice this week as it’s half term next week, sadly the Volvo wasn’t there, however, we did speak to 2 other drivers on Tuesday and one other on Monday, neither were idling, however, we did point out that they were parked on an “access only” road and liable for a police fine ( I have copied Sgt Terri Green in to the email as that is a police matter and not a contravention our traffic wardens can enforce) Ben is going to visit again this week before half term in the hope of speaking to the Volvo driver.

I have been in contact with Craig to ask for an update on the issues you mention and have asked him to cc me in on his correspondence with you.

**Kind Regards,**

**Andy Alderson**  
**Assistant Ward Officer for Bingley & Bingley Rural wards**  
**Shipley Area Co-ordinator's Office**

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**From:** Sheena Spence  
**Date:** Friday, 18 February 2022  
**Subject:** Remote Meetings

SHEENA SPENCE  
CHIEF OFFICER  
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Hi Ken, the officer team at YLCA agrees with you and Kay about the remote meeting situation. We have YLCA has tried very hard to persuade those who govern us to accept that remote platforms, whilst not obviously carrying that face to face contact, are a reasonable mechanism on which to hold a Branch meeting. Remember that YLCA officers do not set the policies; we do as requested by the Board and its committees. I feel very disappointed when my officers get slated at meetings for this kind of thing!

With regard to the hybrid meetings – we are already on it. The officer team at YLCA suggested this to the Strategic Working Group, and it has been agreed that when we organise face to face Branch meetings, we run those as a hybrid meeting. We are just looking into what we need to do that so if you have any guidance on equipment that would be helpful.

Please inform Councillor Kirkham.

Yours sincerely,  
Sheena.

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**From:** Rachel Johnson  
**Date:** Thursday, 24 February 2022 at 10:47  
**Subject:** Climate Action Fund - Bingley Rural Green Travel Project

Good morning

Your organisation received a grant from the above fund and although you have until 30 September 2022 to provide your monitoring, we are looking for updates/good news stories on how your projects are progressing to share with our District Councillors.

It would be great if you could provide a short report on where you are with the project along with some photo's.

*(If individuals appear on the photographs, they must know what the purpose of the photographs is, how it is intended to be used and give their consent to being photographed. In the case of children, the parents must be aware of the potential use of the photographs and agree to the child being photographed).*

I look forward to hearing from you.

Kind regards

**Rachel Johnson**  
Senior Admin Officer  
ShIPLEY Area Co-ordinator's Office

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**From:** Craig Williams  
**Date:** Thursday, 24 February 2022  
**Subject:** RE: Harden

Ken,

Sorry about the delay in getting back to you.

I think in the first instance, the Shipley Traffic Team were to erect some data loggers at a number of sites within Harden with a view to collecting traffic speeds and volumes.

Unfortunately, since agreeing to that, neither staff member who previously dealt with data logger deployment within the Shipley constituency has been available to undertake those duties, and will be unavailable to do so in the foreseeable future.

Concerted efforts are being made to address the staffing situation with regards to data logger deployment, and as soon as that matter has been resolved, the promised data logger surveys in Harden will be undertaken.

If it becomes evident that the staffing issues are not going to be easily resolved, it may be possible for the Shipley Traffic Team to arrange to have speed and volumetric surveys undertaken by an external agency (which is something we did a few years ago).

If, within the next few months, we do decide to have some or all of our outstanding traffic surveys carried out by an external agency, I'll ensure that the Harden surveys are included within the list.

Alternatively, if the staffing situation changes, I'll ensure that deployment of data loggers in Harden is given some priority.

Regards

**Craig Williams BEng (Hons), MSc, Eng Tech FIHE, CMILT, MCIHT**  
Senior Engineer  
Traffic and Highways (North)

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**Message from a resident**  
**Received via the website on 28/02/2022**

Hello. I was wondering whether the parish council would be able to help me with a query about surface water flooding in the village. Our garage was flooded, as it has been in the past, by water running off the field behind our house (on Effingham Road). Does the parish Council have any advice on who to contact about this? Are there any plans in the village to address this sort of flooding?

Many thanks.

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**Message from a resident**  
**Received via the website on 04/03/2022**

Hi,

I live at Ferrands Barn, Hill End Lane, Harden and the land behind me and my neighbours properties has recently been sold. Currently five sheep are grazing in the field directly behind my property which I have no issue with. The other field however is being used by the new owners to let dogs run freely for exercise etc. My neighbour counted twelve dogs at one time to be using this field. The noise from these barking dogs is terrible and come spring/summer it will be an issue when we are sitting or entertaining in our gardens.

Could you please advise because this land is being used as a business venture should it have been registered to the council for change of usage. In addition, quite a lot of trees have been chopped down to make inroads for the dogs.

## 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			0.00 (N/A)	2,075.00	1,732.73	342.27 (16%)	342.27
Assets & Projects		96.50	96.50 (9650%)	17,675.00	19,346.94	-1,671.94 (-9%)	-1,575.44
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	510.00	240.00 (32%)	240.00
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	19,114.03	-5,114.03 (-36%)	-5,114.03
Training			0.00 (N/A)	200.00	260.59	-60.59 (-30%)	-60.59
Travel			0.00 (N/A)	200.00	153.06	46.94 (23%)	46.94
<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>46,151.73</b>	<b>-1,576.73 (-3%)</b>	<b>15</b>
<b>Total for ALL Cost Centres</b>		<b>49,632.85</b>			<b>46,151.73</b>		
<b>V.A.T.</b>					<b>3,913.23</b>		
<b>GROSS TOTAL</b>		<b>49,632.85</b>			<b>50,064.96</b>		

	<b>Bank Reconciliation at 01/03/2022</b>		
	Cash in Hand 01/04/2021		50,213.77
	<b>ADD</b>		
	Receipts 01/04/2021 - 01/03/2022		49,632.85
			99,846.62
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 01/03/2022		50,064.96
<b>A</b>	<b>Cash in Hand 01/03/2022</b> (per Cash Book)		<b>49,781.66</b>
	Cash in hand per Bank Statements		
	Petty Cash	01/03/2022	0.00
	Unity Trust Current Account	01/02/2022	49,781.66
	Barclays Savings Account	01/03/2022	0.00
	Barclays Current Account	01/03/2022	0.00
			<b>49,781.66</b>
	Less unrepresented payments		
			49,781.66
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>49,781.66</b>
	<b>A = B Checks out OK</b>		