

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 annual meeting of Harden Village Council, to be held on **Thursday 12th May, 2022** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council

7th May, 2022

AGENDA

1. Election of Chair and Vice-Chair

Election to roles and signing of declarations of acceptance of office forms.

2. Apologies for Absence

To consider apologies offered.

3. 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.

4. Minutes of Meetings (previously circulated to Members)

- d) To approve minutes of the Village Council meeting held on 14th April, 2022.
- e) To note the Outstanding Issues Report (information only, see Appendix 1).

5. Appointment of Representatives to Outside Bodies and Project Teams

To agree appointments to the following roles: -

- YLCA Branch meeting representatives
- Parish Council Liaison representative
- Allotments project team

6. Annual Resolutions

To renew authorisation for Cllrs Kirkham and Kitsell to inspect any land and/or premises which the Council has a right or duty to inspect, as lead Councillors for planning issues.

7. Annual Review of Standing Orders, Financial Regulations and Policies

To note the annual review of Standing Orders, Financial Regulations and Policies and to confirm as satisfactory.

(Existing policies can be viewed via the Council's website at <https://hardenvillagecouncil.gov.uk/documents>).

8. Public Representation

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

9. Planning Matters

To formulate observations relating to the following application: -

22/01872/HOU - Extend existing garage forward of the front elevation and construction of two storey extension (resubmission) at Woodlands, 5 Firbeck, Harden.

(Planning applications can be viewed via Bradford Council's online system <https://planning.bradford.gov.uk/online-applications/>).

10. Exchange of Information

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

11. Wayfinding Signage (see Appendix 2)

To discuss the purchase and installation of wayfinding signage in the village centre. To authorise related expenditure.

12. Green Travel Project

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

13. Village Council Projects

To discuss existing and potential future Village Council projects.

14. Homes for Ukraine

To note an enquiry from St Saviour's Church with regard to providing accommodation for Ukrainian refugees (see correspondence). To consider the following motion: -

Council notes that under the UK Homes for Ukraine scheme, individuals wanting to offer a room or home to people fleeing Ukraine can register to become a sponsor.

Where a sponsor already knows a Ukrainian national (or immediate family member), they can help them apply for a visa under the Ukraine Sponsorship Scheme.

Ukrainians with visas who do not know a sponsor, will be matched with people or organisations who have registered their interest.

Under the scheme, Government will provide £10,500 per refugee to Bradford Council to provide essential services and support. A monthly payment of £350 is also available to sponsors, if required.

The scheme incorporates safeguarding and home safety checks to minimise risks of exploitation and abuse and to ensure the safety of hosts and guests.

It is proposed that the churches and Village Council work together to encourage Harden residents who are able, to register their interest as a sponsor by visiting the following website: <https://www.gov.uk/register-interest-homes-ukraine>.

15. Newsletter

To discuss content and arrangements for preparation and delivery of the next Village Council newsletter. To authorise related expenditure.

16. Correspondence (see Appendix 3)

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

- a) Email from Bradford Council re. responses to enquiries.
- b) Email from the National Allotment Society re. details of Yorkshire Branch Meeting.
- c) Email from Bradford Council re. planning enforcement enquiry at Coytfield, Hill End Lane, Harden.
- d) Email from Linda Cook re. hedgehogs highway project.
- e) Email from St Saviour's Church re. housing Ukrainian families.

17. Financial Matters

a) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£1,813.32	Salary payment
Digital Nomads Ltd	£354.34	Telephone kiosk fit out
Digital Nomads Ltd	£472.80	Website annual charge
Ken Eastwood	£63.50	ALCC membership & mileage
Harden Congregational Church	£20	Room hire
Bradford Council	£378	Payroll SLA 2022/23

b) To note the balances and bank reconciliation reports in Appendix 4.

18. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

19. Next Meeting

To confirm the date of the next Village Council meeting, as 9th June 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>)

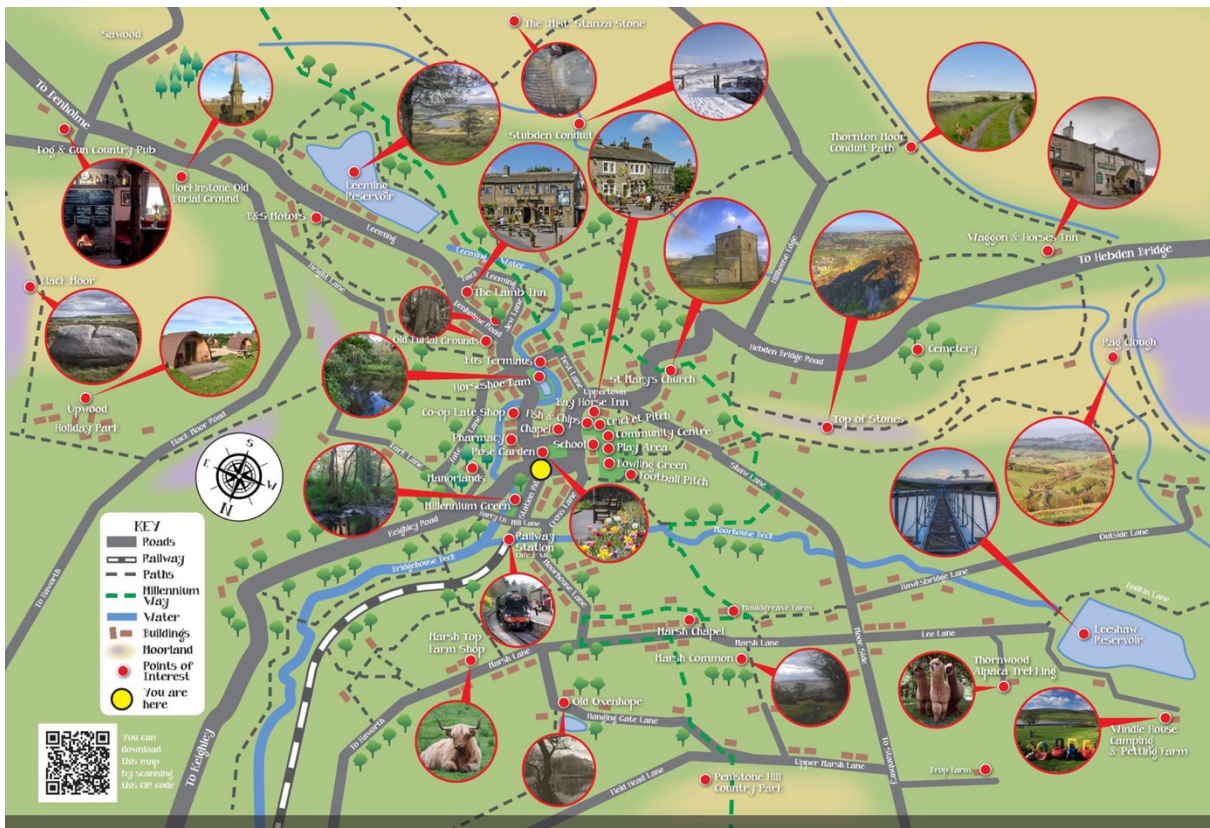
Appendix 1: Outstanding Issues

Subject	Issues	Responsibility	Date of last action	Notes
Allotments	Written representations received on the need for allotments.	Clerk & Members	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	April 2022	Completed.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	March 2021	Agenda item.
Climate	Climate emergency actions and projects.	Cllr Wood	April 2022	Harden Moor litter pick held 23 rd April.
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	Agenda item.
Christmas Lights	Procure and install additional lamp post motif lights.	Clerk	May 2022	Order placed for 4 additional lamp post motifs. Bradford Council instructed to prepare identified lamp columns on Long Lane and Keighley Road.

Subject	Issues	Responsibility	Date of last action	Notes
Summer Play In Parks	To arrange and promote Play events in Harden Park	Clerk and Bradford MDC	February 2022	Materials received to promote the events collectively with Wilsden PC, Sandy Lane PC and 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: Wayfinding Signage





Appendix 3: Correspondence

Email From: Bradford Council

Sent: 05 May 2022

Responses from Bradford Council

Thank you for your email of 20 April 2022 regarding the difficulties you and your colleagues have been experiencing with responses from Bradford Council, particularly about our failure to achieve the target response times in the Parish Council Charter. I can fully appreciate the frustration that this is causing you and agree that this is not what would ordinarily be considered as acceptable in normal circumstances, but unfortunately the Council is not in what could be considered normal circumstances currently.

Over the past two years the Council have faced a number of major challenges in how it delivers its services as a result of the Covid19 pandemic from having to ensure that all staff were issued with the correct IT equipment and that upgrades to Council's IT systems were undertaken to allow staff to follow the lock-down restrictions which were imposed in 2020 and 2021 to taking on massive additional work to support residents observe social distancing on our high streets and provide measures to support local hospitality businesses reopen safely. The unfortunate side effect of the "work from home" mandate is that many areas of Highways and Planning have over the past two years seen many of our most experienced staff either retire or find alternative employment. As a consequence these two areas of my Department currently have more than one third of their posts vacant and continue to have increased demands placed on their services from a range of sources. I am working closely with my managers to support recruitment within the Department in order that normal response timescales can be restored in the shortest possible time. However, I must realistically recognise that even with this support it may take some time to restore staffing levels back to their pre-pandemic levels and I would therefore ask for your patience and understanding whilst we endeavour to do this.

On the positive side it is good to see that where the impacts of such staff reductions are not as prevalent officers such as Paul Naylor can still make a positive contribution to the fostering good working between our two councils.

Until staffing levels can be restored I would ask that if there is a critical issue which you feel needs to be given additional priority for response please do not hesitate to contact me with the particulars in order that I can ensure that a response is issued as quickly as possible.

Julie Jasper
Personal Assistant to

Jason Longhurst
Strategic Director, Department of Place

Email From: National Allotment Society

Date: 5 May 2022

Subject: Details of Yorkshire Branch Meeting May 2022

At the AGM in March it was agreed that future meetings would also be accessible via Zoom and that the next meeting on Saturday 14/05/2022 would be in either Clifton Park Rotherham or Goole

Arrangements have been made to hold the meeting at:

Goole Town Council Offices, Paradise Place, Goole, DN14 5DL at 10am for 10:30

The meeting Chair will be Mr Phil Gomersall

The invite to Zoom below is from Mike Farrell and will be open from 10am:

<https://us06web.zoom.us/j/81678634462?pwd=OHNmOUg5U2laeFBNcUwyeXJZNGpNUT09>

Any problems on the day please give Mike (0780 219 6688) or myself a ring.

See below for the Minutes of the AGM held in March and also the Agenda for this meeting.

Would Allotment Society Secretaries please endeavour to make the meeting details available to those members without access to the internet and who may wish to attend?

Click below:

AGM Minutes <https://nسالg.us7.list-manage.com/track/click?u=48afbbb345d568a89e8001af6&id=4b405fe059&e=31de882031>

Agenda May 2022 <https://nسالg.us7.list-manage.com/track/click?u=48afbbb345d568a89e8001af6&id=5469160c84&e=31de882031>

Email From: Bradford Council

Date: 27 April 2022

Subject: Planning Enforcement Enquiry - Coytfield, Hill End Lane, Harden (21/00837/ENFCOU)

Good Morning Mr Eastwood,

This email is an update for your planning enforcement enquiry regarding the alleged business use at the above property. I am the case officer dealing with the investigation.

An inspection carried out has shown that the business "About the Bees" is operating from the site, with signage advertising the business at the front of the property and a significant number of beehives kept in the rear garden area. Having reviewed the website for the business, it is apparent that the use includes beekeeping, the production and sale of honey and tours/courses offered to customers on the site.

The business use operating from the site is considered to represent a material change of use. The council has no record of any planning permission having been granted for the business use of this site. The use is therefore unauthorised and represents a breach of planning control.

We have sent a challenge letter to the owner of the property, requesting action to resolve the matter.

I have to advise you that planning enforcement is not a quick process as the Local Planning Authority must follow due process. Further information on this is available via the Council's website at: <https://www.bradford.gov.uk/planning-and-building-control/planning-enforcement/a-guide-to-enforcement/>.

Your details and identity as a complainant will always be kept confidential and will not be divulged to anyone outside the council.

I will endeavour to keep you updated on any further developments.

Kind Regards,

Patrick Stone

Planning Officer
Development Services

Email From: hedgehogsrus@mail.com
Date: 6 May 2022
Subject: Hedgehogs R Us Highway Project



Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With hedgehog numbers in decline and hedgehog awareness on the rise, there has never been a better time to get involved in hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates. A Highway surround raises awareness to their plight and encourages others to take part.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase just ONE box of hedgehog highway surrounds and make them available for their residents. These could be situated in a Town Council building, a Town Hall or even a Local Shop or Post Office?

Each box of 50 is £150 and includes:
* 50 Hedgehog Highway surrounds & 50 information leaflets
* A display box & window sticker showing you are part of the project.



Depending on what your budget guidelines allow you to do, you could:

1. Give the highways to residents for free
2. Sell them for £3 each to regain your invested money
3. Sell for the suggested resale price of £5 and use the £100 profit for a community project / hedgehog project of your choice.

The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us

Email From: Richard Burge
Date: 4 May 2022
Subject: Item for discussion at Harden Village Council

I wonder if this item might be discussed at Harden Village Council please:

At the church council of St Saviour's Church someone brought a suggestion regarding help for families from Ukraine seeking refuge in the UK.

They asked a question of the Church Council as to whether we might be able to fund the rental of a house in which we could provide accommodation for a family from Ukraine. The Church Council felt that while this was an excellent idea, there was not enough finance within our church community to give the stability over a long period to house and support a family in this way.

However we wonder if the Village Council, having a large community base, might be able to oversee such a venture or authorise someone to administer it, even working together with our neighbouring local councils.

If a wide enough base for financial support were found and if someone was able to deal with the legalities and administration, it may even be possible to rent more than one house so that families might arrive together.

I do hope that it is something that you might consider as a project. We would of course be prepared to support it in any and every way that we can.

With great thanks,

Richard

Interim Team Rector of Harden, Wilsden, Cullingworth, Denholme

Assistant Area Dean, Aire & Worth Deanery

Appendix 4: Financial Reports

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

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration			0.00 (N/A)	2,580.00	765.00	1,815.00 (70%)	1,815.00
Assets & Projects			0.00 (N/A)	13,350.00	3,451.90	9,898.10 (74%)	9,898.10
Audit & Accountancy			0.00 (N/A)	1,000.00	288.00	712.00 (71%)	712.00
Donations			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Events			0.00 (N/A)	425.00		425.00 (100%)	425.00
ICT			0.00 (N/A)	3,150.00		3,150.00 (100%)	3,150.00
Income	39,008.00	39,008.00	0.00 (N/A)			0.00 (N/A)	0.00
Insurance			0.00 (N/A)	500.00		500.00 (100%)	500.00
Maintenance & Repairs			0.00 (N/A)	4,400.00		4,400.00 (100%)	4,400.00
Neighbourhood Plan			0.00 (N/A)	1,500.00		1,500.00 (100%)	1,500.00
Newsletter			0.00 (N/A)	775.00		775.00 (100%)	775.00
Parish Plan			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Staff Costs			0.00 (N/A)	21,920.00	2,162.45	19,757.55 (90%)	19,757.55
Training			0.00 (N/A)	250.00	22.50	227.50 (91%)	227.50
Travel			0.00 (N/A)	150.00		150.00 (100%)	150.00
NET TOTAL	39,008.00	39,008.00	0.00 (N/A)	52,000.00	6,689.85	45,310.15 (87%)	45,310.15

Total for ALL Cost Centres	39,008.00	6,689.85
V.A.T.	3,530.80	747.98
GROSS TOTAL	42,538.80	7,437.83

Bank Reconciliation at 26/04/2022			
	Cash in Hand 01/04/2022		48,642.22
	ADD Receipts 01/04/2022 - 26/04/2022		42,538.80
			91,181.02
	SUBTRACT Payments 01/04/2022 - 26/04/2022		7,437.83
A	Cash in Hand 26/04/2022 (per Cash Book)		83,743.19
	Cash in hand per Bank Statements		
	Petty Cash 26/04/2022	0.00	
	Unity Trust Current Account 26/04/2022	83,743.19	
			83,743.19
	Less unrepresented payments		
			83,743.19
	Plus unrepresented receipts		
B	Adjusted Bank Balance		83,743.19
	A = B Checks out OK		