

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 8th September, 2022** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council

2nd September, 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. Minutes of Meetings (previously circulated to Members)

- a) To approve minutes of the Village Council meeting held on 14th July, 2022.
- b) To ratify decisions taken by the Clerk under delegations during August.
- c) 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 applications: -

- a) 22/03033/FUL - Changes to ground level and new goat housing (retrospective) at Ryecroft Farm, 20 Ryecroft, Harden.
- b) 22/03477/HOU - Erection of single storey rear extension at 10 Harden Beck, Wilsden Old Road, Harden.

- c) 22/03476/HOU - Demolition of existing conservatory and erection of single storey rear extension at 9 Harden Beck, Wilsden Old Road, Harden.
- d) 22/03273/FUL - Dwelling with equestrian facility with equine wardens accommodation at Barn Cottage, Cockcroft Fold, Harden Road, Harden.

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

6. Exchange of Information

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

7. Civility and Respect (see Appendix 2)

To receive a report from the Clerk on the national Civility and Respect Project and to consider whether or not to sign the Civility and Respect Pledge, hosted on the National Association of Local Councils (NALC) website.

8. Limited Assurance Review

To note that PKF Littlejohn LLP have completed the review of the Annual Governance and Accountability Return (AGAR) for Harden Village Council for the year ended 31st March 2022.

The auditor has stated the AGAR was prepared in accordance with proper practices and no other matters have been drawn to the attention of this authority.

The external auditor report and certificate have been issued and published on the Village Council's website. A notice of conclusion of audit has been published and displayed publicly in line with statutory requirements.

9. Correspondence (see Appendix 3)

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

- a) Email from West Yorkshire Police with regard to speeding on Wilsden Road.
- b) Email from a resident with regard to disposable BBQ's.
- c) Email from a resident re. Goit Stock.
- d) Email from Bradford MDC re. emergency planning.

10. Financial Matters

a) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£2,094.58	Payroll
PKF Littlejohn LLP	£360	External audit
Harden Congregational Church	£20	Room hire (7 th July)

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

11. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

12. Next Meeting

To confirm the date of the next Village Council meeting, as 13th October 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	July 2022	Bradford MDC confirmed they won't consider a request for land within the St Ives estate boundaries. Project Team meeting to be arranged.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	February 2022	Bradford MDC managing Regulation 16 consultation, running 20 June to 5pm on 15 August 2022.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	June 2022	The Clerk has emailed Jason Longhurst Strategic Director at Bradford Council raising concerns about the lack of engagement.
Climate	Climate emergency actions and projects.	Cllr Wood	June 2022	18 June - stall at the Childrens Gala - 'pledge tree' for people to make green pledges, and copies of the green travel map given out. Balsam bashing activity held on 25 June.
Emergency Plan	To develop an emergency plan for Harden.	Cllrs Ahmed & McShera	June 2022	Former Cllr McShera was to meet with Bradford Emergency Planning Officer to review and complete.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Cllr Kirkham & Clerk	June 2022	Work commenced on listing items for the welcome sign (map). Quotations for graphic design received (correspondence items).
Summer Play In Parks	To arrange and promote Play events in Harden Park	Clerk and Bradford MDC	August 2022	Events promoted online (website and social media).

Subject	Issues	Responsibility	Date of last action	Notes
Road Closures	Research possibility of road closures during the Remembrance Sunday Service.	Cllr Kirkham and Bradford MDC	August 2022	Submissions made to Bradford MDC.

Appendix 2: Civility & Respect

Report by the Clerk to the Council

Background

In recent years there have been growing concerns about the impact bullying, harassment, and intimidation are having on local (parish, town and village) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

Since the abolition of the Standards Board regime in 2010, which consisted of a centrally prescribed model code of conduct and standards committees with the power to suspend a local authority member, there have been concerns about the lack of sanctions to address inappropriate behaviours.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Project.

Civility and Respect Pledge

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

All local councils are being asked to take the Civility and Respect Pledge.

The Pledge

By signing the Pledge, the council would be agreeing to treat councillors, clerks, employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles and that it: -

- Has put in place a training programme for councillors and staff.
- Has signed up to the Local Government Code of Conduct for councillors (note Harden Village Council has this in place).
- Has good governance arrangements in place including staff contracts and a dignity at work policy (Harden Village Council does not currently have a dignity at work policy).
- Will seek professional help at the early stages should civility and respect issues arise.
- Will commit to calling out bullying and harassment if and when it happens.
- Will continue to strive for good governance, learn from best practices in the sector and to seek advice.

- To undertake the Foundation Level of the Local Council Award Scheme (note Harden Village Council has achieved this).
- Support continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Appendix 3: Correspondence

Email From: West Yorkshire Police
Date: 23 June 2022
Subject: Speeding - Wilsden Road

Ken

Apologies. We've had ridiculous demand and as such are having to be brutal with prioritising.

We did a couple of speed watches with the pro laser gun where the highest speed was 31mph. There were very few speeders and we did morning and late evening (when were told its the worst).

Looking at the data I think it's very unlikely the Highways department will look at anything further. Its already a 20mph zone. Competing demand for other roads are fiercely competitive and there is limited funding.

Speeding continues to be a priority in Bingley rural as we know how passionate the residents are about this matter. As such we will continue to educate and enforce when demand allows. There are other roads where we do find high levels of speeding when we enforce that we will prioritise, but we will bare in mind this location is important to residents.

Kind Regards

Terri
Sgt Green
Baildon, Bingley and Bingley Rural Neighbourhood Sergeant

Email From: A resident
Date: 7 August 2022
Subject: Disposable BBQs

Dear sir

Due to the danger of starting fires I urge the village council to ban the use of disposable BBQs within the village boundaries other than residents within there property.

The country land and management association is lobbying to prevent them being sold nationally.

Email From: A resident
Date: 25 August 2022
Subject: Litter

Hello

It saddens me to send this email and I don't think it will be the first you have received.

A few days ago I walked in Goit Stock wood along the river and waterfalls. I was appalled to see two large piles of rubbish!! There were other pieces of litter along the path which appears to be the normal these days although this foot path is usually OK.

Any litter is not acceptable but seeing this amount made me so angry.

I hope you as a council can address this problem or arrange for it to be cleared up by another organisation.

I look forward to hearing from you.

From: Mick Birro
Date: 2 September 2022
Subject: Community Emergency Response Plans

Good afternoon Emergency Response Group co-coordinator,

The Emergency Management Team have undergone a few changes recently with our manager Frances Towers, Gina Glot and Chris Slaven all choosing retirement. We have a new Manager in Michelle Shepherd that joins us from the Emergency Planning Team of Yorkshire Water and brings a wealth of experience to the team, I have also re-joined the department after a spell south of the border with Barnsley MBC.

As summer slips away we would like to re-engage with local community groups and assist with the updating and developing of your emergency response plans, build community resilience, communication channels and where possible strengthen communities for daily as well as disruptive challenges in your areas.

Please feel free to get in touch with me as a single point of contact for the team and we'll be happy to arrange to meet with yourselves and discuss individual needs.

I have also attached the latest Community Plan template if required.

Kind regards

Mick Birro

Emergency Planning Officer

Appendix 4: 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)	2,580.00	1,663.57	916.43 (35%)	916.43
Assets & Projects		1,168.35	1,168.35 (116835)	13,350.00	7,306.07	6,043.93 (45%)	7,212.28
Audit & Accountancy			0.00 (N/A)	1,000.00	473.00	527.00 (52%)	527.00
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	394.00	2,756.00 (87%)	2,756.00
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	270.00	4,130.00 (93%)	4,130.00
Neighbourhood Plan			0.00 (N/A)	1,500.00		1,500.00 (100%)	1,500.00
Newsletter			0.00 (N/A)	775.00	318.68	456.32 (58%)	456.32
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	10,259.51	11,660.49 (53%)	11,660.49
Training			0.00 (N/A)	250.00	90.59	159.41 (63%)	159.41
Travel			0.00 (N/A)	150.00	45.00	105.00 (70%)	105.00
NET TOTAL	39,008.00	40,176.35	1,168.35 (3%)	52,000.00	20,820.42	31,179.58 (59%)	32,347.93

Total for ALL Cost Centres	40,176.35	20,820.42
V.A.T.	5,296.82	1,766.02
GROSS TOTAL	45,473.17	22,586.44

Harden Village Council Receipts From Customer

Voucher	Code	Date	Description	VAT Type	Net	VAT	Total
Bradford MDC							
1	Precept	12/04/2022	BMDC Precept	Z	39,008.00		39,008.00
Bradford MDC totals					39,008.00		39,008.00
Cullingworth Village Council							
6	Traffic & Transport	12/08/2022	Bingley Rural Green Travel Project	Z	389.45		389.45
Cullingworth Village Council totals					389.45		389.45
Denholme Town Council							
7	Traffic & Transport	22/08/2022	Bingley Rural Green Travel Project	Z	389.45		389.45
Denholme Town Council totals					389.45		389.45
HMRC							
2	VAT Refunded	14/04/2022	VAT Refund	R		2,461.30	2,461.30
3	VAT Refunded	26/04/2022	VAT Refund	R		1,069.50	1,069.50
5	VAT Refunded	19/08/2022	VAT Refund	R		1,766.02	1,766.02
HMRC totals						5,296.82	5,296.82
Wilsden Parish Council							
4	Traffic & Transport	03/08/2022	Bingley Rural Green Travel Project	Z	389.45		389.45
Wilsden Parish Council totals					389.45		389.45
Total					40,176.35	5,296.82	45,473.17

	Bank Reconciliation at 22/08/2022		
	Cash in Hand 01/04/2022		48,642.22
	ADD		
	Receipts 01/04/2022 - 22/08/2022		45,473.17
			94,115.39
	SUBTRACT		
	Payments 01/04/2022 - 22/08/2022		22,586.44
A	Cash in Hand 22/08/2022 (per Cash Book)		71,528.95
	Cash in hand per Bank Statements		
	Petty Cash 22/08/2022	0.00	
	Unity Trust Current Account 22/08/2022	71,528.95	
			71,528.95
	Less unrepresented payments		
			71,528.95
	Plus unrepresented receipts		
B	Adjusted Bank Balance		71,528.95
	A = B Checks out OK		