

# 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

Dear Councillor,

You are summoned to attend the next meeting of Harden Village Council, to be held on **Thursday 9<sup>th</sup> February, 2023** at 7.15pm in Harden Memorial Hall.



**Clerk to the Village Council**

4<sup>th</sup> February, 2023

## 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 12<sup>th</sup> January, 2023.
- 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. Welcome to Harden Illustrated Map (see Appendix 2)**

To consider a graphic design proposal and quotation to create a welcome map illustration. To authorise or otherwise expenditure of £1,161.60 + VAT to commission the design work.

**6. Exchange of Information**

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

**7. Audits (see Appendix 3)**

To appoint Town Parish Audit as the Council's Internal Auditor for the 2022/23 financial year. To authorise or otherwise expenditure of £190 to undertake the audit and estimated expenditure of £300 + VAT for completion of the external audit (by nationally appointed auditors).

**8. Local Council Elections**

To receive an update from the Clerk on the procedure to stand for election as a Harden Village Councillor. To review arrangements for a drop-in session with existing Councillors, being held from 10:00 to 12:00 on Saturday, 25<sup>th</sup> February in the Memorial Hall. To receive guidance on the requirements of the pre-election period, commencing on 24<sup>th</sup> March.

**9. Correspondence (see Appendix 3)**

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

- a) Email and quotation from Town Parish Audit.
- b) Email from Shipley Area Office re. UK Shared Prosperity Fund (UKSPF).
- c) Email from Shipley Area Office re. community payback pilot scheme.
- d) Letter from Wilsden Parish Council re. neighbourhood plan consultation.

**10. Financial Matters**

a) To authorise the following payments: -

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Bradford Council	£2,174.29	Payroll
Ken Eastwood	£628.02	Thermal imaging camera & expenses
Harden Congregational Church	£25	Room hire
YLCA	£25	Training webinar
Starboard Systems Limited (Scribe Accounts)	£414.72	Accountancy package annual subscription

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 9<sup>th</sup> March 2023, 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	July 2022	Bradford MDC confirmed they won't consider a request for land within the St Ives estate boundaries. Chartered Surveyor to be commissioned to identify potential site(s) and landowner details.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	January 2023	Bradford MDC appointed independent examiner. Looks likely that the referendum will not now be at the local elections in May 2023.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Kirkham & Clerk	January 2023	Clerk to progress discussion with Bradford Council and arrange meeting with other local councils.
Climate	Climate emergency actions and projects.	Cllr Wood	January 2023	Thermal Imaging Camera received. Protocol developed. Cllr Wood to provide a verbal update on other actions.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Bryan	December 2022	Cllr Bryan has discussed the plan with Bradford Council's Emergency Planning Officer.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Cllr Kirkham & Clerk	February 2023	Work commenced on listing items for the welcome sign (map). Proposal and quotation received (agenda item). Whitby Town Council contacted re. finger post signs (supplier used).

# Appendix 2: Welcome to Harden Illustrated Map

(A full copy of the graphic design proposal has been emailed to members)

Why Buttercrumble?	2	Current market examples	10	Open access support	14
Our experience	4	Why research?	11	Quality management system	16
Outcomes	8	The process	12	A few kind words	17
Our approach	9	Recommended services	13	Thank you	18

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## Harden Village Council: Welcome Map Illustration

**BUTTERCRUMBLE**

### The major aim

Let's work together to create an illustrated map, showing the village features, roads, footpaths and places of interest. This will welcome visitors and residents to the area.

**Please note**, this proposal expires 30-days from this date of output:  
2 February 2023 4:37 PM



## Leeds Dock Map

The brief was to give Twee and Drie - Leeds Dock water taxis - new wind in their (metaphorical) sails. We achieved this through an illustrated map that has been printed onto tables within the taxis. It was also displayed as signage around Leeds Dock.

The map also features fun facts about the wider city and advertises the businesses that reside at Leeds Dock.

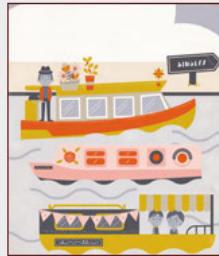


Disclaimer: Please respect our confidentiality. Information on case studies provided is only for the intended recipient of this proposal.





Above: Let's keep the style fun and friendly. Illustration created for UK Research and Innovation by Buttercrumble.



Above: Editorial illustrations for the Bingley Review magazine.

## Our approach

### Research & inspiration

Building strong foundations is one of our core values, which is why research is an essential step. We'll question you about your current challenges and goals as collaboration is key. We'll work alongside you to discover what you need to succeed.

We can create the illustrated map and incorporate photography elements. We think storytelling is a powerful approach because it's a memorable and emotive form of communication. Residents and visitors will feel excited to engage with the map and explore Harden.

We'll ensure the artwork is ready to print, and can support your chosen printer with any queries they (or yourselves) may have during production.

### Development

We will communicate our process clearly, each step of the way. The project can be compartmentalised in order to create separate stages for the ease of management.

## Recommended services

Deliverable	Service	Description	Investment
Consultancy and Planning	Project Immersion (Compulsory)	We can quickly get up to speed with the market and gather insights from the field. Includes: <ul style="list-style-type: none"> <li>• Calls with Team and Account Management (~3 feedback calls)</li> <li>• Market Overview Research</li> <li>• Project Management</li> </ul>	20% of Total Project Value
Illustration	Large-Scale Detailed Illustration Full-Colour (Above A4 – multiple subjects and background)	A bespoke and exclusive illustration in full-colour. The investment reflects the level of detail required. This option is suitable for illustrations with multiple subjects with a background. You will receive: <ul style="list-style-type: none"> <li>• Concept generation</li> <li>• 2 Design iterations and amendments</li> <li>• Print-ready PDF file</li> <li>• JPEG and PNG files for digital use</li> </ul>	£968.00 (+VAT)
Total:			£1,161.60 (+VAT)

We understand that every business has different needs which we aim to accommodate. At Buttercrumble, we can design a range of marketing materials and packaging for your brand. If you have specific requirements, please let us know. We also offer continued on-demand support for growing businesses. Let's build a long-term relationship where we can get to the heart of what your brand needs to succeed. More about this coming up...

## Appendix 3: Correspondence

Naomi Goddard  
**Town Parish Audit**  
9 Butlers Wharf  
Hebden Bridge  
West Yorkshire  
HX7 8AF

**The Clerk**  
Ken Eastwood  
Harden Village Council Clerk  
clerk@hardenvillagecouncil.gov.uk

01 February 2023

Dear Ken Eastwood

Thank you for contacting Town Parish Audit. Please see attached quote.

**Town Parish Audit** is a specialist internal audit organisation, specifically set up to meet the needs of town and parish councils. A unique element of Town Parish Audit is that our auditors all have a local council/authority background and have completed all Finance for Local Councils CiLCA qualification units. In fact, the auditors are, or have been, town or parish clerks and responsible financial officers and therefore know how local council/3<sup>rd</sup> sector organisation finances should be, and are, organised.

- we have 16 or more years' experience of local authority, community organisation and local council finances
- are ILCA and/or CiLCA qualified
- currently work in the sector
- have professional indemnity insurance

We are establishing a reputation as a well-known and respected organisation, providing a comprehensive and independent internal audit service to town and parish councils and community organisations across the Yorkshire and Lancashire region. Our services include the following:

- A professional independent internal audit service
- Annual, half year and quarterly audits
- Financial procedures and policies health checks

Yours sincerely



Naomi Goddard

**Town Parish Audit**

07975 522812  
admin@townparishaudit.co.uk  
www.townparishaudit.co.uk



Naomi Goddard  
**Town Parish Audit**  
9 Butlers Wharf  
Hebden Bridge  
West Yorkshire  
HX7 8AF

**The Clerk**  
Ken Eastwood  
Harden Village Council Clerk  
clerk@hardenvillagecouncil.gov.uk

01 February 2023

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**QUOTE FOR AUDIT WORK AT HARDEN VILLAGE COUNCIL**

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Year-end Internal Audit 2022-223	£190
<b>TOTAL</b>	<b>£190</b>

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The cost includes pre and follow up exchange of information as necessary, all admin costs, completed report and report breakdown sheet.

**Town Parish Audit**  
07975 522812  
admin@townparishaudit.co.uk  
www.townparishaudit.co.uk



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**From:** Shipley Area Office

**Date:** Wednesday, 1 February 2023

**Subject:** UK Shared Prosperity Fund (UKSPF) Call Bradford: Cost of Living

Dear all,

I am pleased to announce that we are going live with our first call for funding under UKSPF. Our area offices will be managing this call, please see below for further information.

I have attached the Call document and the Application form, please find instructions within on how to apply.

*The City of Bradford Metropolitan District Council (CBMDC) via its Constituency Area Offices is inviting applications from eligible local organisations to apply for the new UK Shared Prosperity Fund (UKSPF) to deliver support to households and individuals to reduce the impact of the cost of living.*

*UKSPF succeeds the old EU structural funds and will over the next three years invest in three local priorities:*

- 1. Communities and place;*
- 2. Support for local businesses;*
- 3. People and skills.*

*This call comes under "Priority 1".*

*Households have suffered over the past months from the increase in costs including energy and food. There is now further funding available to support organisations in the Bradford district to deliver help to those households that need it the most. It is similarly recognised that organisations are also under strain due to financial pressures at the same time as there is a significant increase in demand for services based within local places.*

*The support needs to meet one or more of the following outputs:*

- 1. Number of households receiving support;*
- 2. Number of households supported to take energy efficient measures;*
- 3. Number of people reached.*

*The minimum grant value an organisation can apply for in each area is £2,000 and the maximum grant value is up to £10,000 (up to £15,000 in Bradford West/South). Successful applicants have until 31<sup>st</sup> August 2023 to deliver support and defray the funding.*

*Deadline for applying for the fund is 19<sup>th</sup> February 2023.*

*For more information, including the call document and application form, please contact your relevant constituency area office:*

Shipley

[ShipleyAreaOffice@bradford.gov.uk](mailto:ShipleyAreaOffice@bradford.gov.uk)

01274 437146

Kind regards

Ingunn Vallumroed  
Programme Delivery Manager, Economy and Development  
Department of Place

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**From:** Andy Alderson, Shipley Area Office  
**Date:** Wednesday, 1 February 2023  
**Subject:** Community payback pilot scheme

Greetings all, the Shipley area office has arranged with the probation service to utilise community payback offenders to work on clearing footpaths, eyesores and general grot spots.

This is a pilot scheme for 12 months starting in March 2023, initially 2 days per week building up to 4 days depending on demand, this pilot project is for the Shipley constituency only and will be spread across the 6 wards.

Town/Parish clerks, could you inform your councillors and ask them to email me direct or via yourselves of any overgrown snickets, footpaths or grot spots that they are made aware of and I will then refer to the community payback team if it's suitable.

District Councillors, I know we ask you to report issues via the usual reporting channels, but for overgrown snickets, footpaths or general grot spots please email me direct and as above, if they are suitable for the scheme I will refer to the payback team.

Kind Regards

**Andy Alderson**  
Assistant Ward Officer for Bingley & Bingley rural Wards  
Shipley Area Office



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**WILSDEN PARISH COUNCIL**

The Village Hall,  
Wilsden,  
Bradford,  
BD15 0HT.  
West Yorkshire.  
[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

Gail Denham  
Parish Clerk  
Covering the Villages of Wilsden and Harecroft  
Telephone number 07384 713 156  
E-mail: [gail.denham@wilsdenparishcouncil.gov.uk](mailto:gail.denham@wilsdenparishcouncil.gov.uk)

Date: 31<sup>st</sup> January 2023

Dear Sir/Madam

**The Pre-submission (Regulation 14) Consultation on Wilsden Neighbourhood Plan**

We have completed the pre-submission version of the Wilsden Neighbourhood Plan, and we now invite YOUR comments.

This Plan covers the whole of the Civil Parish of Wilsden. This includes Harecroft, Hallas Bridge and the surrounding area in addition to the village of Wilsden.

As part of this process, Wilsden Parish Council is required under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, to bring the draft Plan to the attention of people who live, work or carry on business in the Plan area.

The period within which comments can be made on the Plan is **31<sup>st</sup> January 2023 to 21<sup>st</sup> March 2023.**

The Neighbourhood Plan is a really important document, as it outlines a future vision for the Parish and includes planning policies that will be used to determine planning proposals for Wilsden.

Please take the time to read the draft Plan and give us your views, as these will add strength to the proposals. This is YOUR Plan and we want to ensure that we have reflected local priorities and aspirations before its submission to Bradford Metropolitan District Council.

The Plan and supporting documents may be viewed via the Wilsden Parish Council website at:

- [Pre-submission Consultation](#)
- [Wilsden NP Design Code](#)
- [Supporting Evidence on Important Views and Vistas](#)
- [Supporting Evidence for Local Green Spaces](#)
- [Supporting Evidence for Locally Important Buildings & Important Structures](#)
- [Supporting Evidence on Housing Need and Characteristics](#)

Printed copies of the Plan are available to view at the Parish Council's offices by arrangement by ringing Gail Denham on 07384 713 156

**If you wish to comment on the Plan, you can either do this by:**

Email to Wilsden Parish Council at [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk)

Send to, or put in the letterbox, at **The Village Hall, Wilsden, Bradford, BD15 0HT.**

Wherever possible, could you also please ensure that you specify the policy or section to which your response relates to.

If you are making a comment on the draft neighbourhood, please state whether you give your consent to any contact details provided being shared with the City of Bradford Metropolitan District Council (CBMDC) to be used in further consultations on the Wilsden Neighbourhood Plan, in order for CBMDC to fulfil its duties at the Regulation 16 Consultation and in meeting other statutory obligations in progressing the plan.

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## 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	1,899.57	680.43 (26%)	680.43
Assets & Projects		1,168.35	1,168.35 (116835)	13,350.00	13,657.07	-307.07 (-2%)	861.28
Audit & Accountancy			0.00 (N/A)	1,000.00	773.00	227.00 (22%)	227.00
Donations			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Events		11.00	11.00 (1100%)	425.00	254.23	170.77 (40%)	181.77
ICT			0.00 (N/A)	3,150.00	538.00	2,612.00 (82%)	2,612.00
Income	39,008.00	39,008.00	0.00 (N/A)			0.00 (N/A)	0.00
Insurance			0.00 (N/A)	500.00	490.89	9.11 (1%)	9.11
Maintenance & Repairs			0.00 (N/A)	4,400.00	840.00	3,560.00 (80%)	3,560.00
Neighbourhood Plan			0.00 (N/A)	1,500.00		1,500.00 (100%)	1,500.00
Newsletter			0.00 (N/A)	775.00	631.84	143.16 (18%)	143.16
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	21,527.37	392.63 (1%)	392.63
Training			0.00 (N/A)	250.00	90.59	159.41 (63%)	159.41
Travel			0.00 (N/A)	150.00	58.50	91.50 (61%)	91.50
<b>NET TOTAL</b>	<b>39,008.00</b>	<b>40,187.35</b>	<b>1,179.35 (3%)</b>	<b>52,000.00</b>	<b>40,761.06</b>	<b>11,238.94 (21%)</b>	<b>12,418.29</b>

Total for ALL Cost Centres	40,187.35	40,761.06
V.A.T.	6,117.45	3,151.35
<b>GROSS TOTAL</b>	<b>46,304.80</b>	<b>43,912.41</b>

Bank Reconciliation at 29/01/2023			
	Cash in Hand 01/04/2022		48,642.22
	<b>ADD</b> Receipts 01/04/2022 - 29/01/2023		46,304.80
			94,947.02
	<b>SUBTRACT</b> Payments 01/04/2022 - 29/01/2023		43,912.41
<b>A</b>	<b>Cash in Hand 29/01/2023</b> (per Cash Book)		<b>51,034.61</b>
	Cash in hand per Bank Statements		
	Petty Cash 29/01/2023	0.00	
	Unity Trust Current Account 29/01/2023	51,034.61	
			<b>51,034.61</b>
	Less unrepresented payments		
			51,034.61
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>51,034.61</b>
<b>A = B Checks out OK</b>			