

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 by video conference on **Thursday 9th March, 2023** at 7.15pm.



Clerk to the Village Council

4th March, 2023

Meeting access details

<https://us02web.zoom.us/j/88051199794?pwd=VE5sZlInYjdoTi9MNDVMaURiS0wyUT09>

Meeting ID: 880 5119 9794

Passcode: 663991

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 9th February, 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. Exchange of Information

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

6. Local Council Elections

To review actions undertaken to promote the upcoming local elections and to consider any further steps to encourage Harden residents to consider becoming a local village councillor.

7. Village Warden (see Appendix 2)

To receive a report from the Clerk with regard to an initiative taken forward by a nearby Village Council. To consider whether Harden Village Council should employ a part time village warden, or continue to fund (in principle) a shared Environmental Services Operative through Bradford Council, noting that the operative position has remained vacant since 2021.

8. Correspondence (see Appendix 3)

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

- a) Email from a resident about Wilsden Road traffic bollards and about electric vehicle charging points.
- b) Email from a resident about vehicles parking on Wilsden Road grass verge.
- c) Email from Shipley Area Office re. active travel grants.
- d) Email from Bradford Council re. community grit bin.

9. Financial Matters

a) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£2,174.29	Payroll
Ken Eastwood	£87.37	Mileage expenses, laptop mouse and stamps
Impress Printers Ltd	£175	Leaflet printing
Roger Smith	£100	Leaflet delivery
Buttercrumble Limited	£1,393.92	Graphic design (welcome map)
Harden Congregational Church	£25	Room hire
Society of Local Council Clerks	£222	Annual membership

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

10. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

11. Next Meeting

The Annual Parish Meeting will be held on 13th April 2023, at 7.00pm. The next Village Council meeting will follow 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	December 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. No responses received.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	February 2023	Independent examination completed. Planning consultants incorporated recommended minor changes into the Plan ready for referendum.
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	February 2023	Cllr Wood to provide a verbal update on actions.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Bryan	February 2023	Cllr Bryan has met with Bradford Council's Emergency Planning Officer. Verbal update to be given.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Cllr Kirkham & Clerk	February 2023	Work commenced on listing items and obtaining photographs for the welcome sign (map). Graphic designer appointed.
War Memorial	To explore fitting handrail(s) to the War Memorial steps.	Cllr Kirkham & Clerk	February 2023	Clerk contacting steel fabricators for design suggestions and initial estimates. To seek advice from Bradford Council about planning consent requirements.

Appendix 2: Village Council Warden

Background

In 2019 the Village Council agreed to make a financial contribution towards an additional Bradford Council Environmental Services Operative (known as a Lengthsman), to be shared with other local councils. The operative was to have worked for 10 hours per week in Harden and the Village Council agreed to pay 50% of the cost of those hours, being £2,980 per annum, with Bradford Council paying the balance.

Unfortunately, partly due to Covid-19, the worker didn't start until part way through the 2020/21 financial year. The Village Council was subsequently charged £1,651 in 2021.

During the period of employment, there was no discussion with, or feedback to, Harden Village Council about work done, about local priorities or about environmental improvements made. This was disappointing and failed to demonstrate value for money or the potential benefits of joined up, partnership working. The Village Council was unaware of what additional environmental improvements had been made as a result of this arrangement.

The worker subsequently moved on and Bradford Council haven't filled the vacancy, despite stating that they would do so. More recently, Bradford Council have stated that financial pressures are impacting on recruitment and that this has affected this vacancy.

In setting the 2023/24 budget the Village Council allocated £3,000 to Environmental Services. This allocation was to fund the continuing arrangement with Bradford Council, in the expectation that the vacant operative post would be filled. Currently, the post remains vacant.

Village Wardens

A nearby Village Council has directly employed its own Village Warden, recruiting to the position in June 2021. Several other Local Councils in the Bradford area are also known to directly employ their own Wardens.

In this case the post is graded at £12.97 to £13.95 per hour. The Warden works 10 hours per week, with annual salary cost being £6,744 to £7,254.

The Warden has been provided with Village Council branded uniform, PPE and equipment including a brush cutter, leaf blower and assorted hand tools. He has been trained in the safe use of the equipment provided.

The Council reports that the Warden has been welcomed in the village and has made significant improvements to the public realm, commented on positively by some residents.

Outline of the Role

The Village Warden reports to the Village Council Clerk and on occasion also takes direction from the Chair of the Council. The Warden works to maintain the local environment to a high standard, working independently and mostly self-directed.

The Warden undertakes a range of practical environmental, gardening, maintenance and cleansing duties.

These include litter picking, clearing snickets, maintaining hedges, leaf-sweeping, cleaning signs, grounds maintenance, snow clearance, gritting and basic works of repair.

A key part of the role is effective liaison with Bradford Council, reporting actions required and building positive relationships leading to effective partnership working, to the benefit of the village.

The post-holder is also responsible for a number of related Village Council monitoring and management tasks e.g. checking grit bins, floral displays and noticeboards, defibrillators and a former telephone kiosk.

Example Monthly Village Warden Report to Council

I have undertaken the following tasks since the last meeting: -

- Checked and recorded the status of the 4 Defibrillators under Village Council care.
- New defibrillator Lowertown area - arranged completion of electrical installation for cabinet heater. Taken delivery of all items ready to install cabinet, hopefully before January meeting.
- Litter picked recreation ground inc. play area, Heights Lane, Cat Steps and Station Road. I would like to thank the residents who build litter picking into their weekend walks, thank you for making a difference.
- Horseshoe Dam: Japanese Knotweed treated twice with Ian Butterfield of YORgreenCIC who have received funding from the Environment Agency to eradicate invasive non-native species from the River Worth and its tributaries.
- Marsh Common: Limestone laid in area around new gate to improve ground surface and prevent puddling with Cllr Goulding.
- Rose Garden: tidied area and cleared leaves around Rose Garden in preparation for Xmas light switch on. Met with our gardener to discuss future work and planting of fruit trees.
- Rights of way: cleared footpath from Lowertown to Pawson's Mill of leaves and vegetation. Reported faulty paving.
- Removed leaves on Mill Lane adjacent to Millennium Green and Railway Station. Cleared drainage channels on bridge. Removed leaves from both entrances to Green and repaired dry stone wall.
- Liaised with a resident of Heights Lane and BMDC Highways re. large volume of traffic using Heights Lane during the Denholme Road closure.
- Checked and reported blocked gullies on Shaw Lane opposite Shaw Farm entrance and opposite no.30.
- Purchased a cordless blower to aid the clearing of leaves (as approved at the last meeting).
- Arranged the purchase of a flood kit, which consists of a 240v puddle pump which will pump down to 1mm of water and does not require to be submerged (as approved at the last meeting).

Appendix 3: Correspondence

From: A Village resident

Sent: 28 February 2023

Subject: Two thing I would like you to consider

In recent weeks I have twice see an occurrence which I consider to be potentially dangerous on Wilsden Road. As you enter the village just before Ferrand Park Way there is a central pedestrian refuge in the road with double yellow lines on the kerbside. During school time parents park here right up to these yellow lines and vehicles coming up the hill have to slow down, as intended, to get through the narrow space. I have twice now seen vehicles drive on the wrong side of these pollard because the gap is too small. The first was a public service vehicle ironically a school bus and the second a 44 tonne articulated tractor and trailer. These yellow lines are far too short, and in my opinion need lengthening to double their current distance while still slowing vehicles down it will allow safe passage to all types of vehicles.

The second point is, are the council considering the introduction of electric charging points? Electric vehicles are starting to be registered in increasing numbers. Not everyone in the village is fortunate enough to have off street parking for their own car or visitor they might have. Nationally the government is about to give Local Authorities a target to meet to get the infrastructure in place for charging points. Bradford Met will, as always, jump on this, as huge grants will be available, but they will take little or no regard to the views of local people. I believe that if the village Council were proactive of this requirement and could identify potential positions to have public charging points it would be to our advantage.

We could of course go one step further and look into whether the opportunity was there to undertake the installation of the charging points yourselves as it could be a good revenue stream to the Council rather than the Local Authority or approved private provider. I am sure there will be few people object to the requirement to charging points but as always the location and hours of operating will be contentious.

From: A village resident

Date: 9 February 2023

Subject: Parking

Could the parish council look into the possibility of stopping school traffic from parking on the grass verge on Wilsden rd, it's our village and if we don't take pride in it nobody will.
many thanks.

Response:

Hello,

PC Terri Green has been in touch to say that her team will be arming themselves with 'Pavements are for People' leaflets when out on patrol at this location, and other sites where there is a problem with this issue.

We've had a response from the Highways Enforcement Officer who says the Council has no powers to deal with these issues. He further states, "Parking on grass verges is a problem throughout the District. It is not a criminal offence to park on the footpath or grass verge. However, the Government is looking at introducing

and giving powers to the local authority to enforce pavement parking. Until this comes into effect, there is not a lot we can do apart from putting bollards on such locations.”

The Area Office have asked the local Neighbourhood Warden to take a look at the grass verges, and hopefully from there he will be able to patrol this road from time to time and request that parents do not park on the grass verge. Like the Highways Officer, he has no enforcement powers, so can only advise and request.

Contact will also be made with the school, to ask if they could put out a specific request to parents about considerate parking.

Hopefully, the Police, Warden and School might make some difference.

Kind regards.

Harden Village Council Clerk

From: Shipley Area Office
Date: Monday, 6 February 2023
Subject: Active Travel Community Grant

Dear All,

West Yorkshire Combined Authority is launching the next round of Active Travel Community Grants for 2023.

Voluntary sector organisations can apply for up to £5000 to run walking, wheeling or cycling activities this summer.

The application window closes on 17th March.

The application form and guidance can be found on their website <https://www.cyclecityconnect.co.uk/get-inspired/our-work-with-communities/>

If you would like any further info please contact Aggie Maxwell by email on aggie.maxwell@westyorks-ca.gov.uk or by phone on 0113 348 1842

Kind regards, Shipley Area Co-ordinator's Office

From: Paul Naylor
Date: 30 January 2023
Subject: RE: Harden Village Council - Community Grit Bins

Good morning Ken

It was lovely to meet members of Harden Village Council and you all made me feel very welcome.

Ian Ibbotson is the manager of Stockbridge Depot and leads on the Community Grit Bin Scheme in the Harden and surrounding area.

If you don't mind I will ask Ian to liaise with you directly from this moment however if required please do not hesitate to contact me.

Regards, Paul

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	1,927.57	652.43 (25%)	652.43
Assets & Projects		1,168.35	1,168.35 (116835)	13,350.00	14,167.60	-817.60 (-6%)	350.75
Audit & Accountancy			0.00 (N/A)	1,000.00	1,118.60	-118.60 (-11%)	-118.60
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	25,875.95	-3,955.95 (-18%)	-3,955.95
Training			0.00 (N/A)	250.00	115.59	134.41 (53%)	134.41
Travel			0.00 (N/A)	150.00	76.50	73.50 (49%)	73.50
NET TOTAL	39,008.00	40,187.35	1,179.35 (3%)	52,000.00	46,036.77	5,963.23 (11%)	7,142.58

Total for ALL Cost Centres	40,187.35	46,036.77
V.A.T.	6,117.45	3,319.96
GROSS TOTAL	46,304.80	49,356.73

Bank Reconciliation at 26/02/2023			
	Cash in Hand 01/04/2022		48,642.22
	ADD		
	Receipts 01/04/2022 - 26/02/2023		46,304.80
			94,947.02
	SUBTRACT		
	Payments 01/04/2022 - 26/02/2023		47,182.44
A	Cash in Hand 26/02/2023 (per Cash Book)		47,764.58
	Cash in hand per Bank Statements		
	Petty Cash 26/02/2023	0.00	
	Unity Trust Current Account 26/02/2023	47,764.58	
			47,764.58
	Less unrepresented payments		
			47,764.58
	Plus unrepresented receipts		
B	Adjusted Bank Balance		47,764.58
	A = B Checks out OK		