

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 13th April, 2023** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council

6th April, 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 Councillor meeting held on 9th March, 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. Planning Matters

To formulate observations relating to the following applications: -

- a) 23/00561/HOU - Two storey side extension with new roof construction at 1 Golf Cottages, Cross Gates Lane, St Ives, Harden.

- b) 23/00460/FUL - Installation of 3-bay, covered teaching/practice facility (driving range) on the existing practice ground adjacent the first fairway at St Ives Estate, Golf Club, Keighley Road, Harden.
- c) 23/00807/HOU - Single storey rear and side extension at 2 Sunny Mount, Harden.
- d) 23/01200/HOU - Construction of side porch at Catstones Barn, Hill End Lane, Harden.

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

6. Policies and Procedures

To review revised Financial Regulations and Standing Orders, based on updated templates provided by the National Association of Local Councils (NALC). To approve the updated documents (previously circulated to all Members).

7. Small Grant Application (see Appendix 2)

To consider a small grant application received from the Harden Beck Horticultural Society. To authorise or otherwise payment of £250 towards the purchase of tables and chairs.

8. War Memorial Handrails and Information Point Shelving (see Appendix 3)

To consider proposals and quotations with regard to handrails at the war memorial and steel shelving in the information point (former telephone kiosk). To authorise or otherwise related expenditure.

9. Welcome to Harden Map (see Appendix 4)

To consider a first design proof of an illustrated map and to agree on revisions and feedback. To note that the design process includes three opportunities for feedback.

10. Exchange of Information

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

11. Correspondence (see Appendix 5)

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

- a) Email from Christmas Plus re. testing of Christmas lights (lamp post motifs).
- b) Emails from Shipley Area Office in reply to query about grant application windows of opportunity to make applications.
- c) Email from Assistant Ward Officer, Shipley Area Office re. highways issues.

12. Financial Matters

a) To authorise, or otherwise, the following recurring payments in 2023/24: -

Payee	Payment	Amount	Description
Clerk	Online	As agreed	Salary.
Clerk	Online	As agreed	Homeworking allowance.
Clerk	Online	Up to £500	Expenses and mileage. Stationery, poppy wreath and miscellaneous expenditure.
Yorkshire Local Councils Associations	Invoiced	£586	Annual membership of Association.
Society of Local Council Clerks	Invoiced	£222	Annual membership.
Association of Local Council Clerks	Invoiced	£50	Annual membership.
Digital Nomads	Invoiced	£400	Website hosting with support & maintenance.
Vision ICT	Invoiced	£150	Email accounts and domain name registration.
BHIB	Invoiced	£500	Insurance.
Royal Mail	Invoiced	£315	PO Box charge.
Christmas Plus	Invoiced	£1,500	Christmas lights - testing, storage and commissioning (estimate).
Starboard Systems	Invoiced	£350	Accountancy system.
Rachel Forbes	Invoiced	£850	Horticulture (estimate).
Information Commissioner	Direct Debit	£35	Annual charge for data processing.
Zoom	Direct Debit	£120	Zoom service charge.
Unity Trust Bank	Direct Debit	£72	Banking service charge.
Lloyds Bank	Direct Debit	£36	Payment card service charge (paid monthly).

b) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£2,174.29	Payroll
Ken Eastwood	£28.80	Expenses
Harden Congregational Church	£25	Room hire
YLCA	£586	Annual membership
Rachel Forbes Landscape Design	£140	Winter maintenance visits
Containers Direct Ltd	£4,200	Secure toolstore including delivery

c) To note the balances and bank reconciliation reports in Appendix 6.

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 Annual Village Council meeting, as 11th May 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

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	April 2023	Approved by Bradford Council Executive. Waiting to hear from Bradford Council with regard to the 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	March 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	April 2023	Agenda item.
War Memorial	To explore fitting handrail(s) to the War Memorial steps.	Cllr Kirkham & Clerk	April 2023	Agenda item. To seek advice from Bradford Council about planning consent requirements.

Subject	Issues	Responsibility	Date of last action	Notes
Environmental Services	Enhancing maintenance and environmental improvements in Harden.	Clerk	April 2023	Agreed location of secure tool store with Bradford Council who have agreed to construct a suitable hardstanding. Invoice received from supplier (agenda item for payment authorisation).

Appendix 2: Small Grant Application



Harden Village Council

SMALL GRANTS APPLICATION FORM

1. NAME OF ORGANISATION/INDIVIDUAL: - Harden Beck Horticultural Society										
2. SECRETARY OR ORGANISATION'S CONTACT TO WHOM ALL CORRESPONDENCE SHOULD BE SENT: -										
<table border="1"><tr><td>Name:</td><td>Jonathan Moffatt</td></tr><tr><td>Address:</td><td>21 Effingham Road, Harden, Bingley BD16 1LQ</td></tr><tr><td>Telephone:</td><td>07776 308233</td></tr><tr><td>Base (if different from above):</td><td></td></tr></table>	Name:	Jonathan Moffatt	Address:	21 Effingham Road, Harden, Bingley BD16 1LQ	Telephone:	07776 308233	Base (if different from above):			
Name:	Jonathan Moffatt									
Address:	21 Effingham Road, Harden, Bingley BD16 1LQ									
Telephone:	07776 308233									
Base (if different from above):										
3. AMOUNT REQUESTED: £250.00 TOTAL COST OF PROJECT: £1,000 to £1,200										
4. DETAILS OF ACCOUNT THAT ANY CHEQUES SHOULD BE MADE PAYABLE TO: -										
<table border="1"><tr><td>Name to be put on cheque:</td><td>Harden Beck Horticultural Society</td></tr><tr><td>Bank / Building Society:</td><td>Barclays Bank</td></tr><tr><td>Address:</td><td>North Street Keighley</td></tr><tr><td>Account Number:</td><td>50447587</td></tr><tr><td>Sort Code:</td><td>20-45-14</td></tr></table>	Name to be put on cheque:	Harden Beck Horticultural Society	Bank / Building Society:	Barclays Bank	Address:	North Street Keighley	Account Number:	50447587	Sort Code:	20-45-14
Name to be put on cheque:	Harden Beck Horticultural Society									
Bank / Building Society:	Barclays Bank									
Address:	North Street Keighley									
Account Number:	50447587									
Sort Code:	20-45-14									
5. DATE(S)/VENUE(S)/FREQUENCY OF EVENT(S) – ENCLOSE A PROGRAMME IF AVAILABLE:										
<p>Harden Beck Horticultural Show is held annually on the second Sunday of September. This year's show will be held on Sunday, 10th September 2023 on the show field located behind The Golden Fleece Inn, Long Lane, Harden. The programme for 2023 is not yet available, but the programme for the 2022 show accompanies this application.</p>										
6. DESCRIPTION OF EVENT/PROJECT FOR WHICH ASSISTANCE IS REQUESTED: -										
<p>Harden Beck Horticultural Society hosts a traditional annual flower, vegetable and handicrafts show on the second Sunday of September. This year (2023) will be the 60th annual show. The event witnesses both experienced and novice growers displaying their produce in exchange for 1st, 2nd and 3rd place prizes. There is also the opportunity for entrants to win coveted silverware for the best entry in specific classes. Classes encouraging children's entries and those of baking, cookery and handicrafts form an integral and important part of the show.</p>										

Visitors attend from Harden and the wider community of the Shipley constituency – with attendance figures in the high hundreds.

The society is now seeking to purchase additional field furniture (tables and chairs) to replace aged and broken items. The tables and chairs are for the use of visitors to the show, the refreshment marquee and the brass band which plays during the afternoon. They are also loaned to other local societies such as Harden Children's Gala Society for their annual summer gala.

7. DETAILED ESTIMATED INCOME AND EXPENDITURE FOR THIS PROJECT (INCLUDE OTHER GRANTS, ADMISSION CHARGES, FUND-RAISING, SUBSCRIPTIONS ETC): -

Expenditure	Income
50 x stackable plastic chairs at £14 per item 10 x round plastic tables at £50 per item	The society's income, generated from minimal entrance fees and programme advertising, contributes to its overheads and can not be attributed to the project. The society has applied to Shipley Community Chest for a £500 grant.
Total Expenditure £1,200	

8. WHAT BENEFIT WILL THE ACTIVITY BRING TO THE LOCAL COMMUNITY AND HOW MANY PEOPLE DO YOU EXPECT TO ATTEND OR BENEFIT FROM THE ACTIVITY? These should link to the Village Plan priorities (see Village Plan enclosed) and their impact on these.

The annual show benefits the village of Harden and the wider communities of Wilsden, Cullingworth, Denholme and Bingley – attracting around 800 people each year. Attendees are made up of families (many consisting of 3 generations), friend circles as well as professional individual horticulturalists.

9. PLEASE LIST ALL GRANTS THAT HAVE BEEN OBTAINED IN THE LAST THREE YEARS (EG: SPORTS COUNCIL, ARTS COUNCIL, LOCAL AUTHORITY ETC)

Not Applicable

10. HAVE YOU APPLIED TO OTHER FUNDING BODIES, INCLUDING SHIPLEYCO-ORDINATOR'S OFFICE, REGARDING THIS CURRENT APPLICATION? (IF YES, PLEASE SPECIFY): -

The society intends to apply for a grant of £500 from the Shipley Co-ordinator's Office

11. PLEASE ATTACH THE FOLLOWING INFORMATION IN SUPPORT OF YOUR APPLICATION (PLEASE TICK IF ATTACHED).

1. Your Organisation's constitution or rules	YES
2. Latest audited accounts or bank statements	YES
3. Quotations from independent suppliers for expenditure – IF APPLICABLE	NO
4. Any other relevant information to support your application	

12.

Signature of Applicant	<i>J Moffatt</i>	Date	2 nd March 2023
Name (Please Print)	JONATHAN MOFFATT		
Position in Organisation	HONARY TREASURER		

Appendix 3: War Memorial & Information Point



To design and install handrails to the front and rear of the Harden War Memorial. Design to include reverse twist railing supports and open scrolls at handrail ends. Forged steel, galvanised and painted black.

Full CAD generated drawings to be supplied.

£1,140 + VAT

To fit galvanised shelves to existing telephone kiosk shelving unit. Unit to be removed by customer and brought to our workshop.

£75 + VAT.

Example handrails: -



About Us

Aire Valley Forge Ltd is a small company that prides itself on giving a personal metal fabrication service with all products manufactured and installed to a very high standard including but not limited to metal gates and railings.

Paul started off in fabrication over 30 years ago so the experience he's gained is quite extensive. His attention to detail is paramount to the work Aire Valley Forge prides itself on, so you can always be confident in the excellent service and workmanship that he provides.

To add another dimension and craftsmanship to the business, Paul also has rekindled the true art of blacksmithing. So anything that you require can be hand forged for that totally bespoke, unique finish.

We are based in Keighley but cover all surrounding areas.

01535603322

07775836435

paul@airevalleyforge.com

S.T.S Structural Steel

Welcome to STS Welding.

We specialise in welding and fabrications of steel work.

STS Welding have been a well-established business for 22 years with over 40 years' experience.

Free quotes and all work is guaranteed and all at competitive rates, with a prompt and reliable service.

Ken We spoke on the phone last week and I have since had a look at the area.

Your suggestions make sense and are feasible so we can offer: -

1. supply and fit of simple handrails to both sides of the steps to access the memorial and to 1 side of the stonework to access the garden area.

I recommend half round handrail fully welded to square posts on base plates bolted to the stonework. £740:00 +vat

2. Supply and fit 1100mm high balustrade to the front edges of the raised stonework either side of the steps (approximately 6.5mts in all).

Balustrade to conform to the 100mm rule and have some decoration in a style appropriate to the site. £1820:00 +vat

I have allowed for galvanising and a powder coat finish to all the metalwork.

If you have a look on the www you could locate a suitable design for the balustrade and forward it to me.

Alternatively, if you have seen a design in the area you like I could go look and copy it. We can replicate any design within reason.

If you would like to call into the works I could show you our proposed materials and layout.

Regards Jerry

STS Welding 01535 959078

Unit 5, Middleton Works, Lawkholme Lane, Keighley, BD21 3HB

Appendix 4: Illustrated Map

Hi Ken,

We're super excited to share our first thoughts for your Harden Village Map. This is an initial design idea which we can build upon for the project.

At this early stage, we wanted to put function first. It's important we plot everything in an accurate and readable manner. We've presented some strong foundations that we can build upon.

There is a funny spread of POIs – some of these are very central, and some are positioned on the edge of the village. In order for us to capture everything clearly, the central section is magnified.

As the sign will be printed on a large-scale, I believe we can make the red spots smaller so they're more defined and they will still remain legible when printed, it's difficult to show this at screen size!

We can also add small illustrative details and flourishes similar to the Bingley Rural map at the next stage.

This is at the primary stage, so we can continue to refine and add details. The next step would be to develop it according to your feedback. We look forward to hearing from you.

Design Delivery

Design Partner
Harden Village Council

Project Aims
Let's work together to create an illustrated map, highlighting key locations in Harden Village to support way-finding, encourage exploration, and foster local pride.

Project Objectives and Deliverables
We will deliver the following:

- Illustrated welcome sign

Our Next Steps!

Our design process grants 3 opportunities for feedback, further development can be completed on request. We can consider questions such as...

- Does the design offer solutions?
- What could be removed to make this more simple?
- What features are missing that are necessary?
- What is unclear or confusing?

Project Timeline



Discovery

Concept Creation

Creative

Development Stage 01

Development Stage 02

Refine

Amendments

Delivery

The work is reviewed to our exacting standard. We'll be here for you moving forward and can create a plan so you can take true ownership of your new designs.

Harden Village Council • Illustrated Welcome Sign • Concept

Illustrated welcome sign



Appendix 5: Correspondence

From: Luke Christmas Plus
Date: Tuesday, 14 March 2023
Subject: Harden Festive display 2022/23

Hi Ken.

We have completed the testing from the 2022/23 display in Harden.

I am happy to report that you have no failures and therefore no repair costs for the upcoming 2023/24 festive season.

We will be producing an ex-hire brochure again this year if you are interested in additions or replacements.

Kind regards

Luke
www.christmas-plus.co.uk

From: Wendy Fisher
Sent: 14 March 2023
Subject: RE: Grants - Application Windows

Morning Ken,

I share your frustration on this one. In my view, deadlines for just about everything – at work and on the home front - have become shorter over the years. I'm always aware that parish councils need sufficient time to adhere to certain protocols and procedures, as do we, and I always highlight this in discussions in the office, for example with the development of our Ward Plans.

I'll have a word with Damian and other colleagues and we'll get back to you. Of course often we have no control over timescales – all we can do is get the information out as soon as we receive it, which our Admin team is really good at doing.

As I say we'll get back to you.

In the meantime maybe you could raise the issue with NALC, for them to progress at a wider level? It's likely that parish councils struggle with this nationally.

Regards,

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

From: Wendy Fisher
Date: Friday, 17 March 2023
Subject: FW: Grants - Application Windows

Hello again Ken,

I've had a talk with a couple of colleagues about this, including Damian, my manager. Between us we've highlighted the following –

As I said in my previous email, we share your frustration. Here in the Area Office we know that parish councils have to abide by formal procedures that take time. Bradford Council is similarly bound by procedures, and in the case of releasing funding, this will inevitably lengthen the process as a whole. Often we find that by the time the Area Office gets the go-ahead to advertise funding opportunities, the window for bids is short.

We continue to push for internal funding opportunities to be passed to the Area Office as soon as possible, so that we can manage them from an early stage.

Obviously we can only advertise information on external funding – from government, charitable organisations and so on - when we are made aware of it. As I said earlier, we move quickly with this to get it out to our community partners.

I have suggested that you might raise the issue with NALC, for them to progress at a national level, as this must be an issue for all parish councils.

And of course you are free to raise things at a higher level within Bradford Council if you wish – maybe through your ward councillors?

Sorry I can't be of more assistance with this, but we are limited in what we action we can take in the Area Office.

Regards,

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

From: Andy Alderson
Date: Tuesday, 21 March 2023
Subject: RE: Query(s)

Hi Ken, both the yellow lines on Sunny mount and the drainage issue on Keighley road were raised and discussed at our last ward partnership meeting on February 16th, our senior highways engineer has forwarded both issues to the relevant officers and we are expecting an update at our next ward partnership meeting on Thursday March 30th, I will of course keep you updated on their findings or any actions.

We have added the “request to extend double yellow lines on Wilsden road” to the agenda at the same partnership meeting on Thursday 30th.

I have sent a request to our principle highways engineer regarding the proposed “welcome to Harden” sign, along with maps and asset numbers and requested the details of an officer who you can liaise with directly, as soon as I am furnished with the relevant officers details I will forward them to you.

Hope this helps.

Appendix 6: 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
Staff Costs			0.00 (N/A)	21,920.00	25,875.95	-3,955.95 (-18%)	-3,955.95
Travel			0.00 (N/A)	150.00	101.25	48.75 (32%)	48.75
Administration			0.00 (N/A)	2,580.00	2,230.57	349.43 (13%)	349.43
Audit & Accountancy			0.00 (N/A)	1,000.00	1,118.60	-118.60 (-11%)	-118.60
Neighbourhood Plan			0.00 (N/A)	1,500.00		1,500.00 (100%)	1,500.00
Newsletter			0.00 (N/A)	775.00	945.00	-170.00 (-21%)	-170.00
Training			0.00 (N/A)	250.00	115.59	134.41 (53%)	134.41
Insurance			0.00 (N/A)	500.00	490.89	9.11 (1%)	9.11
Parish Plan			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
ICT			0.00 (N/A)	3,150.00	557.69	2,592.31 (82%)	2,592.31
Donations			0.00 (N/A)	1,000.00	138.00	862.00 (86%)	862.00
Assets & Projects		1,168.35	1,168.35 (116835)	13,350.00	15,329.20	-1,979.20 (-14%)	-810.85
Maintenance & Repairs			0.00 (N/A)	4,400.00	840.00	3,560.00 (80%)	3,560.00
Events		11.00	11.00 (1100%)	425.00	116.23	308.77 (72%)	319.77
Income	39,008.00	39,008.00	0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	39,008.00	40,187.35	1,179.35 (3%)	52,000.00	47,858.97	4,141.03 (7%)	5,320.38
Total for ALL Cost Centres		40,187.35			47,858.97		
V.A.T.		6,117.45			3,557.05		
GROSS TOTAL		46,304.80			51,416.02		

Bank Reconciliation at 31/03/2023			
	Cash in Hand 01/04/2022		48,642.22
	ADD Receipts 01/04/2022 - 31/03/2023		46,304.80
			94,947.02
	SUBTRACT Payments 01/04/2022 - 31/03/2023		51,416.02
A	Cash in Hand 31/03/2023 (per Cash Book)		43,531.00
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	Unity Trust Current Account 31/03/2023	43,531.00	
			43,531.00
	Less unrepresented payments		
			43,531.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		43,531.00
	A = B Checks out OK		