

# 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 annual meeting of Harden Village Council, to be held on **Thursday 11<sup>th</sup> May, 2023** at 7.15pm in Harden Memorial Hall.



**Clerk to the Village Council**  
4<sup>th</sup> May, 2023

## 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)**
  - a) To approve minutes of the Village Council meeting held on 13<sup>th</sup> April, 2023.
  - b) 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: -
  - Yorkshire Local Councils Associations (YLCA) branch meeting representative(s)
  - Town & Parish Council Liaison representative
  - Allotments project team
  - Green action group

**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. Acceptance of Office**

To consider an extension to the period within which Councillors are required to sign a declaration of acceptance of office.

**8. 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>).

**9. Public Representation**

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

**10. Planning Matters**

To formulate observations relating to the following application: -

23/00680/FUL - Construction of shed in rear garden to be used as a hair salon at 2 St Ives Place, Harden.

(Planning applications can be viewed via Bradford Council's online system

<https://planning.bradford.gov.uk/online-applications/>).

**11. Planning Consultations - Procedure**

To consider a procedural revision with regard to responding to new planning consultations when a Village Council meeting is not imminent.

Note: The Scheme of Delegation approved by Council on 26<sup>th</sup> March, 2020, authorises the Clerk to respond to consultations on planning applications and licensing applications, subject to comments by Members of the Council.

**12. Exchange of Information**

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

**13. Correspondence (see Appendix 2)**

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

a) Email from Bradford Council re. local councils briefing on electoral review.

b) Email from a resident re. heavy goods vehicles.

- c) Emails from Bradford Council re. installation of illustrated map on land owned by the Highway Authority.
- d) Email from Yorkshire Local Councils Associations (YLCA) re. Infrastructure Levy consultation (consultation briefing from the National Association of Local Councils circulated separately to Members).
- e) Email from Ward Officer re. parking on grass verges on Wilsden Road.

**14. Financial Matters**

- a) To authorise the following payments: -

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Bradford Council	£2,169.15	Payroll
Ken Eastwood	£27	Expenses
Digital Nomads Ltd	£472.80	Website annual charge
Harden Congregational Church	£62.50	Room hire (Earth Day)
Harden Beck Horticultural Society	£250	Small grant (tables & chairs)

- b) To note the statements, balances and bank reconciliation reports in Appendix 3.

**15. Minor Items and Items for Next Agenda**

To note minor items and items for the next agenda.

**16. Next Meeting**

To confirm the date of the next Village Council meeting, as 8<sup>th</sup> June 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	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.		March 2023	
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	May 2023	Bradford Council have approved proposed location of welcome map. Supplier provided with specification and quote requested. Graphic design second round of feedback provided.
War Memorial	To explore fitting handrail(s) to the War Memorial steps.	Cllr Kirkham & Clerk	April 2023	Drawings received from Aire Valley Forge. Planning application being progressed.

## Appendix 2: Correspondence

**Email From:** Laura.Marsden@bradford.gov.uk

**Date:** 4 May 2023

**Subject:** Local Government Boundary Commission for England - Town / Parish Council & Local Groups Briefing

Dear All,

As you may be aware, the LGBCE (Local Government Boundary Commission for England) are undertaking electoral review of CBMDC (City of Bradford Metropolitan District Council). As part of this process, they are holding a number of briefing meetings to outline how the review takes place.

The Town / Parish Council & Local Groups Briefing takes place on **Thursday 6<sup>th</sup> July 2023 from 17:30 – 19:00**

**Please can this invite be cascaded to other colleagues who may be interested in attending. Particularly local council clerks, to their respective Councillors.**

However, please note, this meeting will take place via MS Teams and will be recorded and available for those not be able to join the session.

Thank you.

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Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 394 007 042 764

Passcode: 84msAJ

[Download Teams](#) | [Join on the web](#)

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**Email From:** Harden Resident

**Date:** 25 April 2023

**Subject:** Heavy Goods Wagons – Weight Restriction

Dear Mr Eastwood

I live at the top of Long lane & me & a few of the other residents have noticed a big increase in heavy good wagons since the CAZ as been in force as have Wilsden & Cullingworth. Our roads are not big enough for these big wagons. We need a 7.5 tonne limit on our village?

Awaiting your response.

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**From:** Andy Alderson  
**Date:** Tuesday, 18 April 2023  
**Subject:** FW: Request from Harden Village Council – Illustrated Map

Hi Ken, please see attached email and chain.  
I have cc'd our park's & open spaces manager regarding the grass cutting issue for any input from him.

Regards

Andy A

**From:** Craig Williams  
**Sent:** 18 April 2023  
**To:** Andy Alderson  
**Subject:** FW: Request from Harden Village Council – Illustrated Map

Andy,

The attached 520KB file confirms your attached 374KB asset management file in that the land on which the Parish Council want to install the illustrated map is adopted highway.

Bradford Council as highway authority has no issue with the Parish Council installing the sign at the suggested location. However, I would suggest that they advise Brian Dobson in order that he can make arrangements for appropriate grass cutting equipment to be used at this site, in the event of the two sign poles preventing the use of a ride-on or hand-held grass cutter being used and hand shears being required instead.

Andy, can you please advise Ken accordingly of the above.

Regards

**Craig Williams BEng (Hons), MSc, Eng Tech FIHE, CMILT, MCIHT**  
Senior Engineer  
Traffic and Highways (North)  
**Stockbridge Depot, Royd Ings Avenue, Keighley, BD21 4BX**

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**From:** YLCA Admin  
**Date:** Friday, 14 April 2023  
**Subject:** DLUHC Consultation On Infrastructure Levy

JOY MORGAN  
ADMINISTRATION OFFICER  
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Clerk,

NALC RESPONDING TO THE DLUHC CONSULTATION ON THE NEW  
INFRASTRUCTURE LEVY

We have been asked by NALC to send a quick reminder that it will be responding to the DLUHC consultation on the new Infrastructure Levy link provided here:

<https://www.gov.uk/government/consultations/technical-consultation-on-the-infrastructure-levy/technical-consultation-on-the-infrastructure-levy>

Please find the briefing attached.

All responses should (per the briefing) please be sent to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by latest 17:00 on 19 May 2023.

Yours sincerely  
Joy Morgan  
ADMINISTRATION OFFICER

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**From:** Wendy Fisher  
**Sent:** 14 April 2023  
**To:** office@harden.bradford.sch.uk  
**Subject:** Parking on Grass Verges, Harden

Dear Harden Primary School,

The parish council has received a complaint about parents parking their vehicles on grass verges in the village, specifically on Wilsden Road. This has been passed to me.

I am almost certain that you will issue correspondence to parents asking them to park legally and responsibly when they drop off and collect children from school. May I request that next time you do this, you add in a request not to park on grass verges, as this leaves visible damage that spoils the local environment for residents and visitors alike.

I have also asked our Neighbourhood Warden to have a polite word with any parent seen parking on grass verges whilst he is out on patrol, although he has no enforcement powers with regards to parking.

Thank you in anticipation.

**Regards,**

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

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# Appendix 3: 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)	26,570.00	4,343.44	22,226.56 (83%)	22,226.56
Travel			0.00 (N/A)	150.00	19.80	130.20 (86%)	130.20
Administration			0.00 (N/A)	2,705.00	664.00	2,041.00 (75%)	2,041.00
Audit & Accountancy			0.00 (N/A)	800.00		800.00 (100%)	800.00
Neighbourhood Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
Newsletter			0.00 (N/A)	825.00		825.00 (100%)	825.00
Training			0.00 (N/A)	250.00		250.00 (100%)	250.00
Insurance			0.00 (N/A)	500.00		500.00 (100%)	500.00
Parish Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
ICT			0.00 (N/A)	3,150.00		3,150.00 (100%)	3,150.00
Donations			0.00 (N/A)	1,000.00		1,000.00 (100%)	1,000.00
Assets & Projects			0.00 (N/A)	12,950.00	3,500.00	9,450.00 (72%)	9,450.00
Maintenance & Repairs			0.00 (N/A)	4,400.00	147.50	4,252.50 (96%)	4,252.50
Events			0.00 (N/A)	400.00		400.00 (100%)	400.00
Income	48,952.00	48,952.00	0.00 (N/A)			0.00 (N/A)	0.00
<b>NET TOTAL</b>	<b>48,952.00</b>	<b>48,952.00</b>	<b>0.00 (N/A)</b>	<b>54,700.00</b>	<b>8,674.74</b>	<b>46,025.26 (84%)</b>	<b>46,025.26</b>

  

<b>Total for ALL Cost Centres</b>	48,952.00		8,674.74
<b>V.A.T.</b>	970.40		701.50
<b>GROSS TOTAL</b>	<b>49,922.40</b>		<b>9,376.24</b>

<b>Bank Reconciliation at 01/05/2023</b>			
	Cash in Hand 01/04/2023		43,531.00
	<b>ADD</b>		
	Receipts 01/04/2023 - 01/05/2023		49,922.40
			93,453.40
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 01/05/2023		7,207.09
<b>A</b>	<b>Cash in Hand 01/05/2023</b> (per Cash Book)		<b>86,246.31</b>
	Cash in hand per Bank Statements		
	Petty Cash 01/05/2023	0.00	
	Unity Trust Current Account 01/05/2023	90,446.31	
			<b>90,446.31</b>
	Less unrepresented payments		4,200.00
			86,246.31
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>86,246.31</b>
	<b>A = B Checks out OK</b>		





MR KENNETH M EASTWOOD

Lloyds Bank  
Commercial Card Services  
PO Box 6061  
Milton Keynes  
MK7 8LE

Tel: 0800 0964496  
Website: [www.commercialcards.co.uk/lloydsbank](http://www.commercialcards.co.uk/lloydsbank)

## Statement summary

Statement date: 4/3/2023

Card ending\*\*\*\* \* 0573

### Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£53.00 DR
<b>Statement Balance</b>	<b>£53.00 DR</b>

### Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
11 Mar 23	ALCC UNION MEMBERSHIP ORGANIZATIONS NOT ELSEWHERE CLASSIFIED		50.00 DR
03 Apr 23	MONTHLY FEE		3.00 DR