

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 July, 2023** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council

8th July, 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 8th June, 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) 23/01865/FUL - Change of use of land from agricultural to private dog walking area. Land 407833 438014 Ryecroft Road, Harden.
- b) 23/00669/HOU - Single storey rear extension at 10 Firbeck, Harden.

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

6. Neighbourhood Plan Referendum

To discuss further arrangements to make the Neighbourhood Plan referendum documents available for inspection by residents of Harden.

7. Yorkshire Local Councils Associations (YLCA)

To appoint Cllr Smith as the council's YLCA Branch representative. To note that at the YLCA South Pennine Branch meeting on 12th June 2023, Cllr Smith was elected as a Deputy Branch representative to the YLCA Joint Executive Board.

8. Village Warden (see Appendix 2)

To consider whether Harden Village Council should employ a part time Village Warden.

9. Unity Trust Bank

To consider amendment of the Council's Unity Trust Bank mandate to add additional signatories and to authorise the Clerk to submit agreed amendments to the bank.

10. Exchange of Information

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

11. Correspondence (see Appendix 3)

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

- a) Email from YLCA re. notice of the joint annual meeting of the YLCA 2023 and invitation to attend.
- b) Email from YLCA re. Yorkshire and Humber Climate Commission (YHCC) Consultation.
- c) Email from a resident re. Neighbourhood Plan Referendum.
- d) Email from SELRAP re. update to members, supporters and donors.
- e) Email from Bradford Council re. Bradford Local Housing Need Assessment Stakeholder Event on 17th July 2023.

12. Financial Matters

- a) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£2,169.15	Payroll
Ken Eastwood	£170.88	Mileage & Zoom subscription
YLCA	£74	Training (Cllrs Smith & Cavanagh)
YLCA	£133.60	Off to a Flying Start Webinars
Signs of Cheshire	£3,180	Noticeboard (welcome map)
Impress Printers	£175	Neighbourhood plan flyer printing
Roger Smith	£100	Neighbourhood plan flyer delivery

Payee	Amount	Description
Rachel Forbes	£240	Horticulture

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

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 next Village Council meeting, as 14th September 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	June 2023	Cllr Bryan and Cavanagh to meet and develop action plan.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	July 2023	Agenda item.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Kirkham & Clerk	June 2023	Clerk invited Highways officers to attend July meeting of the Village Council.
Climate	Climate emergency actions and projects.	Cllr Cavanagh	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 waymarking and village centre signage.	Cllr Kirkham & Clerk	June 2023	Design work completed. Order placed with noticeboard company. Awaiting installation.
War Memorial	To explore fitting handrail(s) to the War Memorial steps.	Cllr Kirkham & Clerk	June 2023	Documents required to complete planning application at draft stage and approved by Cllr Bryan and Kirkham. The Clerk to finalise and submit the application.
Park Tree Species Information	To provide information on tree species within the Memorial Park.	Cllr Cavanagh & Clerk	June 2023	Cllr Cavanagh to contact Bradford Council's Park Manager.

Subject	Issues	Responsibility	Date of last action	Notes
Environmental Services	Enhancing maintenance and environmental improvements in Harden.	Clerk	June 2023	Agreed location of secure tool store with Bradford Council who will construct a suitable hardstanding. Order placed with supplier. Delivery expected on or before 26 th September 2023.

Appendix 2: Village 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: YLCA Admin <admin@yorkshirelca.gov.uk>

Date: Wednesday, 5 July 2023

Subject: Notice of the Joint Annual Meeting of the YLCA 2023 and invitation to attend

SHEENA SPENCE
CHIEF OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

To: YLCA Member Councils and Parish Meetings.

Dear Clerk,

NOTICE OF THE JOINT ANNUAL MEETING OF THE YLCA 2023 AND INVITATION TO ATTEND

The 2023 Joint Annual Meeting of these Associations will take place on 22 July at The Mercure York Fairfield Manor Hotel, Skelton, York, YO30 1XW at 2.00pm. Papers are attached, the Annual Review 2022/2023 is to follow.

We hope that your council or parish meeting can be represented. All councillors and clerks can attend and please note that each member council is permitted two voting representatives. For parish meetings, it is one voting representative, which is usually the chair of the parish meeting. Voting attendees will be issued a voting card upon arrival.

We hope that the resolutions for debate that have been put forward are of interest to you; however please come along to help elect the President for the forthcoming year, the Independent Examiner and also network with other councillors and clerks.

It would be very helpful to know if anyone is attending from your council or meeting as we have to ensure that a quorum of twenty-five persons who are entitled to vote are present. Please can you let us know who your council/parish meeting representative(s) will be or send apologies please to: Ruth.Batterley@yorkshirelca.gov.uk by 20 July 2023.

Thank you.

From: YLCA Admin <admin@yorkshirelca.gov.uk>

Date: Tuesday, 4 July 2023 at 14:37

Subject: Yorkshire and Humber Climate Commission (YHCC) Consultation

JOY MORGAN
ADMINISTRATION OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Clerk/Chair/Councillor,

YORKSHIRE AND HUMBER CLIMATE COMMISSION (YHCC) CONSULTATION

The YHCC has asked the YLCA to share the Commonplace consultations, four live consultations - New Build Homes & Places, Nature Recovery, Infrastructure and Green Jobs and Skills. Please find the link here to have your councils say today: [Have Your Say Today - Yorkshire And Humber Climate Action Plan - Commonplace](#)

Yours sincerely
Joy Morgan
ADMINISTRATION OFFICER

STOP PRESS: Developing your Skills, Talking Tables Training Day (Sponsored by Breakthrough Communications and Blachere Illuminations) on Thursday 27 July 2023, at Fairfield Hotel, Bluebell Conference Suite, Dodworth, Barnsley. The programme is available on the YLCA website www.yorkshirelca.gov.uk. To book a place please email admin@yorkshirelca.gov.uk

From: A resident
Date: 4 July 2023
Subject: Neighbourhood Plan Referendum

Having received the leaflet about the local referendum (worryingly a week after the polling cards), I'm concerned at how difficult it is to find information on what we're voting on. The leaflet mentions the website, but as the village has a high number of elderly residents, their technological literacy levels may be a barrier for them. Indeed, I work in IT, and it still took me more than half an hour to actually find the plans!!! This plan (<https://www.bradford.gov.uk/Documents/DesignatedNeighbourhoodAreas/Harden/HardenReg16//HardenNDPSubmissionversion.pdf> <<https://www.bradford.gov.uk/Documents/DesignatedNeighbourhoodAreas/Harden/HardenReg16//HardenNDPSubmissionversion.pdf>>) is NOT linked from the village website as far as I can find, and I had to go scouring through Bradford Council's site. Given the number of links to documents, I feel it is wrong that this plan is not clearly and separately linked and identified on the village council website for ease of reference. Without this, you risk extremely low turn out or confusion on polling day. Even then, this needs to be publicised easily and accessibly for residents without internet access / skills. It is a shame that a report that identifies the need to support elderly or vulnerable residents is inaccessible to those very same demographics!

From: Dave Penney
Date: 30 June 2023
Subject: SELRAP Update to Members, Supporters and Donors

Dear Members, Supporters and Donors

You should have all received the latest 2023 digital edition of At a Glance. If you would like hard copies to distribute in your area to contacts, friends or public places, please let me know how

many and I will post them to you - we need to spread the word. We have put copies in Railway Stations, Town Halls, Libraries, Colleges, etc.

We post regular updates to keep you informed about the Campaign on our

Website (<https://www.selrap.org.uk/>) and **Facebook**

(<https://www.facebook.com/reopenskiptontocolne/>). As well as making comments on the Campaign you can pass these Website and Facebook links to friends and contacts. On the Website, you can also renew Membership, set up Standing Orders and make donations.

We would welcome members and supporters to consider responding to **two Consultations**:

- **Transport for the North's Consultation:** Transforming the North's Transport - Please submit your comments by 17th August to this Consultation at <https://transportforthenorth.com/.../tfn-launches.../> Please, share your comments with Andy Dixon at andydixon@hotmail.co.uk who is coordinating a response to the Consultation on behalf of SELRAP, who will make the case for the SELRAP Scheme to be in their Strategy.
- We would also urge SELRAP Members to have your say in the **Consultation on West Yorkshire Combined Authority's Rail Strategy** by 13th September by going to <https://www.yourvoice.westyorks-ca.gov.uk/rail-strategy> The Strategy supports the SELRAP Scheme for both passengers and freight and considers it a priority. Again, If you have any supporting comments on the Strategy, our Chair, Peter Bryson at peterbryson1@outlook.com would like to hear from you as he will be making a response to the Consultation on behalf of SELRAP.

SELRAP is also engaging with MPs and County and District Councils along the transpennine route of this coast to coast strategic railway to ensure we have their support and include our Project in their Plans. We would appreciate it if you also contact your local MP and Council to elicit support for our Rail Scheme.

Finally, if you can help our Campaign with your ideas, skills and contacts to get us over the line, we would love to hear from you.

Thank You for your ongoing support.

Dave Penney
Vice Chair, SELRAP

From: Bradford Council

Date: 30 June 2023

Subject: Bradford Local Housing Need Assessment – Stakeholder Event – 17th July 2023

Bradford Local Housing Need Assessment
Stakeholder Event – 17th July 2023

As you will be aware the Council is currently preparing a new Local Plan for the District. The Local Plan will include a range of policies and proposals which will determine the scale and location of new development across the district. The Local Plan will also support proposals for regeneration,

protect the natural and built environment, and ensure that growth and development occurs in a sustainable way.

In order to produce a robust and sound Plan it needs to be informed by a range of research and technical evidence as set out in the Government's National Planning Guidance.

One of the most important areas of evidence will be that which informs the Council of the scale of need for homes over the period covered by the plan and the nature, type and mix of homes which should be provided given the current and projected future make-up of the district's population. The Council have therefore recently commissioned Arc4 and Edge Analytics to prepare a Local Housing Need Assessment (LHNA) and Strategic Housing Market Assessment (SHMA).

The subject of this workshop is how the Local Housing Needs Assessment – which focuses on the scale of housing need - will be undertaken, and the outcome of an initial analysis of housing need based on the government's standard method calculation. The workshop will also set out the wider range of factors that will be considered when reviewing future housing need across Bradford. It is essential that key stakeholders are involved in the process of producing the Local Housing Need Assessment and the SHMA and that the assessment reflects any Bradford specific factors which may affect housing need. We are therefore pleased to invite you or an appropriate representative to attend the Bradford LHNA Stakeholder Event.

The stakeholder event will be held on Monday 17th July 2023, at Margaret Macmillan Tower, Princes Way, Bradford, BD1 1NN, in the Hockney Room. The event will run from 11.00am to 1.00pm. Tea and coffee will be served from 10.45 am for a 11.00am start.

Please can you email us by Wednesday 12th July 2023, planning.policy@bradford.gov.uk to confirm whether you would like to attend this event. As places are limited an early reply is advised.

If you require any further information, then please contact the Local Plans Team at the same email address above.

We look forward to your attendance and involvement in this event.

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)	2,705.00	1,550.40	1,154.60 (42%)	1,154.60
Assets & Projects			0.00 (N/A)	12,950.00	5,009.00	7,941.00 (61%)	7,941.00
Audit & Accountancy			0.00 (N/A)	800.00	190.00	610.00 (76%)	610.00
Donations			0.00 (N/A)	1,000.00	250.00	750.00 (75%)	750.00
Events			0.00 (N/A)	400.00		400.00 (100%)	400.00
ICT			0.00 (N/A)	3,150.00	394.00	2,756.00 (87%)	2,756.00
Income	48,952.00	48,952.00	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	387.50	4,012.50 (91%)	4,012.50
Neighbourhood Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
Newsletter			0.00 (N/A)	825.00	275.00	550.00 (66%)	550.00
Parish Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
Staff Costs			0.00 (N/A)	26,570.00	8,681.74	17,888.26 (67%)	17,888.26
Training			0.00 (N/A)	250.00	232.60	17.40 (6%)	17.40
Travel			0.00 (N/A)	150.00	82.80	67.20 (44%)	67.20
NET TOTAL	48,952.00	48,952.00	0.00 (N/A)	54,700.00	17,053.04	37,646.96 (68%)	37,646.96

Total for ALL Cost Centres	48,952.00	17,053.04
V.A.T.	970.40	1,200.28
GROSS TOTAL	49,922.40	18,253.32

A	Bank Reconciliation at 30/06/2023			
	Cash in Hand 01/04/2023			43,531.00
	ADD			
	Receipts 01/04/2023 - 30/06/2023			49,922.40
				93,453.40
B	SUBTRACT			
	Payments 01/04/2023 - 30/06/2023			15,190.69
A	Cash in Hand 30/06/2023 (per Cash Book)			78,262.71
B	Cash in hand per Bank Statements			
	Petty Cash 30/06/2023	0.00		
	Unity Trust Current Account 30/06/2023	78,262.71		
				78,262.71
	Less unrepresented payments			
				78,262.71
B	Plus unrepresented receipts			
	Adjusted Bank Balance			78,262.71
A = B Checks out OK				