

# 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> November, 2023** at 7.15pm in Harden Memorial Hall.



**Clerk to the Village Council**

4<sup>th</sup> November, 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> October, 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. Bus Reform Consultation**

To note that the Combined Authority are undertaking a public consultation to inform a decision by the Mayor of West Yorkshire on whether or not to introduce a Franchising Scheme in March 2024.

Should the Mayor make the decision to introduce franchising then buses in the region would be under the control of the Combined Authority who would set the routes, frequency, fares and overall standards of buses in the region. To consider the Council's position on the proposal and authorise Cllr Kirkham to complete the consultation following attendance at an online briefing on 5<sup>th</sup> December at 5pm.

(More details on the proposals and the public consultation questionnaire can be accessed here <https://www.yourvoice.westyorks-ca.gov.uk/busreform>).

**6. Planning Matters**

To formulate observations relating to the following applications: -

- a) 23/03792/LBC & 23/03791/FUL - Change of use and alterations to former stable block to form five dwellings; alterations to gate piers and entrance at Stable Block, Harden Grange Farm, Harden Road, Harden.

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

**7. Village Warden**

To receive an update from the Clerk with regard to the Village Warden.

**8. Local Councils Awards Scheme (see Appendix 2)**

To note that the Council's Foundation Award has expired. To consider whether the Council should re-apply under the scheme. To authorise or otherwise related expenditure.

**9. Local Government Pension Scheme (see Appendix 3)**

The Council has been advised that pension scheme regulations require the Council to publish an up-to-date employer discretions policy. The Clerk has prepared a draft policy based on guidance provided and the discretions policy published by Bradford Council (draft circulated to members separately). To approve or otherwise the draft policy.

**10. Tittle Tattle**

To consider content to be provided for inclusion in the Tittle Tattle newsletter. To note the final date for submission as 12<sup>th</sup> November.

**11. Exchange of Information**

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

**12. Correspondence (see Appendix 4)**

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

- a) Email from Yorkshire Local Councils Associations (YLCA) re. the Local Councils Awards Scheme.

**13. Financial Matters**

- a) To note that the National Joint Council for local government services has announced that agreement has been reached on rates of pay applicable from 1 April 2023. An across the board increase of £1,925 is applied to each pay grade (pro rata for reduced hours worked). At Harden Village Council this equates to an additional £832.43 per annum.
- b) To consider a first draft budget and provisional precept for 2024/25.
- c) To authorise the following payments: -

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Bradford Council	£2,169.15	Payroll
Ken Eastwood	£22.50	Mileage
Amazon	£9.99	Thermal camera USB leads

- d) To note the balances and bank reconciliation reports in Appendix 3.

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

To note minor items and items for the next agenda.

**15. Next Meeting**

To confirm the date of the next Village Council meeting, as 14<sup>th</sup> December 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	October 2023	Cllr Cavanagh to meet Neal Charlesworth (Estates Officer) to discuss further.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	October 2023	12 bound copies on order from Impress Printers.
Traffic & Transport	20 MPH Scheme and Active Travel.	Cllr Kirkham & Clerk	October 2023	No update.
Climate	Climate emergency actions and projects.	Cllr Cavanagh	October 2023	Cllrs Cavanagh and Smith developing action plan.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Bryan	July 2023	Cllr Bryan finalising the Emergency Plan.
Signage & Wayfinding	Project to enhance waymarking and village centre signage.	Cllr Kirkham & Clerk	October 2023	Order placed with noticeboard company. Awaiting installation. Reminder sent. No update received.
War Memorial	To explore fitting handrail(s) to the War Memorial steps.	Cllr Kirkham & Clerk	August 2023	Agenda item.
Park Tree Species Information	To provide information on tree species within the Memorial Park.	Cllr Cavanagh & Clerk	July 2023	Cllr Cavanagh to arrange meeting with Bradford Council's Park Manager.

Environmental Services	Enhancing maintenance and environmental improvements in Harden.	Clerk	November 2023	Secure tool store installed 17/10/2023. Village Warden agenda item.
D Day 80	Exhibition following further research into Harden residents' involvement in WW2.	Cllr Kirkham & Clerk	October 2023	Planning to hold an exhibition in Memorial Hall on Saturday 8 <sup>th</sup> June, 2023.

## Appendix 2: Local Councils Awards Scheme

### About

The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the very best local councils and to provide a framework to support local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed them by their peers, and put in place the conditions for continued improvement.

### Why apply?

For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector.

For all councils winning the award should be a celebration for councillors and officers, as their commitment and hard work are recognised and respected.

An award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard.

The scheme contributes to the national reputation of local councils demonstrating achievements and a commitment to improvement across the sector.

### Cost

Registration fee of £50 payable to the National Association of Local Councils (NALC).

Accreditation fee of £80 for Foundation Standard Award, covering the cost of the accreditation panel decision making process, payable to the Yorkshire Local Councils Association (YLCA).



## Appendix 3: Correspondence

**From:** West Yorkshire Pension Fund

**Date:** 1 November 2023

**Subject:** WYPF Discretionary Policy - Harden Village Council - 1127

Dear Ken,

I am writing to let you know that we haven't yet received a copy of your employer discretionary policy.

As part of the LGPS scheme regulations you must have an up to date discretions policy in place and published, so that it is accessible to all of your scheme members. Having clearly defined policies in place is really important for the following reasons:

1. It provides a platform for clear and transparent decision making
2. Allows you to justify decision making
3. Allows you to be flexible and exercise your discretions where circumstances may require
4. There are many different areas in the LGPS where you can choose to have a discretionary policy, however there are a number of areas that it is mandatory for you to have a discretionary policy on.

There is a guide to help you put together your employer discretions policy. You can find the guide [here](#).

### More help?

You can watch our webinar and review our training slides on employer discretions [here](#)

### What we need you to do...

5. If you have already written your employer discretions, please email a copy to us at [wypf.pfr@wypf.org.uk](mailto:wypf.pfr@wypf.org.uk)
6. If you have not written your employer discretions, please refer to the guide above and forward us a copy **as soon as possible**
7. If you make any changes to your employer discretions you must publish the updated document so that it is available to your scheme members, and send us a copy within 1 month.

Should you need any help please contact your Employer Pension Fund Representative who I have copied in this email, or click [here](#) for more contact details.

Yours sincerely

**Nina Ravjibhai**

**Employer Support Officer**

WYPF, PO Box 67, Bradford, BD1 1UP

## Appendix 4: Correspondence

**From:** Sheena Spence <[Sheena.Spence@yorkshirelca.gov.uk](mailto:Sheena.Spence@yorkshirelca.gov.uk)>

**Date:** 24 October 2023

**Subject:** Harden Village Council - Foundation Level of the LCAS

SHEENA SPENCE  
CHIEF OFFICER  
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Ken,

HARDEN VILLAGE COUNCIL – FOUNDATION AWARD OF THE LOCAL COUNCIL AWARD  
SCHEME (LCAS)

I hope you are well. I am writing to remind you that the Council's four year award of the Foundation Level of the Scheme expired on 22 October 2023. Could you let us know whether the Council intends to re-accredit?

Please can you remove the LCAS logo from the Council website and any other Council documentation.

Thank you and best wishes.

Yours sincerely,  
Sheena.

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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 +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration			0.00 (N/A)	2,705.00	1,635.40	1,069.60 (39%)	1,069.60
Assets & Projects			0.00 (N/A)	12,950.00	9,292.95	3,657.05 (28%)	3,657.05
Audit & Accountancy			0.00 (N/A)	800.00	400.00	400.00 (50%)	400.00
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	610.00	2,540.00 (80%)	2,540.00
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	567.50	3,832.50 (87%)	3,832.50
Neighbourhood Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
Newsletter			0.00 (N/A)	825.00	627.07	197.93 (23%)	197.93
Parish Plan			0.00 (N/A)	500.00		500.00 (100%)	500.00
Staff Costs			0.00 (N/A)	26,570.00	15,189.19	11,380.81 (42%)	11,380.81
Training			0.00 (N/A)	250.00	257.60	-7.60 (-3%)	-7.60
Travel			0.00 (N/A)	150.00	127.80	22.20 (14%)	22.20
<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>28,957.51</b>	<b>25,742.49 (47%)</b>	<b>25,742.49</b>

<b>Total for ALL Cost Centres</b>	48,952.00	28,957.51
<b>V.A.T.</b>	2,177.76	1,321.18
<b>GROSS TOTAL</b>	<b>51,129.76</b>	<b>30,278.69</b>

Bank Reconciliation at 01/11/2023			
	Cash in Hand 01/04/2023		43,531.00
	<b>ADD</b>		
	Receipts 01/04/2023 - 01/11/2023		51,129.76
			94,660.76
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 01/11/2023		30,278.69
<b>A</b>	<b>Cash in Hand 01/11/2023</b> (per Cash Book)		<b>64,382.07</b>
	Cash in hand per Bank Statements		
	Petty Cash	01/11/2023	0.00
	Unity Trust Current Account	01/11/2023	64,382.07
			<b>64,382.07</b>
	Less unrepresented payments		
			64,382.07
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>64,382.07</b>
	<b>A = B Checks out OK</b>		