

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 14th December, 2023** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council

10th December, 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 9th November, 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. Councillor Vacancies

To discuss the councillor vacancies and to consider any requests for co-option.

6. Planning Matters

To formulate observations relating to the following application: -

- a) 23/03738/HOU - Single storey rear extension at 4 Eavestone Mews, 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 and Village Warden. To authorise or otherwise expenditure on uniform, PPE, equipment, tools and a mobile phone. To note the Village Warden's report (see appendix 2).

8. Memorial Hall

To consider proposals with regard to the future use of the Memorial Hall by the Village Council.

9. Exchange of Information

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

10. Schedule of Meetings (see Appendix 3)

To confirm the schedule of meeting dates for the 2024 calendar year.

11. 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. Royal Garden Party nominations for 2024.
- b) Email from National Allotments Association re. proposed allotments.
- c) Email from National Association of Local Councils (NALC) re. Local Councils Award Scheme.
- d) Email from Ward Officer re. Village Warden appointment.

12. Financial Matters

- a) To finalise the draft budget and precept for 2024/25.
- b) To authorise or otherwise expenditure on a replacement Village Council laptop.
- c) To authorise the following payments: -

Payee	Amount	Description
Bradford Council	£2,169.15	Payroll
Ken Eastwood	£38	Expenses. Mileage (£18) and poppy wreath (£20)
Clear Insurance Management Limited	£550.98	Insurance renewal
Impress Printers	£450	Printing - Neighbourhood Plan & Design Code
National Association of Local Councils (NALC)	£60	Local Councils Award Scheme - Registration
Christmas Plus	£1,764	Installation/dismantle of festive display

Payee	Amount	Description
Vision ICT Ltd	£21.60	Hosted email account
Richard Smith	£13.08	Mince pies
Gina Thompson	£58.70	Refreshments
Amazon	£9.99	USB Camera leads
Royal British Legion	£200	Large, decorative poppies

d) To note the balances and bank reconciliation reports in Appendix 5.

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 11th January 2024, 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	November 2023	
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	December 2023	12 bound copies printed and will be distributed at December meeting.
Traffic & Transport	20 MPH Scheme and Active Travel.	Cllr Kirkham & Clerk	November 2023	Bradford Council chased again for a response. Promised to receive by close of play on 27 November. Nothing received to date.
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	November 2023	Cllr Bryan finalising the Emergency Plan.
Signage & Wayfinding	Project to enhance waymarking and village centre signage.	Cllr Kirkham & Clerk	December 2023	Harden map and noticeboard installed 7 th December. Clerk & Cllr Kirkham to begin wayfinding (finger post sign) project.
War Memorial	To explore fitting handrail(s) to the War Memorial steps.	Cllr Kirkham & Clerk	November 2023	Planning consent received and works order issued.
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	December 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 the Memorial Hall on Saturday 8 th June, 2023.

Appendix 2: Village Warden's Report

Started in the role on 1/12/2023. Tasks undertaken to date include: -

- Condition survey covering all cherry trees and environmental issues completed 2/12/2023.
- All roads, residential areas and amenities were inspected during the survey which provides a snapshot of the village and a reference point for maintenance works etc.
- Visited Speaks at Keighley and obtained quote for branded uniform and PPE.
- Visited Woodbank Nurseries and negotiated a 10% discount on equipment and 20% discount on plants.
- Scoped and obtained quotes for equipment from Woodbank, Acorn Garden Supplies (Bingley) and Turners (Riddlesden).

Appendix 3: Schedule of Meetings 2024

Date	Meeting	Start Time
11 th January 2024	Monthly meeting HVC	7.15 p.m.
8 th February 2024	Monthly meeting HVC	7.15 p.m.
14 th March 2024	Monthly meeting HVC	7.15 p.m.
11 th April 2024	Annual Parish Meeting ⁽¹⁾	7.00 p.m.
11 th April 2024	Monthly meeting HVC	7.15 p.m.
9 th May 2024	Annual Meeting ⁽²⁾	7.15 p.m.
13 th June 2024	Monthly meeting HVC	7.15 p.m.
11 th July 2024	Monthly meeting HVC	7.15 p.m.
12 th September 2024	Monthly meeting HVC	7.15 p.m.
10 th October 2024	Monthly meeting HVC	7.15 p.m.
14 th November 2024	Monthly meeting HVC	7.15 p.m.

12 th December 2024	Monthly meeting HVC	7.15 p.m.
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Notes:

1. Annual Parish Meeting. Although this meeting will be chaired by the Chair of Harden Village Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Parish Meeting must be held between 1st March and 1st June (Local Government Act 1972).
2. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and eighteenth day after the election (inclusive) (Local Government Act 1972).

Appendix 4: Correspondence

From: YLCA Admin
Date: 20 November 2023
Subject: Royal Garden Party nominations 2024

RUTH BATTERLEY
TEAM SUPPORT AND MEMBER LIAISON OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Clerks,

The deadline for Royal Garden Party nominations for 2024 is 14 December 2023. We wish to clarify that nominations are permitted from current serving councillors only. Nominations are not permitted for members of staff.

Yours sincerely,

Ruth Batterley
Team Support & Member Liaison Officer

From: Tony Urwin
Date: 1 December 2023
Subject: Proposed Allotments

Hi Ken

Two possible sources of land for allotments in Harden I didn't mention when we last met:

Church land - Quite a few allotments lease their land from the Diocese.

Potential development land - the provision of allotments as part of a development should be a positive with the planners. Early provision by leasing a plot of currently agricultural land may therefore support a future application for pp.

Tony Urwin
NAS Yorkshire Branch Secretary
0781 292 5437

From: Beverley Brown
Date: 29 November 2023
To: "clerk@hardenvillagecouncil.gov.uk" <clerk@hardenvillagecouncil.gov.uk>
Cc: Yorkshire LCA <admin@yorkshirelca.gov.uk>, Local Council Award Scheme <LocalCouncilAwardScheme@nalc.gov.uk>
Subject: Local Councils Award Scheme

Dear Ken

Thank you for registering with the Local Council Award Scheme. The details you provided are below:

Council Name: Harden Village Council
Email Address: clerk@hardenvillagecouncil.gov.uk
Contact No: 07850049487
Council size: Medium
Invoice Address: Harden Village Council, PO Box 572, KEIGHLEY BD21 9FE
Award level applied for: Foundation.
County Association: Yorkshire ALC

If any details are incorrect, please do contact me with new details.

The next steps are:

1. Check the criteria and application information in the Local Council Award Scheme guide which can both be downloaded from
2. <https://www.nalc.gov.uk/our-work/local-council-award-scheme> under 'How do you apply?'. You can also download the application form directly from:
<https://www.nalc.gov.uk/library/our-work/lcas/1854-lcas-application-form>
(NB clicking this link will automatically start downloading this word document)
2. Put the criteria in place for your chosen award level – the application form might help manage this process. There is no deadline for this, if you would like advice or guidance, please contact your County Association or Lisa Etchell or Beverley Brown at NALC, if your County Association has opted out of the accreditation process.

3. Confirm the required criteria are in place by resolution at a full council meeting
4. **Once the above actions have taken place, please notify your local accreditation panel co-ordinator or the National Panel (Applications for National Panel should be sent to licas@nalc.gov.uk) who is copied into this email and send them your completed application form.** NB it is important to provide links to the relevant pages on your website and any further electronic documents required for the award.
- 5 Applications for the national panel will undergo a triage process before the assessment stage. This involves a light touch look at your application; to see where the application can be improved before it is assessed by the panel. Our colleagues, Judith Mashiter, Debra Platt and Deborah White (joining 01 August 2023) will be in touch regarding this process.

Following the initial triage, you will receive a triage feedback form and will be provided an opportunity to amend the application.

Your application will then progress to the assessment stage. Once the feedback from panel members is received, this will be collated into a summary report. The report along with the results will be communicated to you by email.

If you submitted your application to the national panel, you will be notified when your application reaches each stage in the process. Usually, you will be notified of the result of your application within 3-4 months of submitting your application.'

Registration Fee invoice should be paid within the 30 day of invoice date and will not be refundable after that date.

Kind Regards
Beverley Brown
Finance and administration officer
Tel: 020 7290 0311
Mobile: 07496 415399
National Association of Local Councils
The Bloomsbury Building, 10 Bloomsbury Way, Holborn, London WC1A 2SL
www.nalc.gov.uk
nalc@nalc.gov.uk
020 7637 1865

From: Wendy Fisher
Date: 30 November 2023
Cc: Andy Alderson <andy.alderson@bradford.gov.uk>, Brian Dobson <b.dobson@bradford.gov.uk>, Terri Green <theresa.green@westyorkshire.pnn.police.uk>, PC Dan Burton <Daniel.Burton2@westyorkshire.police.uk>
Subject: RE: New Village Warden

Morning Ken,

Thank you for informing us about your new member of staff. I'm sure this will prove to be a very positive step forward for Harden – I know of a handful of other local council-employed wardens and I have no doubt that they really do make a difference in their villages.

Your offer for Quinten to work in partnership with Bradford Council staff is very welcome. I have copied in Brian, our Parks & Street Cleansing Manager, together with Terri and Dan from the Neighbourhood Police Team, so that they are aware.

I think the best starting point would be for Quinten to meet up with Andy, along with Ben our Neighbourhood Warden. Andy and Ben will be able to give an overview of the various services that work in the village and how we can work together as you suggest.

So from here, I'm happy for Quinten to contact Andy direct to take things forward.

Regards,

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

Working Monday, Tuesday, Thursday and Friday

Tel: 01274 43 8886 • Mob: 07582 100 364
Shipley Town Hall, Kirkgate, Shipley BD18 3EJ

Appendix 5: 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	1,638.40	1,066.60 (39%)	1,066.60
Assets & Projects			0.00 (N/A)	12,950.00	9,301.27	3,648.73 (28%)	3,648.73
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	17,358.34	9,211.66 (34%)	9,211.66
Training			0.00 (N/A)	250.00	257.60	-7.60 (-3%)	-7.60
Travel			0.00 (N/A)	150.00	150.30	-0.30 (-0%)	-0.30
NET TOTAL	48,952.00	48,952.00	0.00 (N/A)	54,700.00	31,160.48	23,539.52 (43%)	23,539.52
Total for ALL Cost Centres		48,952.00			31,160.48		
V.A.T.		2,177.76			1,322.85		
GROSS TOTAL		51,129.76			32,483.33		

Bank Reconciliation at 01/12/2023			
	Cash in Hand 01/04/2023		43,531.00
	ADD		
	Receipts 01/04/2023 - 01/12/2023		51,129.76
			94,660.76
	SUBTRACT		
	Payments 01/04/2023 - 01/12/2023		32,483.33
A	Cash in Hand 01/12/2023 (per Cash Book)		62,177.43
	Cash in hand per Bank Statements		
	Petty Cash	01/12/2023	0.00
	Unity Trust Current Account	01/12/2022	62,177.43
			62,177.43
	Less unrepresented payments		
			62,177.43
	Plus unrepresented receipts		
B	Adjusted Bank Balance		62,177.43
A = B Checks out OK			

Procurement Card Purchases

LLOYDS BANK



COMMERCIAL BANKING

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

Statement summary

Statement date: 12/4/2023

Card ending**** * 0573

Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£203.00 DR
Statement Balance	£203.00 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
12 Nov 23	THE POPPY SHOP MISCELLANEOUS AND RETAIL STORES		200.00 DR
04 Dec 23	MONTHLY FEE		3.00 DR