

# 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 15<sup>th</sup> February, 2024** at 7.15pm in Harden Memorial Hall.



**Clerk to the Village Council**

10<sup>th</sup> February, 2024

## 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. Guest Speakers**

To welcome guest speakers Wendy Fisher (ShIPLEY Area Office) and Simon D'Vali (Highways).

**4. Minutes of Meetings (previously circulated to Members)**

- a) To approve minutes of the Village Council meeting held on 11<sup>th</sup> January, 2024.
- b) To note the Outstanding Issues Report (information only, see appendix 1).

**5. Public Representation**

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

**6. Emergency Plan**

To receive an update from Cllr Bryan on the draft Harden Emergency Plan. To consider any additions and approve adoption of the plan.

**7. Crime**

To note community concerns about the incidence of recent reports of crime in Harden, including thefts and attempted thefts from vehicles and property. To consider an appropriate response from the Village Council.

**8. Communications**

To consider and discuss opportunities for the Village Council to improve and enhance communication and engagement within Harden.

**9. Christmas Lights**

To receive feedback from the Clerk with regard to the Christmas lights switch on event. To consider future arrangements including organisation, support and financial assistance.

To note that the anchor fixing for the memorial tree needs to be re-located, following installation of the new memorial handrails. To authorise the Clerk to commission required works from the contractor previously engaged to repair and improve flags and walling around the memorial and to authorise or otherwise related expenditure.

To note that the lights in the 'church tree' are faulty and need to be removed and repaired. To authorise the Clerk to make the necessary arrangements with Christmas Plus Limited and to authorise or otherwise related expenditure.

**10. Village Warden**

To receive an update from the Clerk and Village Warden. To note the Village Warden's report (see appendix 2).

**11. Floral Displays**

To further consider options with regard to additional floral displays in Harden (see appendix 3). To authorise or otherwise related expenditure.

**12. Council Vacancy**

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

**13. YLCA Branch Meeting**

To receive a report from Cllr Kirkham following the Yorkshire Local Councils Associations (YLCA) South Pennine branch meeting.

**14. Exchange of Information**

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

**15. Correspondence (see appendix 4)**

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

- a) Email from Bradford Council re. Consultation on Budget Proposals 2024-25.
- b) Emails from Ward Officer and Ward Councillor Sullivan re. City of Culture 2025 programme.
- c) Email from a resident re. meeting to discuss Christmas light switch on event.
- d) Email from the Ward Officer re. reinstatement of Bingley Rural 'Neighbourhood Drop-in' sessions by the Area Office.

**16. Financial Matters**

- a) To consider a quote for internal audit services and to authorise or otherwise related expenditure. To appoint an Internal Auditor for 2023-24 (see appendix 5).
- b) To authorise periodic expense claims by the Village Warden following the charging of battery powered gardening equipment (leaf blower and hedge trimmer). Proposed £1 per charge, estimated 10 charge cycles per annum.
- c) To authorise the following payments: -

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Bradford Council	£2,789.53	Payroll
Ken Eastwood	£13.50	Mileage and laptop
Quinten Crossland	£3.60	Mileage
Yorkshire Local Councils Associations	£66.80	Training webinars
Starboard Systems Limited	£414.72	Scribe accounts annual subscription
Aire Valley Forge Limited	£1,458	War memorial handrails and information kiosk shelving works
Sign & Design	£313	Memorial brass plaque, grit bin signs, stickers and tool store sign.

- d) To note the balances and bank reconciliation reports in appendix 6.

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

To note minor items and items for the next agenda.

**18. Next Meeting**

To confirm the date of the next Village Council meeting, as 14<sup>th</sup> March 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

<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	November 2023	Clerk to contact Bradford Council and Ward Members.
Traffic & Transport	20 MPH Scheme and Active Travel.	Cllr Kirkham & Clerk	January 2024	Agenda item.
Climate	Climate emergency actions and projects.	Cllr Cavanagh	December 2023	Cllrs Cavanagh and Smith developing action plan and re-launching Green Action Group.  Clerk circulated relevant documents and supporting information.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Bryan	November 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 identify tree species in the Spring.
D Day 80	Exhibition following further research into Harden residents' involvement in WW2.	Cllr Kirkham & Clerk	December 2023	Planning to hold an exhibition in the Memorial Hall on Saturday 15 <sup>th</sup> June, 2023. The hall has been booked.

## Appendix 2: Village Warden's Report

<b>Harden Village Council</b>	<b>Warden Work Activity Mid Jan 24 - Mid Feb 24.</b>
Garden Equipment	All equipment obtained. Asset register completed.
Litter Picking	Litter Picking carried out along Wilsden Road, Harden Road, Cuckoo Nest, Keighley Road up to village sign, village centre, raised beds and war memorial.
Wilsden Road Environment	Cleared the overgrown public footpath to the south of Chelston. Removed hanging brambles from wall by Harden Hall. Cleared tarmac left by Highways following resurfacing works at entrance to Sunny Mount.
Raised Beds	Central grasses to be cut back in Feb before Spring prep work. Litter removed.
War Memorial	Cleaned down stone work following hand rail installation. Requires additional work as contractors left sand engrained in stone work. Removed personal wreaths/ cleared general debris.
Liaison with Bradford Council	Litter bag collection running smoothly. Contacted BMDC re rubbish/litter all along Keighley Road. No formal response- see below.
Issues Reported to Bradford Council	Have referred litter issue along Keighley Road to Ben (Ward team). Ben/Andy to plan a clear up project for Spring? I have offered to assist.
Grit Bin - Cliffe Ave/Effingham	Responded to resident query.
Cherry Trees	Cleared broken branches/twigs etc from all verges. Removed D.I.Y xmas lights from tree!
Mill Pond	Inspected/reported on outflow.
Defibrillator	Monitored on weekly basis.
Grit supplies	Collected from Random Lodge and topped up bins in village centre. Gritted key areas by school and shops during bad weather.

### **Works Planned for February**

Litter picking including Long Lane and Ryecroft.

Gardening on raised beds and war memorial - preparatory work for Spring.

Chase up BMDC re queries raised.

Check verges etc. and raise issues with BMDC re making good following recent lamp post replacement works.

## Works reported to Bradford Council

Date Reported	Issues	Response	Comments
21/12/2023	1/Loose/Uneven Paving 21, Narrow Lane 2/Paving at Ferrands Park Way, Meadows Close, Ferrands Close - trip hazards. 3/Broken/Defaced street signs- South Walk, Glen View, Valley View, Sunny Mount. 4/Tarmac uneven/Lifting on Wilsden Road by convenience store 5/ Wilsden Old Road surface breaking at inspection lids - by the Barn		Suggested joint inspection  Suggested joint inspection  Suggested joint inspection  Suggested joint inspection  Suggested joint inspection
21/12/2023	1/ Hole in footpath by playground, Harden Road 2/Missing copings on wall by Park Lodge, Harden Road		Suggested joint inspection  Suggested joint inspection
21/12/2023	1/Ground water from school affecting Long Lane, Sunny Mount and Wilsden Road .		Suggested joint inspection Suggested joint inspection
15/01/2024	Serious litter issue along Keighley Road to Long Lee	Due 22/1	Offered to assist.

### To be reported

Streetlamps leaning on Wilsden Road.

Substandard making good to verges following streetlights - across all village.

Old streetlight not removed on Narrow Lane - by park wall.

### Other matters

**Litter on and around the football pitch** - I have spent 3 hours removing litter from the football pitch spectator banking/car park and along the fencing to the unmade lane to St Ives. I have collected four bags of rubbish - mostly water bottles, pop cans, sweet wrappers, discarded training bollards, broken club equipment. The area to the side of the changing rooms is left in an untidy state. Almost all the waste material is attributable to the football club and its spectators.

Could the Village Council raise the issue with the football club?

## Appendix 3: Floral Displays

Example planters for consideration. Possible location park entrance, junction of Harden Road and Narrow Lane.



### 1. Glenfield (Broxapp, Staffordshire)



Large capacity (581 Litre) hexagonal recycled plastic planter. Available in different colours.

1,200mm x 622mm

**£474 + delivery**



## 2. Square & Rectangular Victoriana Planters (Wyebone, Barnsley)



This Victorian-styled flower planters are made from glass fibre composite, making them extremely durable flower planters with a traditional style that's perfect for towns, cities and parks.

Available in different colours.

Square, large planter: -

915mm x 915mm x 380mm

**£338.99 + delivery**

Rectangular planter: -

1,219mm x 254mm x 254mm

**£194.99 + delivery**

Extras: -



With Rosette

-£ 24.00

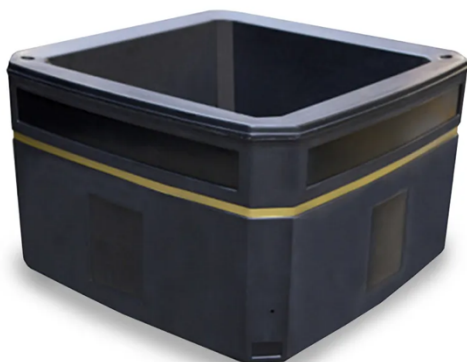


Bespoke Perspex Plate

+£ 36.00



### 3. Self Watering Metre Square Planter (Amberol, Derbyshire)



Large floor standing planters for the public realm, fitted with a unique self-watering system. Excellent for centrepiece displays in wide, open spaces or at entrance gateways.

Available in different colours.

**£340 + delivery**

Includes flat panels for addition of stickers. Oxenhope example: -



## Appendix 4: Correspondence

**From:** Helen Johnston

**Date:** Monday, 15 January 2024

**Subject:** Consultation on Bradford Council's Budget Proposals 2024-25 - Parish and Town Councils

### Dear Parish and Town Clerks

Bradford Council would very much appreciate if Parish and Town Councillors could share your views with us about the Council's Budget Proposals 2024-25. With this in mind, we would appreciate if you could forward this email to the Councillors in your Parish or Town Council.

Please find below links to information about the Council's Budget Proposals 2024-2025 consultation that is open until 17 February 2024:

[Bradford Council budget proposals 2024-25 consultation pages](#)

[The Initial Proposed Financial Plan and Budget Proposals for 2024-25](#)

[Budget Proposals Equality Impact Assessments](#)

Councillors can let us know what they think about the proposals by either:

- Completing and submitting an online survey: [Survey questionnaire](#)
- Sending a note of your feedback to [LetsTalk@bradford.gov.uk](mailto:LetsTalk@bradford.gov.uk)

It would also be appreciated if you could promote the consultation with their constituents and through their networks.

Paper copies of the documents and the survey questionnaire that support this consultation are available to residents and others via our contact centres, and by phoning 01274 431000. Written comments can be sent via Freepost to the Council.

Feedback received will be used to support Full Council in setting the Budget for 2024-25 at its meeting on the 22 February 2024.

Please do get back in touch with me if I can be of any further assistance.

Regards

**Helen Johnston**  
Senior Policy Officer

Tel: 01274 434401 Mob: 07582 102650  
City of Bradford Metropolitan District Council

-----

**From:** Wendy Fisher  
**Date:** Friday, 26 January 2024  
**Subject:** Bingley Rural / City of Culture 2025

Dear Bingley Rural Community Contacts,

I am writing to you about opportunities to participate in Bradford district's City of Culture 2025 programme.

As you can see, I am contacting all parish council clerks, community centre managers and local church leaders in the Bingley Rural ward, but if you feel anyone has been missed please feel free to pass on this email (and let me know please, so that I can add them to the contacts list).

I am aware that some of you have previously been contacted by Ward Councillor Paul Sullivan about this.

Bradford's City of Culture team is working to ensure that all parts of the district are given the opportunity to be part of the programme of events, and activities. Funding is being sought to recruit a team of artists and creative practitioners for each of the district's five constituencies (which for us is the Shipley constituency), together with a 'community connector' to build relationships with local groups and organisations.

I am writing to you all because I think that in Bingley Rural ward, where there are five separate and independent village communities, it will be of real benefit to come together, if only to share information. Cllr Sullivan has said that the City of Culture Director, Shanaz Gulzar, has expressed a desire to meet collectively with the five parish councils, as highlighted in his email below.

There are of course lots of aims and objectives of the City of Culture programme, one of which is to include as many local communities as possible. With this in mind, culture and creativity are being viewed in a very broad way, to include activities such as gardening, cooking, social media, circus skills, play work, crafts, hair styling and drystone walling, in addition to the more established arts such as painting, dance and drama.

Other goals include increasing access to arts and culture at the local level, improving pride of place and wellbeing, building relationships between community-based organisations, and upskilling local artists.

I would like to point out that I am not in a position to act as a 'ward lead' for City of Culture activities. However the Ward Councillors and we at the Area Office are keen that the communities in Bingley Rural are given every opportunity to participate and benefit, and so we will keep in touch, passing on information as we receive it.

We will ensure that City of Culture remains on our agendas, and will be back in touch when I have further updates. In the meantime, please feel free to get in touch with questions, comments and so on.

**Regards,**

**Wendy Fisher**  
**Shipley Area Co-ordinator's Office**

---

**From:** Cllr Paul Sullivan  
**Sent:** Tuesday, January 9, 2024  
**Subject:** Bingley Rural 2025

Happy New Year to everyone.

You may know Bingley Theatre has been awarded around £100k by 2025 City of Culture.

Further to the email I sent in September 2023.

Shanaz Gulzar the director of expressed a desire to meet representatives of our Village Councils – together.

Opportunities for Bingley Rural to gain a share of funding largely depend on ideas being put forward by communities.

Can you discuss in your councils, and with neighbours, community groups, Churches and residents, please?

I am happy to meet and discuss any ideas you have.

Please let me know.

Regards,

Councillor Paul G. Sullivan

Mobile 07971 487 546 (if unanswered please email)

E: [paul.sullivan@bradford.gov.uk](mailto:paul.sullivan@bradford.gov.uk)

---

Dear Paul,

Good to meet you and have a quick informal catch up. Firstly we would very much value meeting with representatives of the 5 village councils in Bingley Rural, to that end I have cc'd my assistant who can help with my diary, if I can't make it, then it will be one of our senior leadership team. If you could help with pulling the dates together and to agree a venue for the meeting that would be hugely useful for Art with diaries at our end.

To clarify the other points you mention:

- We have of course a City and district remit for our delivery, and designing a programme that will deliver to that remit.
- Thank you for helping with possible hot desking spaces, very much will be needed as our team starts to deliver and we ensure a districtwide presence wherever possible.
- Regarding the jobs you mentioned, we are working on a district wide artists engagement programme exploring socially engaged practise and hope to have an artist in every ward working with communities. This is very much predicated on funding which we are working hard to raise.

Look forward to meeting everyone soon.

**Shanaz Gulzar - Creative Director (she/her)**

01274 800551 (Office)

-----

**From:** Harden resident

**Date:** 29/01/2024

Hi Ken

So I know Christmas seems a million miles away but we are hoping to get together to plan something bigger and better this year to improve the light switch on this year. Would you be able to gather a meeting between ourselves, the parish council and the church. Then we can work out who does what, who pays for each bit and who's running the show so we are all on the same page and can work as an effective team instead of last minute panic.

-----

**From:** Wendy Fisher

**Date:** 2 February2024

Good Morning Bingley Rural Parish Council Clerks,

Some of you may be aware that the Area Office has begun to reinstate the 'Neighbourhood Drop-in' sessions that took place in Bingley Rural ward before covid restrictions came into force in 2020.

Sessions were held in Cottingley and Wilsden in autumn last year, and we will be arranging sessions for the other three villages to take place in spring.

We envisage that the Neighbourhood Drop-ins will be held on mid-week early evenings. They will be attended by officers from the Area Office (usually Andy, our Assistant Ward Officer and Ben, our Neighbourhood Warden), together with representatives from the Neighbourhood Police and Incommunities if their resources allow.

As previously, there will be ten drop-in sessions per year in the ward, two in each of the five villages. They will be held in local community halls.

The Neighbourhood drop-ins will offer local residents the opportunity to meet face-to-face with Area Office, Neighbourhood Police Team and Incommunities staff. Residents will be given information and advice on questions asked and issues raised, and will be encouraged to be active in their local communities. They will also be able to find out how best to contact agencies for further support.

Andy is taking the lead with the drop-ins, liaising with partners on attendance and booking venues. He will also ensure that the sessions are publicised locally - and he may well ask if you can assist by advertising the sessions on your websites and social media sites.

We are looking forward to once again engaging with local residents via our drop-in sessions.

In the meantime, if you would like any further information please get in touch.

Regards,

Wendy Fisher

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

## Appendix 5: Internal Audit

Information provided by Rachel Pearson from Denholme based *Account-ant Yorkshire* circulated separately to Members.

Internal audit quotation: -

### QUOTE

Harden Village Council

Date  
17 Jan 2024

Expiry  
16 Feb 2024

Quote Number  
QU-0179

Account-ant (Yorkshire)  
Limited

Attention: Rachel Pearson



Description	Quantity	Unit Price	Amount GBP
Internal Audit 23/24	4.00	60.00	240.00
		Subtotal	240.00
		TOTAL NO VAT	0.00
		TOTAL GBP	240.00

## Appendix 6: 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	1,730.40	974.60 (36%)	974.60
Assets & Projects			0.00 (N/A)	12,950.00	13,561.27	-611.27 (-4%)	-611.27
Audit & Accountancy			0.00 (N/A)	800.00	745.60	54.40 (6%)	54.40
Donations			0.00 (N/A)	1,000.00	250.00	750.00 (75%)	750.00
Events			0.00 (N/A)	400.00	533.37	-133.37 (-33%)	-133.37
ICT			0.00 (N/A)	3,150.00	1,529.34	1,620.66 (51%)	1,620.66
Income	48,952.00	48,952.00	0.00 (N/A)			0.00 (N/A)	0.00
Insurance			0.00 (N/A)	500.00	550.98	-50.98 (-10%)	-50.98
Maintenance & Repairs			0.00 (N/A)	4,400.00	1,411.76	2,988.24 (67%)	2,988.24
Neighbourhood Plan			0.00 (N/A)	500.00	375.00	125.00 (25%)	125.00
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	25,831.32	738.68 (2%)	738.68
Training			0.00 (N/A)	250.00	291.00	-41.00 (-16%)	-41.00
Travel			0.00 (N/A)	150.00	193.05	-43.05 (-28%)	-43.05
<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>47,630.16</b>	<b>7,069.84 (12%)</b>	<b>7,069.84</b>
<b>Total for ALL Cost Centres</b>		48,952.00			47,630.16		
<b>V.A.T.</b>		3,105.72			2,509.70		
<b>GROSS TOTAL</b>		<b>52,057.72</b>			<b>50,139.86</b>		



<b>Bank Reconciliation at 01/02/2024</b>			
	Cash in Hand 01/04/2023		43,531.00
	<b>ADD</b> Receipts 01/04/2023 - 01/02/2024		52,057.72
			95,588.72
	<b>SUBTRACT</b> Payments 01/04/2023 - 01/02/2024		45,459.61
<b>A</b>	<b>Cash in Hand 01/02/2024</b> (per Cash Book)		<b>50,129.11</b>
	Cash in hand per Bank Statements		
	Petty Cash 01/02/2024	0.00	
	Unity Trust Current Account 01/02/2024	50,129.11	
			<b>50,129.11</b>
	Less unrepresented payments		
			50,129.11
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>50,129.11</b>
<b>A = B Checks out OK</b>			

## Procurement Card

### Your Account

Up to 03 February 2024

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

[Add Another Card](#)

Staff Number:

Current balance as at 03 February 2024 :

£0.00 CR

Account Status: The account is active.

### Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£0.00
Approved outstanding authorisations	£0.00
<b>Available to spend</b>	<b>£750.00</b>

### Authorisation Summary

Date	MCC / Description	Response / Reason	Amount
No records to display.			

### Spending Since Last Statement

Transaction Date	Transaction Description	Foreign Exchange Details	Amount
No records to display.			

Current balance as at 03 February 2024 :

£0.00 CR