

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



**Clerk to the Village Council**

10<sup>th</sup> March, 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. Minutes of Meetings (previously circulated to Members)**

- a) To approve minutes of the Village Council meeting held on 15<sup>th</sup> February, 2024.
- 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) 24/00386/CLP - Loft conversion with dormer window to rear of 2 Milligan Court, Harden.

- b) 24/00559/LBC - Internal and external alterations and repairs including: reinstatement of chimney pots, re-slating of roof and addition of one rooflight to the rear elevation, replacement of front door and frame, window repairs, replacement of soil and vent pipe, installation of mechanical extraction, installation of gas boiler or air source heat pump, replacement of staircase, changes to floor plan to include the addition of a mezzanine gallery, replacement of internal joinery, replacement of ceilings and plasterwork and levelling works to first floor. At 2 Cuckoo Nest, Harden Road, Harden.

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

**6. Emergency Plan**

To consider any additions to the draft Harden Emergency Plan proposed by Members and to approve adoption of the plan.

**7. Village Warden**

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

**8. Communications & Newsletter**

To consider and discuss opportunities for the Village Council to improve and enhance communication and engagement within Harden. To discuss and agree arrangements for the next village council newsletter.

**9. Council Vacancy**

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

**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 Bradford Council re. Neighbourhood Watch at St Ives.
- b) Email from Bradford Council re. 'Listening Rooms' research project.

**12. Financial Matters**

- a) To authorise an increase in weekly hours worked by the Village Warden from an initial 7 hours to 9 hours per week.
- b) To authorise the following payments: -

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Bradford Council	£2,789.53	Payroll

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Ken Eastwood	£24.75	Mileage expenses
Acorn Garden Supplies	£586.97	Gardening tools & equipment
Society of Local Councils Clerks	£229	Annual membership

c) 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 11<sup>th</sup> April 2024, at 7.15pm.

To note the Annual Parish Meeting will be held in advance, commencing at 7.00pm.

**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 22 <sup>nd</sup> June, 2023.

## Appendix 2: Village Warden's Report

Harden Village Council (Note - on leave for two weeks)	Warden Work Activity Mid Feb 24- Mid March 24.
<b>Litter Picking</b>	Litter picking carried out in village centre, in raised beds, along full length of Long Lane and Hill End Lane, Ryecroft Lane and footpaths to and around Ryecroft. Substantial amount of debris removed.
<b>Football Club</b>	Provided photographic evidence of litter and examples of neglect.
<b>Park</b>	Removed vandalised tree branch from tree by playground.
<b>War Memorial</b>	Removed unmaintained sycamore tree to reveal open view of church gable. Pruned and shaped shrubs. Pruned roses.
<b>Liason with Bradford Council</b>	Weeded flower beds and soil around perimeter walls- exposing bulbs. Removed stones and litter. Removed personal wreaths. Contacted BMDC re rubbish/litter all along Keighley Road. Now advised that organised litter clearance is a low priority and unlikely to be carried out. The increasing amount of litter along both Keighley Road and Harden Road is appalling - as is the amount of litter around the Harden Moor car park.
<b>Grit Bin -Parry Lane</b>	Placed order to fill bin to rear of Golden Fleece.
<b>Cherry Trees</b>	Surveyed trees on Road and submitted report with supporting photos.
<b>Defibrillator</b>	Monitored on weekly basis.
<b>Residents Requests</b>	Resident on Castle Grove requests a future grit bin as street can be frozen for long time - no sun.

### Works Planned for March/April

Litter picking along Harden Road, Long Lane, Wilsden Road etc.

Litter picking in Park - Hedgerow running along Narrow Lane.

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

Submit formal enquiry to BMDC re making good to verges and greens following lamp post installation.

Clean village signs.

### 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.		No formal response to any of these issues.

Date Reported	Issues	Response	Comments
	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		
21/12/2023	1/ Hole in footpath by playground, Harden Road 2/Missing copings on wall by Park Lodge, Harden Road		Suggested joint inspections.
21/12/2023	1/Ground water from school affecting Long Lane, Sunny Mount and Wilsden Road. Wilsden Road.	28/02/2024	Works carried out. Improved ground water from school.
15/01/2024	Serious litter issue along Keighley Road to Long Lee	Due 22/012024	No formal response.

### **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.

### **Observations/Recommendations**

Litter on all roads entering the village: would it be possible to formally raise the deteriorating litter conditions on Keighley Road, Harden Road, Hill End Lane and the Harden Moor car park? The amount of litter allowed to build up suggests a complete disregard of environmental issues.

Residents express their frustration at the lack of action and are concerned at the impact on the village. Quote -" Don't want to see Harden being left like every other village around Bradford". Local residents will be happy to volunteer if BDMC can close the road.

The "unofficial lay-bys" at Hill End Lane and by Cuckoos Nest: Could we plan to do something to improve these areas? The Hill end lay by acts as a dumping ground for litter and vehicles drive over the verge. The Cuckoo nest layby also provides a convenient littering ground /mud bath for all to see as they approach the village.

## **Appendix 3: Correspondence**

**From:** Bob Thorp  
**Date:** Friday, 8 March 2024  
**Subject:** St Ives Neighbourhood Watch Meeting

Hello

I am writing to advise that the Council is taking steps to work with residents and businesses to address a number of recent ASB issues. The attached letter has been sent to residents and businesses.

If you wish to attend or to send a representative, I am sure any practical support would be welcomed.

Yours sincerely

**Bob Thorp**  
**Senior Parks and Green Spaces Manager**  
**Trees and Woodlands**

**Letter to:** Residents and Business Occupiers, St Ives Estate

**Date:** 7th March. 2024

Dear Occupier

**Invitation to set up St Ives Neighbourhood Watch. Tuesday 19th March 2024, 18:00 Bingley St Ives Golf Club**

There have been several serious incidents involving theft and arson at St Ives over recent months, and consequently a growing concern about safety and security on the estate. The Council is keen to work with residents and businesses on the estate to ensure that St Ives is a welcoming and secure place for all. The meeting will be an opportunity to outline the steps the Council are taking, and to explore the feasibility of setting up a Neighbourhood Watch scheme.

I hope you will be able to attend at this short notice and I look forward to meeting you in person on the 19th of March.

Yours sincerely

Bob Thorp

Senior Parks and Greenspace Manager  
Trees and Woodlands

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**From:** Wendy Fisher

**Date:** Friday, 1 March 2024

**Subject:** 'Listening Rooms' research project

Dear Bingley Rural contacts,

I have been contacted by Dr Saima Rifet from our Chief Executive's Office. Saima is a member of the district's Strategic Equality, Diversity and Inclusion Wellbeing Board, and is currently leading a piece of research looking at people's perception of fairness, belonging, trust and success.

Saima is wanting to hold one or two 'listening room' sessions in each of the district's wards. There are only a few wards where this has not yet taken place, Bingley Rural being of them. Therefore I am contacting you all today to ask if anyone would like to take part in this research.

To give you some background on this, below is an extract from Saima's briefing note –

*The research team is gathering stories and ideas about what is working in the district within the area of equality, diversity and inclusion (EDI), and what will measures have the greatest impact going forward.*

*The results of the research will contribute towards the development of Bradford's 'District Plan', and will be overseen by the district's Wellbeing Board, with representatives from the University of Bradford, the Teaching Hospitals, the Care Trust, West Yorkshire Fire & Rescue Service, West Yorkshire Police, and the private and voluntary community sector.*

*Community engagement is a key part of the research project, and the research team is using 'listening rooms' to do this.*

*Listening rooms aim to capture real conversations between two or three people, based on topics. No-one else is present, to enable the discussion to be open, honest and uncensored.*

*People taking part in the listening rooms will be provided with a tape recorder, or alternatively they can record the conversation on their phone. They will be asked to focus on four topics, as follows –*

***Fairness*** – *What does this mean for them? Have they felt or seen others being treated differently or unfairly? How this has made them feel?*

***Belonging***- *What does this mean for them? Have there been times when they have felt a strong sense of belonging?*

***Trust*** – *How important is this in a place like Bradford district? What can be done to build it?*

***Success*** – *What does success mean? What kind of environment and people would they need to be successful?*

*And for all of these –*

***What can be done*** – *What do they think we can do to improve experiences for people who live in Bradford district?*

*The transcripts will be sent to Zahra Niazi, who is Bradford Council's Strategic Lead Officer for Equalities, Diversity and Inclusion. All recordings will be made entirely anonymous before they are collated for discussion by lead officers from partners as above and then used to inform the District Plan.*

*The research team is looking for one or two listening rooms in each ward, each of which will consist of two or three people, so we are looking for two to six volunteers. The plan is for about 10 minutes conversation on each topic, so about 45 minutes in total.*

*I trust that this has made sense. Saima is available to set up the listening rooms, but if anyone is interested in taking part of behalf of Bingley Rural please can you let us both know?*

*In the meantime, if you have any questions please get in touch.*

*Thank you.*

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

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## 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	1,768.40	936.60 (34%)	936.60
Assets & Projects			0.00 (N/A)	12,950.00	13,631.27	-681.27 (-5%)	-681.27
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	1,567.68	1,582.32 (50%)	1,582.32
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	357.80	-107.80 (-43%)	-107.80
Travel			0.00 (N/A)	150.00	210.15	-60.15 (-40%)	-60.15
<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>47,860.40</b>	<b>6,839.60 (12%)</b>	<b>6,839.60</b>

Total for ALL Cost Centres	48,952.00	47,860.40
V.A.T.	3,105.72	2,517.36
<b>GROSS TOTAL</b>	<b>52,057.72</b>	<b>50,377.76</b>

<b>Bank Reconciliation at 08/03/2024</b>			
	Cash in Hand 01/04/2023		43,531.00
	<b>ADD</b> Receipts 01/04/2023 - 08/03/2024		52,057.72
			95,588.72
	<b>SUBTRACT</b> Payments 01/04/2023 - 08/03/2024		50,359.76
<b>A</b>	<b>Cash in Hand 08/03/2024</b> (per Cash Book)		<b>45,228.96</b>
	Cash in hand per Bank Statements		
	Petty Cash	08/03/2024	0.00
	Unity Trust Current Account	08/03/2024	45,228.96
			<b>45,228.96</b>
	Less unrepresented payments		
			45,228.96
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>45,228.96</b>
<b>A = B Checks out OK</b>			

## Procurement Card

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](http://www.commercialcards.co.uk/lloydsbank)

### Statement summary

Statement date: 3/4/2024

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

### Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£3.00 DR
<b>Statement Balance</b>	<b>£3.00 DR</b>

### Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
04 Mar 24	MONTHLY FEE		3.00 DR