

# 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 annual meeting of Harden Village Council, to be held on **Thursday 9<sup>th</sup> May, 2024** at 7.15pm in Harden Memorial Hall.



**Clerk to the Village Council**

4<sup>th</sup> May, 2024

## AGENDA

### 1. **Election of Chair and Vice-Chair**

Election to roles and signing of declarations of acceptance of office forms.

### 2. **Apologies for Absence**

To consider apologies offered.

### 3. **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.

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

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

### 5. **Appointment of Representatives to Outside Bodies and Project Teams**

To agree appointments to the following roles: -

- Yorkshire Local Councils Associations (YLCA) branch meeting representative(s)
- Town & Parish Council Liaison representative
- Allotments project team
- Green action group
- Staffing committee

**6. Annual Resolutions**

To authorise Cllr Irani to inspect any land and/or premises which the Council has a right or duty to inspect, as lead Councillor for planning issues.

**7. Annual Review of Standing Orders, Financial Regulations and Policies**

To note the annual review of Standing Orders, Financial Regulations and Policies and to confirm as satisfactory.

(Existing policies can be viewed via the Council's website at <https://hardenvillagecouncil.gov.uk/documents>).

**8. Public Representation**

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

**9. Village Warden**

To receive an update from the Clerk and Village Warden.

**10. Council Vacancy**

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

**11. Exchange of Information**

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

**12. Correspondence (see appendix 2)**

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

a) Email from resident re. speeding on Wilsden Road.

**13. Small Grant Application (see appendix 3)**

To consider a grant application from Harden Beck Horticultural Society, for £250 towards the purchase of an event marquee. To authorise or otherwise award of a contributory grant from the Council's small grants budget (£1,000 available in 2024/25).

**14. Financial Matters**

a) To authorise the following payments: -

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Bradford Council	£2,967.87	Payroll
Ken Eastwood	£19.35	Mileage expenses
Bradford Council	£600	Payroll services annual SLA charge
Digital Nomads Limited	£532.80	Website hosting, support & maintenance annual charge

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
Defib Service	£184	Annual defibrillator inspection & testing

- b) To note and renew authorisation for the following recurring direct debit payment arrangements: -
- (i) Lloyds Bank procurement card fee (currently £3 per month).
  - (ii) Unity Trust Bank service charge (currently £18 per quarter).
  - (iii) Information Commissioner's Office registration fee (currently £35 per annum).
  - (iv) Vodafone mobile phone (currently £24.10 per month).
- c) To note the balances and bank reconciliation reports in appendix 4.

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

To note minor items and items for the next agenda.

**16. Next Meeting**

To confirm the date of the next Village Council meeting, as 13<sup>th</sup> June 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	April 2024	Clerk to contact Bradford Council and Ward Members re. site within St Ives.
Traffic & Transport	20 MPH Scheme and Active Travel.	Cllr Kirkham & Clerk	April 2024	Update requested from Highways following attendance at Council meeting in February.
Climate	Climate emergency actions and projects.	Cllr Cavanagh	December 2023	Cllrs Cavanagh and Smith developing action plan and re-launching Green Action Group.
Emergency Plan	To develop an emergency plan for Harden.	Clerk	April 2024	Clerk to complete final edits and circulate.
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	To discuss further with Cllr Kirkham.
Defibrillator	To consider providing an additional defibrillator (cPad) in Harden.	Clerk	April 2024	To research possible locations and quantify costs including installation.

## Appendix 2: Correspondence

**From:** Wilsden Road Resident (name redacted)  
**Date:** Thursday 25 April 2024  
**Subject:** Speeding traffic on Wilsden rd

Ken...i wrote to you on 11<sup>th</sup> March...and tel/con subsequently.  
Can you confirm what action is being taken/planned in order to reduce the dangerous excess speeding...:e  
Why is there no signage of the 30 mph limit especially as there is the primary school !!! and restrictive bridge.  
You did tell me you would review and respond...if you cannot, can you please suggest councillor/mp/police  
Sincerely

### Response by the Clerk: -

**From:** Ken Eastwood clerk@hardenvillagecouncil.gov.uk  
**Date:** Monday 29 April 2024  
**Subject:** Re: Speeding traffic on Wilsden rd

Hello,

As mentioned when we briefly spoke, speeding and traffic is a priority issue for the Village Council. We have been working hard, for several years now, to try and influence the Highway Authority (Bradford Council) to undertake improvements and further speed restrictions to mitigate traffic impacts.

In the past we commissioned our own comprehensive, independent traffic study (summary findings attached). This was shared and explored in detail with Bradford and we subsequently made some progress towards a village wide 20mph scheme.

Covid got in the way a little, but we have been pushing for the draft scheme to be finalised and for further discussion with regard to funding. The Highway Authority, via the Shipley Area Committee, operate a priority list approach to highway schemes which is, sadly, influenced by accident statistics. Accordingly, work in Harden is inevitably given a low priority. We have been trying to influence this and indeed have relatively recently been advised that if the Village Council would consider making an equal financial contribution to the scheme, it may be looked upon more favourably. We have indicated a willingness to consider this approach (we'd have to borrow the money, but that's not insurmountable).

A senior Highways Officer attended our February meeting and we discussed a number of issues and revisions to the draft scheme. We are waiting for a revised submission to consider further and I've recently chased them up on this.

We have also been asking for more speed enforcement and have been told the camera safety partnership are considering deploying temporary vehicles that may assist. I'll chase for an update on that too.

You may also be interested in other related work we have led. In partnership with the other Local Councils in Bingley Rural, we delivered a Green Transport Project. More detail on that here <https://hardenvillagecouncil.gov.uk/greentravel/>.

I hope that is of some help. I'm afraid this has been a long slog for the Village Council and remains a frustrating issue to progress. But we are not going to let up.

In terms of other people you can contact, feel free to raise your concerns with your Ward Councillors e.g. Cllr Paul Sullivan and Cllr Ahmed. You will find their contact details online <https://bradford.moderngov.co.uk/mgMemberIndex.aspx?>

## Appendix 3: Small Grants Application

**1. NAME OF ORGANISATION/INDIVIDUAL:** - Harden Beck Horticultural Society

**2. SECRETARY OR CONTACT TO WHOM ALL CORRESPONDENCE SHOULD BE SENT: -**

Name: Jonathan Moffatt  
Address: 21 Effingham Road, Harden, Bingley BD16 1LQ

Telephone: 07776 308233  
Base (if different from The Golden Fleece Inn, Long Lane, Harden BD16 above):

**3. AMOUNT REQUESTED:**

£250.00 TOTAL COST OF PROJECT: £660.00

**4. DETAILS OF ACCOUNT THAT ANY CHEQUES SHOULD BE MADE PAYABLE TO: -**

Name to be put on cheque: Harden Beck Horticultural Society  
Bank / Building Society: Barclays Bank  
Address: North Street Keighley

Account Number: 50447587  
Sort Code: 20-45-14

**5. DESCRIPTION OF EVENT/PROJECT FOR WHICH ASSISTANCE IS REQUESTED: -**

Harden Beck Horticultural Society hosts a traditional annual flower, vegetable and handicrafts show on the second Sunday of September. This year (2024) will be the 61st annual show. The event witnesses both experienced and novice growers displaying their produce in exchange for 1st, 2nd and 3rd place prizes.

There is also the opportunity for entrants to win coveted silverware for the best entry in specific classes. Classes encouraging children's entries and those of baking, cookery and handicrafts form an integral and important part of the show.

Visitors attend from Harden and the wider community of the Shipley constituency – with attendance figures in the high hundreds.

The society is now seeking to purchase a new marquee to replace one which was destroyed in the autumn storms of 2023. The marquee is used to provide protection/shelter from sun/rain to visitors attending the show and is made available to borrow by other societies within the area.

**6. DATE(S)/VENUE(S)/FREQUENCY OF EVENT(S) – ENCLOSE A PROGRAMME IF AVAILABLE:**

Harden Beck Horticultural Show is held annually on the second Sunday of September. This year's show will be held on Sunday, 8th September 2024 on the show field located behind The Golden Fleece Inn, Long Lane, Harden. The programme for 2024 is not yet available, but the programme for the 2023 show accompanies this application.

**7. DETAILED ESTIMATED INCOME AND EXPENDITURE FOR THIS PROJECT (INCLUDE OTHER GRANTS, ADMISSION CHARGES, FUND-RAISING, SUBSCRIPTIONS ETC): -**

1 x 8m x 4m event marquee is required and will be purchased on line. Two quotes are provided below:

[https://www.houseoftents.co.uk/party-tents-marquees/6110.html?gad\\_source=1&gclid=Cj0KCQjwncWvBhD\\_ARIsAEb2HW\\_pl7rSvlxJE8nORTTPjxeznln7ZncOzt8oAygZxD7Dw2S-pTftpsaAq8gEALw\\_wcB](https://www.houseoftents.co.uk/party-tents-marquees/6110.html?gad_source=1&gclid=Cj0KCQjwncWvBhD_ARIsAEb2HW_pl7rSvlxJE8nORTTPjxeznln7ZncOzt8oAygZxD7Dw2S-pTftpsaAq8gEALw_wcB)

[https://www.houseoftents.co.uk/party-tents-marquees/92103.html?gad\\_source=1&gclid=Cj0KCQjwncWvBhD\\_ARIsAEb2HW\\_2muFkXEdO86mT54LqO9EKXaD87mVOcWzT04fhBLEHdZVtPD6vb3QaAk0\\_EALw\\_wcB](https://www.houseoftents.co.uk/party-tents-marquees/92103.html?gad_source=1&gclid=Cj0KCQjwncWvBhD_ARIsAEb2HW_2muFkXEdO86mT54LqO9EKXaD87mVOcWzT04fhBLEHdZVtPD6vb3QaAk0_EALw_wcB)

The first quotation is for a marquee priced at £660. This is the highest quote as the marquee is of higher/heavy duty quality than that of the second quotation.

The society's income, generated from minimal entrance fees and programme advertising, contributes to its overheads and cannot be attributed to the project.

Please refer to the accompanying accounts for income v expenditure in the financial year.

**8. WHAT BENEFIT WILL THE ACTIVITY BRING TO THE LOCAL COMMUNITY AND HOW MANY PEOPLE DO YOU EXPECT TO ATTEND OR BENEFIT FROM THE ACTIVITY?**

The annual show benefits the village of Harden and the wider communities of Wilsden, Cullingworth, Denholme and Bingley – attracting around 800 people each year. Attendees are made up of families (many consisting of 3 generations), friend circles as well as professional individual horticulturalists.

**9. PLEASE LIST ALL GRANTS THAT HAVE BEEN OBTAINED IN THE LAST THREE YEARS (EG: SPORTS COUNCIL, ARTS COUNCIL, LOCAL AUTHORITY ETC)**

A grant of £250 was secured from Harden Village Council in 2023 and used for the purchase of new plastic chairs which replaced old and broken items.

**10. HAVE YOU APPLIED TO OTHER FUNDING BODIES, INCLUDING SHIPLEYCO-ORDINATOR'S OFFICE, REGARDING THIS CURRENT APPLICATION? (IF YES, PLEASE SPECIFY): -**

The society has applied to Shipley Community Chest for a grant of £500.00.

**Preferred Tent**

4x8m Marquee / Party Tent, PVC 700. £660 incl. VAT



## 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	2,000.40	704.60 (26%)	704.60
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	1,587.76	1,562.24 (49%)	1,562.24
Income	48,952.00	103,747.00	54,795.00 (111%)			0.00 (N/A)	54,795.00
Insurance			0.00 (N/A)	500.00	550.98	-50.98 (-10%)	-50.98
Maintenance & Repairs			0.00 (N/A)	4,400.00	1,900.91	2,499.09 (56%)	2,499.09
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	28,620.85	-2,050.85 (-7%)	-2,050.85
Training			0.00 (N/A)	250.00	357.80	-107.80 (-43%)	-107.80
Travel			0.00 (N/A)	150.00	234.90	-84.90 (-56%)	-84.90
<b>NET TOTAL</b>	<b>48,952.00</b>	<b>103,747.00</b>	<b>54,795.00 (111%)</b>	<b>54,700.00</b>	<b>51,415.91</b>	<b>3,284.09 (6%)</b>	<b>58,079.09</b>

Total for ALL Cost Centres	103,747.00	51,415.91
V.A.T.	3,105.72	2,619.20
<b>GROSS TOTAL</b>	<b>106,852.72</b>	<b>54,035.11</b>

Bank Reconciliation at 31/03/2024			
	Cash in Hand 01/04/2023		43,531.00
	<b>ADD</b>		
	Receipts 01/04/2023 - 31/03/2024		106,852.72
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 31/03/2024		54,035.11
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>96,348.61</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	Unity Trust Current Account	31/03/2024	96,348.61
			<b>96,348.61</b>
	Less unrepresented payments		
			96,348.61
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>96,348.61</b>
	<b>A = B Checks out OK</b>		



## **Procurement Card**



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: 5/2/2024

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
02 May 24	MONTHLY FEE		3.00 DR