

HARDEN PARISH COUNCIL

MINUTES OF THE FIRST (ANNUAL) MEETING OF HARDEN PARISH COUNCIL HELD ON TUESDAY 15 MAY 2007 AT HARDEN PRIMARY SCHOOL

Commenced: 1800
Concluded: 1820

Present:

Councillor Andrews
Councillor Kirkham
Councillor Sykes

Graham Barrow, CBMDC
Ali Mantle, CBMDC
Salman Mather, CBMDC
Dave Melling, CBMDC
Adrian Tumber, CBMDC

1. ELECTION OF CHAIR FOR 2007/2008

Resolved –

That Councillor Sykes be elected chair for the municipal year 2007/08

Note: Councillor Sykes made a declaration of acceptance of office in the prescribed form and assumed the Chair

2. APPOINTMENT OF VICE CHAIR FOR 2007/2008

Resolved –

That Councillor Andrews be appointed vice chair for the municipal year 2007/08.

3. ACCEPTANCE OF OFFICE

Resolved -

That the completion of the declaration of acceptance of office forms by the parish councillors be noted.

4. CO-OPTION OF MEMBERS

Section 21 of the Representation of the People Act 1985 gave the Parish Council the power of co-option to fill vacancies remaining unfilled following an ordinary election. Following the election there were four vacancies.

Resolved –

- (1) **That the Council believes that it is in the interests of the parish that the vacancies on the Council are filled, and that this be achieved by co-option.**
- (2) **That the following named be appointed as members of the Parish Council for the remainder of the four year term:**

**Douglas Archer
John Bagnall
Colin Booth**
- (3) **That further consideration be given to the filling of the remaining vacancy.**

**5. LOCAL GOVERNMENT ACT 2000
ETHICAL FRAMEWORK ARRANGEMENTS AND
MEMBERS' CODE OF CONDUCT**

The report of the Monitoring Officer (**Document "A"**) dealt with the new ethical framework for local government, including parish and town councils, established under the Local Government Act 2000.

Appendix 1 to the report set out the principles which govern the conduct of members and co-opted members of local authorities. Appendix 2 was a draft Code of Conduct, based on those principles, which contained the requirements of a Model Code of Conduct issued by the Secretary of State for parish councils.

All parish councils were under a duty to pass a resolution adopting a Code of Conduct for Members containing the requirements of the Model Code.

Resolved –

That in accordance with the requirements of the Local Government Act 2000, the Parish Council adopts as its Members Code of Conduct, the code of conduct set out as Appendix 2 to Document "A".

6. POWERS, DUTIES AND RESPONSIBILITIES

The principal powers and duties of parish and town councils were set out in the previously circulated Good Councillor Guide published by the National Association of Local Councils.

Resolved –

That the powers, duties and responsibilities of parish and town councils be noted.

7. PLANNING PROTOCOL

One of the main areas of activity that the Parish Council would wish to become involved in was the planning function. The Council had the right to be consulted in respect of all planning applications within its area.

To facilitate this arrangement a Model Protocol between parish councils and the local planning authority had been produced and consulted on. Pending its approval the parish council was recommended to adopt the protocol contained in **Document "B"**.

Resolved –

- (1) That the City of Bradford Metropolitan District Council be advised that this Parish Council wishes to be consulted on all planning applications affecting its area.**
- (2) That the Model Planning Protocol set out as Document "B" be adopted for this purpose.**
- (3) That Councillor Kirkham be appointed Chair of the Planning Committee for the municipal year 2007/08.**
- (4) That the Chair of the Planning Committee be the nominated lead contact with the District Council for all planning matters.**

8. FINANCIAL ARRANGEMENTS

The Interim Finance Director, Bradford Council presented two reports –

Document "C" – setting out the funding arrangements for the new Parish Councils for 2007/08.

Document "D" – detailing a financial support scheme between Bradford Council and Parish Councils

Resolved –

That Documents "C" and "D" be noted.

9. APPOINTMENT OF BANK

Members of the Parish Council discussed the opening of a bank account for the Parish Council's funds.

Resolved –

That a bank account for the Parish Council be opened at Barclays.

10. APPOINTMENT OF SIGNATORIES

Resolved –

That the Chair, Councillor Andrews and Councillor Bagnall be appointed as signatories and any two sign cheques on behalf of the Parish Council.

11. APPOINTMENT OF CLERK TO THE PARISH COUNCIL

- (1) To consider arrangements for the appointment of a Clerk to the Parish Council.

Attached as **Document "E"** were the roles and responsibilities normally applied to the Clerk. These had been supplied by the Yorkshire Local Councils' Association.

- (2) To consider interim arrangements until a permanent appointment was made.

It was suggested that a request be made through the Area Co-ordinator's office to seek to arrange for access to the Minutes Clerk used to support the Neighbourhood Forums.

Resolved –

That the Shipley Area Co-ordinator's office be approached to make interim arrangements until a permanent clerk can be appointed.

12. PARISH COUNCIL LIAISON MEETINGS

Consideration was given to the current parish charter arrangements and the appointment of a representative to attend the parish councils liaison meetings (**Document "F"**).

Resolved –

- (1) **That Councillor Sykes be appointed to represent the Parish Council at the parish council liaison meetings.**
- (2) **That the full charter arrangements be explored as the Council develops.**

13. QUALITY PARISH COUNCILS

The Government's Rural White Paper 2000 had proposed a number of initiatives to enhance the role of parish and town councils, including the Quality Parish Council scheme. The report of the Senior Policy Officer (**Document "G"**) provided details of this initiative.

Resolved –

That the report be noted and that the issue of seeking accreditation be explored wider once the parish council is further developed.

14. YORKSHIRE LOCAL COUNCILS' ASSOCIATION

Consideration was given to Baildon Parish Council subscribing as a member of the Association.

Resolved –

That further consideration be given to the costs and benefits of the Parish Council subscribing to the YLCA and a representative of the Association be invited to attend a future meeting.

15. MEETINGS OF THE PARISH COUNCIL

Consideration was given to the dates, times and venue of future meetings of the Parish Council

Resolved –

(1) That meetings for the municipal year 2007/08 be held on the following dates:

**14 June 2007
26 July 2007
6 September 2007
18 October 2007
29 November 2007
10 January 2008
21 February 2008
3 April 2008
15 May 2008**

(2) That pending the appointment of a clerk to the Parish Council, the Chair be the proper officer for the time being for the purposes of signing the summons to attend meetings.

Chair