

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 14th APRIL 2016 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Alan Sykes (Chair)
Cllr Diane Bonham
Cllr Kay Kirkham
Cllr Gina Thompson
Ken Eastwood (Clerk)

In attendance: Three members of the public.

1/0416 Apologies for Absence

Cllr Julia Gregson (family commitment)
Cllr Pam Laking (illness)

2/0416 No disclosures of Interest

3/0416 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 10th March, 2016 were proposed as a correct record by Cllr Kirkham and signed by the Chair.
- b) The March Outstanding Issues Report was duly noted.

4/0416 Public Representation

A resident raised an issue about the condition of the verge at the junction of Hill End Lane and Leech Lane, including the presence of glass and a broken sign, and queried whether the area should be turned into an official layby or be blocked off with boulders or similar.

Resolved:

The Clerk to refer the matter to Bradford MDC.

A resident raised an issue about recent exploratory drilling at Midgeham Quarry. Cllr Sykes commented on previous consultations and notification that Planning Approval was not required.

Two residents raised an issue about speeding along Wilsden Old Road and how motorists are ignoring the access only signage (during a previous survey 63 out of 67 vehicles in one hour, went straight through the road). Concerns raised included narrowness, difficulties of reversing out of driveways and child safety. A number of possible solutions, including traffic calming and one way systems, were suggested and discussed.

Residents stated their preferred solution would be to make the road a cul-de-sac. The collection of signatures of support to add weight to the case was discussed.

Resolved:

The Clerk to liaise further with the residents and to refer the matter to Bradford MDC.

5/0416 Planning Applications

16/02356/HOU – Proposed first floor extension at Springbank, Cockcroft Fold, Harden Road, Harden.

Resolved:

That the Parish Council has **no objection**.

6/0416 Other Planning Matters

Resolved:

The following matters were noted:

- a) 16/00740/HOU - Removal of timber storage shed and carport and construction of detached garage with storage space at 6 Midgeham Grove: Permission Granted.
- b) 14/00101/ENFUNA - Unauthorised outbuilding at the Golden Fleece, 38 Long Lane, Harden. Enforcement notice served.
- c) Commencement of site Allocations Development Plan Document - Issues and Options consultation.

7/0416 Christmas Lights

Resolved:

To accept the quotation from Christmas Plus for the replacement of the village Christmas lights.

8/0416 Horticulture

Resolved:

- a) To accept the quotation from Bradford Works for Summer bedding and maintenance.
- b) To authorise Bradford Works to increase proposed plant numbers to 900, if appropriate, and to increase quoted costs proportionally.

9/0416 Small Grants

Resolved:

To approve the small grants application by Harden Babies & Toddlers Group and authorise payment of £250.

10/0416 Battle of the Somme Centenary

Resolved:

- a) To display crosses at the memorial with the names of those killed in the Battle of the Somme and to display a lit lantern, as a part of the centenary commemorations.
- b) To authorise Cllr Kirkham to incur reasonable expenditure, up to a maximum of £50, to support the commemorations.

11/0416 Queen's Birthday Celebrations

The Clerk discussed proposals for celebrations over 11th & 12th June suggested by St Saviour's Church.

Resolved:

- a) To support plans outlined by St Saviour's and encourage their application for a small grant.
- b) To defer consideration of Parish Council purchase of bunting proposed by Cllr Gregson to the next meeting.

12/0416 Bus Stop Raised Kerb

Cllr Kirkham provided an update on this issue.

Resolved:

The Clerk to write to Bradford MDC supporting the application for a raised kerb, as proposed by Metro.

13/0416 Speeding

Cllr Sykes raised recent press coverage regarding a Police crackdown on speeding across the district and previous attempts to arrange speeding enforcement in Harden. A resident, who is a Police Officer working in Lancashire, suggested he might be prepared to undertake enforcement on a voluntary basis.

Resolved:

The Clerk to write to West Yorkshire Police about the matter, requesting further consideration be given to speed enforcement activity in Harden.

14/0416 Website & Newsletter

Cllr Kirkham and the Clerk provided an update on progress with website updates and the newsletter.

Resolved:

To delegate authority to undertake web content edits, updates and newsletter subscription processes, to the Clerk.

15/0416 Correspondence

Resolved:

- a) Letter from Bradford MDC re. Payroll Services. Noted.
- b) E-mail from Historic England re. War Memorial. Noted. Cllr Kirkham updated the Parish Council on a meeting with Mel Smith from Bradford MDC and outlined that an estimate for various works of repair and renovation was being sought. The Clerk is to request a copy of the survey undertaken by Bradford MDC.
- c) E-mail from YLCA re. Transparency Fund application. Noted.
- d) E-mail from Heart Safe Communities re. defibrillators. Noted. Agreed to invite to a future meeting for further discussion.
- e) Letter re. Tittle Tattle. Noted. Agreed to make a contribution of £10 and provide a short article for the publication, making reference to the Parish Council's website and newsletter sign-up.
- f) E-mail from Bradford MDC re. flood risk consultation. Noted.
- g) E-mail from Bradford MDC re. emergency planning. Noted.

16/0416 Reports

- a) Update report on the Transparency Code. Noted.
- b) Report on the Bradford MDC & Local Councils Liaison Meeting. Noted.

17/0416 Financial Matters

Cllr Sykes raised an issue concerning the Clerk's hours, noting significant additional work was being undertaken with regard to the Transparency Code, the website and the review of policies and procedures.

Resolved:

- a) Signatories – Cllr's Bonham and Thompson to become additional authorised signatories for the Parish Council cheque book. The Clerk to progress arrangements with Barclays.
- b) To renew payroll arrangements with Bradford MDC for 2016/17 and to authorise expenditure of £138.

- c) To authorise expenditure of \$29 per month to subscribe to the Polldaddy online survey platform.
- d) To authorise expenditure of £5.90 to purchase two copies of the Good Councillor Guide.
- e) To authorise expenditure of £18.20 to purchase a copy of, "The Local Council Clerk's Guide" by Paul Clayden.
- f) To authorise expenditure of £72.30 to purchase a copy of, "Local Council Administration" by Charles Arnold Baker. It was noted that a revision to this publication is expected in the Summer and it was agreed to await re-issue before placing the order.
- g) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
BMDC	100379	£863.92	Salary payment
Ken Eastwood	100380	£9.00	Mileage
Ken Eastwood	100381	£4.00	Expenses (printer paper & A5 envelopes)
Ken Eastwood	100382	£0.85	Expenses (envelopes)
Ken Eastwood	100383	£1.08	Expenses (stamps)
Ken Eastwood	100384	£545.08	HPC Laptop purchase
Ken Eastwood	100385	£198.42	HPC Printer purchase
SLCC	100386	£179	SLCC annual subscription
SLCC	100387	£118.80	ILCA training
R&J Gardening Services	100388	£24.00	Horticulture in the village
Vision ICT	100389	£216	Domain name registration and hosted email accounts
YLCA	100390	£516	Annual membership subscription

- h) To note the following trial balances: -

HARDEN PARISH COUNCIL March 2016			
Item	Budget 2015/16	Expenditure to date	Budget Remaining
Salaries and related expenses	4,800	4,707.89	92.11
Subscriptions	600	495.00	105.00
Insurance	500	467.13	32.87
Audits	260	129.99	130.01
Newsletter	650	551.64	98.36
Website	150	130.00	20.00

Parish Plan	1,000	0	1,000
Training	250	192.50	57.50
Repairs	300	37.50	262.50
Stationery & telephone	300	22.00	278.00
PC Equipment	200	0.00	200.00
Small grants	1,000	250.00	750.00
War memorial	1,000	0	1,000
Horticulture	1,500	1,178.00	322.00
Christmas event	500	66.02	433.98
Sundries	200	207.77	(7.77)
	£13,210	£8,435.44	£4,774.56

- i) The Clerk to record hours worked over the next month to inform consideration of a short term, retrospective honorarium payment.

18/0416 Standing Orders, Policies and Procedures

The Clerk described the process followed to produce updated documentation.

Resolved:

- a) To adopt revised Standing Orders.
- b) To adopt the Information & Publication Scheme.
- c) To adopt revised Financial Regulations.
- d) To adopt the Complaints Procedure.

19/0416 Minor items and items for next agenda

The Clerk raised the following matters:

- a) That the Parish Council Disciplinary & Grievance Procedures need to be updated, noting revisions to the NALC model documentation. A draft document will be circulated by email for approval at the next meeting.
- b) The Parish Council must organise an Annual Parish Meeting in addition to the annual meeting of the Parish Council. Agreed to book the main hall and to advertise the Annual Parish Meeting as occurring at 7pm on 12th May 2016.

20/0416 Next Meeting

The Annual Parish Council meeting, to be held on 12th May 2016 at 7.30pm in the Memorial Hall.

The Chair closed the meeting at 9:00pm.