

**MINUTES OF THE ANNUAL MEETING OF HARDEN PARISH COUNCIL  
HELD ON 12<sup>th</sup> MAY 2016 AT 7.30PM IN HARDEN MEMORIAL HALL**

**Present:** Cllr Pam Laking (Chair)  
Cllr Alan Sykes  
Cllr Diane Bonham  
Cllr Julia Gregson  
Cllr Kay Kirkham  
Cllr Gina Thompson  
Ken Eastwood (Clerk)

**In attendance:** 12 members of the public

**1/0516 Election of Chair and Vice-Chair**

It was proposed that Cllr Laking be elected as Chair for 2016/17 by Cllr Gregson, voted nem. con.

It was proposed that Cllr Sykes be elected as Vice Chair for 2016/17 by Cllr Kirkham, voted nem.con.

**2/0516 No Apologies for Absence**

**3/0516 Disclosure of Interest**

Cllr Gregson declared a personal interest with regard to a matter to be discussed during public representation.

**4/0516 Minutes of Meetings**

- a) The minutes of the Parish Council meeting held on 14<sup>th</sup> April, 2016 were proposed as a correct record by Cllr Kirkham and signed by the Chair.
- b) The April Outstanding Issues Report was duly noted. Cllr Sykes queried progress with the horticulture design item and suggested an approach to Keighley College might be useful.

**5/0516 Planning Applications**

16/03093/HOU - Raise of roof and construction of two-storey extension at 11 Ferrands Park Way Harden BD16 1HZ

**Resolved:**

To **object** to the application. The proposed development was considered to be out of keeping with existing properties in the area and would have an adverse impact on visual amenity. Councillors considered the proposal to be an over-development of the site that would result in overlooking of neighbouring properties, raising concerns about privacy. The extension to the front of the

property would significantly alter the prevailing building line, to the further detriment of the immediate locality. On site car parking provision was considered insufficient for a five bedroomed property and could lead to additional on street parking.

16/02909/HOU 51 - Workshop for domestic use with parking area above at Moor Edge Low Side Harden BD16 1LB

**Resolved:**

That the Parish Council has **no objection** but would request the imposition of a condition restricting use of the workshop to domestic purposes.

**6/0516 Other Planning Matters**

**Resolved:**

The following matter was noted:

16/00787/FUL - Conversion of detached garage into domestic dwelling at 148 Long Lane Harden: Permission Granted.

**7/0516 Public Representation**

A resident updated the Parish Council with his actions following previous discussion about speeding and access issues along Wilsden Old Road and Narrow Lane. The resident had written to other residents and received 165 signatures in support, with 3 people opposed to the proposal to implement a road closure.

A second resident raised the issue of no access enforcement, suggesting Automatic Number Plate Recognition (ANPR) technology could be used.

**Resolved:**

The Clerk to refer the papers presented to Bradford MDC and to advise residents on petition procedures.

**8/0516 Exchange of Information**

Cllr Laking discussed an issue previously raised with her by a resident concerning BT Openreach. Following Cllr Laking's advice, the matter had been successfully resolved and the resident was very grateful to the Parish Council.

Cllr Laking discussed the liquidation of the company managing the Mansion House at St Ives. It was noted that the residents have been evicted and the future of the building is now uncertain.

Cllr Sykes reminded members that the Enforcement Notice at the Golden Fleece will expire on 3<sup>rd</sup> June. Cllr Sykes has been in contact with the Bradford MDC Enforcement Officer who will make further contact with the owner.

Cllr Kirkham raised the condition of the WI bench in Glen View. The Clerk will liaise with the WI re. repair or replacement.

**9/0516 Internal Audit**

**Resolved:**

To note the 2015/16 internal audit report and to consider the recommendations made at a future meeting.

**10/0516 Internal Control**

**Resolved:**

To approve the Annual Governance Statement. The Clerk to bring a report to a future meeting on options for further improvement to internal control. To remove the hosepipe from the asset register in 2016/17.

**11/0516 Annual Return**

**Resolved:**

To approve the Accounting Statements and sign the 2015/16 annual return.

**12/0516 Annual Resolutions**

**Resolved:**

To renew authorisation for Cllr Kirkham to inspect any land and/or premises which the council has a right or duty to inspect, as lead Councillor for planning issues.

**13/0516 Small Grants**

**Resolved:**

To approve the small grants application made by St Saviour's Church, Harden and authorise payment of £250.

## 14/0516 Queen's Birthday Celebrations

### Resolved:

To display bunting and flags in the village during the celebrations. To authorise Cllr Gregson to coordinate activity.

## 15/0516 Correspondence

### Resolved:

- a) E-mail from YLCA re. access to NALC website. The Clerk to circulate NALC access details.
- b) E-mail from Government re. planning petition. Noted. A proposal to write to the MP was not supported.
- c) E-mail from Westcotec re. speeding signs. To discuss further when Bradford MDC Highways attend July's meeting. The Clerk to write to the Police seeking their advice on the effectiveness of signs on speeding.
- d) E-mail from Marie Curie re. Blooming Great Tea Party. Noted.

## 16/0516 Financial Matters

### Resolved:

- a) To authorise expenditure of £40 to subscribe to the Institute of Local Council Management.
- b) To authorise expenditure of up to £85 to purchase celebratory Union Jack bunting.
- c) To note receipt and deposit of the 2016/17 precept payment of £12,386 from Bradford MDC.
- d) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
BMDC	100391	£108.06	Salary payment
R&J Gardening Services	100392	£78.00	Horticulture in the village
Ken Eastwood	100393	£9.45	Mileage
Ken Eastwood	100394	£3.84	Expenses (stamps)
YLCA	100395	£5.90	Publications
Digital Nomads	100396	£23.87	Stationery supplies
SLCC	100397	£18.20	Publication
Ian Scott	100398	£83.50	Internal Audit
Bradford MDC	100399	£138.00	Payroll Service Charge

f) To note the following trial balances: -

<b>HARDEN PARISH COUNCIL</b>			
<b>April 2016</b>			
<b>Item</b>	<b>Budget 2016/17</b>	<b>Expenditure to date</b>	<b>Budget Remaining</b>
Clerk's salary and related expenses	4,600	872.92	3,727.08
Subscriptions	500	695	-195
Insurance	500	0	500
Audits	200	0	200
Newsletter	650	0	650
Website	300	180	120
Parish Plan	1,000	0	1,000
Training	400	99	301
Repairs	300	0	300
Stationery/telephone	200	5.93	194.07
PC equipment	600	619.58	-19.58
Small grants	1,000	0	1,000
War memorial	1,000	0	1,000
Horticulture	2,500	24	2,476
Christmas event	200	0	200
Playground cleaning	200	0	200
	<b>14,150</b>	<b>2,496.43</b>	<b>11,653.57</b>

**17/0516 Standing Orders, Policies and Procedures**

**Resolved:**

To approve the Disciplinary Procedure.

**18/0516 Exclusion of the Press and Public**

**Resolved:**

To exclude members of the press and public from item 19 under the provisions of the public bodies (admission to meetings act 1960 s1(2)) during consideration of an item of a confidential nature.

**19/0516 Staffing Hours**

**Resolved:**

To make a retrospective honorarium payment to the Clerk and to continue time recording for a further 3-month period.

**20/0516      Minor items and items for next agenda**

Cllr Kirkham discussed Bradford MDC's Allocations Development Plan Document, a key planning document that will identify and allocate sites which will meet the district's needs for new homes, jobs and infrastructure. Consultation on this matter runs until 5pm on 19<sup>th</sup> July 2016. The Parish Council will make arrangements to hold a public meeting in Harden and to use the newsletter to inform residents. Printing quotations to be obtained for consideration at the next meeting.

**21/0516      Next Meeting**

Agreed that the next Parish Council meeting to take place on 9<sup>th</sup> June 2016 at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 9.55pm.