

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL  
HELD ON 9<sup>th</sup> JUNE 2016 AT 7.15PM IN HARDEN MEMORIAL HALL**

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

**In attendance:** No members of the public.

**1/0616 Apologies for Absence**

Cllr Alan Sykes (holiday)  
Cllr Kay Kirkham (holiday)  
Matthew Baynham, Heartsafe Communities (transport difficulties)

**2/0616 No disclosures of Interest**

**3/0616 Minutes of Meetings**

- a) The minutes of the Parish Council meeting held on 12<sup>th</sup> May, 2016 were proposed as a correct record by Cllr Gregson and signed by the Chair.
- b) The May Outstanding Issues Report was duly noted.

- Cllr Laking discussed the flower beds and agreed to contact Keighley College about a possible student project to re-design a planting scheme.
- Cllr Gregson discussed play equipment, Monkey Bars and adult open air exercise equipment, agreeing to progress and report back to a future meeting.

**4/0616 Planning Applications**

None received.

(Planning applications can be viewed via Bradford Council's online system <http://www.planning4bradford.com/online-applications> ).

**5/0616 Other Planning Matters**

**Resolved:**

The following matters were noted:

- a) 116/02356/HOU - Construction of first floor extension at Springbank Cockcroft Fold, Harden Road, Harden: Permission Refused.

- b) 16/02909/HOU - Workshop for domestic use with parking area at 51 Moor Edge, Low Side, Harden: Application Granted.
- c) 16/00068/APPENF - Appeal against Enforcement Notice on basis that the time given to comply with the notice is too short by the Golden Fleece, 38 Long Lane, Harden.

#### **6/0616      Guest Speaker**

In the absence of the guest speaker from Heartsafe Communities, the Clerk updated members on a telephone discussion held earlier in the day about public access, automated external defibrillators (AED's).

#### **Resolved:**

- a) To seek clarification from Heartsafe Communities on the following matters: -
  - How long do the devices last?
  - What are the annual running costs?
  - Servicing & maintenance requirements?
  - Service requirements after a device has been used?
- b) To include the item on the next Parish Council meeting agenda for further discussion and a decision over the purchase and installation of a public access AED in Harden.

#### **7/0616      Representation**

No members of the public were present.

#### **8/0616      Public Meeting**

#### **Resolved:**

To arrange a public meeting on Friday 8<sup>th</sup> July at 7.15pm to present information on Bradford MDC's Issues and Options consultation on future housing development sites in Harden and receive feedback from residents.

#### **9/0616      Exchange of Information**

Cllr Laking discussed the proposal by Bradford MDC to introduce car parking charges at St Ives.

**Resolved:**

To bring a report on the issue to a future meeting.

Cllr Laking discussed cleanliness issues with the public toilets at St Ives.

Members debated options and possible support from the Parish Council with both cleaning and provision of supplies.

**Resolved:**

- a) Cllr Laking to approach Shipley Area Council about the issue.
- b) To include the item on the next agenda for further discussion and consideration.

Email correspondence had been received from a resident raising concern about the frequency and quality of cutting of grass verges within the village.

**Resolved:**

- a) Cllr Laking to discuss options with Bradford MDC and report findings to the next meeting.
- b) The Clerk to reply to the resident thanking him for raising the issue and informing him of the planned response.

**10/0616      Reports**

A report was received from the Clerk on internal financial controls and options to enhance effectiveness.

**Resolved:**

- a) To develop a financial risk management document and review annually.
- b) That a monthly bank reconciliation should be undertaken by the Clerk and reported to the Council as a part of the monthly agenda.
- c) That an internal audit review checklist should not be developed, on the grounds that it is considered unnecessary for a small council.
- d) That an internal control checklist should be drafted for use annually.

**11/0616      Small Grants****Resolved:**

To approve an application from Harden Children's Gala Society with regard to the refurbishment of a Coconut Shy and authorise payment of £250.

## **12/0616      Queen's Birthday Celebrations**

### **Resolved:**

Cllr's Gregson and Thompson to erect bunting and signs in the village on Friday, 10<sup>th</sup> June, in time for the Queen's 90<sup>th</sup> birthday celebrations.

## **13/0616      Newsletter**

Councillors present advised that they had not had opportunity to comment on the newsletter. Style and content edits were discussed and the quotations for printing considered.

### **Resolved:**

- a) To award the printing contract to Shipley Print.
- b) The Clerk to make a number of edits to the newsletter including removing prices and member addresses, revising email addresses and phone numbers, adding details of recent small grants awards and a welcome to the new Clerk section.
- c) That the Clerk will open a file and note items for future newsletters on a rolling basis.
- d) Cllr Laking to contact Roger Smith and discuss newsletter distribution arrangements.

## **14/0616      Correspondence**

### **Resolved:**

- a) E-mail from YLCA re. NALC strategic plan. Noted.
- b) E-mail from YLCA re. Pay award. Noted.
- c) E-mail from Playquest Adventure Play re. goods and services. Noted. Cllr Gregson to make contact at the time of contacting other suppliers re. play equipment.
- d) E-mail from YLCA re. Audit scheme. Noted.

## **15/0616      Financial Matters**

### **Resolved:**

- a) To note emergency approval of expenditure made by the Clerk on behalf of the Council with regard to Christmas Lights (replacement of faulty lamp post timer unit and installation charge).

b) To authorise the following payments: -

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>	<b>Description</b>
BMDC	100400	£336.27	Salary payment
R&J Gardening Services	100401	£24.00	Horticulture in the village
Ken Eastwood	100402	£15.30	Mileage
Ken Eastwood	100403	£62.57	Bunting & flags
Ken Eastwood	100404	£8.64	Expenses (stamps)
Ken Eastwood	100405	£74.45	Arnold-Baker publication
Christmas Plus	100406	£100.56	Christmas lights transformer
Christmas Plus	100407	£2862.00	Christmas lights
SLCC	100408	£25.00	ILCM Subscription
Ken Eastwood	100409	£20.00	Key cutting
Harden Babies & Toddlers	100410	£250.00	Small grant (play equipment)

c) To note the following trial balances: -

<b>HARDEN PARISH COUNCIL - May 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	1,105.43	3,494.57
Subscriptions	500	695.00	-195.00
Insurance	500	0	500.00
Audits	200	83.50	116.50
Newsletter	650	0	650.00
Website	300	180.00	120.00
Parish Plan	1,000	0	1,000.00
Training	400	99.00	301.00
Repairs	300	0.00	300.00
Stationery/telephone	200	53.76	146.24
PC equipment	600	619.58	-19.58
Small grants	1,000	0	1,000.00
War memorial	1,000	0	1,000.00
Horticulture	2,500	102.00	2,398.00
Christmas event	200	0	200.00
Playground cleaning	200	0	200.00
S137	0	0	0
	<b>14,150.00</b>	<b>2,938.27</b>	<b>11,211.73</b>

## **16/0616      Exclusion of the Press and Public**

### **Resolved:**

To exclude members of the press and public. The Clerk to leave the meeting during discussion of the following item.

## **17/0616      Review Staff Overtime**

### **Resolved:**

To pay overtime as per the submitted timesheets. Staff time recording to continue until the end of June. Beyond June a record to be kept of any staff time over and above the contractual 28 hours per month.

## **18/0616      Minor Items and Items for Next Agenda**

### **Resolved:**

- a) Cllr Gregson to advise the Clerk on Christmas light switch on and off dates and lighting times during the Christmas period.
- b) That the YLCA training course programme be included on the next meeting agenda for discussion.
- c) Cllr Laking to discuss a proposal to purchase picnic tables and benches for the park, with Bradford MDC.

## **19/0616      Next Meeting**

Agreed that the next Parish Council meeting will take place on 14<sup>th</sup> July, 2016 at 7.15pm in the Memorial Hall.

The Chair closed the meeting at 9.35pm.