

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 11th AUGUST 2016 AT 7.15PM IN HARDEN MEMORIAL HALL**

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

In attendance: 2 members of the public.

1/0816 No apologies for absence

2/0816 Disclosures of Interest

Cllr Gregson declared an interest with regard to agenda item 11, the WI Bench.

3/0816 Minutes of Meetings (previously circulated to Members)

- a) Cllr Sykes proposed an amendment to the minutes of the Parish Council meeting held on 14th July, 2016.

Resolved:

To amend minute 21/0716 to read, "To make an overtime payment to the Clerk and to increase contracted hours to 8 hours per week."

- b) The minutes were otherwise proposed as a correct record by Cllr Sykes and signed by the Chair.
- c) The July Outstanding Issues Report was duly noted.

Matters arising:

- i) Cllr Kirkham stated that bus drivers had begun to position their buses closer to the stop and to routinely lower the step. Agreed that the item could be removed from the report.
- ii) Cllr Gregson agreed to seek quotations from suppliers for the provision of monkey bars in the park.

4/0816 Planning Applications

16/05519/HOU - Single storey rear extension and alterations to existing front porch at Pepper Hill Farm, Ryecroft Road, Harden

Resolved:

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

16/05689/FUL - Installation of Polytunnel - Land North East of 20 Park View Terrace, Moor Edge, High Side, Harden.

Resolved:

That the Parish Council **objects** to the application on the following grounds: -

- The application is conflicting with regards to usage (commercial or domestic).
- Tree preservation issues are not adequately addressed.
- There would be vehicular access difficulties, with reduced visibility in both directions.
- Generally, the application contains insufficient detail for an informed decision to be made.

5/0816 Representation

No public questions.

6/0816 Exchange of Information

Cllr Gregson raised an issue about parcel deliveries and collection from Eldwick.

Resolved:

The Clerk to write to the Post Office stating that the Parish Council support the proposal to have parcels delivered to the Harden Post Office.

Cllr Laking discussed proposals to improve the toilets at St Ives and to introduce car parking charges. Cllr Sykes stated that the economic case had not been made for car park charging and he had written to the district Council about the matter and was awaiting a response.

7/0816 Parish Council Vacancy

Gerald Jennings and Gerwyn Bryan both confirmed they wished to be considered for co-option to the Parish Council. Both parties subsequently withdrew from the meeting and on return confirmed they had agreed by mutual consent that Gerwyn Bryan would support application by Gerald Jennings.

Resolved:

That Gerald Jennings be co-opted onto the Council, by unanimous consent.

Cllr Jennings signed a declaration of acceptance of office and was welcomed to the Parish Council by the Chair and other members.

8/0816 Rural Community Defibrillators

Members discussed proposals to purchase a defibrillator for use in Harden and possible locations to site a device.

Resolved:

To purchase a defibrillator on the scheme proposed by Heartsafe Communities. The Clerk to write to British Telecom and enquire on usage of the telephone boxes in Harden. Cllr Sykes to discuss location and possible guardianship with the pharmacy.

9/0816 Horticulture

Cllr Laking provided an update on discussions with Shipley College, who may be able to help in the new academic year. Cllr Laking also described discussions with Woodbank Nurseries, who would be able to help with regard to planting advice but not with the design of planting schemes.

Cllr Kirkham asked if the beds behind the memorial could be included in the scheme. Cllr Kirkham also mentioned an Oak sapling planted previously and an issue with the support strap binding into the growing tree.

Resolved:

That the beds behind the war memorial would be included in the planting scheme. Cllr Kirkham to seek advice from the district Council's Horticulturist with regard to the Oak tree. Cllr's Laking and Jennings to meet in order to measure the beds and consider a revised planting scheme.

10/0816 War Memorial

Cllr Kirkham and the Clerk provided an update on the War Memorial renovation project, stating that Mel Smith had obtained an estimate of £3,130 for cleaning and repair works. It was noted that the specification did not include repair of the front walls or reinstatement of the original stone finials. Notwithstanding those omissions, the project will fall into the Small Grants Scheme administered by the War Memorials Trust and as such two quotations would be required.

Resolved:

Cllr Kirkham and the Clerk to prepare a suitable specification and invitation to quote letter and to seek quotations from two contractors.

11/0816 WI Bench (Cllr Gregson withdrew from discussion about groundworks)

Members reviewed details of suitable benches previously circulated. The Clerk stated two quotations had been received for ground works and installation and circulated the details.

Resolved:

To propose to the WI that the Parish Council would recommend a choice of three recycled plastic benches: -

- The Enviro moulded park bench by Wybone, priced at £431.99 + delivery
- The Enviro sloping bench by Wybone, priced at £458.49 + delivery
- The Ashwater seat by Broxap, priced at £423 + delivery

To authorise the quotation of £160 from Andrew Gregson for the groundworks and installation.

To authorise expenditure of up to £50 for the purchase of a replacement brass plaque.

12/0816 Transport Strategy Consultation

Cllr Kirkham circulated copies of consultation documents obtained from a recent drop in briefing. The consultations run until Friday, 21st October 2016 and can be accessed online at <http://www.westyorks-ca.gov.uk/ytys/>. It was noted that individuals can provide comment in addition to the Parish Council formulating a response.

Resolved:

That members consider a response at the next Parish Council meeting.

13/0816 External Audit

The Clerk circulated a draft response to the External Auditor with regard to explanation of significant variances between expenditure in the 2014/15 and 2015/16 financial years.

Resolved:

That members approve the response, subject to the Clerk affording Cllr Kirkham the opportunity to provide further minor comment.

14/0816 Correspondence

Resolved:

- a) E-mail from Shipley Area Neighbourhood Forums re. Community Chest. Noted. Agreed Cllr Laking to prepare an application as a contribution towards the cost of providing a picnic bench in the park.
- b) E-mail from YLCA re. annual conference. Noted. No members able to attend. Agreed to support attendance by the Clerk, sharing costs equally with Oxenhope Parish Council.
- c) E-mail from Angus McVarish, for and on behalf of PKF Littlejohn LLP re. external audit and explanation of variances. Noted.
- d) E-mail from Mel Smith, Bradford MDC, re. Harden War Memorial. Noted.

15/0816 Financial Matters

Resolved:

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Bradford MDC	100419	£870.14	Salary payment
Ken Eastwood	100420	£22.45	Polldaddy subscription
NALC	100421	£17.00	LCR Magazine Subscription renewal
Ken Eastwood	100422	£4.50	Mileage

- b) To note the following trial balances: -

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Item	Budget 2016/17	Expenditure to date (net)	Budget Remaining
Clerk's salary and related expenses	4,600	1,793.27	2,806.73
Subscriptions	500	720	-220
Insurance	500	39.15	460.85
Audits	200	83.50	116.50
Newsletter	650	257.50	392.50
Website	300	180.00	120
Parish Plan	1,000	21.18	978.82
Training	400	99	301
Repairs	300	16.67	283.33
Stationery/telephone	200	136.85	63.15
PC equipment	600	619.58	-19.58
Small grants	1,000	500	500
War memorial	1,000	0	1,000
Horticulture	2,500	126	2,374
Christmas event	200	0	200

Playground cleaning	200	0	200
S137	0.00	62.57	-62.57
Other (Christmas lights)	0.00	2,501.80	-2,501.80
	14,150.00	7,157.07	6,992.93

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2016	17,253.71	
Add: income to date	12,620.48	
Less: expenditure to date	(7,860.86) (incl. VAT)	
Total:		22,013.33

Bank account balances, 1 August 2016

Community Account	12,088.18	
Business Account	10,163.89	
Less: unpresented cheques		
100329	(1.28)	
100371	(5.46)	
100401	(24)	
100411	(175)	
100415	(33)	
Add: unbanked cash	0	
Total:		22,013.33

16/0816 Minor Items and Items for Next Agenda

Cllr Sykes asked for a progress report on the park picnic benches to be included on the next agenda.

17/0816 Next Meeting

Agreed that the next Parish Council meeting to take place on 8th September 2016 at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 9.30pm.