

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 13th OCTOBER 2016 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Pam Laking (Chair)
Cllr Alan Sykes
Cllr Diane Bonham
Cllr Kay Kirkham
Cllr Gerald Jennings
Ken Eastwood (Clerk)

In attendance: No members of the public

1/1016 Apologies consented to

Cllr Julia Gregson (work commitment).
Cllr Gina Thompson (family commitment).

2/1016 Disclosures of Interest

None declared.

3/1016 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Parish Council meeting held on 8th September, 2016 were proposed as a correct record by Cllr Jennings and signed by the Chair.
- b) The September Outstanding Issues Report was duly noted.

Matters arising:

Members discussed the Royal Mail complaint response, observing that a previous petition had in fact also been started in Harden (the response had mentioned a petition in Eldwick). It was proposed that the Clerk should escalate the matter to the next level with the Postal Review Panel.

4/1016 Planning Applications

16/07367/HOU - Infill side extension between existing garage and main dwelling at 17 Ferrands Park Way, Harden.

Resolved:

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

5/1016 Other Planning Matters

Resolved:

The following matters were noted:

- a) 16/05689/FUL - Installation of polytunnel at 20 Park View Terrace Moor Edge, High Side, Harden – approved.
- b) 16/06664/FUL - Construction of 4 detached residential dwellings, garages and access roads at Braes Castle, Long Lane, Harden –approved.

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

6/1016 Representation

No public questions.

7/1016 Exchange of Information

None raised.

8/1016 Community Defibrillator

The Clerk provided an update report on the purchase and installation of a community defibrillator. Given difficulties contacting Heartsafe Communities, another provider had been approached for advice and comparable equipment subsequently sourced online, for a capital cost of £1,594. The Parish Council's insurers had confirmed the unit would be covered under existing policy conditions and the Clerk confirmed that he would ensure that Planning approval was not required, before any installation went ahead. Given the costs involved the Clerk suggested Members may wish to consider identifying third party sources of funding such as the Big Lottery Fund, Awards for All Scheme.

Resolved:

That the Clerk prepare a funding application under the Awards for All Scheme. That purchase and installation of a defibrillator be deferred until the funding application has been considered, and that subject to the outcome of that application, that the expenditure be considered as part of the 2017/18 budget setting process.

9/1016 Consultation on Car Parking at St Ives

Cllr Laking provided an update on the consultation and the petition raised opposing the introduction of car parking charges. Despite Bradford MDC's online petition website not working properly, some 4,470 signatures had been recorded opposing the proposals.

Cllr Laking, in her capacity as Chair of the Friends of St Ives, will be attending the full Council meeting on 18th October and speaking against the proposal as lead petitioner.

10/1016 Horticulture

The Clerk reported that no responses had been received to an Invitation to Quote (ITQ) for horticulture in the village, despite 16 gardeners being approached. It was noted that the planting specification and design aspects of the ITQ may have been an issue and that, in any event, winter maintenance should commence in October.

Resolved:

Cllr Sykes to make approaches to contractors, identified through the Society of Garden Designers, seeking an indication of pricing to design planting schemes for the four beds, suitable for Winter and Summer. That the Clerk approach Bradford Works with regard to the forthcoming winter maintenance, to be progressed at the same unit costs as approved for the summer planting and maintenance, which had been subject to competitive tender.

11/1016 War Memorial

Five responses to the recent Invitation to Quote exercise had been received, ranging in price from £3,968 to £8,315. One application was incomplete and did not comply with requirements (no itemisation of costs, as required by the War Memorials Trust).

Resolved:

That the proposal received from Aura Conservation Limited be approved, subject to the Parish Council's application for funding to the War Memorials Trust being successful. That the Clerk progresses the funding application, with support from Cllr Kirkham.

12/1016 Website

The Clerk outlined a draft application for funding through the Transparency Fund administered by the Yorkshire Local Councils Associations. He also demonstrated and discussed issues with the existing Parish Council website and, acting in a personal capacity as director of Digital Nomads Limited, outlined a proposal to design and develop a replacement website and deliver training, at a below market rate, in line with details previously set out in reports circulated to Members.

The Clerk showed Members a recent order secured by Digital Nomads Limited, through open competition, for a Local Councils website and training, amounting to £2,402. The Clerk articulated other benefits that could accrue from the proposal, including the publication online of the Parish Council's World War 1 project resources, at no additional cost to the Council.

The Clerk left the meeting to enable private discussion.

Resolved:

That Members approve the Transparency Fund application. That the Chair will seek indicative costings for replacement Local Council websites from one or two other suppliers and the item will be discussed further at the next meeting. It was noted that the Parish Council may waive financial regulations relating to contracts to enable a price to be negotiated without competition, if satisfied that it is in the financial interests of the Council to do so.

13/1016 Neighbourhood Forum

Cllr Laking provided feedback following attendance at the Harden Neighbourhood Forum meeting held on 15th September. Two residents had been in attendance. There had been discussion on parking and local enforcement by the Council's Warden.

Resolved:

Members noted the low attendance and thanked Cllr Laking for the feedback.

14/1016 Police Liaison

Cllr Laking provided an update from the Police liaison meeting held on 27th September. The meeting was attended by representatives from Cullingworth, Wilsden and Cottingley. Crime statistics were made available, which will be circulated in due course. Police Officers are being offered overtime to undertake extra patrols between midnight and 4am. Cllr Laking referred local concerns about traffic and parking at the junction of Ferrands Park Way and Wilsden Road. The Council's Enforcement Warden will be undertaking patrols to observe the issues.

Resolved:

Members noted the report and thanked Cllr Laking for the feedback.

15/1016 Local Council Liaison

Cllr Laking reported that she had been unable to attend the Local Council liaison meeting held on 29th September.

16/1016 Remembrance Sunday

Arrangements for Remembrance Sunday, on 13th November were discussed.

Resolved:

To authorise the Clerk to purchase a wreath up to the value of £20. Cllr Laking to attend the service.

17/1016 Christmas Lights

Arrangements for the Christmas Lights switch-on, to occur on 4th December were discussed.

Resolved:

To authorise Cllr Bonham to purchase and supply mince pies, wine, sweets, tea, coffee and squash. The Clerk to liaise with Reverend Evans with regard to room booking and with Christmas Plus with regard to switching on the lights. The service to commence at 6pm.

18/1016 Community Chest Application

Cllr Laking provided an update on the Community Chest application to contribute towards the purchase of picnic benches for the park. A sum of £350 had been awarded towards the total costs. Cllr Laking had met with Mel Smith from Bradford MDC and discussed the purchase and placement of a traditional picnic bench and a second unit specifically designed for children, that could be located close to the play area.

Resolved:

That Cllr Laking will prepare a proposal and recommendations for consideration at the next meeting.

19/1016 Collaboration with Village Societies & Organisations

Resolved:

Deferred to the next meeting.

20/1016 Workplace Pensions and Auto Enrolment

Members discussed pensions auto enrolment and the requirement to register with the regulator as an employer. It was not clear whether this had been completed in the past and it was noted that advice from YLCA indicated firmly that the Chair should personally deal with this matter, on behalf of the Parish Council as an employer.

Resolved:

To note that the Parish Council fully recognises its responsibilities as an employer and is determined to ensure compliance with these statutory requirements. Cllr Laking to contact the Pensions Regulator and enquire on the position with regard to registration.

21/1016 Council Tax Referendum Consultation

Cllr Kirkham discussed a draft response previously circulated to Members.

Resolved:

To approve the draft response and to thank Cllr Kirkham for her work.

22/1016 Transport Strategy Consultation

Cllr Kirkham discussed a draft response previously circulated to Members and outlined a minor addition with regard to the use of buses by commuters.

Resolved:

To approve the draft response with minor amendment and to thank Cllr Kirkham for her work. The response to be published on the Parish Council website.

23/1016 ID Card

Proposals for the procurement of an ID card for Cllr Kirkham were discussed.

Resolved:

To authorise expenditure of £21 for the procurement of a suitable ID card.

24/1016 Neighbourhood Planning & Parish Plan

Cllr Kirkham outlined measures to increase participation with the survey. The Clerk reported that he had written to the school about pupil participation and the supply of flyers to be taken home by children. Members discussed the Neighbourhood Planning process and whether there would be value in taking that work forward locally in Harden.

Resolved:

- a) Mention of the survey to be included in the next newsletter.
- b) Cllr Kirkham, Cllr Laking and the Clerk to progress printing of double sided surveys and distribution around key locations in the village as well as the preparation of flyers to be distributed through the school.
- c) Cllr Kirkham to prepare a discussion paper on Neighbourhood Planning for consideration at a future meeting.

25/1016 Correspondence

Resolved:

- a) E-mail from YLCA re. conference cancellation. Noted. The Clerk to contact YLCA and suggest that a one day conference in more central location might be worth future consideration.
- b) E-mail from Bradford Council Strategic Director re. car parking charges at St Ives. Noted.

- c) E-mail from Bradford Council Woodlands Manager re. car parking charges at St Ives. Noted.
- d) E-mail from Cllr Susan Hinchcliffe re. car parking charges at St Ives. Noted.

26/1016 Financial Matters

Resolved:

a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Bradford MDC	100427	£384.23	Salary payment
Bradford Works	100428	£1,086	Summer planting & maintenance
Ken Eastwood	100429	£3.20	Stamps
Ken Eastwood	100430	£22.69	Polldaddy subscription
Ken Eastwood	100431	£9.45	Mileage
PKF Littlejohn	100432	£120	External audit
Ken Eastwood	100433	£6.60	Stamps

b) To note the following trial balances: -

HARDEN PARISH COUNCIL - September 2016				
Item	Budget 2016/17	Expenditure to date (net)	Budget Remaining	Forecast Outturn
Salary & expenses	4,600	3,269.78	1,330.22	-1,359.39
Subscriptions	500	737	-237	-237
Insurance	500	0	500	0
Audits	200	83.50	116.50	-36.50
Newsletter	650	257.50	392.50	392.50
Website	300	180	120	0
Parish Plan	1,000	66.73	933.27	200
Training	400	99	301	100
Repairs	300	16.67	283.33	0
Stationery/telephone	200	138.85	61.15	100
PC equipment	600	619.58	-19.58	-19.58
Small grants	1,000	500	500	0
War memorial	1,000	0	1,000	0
Horticulture	2,500	126	2,374	0
Christmas event	200	0	200	0
Playground cleaning	200	0	200	100
S137	0	62.57	-62.57	-62.57
Other*	0	2,501.80	-2,501.80	-4,088
	14,150	8,658.98	5,491.02	-4,910.54

Signed:

10th November, 2016

326

* Forecast includes Christmas lights (£2,501), WI bench (50% being £388), picnic bench (£500) and community defibrillator (£700).

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2016	17,253.71	
Add: income to date	12,621.75	
Less: expenditure to date	(9,362.77) (incl. VAT)	
Total:		20,512.69

Bank account balances, 3 October 2016

Community Account	10,371.27	
Business Account	10,165.16	
Less: unpresented cheques		
100329	(1.28)	
100371	(5.46)	
100421	(17)	
Add: unbanked cash	0	
Total:		20,512.69

27/1016 Minor Items and Items for Next Agenda

The Clerk mentioned a request to submit an article to TittleTattle.

Resolved:

The Clerk to draft an article and circulate for member approval.

Cllr Jennings mentioned his previously circulated SWOT analysis and item on contact with local groups.

Resolved:

To include both items on the next agenda.

28/1016 Next Meeting

Agreed that the next Parish Council meeting to take place on 10th November 2016 at 7.15pm.

The Chair closed the meeting at 9.36pm.