

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 10th NOVEMBER 2016 AT 7.15PM IN HARDEN MEMORIAL HALL**

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

In attendance: No members of the public

1/1116 Apologies consented to

Cllr Gerald Jennings (illness).

2/1116 Disclosures of Interest

None declared.

3/1116 Minutes of Meetings (previously circulated to Members)

- a) The minutes of the Parish Council meeting held on 13th October, 2016 were proposed as a correct record by Cllr Sykes and signed by the Chair.
- b) The October Outstanding Issues Report was duly noted.

Matters arising:

Members discussed the response from First West Yorkshire re. the bus stop. The Clerk to follow up in 3 months. Cllr Kirkham updated members on printing of the Parish Plan survey and plans to distribute copies around the village.

4/1116 Planning Applications

None received.

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

5/1116 Other Planning Matters

- a) The following decisions were noted:
 - 16/07367/HOU - Infill side extension between existing garage and main dwelling at 17 Ferrands Park Way, Harden – approved.
 - 16/07262/LBC - Alterations to include new stairs from kitchen to garden and replacement front windows at The Lodge Harden House, Wilsden Road, Harden – approved.
- b) The following enforcement matter was noted:

14/00101/ENFUNA - Unauthorised outbuilding at the Golden Fleece, 38 Long Lane, Harden – period allowed for compliance with Enforcement Notice expired on 3rd November, 2016.

6/1116 Representation

No public questions.

7/1116 Exchange of Information

Cllr Sykes asked Cllr Laking about public comments regarding the Parish Council. Cllr Laking agreed to circulate further details to members.

Cllr Gregson mentioned problems with the supply of a Christmas Tree via the Gala Committee. Possible solutions were discussed including use of a tree from St Ives or making a financial contribution towards the costs of purchase.

Resolved:

To authorise a donation of up to £100 towards the purchase of a tree, should that be required.

8/1116 SWOT Analysis

Deferred to next meeting.

9/1116 Collaboration with Village Societies & Organisations

Deferred to next meeting.

10/1116 Consultation on Car Parking Charges at St Ives

Cllr Laking updated the meeting on representation by the Friends of St Ives at a Bradford Council meeting of the Executive. The Executive decided to uphold the decision and car parking charges will be introduced, possibly within the next year.

11/1116 Attendance and Representation at Meetings

Members discussed Parish Council attendance at the Local Councils Liaison Group and nomination of a representative to the Bradford District Armed Forces Covenant Partnership. Cllr Laking expressed interest in continuing to represent the Parish Council at the Local Councils Liaison Group. Cllr Kirkham expressed interest in occasional attendance. Cllr Laking described family connections with the Armed Forces and expressed interest in attending the Bradford District Armed Forces Covenant Partnership.

Resolved:

To support Cllr Laking's nomination to the Bradford District Armed Forces Covenant Partnership. Cllr's Laking and Kirkham to attend the Local Councils Liaison Group.

12/1116 Meeting Format and Reports

Members discussed the exchange of information and the format of Parish Council meetings. Cllr Laking suggested that attending one lengthy meeting a month wasn't unreasonable and that the opportunity for discussion was very important. Cllr Sykes stated that he didn't think the advance preparation of reports limited debate and he observed that reports could help with the presentation of detail and lead to better debate and decision making. Cllr Kirkham expressed the view that the preparation of a report from a meeting where a member attended representing the Parish Council was particularly important. Cllr Gregson suggested that hand written notes could possibly be scanned and circulated electronically.

Resolved:

That members will circulate reports from meetings wherever possible. The Clerk to look into the availability of computer skills training for members.

13/1116 Budget

The Clerk gave a presentation on a draft budget for 2017/18, prepared with Cllr Kirkham.

Resolved:

To commence the next monthly meeting at 6:45pm to allow sufficient time for further discussion and setting a budget. In the interim, members to seek clarification on the budget calculations from Cllr Kirkham and/or the Clerk, if required.

14/1116 Harden Post Office

Cllr Laking described a conversation with the Post Office at Eldwick, with regard to the storage of undelivered mail and parcels. It had been suggested that the arrangements in place were unique and could be at risk if challenged. Cllr Kirkham suggested that the Parish Council should pursue the matter as previously agreed.

Resolved:

The Clerk to escalate the complaint with the Postal Review Panel.

15/1116 Website and Transparency Fund

Cllr Laking stated that approaches had been made to two web design agencies but quotations had not yet been received. The Clerk confirmed that the application to YLCA under the Transparency Fund had been successful.

Resolved:

To note the successful application to the Transparency Fund. To defer consideration of the website item to the next meeting.

16/1116 Newsletter

Members proposed minor amendments to a draft Parish Council newsletter prepared by Cllr Kirkham.

Resolved:

To authorise newsletter print and distribution expenditure, based upon costs incurred earlier in the year. To thank Cllr Kirkham for preparation of the newsletter.

17/1116 Horticulture

Cllr Sykes discussed a previously circulated report on proposals to obtain quotations for flower bed design.

Resolved:

To note the report and to consider the item at the next meeting.

18/1116 SCAPAG (Shipley Constituency Area Partners' Advisory Group)

Resolved:

Cllr Laking to circulate notes from the meeting. To defer the item to the next meeting.

19/1116 Christmas Lights

Members discussed arrangements for the Christmas Lights switch-on. It was noted that the contractor had stated that the lights powered from the lamp post could not be turned on by a member of the public and they would only be available to do this on the Friday before or the Monday after the main switch-on service.

Resolved:

That the Christmas Lights on the opposite side of the road to the War Memorial be switched-on by Christmas Plus on Friday, 2nd December. That following the switch-on, all of the lights be left on permanently until 6th January.

20/1116 Picnic Benches

Cllr Laking discussed options for the purchase of picnic benches in the park.

Resolved:

To purchase one large picnic bench and one children's bench. Cllr Laking to obtain alternative quotations.

21/1116 Workplace Pensions and Auto Enrolment

Cllr Laking updated members on contact with the Pensions Regulator.

Resolved:

To note that the Parish Council had contacted the Regulator and to consider the matter at the next meeting.

22/1116 Correspondence

Resolved:

- a) E-mail from YLCA re. adoption of telephone boxes. Noted.
- b) E-mail from Lord Mayor's Office re. Remembrance Sunday. Noted.
- c) E-mail from Lyze Dudley re. local projects and groups. Noted.
- d) E-mail from Harden School re. distribution of leaflets. Cllr Laking to produce A5 leaflets. The Clerk to contact the school with regard to engagement with the survey.
- e) Letter from First West Yorkshire re. Wilsden Road bus stop. Noted.
- f) E-mail from Ward Officer re. Parish Council Emergency & Flood Plan. Noted. The Clerk to respond advising that the Parish Council would not be preparing a plan.

23/1116 Financial Matters

Resolved:

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
TittleTattle	100434	£10	Newsletter
Bradford MDC	100435	£384.23	Salary payment
Ken Eastwood	100436	£2.50	Glue Stick
Ken Eastwood	100437	£24.55	Polldaddy subscription
Ken Eastwood	100438	£40.52	Brass Plaque
Ken Eastwood	100439	£9.45	Mileage
Ken Eastwood	100440	£5.25	Stationery

- b) To note the following trial balances: -

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Item	Budget 2016/17	Expenditure to date (net)	Budget Remaining	Forecast Outturn
Salary & expenses	4,600	3,663.46	936.54	-884.61
Subscriptions	500	737	-237.00	-237
Insurance	500	0	500	0
Audits	200	183.50	16.50	-36.50
Newsletter	650	257.50	392.50	125
Website	300	180	120	0
Parish Plan	1,000	89.42	910.58	200
Training	400	99	301	100
Repairs	300	16.67	283.33	0
Stationery/telephone	200	148.65	51.35	0
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	1,031	1,469	0

Signed:

8th December, 2016

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Christmas event	200	0	200	0
Playground cleaning	200	0	200	100
S137	0	62.57	-62.57	-82.57
Other*	0	2,501.80	-2,501.80	-3,388
	14,150	10,090.15	5,491.02	-4,123.26

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

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2016	17,253.71	
Add: income to date	12,960.51	
Less: expenditure to date	(10,994.94) (incl. VAT)	
Total:		19,219.28

Bank account balances, 1 November 2016

Community Account	9,060.86	
Business Account	10,165.16	
Less: unpresented cheques		
100329	(1.28)	
100371	(5.46)	
Add: unbanked cash	0	
Total:		19,219.28

24/1116 Minor Items and Items for Next Agenda

None raised.

25/1116 Next Meeting

Agreed that the next Parish Council meeting will take place on 8th December 2016 at 6.45pm.

The Chair closed the meeting at 9.48pm.