

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 8th DECEMBER 2016 AT 6.45PM IN HARDEN MEMORIAL HALL**

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

In attendance: 3 members of the public (for items 15/1216 and 11/1216).

1/1216 Apologies consented to
Cllr Gina Thompson (family commitment).

2/1216 Disclosures of Interest
None declared.

Agenda items were taken out of order due to the presence of members of the public.

15/1216 Harden Post Office

Cllr Sykes introduced a letter sent to a resident by Philip Davies MP. The letter stated that when changes were made to delivery offices in 2012 Harden's then postmaster was asked about storing undelivered mail but declined to take on that responsibility. Present at the meeting the current postmaster, Smylah Ahir, stated that he understood there were an average of 20 undelivered parcels a week in Harden and he would have the capacity to store these properly. The Clerk stated he had contacted OFCOM by telephone and whilst they have a role in reviewing postal services at the industrial scale, they do not investigate individual complaints.

Resolved:

The Clerk to write to Royal Mail's CEO stating the case for this matter to be reconsidered. Cllr Kirkham to instigate a Parish Council petition seeking views and support from the residents of Harden.

11/1216 Planning Applications

16/08787/HOU - Raising of roof height and construction of two storey extensions to front, side and rear at 11 Ferrands Park Way, Harden

Resolved:

That the Parish Council objects to this application. The proposed development would be out of keeping and out of proportion with existing properties in the area, having an adverse impact on visual amenity. The proposal would 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 would be insufficient for a five bedroomed property and could lead to additional on street parking.

3/1216 Representation

No public questions.

4/1216 Community Defibrillator

The Clerk confirmed that the application to the Big Lottery, Awards for All Scheme had been successful and that an award of £1,669 had been provisionally approved. Confirmation had been received from Yorkshire Ambulance Service (YAS) that Heart Safe Communities had been wound up. YAS are able to offer a defibrillator and cabinet via another supplier.

Resolved:

The Clerk to order the equipment described in the Awards for All application and arrange for installation at the Pharmacy.

5/1216 Website

The Clerk left the meeting to enable private discussion of three quotations received for the design of a replacement website.

Resolved:

To approve the quotation from Digital Nomads Limited. Cllr Laking to respond to the two unsuccessful tenderers, thanking them for their proposals.

6/1216 Neighbourhood Planning

Cllr Kirkham presented a report on Neighbourhood Development Planning and discussed options for consideration.

Resolved:

The Clerk to invite Cllr Peter Allison from Wilsden Parish Council to the next meeting.

7/1216 Horticulture

Cllr Sykes described proposals received with regard to planting design. He had approached 5 designers and received proposals from 1. To progress this work would cost £900 and it was noted that the subsequent purchase of plants and the planting works

could cost an additional £3,000. However, this amount would be broadly equivalent to 2 years' expenditure on summer and winter planting, based on previous costs, making the proposals cost effective in the medium term.

Resolved:

The Clerk to instruct the garden designer to proceed as outlined in her proposal.

8/1216 Picnic Benches

Quotations obtained by Cllr Laking for the purchase of one large picnic bench and one children's bench were reviewed. Two alternative options and related prices were considered. The Community Chest award of £350 towards the costs was noted.

Resolved:

To authorise expenditure of £892 for the purchase of a hardwood table and bench and a mini picnic table. Cllr Laking to provide supplier details to enable the Clerk to place an order before the end of the year.

9/1216 Budget

A draft budget was reviewed and adjusted to reflect lower spend on the Parish Plan and to incorporate additional expenditure and grant income (defibrillator, horticulture and picnic benches). Options for increasing the precept were discussed.

Resolved:

- a) To set a 2016/17 expenditure budget of £19,525.
- b) To increase the precept to £20 per annum (band d property).
- c) If necessary, to review budget calculations at the next meeting, when Bradford MDC have supplied details of the band d tax base and any Council Tax grant.
- d) The Clerk to circulate copies of the final budget spreadsheet to members.

10/1216 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 10th November, 2016 were proposed as a correct record by Cllr Kirkham and signed by the Chair.
- b) The November Outstanding Issues Report was duly noted.

Matters arising:

Members discussed the Parish Plan survey, which will be available in Woodbank Nursery after Christmas and has been distributed through the school, as well as at other venues and made available on the website. The Clerk to follow up outstanding Highways matters with Simon D'Vali. Cllr Gregson stated she had made no progress with the Monkey Bars in the play area.

12/1216 Exchange of Information

Cllr Sykes asked Cllr Laking about previously mentioned comments, critical of the Parish Council. Cllr Kirkham observed that feedback during the Christmas event was very positive. After discussion of related matters Cllr Sykes withdrew from the meeting. Cllr Laking summarised a report following attendance at a SCAPAG (ShIPLEY Constituency Area Partners' Advisory Group) meeting. Cllr Gregson described actions taken by the Parish Council when the boiler at the Memorial Hall had recently failed.

Resolved:

- a) Details of the Warm Homes, Healthy People programme to be placed on the Parish Council website.
- b) Any member with an interest in dementia to contact paula.truman@bradford.gov.uk with regard to dementia champion training.

13/1216 SWOT Analysis

Members discussed a SWOT analysis prepared by Councillor Jennings. The over-population entry was changed to pressure on infrastructure. Cllr Jennings suggested the analysis could be a good starting point for discussion with community groups, organisations and businesses.

Resolved:

Cllr Jennings to circulate the draft analysis for other members to supply additional comments, with a view to developing an agreed Parish Council SWOT analysis.

14/1216 Collaboration with Village Societies & Organisations

Cllr Jennings discussed an initial report on engagement with village societies and organisations, including with businesses. A meeting has been arranged with Lyze Dudley, Community Development & Research Associate, who has started work on collating contact details following a previous approach to the Parish Council.

Resolved:

Cllr Jennings to progress as outlined, with a view to arranging a meeting with village societies. Subsequent engagement with businesses to follow further discussion by the Parish Council. All members to review the lists provided and email any additions to Cllr Jennings.

16/1216 Harden Memorial Hall

Deferred until next meeting.

17/1216 Workplace Pensions and Auto Enrolment

Cllr Laking and the Clerk updated members on progress with auto enrolment.

Resolved:

To note the Pensions Regulator had confirmed that the necessary actions had been taken by the Parish Council and the case was now closed.

18/1216 Correspondence

Resolved:

- a) E-mail from Yorkshire Ambulance Service re. Heart Safe Communities. Noted.
- b) E-mail from The Pensions Regulator re. auto enrolment. Noted.
- c) Letter from Postal Redress Service re. Royal Mail complaint. Noted.
- d) E-mail from Harden School re. engagement with School Council. Noted.
- e) E-mail from Martin Taylor re. defibrillators and first responders. Noted.
- f) E-mail from Christine Stephenson re. sewerage issues. Noted.

19/1216 Financial Matters

Resolved:

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Wyebone	100441	£572.40	Bench seat & fixings
Bradford MDC	100442	£384.23	Salary payment
Shipleay Print	100443	£175	Newsletter printing
Ken Eastwood	100444	£20	Remembrance wreath
Kay Kirkham	100445	£25.89	Stamps
Vision ICT	100446	£156	Website hosting
AON	100447	£469.26	Insurances
Ken Eastwood	100448	£22.60	ID Card
Ken Eastwood	100449	£23.92	Polldaddy subscription
Ken Eastwood	100450	£14.85	Mileage
Roger Smith	100451	£55	Newsletter delivery
Alan Sykes	100452	£28.80	Mince pies

- 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	4,057.14	542.86	-914.06
Subscriptions	500	737	-237	-237
Insurance	500	0	500	0
Audits	200	183.50	16.50	16.50
Newsletter	650	267.50	382.50	115
Website	300	180	120	-36
Parish Plan	1,000	113.97	886.03	200
Training	400	99	301	100
Repairs	300	16.67	283.33	200

Signed:

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Stationery/telephone	200	156.40	43.60	-34.60
PC equipment	600	619.58	-19.58	-19.58
Small grants	1,000	500	500	500
War memorial	1,000	0	1,000	0
Horticulture	2,500	1,031	1,469	0
Christmas event	200	0	200	0
Playground cleaning	200	0	200	100
S137	0	62.57	-62.57	-82.57
Other*	0	3,019.32	-3,019.32	-3,388
	14,150	11,043.65	5,491.02	-3,480.31

* 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	13,851.78	
Less: expenditure to date	(12,043.84) (incl. VAT)	
Total:		19,061.65

Bank account balances, 1 December 2016

Community Account	9,484.36	
Business Account	10,166.43	
Less: unpresented cheques		
100329	(1.28)	
100371	(5.46)	
100434	(10)	
100441	(572.40)	
Add: unbanked cash	0	
Total:		19,061.65

20/1216 Minor Items and Items for Next Agenda

Cllr Jennings discussed meeting timings and suggested a maximum of 2 hours and allocating time to agenda items may be a way forward. Members had differing views but it was agreed to trial time allocation at the next meeting.

21/1216 Next Meeting

Agreed that the next Parish Council meeting will take place on 12th January 2017 at 7.15pm.

The Chair closed the meeting at 9.08pm.

Signed:

12th January, 2017

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