

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL  
HELD ON 12<sup>th</sup> JANUARY 2017 AT 7.15PM IN HARDEN MEMORIAL HALL**

**Present:** Cllr Pam Laking (Chair – first part of meeting)  
Cllr Gerald Jennings (Chair – second part of meeting)  
Cllr Diane Bonham  
Cllr Julia Gregson  
Cllr Kay Kirkham  
Cllr Gina Thompson  
Ken Eastwood (Clerk)

**In attendance:** 2 members of the public (for item 5/0117)

**1/0117Apologies**

None received.

**2/0117Disclosures of Interest**

None declared.

**3/0117 Minutes of Meetings**

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

**Matters arising:**

Cllr Gregson confirmed she has been in touch with the playground equipment supplier and is to arrange a meeting to discuss the monkey bars. The proposed date for attendance by Peter Allison was unsuitable. Given Cllr Kirkham's planned attendance at the YLCA Neighbourhood Planning workshop in April, it was proposed to extend the invite to attend the May meeting. The Parish Plan Survey should remain live for the time being. The Chair to draft a contract award letter with regard to the website re-design and to send to the successful supplier.

Agenda items were taken out of order due to the presence of members of the public and Cllr Laking's early departure from the meeting.

**5/0117Public Representation**

Members of the public present raised concerns about a perceived rise in crime in Harden, particularly over recent months. Members expressed concern and support and discussed crime prevention, Neighbourhood Watch and crime statistics.

Cllr Laking explained the Parish Council's liaison arrangements with the Police and recent feedback about increased patrols in the early hours of the morning.

Signed:

9<sup>th</sup> February, 2017

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**Resolved:**

That the Chair will raise the issues at the next Police Liaison meeting, on 14<sup>th</sup> February, 2017. Residents to complete the Parish Plan Survey, which includes questions about crime and Policing, and to encourage their neighbours to do likewise.

**7/0117 Vice Chair & Staffing Committee**

It was proposed that Cllr Jennings be elected as Vice Chair for the remainder of 2016/17 by Cllr Gregson, voted nem. con. Cllr Jennings proposed that the Parish Council should extend it's thanks to Alan Sykes for his input and contribution to the Council and to Harden, over many years.

**Resolved:**

- a) Cllr Jennings to fill the vacancy on the Staffing Committee.
- b) The Clerk to write to Alan Sykes, thanking him on behalf of the Parish Council for contributions made.

Due to adverse weather, Cllr Laking left the meeting at 7:42pm and Cllr Jennings chaired the remainder of the meeting.

**4/0117 Planning Applications**

16/08557/FUL - Rebuilding of stable block to form a single dwelling at Barn Cottage, Cockcroft Fold, Harden.

**Resolved:**

That the Parish Council **objects** to this application. The property is within the Green Belt and there appear to be no special circumstances to support development. In addition, the proposals do not appear to include sufficient material and design considerations to ensure that the development would fit-in with the rural character of the area.

16/09385/HOU - Demolition of existing garage and construction of two storey side and single storey rear extension at 10 Meadow Close, Harden.

**Resolved:**

That the Parish Council has no **objection** to this application.

16/09514/FUL - Construction of detached house and double garage at Springbank, Wilsden Road, Harden (change of house design on previously approved scheme 08/00168/FUL)

**Resolved:**

That the Parish Council has no **objection** to this application.

**Addendum:**

Cllr Kirkham proposed preparing a planning report on future applications to assist members in assessing applications. The proposal was welcomed by other members.

#### **6/0117 Collaboration with Village Societies & Organisations**

Invited guest, Paul Barrett, didn't attend the meeting. Cllr Jennings discussed his recent meeting with Lyze Dudley and proposals to undertake engagement activity with groups in Harden. Cllr Jennings mentioned previous work undertaken by the Kirkgate Centre involving community engagement activity focused around 'Have Your Say' events in Shipley.

#### **Resolved:**

- a) To extend an invitation to Paul Barrett and Lyze Dudley to attend the next Parish Council meeting.
- b) To consider conducting a community engagement exercise in Harden.
- c) The Clerk to circulate a copy of the report, "Shipley Town Centre: towards place led development" to all members.

#### **8/0117 Councillor Vacancy**

The Clerk confirmed that Bradford MDC had not received a request from parishioners to hold an election and that the deadline to petition for an election had passed. In accordance with the Local Elections (Parishes and Communities) Rules 1986 the Parish Council must therefore co-opt to fill the vacancy as soon as practicable.

#### **Resolved:**

To invite Gerwyn Bryan to attend the next meeting of the Parish Council.

#### **9/0117 Exchange of Information**

No items raised.

#### **10/0117 Budget**

The Chair signed Bradford MDC's budget *pro forma*, confirming the precept agreed by the Parish Council on 8<sup>th</sup> December, 2016.

#### **11/017 Memorial Hall**

Members discussed attendance at the briefing on 13<sup>th</sup> January about Bradford MDC's budget proposals and likely impacts on the Memorial Hall. The principles of an asset transfer were discussed and the repair liabilities noted.

#### **Resolved:**

- a) To attend the meeting with Bradford MDC's Theatres Operations Manager.
- b) The Clerk to circulate a copy of the Title Deed and Charity Commission opinion on the transfer of Trust conditions when the asset was sold to Bingley UDC in 1935.

#### **12/0117 Playground Cleaning**

Cllr Kirkham stated she had had no response from Bradford MDC with regard to enquiries about this matter.

**Resolved:**

Cllr Kirkham to forward correspondence to the Clerk who will pursue the matter with a responsible senior manager at Bradford MDC.

**13/0117 Staffing Appraisal & Salary Review****Resolved:**

Cllr's Laking, Jennings and Thompson to meet with the Clerk to undertake an annual review, at a date in February to be arranged.

**14/0117 Mobile Phone****Resolved:**

- a) To authorise a monthly contribution of £10 towards the cost of the Clerk's mobile phone.
- b) To authorise a retrospective payment from the date of employment and adjustment to monthly salary payments to include a mobile phone allowance.

**15/0117 Correspondence****Resolved:**

- a) E-mail from Pennine Prospects re. future of LEADER funding. Noted.
- b) E-mail from YLCA re. 2018 WWI Beacons of Light project. Noted. The Clerk to contact Cullingworth and Wilsden Parish Councils to enquire about possible collaboration.
- c) E-mail from The Big Lottery Fund re. Harden Community Public Access Defibrillator grant application. Noted. Following purchase and installation the Clerk to arrange suitable publicity with the Pharmacy and a Parish Councillor.
- d) E-mail from Bradford MDC re. budget consultation. Noted.

**16/0117 Financial Matters****Resolved:**

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Bradford MDC	100453	£384.23	Salary payment
Ken Eastwood	100454	£24.06	Polldaddy subscription
Ken Eastwood	100455	£7.56	Stamps
Gina Thompson	100456	£6	Paper cups (Christmas Event)
Gina Thompson	100457	£47.65	Refreshments (Christmas Event)
Ken Eastwood	100458	£9	Mileage

b) To note the following trial balances: -

<b>HARDEN PARISH COUNCIL - December 2016</b>				
<b>Item</b>	<b>Budget 2016/17</b>	<b>Expenditure to date (net)</b>	<b>Budget Remaining</b>	<b>Forecast Outturn</b>
Salary & expenses	4,600	4,456.22	143.78	-1,313.14
Subscriptions	500	737	-237	-237
Insurance	500	469.26	30.74	30.74
Audits	200	183.50	16.50	16.50
Newsletter	650	497.50	152.50	152.50
Website	300	310	-10	-36
Parish Plan	1,000	137.89	862.11	200
Training	400	99	301	100
Repairs	300	16.67	283.33	200
Stationery/telephone	200	201.12	-1.12	-188.68
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	-300
Christmas event	200	28.80	171.20	115
Playground cleaning	200	0	200	100
S137	0	82.57	-82.57	-82.57
Other*	0	3,019.32	-3,019.32	-3,388
	<b>14,150</b>	<b>12,389.43</b>	<b>5,491.02</b>	<b>-4,150.23</b>

\* Forecast includes Christmas lights (£2,501), WI bench (50% being £388) and picnic bench (£493 net of Community Chest contribution).

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2016	17,253.71	
Add: income to date	14,201.78	
Less: expenditure to date	(13,419.39) (incl. VAT)	
Total:		<b>18,036.10</b>

Bank account balances, 1 January 2017

Community Account	7,876.41	
Business Account	10,166.43	
Less: unpresented cheques		
100329	(1.28)	
100371	(5.46)	
Add: unbanked cash	0	
Total:		<b>18,036.10</b>

**17/0117 Minor Items and Items for Next Agenda**

Cllr Jennings enquired about attendance at the Local Councils Liaison meetings and volunteered to attend the next meeting, in Wilsden, on 29<sup>th</sup> March 2017.

Signed:

9<sup>th</sup> February, 2017

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Cllr Kirkham mentioned the request for expressions of interest in Shipley Area Committee's Community Building Grants. Having made enquiries, it had become clear that the Memorial Hall would not be able to make an application as the building was owned and operated by Bradford MDC.

**18/0117      Next Meeting**

Agreed that the next Parish Council meeting will take place on 9<sup>th</sup> February 2017 at 7.15pm.

The Chair closed the meeting at 9.08pm.