

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL  
HELD ON 14<sup>th</sup> SEPTEMBER 2017 AT 7.15PM IN HARDEN MEMORIAL HALL**

**Present:** Cllr Gerald Jennings (Chair)  
Cllr Gerwyn Bryan  
Cllr Kay Kirkham  
Cllr Diane Bonham  
Cllr Gina Thompson  
Ken Eastwood (Clerk)

**1/0917 Apologies for Absence**

Cllr Gregson – business commitments.

**2/0917 Disclosures of Interest**

Cllr Kirkham disclosed an interest with regard to a planning matter on the agenda.

**3/0917 Minutes of Meetings**

- a) The minutes of the Parish Council meeting held on 10<sup>th</sup> August, 2017 were proposed as a correct record by Cllr Bryan and signed by the Chair.
- b) The August Outstanding Issues report was duly noted.

**4/0917 Planning Matters**

- a) 17/04907/CLP - Construction of single storey rear extension to replace existing conservatory at 7 Millbeck Drive, Harden BD16 1TF
- b) 17/05030/CLP - Installation of juliet balcony to first floor and replacement of full length window with french doors as part of complete replacement of all windows and front door at 3 Gatesway, Harden BD16 1TG

Note: Cllr Kirkham left the room during discussion of 17/05030/CLP.

It was noted that both planning matters concerned certificates seeking to establish lawful use. In such cases the Parish Planning Protocol states that Parish Councils are able to respond to such matters, "If they have local knowledge that may aid the Planning Department in making its determination".

**Resolved:**

That the Parish Council has no local knowledge of relevance to either planning consultation.

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

**5/0917 Public Representation**

No members of the public present.

Signed:

12<sup>th</sup> October 2017

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#### **6/0917 Exchange of Information**

Cllr Jennings mentioned matters that had previously been raised by Cllr Gregson by email: -

- A complaint from a resident about overhanging trees on Wilsden Road.
- A skip lorry which appears to be permanently parked in the lay-by opposite the cricket club.

It was agreed that the Clerk would raise both matters with Bradford Council's Highways Department.

Cllr Jennings also mentioned a discussion with an architect involved in the development at St Ives. The architect had undertaken to recommend his client should consult with the Parish Council.

#### **7/0917 Councillor Vacancy**

Cllr Jennings stated he had recently written to two residents inviting confirmation of their interest in the vacancy.

#### **Resolved:**

The Clerk to update the resident who had previously expressed an interest. All interested residents to subsequently be invited to the next Parish Council meeting.

#### **8/0917 Memorial Hall**

#### **Resolved:**

Cllr Jennings to prepare a draft letter to Bradford Council noting that the Parish Council have some early reservations with regard to the application for an asset transfer, particularly around the building remaining an asset available to the community of Harden.

Cllr Bryan to act as a link with Pre School and the Clerk to write to inform the committee accordingly.

#### **9/0917 Horticulture**

#### **Resolved:**

To approve the quotations received for the planting of bulbs and ongoing winter flower bed maintenance and to authorise related expenditure. Cllr Bryan and the Clerk to develop a list of business contacts to market the previously agreed sponsorship opportunity.

#### **10/0917 Allotments**

Members considered a report prepared by the Clerk in response to representations received on the need for allotments in Harden.

It was noted that the Parish Council must be confident that there is a demand for allotments and that whilst under a duty to make suitable provision, there is no set timescale. Members determined that it would be prudent to take time to ensure that there was indeed a demand before incurring expenditure.

**Resolved:**

To undertake a local online poll to provide further evidence of the demand for allotments in Harden. The Clerk to update and thank the resident who submitted the representations previously received.

**11/0917 Budget & Financial Management**

The Clerk described the budget setting process and timetable leading to development of a draft budget and calculation of the Precept. Members discussed initial project ideas, including contingencies for professional fees that could be required for the allotments project and a contingency for traffic calming measures.

**Resolved:**

Cllrs Jennings and Kirkham to meet with the Clerk before November's meeting to prepare a preliminary draft budget for initial discussion. Cllr Gregson to provide estimates for the Monkey Bars in the play area. All members to give further consideration to 2018/19 projects.

**12/0917 Meeting Attendance**

**Resolved:**

- a) Local Councils Liaison - 26<sup>th</sup> September, 6pm, venue to be confirmed. **Cllr Jennings to attend.**
- b) Neighbourhood Service, Police & Parish Council Liaison - Monday 9<sup>th</sup> October, 7pm at Denholme Mechanics Institute. **Cllr Bryan to attend.**
- c) Shipley Area Committee / SCAPAG meeting, Wednesday 11<sup>th</sup> October, 6pm at Ian Clough Hall, Baildon. **Cllrs Bonham and Thompson to attend.**

**13/0917 Correspondence**

**Resolved:**

- a) E-mail from a resident re. noise & nuisance from The Golden Fleece. Actions already taken by the Parish Council noted.
- b) E-mail from Bradford MDC re. planning enforcement at The Golden Fleece. Noted.
- c) E-mail from a resident re. noise nuisance from The Golden Fleece. Noted.
- d) E-mail from a resident re. Harden Moor and motorbikes. Noted. The Clerk to write to Bradford Council requesting details about the frequency of events and suggesting that signage and stewarding should be improved.
- e) E-mail from Bradford MDC re. Licensing and The Golden Fleece. Noted. The Parish Council will not request a review of the premises licence at this time. The Clerk to liaise with the Licensing Officer about complaints received.
- f) E-mail from Bradford MDC Licensing re. noise from Harden Grange. Noted.

- g) E-mail from Helen Taylor re. horticulture. Noted.  
 h) E-mails exchanged with PKF Littlejohn LLP re. 2016/17 Annual Return. Noted.

**14/0917 Financial Matters**

**Resolved:**

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
YLCA	100515	£45	Training workshop
Ken Eastwood	100516	£23.19	PollDaddy subscription
		£6.72	Stamps
		£4.50	Mileage
		£34.41	
Bradford MDC	100517	£456.55	Salary payment
Matthew Maddison	100518	£50.00	Flower bed maintenance

- b) To note the following balances: -

<b>HARDEN PARISH COUNCIL</b>					
<b>August 2017</b>					
Item	Budget 2017/18	Expenditure to date (Net)	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	4,900	2,462	2,438	-832	1
Travel	100	77	23	0	
Subscriptions	750	859	-109	0	
Insurance	500	0	500	0	
Audits	200	77	123	0	
Newsletter	600	0	600	0	
Website	1,200	1,275	-75	0	
Parish Plan	1,000	117	883	0	
Neighbourhood Planning	2,500	0	2,500	0	
Training	100	0	100	0	
Repairs	100	0	100	0	
Stationery/telephone	300	60	240	0	
PC equipment	0	13	-13	-13	
Small grants	500	250	250	0	
Horticulture	3,000	5,071	-2,071	-2,121	2
Christmas event	200	0	200	0	
Playground cleaning	200	0	200	0	
Room hire	250	0	250	0	
Projects & Assets	1,775	4,533	-2,758	-2,978	3
\$137	100	19	81	0	
Other	250	0	250	0	
	<b>18,525</b>	<b>14,814</b>	<b>3,711</b>	<b>-5,944</b>	

Signed:

12<sup>th</sup> October 2017

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### **Notes to Budget**

1. Includes national pay award and salary increase.
2. Forecast includes full planting costs, maintenance and water charges.
3. War Memorial project slipped across financial years.

c) To note the following bank reconciliation: -

#### Cashbook Balances

Balance 1 April 2017	14,154.06	
Add: income to date	20,077.76	
Less: expenditure to date	(16,000.68) (incl. VAT)	
Total:		<b>18,231.14</b>

#### Bank account balances 1 August 2017

Community Account	8,064.71	
Business Account	10,166.43	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		<b>18,231.14</b>

d) Income received in the month was also reported: -

War Memorials Trust Grant funding	2,980
YLCA Transparency Fund	437.76

### **15/0917 Minor Items and Items for Next Agenda**

The following matters were discussed: -

- a) A draft newsletter circulated by Cllr Kirkham. Printing and distribution to be progressed. The Kirkgate Centre to be thanked for their content and invited to make a £100 contribution towards the print costs.
- b) Approval of the Neighbourhood Plan area designation. Emma Higgins & Wendy Brown from Bradford Council to attend a future meeting. The Clerk to circulate a Neighbourhood Plan summary note before the meeting, including a link to Wilsden's draft NDP.
- c) Councillor availability for future meetings, noting Cllr Jennings would be unable to attend October or November's meetings. It was agreed to cancel October's meeting, unless planning applications requiring consideration are received. Cllr Bryan to Chair November's meeting.

### **16/0917 Next Meeting**

Agreed that the next full Parish Council meeting will take place on 9<sup>th</sup> November 2017. A shorter meeting will be held on 12<sup>th</sup> October 2017 if required. Both meetings to be held at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 8.50pm.

Signed:

12<sup>th</sup> October 2017

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