

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 12th OCTOBER 2017 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Julia Gregson (Chair)
Cllr Kay Kirkham
Cllr Diane Bonham
Cllr Gina Thompson
Ken Eastwood (Clerk)
1 Member of the public

1/1017 Apologies for Absence

Cllrs Jennings and Bryan – business commitments.

2/1017 Disclosures of Interest

None.

3/1017 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 14th September, 2017 were proposed as a correct record by Cllr Thompson and signed by the Chair.
- b) The Outstanding Issues report was duly noted.

4/1017 Planning Matters

It was noted that the temporary structure to the rear of The Golden Fleece had been removed.

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

5/1017 Public Representation

A member of the public present discussed access issues to land off Effingham Road and access to Spring Farm. A private driveway has been used and there have been occasional problems with dogs not being on leads and roaming over agricultural land. A gate has been erected across the drive but the existing public footpath has not been affected.

6/1017 Exchange of Information

Cllr Gregson mentioned there had been a comment on Facebook about the public right of way issue previously discussed.

It was noted that the lights outside the Memorial Hall were not lit. It was agreed that the Clerk would clarify with Bradford Council.

Cllr Gregson agreed to locate the tags supplied by Shipley Area Committee and to arrange for them to be fixed to the park picnic benches part funded by the Committee.

Signed:

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7/1017 Disruption to Bus Service(s)

Cllr Kirkham described discussions with First Bus and West Yorkshire Combined Authority re. disruptions to services during resurfacing works and concerns about communication and the provision of alternative services.

Resolved:

The Clerk to draft a letter of complaint to WYCA and Bradford MDC.

8/1017 Councillor Vacancy

The Clerk confirmed that two expressions of interest had been received and third prospect was giving the matter further thought. Interested candidates have been invited to the November Parish Council meeting.

9/1017 Memorial Hall

The Clerk confirmed that emails had been sent to Pre School and Bradford Council, as previously agreed. No responses had been received.

10/1017 Remembrance Service

Arrangements for Remembrance Sunday, on 12th November were discussed.

Resolved:

The Clerk to order a wreath, confirm arrangements with the Churches and Cllr Jennings and affix the new sign to the War Memorial.

11/1017 Christmas Lights

The Christmas Lights switch-on will be held on 3rd December, commencing at 6.30pm.

Resolved:

Cllr's Gregson, Thompson and Kirkham to organise refreshments. Cllr Gregson to ask school to promote the event. The Clerk to book the family room at St Saviours.

12/1017 Correspondence

Resolved:

- a) E-mail re. Tittle Tattle newsletter. Noted. To provide text re. Christmas light switch on.
- b) E-mail from a resident re. parish council vacancy. Noted.
- c) E-mail from a resident re. parish council vacancy and speed bumps. Noted.
- d) E-mail from Bradford MDC re. Harden War Memorial inscriptions. Noted.
- e) E-mail from Shipley Area Co-ordinator re. Neighbourhood drop-in session. Noted.
- f) E-mail from Bradford MDC re. Harden Moor and trials bikes. Noted.

13/1017 Financial Matters

Resolved:

- a) To authorise the following payments: -

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Payee	Cheque No.	Amount	Description
PKF Littlejohn LLP	100519	£120	External audit
Shiplely Print	100520	£355	Newsletter printing
Ken Eastwood	100521	£34.41	Cheque 100516 lost in post
		£22.26	Polldaddy subscription
		£6.00	Key Cutting
		£2.00	Envelopes
		£28.00	Stamps
		£9.00	Mileage
		£155.67	
J Parker Dutch Bulbs	100522	£702.72	Spring bulbs
Bradford MDC	100523	£456.55	Salary payment
Matthew Maddison	100524	£50.00	Flower bed maintenance
Roger Smith	100525	£55.00	Newsletter deliveries

b) To note the following balances: -

HARDEN PARISH COUNCIL					
September 2017					
Item	Budget 2017/18	Expenditure to date (Net)	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	4,900	2,919	1,981	-832	1
Travel	100	82	18	-64	
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	140	860	0	
Neighbourhood Planning	2,500	0	2,500	0	
Training	100	45	55	0	
Repairs	100	0	100	0	
Stationery/telephone	300	67	233	0	
PC equipment	0	13	-13	-13	
Small grants	500	250	250	0	
Horticulture	3,000	5,071	-2,071	-2,091	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	-992	3
\$137	100	19	81	0	
Other	250	0	250	0	
	18,525	15,350	3,175	-3,992	

Signed:

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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. Forecast does not include grant award from War Memorials Trust.

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2017	14,154.06	
Add: income to date	22,953.48	
Less: expenditure to date	(16,536.64) (incl. VAT)	
Total:		20,570.90

Bank account balances 1 August 2017

Community Account	10,404.47	
Business Account	10,166.43	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		20,570.90

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

HMRC (VAT Refund)	2,741.31
Kirkgate Centre	100.00

14/1017 Minor Items and Items for Next Agenda

The following matters were discussed: -

- a) The 'Have your Say' community engagement event to be published on the website. Setting up a community library in the Memorial Hall or disused telephone box to be a future agenda item.
- b) The Clerk to make contact with BT about the phone kiosk at the Keighley Road and Long Lane junction.
- c) Cllrs Jennings and Kirkham to meet with the Clerk before November's meeting to discuss a draft budget.
- d) A response received from Bradford Council Highways with regard to overhanging branches, which will be cut back, and parking in a layby, which will not be addressed.

15/1017 Next Meeting

Agreed that the next Parish Council meeting will take place on 9th November 2017 at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 8.10pm.