

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 9th NOVEMBER 2017 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Gerwyn Bryan (Chair)
Cllr Kay Kirkham
Cllr Diane Bonham
Cllr Gina Thompson
Ken Eastwood (Clerk)
Wendy Brown (Bradford MDC Planning Officer)
1 Member of the public

1/11/17 Apologies for Absence

Cllrs Jennings and Gregson – business commitments.

2/11/17 Disclosures of Interest

None.

3/11/17 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 12th October, 2017 were proposed as a correct record by Cllr Thompson and signed by the Chair.
- b) The Outstanding Issues report was duly noted.

4/11/17 Public Representation

None.

5/11/17 Guest Speaker – Neighbourhood Planning

The Chair welcomed Wendy Brown, a Planning Officer from Bradford MDC. The following matters were discussed: -

- Wendy Brown works with Simon Lattimer in the Local Plan Team.
- Wendy will be Harden's main point of contact. There are 12 Neighbourhood Area Designations in Bradford, all at different stages.
- Cllr Bryan explained that the Parish Council has just started on the Neighbourhood Planning journey. Cllr Kirkham asked how much help and support would be provided by Bradford MDC. Wendy stated that resources were limited but the support offered was described in the Local Council Charter. Officers can help with plans, understanding local and national policies and giving advice and support prior to submission of the neighbourhood plan.
- The next stage would be to go to consultation in Harden, testing draft aims and seeking input from the community. Issues have to be planning, land use related but plans can be quite narrow or wide in scope. The aim is to develop a locally distinctive plan.

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- Grants are available via My Community. The current scheme ends 31 January 2018 but funding will be renewed to 2021.
- Cllr Kirkham discussed thoughts about developing a Parish Plan in parallel to the Neighbourhood Plan.
- Allotments can be considered in the plan as they involve land use. Wendy mentioned that plans produced by Exeter St James and Haywards Heath made mention of allotments.
- Cllr Bryan mentioned commercial interests and expressions of support for start-up business space and co-working facilities. Discussions seem to indicate an underlying demand for a small business centre in the village.
- Wendy recommended the Planning Advisory Service, gov.uk and My Communities as good online resources.
- The importance of recording consultation processes, feedback and decision making was explained.
- To note Wendy works part time, Tues/Weds/Thurs, on a term time contract. She would be willing to attend a further meeting to specifically discuss Neighbourhood Planning.

Resolved:

The Clerk to bring forward a briefing to the next meeting on grant funding and planning consultants specialising in Neighbourhood Planning and to also deliver a short presentation on Neighbourhood Planning in Oxenhope. To record a note of thanks to Wendy Brown for attending the meeting and offering advice and support.

6/11/17 Councillor Vacancy

Ann Taylor present at the meeting expressed an interest in being considered for co-option to the Parish Council.

Resolved:

That Ann Taylor be co-opted onto the Council, by unanimous consent. Cllr Taylor signed a declaration of acceptance of office and was welcomed to the Parish Council by the Chair and other members.

7/11/17 Planning Matters

17/06037/FUL - Construction of 4 no. 3 bedroom, 2 storey houses including associated car parking - land 408451 438335 Back O' The Mill, Keighley Road, Harden.

Resolved:

That Harden Parish Council: -

1. Accepts in principle the use of this site for residential development.
2. Objects strongly to the materials proposed for construction of the new properties. The cladding and render at first floor level is completely out of character with the adjacent properties in Parry Close and Gatesway, which are constructed entirely of stone, and requests that any planning permission should specify the use of natural stone throughout.
3. Accepts the repositioning of the bollards to allow access from Parry Close via Gatesway.
4. Questions the apparent repositioning of the north-west boundary beyond the present fence and retaining wall. The plan attached to the Section 108 agreement for 95/02414/FUL - Demolition of buildings and construction of 88 houses with public open space, Harden Mills, appears to show the boundary round the Mill Pond on the current fence line. The plan on page 16 of this application concurs. Harden Mill Management Company may be of assistance in this matter.
5. Notes the rebuilding of the steps giving access to the Mill Pond but would draw attention to an error in para. 4.0 of the Design and Access Statement. Access to the Mill Pond is open to all and not just residents of the adjacent residential development. Expresses concern that the proposed repositioning of the steps does not appear to include the gate and requests that replacement of the gate should be a condition of any planning permission on the grounds of safety.
6. Requests that the refurbishment of the walls on the south-east boundary with Back O' the Mill be part of any planning permission.
7. Notes the Arboricultural Impact Review but rejects the removal of tree T1 which provides a valuable part of the Mill Pond scene. Requests that any planning permission should include a planting scheme of suitable replacement trees for those which are removed.
8. Notes the Phase 1 Report on the possible contamination of the site and requests that a Phase II investigation be carried out, as recommended in Section 8, before the application proceeds.

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

8/11/17 Exchange of Information

Cllr Thompson mentioned that Pre-School would like to make occasional use of the Parish Council room. Members stated that they had no objections in principle, provided they knew when the room was going to be used and that it would be available when required by the Parish Council. Arrangements should also be subject to approval by Bradford MDC.

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Cllr Kirkham mentioned a water leak in Long Lane. Bradford MDC have been dye tracing.

Cllr Bryan mentioned comments on a Facebook page from early in the Summer about the presence of Japanese Knotweed on land opposite Post Office (by the bus stop). Members were not aware of a Knotweed issue.

9/11/17 Budget

A draft budget for 2018/19 was discussed and noted.

Resolved:

To determine the budget and precept at the next meeting.

10/11/17 2018 Boundary Review

It was noted that Boundary Commission proposals for revisions to parliamentary constituency boundaries impact on Harden and the existing Shipley constituency.

Resolved:

That members wishing to comment on the consultation do so in a private capacity. The deadline for submission of comments is 11th December and the proposals can be viewed online at www.bce2018.org.uk.

11/11/17 Telephone Kiosk

Members discussed the telephone kiosk in the centre of the village, which is considered part of the local street scene and should be retained, even if a suitable future use cannot be found.

Resolved:

To authorise the Clerk to complete an application to BT under the adopt a kiosk scheme and to pay the fee of £1.

12/11/17 Allotments

A report from the Clerk on the current allotments consultation was noted. Members discussed some of the suggestions, including possible locations for new allotments.

Resolved:

To take forward an allotments project. The Clerk to discuss with the Horticultural Society and to prepare an outline project plan for discussion at the next meeting.

13/11/17 Correspondence

Resolved:

- a) E-mail from YLCA re. membership subscription fees. Noted.
- b) E-mail from Bradford MDC re. Harden Memorial Hall. Noted. The memorial Hall to be an agenda item for further discussion at the next meeting.
- c) E-mail from Shipley Area Co-ordinator re. S/NPT/PC Meeting Notes. Noted.

14/11/17 Financial Matters

Resolved:

a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Matthew Maddison	100526	£25	Winter maintenance
Matthew Maddison	100527	£225	Spring bulb planting
Digital Nomads Limited	100528	£161.11	Brass plaque
Ken Eastwood	100529	£20	Poppy wreath
		£22.65	Polldaddy subscription
		£18.90	Mileage
		£61.55	
Bradford MDC	100530	£456.55	Salary payment

b) To note the following balances: -

HARDEN PARISH COUNCIL					
October 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
S137	100	19	81	0	
Other	250	0	250	0	
	18,525	15,350	3,175	-3,992	

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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	22,919.07	
Less: expenditure to date	(18,481.58) (incl. VAT)	
Total:		18,591.55

Bank account balances 1 November 2017

Community Account	8,830.12	
Business Account	10,166.43	
Less: unpresented cheques	405	
Add: unbanked cash	0	
Total:		18,591.55

d) To note the following matters: -

Cheque 100516 issued on 14th September for £34, previously presumed lost in post and reissued, was drawn from the account on 26th October.

An arithmetic error in calculating expenses authorised on 12th October, resulting in an overpayment of £54.

That £88 was refunded to the Parish Council bank account by the Clerk (paid by BACS on 5th November).

15/11/17 Minor Items and Items for Next Agenda

None.

16/11/17 Next Meeting

Agreed that the next Parish Council meeting will take place on 14th December 2017 at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 9.35pm.