

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 12th April 2018 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Gerald Jennings (Chair)
Cllr Gerwyn Bryan
Cllr Ann Taylor
Cllr Diane Bonham
Cllr Gina Thompson
Cllr Julia Gregson
Cllr Kay Kirkham
Ken Eastwood (Clerk)

1/04/18 Apologies for Absence

None.

2/04/18 Disclosures of Interest

None.

3/04/18 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 8th March, 2018 were proposed as a correct record by Cllr Taylor and signed by the Chair.
- b) The Outstanding Issues report was duly noted. Cllr's Gregson and Bonham agreed to liaise and progress the playground equipment project.

Cllr's Bryan and Gregson to make arrangements to meet with residents and seek expressions of interest in joining a new allotment's working party. The Clerk to contact the principal petitioner and provide contact details to members.

The Clerk mentioned that despite contacting over 20 painters and decorators with regard to repainting of the telephone kiosk, no quotes had been received. Cllr Gregson to discuss with Andrew Gregson. The Clerk offered to undertake the works in the absence of any other quotes and will submit a proposal for consideration if required.

4/04/18 Planning Matters

- a) 18/00937/HOU - Raise roof, single storey front and two storey side and rear extensions at 11 Ferrands Park Way, Harden (previous application 18/00094/HOU withdrawn).

Resolved:

That the Parish Council makes the following comments: -

To note the proposed street scene drawing suggests a distance of 0.9m from the proposed side extension to the boundary with No. 9. The Parish Council queries whether this an acceptable distance in this setting?

Signed: 10th May 2018

The proposed site plan appears to indicate that the property will be bounded by a 1.8m high fence. Whilst this might be acceptable to parts of the side and rear of the property, the Parish Council is of the view that a more sympathetic boundary treatment is required where the boundary is forwards of the building lines existing on plots 9 and 13.

- b) 18/00402/HOU - Two storey side and rear extension with garage conversion at 16 Glen View, Harden.

Resolved:

Approval noted.

(Planning applications can be viewed via Bradford Council's online system

<http://www.planning4bradford.com/online-applications>).

5/04/18 Public Representation

None.

6/04/18 Exchange of Information

Cllr Bonham mentioned that a member of the public had raised concerns about Bunton's & Jagger's construction lorries passing through the village. It was suggested the lorry movements were likely related to the housing development at Cullingworth.

Cllr Kirkham mentioned a complaint received about the partial demolition of the structure to the rear of the Golden Fleece. The Clerk to refer the matter to Bradford Council Licensing and Planning Enforcement Services.

Cllr Bryan stated that he had discussed grit boxes with the butchers and convenience store and both were supportive of the suggestion. Cllr Kirkham undertook to discuss with the pharmacy and shop. The Clerk to research grit bin options and liaise with Bradford Council Highways.

7/04/18 Wildflower Planting

Members discussed the opportunity for the use of wildflower seeds, such as those provided by www.beebombs.com, having regard to the future reduction in grounds maintenance services provided by Bradford Council.

It was stated this was something that could be appropriate at Glen View and at other areas, when grass cutting services are reduced or withdrawn by Bradford Council.

It was suggested that the allotments working party and the horticulture society might be able to assist and advise in the future.

8/04/18 General Data Protection Regulation (GDPR)

The Clerk reported back from attendance at a recent training workshop. He stated that significant work was required to ensure compliance with the GDPR. NALC & SLCC toolkits have now been received.

The Parish Council needs to develop: -

- Information & data audit
- Privacy notice
- Retention and disposal policy
- Removable media policy
- Information data protection policy
- Social media policy

In addition, solutions need to be put in place to encrypt hardware, including the Parish Council laptop and a Parish Council USB drive.

The Clerk stated that there was as yet no clarity about the appointment of Data Protection Officers in Local Councils. This is something that could possibly be provided on a reciprocal arrangement between Councils. The Information Commissioner's Office is in discussion with NALC over the role and the sector is waiting to hear whether a Clerk can legitimately undertake the role without conflict.

Resolved:

To authorise overtime for the Clerk of 3 additional days in April to progress policy development. To authorise the Clerk to act as the Council's Data Protection Officer until such time as alternative arrangements emerge.

9/04/18 Correspondence

Resolved:

- a) E-mail from Cllr Ellis re. lorries passing through Harden. Noted.
- b) E-mail from resident re. Tittle Tattle. The Clerk to forward content for the newsletter.

10/04/18 Annual Governance and Accountability Returns (AGAR)

The Clerk provided an update on changes to the AGAR. To note that Harden Parish Council, with neither income nor expenditure exceeding £25,000, may choose not to subject to a limited assurance review by the external auditor.

Resolved:

That Harden Parish Council will invoke the exemption from a limited assurance review.

11/04/18 Financial Matters

Resolved:

- a) To appoint Ian Scott as Harden Parish Council's Internal Auditor for the 2017/18 accounts and annual returns. To authorise, or otherwise, payment of up to £85 including travel and mileage.
- b) To subscribe to a managed payroll service, provided by Bradford Council for 2018/19 and to authorise expenditure of £252 including VAT.

Signed:

10th May 2018

423

c) To authorise expenditure of £112.80 including VAT and delivery on a hardware encrypted, USB drive to support the Parish Council's compliance with the forthcoming General Data Protection Regulation.

d) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100552	£21.18	Polldaddy subscription
		£9.45	Mileage
		£20.16	Stamps
		£50.79	
Bradford MDC	100553	£456.55	Salary payment
Bradford MDC	100554	£252	Payroll service
Matthew Maddison	100555	£25	Winter maintenance
YLCA	100556	£536	Membership fee
ALCC	100557	£30	Membership fee
SLCC	100558	£100	Membership fee
Vision ICT	100559	£72	Email accounts
Kay Kirkham	100560	£6.10	Travel expenses

e) To note the following balances: -

HARDEN PARISH COUNCIL				
31 March 2018				
Item	Budget 2017/18	Expenditure to date	Variance Shortfall (-) / Surplus (+)	Notes
Staff Costs	4,900	5,658	-758	1
Travel	100	133	-33	
Subscriptions	750	894	-144	
Insurance	500	478	22	
Audits	200	177	23	
Newsletter	600	438	162	
Website	1,200	1,330	-130	
Parish Plan	1,000	274	726	
Neighbourhood Planning	2,500	0	2,500	
Training	100	470	-370	
Repairs	100	5	95	
Stationery/telephone	300	124	176	
PC equipment	0	13	-13	
Small grants	500	500	0	
Horticulture	3,000	6,097	-3,097	2
Christmas event	200	92	108	
Playground cleaning	200	0	200	
Room hire	250	0	250	
Projects & Assets	1,775	4,658	-2,883	3
S137	100	39	61	
Other	250	88	162	
	18,525	21,469	-2,944	

Signed:

10th May 2018

424

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.

f) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2017	14,154.06
Add: income to date	23,013.92
Less: expenditure to date	(22,903.78) (incl. VAT)
Total:	

14,264.20

Bank account balances 31 March 2018

Community Account	4,090.92
Business Account	10,173.28
Less: unrepresented cheques	0
Add: unbanked cash	0
Total:	

14,264.20

12/04/18 Attendance at Meeting(s)

Reports from Cllr Kirkham following attendance at the South Pennine Branch of YLCA, Shipley and Keighley Area Planning Panel and CBMDC and Local Council Liaison Meeting were noted.

Cllr Taylor provided a verbal update following attendance at the Bingley Rural Neighbourhood Services, Police & Parish Councils Meeting.

Cllr Jennings provided a verbal update following attendance at the Shipley Area Committee and SCAPAG meeting. Cllr Jennings stated that attendance was not particularly useful and suggested that the Parish Council should only attend future meetings when there are specific agenda items of interest and relevance to Harden.

13/04/18 Minor Items and Items for Next Agenda

The Clerk reminded Council that the annual PDR & salary review should have been undertaken in February. It was agreed that Cllr Jennings would progress with the Clerk and report back to Council.

The Clerk mentioned contact with a resident at Goit Stock re. formation of a friends group. Further details awaited.

14/04/18 Next Meeting

Agreed that the next meeting will be the Annual Meeting of the Parish Council, taking place on 10th May 2018 at 7.15pm, in Harden Memorial Hall.

The Chair closed the meeting at 8.27pm.

Signed:

10th May 2018

425