

**MINUTES OF THE ANNUAL MEETING OF HARDEN PARISH COUNCIL  
HELD ON 10<sup>th</sup> May 2018 AT 7.15PM IN HARDEN MEMORIAL HALL**

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

**1/05/18 Election of Chair and Vice-Chair**

It was proposed that Cllr Bryan be elected as Chair for 2018/19 by Cllr Kirkham, voted nem. con.

It was proposed that Cllr Kirkham be elected as Vice Chair for 2018/19 by Cllr Bryan, voted nem. con.

**2/05/18 Apologies for Absence**

Cllr Gerald Jennings – business reasons.

Cllr Julia Gregson – business reasons.

Cllr Ann Taylor – personal reasons.

**3/05/18 Disclosures of Interest**

None.

**4/05/18 Minutes of Meetings**

a) The minutes of the Parish Council meeting held on 12<sup>th</sup> April, 2018 were proposed as a correct record by Cllr Thompson and signed by the Chair.

b) The Outstanding Issues report was duly noted.

Cllr Bryan stated he had yet to make arrangements to meet with residents in connection with an allotment's working party but would do so shortly.

The Clerk mentioned that Andrew Gregson would not be able to look at the BT kiosk for 2 months. It was agreed the Clerk would contact the colleges and enquire if renovating the kiosk could be a student project.

**5/05/18 Appointment of Representatives to Outside Bodies and Committees**

**Resolved:**

To make the following appointments: -

- a) YLCA Branch meeting representative – Cllr Kirkham.
- b) Parish Council Liaison representative – Cllr Kirkham.
- c) Neighbourhood Development Plan project team - Cllr's Kirkham, Bryan and Jennings.
- d) Allotments project team - Cllr's Bryan, Gregson and Thompson.
- e) Staffing committee - Cllr's Bryan and Bonham.

Signed: 14<sup>th</sup> June 2018

- f) Neighbourhood Service, Police & Parish Councils meeting representative – Cllr Taylor.

## **6/05/18 Annual Resolutions**

### **Resolved:**

To renew authorisation for Cllr Kirkham to inspect any land and/or premises which the council has a right or duty to inspect, as lead Councillor for planning issues.

## **7/05/18 Annual Review of Standing Orders, Financial Regulations and Policies**

### **Resolved:**

- a) To adopt revised and updated Standing Orders.
- b) To adopt a new Financial Risk Management Policy.
- c) To confirm as satisfactory existing Financial Regulations, Disciplinary & Grievance Arrangements Policy, Data Protection & Information Security Policy, Complaints Procedure, Code of Conduct, Equality & Diversity Policy, Recruitment Policy, Health & Safety Policy, Records Management Policy and Information Scheme.
- d) To note that new and revised policies in connection with the General Data Protection Regulation will be presented to Council for consideration separately.

(Existing policies can be viewed via the Council's website at <http://hardenparishcouncil.gov.uk/documents>).

## **8/05/18 Planning Matters**

### **Resolved:**

That the Parish Council makes the following comments: -

- a) 18/01356/HOU - Construction of orangery at Harden Grange, Harden Road, Harden. No objection.
- b) 18/01554/HOU - Single storey rear extension at 35 Millbeck Drive, Harden. This is a standard extension of which there are several examples in the vicinity. However, no. 35 is built extremely close to no. 33 and the wall of the proposed extension would be right on the boundary between the two. The proximity would result in overshadowing and loss of natural light and the height of the proposed fence would be detrimental to the residents at no. 33.

The height of the proposed decking could also result in a loss of privacy which is only preserved on the plan by the fence, which itself contributes to the overshadowing.

The Parish Council therefore objects to the application.

- c) 18/01490/FUL - Change of use and extension of existing disused toilet block into retail unit at Keighley Road, Harden. The Parish Council objects to this application on the following grounds: -

1. The proposal increases the size of the building from 150 sq ft to 450 sq ft, and is of a modern design. This is not in keeping with the immediate surroundings, which include a number of listed structures e.g. War Memorial and Congregational Church and a Victorian house and some 19<sup>th</sup> Century houses.

2. A busy corner with double yellow lines is an unsuitable place for any retail unit let alone one without any off road parking provision.

3. The suggestion on the Design & Access Report, page 2, that the Fish and Chip Shop does not create a parking problem is wrong on several counts. The Fish and Chip shop closed in June 2015 so there is no recent history of parking problems associated with it. When it was operational, there was extensive pavement parking nearby which will not be available when the access road to the nearby housing site is constructed (15/01039/MAO). The shop has recently been reroofed and now displays a notice indicating that it is to re-open.

4. The Design and Access statement cites Policy D1 but fails to mention that the proposal fails conditions 1, 6 and 8.

- d) 18/01677/HOU - Two storey side extension at 2 St Ives Place, Harden. No objection.

- e) 18/00158/MAR - Reserved matters application for 28 dwellings approved by outline permission 15/01039/MAO requesting consideration of the layout, scale, appearance and landscaping (re-consultation - revised drawings & supporting info dated 3 May 2018). Land at Harden Road and Keighley Road, Harden.

The site is situated in a prominent and sensitive site in the village centre, close to and within sight of a number of listed and historic buildings. The Parish Council therefore agrees wholeheartedly with the assessment of the Conservation officer as expressed in the first five paragraphs of his report. The layout and house types appear to have been imported as standard designs without any attempt to relate them to the local architecture and village scene. The Parish Council therefore objects strongly to the application as submitted and recommends that the application as it stands be refused by BMDC.

Should BMDC be minded to approve the application, Harden Parish Council requests that it be considered by the Shipley & Keighley Planning Panel and will send a representative to support our application for refusal.

The Parish Council would make the following additional comments: -

1. Three storey properties are not acceptable as they are out of keeping with the village style. The only comparable ones are Gatesway which were modelled on the previous mill building and Granic Mews which is set low down and has the same roof lines as the adjacent bungalows. The developer's submission on local vernacular designs in support of their application serves merely to demonstrate how poor their own design proposals are.

2. The emphasis on four bedroom properties ( 13 out of 28 ) is not, in our view, the correct balance for the village. Many of the larger houses with big gardens in the village are under occupied by older residents who would like to downsize but stay in the community.
3. The materials to be used in the construction are not specified but these should be natural stone with slate roofing.
4. It is still not clear which are the six affordable houses as required by the outline permission, based on 25% of a 25 house scheme. In the 28 houses scheme as submitted this should rise to seven.
5. Plots 26, 27 and 28 appear too close to the rear of Granic Mews. This is not resolved in the 'revised' layout. We note and agree with the response by the Trees Team that plots 25 – 28 are too tight to the woodland edge and that these areas should be redesigned. An email from Michael Eaglestone (BMDC) to Jay Everitt (Addison Planning) has either not been received or not been posted on the website. Clearly the application cannot be positively determined until this information is available.
6. The footpath from the development to Harden Road near the bus stop has now been re-instated in the revised layout.
7. While welcoming the inclusion of charging points for electric vehicles, the Parish Council regrets that the developers have not sought to take advantage of this south facing site by including solar panels in the roofs.
8. We require more information about the ongoing maintenance of the Village Greenspace to ensure that this does not fall onto the public purse in the future. This should include detail of the shrub planting, wild flower meadow and grass shown in the detailed landscape proposals.
9. We object to the removal of trees G18. Their amenity value has been understated but if removal is required they should be replaced with cherry trees.
10. We note the proposed 1.2m post and rail fence around the village green space shown in the illustrative masterplan and shown as a purple dotted line on the site layout. While it is not clear from the latter plan exactly what the purple line represents, for the avoidance of doubt, the boundary should be constructed of stone to match the existing wall along Keighley Road and Harden Road not emulating the poor quality fence currently in place along the access to Crowther's.
11. In our opinion there is little of benefit to the population of Harden contained within the s106 agreement entered into by the Council. We note that the Education Contribution is to be used for the upgrading of existing facilities at Cullingworth Primary School and not at Harden. This is a significant development for the village of Harden and we require that the Village receives benefit for Community Uses. Harden Parish Council require to be consulted further on this matter.
12. We endorse the safety comments made by the Police.

13. We note that no response has been received from Addison Planning to the queries raised by Cushman and Wakefield on behalf of Bradford Council and that the promised reply on 24th April of 'within the week' has either not materialised or been posted on the website. Clearly the application cannot be positively determined until this information is available.

- f) 18/01824/HOU - Extend existing garage forward of the front elevation and construction of two storey extension at Woodlands, 5 Firbeck, Harden. No objection.

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

#### **9/05/18      Public Representation**

None.

#### **10/05/18      Exchange of Information**

Cllr Kirkham referred to comments seen online about youth nuisance in the park on an evening. The Clerk to invite an officer from the Neighbourhood Policing Team to attend a future meeting.

Cllr Thompson mentioned rhododendron cuttings spread along the St Ives estate access road.

Cllr Bryan mentioned that the Japanese Knotweed outcrop on Harden Road has now sprouted vigorously into life. The Clerk to follow up the previous referral to Bradford Council's Highways Department. Additional comment to also be made on planning application 18/00158/MAR re. the presence of the outcrop on the boundary of the proposed development.

#### **11/05/18      Neighbourhood Planning**

##### **Resolved:**

To authorise appointment of Integreat Plus as the Parish Council's Neighbourhood Planning Consultants and to authorise the Clerk and Integreat Plus to progress a grant application to Locality (who administer the grant scheme funded by the Ministry for Housing, Communities, and Local Government).

#### **12/05/18      General Data Protection Regulation (GDPR)**

The Clerk provided an update on progress with preparation for GDPR compliance. The Clerk stated that following lobbying by NALC an amendment to the draft bill had been proposed, to remove the need for Local Councils to appoint a Data Protection Officer.

##### **Resolved:**

To hold an Extraordinary Parish Council meeting to provide training for members on individual and collective responsibilities introduced by the GDPR, to consider related matters requiring Parish Council decisions and to review and approve draft policies.

**13/05/18 Memorial Hall**

Cllr Kirkham proposed that the Parish Council give consideration to registering the Hall as an asset of community value under the Localism Act 2011. Registration would give the Parish Council and community a 6 month window of opportunity in the event of Bradford Council seeking to sell the building in the future.

**Resolved:**

To authorise the Clerk to progress an application with Bradford Council. Cllr Bryan to discuss the benefits of registration with the Pre School.

**14/05/18 Small Grants****Resolved:**

To approve the small grant applications made by Harden Gala Committee and Harden Pre School and to authorise grant payments of £250 to each organisation.

**15/05/18 Correspondence****Resolved:**

- a) E-mail from Shipley Area Co-ordinator's Office re. Victim Support services in West Yorkshire. Noted.
- b) E-mail Email and notes from Shipley Area Co-ordinator's Office re. Police, Neighbourhood Services and Parish Councils meeting. Noted.
- c) E-mail from YLCA re. GDPR and ICO advice. Noted.
- d) E-mail from a resident re. flower beds. Noted.

**16/05/18 Financial Matters****Resolved:**

- a) To receive the 2017/18 internal audit report and to note the recommendations made.
- b) To authorise the Chair and Responsible Financial Officer to sign the certificate of exemption from a limited assurance review.
- c) To review the effectiveness of internal controls and authorise the Chair and Clerk to sign the Annual Governance Statement 2017/18 (section 1 of the AGAR).
- d) To approve the Accounting Statements 2017/18 (Section 2 of the AGAR) and authorise the Chair and Responsible Financial Officer to sign the 2017/18 return.
- e) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100561	£22.03	Polldaddy subscription
		£18.00	Mileage
		£40.03	
Digital Nomads	100562	£39.07	Stationery
Digital Nomads	100563	£112.80	Encrypted USB Drive
Bradford MDC	100564	£456.55	Salary payment
Matthew Maddison	100565	£50	Summer maintenance
Ian Scott	100566	£78.10	Internal audit

NALC	100567	£17.00	Local Council Review
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f) To note the following balances: -

Harden Parish Council 30 April 2018			
Item	Budget 2018/19	Expenditure to date (net)	Budget Remaining
Staff Costs	5,533	457	5,076
Travel	150	16	134
Subscriptions	875	876	-1
Insurance	500	0	500
Audits	200	0	200
Newsletter	850	0	850
Website	475	60	415
Parish Plan	1,000	21	979
Neighbourhood Planning	2,500	0	2,500
Training	100	0	100
Repairs	100	0	100
Stationery/telephone	100	20	80
PC equipment	250	0	250
Small grants	500	0	500
Horticulture	1,000	25	975
Christmas event	200	0	200
Playground cleaning	200	0	200
S137	100	0	100
Other	100	0	100
Projects	7,175	0	7,175
	<b>21,908</b>	<b>1,474</b>	<b>20,434</b>

g) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2018	14,264.20
Add: income to date	20,931.00
Less: expenditure to date	(1,528.44) (incl. VAT)
Total:	

**33,666.76**

Bank account balances 30 April 2018

Community Account	23,745.48
Business Account	10,173.28
Less: unpresented cheques	252.00
Add: unbanked cash	0
Total:	

**33,666.76**

Signed:

14<sup>th</sup> June 2018

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**17/05/18      Attendance at Meeting(s)**

**Resolved:**

To agree a substitute for Cllr Kirkham at December's Parish Council's Liaison meeting nearer the time.

**18/05/18      Minor Items and Items for Next Agenda**

The Clerk enquired about the barrier baskets on Long Lane. Agreed that the Clerk should enquire with the gardener about planting and maintenance.

Cllr Kirkham mentioned that the lock was jammed on one of the noticeboards and the backing felt was in a poor condition. Cllr Kirkham to attempt to free the lock and the Clerk to examine the structure of the boards and make enquiries about replacement felt.

**19/05/18      Next Meeting**

Agreed that the next meeting will be an Extraordinary Parish Council meeting on 22<sup>nd</sup> May 2018 at 7.30pm followed by the monthly meeting of the Parish Council, taking place on 14<sup>th</sup> June 2018 at 7.15pm, both in Harden Memorial Hall.

The Chair closed the meeting at 8.27pm.