

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 13th SEPTEMBER 2018 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Gerwyn Bryan
Cllr Gerald Jennings
Cllr Kay Kirkham
Cllr Ann Taylor
Ken Eastwood (Clerk)
Nick Milsom (Aire Rivers Trust)
Two members of the public

1/09/18 Apologies for Absence

Cllr Taylor explained the circumstances of her non-attendance at the last meeting and apologised for her absence.

2/09/18 Disclosures of Interest

None.

3/09/18 Guest Speaker

The Chair welcomed Nick Milsom who gave a presentation on the work of the Aire Rivers Trust. He explained the Trust had been set up in 2011 with the aim of developing projects which would re-ignite interest in the river, improve water quality and help with flood prevention.

He gave a brief overview of the Aire, from its source at Malham to Airmyn, where it joins the Ouse. The Trust is working on several projects at the moment including: -

- Removing barriers to fish migration, with the particular aim of getting salmon back further up the Aire;
- Working with landowners in the upper Aire;
- Encouraging tree planting;
- Working with the Environment Agency on natural flood management;
- Setting up Friends' Groups to encourage river stewardship and increase community involvement, and;
- Continuing with the clean up after the December 2015 flood (particular issue now is larger items, including washing machines, that need cleaning away).

Nick asked for questions from Councillors. There was a discussion about the natural flood management project on Harden Moor and about engaging with groups in Harden. The Clerk agreed to circulate Nick's contact details to all present. Nick was thanked for his presentation and left the meeting.

4/09/18 Councillor Vacancies

The Clerk stated that following two recent resignations, a further notice of vacancy is to be displayed until 1st October, 2018, after which, if not petitioned to hold an election, the Council may co-opt to the two additional vacancies.

Signed: 11th October 2018

Following the previous notice of vacancy, Bradford Council's Electoral Services had confirmed that no petition had been received and the Council may now co-opt to that vacancy.

Two residents present at the meeting expressed interest in being considered for co-option to the Parish Council. The residents were asked, individually, to introduce themselves and explain their interest in the role, whilst the other left the meeting.

Resolved:

That Paul Sullivan, who had been the first to express interest in the role, be co-opted onto the Council, by unanimous consent. The other resident present was asked to attend the next meeting of the Council where, subject to there being no requirement to hold an election, he would also be co-opted onto the Council.

That declaration of acceptance of office forms be signed by new Councillors at the next monthly meeting.

That the Parish Council thanks former Cllrs Bonham and Thompson for their contributions and that the Clerk arranges to send flowers and letters of thanks.

5/09/18 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 9th August, 2018 were proposed as a correct record by Cllr Jennings and signed by the Chair.
- b) The outstanding issues report was duly noted.

The Clerk was asked to contact Bradford Council's Highways Department and ask that details of the Long Lane speed bump re-profiling scheme be shared with residents and the Parish Council. Authorisation for purchase of grit bins to be included on October's agenda and the Clerk to discuss location with the Highways Department.

6/09/18 Planning Matters

- a) 18/03368/LBC - Removal of window and masonry in-fill to restore former rear door opening, fitting of new frame and existing door found on-site (retrospective) at Flat 1, The Cottage, St Ives Estate, Harden.
- b) 18/03370/FUL - Construction of water treatment building, sinking of bore hole and new/altered fences and gates at St Ives Mansion, St Ives Estate, Harden.

Resolved:

That the Parish Council has no objection to the applications.

Members also discussed a draft letter to Skipton Properties, previously circulated by the Clerk, with regard to application 18/00158/MAR, which had been refused.

Resolved:

That the Clerk amends the draft letter in line with comments made by members and that the letter be sent to Skipton Properties and Bradford Council.

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

7/09/18 Public Representation

None.

8/09/18 Exchange of Information

None.

9/09/18 Neighbourhood Planning

Cllr Kirkham gave a verbal update following the Neighbourhood Planning Project Team meeting, held on 3rd September, 2018. Members discussed arrangements for the drop-in event for residents being held on Saturday, 29th September from 11am to 3pm. The Clerk provided an update on arrangements to promote the event and progress with the newsletter and survey.

Resolved:

That members arrive at the Memorial Hall at 10.30am to set up in advance of the start of the event. That Cllr Kirkham be authorised to purchase refreshments. That the Clerk follows up the request for large scale maps with Bradford Council.

10/09/18 WW1 Remembrance

Cllr Kirkham and the Clerk gave a verbal update on the WW1 website project following a recent meeting to discuss content and layout.

Resolved:

To authorise one-off additional expenditure of £45 + VAT to procure a software licence for the WW1 website project.

11/09/18 Horticulture

Cllr Kirkham discussed required tree replacements on Harden Road and Wilsden Road.

Resolved:

The Clerk to contact Bradford Council and discuss arrangements for replacement.

12/09/18 Training

The Clerk explained that he had been considering undertaking the Certificate in local Council Administration (CiLCA), subject to member support. He stated that the Society of Local Council Clerks (SLCC) charged a registration fee which was due to increase in October. Discussion with the YLCA had suggested that preparation of the required portfolio of evidence would take 40 to 50 hours and attendance would be required at several training seminars, organised by the Yorkshire and Humber Regional Training Partnership.

Resolved:

To support the Clerk to undertake CiLCA and to authorise initial expenditure of £250 for registration with the SLCC and £200 for registration with the Yorkshire and Humber Regional Training Partnership.

13/09/18 Local Council Award Scheme

The Clerk discussed the Local Council Award Scheme and the potential benefits to the Council of accreditation. To be considered at the Foundation Award Level the Parish Council would need to prepare several additional policies, a record of training attended and an annual action plan. The Clerk stated the Council already met the majority of the criteria.

Resolved:

To progress an application to the Local Council Award Scheme at the Foundation Award level. To authorise initial expenditure of £50.

14/09/18 Correspondence**Resolved:**

- a) E-mail from Bradford Council - Harden Moor NFM Pilot Project. Noted.
- b) E-mail from Ward Officer - Neighbourhood Partnership Meeting. Noted.
- c) E-mail from Harden School PTFA - Christmas Light Service. To suggest that the service commences at 18:00.
- d) E-mail from Ward Officer - Schools Partnership Meeting. Cllr Sullivan to attend.
- e) E-mail from Bradford Council – Remembrance Sunday. Noted. To share details of the WW1 website project.
- f) E-mail from YLCA – CiLCA Fee Increase. Noted.

15/09/18 Financial Matters**Resolved:**

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Kay Kirkham	100586	£6.45	Refreshments
Ken Eastwood	100587	£13.50	Mileage
Bradford MDC	100588	£443.10	Salary payment
Digital Nomads	100589	£196.49	Clerk's expenses (PollDaddy & Land Registry)
National Allotment Society	100590	£67	Membership fee
Matthew Maddison	100591	£65	Horticulture

- b) To note the following balances: -

HARDEN PARISH COUNCIL
31 August 2018

Item	Budget 2018/19	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	5,533	3,620	1,913	-3,696	1
Travel	150	75	75	0	
Subscriptions	875	1,168	-293	-293	2
Insurance	500	0	500	0	
Audits	200	78	122	122	
Newsletter	850	0	850	0	
Website	475	1,173	-698	-698	3
Parish Plan	1,000	43	957	0	
Neighbourhood Planning	2,500	0	2,500	2,111	
Training	100	0	100	0	
Repairs	100	27	73	0	
Stationery/telephone	100	119	-19	0	
PC equipment	250	94	156	0	
Small grants	500	500	0	0	
Horticulture	1,000	490	510	0	
Christmas event	200	0	200	0	
Playground cleaning	200	0	200	0	
S137	100	0	100	0	
Other	100	0	100	0	
Projects	7,175	0	7,175	0	
	21,908	7,387	14,521	-2,454	

Notes

1. Reflects pay award, incremental progression, additional hours and authorised overtime. Increase in hours was included in budget for Neighbourhood Planning.
2. Reflects additional subscription to PO Box service required by GDPR but not budgeted for in 2018/19.
3. Reflects additional website development which is recovered by a neighbourhood planning grant award.

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2018	14,264.20	
Add: income to date	27,233.44	
Less: expenditure to date	(7,763.02) (incl. VAT)	
Total:		33,734.62

Bank account balances 31 August 2018

Community Account	23,721.27	
Business Account	10,178.35	
Less: unpresented cheques	165	
Add: unbanked cash	0	
Total:		33,734.62

Signed:

11th October 2018

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16/09/18 Minor Items and Items for Next Agenda

Cllr Jennings gave his apologies in advance of the next meeting. The Clerk enquired about attendance at a forthcoming one-day conference, organised by Yorkshire Local Councils Associations (YLCA). Details had been previously circulated to members.

Resolved:

That the Clerk attends the conference. That expenditure of £115 plus travel costs be authorised. The Clerk to attend the conference in his own time.

17/09/18 Next Meeting

Agreed that the next Parish Council meeting will take place on 11th October, 2018 at 7.15pm in Harden Memorial Hall.

To also note: Neighbourhood plan public drop-in event being held on 29th September 2018, at 11am to 3pm. Allotments Project Team meeting being held on 20th September 2018, at 7.30pm.

The Chair closed the meeting at 9.11pm.