

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL
HELD ON 11th OCTOBER 2018 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Gerwyn Bryan
Cllr Kay Kirkham
Cllr Paul Sullivan
Cllr Ann Taylor
Ken Eastwood (Clerk)
Four members of the public

1/10/18 Apologies for Absence

The reasons for Cllr Jennings' absence were approved.

2/10/18 Disclosures of Interest

A member of the public and potential Councillor declared an interest in planning application 18/04068/HOU at 9 Firbeck, Harden.

3/10/18 Councillor Vacancies

The Clerk stated that following the previous notice of two vacancies, Bradford Council's Electoral Services had confirmed that no petition had been received and the Council may now co-opt to the vacancies.

Two residents present at the meeting expressed interest in being considered for co-option to the Parish Council. One of the residents had explained his interest in the role at the last meeting. The other resident was asked to introduce himself and explain his interest in the role.

Resolved:

That Andy Macdonald and Ray Singh be co-opted onto the Council, by unanimous consent. That declaration of acceptance of office forms be signed by Councillors Sullivan, Macdonald and Singh.

4/10/18 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 13th September, 2018 were proposed as a correct record by Cllr Kirkham and signed by the Chair.
- b) The outstanding issues report was duly noted.

Cllr Macdonald offered to contact Bradford Council's Highways Department for an update on the Long Lane speed bump re-profiling scheme and on the Parish Council's request for further detail on the weight limit assessment.

5/10/18 Planning Matters

- a) 18/03806/FUL - New entrance extension at Woodbank Nurseries, Harden Road, Harden.

Resolved:

That the Parish Council supports the application and makes the following comment, "We note there is an outstanding enforcement matter with regard to the failure to provide one or more electric vehicle charging points, a condition of a previous planning consent (14/00574/FUL - Extension to customer car park). The Parish Council would request that any further planning consents should be conditional upon the applicant discharging previous obligations."

- b) 18/04068/HOU - Single storey extension to side and second storey to side with internal alterations at 9 Firbeck, Harden.

Resolved:

That the Parish Council has no objection to the application.

- c) 18/03868/MAR - Reserved matters application for 28 dwellings approved by outline permission 15/01039/MAO requesting consideration of layout, scale, appearance and landscaping at Land at Harden and Keighley Road, Harden.

Resolved:

That the Parish Council objects to the application. The Clerk, Cllrs Kirkham and Bryan to formulate and agree a detailed consultee response based upon the discussion by members.

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

6/10/18 Public Representation

None.

7/10/18 Exchange of Information

Cllr Bryan mentioned a conversation with a resident about the size of vehicles passing through the village. He was able to explain the Parish Council's request for a weight limit and Bradford Council's determination that a suitable alternative route was not available.

Cllr Sullivan mentioned the possibility of additional vehicle movements if a quarry fill scheme at Hallas Rough Quarry on Halifax Road, Cullingworth went ahead. Cllr Kirkham offered to review planning applications and report back.

8/10/18 Neighbourhood Planning

Cllr Kirkham gave a verbal update following the Neighbourhood Planning drop-in event held on Saturday, 29th September, 2018. Some 18 people had signed the attendance sheet but it was estimated 25 may have attended.

There had been a good initial response to the survey, with a total of 79 completed to date.

A draft terms of reference document had been prepared for the Project Team which will be considered at the next meeting along with analysis of the survey responses.

An additional 6 residents had expressed an interest in joining the Project Team.

Resolved:

That the Clerk liaises with Jamie Wilde and arranges a date for the next Project Team meeting. The Clerk to also contact the additional residents expressing an interest and to explain the role and project further, asking for confirmation of involvement.

9/10/18 Remembrance Service

Members discussed arrangements for Remembrance Sunday, on 11th November.

Resolved:

To authorise a donation of £25 to the Royal British Legion for the purchase of a wreath. The Clerk to progress. Cllr Bryan to attend the service, subject to availability. Cllr Kirkham to participate if Cllr Bryan is unable to do so.

10/10/18 Christmas Lights

The Clerk stated that the PTA had asked if the Parish Council would re-consider starting the switch-on event earlier on the 2nd December. It was noted that members had brought the start forward to 6.00pm previously.

Resolved:

To start the event at 5.00pm. The Clerk to inform those involved. Refreshment arrangements to be considered at a future meeting.

11/10/18 Grit Bins

Grit bin proposals were considered.

Resolved:

To purchase two 'Victoriana' grit bins and appropriate signage. To authorise expenditure of up to £800 for the purchase of the bins, signs and stocking with salt.

12/10/18 Training

Members noted the terms of the Yorkshire and Humber Regional Training Partnership Learning Agreement with regard to training for the Certificate in Local Council Administration (CiLCA) (previously agreed).

Resolved:

The Chair signed the agreement on behalf of Council.

13/10/18 Action Plan

The Clerk discussed a draft 2018/19 action plan and explained how a plan could routinely be prepared as part of the budget setting process each year.

Resolved:

To consent to publishing the plan on the Parish Council website and to incorporate preparation of future plans in budget setting arrangements.

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14/10/18 Training & Professional Development

Members reviewed a new training & professional development policy and a new training record. Minor amendments were suggested and agreed.

Resolved:

To consent to publishing both documents on the Parish Council website.

15/10/18 Local Council Award Scheme

Members reviewed a draft application prepared by the Clerk and considered whether the Council met all of the criteria.

Resolved:

To confirm that the required information for a Local Council Award Scheme application at the Foundation Level is published online, or is otherwise available as outlined in the application. To authorise submission of the application by the Clerk.

16/10/18 YLCA One-Day Conference

The Clerk presented a report following attendance at the recent Yorkshire Local Councils Associations (YLCA) one-day conference.

17/10/18 Budget

The Clerk outlined the arrangements and timescales for preparation of a draft 2019/20 budget, which would be finalised at December's Parish Council meeting.

Resolved:

Cllr's Bryan and Kirkham to meet with the Clerk to prepare a first draft for initial discussion at the next Council meeting. Cllr Bryan asked all members to give thought to projects and funding requirements in readiness for the discussions.

18/10/18 Policing Intelligence Initiative

Cllr Sullivan provided a verbal report on discussions with the Police over proposals to deliver intelligence sharing workshops, initially targeting Neighbourhood Watch Co-ordinators.

Resolved:

That in principle, the Council would be supportive of use of the Memorial Hall and supply of refreshments. The Clerk to circulate details of the Fields of Vision rural crime project in the Worth Valley.

19/10/18 Harden at War Project

Cllr Kirkham and the Clerk provided a short update on the Harden at War Project. Cllr Kirkham mentioned that a subscription to the Ancestry online research service was required.

Resolved:

To authorise expenditure of up to £120 to cover a 6-month membership. Cllr Kirkham to subscribe and provide a copy of invoice(s) received.

20/10/18 Correspondence

Resolved:

- a) E-mail from a resident - re. horticulture. Noted.
- b) E-mail trail – re. complaint about the Golden Fleece. Noted.
- c) E-mail from School PTFA – re. Christmas Lights Service. Noted (earlier agenda item).
- d) E-mail from Harden Gala Committee – re. Christmas Tree. To invite the committee to make application for a small grant with the proviso that the Parish Councils support is publicly acknowledged.
- e) E-mail trail – re. nomination to list land and property as an Asset of Community Value. Noted.
- f) E-mail from Ward Officer - Neighbourhood Partnership meeting minutes. Noted.

21/10/18 Financial Matters

Resolved:

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100592	£181.93	Clerk's expenses (stamps, flowers, train and taxi fares and mileage)
Shipleigh Print	100593	£345	Newsletter & survey printing
Roger Smith	100594	£75	Newsletter delivery
Digital Nomads	100595	£54	Software licence
YLCA	100596	£115	Conference attendance
NALC	100597	£60	Local Councils Award Scheme registration fee
Kay Kirkham	100598	£28.23	Refreshments
Bradford MDC	100599	£645.85	Salary payment
YLCA	100600	£200	CiLCA training support
Matthew Maddison	100601	£25	Winter maintenance
CIQ Agency (Integreat Plus)	100602	£2,173.50	Neighbourhood planning support services

- b) To note the following balances: -

HARDEN PARISH COUNCIL					
30th September, 2018					
Item	Budget 2018/19	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)	Notes
Staff Costs	5,533	4,063	1,470	-2,500	1
Travel	150	88	62	0	
Subscriptions	875	1,388	-513	-293	2

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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	-511	4
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	555	445	0	
Christmas event	200	0	200	0	
Playground cleaning	200	0	200	0	
S137	100	0	100	0	
Room Hire	0	0	0	0	
Other	100	5	95	0	
Projects	7,175	0	7,175	0	
	21,908	8,134	13,774	-3,880	

Notes

1. Reflects pay award, additional hours and overtime. Increase in hours 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 recovered by Neighbourhood Planning grant.
4. Costs are offset by Neighbourhood Planning Grant.

c) To note the following bank reconciliation: -

Cashbook Balances

Balance 1 April 2018	14,264.20	
Add: income to date	27,238.52	
Less: expenditure to date	(8,554.56) (incl. VAT)	
Total:		32,948.16

Bank account balances 30 September 2018

Community Account	22,764.73	
Business Account	10,183.43	
Less: unpresented cheques	0	
Add: unbanked cash	0	
Total:		32,948.16

22/10/18 Minor Items and Items for Next Agenda

The Clerk stated that following advice from YLCA full agendas including appendices would be published on the Parish Council website.

Barclays mandate forms have been provided to Cllrs Bryan, Taylor and Sullivan to add additional cheque book signatories.

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23/10/18 Next Meeting

Agreed that the next Parish Council meeting will take place on 8th November, 2018 at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 9.32pm.