

**MINUTES OF THE ANNUAL MEETING OF HARDEN PARISH COUNCIL
HELD ON 16th MAY 2019 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Gerwyn Bryan (Chair)
Cllr Andy Macdonald
Cllr Ann Taylor
Cllr Falak Ahmed
Cllr Kay Kirkham
Ken Eastwood (Clerk)

1/05/19 Election of Chair and Vice-Chair

It was proposed that Cllr Bryan be elected as Chair for 2019/20 by Cllr Kirkham, voted nem. con. It was proposed that Cllr Kirkham be elected as Vice Chair for 2019/20 by Cllr Bryan, voted nem. con.

2/05/19 Acceptance of Office

Members present signed declarations of acceptance of office.

Resolved:

To permit Cllr Sullivan to make his declaration of acceptance of office before or at the next meeting of the Council.

3/05/19 Apologies for Absence

Resolved:

Apologies from Cllr Sullivan were approved.

4/05/19 Disclosures of Interest

None.

5/05/19 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 11th April, 2019 were proposed as a correct record by Cllr Kirkham and signed by the Chair.
- b) The Outstanding Issues report was duly noted and the following actions agreed: -
 - That the Clerk will contact the relevant portfolio holder and director with regard to the allotments project.
 - Cllrs Macdonald and Bryan to map possible allotment sites, with a view to asking Bradford Council to identify ownerships.
 - Cllr Bryan to meet with the Chair of the Friends of St Ives.
 - The Clerk to contact Addingham Parish Council re. fit out of the phone kiosk

6/05/19 Appointment of Representatives to Outside Bodies and Committees

Resolved:

To make the following appointments: -

- a) YLCA Branch meeting representatives (2) - Cllrs Kirkham & Ahmed.
- b) Parish Council Liaison representatives - Cllrs Kirkham & Ahmed.
- c) Neighbourhood Development Plan project team - Cllrs Kirkham, Taylor and Bryan.
- d) Allotments project team - Cllrs Macdonald, Bryan and Taylor.
- e) Neighbourhood Service, Police & Parish Councils meeting representative - Cllr Sullivan.
- f) Lead member for planning matters - Cllr Kirkham.

7/05/19 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.

8/05/19 Annual Review of Standing Orders, Financial Regulations and Policies

Resolved:

To confirm as satisfactory existing Standing Orders, Financial Regulations, Disciplinary & Grievance Arrangements Policy, Information & Data Protection Policy, Retention & Disposal Policy, General Privacy Notice, Management of Transferable Data Policy, Social Media & Electronic Communication Policy, Financial Risk Assessment, Complaints Procedure, Code of Conduct, Equality & Diversity Policy, Recruitment Policy, Health & Safety Policy, Information & Publication Scheme and Training & Professional Development Policy.

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

9/05/19 Planning Matters

- a) 19/01289/FUL - Construction of new detached dwelling at Springbank, Wilsden Road, Harden.
- b) 19/01838/HOU - Single storey rear extension at 106 Harden Road, Harden.

Resolved:

No comments on the applications. To note the following decisions: -

- 19/01032/HOU - Single storey rear extension with rear dormer window and detached garage - 22 Moor Edge, Harden - application granted.
- 19-01089-HOU - Single storey extension to rear of building - 18 Spring Row, Harden – application refused.

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

10/05/19 Public Representation

None.

11/05/19 Exchange of Information

Cllr Kirkham mentioned an enquiry about affordable housing on the Keighley Road development. Information had been provided confirming that the development did not offer affordable homes.

Cllr Macdonald mentioned works being undertaken near Granic Mews that appeared to be impacting on one of the established cherry trees. Cllr Kirkham agreed to pursue the issue with Bradford Council.

12/05/19 Councillor Vacancy

Resolved:

To publicise the vacancy via the noticeboard, website and social media.

13/05/19 Village Benches

The cost of replacement benches was noted and the Clerk provided a quote for the removal and disposal of existing benches and installation of three replacements in the agreed locations.

Resolved:

To purchase two additional benches and to authorise expenditure of £100 per bench, plus the purchase costs of required fixings, for installation works as outlined.

14/05/19 Traffic Survey Proposals

Resolved:

Cllrs Bryan, Macdonald and Ahmed to meet separately to review proposals received and make recommendations for consideration by Council at the next meeting.

15/05/19 Correspondence

- a) E-mail from Shipley Area Co-ordinator's Office re. small grants. Noted.
- b) Email from Bradford MDC re. proposed Traffic Regulation Order. The Clerk to reply to Highways stating that the scheme as proposed is unnecessarily complicated and all that is required is double yellow lines to either side of the new access road entrance to protect sight lines.

16/05/19 Financial Matters

Resolved:

- a) To receive the 2018/19 internal audit report and note the recommendations made. It was noted that there were two minor inaccuracies in the report which the Clerk will bring to the attention of the auditor.

Signed:

13th June 2019

493

- b) The effectiveness of internal controls was reviewed and to authorise the Chair and Clerk to sign the Annual Governance Statement 2018/19 (section 1 of the AGAR).
- c) To approve the Accounting Statements 2018/19 (Section 2 of the AGAR) and authorise the Chair and Responsible Financial Officer to sign the 2018/19 return.
- d) To authorise the following payments: -

| Payee | Cheque No. | Amount | Description |
|------------------|------------|-----------|-------------------------------|
| Ken Eastwood | 100647 | £78.00 | Defibshop (replacement pads) |
| | | £805.54 | CCL Online (laptop) |
| | | £18.90 | Mileage |
| | | £902.44 | |
| Digital Nomads | 100648 | £6.99 | USB Adapter |
| Digital Nomads | 100649 | £402.00 | Website annual charge |
| Bradford MDC | 100650 | £687.08 | Salary payment |
| Matthew Maddison | 100651 | £190 | Summer maintenance |
| Ian Scott | 100652 | £93.10 | Internal audit |
| Royal Mail | 100653 | £342.00 | PO Box annual fee |
| CIQ Agency | 100654 | £1,422.00 | Planning consultancy services |
| NALC | 100655 | £17.00 | Local Council Review |

- e) To note the following trial balances: -

| Harden Parish Council 11 May 2019 | | | |
|--|---------------------------|--|-----------------------------|
| Item | Budget 2019/20 | Expenditure to date (net) | Budget Remaining |
| Staff Costs | 8,500 | 772 | 7,728 |
| Travel | 300 | 23 | 278 |
| Subscriptions | 1,400 | 894 | 506 |
| Insurance | 500 | 0 | 500 |
| Audits | 200 | 0 | 200 |
| Newsletter | 850 | 0 | 850 |
| Website | 825 | 0 | 825 |
| Parish Plan | 1,000 | 0 | 1,000 |
| Neighbourhood Planning | 3,000 | 0 | 3,000 |
| Training | 750 | 0 | 750 |
| Repairs | 100 | 0 | 100 |
| Stationery | 200 | 124 | 77 |
| PC equipment | 250 | 0 | 250 |
| Small grants | 1,000 | 235 | 765 |
| Horticulture | 750 | 25 | 725 |
| Christmas event | 200 | 0 | 200 |
| Projects & Assets | 18,575 | 0 | 18,575 |
| S 137 | 125 | 0 | 125 |
| Other | 100 | 0 | 100 |
| | 38,625 | 2,072 | 36,553 |

Signed:

13th June 2019

494

f) To note the following bank reconciliation: -

Cashbook balances

| | | |
|---------------------------|------------------------|------------------|
| Balance 1 April 2019 | 18,405.92 | |
| Add: income to date | 29,147 | |
| Less: expenditure to date | (2,122.67) (incl. VAT) | |
| Total: | | 45,430.25 |

Bank account balances 11 May 2019

| | | |
|---------------------------|-----------|------------------|
| Community Account | 35,471.66 | |
| Business Account | 10,193.59 | |
| Less: unpresented cheques | 235.00 | |
| Add: unbanked cash | 0 | |
| Total: | | 45,430.25 |

17/05/19 Minor Items and Items for Next Agenda

CLr Bryan stated that the noticeboard that had fallen off the wall was not repairable. It was agreed that the Clerk should make enquiries into replacements.

18/05/19 Next Meeting

Agreed that the next monthly Parish Council meeting will take place on 13th June 2019 at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 8.57pm.