

**MINUTES OF THE MONTHLY MEETING OF HARDEN PARISH COUNCIL  
HELD ON 12<sup>th</sup> SEPTEMBER 2019 AT 7.15PM IN HARDEN MEMORIAL HALL**

**Present:** Cllr Gerwyn Bryan (Chair)  
Cllr Ann Taylor  
Cllr Falak Ahmed  
Cllr Kay Kirkham  
Ken Eastwood (Clerk)  
2 members of the public

**1/09/19 Apologies for Absence**

Cllr Andy Macdonald and Cllr Paul Sullivan.

**2/09/19 Disclosures of Interest**

None.

**3/09/19 Minutes of Meetings**

- a) The minutes of the Parish Council meeting held on 11<sup>th</sup> July, 2019 were proposed as a correct record by Cllr Taylor and signed by the Chair.
- b) The Outstanding Issues report was duly noted and the following matters discussed: -
  - The Clerk to follow up a response to the allotments letter sent to Cllr Ferriby, the Strategic Director and Ward Members.
  - The Clerk to arrange suitable dates to meet with short listed traffic consultants.
- c) The minutes from the Neighbourhood Plan Project Team meeting, held on 5<sup>th</sup> August, 2019 were noted.

**4/09/19 Public Representation**

None.

**5/09/19 Planning Matters**

- a) 19/03253/HOU - Front porch extension at 15 Glen View, Harden
- b) 19/03286/HOU - Two storey side extension, single storey front and single storey rear extension at 25 Long Lane, Harden
- c) 19/03172/HOU - Two storey side extension; garage conversion and first floor extension at 228 Harden Road, Harden.
- d) 19/03362/HOU - Sun room extension to rear at 6 Firbeck, Harden.
- e) 19/03684/FUL - Demolition of unsafe wall and associated bin store enclosure to create a raised hardstanding constructed from the existing stone and reclaimed stone flags at 14 Ryecroft, Harden.

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**Resolved:**

With regard to 19/03172/HOU the Council queries whether it would be possible to condition retention of the existing hedge, as the boundary treatment is an effective screen to what will be a sizeable building. In addition, high quality and sympathetic materials could be specified e.g. unpainted cedar cladding to the face of the dormers. Harden Parish Council has no objection to the applications.

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

**6/09/19 Core Strategy Partial Review – Preferred Options Consultation**

It was noted that consultation on the Core Strategy is open until 24<sup>th</sup> September, 2019. The plan period is extended to 2037. Proposed housing targets are reduced from 100 for Harden down to 25 (excluding the Keighley Road development or any other previously consented developments). Significantly fewer green belt releases are proposed (none in Harden). A site options document is expected to be released at the end of the year.

**7/09/19 Neighbourhood Planning**

Arrangements for the Neighbourhood Planning engagement event to be held between 10.00 and 12.00 on Saturday, 28<sup>th</sup> September, 2019 were discussed.

**Resolved:**

To authorise newsletter print and distribution costs and the purchase of refreshments.

**8/09/19 Keighley Road Parking Restrictions**

The Clerk reminded Members that the consultation from Highways was privileged and in line with protocol details should not have been shared with the public at this stage.

**Resolved:**

To contact Highways and ask to be informed when the proposals are advertised.

**9/09/19 Councillor Vacancy**

An expression of interest previously circulated to Members was considered.

**Resolved:**

To co-opt Jools Townsend to the Council.

**10/09/19 Council Name****Resolved:**

To change the name of the Council to Harden Village Council. To authorise related expenditure including the registration of a new domain name, email accounts and website changes (costs estimated at up to £250). To adopt use of the new name once the website changes and other changes are in place.

### **11/09/19 Noticeboards**

**Resolved:**

To order two replacement noticeboards and to authorise expenditure of up to £500.

### **12/09/19 ID Badges**

**Resolved:**

To approve design and purchase of ID badges for all Members and the Clerk. To authorise expenditure of up to £200.

### **13/09/19 Local Councils Award Scheme**

The Clerk stated that the Council's application had now been reviewed and subject to adoption of some additional and revised policies, the award would be progressed.

**Resolved:**

To note the position and to thank the Clerk for his work leading up to and preparing for the application.

### **14/09/19 Policies and Procedures**

**Resolved:**

To approve and adopt the following policies and procedures: -

- Code of Conduct
- Financial Regulations
- Grievance Policy
- Disciplinary Policy
- Complaints Procedure
- Risk Management Policy and Assessment
- Security Incident Policy

### **15/09/19 Exchange of Information**

Cllr Kirkham discussed a resident request for parking restrictions near Granic Mews. Members determined not to support the request.

Cllr Kirkham stated that an established cherry tree near Granic Mews had been heavily pruned and was in a poor condition. The Clerk to report to Bradford Council.

Cllr Ahmed mentioned concerns about a tree raised by a resident of the Bullfield. It was agreed that Cllrs Ahmed and Sullivan would visit the resident to discuss further.

### **16/09/19 Correspondence**

- a) Emails from Bradford Council re. St Ives Estate and assets of community value. The Clerk to forward to Cllr Bryan.
- b) Email from National Allotments Society re. regional meeting on 16<sup>th</sup> October. Cllr Bryan to attend the meeting.

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- c) Email from Lord Mayor's Office re. festival of remembrance on 3<sup>rd</sup> November. Cllrs Bryan and Ahmed to attend.
- d) Email from Shipley Area Office re. Community Stars awards. Noted.
- e) Email from Harden Congregational Church and St. Saviour's Church re. Christmas Tree event on 14<sup>th</sup> December. Noted. Cllr Taylor to bring forward proposals to the next meeting.
- f) Email from YLCA re. consultation on proposed reforms to permitted development rights. Noted. Cllr Kirkham to look into the proposals in further detail and report back to the Council if necessary.
- g) Email from Friends of the Earth re. Climate Change. Noted.

## 17/09/19 Financial Matters

### Resolved:

- a) To receive the external audit report for 2018/19. To thank the Clerk for completion of the annual accounts and related audit processes.
- b) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100666	£11	Mileage
Bradford MDC	100667	£1,374.16	Salary payment (July & August)
Matthew Maddison	100668	£130	Summer maintenance (x 2)
Digital Nomads	100669	£188.40	SSL Certificate & installation
National Allotment Society	100670	£66	Membership renewal
PKF Littlejohn LLP	100671	£240	External audit fee

- c) To note the following trial balances: -

Harden Parish Council 7 September 2019			
Item	Budget 2019/20	Expenditure to date	Budget Remaining
Staff Costs	8,500	2,972	5,528
Travel	300	55	245
Subscriptions	1,400	1,196	204
Insurance	500	0	500
Audits	200	93	107
Newsletter	850	0	850
Website	825	335	490
Parish Plan	1,000	0	1,000
Neighbourhood Planning	3,000	1,185	1,815
Training	750	230	520
Repairs	100	231	-131
Stationery	200	131	69
PC equipment	250	677	-427

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Small grants	1,000	235	765
Horticulture	750	565	185
Christmas event	200	0	200
Projects & Assets	18,575	879	17,696
S 137	125	0	125
Other	100	0	100
	<b>38,625</b>	<b>8,783</b>	<b>29,842</b>

d) To note the following bank reconciliation: -

Cashbook balances

Balance 1 April 2019	18,405.92	
Add: income to date	29,157.17	
Less: expenditure to date	(9,552.41) (incl. VAT)	
Total:		<b>38,010.68</b>

Bank account balances 7 September 2019

Community Account	27,906.92	
Business Account	10,203.76	
Less: unpresented cheques	100	
Add: unbanked cash	0	
Total:		<b>38,010.68</b>

**18/09/19 Minor Items and Items for Next Agenda**

The Clerk to contact the supplier with regard to Christmas lights maintenance and repairs. The Christmas light switch on event will be held on 8<sup>th</sup> December, commencing at 5pm.

There was a discussion about planting and maintenance in the village centre. Cllr Bryan and Taylor to meet with the Council's retained gardener.

**19/09/19 Next Meeting**

Agreed that the next monthly Parish Council meeting will take place on 10<sup>th</sup> October 2019 at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 8.57pm.