

**MINUTES OF THE MONTHLY MEETING OF HARDEN VILLAGE COUNCIL
HELD ON 14th NOVEMBER 2019 AT 7.15PM IN HARDEN MEMORIAL HALL**

Present: Cllr Gerwyn Bryan (Chair)
Cllr Ann Taylor
Cllr Jools Townsend
Cllr Kay Kirkham
Ken Eastwood (Clerk)
2 Members of the public

1/11/19 Apologies for Absence

Apologies were accepted from Cllr Macdonald.

2/11/19 Disclosures of Interest

None.

3/11/19 Minutes of Meetings

- a) The minutes of the Parish Council meeting held on 10th October, 2019 were proposed as a correct record by Cllr Taylor and signed by the Chair.
- b) The minutes of the Neighbourhood Plan Project Team meeting, held on 14th October, 2019 were received. It was noted that future meeting dates for the Project Team had been circulated (13th January, 24th February and 6th April).
- c) The Outstanding Issues report was duly noted and the following matters discussed: -
 - The Chair had recently met with the Chair of the Friends of St Ives and enquired about support for the allotments project.
 - The Clerk has completed neighbourhood planning applications for technical assistance (housing needs assessment) and grant support (design code).
 - The noticeboards have been delivered and will be installed shortly, weather permitting.
 - The registration of assets of community value at the St Ives Estate to be considered further by the Chair.

4/11/19 Public Representation

None.

5/11/19 Planning Matters

- a) 19-04379-HOU – Single storey side extension at Heather Lodge, Back Shaw Lane, Keighley.
- b) 19-04498-HOU – Wrap around side and rear dormer windows with hipped to gable roof conversion at 35 Effingham Road, Harden

Resolved:

The Village Council has no objection to the applications.

Signed: 12th December 2019

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

6/11/19 Traffic & Transport Study

The Clerk and Chair fed back following meetings with short listed consultants and made recommendations and observations with regard to supplementary study.

Resolved:

To contract Met Consultancy Group to undertake the work, including an Origin-Destination study. To authorise expenditure of £4,840 for the primary work and £3,650 for the additional study. The Clerk to make enquiries with regard to a count of traffic passing through St Ives and to authorise additional expenditure of up to £500 if required. The Chair to make contact with the Friends of St Ives with regard to this matter.

7/11/19 Horticulture

Cllr Taylor provided an update regarding horticulture and arrangements with the Council's gardener.

Resolved:

To approve an increase in hourly rate to £18. Cllr Taylor to meet with the gardener and go through the maintenance schedule to determine the input required in Summer and Winter, including planting of the barrier baskets and their maintenance. Replacement plants to be provided as and when required, with costs approved in advance by the Council.

8/11/19 Christmas Lights

The Christmas Lights switch-on is to be held on 8th December, commencing at 5 pm. Cllr Kirkham and Gina Thompson to liaise and provide refreshments. Cllr Townsend to provide spiced pouches for mulled wine. The Gala Committee will be providing a tree.

Resolved:

To authorise expenditure of up to £100 for refreshments. To authorise a small grant of £90 as a 50% contribution to the cost of the tree.

9/11/19 Village Christmas Tree Event

Cllr Taylor provided an update on arrangements for Harden Village Council's participation in a joint Christmas village event on Saturday 14th December, involving a display of Christmas trees at the two village churches.

Resolved:

Cllr Taylor to request Shipley Print to design and print 12 circular, A5 cards with a Christmas design. To authorise expenditure of up to £100. All Members to give consideration to headline messages and to email text/copy to Cllr Taylor.

Signed:

12th December 2019

518

10/11/19 Budget

The Clerk presented an analysis and forecast of expenditure against budget and a first draft budget for 2020/21, to be finalised at December's Village Council meeting.

Resolved:

That the Clerk circulates the budget spreadsheet and that a further calculation be prepared to assist with consideration of an appropriate minimum reserve. That the 2020/21 budget be finalised at the next meeting.

11/11/19 Harden War Memorial

It was noted that the brass plaque, which includes a website link and QR code, needs to be replaced to reflect the new Village Council website address.

Resolved:

To authorise replacement and associated expenditure of up to £150.

12/11/19 Exchange of Information

None.

13/11/19 Correspondence

- a) Email from YLCA re. Woodland Trust. The Clerk to publicise and all Members to advise on possible sites for tree planting.
- b) Email from Skipton Properties re. expected completion of 21st dwelling on the Keighley Road development. Noted.
- c) Email from Power for People re. national community energy campaign. Noted.
- d) Email from Shipley Area Co-ordinator's re. Pocket Park grants. Noted.
- e) Email from Bradford Council re. Sufficiency of specialist places for children and young people with special education needs and disabilities. Noted.

14/11/19 Financial Matters**Resolved:**

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100679	£13.50	Mileage
		£64.80	Bench fixings
		£25.00	Poppy wreath
		£103.30	
Bradford MDC	100680	£687.08	Salary payment
Matthew Maddison	100681	£25	Winter maintenance
CIQ Agency	100682	£1,053	Neighbourhood Planning engagement event and analysis
CIQ Agency	100683	£1,695	Neighbourhood Planning

Signed:

12th December 2019

519

			consultancy support – stage payment no. 3
Notice Board Company (UK) Ltd	100684	£1,015.20	Replacement Noticeboards (2)

- b) To authorise the Clerk's overtime claim (2 hours, Neighbourhood Planning Meeting and 4 hours, Traffic Study meeting).
- c) To note the following trial balances: -

Harden Village Council 10th November 2019				
Item	Budget 2019/20	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)
Staff Costs	8,500	5,033	3,467	-792
Travel	300	78	222	50
Subscriptions	1,400	1,426	-26	-66
Insurance	500	0	500	0
Audits	200	293	-93	-93
Newsletter	850	240	610	130
Website	825	905	-80	-780
Parish Plan	1,000	0	1,000	1,000
Neighbourhood Planning	3,000	1,185	1,815	-475
Training	750	230	520	395
Repairs	100	65	35	0
Stationery	200	161	39	-50
PC equipment	250	677	-427	-427
Small grants	1,000	235	765	500
Horticulture	750	620	130	-220
Projects & Assets	18,575	1,044	17,531	1,476
S 137	300	0	300	0
Other	125	0	125	100
	38,625	12,193	26,407	748

- d) To note the following bank reconciliation: -

Cashbook balances

Balance 1 April 2019	18,405.92	
Add: income to date	30,911.33	
Less: expenditure to date	(13,162.55) (incl. VAT)	
Total:		36,154.70

Bank account balances 10 November 2019

Community Account	25,975.94	
Business Account	10,203.76	
Less: unrepresented cheques	25	
Add: unbanked cash	0	
Total:		36,154.70

Signed:

12th December 2019

520

15/11/19 Attendance at Meetings

Resolved:

To note the Local Councils Liaison meeting planned for 28th November has been cancelled and will be rearranged in February 2020.

16/11/19 Minor Items and Items for Next Agenda

The Clerk reminded Members that Council had previously agreed to use the new email addresses with effect from 1st November.

Cllr Townsend offered to present a paper to the next meeting re. next steps following declaration of a climate emergency.

17/11/19 Next Meeting

Agreed that the next monthly Parish Council meeting will take place on 12th December 2019 at 7.15pm in Harden Memorial Hall.

The Chair closed the meeting at 9.27pm.