

**MINUTES OF THE MONTHLY MEETING OF HARDEN VILLAGE COUNCIL
HELD ONLINE ON 14th MAY 2020 AT 7.15PM**

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

1/05/20 Apologies for Absence

None.

2/05/20 Disclosures of Interest

None.

3/05/20 Addendum to Standing Orders

Resolved:

To adopt an addendum to Standing Orders to enable Harden Village Council to meet remotely.

4/05/20 Minutes of Meetings

a) The minutes of the extraordinary Village Council meeting held on 26th March, 2020 were proposed as a correct record by Cllr Townsend.

b) The Outstanding Issues report was duly noted. The following items were discussed: -

- The Clerk to make further contact with Bradford Council re. St Ives and the registration of assets of community value.
- Cllr Bryan to make arrangements to put up the second village noticeboard.

5/05/20 Decisions

Resolved:

To ratify decisions taken by the Clerk, acting under delegations: -

Having considered quotations received, to appoint Town Parish Audit to undertake the Village Council's Internal Audit in relation to the 2019/20 financial year. To authorise expenditure of £180.

6/05/20 Public Representation

None.

Signed:

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7/05/20 Planning Matters

- a) 20/01446/HOU – Two storey side extension and single storey rear extension with external alteration and modifications to patio at 122 Harden Road, Harden.

Resolved:

That the Village Council has no objection to the proposed development, subject to the external render finish being coloured similarly to the extension at the other end of the terrace.

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

8/05/20 Traffic & Transport Update

Resolved:

- a) That comments on the Harden Traffic Study report from Cllrs Bryan, Townsend and Macdonald be combined into a response to be sent to Met Consultancy Group.
- b) Once a final report is received, to send a copy to Bradford Council with a covering letter identifying relevance to recently announced additional Government funding. Cllr Townsend to prepare a draft letter.
- c) A copy of the report to also be shared with neighbouring Local Councils and with the Police and Crime Commissioner.

9/05/20 Neighbourhood Plan

Cllr Kirkham and the Clerk provided an update on the neighbourhood plan project.

Resolved:

All Members to provide any further comments on the draft plan and design code to the Clerk by 5pm on Thursday, 21st May.

10/05/20 Allotments Project

Cllr Bryan and the Clerk provided an update on the allotments project.

Resolved:

- a) Cllrs Bryan and Townsend to collaborate on a communication to Friends of St Ives to suggest a meeting to discuss ecological gardening and biodiversity.
- b) Cllrs Bryan and Macdonald to identify other possible sites in the village.

11/05/20 Skipton Properties Limited

Cllr Bryan stated he had been in touch with Skipton Properties with regard to the Section 106 agreement. A copy of an agreement with regard to the payment of £16,166 as a contribution to the Allotments Project had been provided. Skipton Properties had stated they expect occupation of the 21st dwelling on land at Keighley Road to occur in the late Summer or early Autumn, at which point the contribution would become payable.

Resolved:

- a) To authorise the Clerk to sign and date the agreement on behalf of the Council.
- b) That the Clerk contacts Harden Pre School with regard to their allocation of monies and enquires on progress.
- c) That Cllr Bryan contacts Friends of St Ives with regard to their allocation of monies and enquires on progress.

12/05/20 Exchange of Information

Cllr Macdonald stated he had responded to a complaint about the culvert in Harden Park. The Parks Manager, Bryan Dobson, had visited to arrange repair of the fence.

Cllr Townsend observed that a number of mature trees had been felled in Harden. The Clerk to make enquiries with Bradford Council re. policy position on tree maintenance and preservation.

Cllr Bryan had been approached by several people re. speeding through the village and by the Post Office with regard to parking issues.

Cllr Kirkham stated she intended to follow up planning enforcement issues with Skipton Properties (concerns previously raised relating to the Skipton Properties development).

13/05/20 Correspondence

- a) Email from Bradford Council re. Neighbourhood Planning & Covid-19 Update. Noted.
- b) Agreement from Skipton Properties Limited re. payment of an allotments contribution. Noted.
- c) Email from LGC re. postponement of Climate Change 2020 conference. Noted.

14/05/20 Financial Matters

Resolved:

- a) To receive the 2019/20 internal audit report and note the recommendations made.
- b) Having reviewed the effectiveness of internal controls, to authorise the Chair and Clerk to sign the Annual Governance Statement 2019/20 (section 1 of the AGAR).
- c) To approve the Accounting Statements 2019/20 (Section 2 of the AGAR) and authorise the Chair and Responsible Financial Officer to sign the 2019/20 return.

d) To authorise the following payments: -

Payee	Payment No.	Amount	Description
Ken Eastwood	2020-21-6	£10.35	Mileage
Bradford MDC	2020-21-7	£1,163.85	Salary payment
Maddison Gardens	2020-21-8	£116	Horticulture
Digital Nomads Limited	2020-21-9	£472.80	Website & licences renewal
Town Parish Audit	2020-21-10	£180	Internal audit
Royal Mail	2020-21-11	£352.50	PO Box annual charge

e) To note the following trial balances: -

Harden Village Council			
8th May 2020			
Item	Budget 2020/21	Expenditure to date	Budget Remaining
Staff Costs	9,000	735	8,265
Travel	300	0	300
Subscriptions	1,500	761	739
Insurance	500	0	500
Audits	400	0	400
Newsletter	850	0	850
Website	825	0	825
Parish Plan	1,000	0	1,000
Neighbourhood Planning	5,000	0	5,000
Training	400	0	400
Repairs	100	0	100
Stationery	250	0	250
PC equipment	250	0	250
Small grants	1,000	0	1,000
Horticulture	1,000	0	1,000
Projects & Assets	17,075	0	17,075
S 137	200	0	200
Other	125	0	125
	39,775	1,496	38,279

f) To note the following bank reconciliation: -

Cashbook balances

Balance 1 st April 2020	14,696.64
Add: income to date	43,348.26
Less: expenditure to date	(1,495.99) (incl. VAT)
Total:	56,548.91

Signed:

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Bank account balances 8th May 2020

Community Account	46,411.48	
Business Account	10,212.43	
Less: unpresented cheques	75	
Add: unbanked cash	0	
Total:		56,548.91

15/05/20 Minor Items and Items for Next Agenda

The Clerk reminded Members he had circulated a draft action plan and would appreciate comments and suggestions for inclusion by 1st June so that the plan could be signed off at the next meeting.

Cllr Ahmed suggested the Council should develop an emergency communications plan and also consider how to identify and acknowledge volunteers in the village. Cllr Ahmed and Townsend to collaborate and bring a draft forward for discussion.

Cllr Bryan mentioned that a resident had very kindly repaired a damaged picnic table in the park. It was agreed the Clerk would try to identify and thank the person involved.

Cllr Townsend asked for the climate emergency to be an agenda item at the next meeting.

16/05/20 Next Meeting

To confirm the date of the next virtual Village Council meeting as 11th June 2020, at 7.15pm.

The Chair closed the meeting at 8.37pm.