

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## Minutes of the Annual Meeting of the Council of Bingley Town Council held on Tuesday 16<sup>th</sup> May 2023 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley

Councillors present: **Beckwith, Carney, Clough, Drucquer, Fenton, Gentleman, Gibbons (Chair), Goode, Heseltine, Malik, Miah, Truelove, Williams, Winnard**

Councillors absent: None

In attendance: Eve Haskins (Town Clerk)

Members of the public: Two

**Meeting commenced at 6.30pm.**

### **2324/01 Election of the Chair**

**Resolved** to elect Councillor Gibbons as Chair to Bingley Town Council for the municipal year 2023-24; vote was carried out by a show of hands.

### **2324/02 Chair's remarks**

Noted the following remarks from the Councillor Gibbons, the Chair of the Town Council:

- Thank you for voting me into the position of Chair of the Town Council again in this new civic year.
- Formal welcome to the new town councillor, William Gentleman.
- Please sign the Acceptance of Office forms and return to the Town Clerk.
- Please submit election expenses returns, even if they are null.
- Following the town council elections and district council elections, commiserations to Councillors Drucquer and Winnard, and welcome to the new Ward Councillor Susan Fricker.
- Hope everyone has enjoyed the recent bank holidays.

### **2324/03 Apologies for absence**

None received.

### **2324/04 Disclosures of interest**

No disclosures of interest. No written requests for dispensation had been received.

### **2324/05 Minutes of previous meetings**

**Resolved** to approve the minutes of the Full Town Council meeting held on 25<sup>th</sup> April 2023 as a true and accurate record.

### **2324/06 Confidential items due to be discussed after item 2324/30**

**Resolved** to agree that no agenda items to be discussed in confidence following the exclusion of the press and public in agenda item 2324/30, due to their sensitive nature.

### **2324/07 Public Participation**

None.

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Chair.....

Date.....

**2324/08 Councillor attendance**

**Resolved** to agree that a councillor attendance monitoring record to be kept in house however not published online.

**2324/09 Election of the Vice-Chair**

**Resolved** to elect Councillor Truelove as Vice Chair to Bingley Town Council for the municipal year 2023-24; vote was carried out by a show of hands.

**2324/10 Ongoing items**

- a) Bingley Pool: Councillor Carney provided the update that the Friends of Bingley Pool are currently going through a transition stage, as they are bringing in new trustees from Bingley Swimming Club etc. so aim to regroup, form a survey and introduce a public campaign.
- b) Climate Emergency: No updates.
- c) Speed Indicator Devices (SIDs): Councillor Miah provided the update that all relevant information requested has now been sent to Highways at Bradford Council, and currently awaiting a response; agreed that the Town Clerk to contact them again, and to request that the Ward Councillors pursue this issue also.

**2324/11 General Power of Competence**

**Resolved** to confirm that Bingley Town Council meets the criteria to adopt and use the General Power of Competence, under the Localism Act 2011, sec 1-8.

**2324/12 Councillor vacancies**

Noted there are two councillor vacancies following the elections and that the Town Council will not need to have another election so can move straight onto the co-option process: Town Clerk to progress.

**2324/13 Appointment of Committees and terms of reference**

**Resolved** to agree the following regarding the appointment of committees and their terms of reference:

- a) Emergency Support Sub Committee: Committee appointment and terms of reference agreed.
- b) Events, Marketing and Communications Committee (EMACC): Committee appointment and terms of reference agreed.
- c) Finance and General Purposes Committee: Committee appointment and terms of reference agreed.
- d) Neighbourhood Plan Working Group: Working Group appointment and terms of reference agreed.
- e) Planning Committee: Committee appointment and terms of reference agreed.
- f) Staffing Committee: Committee appointment and terms of reference agreed.
- g) Youth Involvement Working Group: agreed to disband this Working Group.

**2324/14 Election of members to Committees and Working Group**

**Resolved** to elect the following members onto the following committees/working groups:

- a) Emergency Support Sub Committee: Councillors Drucquer, Clough, Fenton and Heseltine.
- b) EMACC: Councillors Carney, Gibbons and Goode.
- c) Finance and General Purposes Committee: Councillors Fenton, Gentleman, Gibbons, Goode, Heseltine, Truelove, Williams and Winnard.
- d) Neighbourhood Plan Working Group: Councillors Drucquer, Gibbons, Truelove and Williams.
- e) Planning Committee: Councillors Clough, Drucquer, Fenton, Gentleman, Gibbons, Heseltine, Miah and Truelove.
- f) Staffing Committee: Councillors Clough, Gibbons, Malik, Truelove and Winnard.

**2324/15 Appointment of Councillors to external bodies**

**Resolved** to agree the following members as representatives to the following external bodies:

- a) Armed Forces Covenant: Councillor Carney.
- b) Bingley Chamber of Trade: Councillors Goode, Heseltine and Truelove.
- c) Bingley Pool: Councillor Carney.
- d) Bingley Ward Partnership: Councillor Gibbons.
- e) Canal and River Trust: Councillor Gibbons.
- f) Parish Council Liaison Group: Councillor Goode.
- g) Plastic Free Bingley: none; it was noted that a lay member of EMACC is a member of this body.
- h) Pub Watch: Councillors Carney and Williams.
- i) SCAPAG: Councillor Clough.
- j) YLCA: Councillors Gibbons and Truelove.

**2324/16 Finance**

**Resolved** the following:

- a) To receive and approve the schedule of payments for May and bank reconciliations for April.
- b) To receive update on internal controls: the internal controls for Quarters 3 and 4 2022-23 need to be undertaken as soon as possible; Town Clerk to liaise with the internal controls' councillor.
- c) Bank mandate/financial controls:
  - (i) To agree the four bank signatories: Councillors Clough, Goode, Truelove and Winnard.
  - (ii) To agree the two councillors to sign the monthly bank reconciliations and statements: Councillors Miah and Williams.
  - (iii) To agree one councillor to undertake quarterly internal controls: Councillor Drucquer.

**2324/17 Policy review**

**Resolved** to agree the following:

- a) Code of Conduct.
- b) Financial Regulations.
- c) Standing Orders.

**2324/18 Insurance**

**Resolved** to agree the Council's annual insurance provision from Hiscox Insurance Company Ltd.

**2324/19 Schedule of meetings**

**Resolved** to agree to adhere to the current schedule for meetings: the last Tuesday of every month for the Full Council (except in December and January, for precept preparation and agreement); the second Tuesday in the month for Planning Committee meetings; the second Wednesday in the month for Finance and General Purposes Committee meetings; and other committees and working groups to be agreed when necessary.

**2324/20 Annual Report**

**Resolved** to agree the following regarding the Annual Report 2022-23: all lead councillors on completed and ongoing projects to put their article on Teams, deadline of two weeks from today (Wednesday 30<sup>th</sup> May); Town Clerk to resend the Teams link.

**2324/21 Finance and General Purposes (F&GP) Committee**

Noted the following update from Councillor Gibbons from the recent F&GP Committee meeting:

- Allotments updates: making progress with allotments.
- Grant: £2000 was approved for the Yorkshire Wellbeing Skills Group.
- **Resolved** to agree the recommendation to transfer £150,000 from the Unity Bank account into the Public Sector Deposit Fund account.

- Adoption of the new business case process: to be deferred to the next meeting.
- **Resolved** to agree the recommendations regarding the work on the Hub: dome/roof needs capping off to deter leaks, and that the roof is not suitable for solar panels.

**2324/22 Green and Clean**

Noted the following update from Councillor Goode on Green and Clean:

- Next litter pick due to take place on 10<sup>th</sup> June, to meet at Three Rise Locks, Bingley.
- Bedding plants should be coming at end of this month and will be getting orders for winter bedding by end of June.

**2324/23 Five Rise Way-marking (pavement signs)**

Noted the following update from Councillor Gibbons on the Five Rise way-marking scheme: still awaiting responses from Bradford Council regarding the plan for the brown signs being moved; the Canal and River Trust have confirmed that they can cover the cost for an information board in the car-park, and wish for a joint approach to Bradford City of Culture 2025 for funding.

**2324/24 Town Clerk's Report**

**Resolved** to accept the Town Clerk's Report.

**2324/25 BCB Radio request**

**Resolved** to agree the following regarding the BCB Radio request: councillors to make themselves available to undertake this recording, Town Clerk to contact the BCB Radio representative to determine whether this is still being offered and what the date would be if so.

**2324/26 Consultations from Highways at Bradford Council**

**Resolved** to agree the following regarding Highways at Bradford Council consultations:

- Proposed B6265 Bradford Road highways improvements – provision for speed humps: agreed that Town Clerk to respond to state that the Town Council do not support this scheme, due to current ongoing works, and that current works need to be completed before any further works are implemented.
- Proposed extended 20 mph zone for Bingley town centre: agreed that Town Clerk to respond to state that the Town Council support this scheme.

**2324/27 Correspondence**

**Resolved** to receive the following correspondence and agree necessary actions as follows:

- Email from Bradford Council re consultation on increased places at Hazelbeck School, Bingley: noted.
- Email from Bradford Council Highways Department re the proposed B6265 Bradford Road highway improvements - provision for speed humps, and Bingley town centre - extended 20 mph zone: see agenda item 2324/26.
- Email from a resident re the purchase of a coronation bench: noted.
- Email from Age UK Bradford and District re Buddy scheme (further information attached): noted, agreed to publicise further.
- Email from Loo of the Year Awards 2023, confirming receipt of entry for the Hub toilets: noted.
- Letter from Unity Trust Bank re new Post Office counter service (re toilet cash): noted that the rules have now been changed again, so can continue banking toilet cash at the post office.
- Emails from YLCA re White Rose and Law and Governance publications, Chair and members Declaration of Acceptance of Office forms etc., and the Infrastructure Levy consultation: noted, and agreed that the Town Clerk to respond to the latter consultation to confirm that the Town Council would like to retain the 25% Infrastructure Levy.

- h) Emails from Bingley Chamber of Trade re the Christmas lights switch-on event 2023: it was noted that a meeting is arranged for this coming Friday to discuss the road closure application.
- i) Email from resident re concerns re refuse collection arrangements on Kent Road: noted.
- j) Email from 'Feeding Bradford and Keighley' re allotments' surpluses: noted, agreed to send this information onto our allotment holders and to promote it.

**Councillor Drucquer left the meeting at 7.50pm.**

**2324/28 Promotional items**

**Resolved** to promote the following items for publication:

- Agenda item 2324/01: Election of Chair.
- Agenda item 2324/09: Election of Vice Chair.
- Agenda item 2324/12: Council vacancies/co-option of councillors.
- Agenda item 2324/13: Committee/working group appointments/terms of reference.
- Agenda item 2324/14: Committee membership (direct to website).
- Agenda item 2324/19: Schedule of meetings.
- Agenda item 2324/22: Upcoming litter pick.
- Agenda item 2324/25: Work with BCB Radio (if still available).
- Agenda item 2324/ 27d: Buddy Scheme for Age UK.
- Agenda item 2324/27j: Allotments' surpluses scheme.

**2324/29 Date of next meeting**

The date of the next Full Council meeting agreed as Tuesday 27<sup>th</sup> June 2023 at 6.30pm at Cardigan House, Ferncliffe Road, Bingley.

**2324/30 Exclusion of press and public**

None.

**Meeting closed at 7.55pm.**

**Actions:**

- **Agenda item 2324/10b: Town Clerk to contact Highways at Bradford Council regarding the SIDs again, and to request that the Ward Councillors pursue this issue also.**
- **Agenda item 2324/12: Town Clerk to progress the co-option process for the two vacancies on the Town Council.**
- **Agenda item 2324/13: Town Clerk to organise for the appointed committee/working group terms of reference to be placed on the website and for reference to the Youth Involvement Working Group to be removed.**
- **Agenda item 2324/14: Town Clerk to organize for the committees' page of the website to be amended accordingly.**
- **Agenda item 2324/17: Town Clerk to organize for the reviewed policies to be placed on the website.**
- **Agenda item 2324/18: Town Clerk to organize for the approved insurance renewal to be confirmed/paid.**
- **Agenda item 2324/20: Town Clerk to resend the Teams link for the Annual Report 2022-23.**
- **Agenda item 2324/21: Town Clerk to arrange for £150,000 to be transferred from the Unity Bank account into the Public Sector Deposit Fund account.**
- **Agenda item 2324/25: Town Clerk to contact the BCB Radio representative to determine whether the local council radio show is still being offered and what the date would be if so.**
- **Agenda item 2324/26: Town Clerk to respond to highways consultations accordingly.**

- **Agenda item 2324/27g: Town Clerk to respond to the Infrastructure Levy consultation to confirm that the Town Council would like to retain 25%.**
- **Agenda item 2324/27j: Town Clerk to arrange for 'Feeding Bradford and Keighley' Share Your Spare leaflet and information to be shared with all allotment holders and promoted via social media.**

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