

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

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MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 18th DECEMBER 2018 AT 6:30PM AT ELDWICK CHURCH, OTLEY ROAD, ELDWICK, BINGLEY, BD16 3EQ

Start: 6:30pm

Finish: 9:00pm

Councillors Present: Councillors Brazendale, Clough, Dawson, Dearden, Goode, Hardman, Owen, Simpson, Truelove, J Wheatley, M Wheatley and Winnard.

**In attendance: Ruth Batterley, Town Clerk
Chris Slaven, BMDC- part of meeting**

Members of the public: One

1819/180 Chair's Remarks

The Chair welcomed:

- Philippa Gibbons as the newly co-opted councillor for the Lady Lane and Oakwood ward
- Thanked Councillor Hardman for her work on the grit bins
- Thanked Councillors Dearden and Goode for their work on the Christmas tree for the All Saints Christmas tree festival
- The Chair noted that she would be doing a reading on behalf of the Town Council at the parish church carol concert on 23rd December

1819/181 Apologies for Absence

- 1. To note apologies for Members' absence (if applicable).**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

Resolved to approve the apologies for Councillor Gibbons

Resolved to approve the apologies for Councillor O'Neill

Resolved to approve the apologies for Councillor Quarrie

Councillor Beckwith was not present

1819/182 Disclosures of interest

- 1. To receive declarations of interest from councillors on items on the agenda.**
- 2. To receive written requests for dispensations for disclosable pecuniary interest**
- 3. To grant any requests for dispensation as appropriate.**

1. There were no declarations of interest

2. No written requests for dispensation had been received

1819/183 Resolution to Adjourn the Meeting

RESOLUTION to adjourn the meeting in order to receive reports from invited guests and in order that the public be permitted to make representations, answer questions and give evidence in respect of any items of business included on the agenda or ask questions on any other matter of relevance to the parish.

Public Participation

- Questions / observations from members of the public
- Reports from invited guests:

1819/184 Minutes of Previous Meetings

To confirm as a correct record the minutes:

- a) Ordinary meeting of the council held on 27th November 2018
- b) Extraordinary meeting of the council held on 4th December 2018

a) It was noted that Crosley Wood should not include an s and the date for the floral displays should read 2019-2022.

Subject to the above amendment

Resolved to approve the minutes of the meeting held on 27th November 2018

b) **Resolved** to approve the minutes of the Extraordinary meeting held on 4th December 2018

1819/185 Emergency Planning

- a) To receive Chris Slaven from Bradford Council to talk about Emergency Planning for Bingley
- b) To consider next steps

Chris Slaven updated the meeting on steps Bradford Council is taking to deal with emergency planning. BMDC has a budget of £30k to deal with support for emergency planning for local councils, but to date only half of this has been spent.

The Chair advised Mr Slaven that the Town Council has resurrected its Emergency Planning sub committee and approval of non-councillor members will be an item on the Finance and General Purposes committee January agenda. A meeting of the sub committee will be convened early February. John Brazendale arrived at 18:40pm and Chris Slaven left the meeting at 18:52pm.

1819/186 Community Asset Transfer, Toilets/ Office & Changing Places facility

- a) To receive an update on the CAT/application for borrowing approval.

Resolved to note that the Town Council had resolved to undertake the conversion of the toilet office project at its meeting in January 2018 when the budget was set to reflect the costs for the conversion. The Town Council once it has obtained all of the necessary permissions, will be putting in an application for borrowing approval.

- b) To consider next steps
- c) To receive an update on the toilet/office project

It was noted that the contract with Bowman Riley is an item on the agenda.

- d) **To receive the revised financial appraisal.**

The revised financial appraisal was noted, along with the costings for the project being left the same as last year until firm costings for the build have been received from Bowman Riley.

- e) **To consider next steps**
- f) **To receive an update on the Changing Places facility**

Resolved to ask from Bradford Council the following information: written confirmation that the project can only be managed and tendered by CBMDC, that the finished facility will meet legal accessibility requirements and for details of insurance and maintenance.

- g) **To consider next steps**

1819/187 Deed for Bowman Riley

- a) **To approve the deed for Bowman Riley**
- b) **To sign the deed**
- c) **To appoint two councillors and Richard Holmes to work with the clerk as a project team**

Resolved to approve the deed with Bowman Riley. Councillor Goode will sign the contract.

Resolved that Councillors Simpson and Truelove, together with Richard Holmes, will work with the clerk as a project team

1819/188 Bingley Town Council budget

- a) **To consider the scoping document for a Bingley Town Council warden**
- b) **To consider the scoping document for an Events/Project manager**
- c) **To consider the recommendation of the Finance and General Purposes committee for the revised draft budget**
- d) **To consider next steps**

- a) There was discussion about the Events/Project manager and Environmental Warden.
- b) The proposal to include the Project/ Events Manager in the 2019-2020 budget was not carried.

Resolved to approve the inclusion of an Environmental Warden in the draft budget.

- c) The Finance and General Purposes committee had recommended the following alterations to the draft budget:
 1. £10k to be removed from projected expenditure for the current financial year for street painting be removed. Street furniture painting if approved will be funded in the new financial year.
 2. Events to be reduced from £15k to £10k
 3. Room hire to be reduced to £1,500
 4. Grants to be reduced from £25k to £20k
 5. Contingency to be increased by £5k

There was discussion.

Resolved that the draft budget be approved with the following amendments:

1. £20k be removed from new staff salaries
2. £5k be added to grants taking the budget back to £25k
3. Events to be reduced to £10k

4. Room hire to be reduced to £1,500
5. £10k to be removed from the projected expenditure figure for Tourism and Regeneration for the street furniture
6. £15k to go into Contingency

1819/189 Market

- a) **To receive an update on the market**
- b) **To consider next steps**

Resolved That Councillors Brazendale, Owen, Truelove and J Wheatley be appointed as the councillors to lead on the market.

1819/190 Christmas lights

- a) **To receive an update on the Christmas lights**
- b) **To consider the School light feature**
- c) **To consider next steps**

- a) It was noted that the Christmas light switch on had been a great success. Some of the lights aren't working or seem not to be fitted flush to the pole. Councillor Truelove and the clerk have both been in touch with Festival Lights to report this. The clerk will chase this up.
- b) The school light feature has been inadvertently promised to Eldwick Primary school. The clerk has obtained safety information about the light, how it can be mounted etc. Councillor Truelove will contact the school to explain the health and safety requirements for the light and establish if the school still wishes to be given the light.

1819/191 Neighbourhood Planning Working Group

To consider any recommendation of the Neighbourhood Planning working group in relation to housing numbers

Resolved that Aecom will be asked to carry out the Housing Needs Assessment focusing on mix and type of housing, not numbers of dwellings, or allocating sites for development.

1819/192 General Data Protection Regulation (GDPR)

- a) **To receive an update on GDPR**
- b) **To consider next steps**

The summary of where the council is with GDPR was circulated with the meeting papers. It was noted that there are still some policies to be adopted and these will be reviewed at the Finance and General Purposes committee in January.

1819/193 Meeting updates

To receive updates and consider any action

- **Police meeting – 4th December 2018.** Councillors were asked to feed back to Councillor Dearden where the SID speed device could be used within the parish.
- **Parking meeting 7th December 2018.** Various actions were contained in the notes from the meeting. **Resolved** that all actions listed below be undertaken:

1. Roads for regular ticketing surveillance be brought to a future council meeting
2. Ward councillors to speak to residents about permit parking in Crossflatts and Priestthorpe Annexe
3. Aire Valley Business park to be written to requesting that it considers alternatives such as car share
4. A senior member of staff from Bingley Grammar School to be invited to a future council meeting to discuss some of the parking issues at the school
5. Request from CBMDC that no parking signs be placed outside Bingley Grammar School
6. To request from CBMDC that zig zag lines be placed at BGS.
7. The Town Council to write to the resident about idling cars to give police advice on this matter

Ward councillor meeting – 17th November. Councillor Pennington has given some information about Bingley related questions asked by Bradford District Councillors to the Chair. The clerk will contact Councillor Pennington to ask if specific questions relating to Bingley can be extracted and e-mailed to the clerk to be shared with the Town Council. It was noted that all ward councillors had been invited to a further meeting in February.

1819/194 Consultations

To consider any comment the Town Council may wish to make on the following consultations:

- a) **BMDC budget consultation**
 - b) **Responses to consultation on monies from sale of Priestthorpe Annexe**
 - c) **Community Buildings grant application pack**
 - d) **School consultations**
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- a) **Resolved** that the Town Council comment should note that there is a proposed reduction in cleansing services and that it is recommended that CBMDC uses some of its reserves to reinstate some of the proposed cuts. CBMDC are to be commended for their efforts and suggest that salaries for senior staff are to be reviewed, along with numbers of councillors and the £600k special responsibility allowance for councillors.
 - b) **Resolved** that the Town Council will recommend to the trustees: 1. To set up a trust fund to allocate funds to Bingley 2. To allocate the funds equally to all publicly funded schools 3. Use the funds to support Bingley Pool as an asset.
 - c) Noted
 - d) Noted

1819/195 Correspondence

To receive correspondence and consider action if necessary

- a) **Bingley Camera Club – Yorks Photographic Society Exhibition**
- b) **NALC Chief Executive's bulletin 07/12**
- c) **BMDC e-mail about removal of Council Tax Support Grant**

Resolved

- a) Information about the exhibition will be put into the Town Council newsletter
- b) The publicity information about new councillors and elections will be brought back to the February full council meeting
- c) Noted

1819/196 Staff cover

- a) **To consider suspending Standing Order 16A (requirement to appoint staff to undertake the work of the RFO)**
 - b) **To consider appointing an Interim Town Clerk for the January full council meeting**
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- a) **Resolved** to suspend Standing Order 16A. The reason for this is the planned period of absence is anticipated to be just two weeks
 - b) **Resolved** to appoint Joe Ashton as the Interim Clerk for the January full council meeting. It was noted that Mr Ashton does not require payment for this meeting.

1819/197 Committee Meeting Minutes

To receive the following draft committee meeting minutes

- a) **Staffing - 21st November 2018**

The minutes were noted.

1819/198 Clerk Report

The report was noted.

1819/199 Finance

- a) **To consider the December schedule of payments. Resolved** to approve the December schedule of payments. The receipts for the month had also been circulated.
- b) **To consider circulation of bank statements, reconciliations and budget reports.** It was noted that currently the bank statements, reconciliations and budget statements are provided to the Finance and General Purposes committee. **Resolved** Going forwards budget monitoring is to be provided to the full council.

1819/200 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved that a short press release will be prepared about Councillor Gibbons.

1819/201 Exclusion of the press and public

To resolve that members of the press and public be excluded from item 1819/202 (a), under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

(Commercial pricing information for painting of street furniture)

Resolved to exclude the press and public from item 1819/202 (a).

1819/202 Street furniture painting

- a) **To receive the initial quotation for the re-painting of street furniture in Bingley.** The initial quotation was received.

- b) To consider the proposal for the painting of street furniture in Bingley.** Councillor Truelove explained the proposal. The clerk explained that there are various queries that need to be resolved, one of which is whether the painting of street furniture is a statutory duty for Bradford Council in which case the council will not be able to proceed with the work under the General Power of Competence.
- c) To consider next steps. Resolved** that the clerk and Councillor Truelove will obtain the remaining information and providing all of the information is in order, the street furniture painting will be pursued early in the next financial year.

1819/203 Date and location of next meeting

To note the date of the next meeting as being Tuesday 22nd January 2019 at Cardigan House, Ferncliffe Road, Bingley BD16 2TA at 6:30pm