

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 25th AUGUST 2020

Start: 6:30PM

Finish: 9:00PM

Councillors present: Clough, Drucquer, Dawson, Goode, Heseltine, Holmes, Malik, Miah, Owen, Pennington, Simpson, Truelove Williams and Winnard.

In attendance: Ruth Batterley, Town Clerk, Laura Jowett, Administrative Officer.

Members of the public: eight, part of meeting

2021/77 Chair's remarks

- The Chair advised that following feedback, councillors are asked to speak for a maximum of five minutes.
- Meetings continue to be held remotely and staff continue to work from home.
- Councillor Holmes has resigned from the council, his contribution and calm, good natured approach will be missed. The Chair thanked him for his contribution, particularly on the Hub and renovation of the Hub. She noted that Richard Holmes will continue to provide advice and guidance on the Hub and renovation project.
- The next market is on 5th September
- The council Hub is nearing completion. Councillor Heseltine left the meeting at 18:38
- There has been anti-social behaviour in Myrtle Park. Police Liaison meetings need to be resumed
- The Administrative Officer has been successful in being appointed Town Clerk of Pateley Bridge Town Council

2021/78 Apologies for absence

- a) To note apologies for absence
- b) To receive and consider apologies for absence
- c) To approve reasons for absence

Councillor Heseltine returned to the meeting at 18:40.

Resolved to approve the reasons for absence for Councillor Barton.

Resolved to approve the reasons for absence for Councillor Brazendale.

2021/79 Disclosures of interest

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest
- c) To grant any requests for dispensation as appropriate.

Councillor Goode and Simpson advised of their interest in item 2021/85. They are both members of the Friends of Myrtle Park.

2021/80 Minutes

To approve the minutes of the meeting held on Tuesday 28th July 2020

It was noted that item 2021/65 should read John Coulton, not Simon.

Subject to the above amendment:

Resolved to approve the minutes of the meeting held on 28th July 2020.

2021/81 Public Participation

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chairman.

- A member of the public spoke about issues about the use of the field near Lyndale Avenue in Eldwick. The field is used for an all-women's boot camp and for junior football. The field is managed by CBMDC Education Department. A number of concerns have been expressed by local residents about the use of this field for sports activities; some residents have filmed the activities and allowed their dogs onto the field whilst activities are taking place. The groups using the field have taken proactive action around parking issues and other matters that the residents are concerned about. Councillors Truelove and Heseltine will speak with the member of the public to see what can be done to help, and if necessary, bring an agenda item to a future council meeting.
- A second resident spoke about the Changing Places campaign. She noted that the transfer from CBMDC to the town council is a community asset transfer. The resident requests provision for her daughter. The provisions provided by the town council exclude her daughter and the funds to carry out the renovation come from public money. She noted that no real progress has been made on the town council providing a Changing Places facility.

2021/82 Newsletter/ annual report

a) To consider the copy for the newsletter

Small amendments were requested. Subject to the amendments **resolved** to approve the copy of the newsletter.

2021/83 Administrative Officer hours

a) To consider initial requirements for Administrative Officer hours

Councillor Owen advised that this item would be taken at the end of the agenda, with press and public excluded, owing to personal information about a member of staff.

2021/84 Changing Places

a) To investigate modular options for a Changing Place facility

b) To consider writing to Northern Rail about the possible inclusion of a Changing Places facility in the refurbishment of Bingley Train Station

a) Resolved to investigate modular options for a Changing Places facility

b) Resolved to write to Network Rail asking about progress on the refurbishment of Bingley Train Station and about the inclusion of a Changing Places facility in the refurbishment.

2021/85 Parks and Cleansing

a) To request a meeting with Brian Dobson, CBMDC, representatives of Friends of Myrtle Park and town councillors to discuss current parks and cleansing issues and future plans for Myrtle Park

Resolved to request a meeting with Brian Dobson, representatives of the Friends of Myrtle Park and Councillors Goode, Simpson and Owen. Councillor Heseltine left the meeting at 19:26.

2021/86 Bingley Covid group

a) To receive note from the last two meetings of the Bingley Covid group

b) To consider the Town Council joining the proposed Bingley Partnership Group.

c) To consider nominating two councillors to be representatives on this group

- a) The notes were received.
- b) and c) **Resolved** that Bingley Town Council will join the proposed Bingley Partnership Group and that Councillors Clough and Owen will be the town council representatives to this group.

2021/87 Neighbourhood Plan

Two members of the public left at 7:15pm

To approve the recommendation of the Planning committee:

- a) **To approve the feedback on the Masterplan and Design Code, to recommend attendance at the workshop with AECOM to all councillors and to invite representatives from BDMC to attend the workshop.**
- b) **To invite interested councillors to the workshop being held on Wednesday 16th September at 6:30pm**

Resolved to approve the feedback on the Masterplan and Design Code, to arrange the workshop, inviting representatives from Bradford Council and town councillors to the consultation.

2021/88 Christmas 2020

- a) **To recommend waiving financial regulation 11.d for the Christmas Lights to be purchased from Festival Lights without pricing competition for the reason that Festival Lights have carried out previous installations of Bingley's lights.**
- b) **To consider the risk assessment for the suspension of financial regulation 11.h**
- c) **To consider the contract for the Christmas lights**
- d) **To consider the risk and resource assessment for the purchase of Christmas items.** Councillor Malik left the meeting at 19:46.
- e) **To consider purchasing Christmas lights from Festival Lights for the cost of up to £6,361**
- f) **To consider purchasing a Christmas tree from Carlton Nursery for the cost of £900**
- g) **To consider options for safety barriers for the tree**
- a) **Resolved** to waive financial regulation 11.d for the reason that Festival Lights have provided Bingley Town Council's Christmas lights in recent years, are an approved contractor and store the town council lights.
- b) The risk assessment for the suspension of financial regulation 11.h had been circulated to councillors with the meeting papers. **Resolved** to suspend financial regulation 11.h for reasons of Festival Lights have provided lights previously, have stored the lights and are an approved contractor.
- c) This will be considered at a later meeting, along with d.
- d)
- e) The Clerk advised that there is £7,000 in the Christmas and seasonal events budget. **Resolved** to purchase lights from Festival Lights, including the new time clock and supply and installation of IP related boxes and to vire £400 from Warden Equipment to the Christmas and Seasonal Events budget. Councillor Malik left the meeting at 19:46.
- f) **Resolved** to purchase a Christmas tree from Carlton Nursery for the cost of £900, including safety barriers.

2021/89 Schedule of meetings

- a) **To consider the schedule of meetings for 2020-2021**

Resolved to approve the schedule of meetings as being the last Tuesday of each month for the full council meetings, other than the December meeting being held on 15th December and January 2021 being held on 19th January. Councillor Malik returned to the meeting at 19:51. Councillor Williams left the meeting at 19:51 and returned at 19:53.

2021/90 Planning matters

- a) **To consider the Further Information Report for application 20/02559/FU Leeds Bradford**

Airport. The report was noted.

- b) **To consider any comment the council may wish to make on pole mounted ticket validators at Bingley Station- 20/02654/LBC).** Resolved that the council will recommend approval of this application. Two members of the public left at 19:54 and Councillor Dawson at 19:57.

2021/91 Policies and terms of reference

To consider the recommendation of the Staffing committee to approve:

- a) **Staff expenses policy.** Point 5.3 shall be changed from Chair of the Staffing committee or Chair of the Council to Line Manager. Subject to this amendment, **resolved** to approve the Expenses policy.
- b) **Dignity at Work policy.** Resolved to approve the Dignity at Work policy.

To consider:

- a) **The updated Model publication scheme.** Resolved to approve the updated Model Publication Scheme. Councillor Dawson returned to the meeting at 20:11
- b) **Finance and General Purposes committee terms of reference.** Resolved to approve the amended terms of reference.
- c) **Planning committee terms of reference.** Resolved to approve the Planning committee's terms of reference.
- d) **Staffing committee terms of reference** Resolved to reduce the quorum to three, and include the committee having delegated authority to deal with variations to contracts and requests for change of contracts and flexible working.
- e) **CIL.** Amendments to the existing policy were tabled to allow CBMDC a response time for projects. Resolved that the policy be amended.

2021/92 Correspondence

To consider the following items of correspondence:

- a) **E mail from resident about resident car parking permits.** Resolved that a letter of objection be written to CBMDC about the permits.
- b) **Reply from MP about Local Electricity Bill.** The response was noted.
- c) **White Rose Update 17th July- request to contact local MPs regarding supporting business rate exclusion for public toilets.** Resolved to write to the local MP requesting that he supports this bill.

2021/93 Remembrance Sunday

- a) **To receive an update on Remembrance Sunday**

The council was advised that there is no advice from NALC about Remembrance Sunday this year. YLCA advice is to follow government guidelines. The council had been informed by the Chair of the Bingley Remembrance Group that if the parade is unable to take place due to the Covid pandemic an event or service will be held. The clerk was asked to get in touch with the Remembrance Group and remind them about the town council grant scheme.

2021/94 Updates

To consider updates on:

- a) **The CAT of Bingley Pool.** Councillor Goode left the meeting at 20:31. Councillor Owen will write to the Friends of Bingley Pool requesting an update.
- b) **Ward councillors.** A thorough update was received. Councillor Goode returned at 20:34

2021/95 Finance

- a) **To consider the August schedule of payments.** Resolved to approve the August schedule of payments.

- b) **To note the payment to BPG.** The payment of £59,539.01 had been made to Building Projects Group under contract.
- c) **To note receipts.** Receipts were noted.
- d) **Monthly budget monitoring report.** The monitoring report, together with the explanation of variances was discussed. **Resolved** to vire £400 from new staff salaries to travel and subsistence.
- e) **To approve the direct debit for the office broadband.** **Resolved** to approve the direct debit for the broadband for £25 per calendar month.
- f) **To receive information about budget setting for 2021-2022.** The Clerk advised that budget setting will be on up coming committee agendas. Councillors were requested to submit any relevant costed budget proposals to the relevant committee. The Clerk can give advice if needed.

2021/96 Clerk report

- a) **To receive the Clerk report**

The Clerk report was noted.

2021/97 Committee minutes

To receive draft minutes of the following committees:

- a) **Planning committee – August draft minutes attached.** The draft minutes were noted.
- b) **Finance and General Purposes committee.** The minutes had not been circulated.

2021/98 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to publicise Christmas, objection to visitor parking permits, town council joining Bingley Partnership Group, the September market and the newsletter.

The remaining members of the public left the meeting.

2021/99 To resolve that members of the press and public be excluded from items 2021/100 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Consideration of nominating local residents for a letter from the Lord Lieutenant)

2021/100 Letter from Lord Lieutenant

To consider the nomination of local residents to receive a congratulatory letter from the Lord Lieutenant

Resolved to recommend **two** local residents for a letter from the Lord Lieutenant for their work in the Bingley community during the pandemic.

2021/83 Administrative Officer hours

- b) **To consider initial requirements for Administrative Officer hours**

Resolved to delegate to the staffing committee dealing with the request for a variation of hours/flexible working, along with associated temporary cover.

2021/101 Date of the next meeting

To note the date of the next meeting as being Friday 4th September at 10:00am