

## BINGLEY TOWN COUNCIL

### MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 28<sup>TH</sup> JUNE AT 6:30PM AT COTTINGLEY VILLAGE PRIMARY SCHOOL, COTTINGLEY MOOR ROAD, BINGLEY.

Start: 6:30pm

Finish: 9:00pm

**Councillors Present: Councillor Beckwith, Brown (Chair), Chapman, Dawson, Goode, O'Neill, Quarrie, Truelove, Varley and Winnard**

**In attendance: Ruth Batterley, Interim Town Clerk  
Stephanie Moore, BMDC- part of the meeting  
Carole Coates, BMDC- part of the meeting**

**Members of the public: Eight**

#### **1617/1 Chairman's Remarks**

Councillor Brown welcomed everyone to the meeting.

#### **1617/2 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.**

There were no disclosures of interest and no written requests for dispensations had been received.

#### **1617/3 Apologies for Absence**

**Resolved** to approve the apologies of Councillors Cheney (work), Clough (Illness), Dearden (personal), Simpson (holiday), J Wheatley (holiday) and M Wheatley.

Proposed Councillor O'Neill, seconded Councillor Goode and agreed. All were in favour.

#### **1617/4 Resolution to Adjourn the Meeting**

**Resolved** to adjourn the meeting.

Proposed Councillor O'Neill, seconded Councillor Truelove and agreed. All were in favour.

Stephanie Moore and Carole Coates arrived from BMDC at 6:35pm.

The Bradford officers noted that the transfer is to take place from September. The allotment holders should see no difference other than a change of landlord.

Ms Moore gave answers to the questions put to Bradford Council ahead of the meeting.

1. Question about recent site surveys. Beck Lane and Stanley Street sites were inspected in April 2016. No problems were identified. Warren Lane is on a long lease and as such does not receive inspections.

2. Income. Beck Lane £1682.27 per annum and Stanley Street £58.14
3. Expenditure per site. Zero in this financial year. Ms Moore will send figures through for the last three years. Various items of recent expenditure have been authorised including the removal of asbestos.
4. Japanese knotweed. Ms Moore confirmed that repeat spraying took place between 2010-2013 until the site was sold. Any queries about knotweed need to be referred to the current owner or DEFRA.

Allotment holders who attended the meeting asked questions about the future management of the allotments once the transfer to Bingley Town Council has taken place and about the Japanese knotweed. The clerk advised she had received the answers to the questions posed by the allotment holders that afternoon and she will forward them to the site representative.

Questions were asked about the process for the handover and Ms Moore advised that this would be by asset transfer. Ms Moore will put a pack of policy documents together for the Town Council.

Councillor Brown advised the BMDC officers that a solicitor is yet to be appointed by the Town Council to deal with the conveyance of the allotments and that the detail of the transfer will be dealt with by the Finance and General Purposes Committee. This committee may request further information/ meetings with the BMDC officers.

Ms Moore and Ms Coates were thanked by the Chairman for attending the meeting and they left at 7:00pm, together with three members of the public.

#### **1617/5 Minutes of the Previous Meeting**

Councillor Brown identified the following amendments to the minutes of the meeting held on 18<sup>th</sup> May 2016:

#### **Item 4 Code of Conduct**

This should read NALC Code of Conduct.

#### **Item 6 Appointment of Proper Officer and Responsible Financial Officer**

This should read

The Interim Clerk is to be appointed on SCP 32 £14.88 per hour.

b) That the Staffing Committee shall consider applications for the post of Clerk and Responsible Financial Officer

c) That shortlisted candidates shall be interviewed by the Staffing Committee and make a presentation to the full council

#### **Item 11 Insurance Cover**

This should read:

To delegate to the Interim Clerk investigating and purchasing insurance for Bingley Town Council in consultation with the Finance and General Purposes Committee.

#### **Item 12a) Bank Account**

This should read

To delegate to the Interim Clerk investigating and opening a bank account for Bingley Town Council in consultation with the Finance and General Purposes Committee. Local branches to be consulted in the first instance.

#### Item 13b) Office Equipment

This should read

To delegate to the Interim Town Clerk, the purchase of equipment including telephone, laptop, printer, domain name and hosting, with priority being given to local businesses.

**Resolved** to approve these amendments. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour.

#### 1617/6 To adopt Standing Orders for Bingley Town Council

- 1. To consider whether the Chair and Vice Chair as ex officio members of the Town Council committees shall be permitted voting rights on council committees.**
  - 2. To delegate the unrevised Standing Orders to the Finance and General Purposes Committee for tailoring to the requirements of Bingley Town Council.**
- 1. Resolved** that the Chair and Vice Chair will be permitted voting rights on council committees. Proposed Councillor Quarrie, seconded Councillor Winnard and agreed. All were in favour.
  - 2. Resolved** that the unrevised Standing orders be adopted for Bingley Town Council and that they be delegated to the Finance and General Purposes Committee for tailoring to the requirements of Bingley Town Council. Proposed Councillor Varley, seconded Councillor Truelove and agreed. All were in favour.

#### 1617/7 To adopt Terms of Reference for the following committees:

- 1. Staffing Committee**
- 2. Finance and General Purposes Committee**
- 3. Planning Committee**

- 1. Staffing Committee. Resolved** to adopt the Staffing Committee Terms of Reference for Bingley Town Council. Proposed Councillor Winnard, seconded Councillor Dawson and agreed. All were in favour.
- 2. Finance and General Purposes Committee. Resolved** to adopt the Finance and General Purposes Committee Terms of Reference for Bingley Town Council. Proposed Councillor Truelove, seconded Councillor Goode and agreed. All were in favour.
- 3. Planning Committee. Resolved** to reduce the quorum to three. Proposed Councillor Quarrie, seconded Councillor Truelove and agreed. All were in favour.

Subject to the above amendment **resolved** to adopt the Planning Committee's Terms of Reference for Bingley Town Council. Proposed Councillor O'Neill, seconded Councillor Beckwith and agreed. All were in favour.

#### 1617/8 Bank

- 1. To confirm Unity Bank as the bank for Bingley Town Council**
- 2. To approve Unity Bank's Terms and conditions**
- 3. To confirm the operation of the account as requiring two signatories**
- 4. To sign the mandate as necessary**

1. **Resolved** to confirm Unity Bank as the bank for Bingley Town Council. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. All were in favour.
2. The bank's Terms and Conditions had been circulated to the council with the meeting papers. **Resolved** to approve Unity Bank's Terms and Conditions. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.
3. It was noted that there are four signatories to the account and that best practice for local councils is that two signatories are required for each transaction. **Resolved** to confirm the operation of the account as requiring two signatories. Proposed Councillor Quarrie, seconded Councillor Truelove and agreed. All were in favour.
4. Signatories were requested to remain after the meeting to sign the mandate.

#### **1617/9 To delegate the work for the transfer of the allotments from Bradford Council to the Finance and General Purposes Committee.**

**Resolved** to delegate the work for the transfer of the allotments to the Finance and General Purposes Committee. Proposed Councillor Winnard, seconded Councillor Varley and agreed. All were in favour.

#### **1617/10 To consider the Priorities document for Bingley Town Council**

Councillor Dawson outlined the content of the document she had prepared. The aim is to give the new Town Council focus. The timescale is to be altered from four to six months. It was noted that these priorities can be altered and the document should be reviewed every three months.

**Resolved** that the Priorities document have the time frame extended from four to six months and that it be approved for Bingley Town Council.

Proposed Councillor O' Neill, seconded Councillor Varley and agreed. All were in favour.

#### **1617/11 Town Council representation at forthcoming community events**

1. **To approve events where the Town Council wishes to be present.**
2. **To allocate a budget of £300 delegated to the Clerk for arrangements in connection with community events.**

Councillor O'Neill outlined details of his proposal The council thanked him for the stall that he had arranged for the Eldwick Gala.

One member of the public left the meeting at 7:30pm.

1. **Resolved** that the Town Council will have a presence at the following events:
  - Cottingley Fun day, Councillors Beckwith and Goode to co-ordinate.
  - Bingley Show, Councillor Varley to co-ordinate.
  - Canal Festival. Councillor Chapman to book the stall.
  - Christmas lights. Councillor Brown to be the lead with the Chamber of Trade

Proposed Councillor Dawson, seconded Councillor Quarrie and agree. All were in favour.

2. **Resolved** to allocate a budget of £300 delegated to the clerk for arrangements in connection with community events. Proposed Councillor Dawson, seconded Councillor Varley and agreed. All were in favour.

### **1617/12 Derelict Buildings**

- 1. To consider any action to be taken with regard to derelict buildings as contained in the report.**

Councillor Dawson's report had been circulated with the meeting papers. Councillor Dawson was thanked by the Chairman for the report.

Councillor Dawson noted that Bingley centre needs a proactive regeneration strategy. There was wide ranging discussion about the report.

**Resolved** to proceed with points 1-14 in the report subject to the legal aspects being checked with the Yorkshire Local Councils Association.

Proposed Councillor Dawson, seconded Councillor Varley and agreed. All were in favour.

### **1617/13 Payroll**

- 1. To appoint Bradford Community Payroll as the payroll provider for Bingley Town Council**

**Resolved** to appoint Bradford Community Payroll as the payroll provider for the Town Council.

Proposed Councillor Truelove, seconded Councillor O'Neill and agreed. All were in favour.

### **1617/14 To approve recommendations of the Finance and General Purposes Committee**

- 1. Communications:**

- To approve the draft communications policy which will be amended by the Communications Working Group of the Finance and General Purposes Committee, yet to be appointed.**
- To set up:**
- A temporary website for Bingley Town Council, Facebook, Twitter and Streetwise accounts.**

- 2. To lease the Shipley and Bingley Voluntary Service office for one year.**

- 1. Resolved** to approve the draft communications policy which will be amended by the Communications Working Group. Councillors Chapman, Brown, Dawson, Varley and the Clerk are to be tasked with uploading information and responses to the social media sites listed above.
- 2. Resolved** to lease the Bingley and Shipley Voluntary Service office for one year. Proposed Councillor O'Neill, seconded Councillor Quarrie and agreed. All were in favour.

### **1617/15 Recruitment of permanent clerk**

- 1. To delegate the recruitment of the permanent clerk to the Staffing Committee**
- 2. To allocate up to £600 for costs associated with the recruitment**

- 1. Resolved** to delegate the recruitment of the permanent clerk to the Staffing Committee. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.
- 2. Resolved** to allocate up to £600 for associated recruitment costs. Proposed Councillor Truelove, seconded Councillor Quarrie and agreed. All were in favour.

### **1617/16 Training**

- 1. To approve All Council Training to be held on 11<sup>th</sup> July 2016**
- 2. To approve that Councillor O'Neill attend YLCA training in Harrogate on 4<sup>th</sup> July 2016**

### **3. To allocate £300 for training**

- 1. Resolved** to approve All Council training to be held on 11<sup>th</sup> July. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.
- 2. Resolved** to approve that Councillor O'Neill attend YLCA training in Harrogate on 4<sup>th</sup> July. Proposed Councillor Winnard, seconded Councillor Goode and agreed. All were in favour.
- 3. Resolved** to allocate £300 for this training. Proposed Councillor O'Neill, seconded Councillor Dawson and agreed. All were in favour.

### **1617/17 YLCA Branch Meeting**

- 1. To approve that Bingley Town Council host the YLCA branch meeting on 9<sup>th</sup> November and to provide refreshments**
- 2. To allocate £150 for this meeting**

- 1. Resolved** to approve that Bingley Town Council host the YLCA branch meeting on 9<sup>th</sup> November, providing refreshments. Proposed Councillor O'Neill, seconded Councillor Quarrie and agreed. All were in favour.
- 2. Resolved** to allocate £150 for this meeting. Proposed Councillor Quarrie, seconded Councillor Truelove and agreed. All were in favour.

### **1617/18 Meeting of Full Town Council in August**

- 1. To consider if Bingley Town Council wishes to hold a full Town Council meeting in August**

**Resolved** that Bingley Town Council should meet in August. Proposed Councillor O'Neill, seconded Councillor Quarrie and agreed. All were in favour bar one abstention from the vote.

### **1617/19 Litter and Dog Fouling**

- 1. To receive the report on litter and dog fouling**
- 2. To consider next steps to be taken as outlined in the report**
- 3. To allocate up to £250 for the project**

Councillor Simpson's report had been circulated with the meeting papers. The Clerk explained that the power to undertake this work is section 137. She explained that the council had to decide to use section 137 taking into account that the work must be for the benefit of residents of the parish and that the benefit needs to be commensurate with the expenditure. The council agreed to use section 137.

Resolved

- 1. Resolved** to receive the report. Proposed Councillor Brown, seconded Councillor Winnard and agreed. All were in favour.
- 2. Resolved** that Councillor Simpson is to undertake the points listed in the report setting up a working party to facilitate this. Proposed Councillor Brown, seconded Councillor Dawson and agreed. All were in favour.
- 3. Resolved** to allocate up to £250 for the project. Proposed Councillor Winnard, seconded Councillor Truelove and agreed. All were in favour.

### **1617/20 Local Development Framework Consultation (LDF)**

1. **To consider a public event to be held in Eldwick/Gilstead for consultation on the LDF. To allocate up to £200 for costs.**
2. **To receive an update from Councillor Truelove on the Town Council comment on the LDF**

Councillor Truelove updated the council on the meeting that he and Councillor Quarrie had attended about the LDF at Bradford Council. It was noted that any development over 5 properties will count towards the parish site allocations.

1. **Resolved** to hold an open drop in event in the middle of July in Eldwick for members of the public to attend and to allocate up to £200 for costs. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. All were in favour. Two members of the public left the meeting at 8:45pm.

#### **1617/21 Bingley Market**

1. **To facilitate a meeting between market holders and BMDC**

Councillor Dawson advised that a meeting with a clear agenda is needed inviting Bradford Council market managers and stall holders to attend.

**Resolved** to facilitate a meeting between stall holders and BMDC market managers. Proposed Councillor Quarrie, seconded Councillor Truelove and agreed. All were in favour.

#### **1617/22 Interim Clerk Report**

The report was noted. Proposed Councillor Beckwith, seconded Councillor Goode and agreed. All were in favour.

#### **1617/23 Meeting reports**

1. **YLCA meeting.** The report was noted. Proposed Councillor Dawson, seconded Councillor Beckwith and agreed.
2. **Parish Council Liaison meeting.** The report was noted. Proposed Councillor O'Neill, seconded Councillor Truelove and agreed.

#### **1617/24 Minutes of meetings**

1. **Planning Committee held on 16<sup>th</sup> June 2016**

The minutes were received. Proposed Councillor Dawson, seconded Councillor O'Neill and agreed.

#### **1617/25 Correspondence**

1. **Letter from Mr. Lomas about Leeds Bradford Airport. Resolved** to send a copy of Mr. Lomas' letter to the airport asking for comment and a copy of their environmental plan. Proposed Councillor Truelove, seconded Councillor Quarrie and agreed. All were in favour.
2. **E-mail from Kevin Sunderland about Giant Hogweed. Resolved** to send a copy of Mr Sunderland's e-mail to BMDC asking the steps that have already been taken and future steps to be taken to eradicate the weed. Proposed Councillor Dawson, seconded Councillor Truelove and agreed. All were in favour.

#### **1617/26 Finance**

1. **To approve the following payments:**

• Came and Company	Insurance	£547.50
• Cottingley Village Primary School	Room hire	£87.50
• Nevis	Hosting	£49.00
• Nevis	Software support	£75.00

• Nevis	Office equipment	£1,950.40
• YLCA	Subscription	£1,746.00
• Ruth Batterley	Stationery and printing	£24.38
• Ruth Batterley	May salary	£744
• Exa Networks	Hosting	£120
• Terence Brown	Opening of Unity account	£500

Councillor Dawson thanked Councillor Brown for paying the initial deposit required to open the Unity Bank account.

**Resolved** to approve the payments listed above. Proposed Councillor O'Neill, seconded Councillor Quarrie and agreed. All were in favour.

**1617/27 Date and location of next meeting.**

**To note the date of the next meeting as being Tuesday 26<sup>th</sup> July 2016.**