

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 29TH NOVEMBER AT 6:30PM AT ELDWICK CHURCH HALL, OTLEY ROAD, ELDWICK.

Start: 6:30pm

Finish: 9:15pm

Councillors Present: Councillor Beckwith, Chapman (part of meeting), Dawson, Dearden, Goode, O'Neill, Quarrie, Simpson, Truelove, J Wheatley, M Wheatley and Winnard.

In attendance: Ruth Batterley, Town Clerk
Mark Shaw, BMDC Ward councillor

Members of the public: eight

1617/113 Chairman's Remarks

Councillor Dawson was Chair for the meeting owing to Councillor Brown's illness.

Councillor Dawson thanked the councillors and volunteers who helped with the Christmas lights and event on 26th November. Particular thanks were offered to Councillors Brown and Truelove for their work on the Christmas lights that the town council had provided for the trees.

Thanks were also expressed to the Chamber of Trade for such a successful event.

Councillor Dawson advised the council that she, Councillors Dearden and Truelove had met with Susan Hinchcliffe, leader of Bradford Council on 28/11/16. A written report of this meeting will follow but extensive cuts are planned across a whole range of services for the Bradford district.

1617/114 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 none.

1617/115 Apologies for Absence

Resolved to approve the apologies of Councillors Brown, (illness) Clough (illness) and Varley (work).

Proposed Councillor Quarrie, seconded Councillor Winnard and agreed. All were in favour.

1617/116 Resolution to Adjourn the Meeting

Resolved to adjourn the meeting so that members of the public could speak. Proposed Councillor Goode, seconded Councillor Truelove and agreed. All were in favour.

Several residents spoke about the new timetable for buses in Eldwick and Gilstead. Issues of poor timetabling, not going to the surgery at Canal Side, having to wait at the terminus if travelling after 11:20am with particular issues for the elderly needing to go to the Canal Side surgery in the afternoon were mentioned. There are no bus shelters on the route going towards Gilstead and Eldwick which causes problems because of the longer waiting times. Additionally, there has been no consultation by First Buses prior to the new timetable being implemented on 30th October. Bradford Councillor Shaw advised that the

ward councillors have been dealing with the buses on this route for a long time. First Buses have been trying to implement this change for a considerable period.

1617/117 Minutes of the Previous Meeting

Resolved to approve the minutes of the meeting held on 25th October 2016. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

1617/118 To receive information on the following ongoing issues and decide further action where necessary:

- a) **To receive an update on the Emergency Plan.** Councillor Chapman updated the council:
 - She advised that the Emergency Plan has now been written for the town but as it contains personal information it is not a public document.
 - The Bingley fire station will be the base should an incident occur in Bingley. The emergency box which is being updated by Bradford Council will be kept in the fire station. The emergency plan is owned and delivered by Bradford Council. Councillor Chapman noted that a leaflet with simple advice of what to do in an emergency is being developed by Chris Slaven (Bradford Council) and the Environment Agency.
 - It was noted that the plan covers all emergencies as well as floods
 - It was confirmed that the emergency number for Bradford Council is 01274 431000 and this is a 24 hour number for the public to contact.
- b) **Town Council Vacancy** Councillors had been circulated with the election information provided by Bradford Council. If there is to be a contested election it will take place on 5th January 2017.

1617/119 Eldwick/Gilstead buses

- a) **To receive information about the change to bus routes in Eldwick/Gilstead and to consider any action that the council may wish to take about this matter**

Councillor Winnard updated the council on issues with the bus routes in Eldwick and Gilstead. The changes were implemented on 30th October with no consultation with residents. Councillor Winnard has contacted First Buses and met with Oliver Howarth, Business Director from First Buses on 25/11/16. Mr Howarth advised that the bus service is wholly commercial and the changes were made to improve reliability and punctuality.

First Buses are offering to arrange a meeting with Bingley Town Council, Neale Wallace of West Yorkshire Combined Authority and Paul Turner, Head of the Commercial Department at First West Yorkshire Ltd. Councillor Beckwith added that the issue affects people in Cottingley too who rely on the bus service to reach Cottingley Medical Centre.

Resolved Councillor Winnard is to draft a letter for the Clerk's signature to be sent to First Buses and Metro expressing in the strongest terms the council's dissatisfaction with the new routes and lack of public consultation about the changes. Mr Akester from The Gilstead Village Society and Councillor Mark Shaw are both to be invited to also attend the meeting. Proposed Councillor Dawson, seconded Councillor Winnard and agreed. All were in favour.

1617/120 Report from Yorkshire Local Councils Association

- a) **To receive the report from the Yorkshire Local Council's Association and consider any action that the council may wish to take about working groups**
 - b) **To task the Finance and General Purposes Committee to review the terms of reference for all committees**
 - c) **To consider any additional matters arising from the report**
- a) The report had been circulated with the meeting papers. **Resolved** that the Finance and General Purposes Committee be tasked with looking at the existing working groups and make recommendations to full council about whether they are committees or working groups. Proposed

- Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.
- b) **Resolved** that the Finance and General Purposes Committee be tasked with reviewing the terms of reference for all committees. Proposed Councillor Dawson, seconded Councillor Simpson and agreed.
- c) **Resolved** that the council takes up the offer of quarterly meetings with YLCA. Councillor Dawson noted that the cost for this will be travel expenses from York, but that the YLCA officer's time is part of the council's subscription fee. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour. The meetings are to be opened to all councillors who wish to attend.

1617/121 Additional staff resource

- a) **To consider the recommendations made in the YLCA report about additional staff resource**
- b) **To consider any next steps that the council may take in relation to additional staff resource**

- a) Councillor Dawson's report about employing an additional member of staff had been circulated with the meeting papers. The following was noted:
- There is to be a likely transition from working groups to committees
 - The workload of the council is heavier than originally anticipated
 - Councillors helping with administrative tasks, although very welcome, is not sustainable in the long term
 - Details of similar sized local councils' number of staff hours circulated as part of the report revealed that all had more staff hours than Bingley.
 - Councillors asked questions about the budget and whether the suggested salary reflected the National Living wage. The clerk assured the council that all points on the NJC scale were above or in line with the National Living wage.

Resolved that the council employs a part time assistant for 18 hours per week on NJC salary scale point 18 or 19, to be determined by the Staffing committee and that the appointment of the staff member and entire recruitment process be delegated to the Staffing committee. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour, bar one abstention from the vote.

1617/122 Draft budget

- a) **To consider the draft budget and to make any revisions as necessary**

Councillors had been circulated the draft budget with the meeting information. Councillor Dawson asked councillors to make individual comments on the budget. Comments included:

- The council needs to balance its books
- The proposed budgets for Green and Clean, Neighbourhood Plan and traffic measures were too high
- The council is not yet established and there should only be a minimum increase in the budget
- The council needs to be ambitious and achieve something for Bingley
- The council needs a larger reserve.

Councillor Chapman left the meeting at 7:45pm.

The clerk advised that confirmation of the council tax base and council tax support grant are needed to finalise the budget and this information would be provided by Bradford Council in early December.

Traffic measures	£30,000 be removed
Neighbourhood Plan	be reduced to £10,000 and £10,000 be added to the general reserve
Green and Clean	be reduced to £20,000

And that subject to the above alterations and information from Bradford Council about the tax base and council tax support grant, the draft budget be approved. Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour.

Seven members of the public and Ward Councillor Mark Shaw left the meeting at 8:30pm.

1617/123 Logo

- a) **To receive the sample logos and consider if the full council or Finance and General Purposes committee will make the decision about which logo the council is to adopt**

Resolved that full council should make the decision about which logo to adopt. Proposed Councillor Goode, seconded Councillor Quarrie and agreed.

Resolved to suspend the standing order requiring the meeting to be no longer than two hours. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

Resolved that the purple and green segmented logo with Bingley in upper case and Town Council in lower case be adopted as the logo for the full town council. Proposed Councillor Dearden, seconded Councillor Goode and agreed. Six councillors were in favour, two were against and there were three abstentions from the vote.

1617/124 St Ives

- a) **To consider any comment the council may wish to make on the St Ives Consultation**

There was discussion about this item. Councillor Truelove had attended the meeting at Bradford Council following the residents' petition about the parking charges. He noted that the decision to implement the charges had been taken.

Resolved that the town council comment will be that the charges are too high and should be reduced to a fixed all day fee of £1 or £2 and further, that the charging hours should be reduced to 10:00am- 6:00pm.

Proposed Councillor J Wheatley, seconded Councillor Simpson and agreed. All were in favour bar one abstention from the vote.

1617/125 Sandal School Consultation

- a) **To consider if the Town Council wishes make any comment on the Sandal School consultation**

Resolved to make no comment on this consultation. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

1617/126 Data Controller license

- a) **To approve the purchase of the data controller license for Bingley Town Council**

Resolved that the data controller license for Bingley Town Council be purchased. Proposed Councillor Goode, seconded Councillor J Wheatley. All were in favour bar one abstention from the vote.

1617/127 Committee meeting minutes

- **Planning Committee -8th November 2016**
- **Finance and General Purposes Committee – 9th November 2016**

The minutes were noted.

1617/128 Clerk report

The report was noted. Councillors had no questions about the report.

1617/129 Finance

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

• John Goode	replacement filing cabinet keys	£8.95
• YLCA	travel expenses for meeting with vice chair and clerk	£48.51
• Cottingley Cornerstone	room hire	£40.00
• All Saint's Bingley	room hire	£20.00
• SBVS	office hire	£175
• SBVS	room hire	£35.00
• Nevis Computers Ltd	black toners x 2	£111.60
• T Brown	mileage, training course York	£35.10
• Bradford CPA	salaries (Jan- March)	££7,101.15
• Ruth Batterley	stamps (including for allotments)	£73.35
• Ruth Batterley	stationery, first aid box, train fair Shipley	£86.20
• Ruth Batterley	copying maps	£13.00
• Cottingley Town Hall	room hire	£30.00
• Nevis Computers Ltd	Filesure (two months)	£24.00
• Nevis Computer's Ltd	toner (yellow)	£58.80
• St John's Ambulance	support at Canal Festival	£129.60
• O2	Oct airtime	£12.55
• O2	Oct device plan	£5.00

The clerk noted that she had used the clerk's authority for emergency expenditure (Financial Regulation 5.5) to purchase insurance for the new town council Christmas lights. The additional insurance is £17.28 and the amount will be added to next year's premium.

Resolved to approve the payments listed above. Proposed Councillor Dearden, seconded Councillor Truelove and agreed. All were in favour.

1617/130 Date and location of next meeting

To note the date of the next meeting as being Tuesday 20th December at 6:30pm at Cardigan House.