

## BINGLEY TOWN COUNCIL

### MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 28th FEBRUARY AT 6:30PM AT CARDIGAN HOUSE, FERNCLIFFE ROAD, BINGLEY BD16 2TA

Start: 6:30pm

Finish: 9:20pm

**Councillors Present:** Councillor Beckwith, Chapman, Clough, Dawson, Fenton, Goode, Hardman, Quarrie, Simpson, Truelove, Varley, J Wheatley, Winnard.

**In attendance:** Ruth Batterley, Town Clerk

Cllr Mark Shaw (BMDC)- part of meeting

Simon D'Vali (BMDC Highways Engineer)- part of meeting

**Members of the public:** 4

#### **1617/193 Chair's remarks**

Councillor Dawson welcomed Councillor Andrew Fenton as the newly elected councillor for the Lady Lane and Oakwood ward.

The Chair thanked:

- Councillors Simpson, Goode and Quarrie for their work at the recent litter pick
- Councillor Simpson for her work on the revision of the Standing Orders and Financial Regulations
- Councillor O'Neil for the schools' event
- All councillors who had attended the Cottingley Nursing Home
- Councillor Simpson for coordinating the distribution of the newsletter

#### **1617/194 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 declarations of interest and no written requests for dispensation had been received.

#### **1617/195 Apologies for Absence**

To approve the reasons for Members' absence (if applicable).

**Resolved** to approve the apologies of Councillor Dearden (personal), Councillor O'Neill (personal) and M Wheatley (personal). Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.

#### **1617/196 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:

**Resolved** that the meeting be adjourned. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

A member of the public advised that she had tried seven times to lodge her objections to the Milner Field Farm application.

#### **1617/197 Minutes of the Previous Meeting**

Councillor Hardman advised that item 1617/173 should read 'had been circulated'

Subject to the above amendment

**Resolved** to approve the minutes of the meeting held on Tuesday 31st January 2017. Proposed Councillor Chapman, seconded Councillor Goode and agreed. All were in favour, bar three abstentions from the vote.

#### **1617/198 Road and Traffic issues**

**a) To receive Simon D'Vali, Principal Engineer Traffic and Highways**

**b) To consider any comment the Town Council may wish to make on the road safety measures, Keighley Road**

a) Mr D'Vali advised that he is attempting to visit all parish and town councils. His role at Bradford Council is to look after highways and road safety. He also sits on the Parliamentary Advisory Council for Safety and is Chair of the West Yorkshire Safety Reduction Partnership. He noted that there is a protocol about how local councils engage with the Highways department. The clerk had sent Mr D'Vali the list of issues that had been raised in Bingley either by residents or town councillors.

- It was noted that Park Road is a high priority for the new financial year and a feasibility study is currently being carried out
- Chapel Lane does not have any work listed in the current programme. If the town council wishes to have a scheme included at this site the suggestion was to write to ward councillors to request that it be included for the new financial year
- Phasing of lights at Main Street, Keighley Road. A written reply was requested from Mr D'Vali
- Aire Road. Mr D'Vali advised that there are no current proposals to reduce the speed limit on this stretch of road.
- Mr D'Vali will provide a written reply about the remainder of the items on the list

b) Keighley Road

The council had been circulated with the map of the proposed scheme.

**Resolved** that the town council supports the proposed measures but would welcome the installation of railings in the area being considered. The map of the suggested railings is attached to these minutes. Proposed Councillor Hardman, seconded Councillor Chapman and agreed. All were in favour.

Mr D'Vali requested that the town council works with his office on any receipts from the Community Infrastructure Levy. Mr D'Vali left the meeting at 7:30pm.

#### **1617/199 To receive information on the following ongoing issues and decide further action where necessary:**

**a) Markets** The council had been circulated the report on the market with the papers for the meeting.

**Resolved** that the following actions from the report be actioned:

1. To renew membership of NABMA for the cost of £318 plus VAT
2. To engage Mr Wilson to carry out a survey of local markets and create a consultation resulting in options to be put forward to the town council for Bingley Market. £250 is to be allocated for this survey.
3. To allocate up to £250 for consultation materials
4. To contact Bradford Council's Markets department about the technicalities of transferring the market area to the town council and for the town council to become the market authority
5. Commission an electrical survey of the market and to allocate up to £250 for this survey

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

- a) **Assets of Community Value** Councillor Dawson gave the council her presentation on the Assets of Community Value. She drew attention to the changes that Bradford Council had suggested following the recent submission of the three applications for listings.

**Resolved to:**

1. Accept the revised plan for Bingley Pool
2. Bradford Council has advised the town council that the Town Hall does not qualify to be registered as an Asset of Community Value. The town council is to continue with the application on the revised plan as it believes the Town Hall fulfills the Asset of Community Value criteria
3. Accept the revised plan for Myrtle Park

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

**b) Office** Office options in Bingley are still being investigated. Resolved that the clerk will write to Cottingley Cornerstone and advise that the council is interested in the Cornerstone office but will look at available office options in central Bingley. The council will reach a conclusive decision at its March meeting. Councillor Chapman will assist Councillor Dearden in looking at office options and will provide a matrix in time for the March meeting so that the town council can make its decision on which office to lease. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. All were in favour.

**c) Christmas lights** Councillor Truelove noted that he is meeting with Festival of Lights and Charlestown on 2<sup>nd</sup> March 2017

**d) Arrangements for Annual Town meeting on 27<sup>th</sup> April 2017** There was discussion about this item. The meeting is to include invitations to local groups, particularly those that the council has worked with during its first year. All suggestions are to be sent to the clerk. **Resolved** that local groups be invited and the meeting be a community event. Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed. All were in favour.

Two members of the public left the meeting.

### **1617/200 Winter gritting**

**a) To investigate options for winter gritting and establish what the position will be for Bingley following any proposed cuts**

There was discussion about this item.

**Resolved** that Councillor Hardman will review the gritting routes. The clerk is to request copies of the existing route for roads and pavements and also the former more generous routes. Councillor J Wheatley noted that he has been informed by Councillor Ross Shaw that there is £25,000 available for community gritting initiatives in the Bradford area. Councillor Wheatley will obtain more information about this pot of money and also community run grit bins. Proposed Councillor Hardman, seconded Councillor J Wheatley and agreed. All were in favour.

### **1617/201 Committees**

**To consider approving the recommendations of the relevant committees:**

- a) **The revised terms of reference for the Finance and General Purposes committee**
- b) **The revised terms of reference for the Staffing committee increasing membership from five to six and the quorum from three to four**

**a) Resolved** that the revised Terms of Reference for the Finance and General Purposes committee be adopted. Proposed Councillor Goode, seconded Councillor Chapman and agreed. All were in favour. The Chair thanked Councillor Winnard for his work on the revision of the terms of reference.

**b) Resolved** that the Staffing Committee have its membership increased from five to six and the quorum from three to four. Proposed Councillor Goode, seconded Councillor Chapman and agreed. All were in favour.

### **1617/202 Staff pensions**

- a) **To approve the recommendation of the Staffing committee to allocate up to £500 for independent pensions advice for Bingley Town Council**

Councillor Dawson proposed an amended resolution:

That prior to any further action being taken on the pensions, the Clerk is to contact YLCA for advice on the best way forward.

**Resolved** that the clerk will contact YLCA for advice on the best way forward with staff pensions and that up to £500 be allocated for independent financial pensions advice for Bingley Town Council. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

#### **1617/203 Greenhill Development**

- a) **To consider making contact with the developers**
- b) **To consider any monitoring action that the council may wish to undertake of the development**
- c) **To consider how the council wishes to implement any of the above**

There was discussion about this item. **Resolved** The clerk will write to the developers and Canal River Trust and ask for the timescale on the development. Councillors Dearden, Fenton and Hardman will keep a watching brief on the development. The Greenhill Development will be a standing item on future planning committee agendas. Proposed Councillor Hardman, seconded Councillor Dawson and agreed. All were in favour. Proposed Councillor Hardman, seconded Councillor Dawson and agreed.

#### **1617/204 Website policies**

- a) **To consider approving the website A- Z Service listing. Resolved** to approve the website A-Z Service Listing. Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.
- b) **To consider approving the website policy on inclusion of local organisations. Resolved** to approve the website policy on the inclusion of local organisations. Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.

#### **1617/205 Planting advice**

- a) **To consider appointing Lee Senior to give advice on planting**

**Resolved** that Bingley Town Council appoints Lee Senior for up to twelve hours at £15 per hour plus travel time to assist with advice on summer planting for Bingley Town Council, up to a total of £200. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.

#### **1617/206 Tourism Consultation**

- a) **To consider the comment on the Bradford Council tourism consultation**

Councillor Dawson's draft comment had been circulated with the meeting papers.

**Resolved** that the comment on the Tourism Consultation be approved. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour. Councillor Dawson was thanked for her work on the consultation. One member of the public left the meeting at 8:40pm.

#### **1617/207 Easter Egg Hunt**

- a) **To consider arrangements for a possible Easter Egg hunt at Beck Lane allotments**

This item was withdrawn.

#### **1617/208 National Citizen's Service**

- a) **To consider if Bingley Town Council wishes to be a partner in a NCS project this summer**

Councillor Simpson advised that she had been approached to see if the town council would like to get involved with a National Citizen's Service project.

**Resolved** to arrange a meeting to find out more information about National Citizens Service in order that Bingley Town Council can make a decision about whether to participate in the scheme. Proposed Councillor

J Wheatley, seconded Councillor Simpson and agreed. All were in favour bar one abstention from the vote. Councillors Chapman, Simpson, Quarrie and J Wheatley are to attend the meeting.

#### **1617/209 Administrative Officer**

- a) **To delegate to the clerk in consultation with the Finance and General Purposes committee the purchase of a laptop and associated sundries Resolved** that the purchase of the laptop and associated sundries be delegated to the clerk in consultation with the Finance and General Purposes committee. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.
- b) **To consider the Administrative Officer's attendance at:**
  - 1. **YLCA planning training in Ilkley on 6<sup>th</sup> April**
  - 2. **Introduction to Local Council Administration (ILCA)**

**Resolved** to approve the Administrative officer's attendance at planning training in Ilkley for the cost of £115 and Introduction to Local Council Administration for the cost of £99 plus VAT. Proposed Councillor Quarrie, seconded Councillor Goode and agreed. All were in favour.

#### **1617/210 Internal audit report**

- a) **To receive the internal audit report dated 31<sup>st</sup> January 2017**

The report was received and the clerk thanked for her work.

#### **1617/211 Updates**

- a) **Meeting with Ian Day and ward officers** The clerk is to write to Bradford Council to ask for a timescale on the disposal of the public toilets
- b) **Chamber of Trade meeting** The Chamber is to be sent a copy of each full council agenda
- c) **SCAPAG** The report was noted.
- d) **Meeting with ward councillors** There was discussion about this item. Ward Councillor David Heseltine is to be invited to a future meeting as Chair of the Shipley Area committee

#### **1617/212 Committee minutes**

- a) **Draft minutes of February Finance and General Purpose meeting**
- b) **Draft minutes of February Planning meeting**
- c) **Draft minutes of January Staffing meeting**

The minutes were noted.

#### **1617/213 Clerk report**

The report was noted.

#### **1617/214 Finance**

- a) **Payments. To approve payments**

Resolved to approve the February Schedule of payments. Proposed Councillor Goode, seconded Councillor Varley and agreed. All were in favour.

#### **1617/215 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** that items on the recently awarded grants, derelict buildings, market and traffic issues be publicised. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour. grant

#### **1617/216 Date and location of next meeting**

To note the date of the next meeting as being Tuesday 28th March 2017 at Cottingley Village Primary School, Cottingley Moor Road, Bingley, BD16 1SY at 6:30pm