

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 28th MARCH AT 6:30PM AT COTTINGLEY VILLAGE PRIMARY SCHOOL, COTTINGLEY MOOR ROAD, BINGLEY, BD16 1SY

Start: 6:30pm

Finish: 9:30pm

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

**In attendance: Ruth Batterley, Town Clerk
Laura Jowett, Administrative Officer
Marcia Churley (Shipley Area Office) part of meeting
Andy Alderson (Bingley Warden) part of meeting**

Members of the public: 2 (part of meeting)

1617/217 Chair's remarks

Councillor Dawson welcomed Laura Jowett as the Administrative Officer for the town council

The Chair :

- It was noted that Alan Wintersgill has stepped down as Chair of Gilstead Village Society due to ill health. The clerk will write wishing him a speedy recovery and thanking him for his good work and long service to Gilstead village. The clerk will also write to Helen Owen the new Chair for the Village Society noting that the town council is looking forward to working with her in her new role.
- A particular highlight in early March was the multiple litter picks to coincide with the #GBspringclean organised by Councillors Edwina Simpson and John Goode. Councillor Goode worked with a group from Cottingley Village Primary School on the Friday, and was given support and backup by Cottingley Cornerstone Centre. Councillors O'Neill, Clough and Hardman, helped out on the morning at Cottingley. Many residents and young people took part including the 1st Cottingley Guide group. The litter pick provided the opportunity to be shown the Guide Hut, recently awarded a £2,000 grant from Bingley Town Council for repairs.
- The litter pick in the afternoon was productive with bags of rubbish being collected from the area behind Bingley Cemetery down to Keighley Road. The Chair thanked everyone who took part, including Councillors Mark Truelove, Joe Wheatley and Geoff Winnard, and to All Saint's church for allowing the council to use Church House for refreshments afterwards.

1617/218 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.

1617/219 Apologies for Absence

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

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

1617/220 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 Truelove, seconded Councillor Hardman and agreed. All were in favour.

A resident raised concerns about parking restrictions on Moor Lane, Cottingley. Mrs Churley noted that the scheme had previously been agreed by Bradford Council and would like clarification of the scheme's status, timescale etc. The Administrative Officer will contact the resident to obtain further information and then get in touch with Bradford Council for further clarification.

1617/221 Minutes of the Previous Meeting

Resolved to approve the minutes of the meeting held on Tuesday 28th February 2017. Proposed Councillor Clough, seconded Councillor Chapman and agreed. All were in favour, bar one abstention from the vote.

1617/222 Shipley Area Office

- a) To receive Marcia Churley and Andy Alderson from the Shipley Area Team to talk about their work**

The Chair thanked Mrs Churley and Mr Alderson for attending the town council meeting. She noted that she job shares her role with Wendy Fisher who is the Ward Officer for Bingley Rural. Work that ward officers are involved in include:

- Community engagement
- Working with partners
- Supporting service delivery
- Working with the police
- Facilitating Ward Officer Tasking meetings that have members of the police, Highways, Incommunities etc. attending to discuss ward issues and find a joint approach to dealing with matters of concern
- Mrs Churley noted that school gate parking is a constant issue and Bradford Council has a camera car that can take photographs and issue tickets for parking offences
- She noted that the Ward Plan can be altered

Andy Alderson is the Bingley Warden and he covers Bingley and Bingley Rural wards

He deals with:

- Parking enforcement
- Environmental complaints and neighbourhood disputes
- Abandoned vehicles
- Is seconded two days per week to the Probation Service and works some evenings and week-ends.

Councillors asked Mrs Churley and Mr Alderson various questions about their work and they both left the meeting at 7:05pm.

1617/223 To resolve that members of the press and public be excluded from item 1617/224 and 1617/225 (a-c) under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.) (Consideration of which contractor to appoint, confidential commercial information and staff information)

Resolved to exclude the press and public. Proposed Councillor Dearden, seconded Councillor Simpson and

agreed. All were in favour.

1617/224 Floral Displays

Consider allocating funds to hardware, planting and maintenance in respect of floral displays in central Bingley in accordance with quotations received, if necessary delegating the spending on maintenance to the Finance and General Purposes committee

Councillor Dawson thanked Councillors Simpson and Goode for the work around the floral displays and Councillor Simpson for the report.

It was noted that the item had come out of the January roadshow and there is a budget for the next financial year for Green and Clean items of £20,000. A generic request for quotations had been sent out by the clerk and contractors were asked to submit quotations for various items of work, planting, hardware and its storage and maintenance of the planting. Companies had submitted quotes for aspects of the work that their company was able to offer. Two schemes were suggested, the basic and full scheme and most permissions had been obtained to enable the work to be carried out.

Five companies had submitted quotations for the full and basic schemes but only two had quoted for the watering as well.

Resolved that Carlton Nursery be offered the contract for the full scheme, hardware and planting for the quoted cost of £7,824 plus (VAT) and that the decision of which company to appoint for the separate contract for the watering be delegated to the Finance and General Purposes committee. A contingency of up to 5% was also agreed. Proposed Councillor Goode, seconded Councillor Truelove and agreed. All were in favour, bar two abstentions from the vote.

1617/225 Office

- a) To receive the office/business case matrix**
- b) To consider which office the council wishes to rent**
- c) To consider next steps**
- d) To appoint two councillors who can sign legal deeds on behalf of the council**
- e) To consider allocating any funding for this project for furniture etc. to the Finance and General Purposes committee**

a) Councillor Chapman was thanked for her work on the office matrix/business case.

B and c)) The matrix listed various properties that could possibly be hired for council office space. Councillor Dawson advised that that she had been informed of a further office in the Canal Side Medical Centre. There was wide ranging discussion about this item. The Canal Side Medical Centre is to be viewed on Monday 3rd April.

Resolved that there will be an extraordinary meeting of the council on Wednesday 12th April 2017 to decide on the office that the council wishes to rent. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. All were in favour.

d) **Resolved** to appoint Councillors Dawson and Dearden as councillors who can sign legal deeds on behalf of the council. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour

e) Funding for the project is to be discussed at a future meeting.

1617/226 Easter Event

- a) To consider the Easter Event**
- b) To consider next steps**

Councillors Truelove and Chapman updated the council on the Easter event which is to take place on Good

Friday and Easter Saturday. Councillor Truelove informed the meeting of a list of items that are required for the event. These include posters, Easter eggs, stalls, overnight security and first aiders. The clerk advised that the power to fund a donation to the Chamber of Trade is section 137 of the Local Government Act, 1972.

Resolved that the council makes a donation of up to £1,500 for the Easter Event to the Bingley Chamber of Trade. Receipts will be required for items that the donation covers. Proposed Councillor Truelove, seconded Councillor Goode and agreed. All were in favour.
Councillors Truelove, Chapman and Goode were thanked for their work on the Easter event.

1617/227 Neighbourhood Plan

- a) **To approve in principle the support for, and the development of, a Neighbourhood Plan for Bingley**
- b) **To consider next steps**

There was discussion about a Neighbourhood Plan for Bingley and what this may entail.

Resolved that the council will hold a public meeting and invite interested parties along. The council will have another discussion after the meeting which will establish if there is sufficient support within the wider Bingley community for the development of a Neighbourhood Plan. The meeting will be held as soon as possible up to and including the first week of June. Proposed Councillor Truelove, seconded Councillor Dawson and agreed. All were in favour.

1617/228 Milner Field Farm

- a) **To receive an update on Milner Field Farm**
- b) **To consider any action the town council may wish to take on Milner Field Farm**

Councillor Truelove noted that objections can be submitted up to 17th April 2017. He will draft a town council response that the clerk will submit to Julian Jackson that the town council is opposed to the Milner Field Farm development. Proposed Councillor Winnard, seconded Councillor Truelove and agreed. All were in favour.

1617/229 Council priorities for the year ahead

The priorities document had been circulated to all councilors for their completion. There was discussion about this item. **Resolved** that the priorities document be adopted for Bingley Town Council for the new council year and that a Town Centre and Regeneration committee be formed to address some of the issues. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

1617/230 Derelict buildings

- a) **To receive the update on derelict buildings**
- b) **To consider next steps**

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

Station Master's House

Resolved:

A that the clerk will write to Bradford Council thanking them for implementing the Community Protection Order

B The clerk will write to Bradford Council requesting that it values the site and requesting a meeting with Bradford Council to discuss a Compulsory Purchase Order

C The clerk will arrange for a valuation of the site

D The Town Centre and Regeneration committee will investigate how to create a not for profit group that

could purchase and develop the site

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

Priestthorpe Annexe

Resolved that the town council registers Priestthorpe Annexe as an Asset of Community Value. Proposed Councillor Dawson, seconded Councillor Goode and agreed.

There was discussion about the Land Registry covenant changes document from July 2010 revealing that Sainsbury's paid Bradford Council £375,000 for the red triangle of land behind the Myrtle Park site.

Resolved that Bingley Town Council asks for an explanation of the transaction from Bradford Council and where in the accounts the money is recorded. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

Lidl hoardings

Resolved Councillor Truelove will contact Lidl about the repairs. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour, bar one abstention from the vote.

1617/231 Release from Reserves

a) Allotments

b) Contingency

a) Councillor Hardman advised the council that the Finance and General Purposes committee has prepared a list of priority maintenance for the site and a release of money from the allotment reserve is required to enable the highest priority items to be completed. **Resolved** that £2,500 be released from the allotment reserve and delegated to the Finance and General Purposes committee for works on the allotments. Proposed Councillor Hardman, seconded Councillor Winnard and agreed. All were in favour.

b) Councillor Hardman advised the council that owing to the council becoming operational in May last year and the grant scheme and bank account being set up at a later date, there is an underspend from the 2016-2017 grants budget of £2,974. The request was made that this amount be released from the general reserve/ contingency in principle for 2017-2018 and delegated to the Finance and General Purposes committee, if there is sufficient demand for grants in the next financial year. It was noted that this is a one off request owing to the setting up time of the grants programme. **Resolved** that £2,974 be released from the general reserve/contingency for 2017-2018, if there is sufficient demand for grants in the next financial year. Proposed Councillor Hardman, seconded Councillor Dawson and agreed. All were in favour.

1617/232 Royal British Legion

a) To receive the report from the Royal British Legion about the Remembrance Parade

b) To decide on next steps for Bingley Town Council

The Royal British Legion report had been circulated with the meeting papers. **Resolved** that Councillors Chapman and Truelove will meet with the Royal British Legion to discuss next steps about town council involvement with the Remembrance Parade. Proposed Councillor Chapman, seconded Councillor Truelove and agreed. All were in favour.

1617/233 Financial Regulations

a) Delegation of expenditure amounts

b) Cheque signatures

a) The clerk recommended that the delegation amounts in 4.1 of the Financial Regulations be raised to enable more agile working. **Resolved** that the amount that can be delegated to the clerk be

increased from £500 to £1,500 in 4.1 of the Financial Regulations and that committees anything above £1,500. Proposed Councillor Dearden, seconded Councillor Truelove and agreed. All were in favour.

- b) It was noted that the Financial Regulations contain the requirement for cheques to be signed at meetings. This is not possible at Bingley Town Council meetings owing to their length. There are internal controls in place enabling cheques to be signed away from council meetings, once the payments have been approved. **Resolved** that item 6.6 requiring cheques to be signed at meetings be removed from the town council Financial Regulations. Proposed Councillor Goode, seconded Councillor Dearden and agreed. All were in favour.

1617/234 Asset register

- a) **To approve the asset register for 2016-2017**

Resolved that the asset register for 2016-2017 be approved. Proposed Councillor Beckwith, seconded Councillor Hardman and agreed. All were in favour.

1617/235 Policies

- a) **To consider the Model Publication Scheme**
- b) **To approve the recommendation of the Staffing committee to approve the Leave policy**

- a) **Resolved** to approve the Model Publication scheme for Bingley Town Council. Proposed Councillor Dawson, seconded Councillor Hardman and agreed. All were in favour.
- b) **Resolved** to approve the recommendation of the Staffing committee to approve the Leave policy for council staff. Proposed Councillor Hardman, seconded Councillor Simpson and agreed. All were in favour.

1617/236 Electronic summons to meetings

Councillors had been sent a copy of the document consenting to the electronic service of summons to council meetings. Councillors who consented to summons being served electronically were asked to complete the form and give to the Administration Officer.

1617/237 Allotment training

- a) **To consider approving three places on the SLCC allotment training course being held in June 2017 for the fee of £145 plus VAT per candidate.**

Resolved to approve three places for allotment training run by the SLCC. Proposed Councillor J Wheatley, seconded Councillor Quarrie and agreed. All were in favour.

1617/238 Correspondence

- a) **YLCA e-mail about precept.** This item was noted.
- b) **White Rose Update and LTN 80 Members' Conduct and Registration and Disclosure of Interests**
Councillors had been circulated with the White Rose Update and LTN 80 which has been revised to reflect provisions of Section 106 of the Local Government and Finance Act 1992, which prohibits a local councillor who is in council tax arrears for at least three months from voting on the setting of the precept or any recommendation, resolution or other decision which may affect the calculation of the precept. If a councillor in such a position fails to notify the council of the fact and votes s/he can be subject to a fine of up to £1,000.
- c) **Letter from Phillip Davies.** This item was noted

1617/239 Updates

- a) **Bingley toilets.** Councillor Dawson drew attention to the request from YLCA for member councils to write to their MP asking that they support the amendment to the Local Government Finance Bill which seeks to end the 'toilet tax' by providing 100% mandatory rate relief for public conveniences. **Resolved** that the clerk will write to Phillip Davies requesting that he support this amendment. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour. The e-mail from Damian Fisher, Shipley Area Coordinator about the timescale for transfer of the toilets being April 2018 had been circulated. **Resolved** that the clerk will write to Damian Fisher expressing the town council's concern at the short timescale as no allowance had been made in the town council budget for toilets for 2017-2018. The clerk is to also request a meeting with Mr Fisher about the closure of the toilets. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.
- b) **Assets of Community Value.** The Assets of Community Value are to go to the Shipley Area committee for its consideration.
- c) **Gritting** Councillor J Wheatley noted that the extra £25,000 is no longer available for community gritting initiatives. The e-mail from Keighley Town Council about community grit bins had been circulated. Dave Mazurke from Bradford Council is to be asked again for the gritting routes.
- d) **Annual Town Meeting. To consider allocating funding for this event.** **Resolved** to allocate up to £250 for the event. The funds are to cover name badges, a low-cost board for town council press cuttings etc. Proposed Councillor Goode, seconded Councillor Chapman and agreed. All were in favour.

1617/240 Reports from meetings

- a) **Bingley Ward Partnership meeting**
- b) **Gilstead Village Society**

Both reports were noted.

1617/241 Committee minutes

- a) **Draft minutes of March Finance and General Purpose meeting**
- b) **Draft minutes of March Planning meeting**

Both sets of minutes were noted.

1617/242 Clerk report

The report was noted.

1617/243 Finance

- a) **Payments. To approve payments on the March 2017 schedule.**

The clerk noted that she had used the clerk emergency expenditure power to agree insurance for the gates and fences at the town council allotments. The cost of this addition to the insurance is £40.07.

Resolved to approve payments as listed on the March 2017 schedule. Proposed Councillor Clough, seconded Councillor Simpson and agreed. All were in favour.

1617/244 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to publicise the Easter event, derelict buildings, Assets of Community Value, the Annual Town meeting, the Neighbourhood Planning meeting, the floral work for the town centre and town council priorities.

1617/245 Date and location of next meeting

To note the date of the next meeting as being Tuesday 25th April 2017 at St Aidan's Church Hall, Canal Road, Crossflatts, Bingley, BD16 2SR at 6:30pm