

## BINGLEY TOWN COUNCIL

### MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 23RD MAY AT 7:00PM AT ELDWICK CHURCH HALL, OTLEY ROAD, ELDWICK, BINGLEY, BD16 3HQ

Start: 7:00pm

Finish: 8:40pm

**Councillors Present:** Councillors Beckwith, Clough, Dawson, Dearden, Fenton, Goode, Hardman, O'Neill, Quarrie, Simpson, Truelove, Varley, J Wheatley, and Winnard.

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

**Members of the public:** Seven

#### 1718/01 Chair's Remarks

Councillor Dawson noted the following events that had taken place in May: Annual Town Meeting, Litter pick on Gilstead Moor, A Right Royal Do and all councillors who had attended the events and helped with their organisation were thanked. The clerk was asked to write to the Friends of Prince of Wales Park and thank the Group for the successful event, 'A Right Royal Do'

Councillor Hardman was thanked for her work in liaising with Bradford Council about the travellers at Crossflatts and Councillor Truelove for his work on the Milner Field Farm planning appeal which was withdrawn.

The Chair noted that road markings at Park Road have now been re-instated. The clerk was asked to write to Bradford Council and thank them for completing this work.

#### 1718/02 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.

#### 1718/03 Apologies for Absence

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

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

#### 1718/04 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** to adjourn the meeting. Proposed Councillor Hardman, seconded Councillor J Wheatley and agreed. All were in favour.

A resident spoke about setting up a social enterprise to be based in Priestthorpe Annexe. The social enterprise would be a school that opens three days a week and outside of these hours it would be a community venue. The school would be for children who need educating outside of the main stream schooling sector. Ideas for use include a shop, café, gallery and work shop space. The resident advised that the other residents she is working with has no funding as of yet, but they have many ideas. Councillor Dawson advised the resident about the Town Council grant scheme.

### **1718/04 Minutes of the Previous Meeting**

**Resolved** to approve the minutes of the meeting held on Tuesday 25th April 2017. Proposed Councillor Truelove, seconded Councillor Dearden and agreed. All were in favour, bar two abstentions from the vote.

### **Items 1718/08 and 1718/09**

**Resolved** that the above agenda items be considered at this point in the meeting. Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed. All were in favour.

### **1718/08 Year End**

- a) **To receive the Internal Auditor's report** The Internal auditor's report had been circulated with the meeting papers. The clerk was thanked for her work.
- b) **To receive the Annual Internal Audit Report for 2016-2017** The signed Annual Internal Audit Report, part of the Annual Return had been circulated with the meeting papers.
- c) **To consider next steps** Two items were identified from the Internal Auditor's report:
  1. The Town Council to consider its reserves and set a policy for reserves. **Resolved** that the Town Council will consider its reserves and set a policy. Proposed Councillor Dawson, seconded Councillor Winnard agreed. All were in favour.
  2. To complete six month probation period appraisals for the clerk. It was noted that two reviews with the clerk had been carried out and the delay was due to cancellation of Staffing meetings owing to the planned meetings being inquorate. **Resolved** that the six month probation review be completed with the clerk. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.
- d) **To consider the findings of the Review of the Effectiveness of Internal Control** It was noted that the Finance and General Purposes committee had considered the Review of the Effectiveness of Internal Control for 2016-2017. The review had been circulated with the papers for this meeting. **Resolved** to approve the Review of the Effectiveness of Internal Control. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.
- e) **To approve the Annual Governance Statement** The clerk had circulated an explanation of the Annual Governance Statement for Bingley Town Council. **Resolved** to approve the Annual Governance Statement for Bingley Town Council. Proposed Councillor J Wheatley, seconded Councillor Goode and agreed. All were in favour. The Chair and the clerk signed the Annual Return, section 1.

### **1718/09 Accounting Statements**

- a) **To consider the Accounting Statements for Bingley Town Council 2016-2017**
- b) **To approve the Accounting Statements for Bingley Town Council 2016-2017**
  - a) The Accounting Statements of the Annual Return together with the Town Council accounts had been circulated with the meeting papers. **Resolved** that the Accounting Statements be considered. Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed. All were in favour.
  - b) **Resolved** that the Accounting Statements be approved. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour. The Chair signed the Annual Return, section 2

Councillor Dearden took the Chair for the meeting at this point.

### **1718/06 To receive information on the following ongoing issues and decide further action where**

necessary:

- a) **Bingley Market including consideration of purchase of survey boxes and payment for copy of market charter** Councillor Dawson updated the council about the market with the need for survey boxes and the refund to Councillor Dawson for the copy of the original market charter from the National Archives. The boxes are £79.29 plus Vat and delivery; the efforts to obtain the cost of the Public Records Office Search and copying of the charter is £84.06. **Resolved** to approve both payments. Proposed Councillor Dawson, seconded Councillor Varley and agreed. All were in favour.
- b) **Bingley toilets** Councillor Dearden updated the council about the meeting he attended with Councillor Dawson, the clerk, Damian Fisher and Nigel Gillat, both from Bradford Council. It was noted that Burley in Wharfedale has had assets transferred from Bradford Council to the parish council. A written summary of issues associated with asset transfer is to be requested from Burley Parish Council. **Resolved** that investigations into taking on the toilet building in Bingley be delegated to the Finance and General Purposes committee. In addition, a written summary of issues associated with asset transfer is to be requested from Burley Parish Council and, depending on response, a request for a meeting with Burley Parish Council might also be made. Proposed Councillor Goode, seconded Councillor Varley and agreed. All were in favour.
- c) **Station Master's House Resolved** that the Town Council through the newly created Town Centre and Regeneration committee continue to investigate a not for profit company and look at ways of raising funding should continue. This may be applicable to the Station master's House if the proposed sale of The Station Master's House does not go ahead following the deadline of 9<sup>th</sup> June 2017 for offers to be made. Or, a not for profit company and knowledge about ways of raising funding may be applicable for other property purchase projects that the Council may wish to investigate or pursue. Proposed Councillor Trulove, seconded Councillor Dearden and agreed. All were in favour.
- d) **Neighbourhood Plan meeting, 30<sup>th</sup> May 2017** Councillor Truelove advised that he is putting a PowerPoint presentation together for the meeting being held at Cardigan House on Tuesday 30<sup>th</sup> May at 6:30pm.

Item 1718/14 was taken at this point.

#### **1718/14 Priestthorpe Annexe**

- a) **To consider the Town Council listing the Annexe as an Asset of Community Value**

**Resolved** that the Town Council submit a request to Bradford Council to list the Priestthorpe Annexe as an Asset of Community Value. Proposed Councillor Dawson, seconded Councillor Varley and agreed. All were in favour.

#### **1718/07 Parking Permit Scheme for Business Owners**

- a) **To receive information and consider next steps**

Councillor Wheatley advised the council that a message had been received on the Town Council Facebook page from a local business owner asking about parking permits for business owners.

**Resolved** that the Town Council will ask the Shipley Area committee for clarification of the situation with business parking permits in Bingley and for the committee to outline what further options there may be for business parking permits in Bingley. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

#### **1718/10 Risk assessments**

- a) **To consider the business plan/financial assessment for the floral displays**
- b) **To consider the risk assessment for the floral displays**
- c) **To note that town councillors undertake risk assessments for events and litter picks**

- a) The financial appraisal for the floral displays had been circulated with the meeting papers.

**Resolved** to approve the financial appraisal for the floral displays. Proposed Councillor Simpson,

- seconded Councillor Beckwith and agreed. All were in favour.
- b) **Resolved** to approve the Town Council risk assessment for floral displays. Proposed Councillor Simpson, seconded Councillor Beckwith and agreed. All were in favour.
  - c) It was noted that the Town Council or Finance and General Purposes committee approves risk assessments for large scale projects such as the floral displays and large scale events. It was noted that councillors complete risk assessments for litter picks and smaller events.

#### **1718/11 Pensions**

- a) **To consider the financial appraisal for staff pensions**
- b) **To consider placing the request for an independent report on staff pensions for Bingley Town Council with Ardent from York**

**Resolved** to approve the financial appraisal for staff pensions and place the request for an independent report on staff pensions with Ardent from York for the cost of £390 plus VAT. Proposed Councillor Truelove, seconded Councillor Dawson and agreed. All were in favour.

- c) **To receive the letter from the Pension Regulator** The letter from the Pensions Regulator, circulated with the meeting papers informs the Town Council that the date for Town Council auto enrolment is 1/11/17 and the date to start the declaration of compliance is 1<sup>st</sup> August 2017.
- d) **To consider next steps** **Resolved** that Councillor Winnard be the lead councillor for Town Council pensions. Proposed Councillor Dearden, seconded Councillor Beckwith and agreed. All were in favour.

#### **1718/12 Trees and Christmas lights**

- a) **To receive the report on the lights and trees**
- b) **To consider next steps**

There was discussion about this item. The trees on the Market Square require pruning which Bradford Council has agreed to undertake. The Christmas lights need to be removed from the trees to enable the pruning to take place and whilst the lights are out of the trees, some electrical upgrade work can be completed. Working lights then need to be re-installed. **Resolved** to hold an Extraordinary meeting of the Town Council on Tuesday 30<sup>th</sup> May at 8:00pm, where the suspension of the financial regulation requiring three quotations to be obtained and the risk assessment about the suspension of the financial regulation requiring three quotations will be dealt with. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour.

#### **1718/13 Summer Event**

- a) **To discuss the event**

It was noted that the Summer event being held is organised by two individuals. **Resolved** that Bingley Town Council will take no action on this event. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

#### **1718/15 Lidl store**

- a) **To consider any comment the Town Council may wish to make on the forthcoming development**

Councillors had forwarded their comments to Councillor Truelove about the proposed Lidl store for Bingley. Councillor Truelove will collate the Town Council response and forward it to the clerk to send to Lidl. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour.

#### **1718/16 Clerk Report**

- a) **To receive the report**

The Clerk's report was noted.

#### **1718/17 Finance**

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

It was noted that the Chamber of Trade had not provided receipts for the Easter eggs (£400, £200 Council contribution) Councillors at the event reported that extra eggs had to be purchased on the day owing to the popularity of the event. Therefore, on this occasion, it was agreed that a receipt for the eggs was not required.

**Resolved** to approve the May 2017 schedule of payments. Proposed Councillor Dearden, seconded Councillor Quarrie and agreed. All were in favour.

**1718/18 To consider any promotional items that the Town Council wishes to publicise from this meeting and the Annual Meeting of the Council**

**Resolved** that the Neighbourhood Plan meeting, the Accounts, floral displays and forthcoming litter pick all be publicised following this meeting. Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed. All were in favour.

**1718/19 Date and location of next meeting**

To note the date of the next meeting as being Tuesday 27th June 2017 at Baptist Church Main Hall, 3, Clyde Street, Bingley BD16 4LJ at 6:30pm