

## BINGLEY TOWN COUNCIL

### MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 25TH JULY AT 6:30PM AT BINGLEY SCOUT HEAD QUARTERS, SYCAMORE AVENUE, BINGLEY BD16 1HD

Start: 6:30pm

Finish: 8:50pm

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

**In attendance:** Ruth Batterley, Town Clerk  
Beverley Fletcher, Alzheimer's Society

**Members of the public: Two**

#### **1718/48 Chair's Remarks**

1. The Chair noted that July had been a busy month. Thanks were made to all who had helped at events at Eldwick Gala, Cottingley Fun Day and Bingley Show. Particular thanks were made to Councillor Varley for organising the stall and equipment and Councillor Hardman for judging the dog show.
2. There have been positive comments on the website about the floral displays.
3. The clock is now working on The Mechanics Institute; thanks were made to Councillor Quarrie for his work on this.
4. A productive meeting had been held with Inspector Julie Deacon
5. The annual report is in the process of being delivered to all domestic properties in the parish. Thanks were made to Helen Owen for editing the newsletter
6. The market surveys have now been input. Thanks were made to the Administrative Officer, and Councillors Simpson, Chapman and Varley for their work on this.

#### **1718/49 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 dispensation had been received.

#### **1718/50 Apologies for Absence**

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

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

#### **1718/51 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 O'Neill, seconded Councillor Varley and agreed. All were in favour.

One member of the public advised that the date for comments on Priestthorpe Annexe has now expired. The Chair advised that the Town Council has obtained an extension for comment and this is an item on this month's agenda.

The member of the public further raised the Prince of Wales Park Lodge which is occupied by a council tenant. The property is rarely inhabited and application has been made to list it as an Asset of Community Value.

**Resolved** that item 1718/53 be dealt with next. Proposed Councillor Wheatley, seconded Councillor Beckwith and agreed. All were in favour.

Ms Fletcher advised that she is from the Bradford Alzheimer's Society which is based in Shipley. All of the Bradford area is covered and there are fourteen Dementia Advisor workers for the area. Ms Fletcher talked about Dementia Friendly Communities and the eight categories associated with this.

Councillors asked Ms Fletcher about her work and she will send information to the clerk. Councillors Chapman and Truelove will take the lead on dementia awareness for the Town Council. The Chair thanked Ms Fletcher for coming to the meeting and she left the meeting at 7:00pm.

## **1718/52 Minutes of the Previous Meetings**

To confirm as a correct record the minutes of the following meetings:

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1. The Ordinary meeting held on 27<sup>th</sup> June 2017
  2. The Extraordinary meeting held on 12<sup>th</sup> July 2017
1. **Resolved** to approve the minutes of the meeting held on 27<sup>th</sup> June 2017. Proposed Councillor Chapman, seconded Councillor Dearden and agreed. Twelve were in favour and there were two abstentions from the vote.
  2. Councillor Hardman raised the following amendments to the minutes from the Extraordinary meeting held on 12<sup>th</sup> July 2017. 1718/43 should read event and 1718/45. No representative from the festival is repeated twice. Subject to the above: **Resolved** that subject to the amendments listed, the minutes of the meeting held on 12<sup>th</sup> July be confirmed as a correct record. Proposed Councillor Hardman, seconded Councillor Varley and agreed. All were in favour bar two abstentions.

## **1718/54 Christmas 2017**

- a) **To consider arrangements for Christmas 2017**
- b) **To receive the risk assessment for the suspension of financial regulations requiring three quotations to be obtained for the purchase of additional Christmas lights**
- c) **To consider the purchase of additional Christmas lights**
- d) **To consider the allocation of funds to assist with the Christmas event run by the Chamber of Trade**
- e) **To consider next steps**

Councillor Truelove updated the council on suggested arrangements for Christmas. There was discussion about which lights to purchase. It was noted that permissions for the lights to go on the six columns had already been obtained. The permission is with Terry Jowett at Festival Lights and Councillor Truelove will obtain the document from Mr. Jowett giving Bradford Council permission for the lights to be installed. It was noted that the cost for power to the lights needs to be funded by the Town Council. The lights will be stored by Festival Lights as part of the order.

b) The risk assessment for the suspension of Financial Regulations requiring three quotes had been circulated with the meeting papers. **Resolved** that the financial regulation for the three quotations be suspended. Proposed Councillor Dearden, seconded Councillor Truelove and agreed. All were in favour, bar one abstention.

c) There was discussion about the number of tree lights to purchase. **Resolved** that nine tree lights be purchased from Festival Lights for the quoted cost of £5,175 plus Vat. Proposed Councillor Truelove, seconded Councillor Dearden and agreed. Ten were in favour and there were four abstentions from the vote.

There was discussion about column features. Councillors suggested a survey be carried out on Survey Monkey and in paper format for residents to decide on their preferred design and that this be delegated to the Finance and General Purposes committee in conjunction with Councillor Truelove to arrange. **Resolved** that subject to permission from Bradford Council to erect the lights on street columns, the residents' survey and Town Council risk assessment, that the order for six columns 3D features for the cost of £1,800 plus VAT be placed with Festival Lights. Proposed Councillor Winnard, seconded Councillor Wheatley and agreed. There was discussion about the light feature competition for schools. **Resolved** that the feature be commissioned with Festival Lights for the quotation of up to £650 and that the competition to be arranged with the schools to be delegated to the Events, Marketing and Communications sub committee. Proposed Councillor Truelove, seconded Councillor Dearden and agreed. All were in favour.

d) The council discussed arrangements for the event with the Chamber of Trade and how this should be funded. The clerk advised that she had received advice from Yorkshire Local Councils Association that the Chamber will need to apply for a grant. There was wide ranging discussion about this and the council **resolved** that up to £2,000 be spent on the Bingley Chamber of Trade Christmas Lights event run by them and supported by the Town Council. Once monies have been spent on lights this leaves £1,651 in the Christmas and Seasonal Events budget. The remaining £349 will come out of the reserve. Receipts will be required for all purchases. Proposed Councillor Truelove, seconded Councillor Goode and agreed. Eleven were in favour, one was against and there were two abstentions from the vote.

#### **1718/55 Neighbourhood Plan**

- a) **To delegate the £10,000 in the budget to the Planning Committee for the Neighbourhood Plan**

**Resolved** that the £10,000 in the budget for Neighbourhood Planning be delegated to the Planning committee. Proposed Councillor Goode, seconded Councillor Wheatley and agreed. All were in favour.

#### **1718/56 Events**

- a) **To receive an update on Festivals**
- b) **Bradford Council approval process for events**
- c) **Police presence in Bingley on 5<sup>th</sup> August**

- a) Councillor Dawson advised the council that the Riverside Festival is now moving to Silsden.

Councillor Qurarie recapped a residents' meeting about Bingley Market Live. The event is hoping to make a profit this year, it is a sell out and armed police will be in attendance.

- b) Bradford Council had provided a reply about the e-mail sent regarding the approval process for events. **Resolved** that the Town Council will raise questions about judging whether the scale of the event is likely to have an impact on the community, the actual consultation that took place for the aborted Riverside Festival in Bingley and a request that any future event should only be run once the PSGL approval is in place. Proposed Councillor Dawson, seconded Councillor Fenton and agreed. All were in favour.
- c) Clarification is to be sought from Inspector Deacon about whether the police will be present in Bingley on 5<sup>th</sup> August and 30<sup>th</sup> September. Proposed Councillor O'Neill, seconded Councillor Dawson and agreed. All were in favour.

#### **1718/57 Priestthorpe Annexe**

- a) **To consider any comment the Town Council may wish to make on the Priestthorpe Annexe Consultation**

**Resolved** that the comment on the Priestthorpe consultation as circulated with the meeting papers be approved. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

#### **1718/58 Councillor Interests**

- a) **To receive information on Councillor Interests**

The clerk noted that councillors should compare Appendix A from the Code of Conduct with their register of interest form to see if they have a disclosable pecuniary interest. If councillors have a query about interests, they should seek advice from the Monitoring Officer at Bradford Council.

#### **1718/59 Station adoption update**

Councillor Hardman updated the council with progress on the station adoption, a group run independently of the Town Council.

#### **1718/60 Donations for hire of rooms**

The clerk advised that Bingley Baptist Church asks for a donation for the hire of its rooms. **Resolved** that a donation of £30 be made for all rooms when a donation rather than a fee, is requested. Proposed Councillor Goode, seconded Councillor Wheatley and agreed. All were in favour.

#### **1718/61 Staff pensions**

- a) **To consider next steps on Staff Pensions**

Councillor Winnard outlined two issues that need resolving on the staff pension scheme with Nest:

1. **Resolved** that the start date for pensions be delayed for new staff for three months. Proposed Councillor Winnard, seconded Councillor Quarrie and agreed. Eleven were in favour, one was against and there were two abstentions from the vote.
2. **Resolved** that pension deductions are to be taken from every pound earned, not the Lower Earnings Limit. Proposed Councillor Winnard, seconded Councillor Goode and agreed. All were in favour.

#### **1718/62 Town Council logo**

- a) **To consider the request from the Rotary Club to use the logo**

**Resolved** that clarification will be sought as to which logo the Rotary Club is wanting to use i.e. the

Bingley coat of arms or the new Town Council logo Proposed Councillor Chapman, seconded Councillor Goode and agreed. All were in favour.

#### **1718/63 Toilets**

- a) **To receive an update on the toilets**
- b) **To consider increasing the delegated amount on investigations into the toilets to the Finance and General Purposes committee to £4,000**
- c) **To consider next steps**

The report on toilets had been circulated with the meeting papers. The clerk distributed the quotation from Rance Booth Smith Architects, for a feasibility study into the toilets.

**Resolved** that Rance Booth Smith Architects be appointed to carry out a feasibility study into the toilets, options, office etc. for the quoted fee of £1,890 plus VAT. Proposed Councillor Goode, seconded Councillor Dawson and agreed. Thirteen were in favour and one was against.

#### **1718/64 Policies**

**To approve the recommendation of the Finance and General committee to approve the:**

- a) **Policy for vexatious/ habitual complainants**
- b) **Freedom of Information policy**

**Resolved** that the policies on Vexatious/persistent complainants and the Freedom of Information policy be approved. Proposed Councillor Wheatley, seconded Councillor Winnard and agreed. All were in favour.

#### **1718/65 Minutes of Committee meetings**

- a) **Finance and General Purposes Committee**
- b) **Planning Committee**

Both sets of minutes were noted.

#### **1718/66 Clerk report**

- a) **To receive the report**

There were no questions on the report.

#### **1718/67 To approve payments**

**Resolved** to approve the July payment schedule. Proposed Councillor Truelove, seconded Councillor Wheatley and agreed. All were in favour.

#### **1718/68 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** to publicise the station adoption, Christmas Lights, the light competition with the schools and action on Dementia Awareness. Proposed Councillor Dawson, seconded Councillor Varley and agreed. All were in favour.

#### **18/69 Date and location of next meeting**

To note the date of the next meeting as being Tuesday 29th August 2017 at St Wilfrid's Church, Gilstead at 6:30pm