

## BINGLEY TOWN COUNCIL

**MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 26TH SEPTEMBER AT 6:30PM AT ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, NETHERMOOR ROAD, BINGLEY BD16**

**Start: 6:30pm**

**Finish: 9:00pm**

**Councillors Present: Councillors Beckwith, Chapman, Clough, Dawson, Dearden, Goode, Quarrie, Simpson (part of meeting), Varley, M Wheatley, and Winnard.**

**In attendance: Ruth Batterley, Town Clerk  
Laura Jowett, Administrative Officer  
Superintendent Daniel Greenwood, West Yorkshire Police  
Inspector Julie Deacon, West Yorkshire Police  
WPC Cath Gallimore, West Yorkshire Police**

**Members of the public: Three**

### **1718/91 Chair's Remarks**

1. The Chair welcomed the police officers to the meeting
2. She read an e-mail from Bradford Council about the listing of the Priestthorpe Annexe as an Asset of Community Value. Bradford Council would like the Town Council to withdraw its application to have the Priestthorpe Annexe listed as an Asset of Community Value. The Chair has advised that this will need to be considered at the October full council meeting
3. Bradford Council has been chased for many months now for a reply to traffic and highways issues. Highways issues is to be an item on the October full council agenda
4. Councillors Simpson, Hardman and Goode were thanked for their involvement and organisation of the Green and Clean Forum on 9<sup>th</sup> September
5. The next litter pick will take place on 7<sup>th</sup> October outside the station area
6. Councillor Varley was thanked for her work in organising the stall at Bingley Business Expo

### **1718/92 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 no were no disclosures of interest and no written requests for dispensation had been received.

### **1718/93 Apologies for Absence**

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

**Resolved** to approve the apologies of Councillor J Wheatley (another meeting), Fenton (sickness), Truelove (personal), O'Neill (personal) and Hardman (sickness). Proposed Councillor Winnard, seconded Councillor Chapman and agreed. All were in favour.

### **1718/94 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:

No member of the public wished to speak.

### **1718/95 Minutes of the Previous Meetings**

To confirm as a correct record the minutes of the meeting held on 29<sup>th</sup> August 2017.

**Resolved** that the minutes of the meeting held on 29<sup>th</sup> August 2017 be confirmed as a correct record. Proposed Councillor Goode, seconded Councillor Dearden and agreed. All were in favour, bar one abstention from the vote.

### **1718/96 To receive Superintendent Daniel Greenwood, Inspector Julie Deacon and WPC Gallimore to talk about crime issues in Bingley Civic Parish**

A report had been prepared by the police which had been circulated to councillors prior to the meeting. Various issues were discussed:

- Travelling criminals
- New Neighbourhood Watch schemes, including in Cottingley
- It was noted that there has been vandalism in Cottingley
- Community Speedwatch is to be started again
- Drugs. The police Organised Crime Unit looks at drug related issues. The police are dealing with Incommunities Housing Association about the drug dealing at Crossflatts
- Superintendent Greenwood was asked about the level of policing now that Bingley Police Station is to be closed. It was noted that the Bingley Police Station needs a one million pound investment. To mitigate the closure, the Fire Station can be used as a drop in for police officers. Superintendent Greenwood noted that there is no difference to the number of police officers allocated to Bingley with the station closing. In any 24 hour period, there will be police officers covering Bingley, but they may not be in Bingley
- Superintendent Greenwood noted that the station has not yet been sold. It is to be marketed together with the court. Councillor Dawson asked about a clause being put into the terms of sale that would compel the new owners to keep the station in good repair. Superintendent Greenwood will check this
- The update on Stearside is to follow
- No update can be given on RIPA surveillance as it is confidential
- No more resources can be put into speeding on Gilstead Lane; there are speed bumps and the speed is within the original 30mph limit
- Questions were asked about the party being held in Bijou Nightclub on 30<sup>th</sup> September. There will be police officers in Bingley on the 30<sup>th</sup> September and although they will not be specifically patrolling Bijou, will be available if there are issues
- Inspector Deacon will send a list of Neighbourhood Watch Co-coordinators for the parish. Becky Walker who co-ordinates Neighbourhood Watch is to be invited along to a quarterly meeting with the Town Council and police
- WPC Gallimore will talk to Bradford Council about the help point on the market square, to

see if it can be re-instated

- Councillor Dawson mentioned the vandalism of the lights and asked the police to keep an eye on the lights when passing

All three police officers left the meeting.

#### **1718/97 To receive information on the following ongoing issues and decide further action where necessary**

- Christmas 2017, damage to lights, purchase of transformers, risk assessment, update about Christmas Fayre.** The clerk had advised in the previous week that the lights had been willfully cut. The contractor had made the lights safe and will be carrying out their repair free of charge. The clerk noted that the contractor was prepared to carry out the repair on this occasion as a good will gesture, but may not do so for any future lighting issues. Councillor Truelove had e-mailed the clerk to advise that he will speak with Festival Lights about the transformers once he returns from leave. The clerk noted that the Christmas lights risk assessment approved last month needs to be altered to reflect the fact that Festival Lights will only inspect the lights during the period that they are lit, not for the rest of the year. The clerk was asked to check with Festival Lights if the lights would be dangerous once the power is switched on. Councillor Chapman's report about the Christmas Fayre had been circulated with the meeting papers.
- To consider the letter from Bradford Council about the Christmas tree for Bingley this year. Bradford Council had sent a letter to all local councils asking if they wished to sponsor the Christmas tree in their parish. It was noted that the cost of the sponsorship is £1,050 and the Town Council does not have the funds for 2017. **Resolved** that the Town Council will not sponsor the tree this year and the clerk was asked to check that a tree will still be provided by Bradford Council. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.
- To consider any next steps about the tree

#### **1718/98 Annual Return**

- To receive the Annual Return for Bingley Town Council
- To note any next steps

The clerk had circulated a copy of the certified Annual Return with the meeting papers. It was noted that the Annual Return together with the Notice of Conclusion of Audit were now on the website and in the notice board. There were no 'except for matters' raised by the external auditor.

#### **1718/99 Bingley Market**

- To receive the report about Bingley Market. The report had been circulated prior to the meeting.
- To consider appointing a market consultant. The clerk noted that the appointment would be on a short term self employed fixed contract.
- To receive the risk assessment in potentially limiting the pool of applicants. The risk assessment had been circulated prior to the meeting and the council weighed up the risks of limiting the pool of applicants by approaching NABMA. **Resolved** to appoint a market consultant and not to place an advert on the open market, rather to obtain suitable recommendations from NABMA. Proposed Councillor Dawson, seconded Councillor Varley and agreed. All were in

favour. **Resolved** that a self employed market consultant be employed on a short term contract for up to £2,000 to deliver the full brief outlined in the report, including a full report of all findings and proposals to a meeting of the Town Council before the end of 2017. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

d) To consider if Bingley Town Council wishes to take on the running of the civic area including the market square. **Resolved** that Bingley Town Council does not want to take on the running of the civic area including the market square. Proposed Councillor Winnard, seconded Councillor Dawson and agreed. All were in favour.

e) To identify a councillor to lead on this project. **Resolved** that Councillors Chapman and Dawson lead on this project. Councillors not present at the meeting are to be asked if they wish to help lead also. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. Councillor Chapman will compile an indicative market budget for the Town Council 2018-2019 budget.

f) To consider next steps. **Resolved** that the following be agreed from the Market Report:

- 1) Deliver up to 6 x monthly food/fresh produce markets in 2018 between April and October/November on Bingley Market Square. (Markets to integrate with other large scale events planned for the market square. Existing, long-term traders to be invited, if the markets are not on their regular trading day, and will be consulted throughout.)
- 2) Make contact with Bradford Council to agree permission/license to run the markets.
- 3) Encourage links between our new monthly market and existing weekly markets and link to larger events.
- 4) Carry out survey as soon as possible and on market days in 2018 to monitor and enable evaluation of the impact of the monthly markets (this could be part of project manager's brief).

In addition,

- 5) Inform Bradford Council that Bingley Town Council does not at present wish to take responsibility via CAT for the civic area, including the market place, except perhaps for the public toilet site which is subject to separate consideration.

At present, Bradford Council is investigating asset transfers of its land and property. The issue of whether or not Bingley Town Council would wish to take on the whole civic area has been raised by the officer leading on CATs. The recommendation from the Town Centre and Regeneration committee is that the Town Council should not pursue this at present as it does not have the resource.

- 6) Whilst the model suggested involved appointing a contractor/Project Manager to carry out the research work etc. a Town Councillor/s who will lead on this project and champion the market need/s to be identified.

Proposed Councillor Dawson, seconded Councillor Varley and agreed. All were in favour, bar one abstention from the vote.

### **1718/100 Bingley toilets**

- a) **To receive the report on Bingley toilets. The report had been circulated prior to the meeting.**
- b) **To consider next steps**

Councillor Simpson arrived at 7:50pm.

Three members of the public left the meeting at 8:00pm. The architect's plans were shown to

councillors. Questions were raised about capacity of the council to deliver the project and also its cost.

**Resolved** to delegate up to £1,000 to the Finance and General Purposes committee for the pre-planning advice and re-draw of the ground floor plans. This expenditure will come from the office equipment/space budget. Proposed Councillor Wheatley, seconded Councillor Goode and agreed. All were in favour and there were two abstentions from the vote.

**Resolved** to agree in principle the toilets and offices for Bingley Town Council. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour, bar two abstentions from the vote.

**Resolved** to clarify in writing with Bradford Council what it will do with the toilets on March 31<sup>st</sup>, providing the CAT process is underway, i.e. mothball, not demolish or sell. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

#### **1718/101 Budget monitoring**

- a) To receive the budget monitoring report as presented to the September Finance and General Purposes committee meeting. There were no questions about the report.
- b) Budget 2018-2019. The clerk noted that proposals for the budget should be with her by 12<sup>th</sup> October.

#### **1718/102 Internal auditor**

- a) To approve the recommendation of the Finance and General Purposes committee meeting to appoint Diane Brown as the Internal Auditor for Bingley Town Council 2017-2018

Resolved to approve the recommendation of the Finance and General Purposes committee that Diane Brown be appointed internal auditor for Bingley Town Council for 2017-2018 for up to £400 for two audits. Proposed Councillor Beckwith, seconded Councillor Goode and agreed. All were in favour.

#### **1718/103 Neighbourhood Plan**

- a) To appoint the Chair of the Neighbourhood Planning Working Group
  - b) To receive nominations from councillors interested in being on this Working Group
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- a) **Resolved** to Elect Councillor Dawson as the Chair of the Neighborhood Planning Working Group. Proposed Councillor Dawson, seconded Councillor M Wheatley and agreed. All were in favour.
  - b) **Resolved** to appoint Councillors Beckwith, Chapman, Clough, Dawson, Quarrie, Simpson, Truelove and M Wheatley to the Neighbourhood Planning Working Group. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.,

#### **1718/104 Corporate MultiPay Business Card**

- a) To note that the council has resolved to obtain a Corporate Multipay Card
- b) To sign the Indemnity Form for the card
- c) To nominate one of the bank signatories to be the secondary programme administrator for the card

It was noted that b) should read to approve the indemnity form for the Corporate Multipay card.

**Resolved** that the indemnity form for the Corporate Multipay card be approved. Proposed Councillor

W Wheatley, seconded Councillor Winnard and agreed. All were in favour.

**Resolved** that Councillor Truelove be the second programme administrator for the card, the clerk is the primary administrator. Proposed Councillor Clough, seconded Councillor Dearden and agreed. All were in favour.

#### **1718/105 Change in Data Protection Legislation**

- a) To receive the e-mail from YLCA
- b) To consider next steps

This item was withdrawn until the October meeting.

#### **1718/106 Planting advice**

- a) **To consider allocating up to £150 from the Green and Clean budget for horticultural advice**

**Resolved** that up to £150 be allocated from the Green and Clean budget for horticultural advice from Lee Senior. Proposed Councillor Goode, seconded Councillor M Wheatley and agreed. All were in favour.

#### **1718/107 Reports and correspondence**

- a) To receive the report on Remembrance Sunday. Councillor Chapman was thanked for her report and further volunteers were requested to help with the parade.
- b) To consider the purchase of a Remembrance wreath for the cost of £25. **Resolved** to purchase a Remembrance wreath for the cost of £25. Proposed Councillor Goode, seconded Councillor W Wheatley and agreed. All were in favour.
- c) To consider next steps
- d) To receive the report from the meeting held with the Vicar of Bingley Parish Church. Councillor O'Neill is to be asked to come up with next steps.
- e) To consider next steps
- f) To note the e-mail from Kevin Sunderland about banners and the clerk's response. It was noted that Mr. Sunderland had been in e-mail contact with the clerk about banners in Bingley. The clerk had reported the matter to Bradford Planning Enforcement Team.
- g) To consider next steps
- h) Meeting with Marcia Churley. Councillors Chapman, Dawson and Simpson are to meet with Ms Churley.

**1718/08 To resolve that members of the press and public be excluded from items 1718/109 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature. (Staff salary information)**

**Resolved** that the press and public be excluded. Proposed Councillor Goode, seconded Councillor M Wheatley and agreed. All were in favour. Laura Jowett left the room.

#### **1718/109 Administrative Officer hours**

- a) To consider the recommendation of the Staffing committee to increase the Administrative Officer's hours

**Resolved** that the Administrative Officer's Hours be increased from 18 to 24 per week. Proposed Councillor Winnard, seconded Councillor Goode and agreed. All were in favour.

**1718/110 Minutes of Committee meetings**

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

Both sets of minutes were noted.

**1718/111 Clerk report**

- a) To receive the report

There were no questions on the report.

**1718/112 Finance**

- a) To approve payments. **Resolved** to approve the payments for September. Proposed Councillor Beckwith, seconded Councillor Varley and agreed. All were in favour.
- b) To receive The Good Councillor's Guide to Finance and Transparency the Guide had been circulated with the meeting papers.

**1718/113 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** to publicise the Neighbourhood Plan. Proposed Councillor Winnard, seconded Councillor Dearden and agreed. All were in favour.

**1718/114 Date and location of next meeting**

To note the date of the next meeting as being Tuesday 31<sup>st</sup> October 2017 at Eldwick Memorial Hall, Otley Road, Bingley BD16 3HQ at 6:30pm