

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 31st OCTOBER AT 6:30PM AT ELDWICK MEMORIAL HALL, OTLEY ROAD, BINGLEY BD16

Start: 6:30pm

Finish: 9:10pm

Councillors Present: Councillors Beckwith, Chapman, Dawson, Dearden, Goode, Hardman, O'Neill, Quarrie (part of meeting), Simpson, Truelove and J Wheatley.

In attendance: Ruth Batterley, Town Clerk
Allan Booth, Rance, Smith, Booth Architects

Members of the public: Fourteen

1718/115 Chair's Remarks

1. The Chair thanked all who had been involved in Action Stations. Particular thanks were made to Derick Hodgson for his work on the station group

1718/116 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. Councillor Dearden's request for a dispensation to discuss matters relating the Five Rise Locks and signage directing tourists to the Five Rise Locks had been circulated to the council prior to the meeting, as he believes he has an interest by virtue of his being the owner of the Five Rise Locks café.

Resolved that Councillor Dearden be granted a dispensation to speak but not vote on matters on the agenda and future meetings relating to the Five Rise Locks in which he believes he has an interest by virtue of being the owner of the Five Rise Locks café.

Proposed Councillor Councillor O'Neill, seconded Councillor Hardman and agreed. All were in favour.

1718/117 Apologies for Absence

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

Resolved to approve the apologies of Councillor Clough (sickness), Fenton (work), Varley (work), M Wheatley (personal) and Winnard (personal). Proposed Councillor Truelove, seconded Councillor Goode and agreed. All were in favour.

1718/118 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.

Resolved to adjourn the meeting. Proposed Councillor Truelove, seconded Councillor Goode and

agreed. All were in favour.

Public Participation

- Questions / observations from members of the public
 - Reports from invited guests:
1. A member of the public spoke about the proposed traffic calming scheme on Park Road. There is difficulty crossing the road owing to the speed of traffic, the bend and there is no footpath. A refuge is needed in the middle of the road and the resident suggested that traffic mirrors should be supplied.
 2. A resident spoke about the poor communication that the residents of the High Rise blocks in Bingley had received about the possible transfer of ownership of their homes. In the resident's opinion the letter was disrespectful, offered no reassurance and there was no mention of rehousing or timescale.
 3. Another resident spoke about the consultation at Leeds Bradford Airport. The consultation closes on 5th November. The issue of noise has been delegated to principal authorities but Bradford Metropolitan District Council has made no comment about the noise.

1718/119 Minutes of the Previous Meetings

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

Councillor Hardman noted that item 1718/100 should read three members left at 8:00pm and Councillor Beckwith noted that item 1718/96 should make reference to the vandalism in Cottingley and the need to establish more Neighbourhood Watch groups in Cottingley.

Subject to the above:

Resolved that the minutes of the meeting held on 26th September 2017 be confirmed as a correct record. Proposed Councillor Dearden, seconded Councillor Beckwith and agreed. All were in favour, bar two abstentions from the vote.

1718/120 Bingley Toilets

- a) **To receive the feasibility report prepared by Rance, Booth, Smith Architects**
- b) **To receive the options report**
- c) **To receive the financial appraisal for the Town Council Office/public toilets**
- d) **To consider next steps**

- a) Allan Booth from Rance, Booth, Smith Architects presented the feasibility report. He noted that the scheme is structurally viable but there is the need to obtain planning permission, building regulations and the Health and Safety file from Bradford Council. Mr Booth has been unable to obtain the latter which is a legal requirement. It was noted that the indicative cost of the build is £133,500 but this does not include, professional fees, furniture etc.

Councillors asked Mr Booth various questions about the layout, needing a meeting room, the life of the building, security lighting, costs etc.

Councillor Quarrie arrived at 7:00pm.

- b) Options Report. Councillor Dawson presented the report which outlined the various options for the building. Councillor Dearden noted that he had spoken with many of the local

businesses and noted that most would not be prepared to allow members of the public to use their toilets unless purchasing. Thanks were made to Councillors Dawson, Dearden and the clerk for their work on the office/toilets block

- c) The clerk went through the financial appraisal outlining the capital costs, the revenue costs etc. It was noted by the clerk that until specialist Vat advice is obtained the amount recorded as income for the toilets is Nil.
- d) Next steps.

Resolved:

1. That the Community Asset Transfer process be triggered with Bradford Council for the toilets.
2. Pre -planning permission to be obtained
3. To hold public consultation to develop the existing toilets into offices for the Town Council/public toilets, plus borrowing up to £160, 000 from the Public Works Loan Board. To allocate £1,000 from the Regeneration and Tourism budget for the consultation.

Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour bar two were against.

Mr Booth and two members of the public left at 7:30pm.

1718/121 High Rise flats

- a) **To receive an update on the consultation for the high-rise flats in Bingley**
- b) **To consider any next steps**

Councillor Simpson updated the meeting. Two letters have gone out to residents of the high rise blocks from Incommunities. Residents were upset at the lack of information in the letters. It was noted that the decision about what will happen with the high rise will be made at the Incommunities board meeting in March.

Resolved that Bingley Town Council will write to Incommunities requesting:

1. Full information about options for the properties
2. That residents be allowed to participate fully in decisions about the blocks
3. Until any decision is made by the Incommunities that the properties be maintained to comply with statutory habitation and upkeep requirements
4. That the site should always be used for social housing

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

1718/122 Specialist VAT advice

- a) **To consider the purchase of specialist VAT advice**

The clerk advised that the work of the Town Council is becoming increasingly complex as it relates to VAT. New projects include the possible office block, market and any income and possible sponsorship of hanging baskets.

Resolved that the Town Council will place an order with Steve Parkinson Associates for £500 plus VAT for VAT advice for the Town Council.

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

1718/123 Welcome to Bingley Signs

- a) **To receive the report on Welcome to Bingley signs**

- b) To consider purchasing Welcome to Bingley signs**
- c) To consider any next steps**

Councillor Dearden explained his report, to purchase two Welcome to Bingley signs one for the market square and the second to be placed at the main entrance to the railway station. Planning permission is required for the former and consent in writing is required from the railway authority for the latter is needed before the project can proceed. Councillor Dearden will obtain the permissions. There was discussion about the design for the boards and this is to be discussed with the Events, Marketing and Communications committee in conjunction with Councillor Dearden. A brief about the design will be brought back to full council.

Subject to the above, obtaining permissions etc.

Resolved to purchase two Welcome to Bingley signs. The order is to be placed with J&G Fabrications for the cost of £1,850 (plus vat) for two boards. Jess Wright will create the artwork for the panel and graphics on an aluminum base. The board is £60 plus VAT and the artwork is £40 per hour plus vat. The necessary permissions for the boards will need to be obtained first.

Proposed Councillor Dearden, seconded Councillor J Wheatley and agreed. Councillor Dearden did not vote.

1718/124 Finance software

- a) To approve the recommendation of the Finance and General Purposes committee to purchase the Rialtus Business Software finance package for Bingley Town Council**
- b) To consider any next steps**

Resolved to approve the purchase of the Finance and General Purposes committee to approve the purchase of finance software from Rialtus Business Solutions for the cost of £636 plus travelling costs for the consultant to come out and set the package up on the clerk's laptop. It was noted that there will be an ongoing support cost of £116 plus VAT (current cost). Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.

1718/125 Update on road traffic issues in Bingley

- a) To receive the traffic consultation for Park Road, Bingley**
- b) To consider any comment the Town Council may wish to make on this consultation**
- c) To consider any next steps**
- d) To consider road traffic issues in the parish**

The traffic consultation had been circulated with the meeting papers. There were comments for and against speed humps.

Resolved that Bingley Town Council

1. Notes the plans for the traffic calming etc. on Park Road and requests the costs of delivering the scheme
2. It would like to know if any other alternatives to speed humps have been considered
3. It requests more speed signs to reduce speeding to be installed up and down the length of Park Road

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

Councillors were asked to e-mail the clerk with any additional traffic issues.

Seven members of the public left the meeting at 8:10pm.

1718/126 Priestthorpe Annexe

- a) To recommend to postpone the decision on withdrawing the nomination of this site as an Asset of Community Value**
- b) To receive the e-mail from Bradford Council about the Priestthorpe Annexe**

The contents of Ben Middleton's (Assistant Director, Bradford Council, Property and Estates) e-mail to the Town Council advising amongst other things that the recommendation is that the building be demolished, was discussed.

Resolved:

1. That a public meeting be held in the Mornington Road Methodist Church to share the contents of this e-mail and obtain resident feedback and bring it back to the November full council meeting.
2. That this issue be promoted in the next newsletter

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

Resolved that the application to list the Priestthorpe Annexe as an Asset of Community Value be withdrawn. Proposed Councillor Truelove, seconded Councillor Dearden and agreed. All were in favour.

1718/127 Reserves Policy

- a) To approve the recommendation of the Finance and General Purposes committee to approve the Reserves policy for Bingley Town Council**

Resolved to approve the Reserves policy for Bingley Town Council. Proposed Councillor J Wheatley, seconded Councillor Truelove and agreed. All were in favour.

1718/128 Change in Data Protection Legislation

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

The clerk noted that councilors need to be aware that the law is changing and it comes into effect on 25th May 2018. She is to take part in a SLCC webinar on the new data protection legislation.

Resolved

Councillor Beckwith is to write a report on this outlining the implications for the Town Council and bring it back to a meeting of the Town Council by the end of the year. Proposed Councillor Beckwith, seconded Councillor Dawson and agreed. All were in favour.

1718/129 Market

- a) To receive the market report**
- b) To consider allocating funds to this project**
- c) To consider next steps**

The market report had been circulated with the meeting papers. Councillor Dawson noted that no market consultant had expressed an interest in the market work. Councillor Dawson explained that there is a need to recruit Market Makers i.e. a group of individuals who are prepared to run a series of markets. A meeting is to be set up inviting potential Market Makers along to establish interest.

Resolved that a meeting for Market Makers be set up and that up to £2,000 be allocated from the Tourism and Regeneration budget for the branding and promotion of the market. Proposed Councillor Chapman, seconded Councillor Truelove and agreed. All were in favour.

1718/130 Cottingley Post Office

- a) To receive the letter about Cottingley Post Office delivery services**
- b) To consider next steps**

Resolved that the clerk write to Royal Mail to request a non delivered parcel collection service at Cottingley Post Office. Proposed Councillor Beckwith, seconded Councillor Truelove and agreed. All were in favour.

1718/131 Town Council Surgeries

- a) To consider the future of Town Council surgeries**

It was noted that there had been limited attendance by residents at councillor surgeries held prior to full council meetings.

Resolved that the remaining surgery at Crossflatts on 28th November take place but that following this, councillor surgeries be discontinued. Proposed Councillor J Wheatley, seconded Councillor O'Neill and agreed. All were in favour.

1718/132 Bowling Greens

- a) To receive the e-mail from Bradford Council about bowling greens (*To follow*)**
- b) To consider next steps**

The e-mail from Bradford Council requesting financial support for the two bowling clubs in the parish, Bingley Glen and Myrtle Park had been circulated with the meeting papers. There was wide ranging discussion on this item.

Resolved that the Town Council supports recreational activities through its grant scheme and that Bradford Council advises the bowling groups to apply for financial support through this route. Proposed Councillor Hardman, seconded Councillor J Wheatley and all were in favour, bar one abstention from the vote.

1718/133 Bingley Canal Festival

- a) To consider having a Town Council representative on the Canal Festival Steering Group**

Resolved that Councillor Chapman be the nominated Town Council representative on the Canal Festival Steering Group. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. All were in favour.

1718/134 Updates

- a) **Grit bins** Councillor Hardman updated the council and advised that the original five bins that the council had selected, the bins had either been provided by Bradford or the area had been added to the gritting route. The next identified five bins, one had been added to the gritting route and an order is to be placed for the remaining four. It was noted that new routes have been included for Bingley as part of the Town Council's intervention and that there have been several grit bin repairs. Councillor Hardman was thanked for her work.
- b) **Station Adoption Group** Councillor Hardman advised that there had been an Action Day on 7th October to clear the garden area behind the Station Master's House, there will be planters at both Crossflatts and Bingley train stations and that five apprentices will be working at the stations for two days a month
- c) **Christmas Fayre** Councillor Chapman noted that the fayre is on track and the lights will be switched on at 4:30pm by Harry Gratton. Councillor Truelove advised that due to the re-use of some existing lights there should be additional displays along Chapel Street
- d) **Remembrance Sunday** Councillor Chapman advised the council that the event planned for 12th November is progressing well. Thanks were made to the Administrative Officer for facilitating the meeting with the police, which had proved very successful

1718/135 Leeds Bradford Airport

- a) **To note the consultation on Leeds Bradford Airport**
- b) **To consider next steps**

Resolved that the clerk request that future consultations be sent to the Town Council and that additional information be requested from Leeds Bradford Airport to be sent through about this consultation once it closes on 5th November. Proposed Councillor Dearden, seconded Councillor Trulove and agreed. All were in favour.

1718/136 Clerk report

- a) **To receive the report**

The report was noted.

1718/137 Finance

- a) **To approve payments**

Resolved to approve the October payment schedule. Proposed Councillor Goode, seconded Councillor O'Neill and agreed. All were in favour.

1718/138 Minutes of Committee meetings

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

Both sets of minutes were noted.

1718/139 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved that the following items be publicised:

1. The office/toilets
2. Priestthorpe Annexe
3. The market and Market Makers
4. Gritting
5. Cottingley Post Office
6. High Rise Flats

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

1718/140 Date and location of next meeting

To note the date of the next meeting as being Tuesday 28th November 2017 at Crossflatts Community Centre, St Aidan's Square, Crossflatts, Bingley BD16 at 6:30pm