

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 19th DECEMBER AT 6:30PM AT CARDIGAN HOUSE, FERNCLIFFE ROAD, BINGLEY BD16

Start: 6:30pm

Finish: 8:30pm

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

In attendance: Ruth Batterley, Town Clerk
Julie Deacon- West Yorkshire Police
Steven King- West Yorkshire Police

Members of the public: Five

1718/163 Chair's Remarks

1. The Chair offered formal condolences to the family and friends of James Etherington following James's recent death. The Chair noted that the extraordinary meeting called by Bingley Town Council had been cancelled following James's death and out of respect to his family. Thanks were made to Councillor Michelle Chapman and Lean- Dionne Short for organising the celebration of James's life. Thanks were also made to Karen Pritchard for organising fund raising. It was noted that to date over £12,000 had been raised for the Etherington family
2. The Chair noted that two consultation events had been held for the toilet/office consultation and also a litter pick on 2nd December
3. The Town Council continues to receive feedback on gritting and the Town Council owned grit bins
4. Many positive comments have been received about the Christmas lights in Bingley

1718/164 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.**

Councillor Dawson advised the council of her interest in item 1718/174. She is an employee of Bradford Council.

No written requests for dispensation had been received.

1718/165 Apologies for Absence

1. **To note apologies for absence**
2. **To receive and consider apologies for absence**
3. **To approve reasons for absence**

Councillor Varley's and Fenton's reasons for absence were noted. **Resolved to** approve the reasons for absence for Councillors Varley and Fenton. Proposed Councillor Winnard, seconded Councillor Joe Wheatley and agreed. All were in favour.

1718/166 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 Beckwith, seconded Councillor Goode and agreed. All were in favour.

Public Participation

- **Questions / observations from members of the public**
- **Reports from invited guests:**

A member of the public spoke about Lidl. Councillor Truelove noted that the Town Council has written a letter to Bradford council about Lidl and has been advised by Lidl that if Bradford Council requests Lidl to put electric charging points at the new store, it will comply with this request. Lidl have advised that the store should be open by Christmas 2018.

The member of the public thanked the Town Council for its work and wished everyone a Merry Christmas.

The Chair of the Gilstead Village Society advised that the Village Society would like to see a hopper service run. The clerk noted that a resident had been in touch with Councillor Varley and this will be an item on the Finance and General Purposes committee agenda for January. The Chair of the Society advised that a pedestrian crossing is needed on Gilstead Lane. She will e-mail full details to the clerk.

Another member of the public asked about next steps on the Neighbourhood Plan. The Chair advised that all who expressed an interest in being involved and who are not subject to any restrictions preventing them from being a non councillor member of a Working Group would be invited to join the group. The clerk advised that a meeting will be held at the end of January 2018 and a letter will be sent to all non councillors informing them of next steps.

1718/167 Minutes of the Previous Meetings

To confirm as a correct record the minutes of the meeting held on 28th November 2017.

It was noted that item 1718/152 should read 'write to Bradford Council with specific dates request, including the **first Saturday** of September.'

Subject to the above, **resolved** that the minutes of the meeting held on 28th November 2017 be confirmed as a correct record. Proposed Councillor M Wheatley, seconded Councillor Truelove and agreed. All were in favour.

1718/168 Bijou Cocktail Bar, Bingley

- a) To receive an update on Bijou Cocktail Club**
- b) To consider any comments the Town Council may wish to make on the application for summary review of premises license for Bijou Cocktail Bar**
- c) To consider any next steps**

a) Detective Inspector King advised that following the incident at Bijou, four men had been arrested and three were still under investigation. The police are in the process of collecting and collating the evidence, reviewing CCTV, phone data etc. Questions were asked about whether the owner is culpable, when the licensing hearing will take place. Bradford Council and the police will attend the hearing. The police advised that comments need to be based on facts and previous incidents. It was noted by the police that there had been threats to the premises following the incident in November.

b) The draft licensing comment had been circulated to councillors prior to the meeting. Two additions were made:

1. That Rory Proctor have his personal licence revoked
2. That any future licence for the premises be made to comply with restrictions to other facilities in the immediate area which is a Designated Quiet Zone. Other venues in the area need to close at midnight.

Subject to the above **resolved that** the draft comment be approved. Proposed Councillor Dearden, seconded Councillor M Wheatley and agreed. All were in favour.

c) **Resolved** that Councillors Chapman and J Wheatley are to attend as the Town Council representatives. Proposed Councillor Dearden, seconded Councillor M Wheatley and agreed. All were in favour.

1718/169 Review of Priorities document

To review the Priorities document and discuss the scheduling of additional projects

Councillor Simpson advised the Council that the document had been re-circulated following the council setting its priorities earlier in the year. Councillor Simpson asked the council for thoughts and ideas to be sent to her. She noted that new items need to be thought through with understanding of who is going to do the foot work on projects. There is a need to keep focused on the priorities for the council.

Resolved that Councillors will make send comments or changes on the priorities document to Councillor Simpson and that she will bring a revised version of this document to the next meeting. Proposed Councillor Simpson, seconded Councillor O'Neill and agreed. All were in favour.

1718/170 Update on the Toilet/ Office Consultation

- a) **To receive an update on the consultation**
 - b) **To consider the e-mail from Ben Middleton about additional funds for the Community Asset Transfer**
 - c) **To consider appointing a solicitor for up to £2,300 plus VAT, to advise on the potential transfer**
- a) Councillor Dawson advised the council that two consultations had taken place, the full day consultation on 2nd December and the shorter consultation in Bingley Library on 16th December. To date 357 completed surveys had been received either in paper format or online.
- b) Bradford Council has offered the Town Council an extra £5,000 for works at the toilets. This is in addition to the £1,000 towards legal fees.
- c) The clerk advised that she has obtained two quotations from firms of solicitors who specialise in local council work. The requirement under financial regulations for quotations for specialist advice is for one quotation. **Resolved** that Councillor J Wheatley will work with the clerk to identify which solicitor should be used by the Town Council for the legal work surrounding the

Community Asset Transfer, be brought to the Finance and General Purposes committee. Proposed Councillor Simpson, seconded Councillor M Wheatley and agreed. All were in favour, bar one against.

1718/171 VAT report

- a) To receive the VAT report for Bingley Town Council**
- b) To consider next steps**

- a) The report had been circulated with the papers for the meeting.
- b) Resolved** that the clerk will write to HMRC asking whether the toilets can be treated as a non-business activity. Councillors Simpson and Hardman will work with the clerk to identify implications of the report and next steps for the council. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour.

1718/172 Attendance register

- a) To consider if the Town Council wishes to maintain an attendance register**
- b) To consider next steps**

Resolved that attendance registers will be compiled individually for full council, committee and sub committee meetings. The full council attendance register will be retrospective, all other registers will be compiled going forwards. Proposed Councillor Dawson, seconded Councillor Chapman. Ten were in favour, three were against and there was one abstention from the vote.

1718/173 ID cards

- a) To consider the purchase of permanent ID cards for the Town Council**

Resolved that the Town Council purchases a bank of 40 ID cards from the Card Network for the cost of £175 plus VAT, including lanyards and delivery (excluding VAT). Proposed Councillor Truelove, seconded Chapman and agreed. All were in favour.

1718/174 Bradford Council budget consultation

- a) To consider any comment the Town Council may wish to make on then BMDC budget consultation**

Councillor Dearden chaired this item as Councillor Dawson had declared her interest.

Resolved comments are to be sent to Councillor Dearden by 17th January 2018 for him to compile the Town Council draft comment in time for it the comment to be tabled at the full council meeting on 23rd January. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour and one councillor did not vote.

1718/175 To receive the letter about Priestthorpe Annexe

- a) **To receive the letter about Priestthorpe Annexe**
- b) **To consider next steps**

Councillor Dawson's draft letter had been circulated with the meeting papers. **Resolved** that the letter be sent to Ben Middleton and the Councillor Portfolio holder for Neighbourhoods and Community Safety. Proposed Councillor Goode, seconded Councillor Chapman and agreed. All were in favour, bar one abstention from the vote.

1718/176 Beacon Lighting

- a) **To consider if the Town Council wishes to investigate a beacon of light as part of the Battles Over commemoration**
- b) **To consider any next steps**

The link to the Battles Over beacons of light campaign had been circulated on the Appendix. There was discussion about this item and it was **resolved** that investigation into a beacon be delegated to the Events Marketing and Communications sub committee who will prepare a full proposal for the Finance and General Purposes committee. Proposed Councillor Chapman, seconded Councillor Simpson and agreed. All were in favour, bar one abstention from the vote.

1718/177 Canal River Festival

- a) **To receive an update**

Councillor Chapman updated the council on the Canal Festival which is to take place on 19th May 2018. The Arts Centre is booked. A stall has been reserved for the Town Council.

1718/178 Staffing policies

To approve the recommendation of the Staffing Committee to approve:

- a) **Emergency Leave policy**
- b) **Pay policy**

- a) **Resolved** to approve the recommendation of the Staffing committee to approve the Special Leave policy. Proposed Councillor Winnard, seconded Councillor Goode and agreed. All were in favour
- b) **Resolved** to approve the recommendation of the Staffing committee to approve the Pay policy. Proposed Councillor Winnard, seconded Councillor Goode and agreed. All were in favour.

1718/179 Newsletter

- a) **To approve the copy of the Town Council January newsletter**

The draft newsletter was distributed at the meeting.

Resolved to approve the draft newsletter. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour.

1718/180 Code of Conduct matter

a) To receive information on a potential Code of Conduct matter

The clerk advised the council that Standing Order 14 requires the Proper Officer when notified by the District or Unitary authority that it is dealing with a Code of Conduct complaint for a councillor, to inform the Town Council. The clerk following advice from YLCA advised the council that she had not been informed of a complaint but had received a request from the City Solicitor's office for a copy of the Town Council's Equality Policy. The clerk had informed Bradford Council that Town Councils are not required to have an Equality policy but that the Town Council is aware of its duties under the Equality Act.

1718/181 Clerk report

a) To receive the report

The report was noted. Councillor Dawson asked about a date for the Code of Conduct training being provided by YLCA. The clerk advised YLCA is yet to be in touch with a date.

1718/182 Finance

a) To approve payments

b) To approve the Direct Debit for the NEST staff pension

c) Rialtus Finance package- to receive an update

a) **Resolved** to approve December payments. Proposed Councillor J Wheatley, seconded Councillor Chapman and agreed. All were in favour.

b) **Resolved** to approve the monthly direct debit for Nest. Proposed Councillor Winnard, seconded Councillor Simpson and agreed. All were in favour.

c) The clerk noted that owing to the number of items inputted when the RBS trainer visited the clerk there was not time to complete the full training. The clerk will obtain costs for further training and bring them to a future meeting.

1718/183 Minutes of Committee meetings

a) Staffing committee

The minutes of the meeting were noted.

1718/184 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to publicise the office/ toilet, Priestthorpe Annexe, Bijou and Canal River Festival. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

1718/185 Date and location of next meeting

To note the date of the next meeting as being Tuesday 23rd January 2018 at Church House, Old Main Street Bingley, BD16 at 6:30pm