

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 23rd JANUARY 2018 AT 6:30PM AT CHURCH HOUSE, OLD MAIN STREET, BINGLEY, BINGLEY BD16

Start: 6:30pm

Finish: 8:45pm

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

In attendance: Ruth Batterley, Town Clerk

Members of the public: Fifteen

1718/186 Chair's Remarks

1. The Chair acknowledged the resignation of Rachel Varley and said Rachel's views and outlook would be missed at Bingley Town Council. A card of thanks had been sent to Rachel and arrangements for the councillor vacancy was an item later on this council agenda.
2. It was noted that the license for Bijou has been revoked. Thanks were given to Councillors J Wheatley and Chapman for their representation at the hearing on behalf of the Town Council.
3. The Chair advised that Bradford Council has informed the Town Council that expressions of interest have been received for the Priestthorpe Annexe.
4. The Green and Clean Forum on 13th January had been well attended and a good event.
5. Thanks were made to Councillors Goode and Dearden for their work on decorating the Christmas tree for the festival at All Saints Parish Church.

1718/187 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 1718/200. She is an employee of Bradford Council.

No written requests for dispensation had been received.

1718/188 Apologies for Absence

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

Councillor Fenton's and O'Neill's reasons for absence were noted. **Resolved to** approve the reasons for absence for Councillors Fenton and O'Neill. Proposed Councillor Winnard, seconded Councillor Joe Wheatley and agreed. All were in favour. Councillor Beckwith advised that he would need to leave the meeting early.

1718/189 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 Goode, seconded Councillor Simpson 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 the public toilet consultation. Changing Places toilets are facilities with an adult-sized changing bench, hoist and curtain, a clean and safe environment with a non-slip floor. There are only 1,000 Changing Places facilities currently in the UK. Alternative options are unhygienic and unacceptable. The member of the public read out letters of support from Chellow Heights and Hazelbeck school head teachers. A letter of support from a pupil with special needs was also read out. The request was made for Bingley Town Council to seriously consider refiguring the current toilet space to include a Changing Places facility. Mention was made of the Equalities Act 2010 and the Public Sector Equality duty. Bingley needs to celebrate inclusion and Changing Place facilities change lives. (A copy of the presentation is attached to these minutes.)

Another resident noted that the Town Council is potentially spending a lot of money on converting the toilets; a Changing Place facility would be good for Bingley. The resident distributed an amended plan showing one potential option incorporating the Changing Place facility into the toilet site.

1718/190 Minutes of the Previous Meetings

To confirm as a correct record the minutes of the meeting held on 19th December 2017.

Resolved that the minutes of the meeting held on 19th December 2017 be confirmed as a correct record. Proposed Councillor Chapman, seconded Councillor Dearden and agreed. All were in favour.

1718/191 Office/Toilet

- a) To consider the business case for the Community Asset Transfer and the application to the Secretary of State for borrowing approval**
- b) To consider any next steps**
- c) Changing Place toilet campaign**
- d) To consider next steps**

The business case for the Community Asset Transfer and the application for the borrowing approval had been circulated with the papers for the meeting.

Councillor Dawson explained that this agenda item would be taken all together. She reminded the council that the toilets were due to be closed by Bradford Council back in 2013 but following a campaign by the Civic Trust the hours were reduced to four hours a day for six days a week. Bradford Council will be closing all public toilets with the exception of those at City Park from the end of March 2018. Bradford Council's Equality Impact Assessment detailed the impact of the closure of public toilets and mitigated the effect the closure had on vulnerable groups by offering the toilets to local councils by way of a Community Asset Transfer.

Councillor Dearden advised the council that a year had been spent trying to find suitable office accommodation in Bingley town centre. He noted that Bradford Council has advised that the deadline for the CAT is fixed, that two open consultation meetings had been held and an online and paper survey carried out. Additional matters include the need for the Town Council to set its budget at this meeting and apply for borrowing approval to enable the Town Council to apply for a loan.

Councillor Simpson went through her addendum about Changing Places. Advice had been taken from the former Bradford Council Access Officer, PAMIS (Promoting a More Inclusive Society – a member of the Changing Places Consortium), Yorkshire Local Councils Associations, Martin McConaghy (IDACS) and the Town Council’s architect. It was noted that the Senior Surveyor from Bradford Council had advised that Bradford Council cannot extend their deadline for the CAT.

Questions were asked by councillors about challenging Bradford Council’s decisions about the timescale for closing the toilets and about the costings on the business plan.

It was noted that the public consultation held had been in favour of the toilet/office project. Of the 484 responses received 418 were from Bingley residents of whom 324 were in favour of increasing the precept, 59 Bingley residents were not in favour of increasing the precept.

It was decided that further information is needed for the Town Council to consider incorporating the Changing Places facility:

1. Finding out from Bradford Council and the Department of Communities and Local Government whether an alteration to the plans and costings will be permitted for both applications.
2. To check whether a new consultation will be required by DCLG if plans were submitted which are significantly different to those consulted upon.
3. Should 1 be possible, the council may need to commission new plans from the architect for which funds should be allocated.

Resolved that the Town Council will pursue the toilet/office project by means of a Community Asset Transfer from Bradford Council to Bingley Town Council with a view to including a Changing Places facility, to get the necessary information from DCLG and Bradford Council about the impacts of any alterations to the plan consulted upon in December, that another plan including a Changing Places facility is requested from the architect and to allocate up to £2,000 from the office space budget to cover any architectural costs, that the Town Council will consider the budget with the toilet/office option at item 1718/192.

Proposed Councillor M Wheatley, seconded Councillor J Wheatley and agreed. Eleven were in favour and there were two abstentions from the vote.

Councillor Beckwith left the meeting at 19:41pm together with eight members of the public.

1718/192 Town Council budget 2018 -2019

a) To approve the Town Council budget for 2018-2019

b) To set the precept for Bingley Town Council for 2018-2019

c) To consider any next steps

a) Resolved that the Town Council budget with the toilet/office option be approved for £215,392. This includes the reserves as listed below:

Allotments	£5,215
Election Reserve	£13,660

General Reserve £55,025
New Building Reserve £20,000

b) Resolved to set the precept for Bingley Town Council for 2018-2019 as £140,918 and this is a Band D equivalent of £16.31. Proposed Councillor J Wheatley, seconded Councillor Chapman and agreed. Eleven were in favour and there was one abstention from the vote.

1718/193 Town Councillor Vacancy

- a) To receive an update on the Town Councillor vacancy**
- b) To consider if the Town Council wishes to fund polling cards should the vacancy go to election**
- c) To consider next steps**

- a) The clerk advised that the vacancy has been notified to Bradford Council Elections Unit. The notice has been placed on the Town Council website, in St Wilfrid's church and in Gilstead post office. If ten electors from the ward sign the petition for election and return it to Bradford Council within the required timescales, an election will be called. If a duly completed petition is not returned within the required timescale, the Town Council will have the opportunity to co-opt to the vacancy.
- b) **Resolved** that should the vacancy go to election the Town Council will fund polling cards. The clerk noted that Bradford Council had advised that the cost of the cards is approximately £1,100. Proposed Councillor Winnard, seconded Councillor Dearden. All were in favour, one against and there was one abstention from the vote.

1718/194 Risk assessment and financial risk assessment 2017-2018

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

- 1. The risk assessment for Bingley Town Council for 2017-2018**
- 2. The financial risk assessment for Bingley Town Council for 2017-2018**

- 1. Resolved** to approve the recommendation of the Finance and General Purposes committee to approve the risk assessment for Bingley Town Council for 2017-2018. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.
- 2. Resolved** to approve the financial risk assessment for Bingley Town Council. Proposed Councillor Goode, seconded Councillor Truelove and agreed. All were in favour.

1718/195 Committee and sub committee members

- a) To appoint a new member to the Finance and General Purposes committee**
 - b) To appoint a new member to the Green and Clean sub committee**
- a) **Resolved** to appoint Councillor Clough as the new member to the Finance and General Purposes committee. Proposed Councillor Clough, seconded Councillor Dawson and agreed. All were in favour.
 - b) **Resolved** to appoint Councillor Quarrie to the Green and Clean sub committee. Proposed Councillor Hardman, seconded Councillor Truelove and agreed. All were in favour.

1718/196 General Data Protection Regulations

- a) To receive the e-mail from YLCA about GDPR**
- b) To receive the NALC Chief Executive's bulletin 2 about Data Protection Officers**

It was noted that this is a complex area and the new act comes into force on 25th May 2018. It was noted that local councils need to appoint a Data Protection Officer but that this cannot be the Clerk/Responsible Financial Officer. This is to be an item on the next Town Council agenda.

1718/197 Internal Audit

a) To note and decide actions on the Internal Auditor's report dated October 2017

The Internal Auditor's report was an item on the November 2017 full council agenda. The actions for the council from the report are as follows:

- Councillors are reminded to ensure that their Register of Interests forms are regularly updated and they are mindful of their statutory responsibilities in adherence to their code of conduct.
- It is further recommended regarding the point above that councillors should attend Code of Conduct training. It was resolved at the November meeting that Code of Conduct training should be organised for the Town Council (Item 1718/148). This has been arranged for 19th February in the evening. The clerk was asked to investigate whether there is any additional training that can be made available to those three councillors unable to attend on the 19th February.
- The use of the Multi-pay card is added to the Internal Controls process. It was noted that this has been added to the Internal Control checklist and approved by the Finance and General Purposes committee.
- The Council implement a Social Media Policy. This is in draft form with the Finance and General Purposes committee.
- To agree a donations policy limited to an agreed amount say £100 for local causes. This is being dealt with by the Finance and General Purposes committee.

Resolved to note and approve the above. Proposed Councillor M Wheatley, seconded Councillor Dearden and agreed. All were in favour.

1718/198 Green Belt Review methodology

- a) To consider any comment Bingley Town Council wishes to make on the Green Belt Review methodology**
- b) To consider any next steps**

Resolved that the Town Council will request an extension for Town Council comment. If the extension is granted Andrew Towleron, the Town Council Neighbourhood Planning consultant will be asked if he can help with the response. Any cost for Mr Towleron's time will be dealt with by the Planning committee. Proposed Councillor Truelove, seconded Councillor M Wheatley and agreed. All were in favour.

1718/199 Highway Protocol

- a) To consider if the Town Council wishes to make any comment on the draft Highway Protocol**
- b) To consider any next steps**

Resolved that comments on the draft Highway Protocol be forwarded to Councillor Simpson for her to send them to Bradford Council. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

1718/200 Bradford Council budget consultation

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

Resolved to approve the comment on the Bradford Council budget consultation, as circulated prior to the meeting. Proposed Councillor Dearden, seconded Councillor Goode and agreed. Eleven were in favour and there was one abstention from the vote.

1718/201 Canal tow path

- a) To consider the state of the canal towpath**
- b) To consider next steps**

Councillor Dearden declared an interest in this item and did not participate in the discussion or the vote.

Resolved to send a stern letter to the Canal River Trust about the state and condition of the canal tow path. An urgent meeting is to be requested with Councillors Dearden, Goode and Hardman being the representatives from the Town Council. Proposed Councillor Goode, seconded Councillor Quarrie and agreed. All were in favour, bar one abstention from the vote.

1718/202 Traffic calming on Park Road

- a) To receive the e-mail from Bradford Council Highways Department**
- b) To consider next steps**

The e-mail about the traffic calming on Park Road was noted.

1718/203 Consultation on park homes

- a) To consider any comment the Town Council may wish to make on the park home consultation**

Resolved that the Town Council will make no comment on this consultation. Proposed Councillor Winnard, seconded Councillor Quarrie and agreed. All were in favour, bar one abstention from the vote.

1718/204 Brain Tumour research e-mail

- a) To consider the request from Brain Tumour Research to support their cause**
- b) To consider next steps**

There was discussion about this item i.e. the general issue of organisations contacting the Town Council to promote their worthy cause. **Resolved** that a policy is needed on promotion of other organisations and/or their causes but that the Town Council will promote only those causes that

have a strong relationship with Bingley. Proposed Councillor Truelove, second Councillor M Wheatley and agreed. All were in favour.

1718/205 Rialtus Finance Training

- a) **To consider additional finance training for the cost of up to £313 plus VAT**

Resolved to approve additional finance training for up to £313 plus Vat. Proposed Councillor Winnard, seconded Councillor Trulove and agreed. All were in favour.

1718/206 Clerk report

- a) **To receive the report**

There were no questions on the report.

1718/207 Reports from meetings

- a) **Police meeting**
- b) **Chamber of Trade minutes**

The reports were noted.

1718/208 Finance

To approve payments. Resolved to approve the January payment schedule as circulated. Proposed Councillor J Wheatley, seconded Councillor Truelove and agreed. All were in favour.

To consider transferring funds from the Regeneration budget to the grants budget. The clerk explained that the Finance and General Purposes committee had agreed a £2,000 grant to Park Run conditional on the group obtaining £1,000 from other sources of funding; Park Run is yet to obtain the extra £1,000. **Resolved** that if necessary £2,000 be transferred from the underspent Tourism and Regeneration budget to the grants budget to pay for the Town Council contribution to Park Run. Proposed Councillor J Wheatley, seconded Councillor M Wheatley and agreed. All were in favour.

1718/209 Minutes of Committee meetings

- a) **Planning committee**

The Planning committee January draft minutes and the January draft Finance and General Purposes committee minutes had been circulated with the meeting papers. Both sets of minutes were noted.

1718/210 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved that the Office/toilet, investigation into a Changing Places facility and the Town Council budget and precept be publicised from this meeting. Proposed Councillor J Wheatley, seconded Councillor Hardman and agreed. All were in favour.

1718/211 Date and location of next meeting

To note the date of the next meeting as being Tuesday 27th February 2018 at Bingley Baptist Church, Clyde Street, Bingley, BD16 4LJ at 6:30pm