

## BINGLEY TOWN COUNCIL

### MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 27th FEBRUARY 2018 AT 6:30PM AT THE BAPTIST CHURCH, CLYDE STREET, BINGLEY, BD16

Start: 6:30pm

Finish: 8:55pm

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

**In attendance: Ruth Batterley, Town Clerk**

**Members of the public: Thirteen**

#### **1718/212 Chair's Remarks**

1. The Chair acknowledged the resignation of Michelle Chapman and said Michelle's enthusiasm and hard work will be missed at Bingley Town Council. The Chair, on behalf of the Town Council wished Michelle good luck with her future plans.
2. The Chair noted that the Town Council had received a Freedom of Information request about the proposed Community Asset Transfer of the public toilets from Bradford Council to Bingley Town Council. Councillors were asked to send any e-mails they have received on this issue to the Clerk by Sunday 11/03/18.
3. The Chair advised that she had been a guest of Bingley Rotary Club and has also been invited to speak to the Bingley Inner Wheel.
4. All councillors are invited to a civic service at All Saints Parish Church on Sunday 15<sup>th</sup> July.
5. Thanks were noted for the work on the provision of grit bins. The Town Councillor lead on this project is Councillor Hardman.
6. The Town Council has received thanks for pursuing Bradford Council to ensure the footpath at Villa Road and Gilstead Moor had been cleared.
7. The recent litter pick lead by Councillors Goode and Simpson had produced 55 bags of rubbish.
8. There has been one Action Stations day with a future date planned.
9. It was noted that the Lidl planning application has received full approval.
10. The Chair thanked all councillors who had supported her through the recent difficult time. The kindness and support shown had been greatly appreciated.

#### **1718/213 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.**

1. There were no declarations of interest.
2. Councillor J Wheatley had submitted his request for an application to speak and vote on matters to do with Bingley Pool in which he believed he had an interest by virtue of his role as a trustee of Bingley Pool. He requested that the length of the dispensation be for this meeting only. Councillor Dawson's dispensation had been agreed (1617/29) in July 2016 to speak but not vote on matters to do with Bingley Pool.

**3. Resolved** that Councillor J Wheatley be permitted to speak and vote on matters to do with Bingley Pool by virtue of his being a trustee of Bingley Pool. Proposed Councillor Goode, seconded Councillor

Simpson and agreed. All were in favour.

### **1718/214 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 M Wheatley's reasons for absence were noted. **Resolved to** approve the reasons for absence for Councillors Fenton and M Wheatley. Proposed Councillor Winnard, seconded Councillor Joe Wheatley and agreed. Ten were in favour and there were two abstentions from the vote.

### **1718/215 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 Hardman, seconded Councillor Beckwith 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 his purchase of the Police Station. The building is in a mess as it has been empty for ten years. The resident would like to retain ownership of the property but would like to give the use of the building to the people of Bingley.

Another resident, a member a local campaign group, distributed notes of her presentation for a Changing Places facility to the Town Council. The resident recapped on the presentation to the January Town Council meeting, advised of the campaign's aim and made some general comments about the update document tabled at the full council meeting under item 1718/218. A copy of the report had been uploaded to the Town Council website and provided to the campaigners. It was noted:

1. The group was disappointed in the apparent lack of transparency with the plans
2. The group believes the council is reticent to accept its expertise on this matter
3. It would like to know if the CAT and public loan will be adversely affected by offering a full Changing Places facility
4. Concerns were raised about moth balling costs for the toilets
5. Concerns were raised about the possible inclusion of a Changing Place facility at Bingley Pool
6. Questions were asked about investigating public toilets and an office at the pool
7. The presentation drew the Town Council's attention to the Equality Act 2010
8. The question was asked about why the order for updated plans from the architect had not yet been placed

A further resident accompanied by a severely disabled boy, went through a series of sheets and pictures explaining the difficulties he experiences accessing disabled toilets and explaining that he lives in Bingley and loves to visit Myrtle Park and the town centre.

The Town Council was presented with a petition of 700 signatures to date, of support for the Changing Places campaign.

### **1718/216 Minutes of the Previous Meetings**

**To confirm as a correct record the minutes of the meeting held on 23rd January 2018.**

It was noted that item 1718/193 b) should read 'All in favour, bar one against and one abstention from the vote.

Subject to the above amendment:

**Resolved** that the minutes of the meeting held on 23rd January 2018 be confirmed as a correct record. Proposed Councillor O'Neill, seconded Councillor J Wheatley and agreed. All were in favour.

### **1718/217 Communications**

- a) **To approve the recommendation of the Finance and General Purposes committee to approve the Communications policy**
  - b) **To approve the recommendation of the Finance and General Purposes committee that the Town Council Facebook page should be for information only**
  - c) **Appointment of two Town Council administrators to the Town Council Facebook account**
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- a) **Resolved** to approve the recommendation of the Finance and General Purposes committee to approve the Communications policy for Bingley Town Council. Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.
  - b) **Resolved** that the guest post facility on the Facebook page be switched off. It had been discovered that it was not possible to prevent visitors to the Town Council Facebook page from commenting on Town Council posts. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. Eight were in favour and there were four abstentions from the vote
  - c) **Resolved** To appoint Councillors Hardman and J Wheatley to be administrators to replace Rachel Varley and Michelle Chapman. Proposed Councillor Simpson, seconded Councillor Quarrie and agreed. All were in favour.

### **1718/218 Toilets/Community Asset Transfer)**

- a) **To receive an update on the Changing Places facility**
- b) **To receive the anonymous letter forwarded by Philip Davies, MP**
- c) **To consider next steps**
- d) **To receive an update on the toilets/office**
- e) **To consider appointing Wellers Hedley as the firm of solicitors to deal with the CAT for the cost of £825 plus VAT and land registry fees**
- f) **To consider any next steps**

a) In Councillor M Wheatley's absence Councillor J Wheatley presented this item. Councillor Wheatley went through the report. He advised the council that the Friends of Bingley Pool's interim feasibility report stated that the pool will break even and the full feasibility study will be published in May. He noted that it is not possible to have a council office at the pool. There was discussion about the way forward. It was noted that although the council resolved in January to place an order with the architect for plans to include a Changing Place facility, this should be paused whilst the option of a facility at Bingley Pool is investigated, to avoid criticism of the Town Council spending funds unnecessarily.

b) The anonymous letter about the campaign and forwarded by Phillip Davies, MP had been circulated with the meeting papers. The letter addressed to the Chair had been replied to by her and her response is to be forwarded to the council for its information

c) **Resolved** that the Town Council will pursue the swimming pool Changing Place option with

Bradford Council as this is likely to meet the requirements in terms of physical Changing Place facilities, staffing and maintenance. Costings should be available from Bradford Council within two weeks. A timeframe is needed by which the Town Council needs information from Bradford Council in order to form a response within the CAT timescale. A proposal is to be taken to the next full council meeting or an extraordinary meeting of the full council regarding next steps in terms of funding and the CAT process, taking advice from the Changing Places campaign, the Changing Places Consortium, Bradford Council and any other experts. Proposed Councillor Truelove, seconded Councillor Simpson and agreed. All were in favour, bar one abstention from the vote. Councillor J Wheatley and six members of the public left the meeting at 7:45pm.

- d) The Toilets/ office was discussed as part of the previous item
- e) The appointment of a solicitor was withdrawn until a future meeting.

#### **1718/219 National Insurance**

- a) **To receive the short report on Employer’s contribution for National Insurance**
- b) **To consider the payment to the Inland Revenue of £3,855.09**
- c) **To consider next steps**

Councillor Winnard advised that the Employment Allowance for National Insurance had been claimed in error on the basis of the Payroll provider leading the council to believe it could claim the allowance. As a gesture, the Payroll provider will pay the cost of the interest to HMRC.

**Resolved** that the underpayment of £3,855.09 NI be made from the underspent Tourism and Regeneration budget. Proposed Councillor Winnard, seconded Councillor Quarrie and agreed. All were in favour.

#### **1718/220 Budget Delegations**

- a) **To consider delegations to committees and the clerk**
- b) **To consider next steps**

Following the agreed budget at the full council meeting in January:

**Resolved** that the following delegations be made to the committees and clerk:

<b>ITEM</b>	<b>AMOUNT</b>	<b>DELEGATION</b>
Office Equipment	£5,000	F&GP
IT equipment	£500	F&GP
Domain and hosting	£200	Clerk
Website design/enhancement	£1,000	F&GP
Recruitment	£300	Staffing
Payroll	£400	Clerk
Room hire	£2,000	Clerk
Events	£500	F&GP
IT Support	£400	F&GP
Newsletter, publicity, advertising and web maintenance	£6,500	F&GP
Printing, stationery & postage	£2,000	Clerk
Training	£3,000	Clerk
Telephone	£400	Clerk
Travel and subsistence	£500	Staffing
Salaries	£45,000	Staffing

NI	£500	Staffing
Pensions	£1,000	Staffing
Solicitor fees	£2,400	F&GP
Storage	£250	F&GP
Allotment water charge	£180	F&GP
Grants	£20,000	F&GP
Emergency Support	£1,500	F&GP
Regeneration and Tourism	£18,000	F&GP
Planning documents	£250	Planning
Green & Clean	£19,000	F&GP
Allotment costs	£250	F&GP
Neighbourhood Plan	£2,000	Planning

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

### **1718/221 Neighbourhood Planning Working Group**

- a) To ratify the Neighbourhood Planning Working Group's Terms of Reference**
- b) To appoint non-councillor members to the Neighbourhood Planning Working Group**

a) The clerk advised that following advice from YLCA, full council needs to approve the membership of advisory groups; the Neighbourhood Planning Working Group is an advisory group. The terms of reference need to read 'To be elected annually at the Annual Meeting of the Council' Subject to this amendment:

**Resolved** subject to the amendment above that the Neighbourhood Planning Working Group's terms of reference be ratified. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

b) Concerns were raised about one of the members of the group's behaviour. The advice from YLCA had been not to appoint this person to the group. The person is to be written to advising that he has signed up voluntarily to the Town Council Code of Conduct. The person is to be reminded that he has voluntarily agreed to adhere to the Code of Conduct.

**Resolved** to appoint the following to the Neighbourhood Planning Working Group and to write to the person along the lines listed above:

Mr John Burrill, Mr John Dekker, Ms Philippa Gibbons, Mr Gordon Lakin, Mr Tim Meggitt, Mrs Helen Owen, Mr Dean Pearson, Mr John Tempest, Mr Tony Urwin, Rev Martyn Weaver and Mr Steve Williams.

Proposed Councillor Dawson, seconded Councillor Simpson and agreed. Six were in favour, two against and there were three abstentions from the vote.

### **1718/222 Annual Town Meeting**

- a) To consider the recommendations of the Events, Marketing and Communication sub committee for arrangements for the Annual Town Meeting being held on 26<sup>th</sup> April 2018**
- b) To consider next steps**

**Resolved** to approve the recommendation of the Events Marketing and Communications subcommittee to recommend inviting all grant recipients to attend the Annual Town Meeting and display photos and details of their organisations to show what they do and what they used the grant

for. To invite Chris Slaven as a speaker, Jamie Illingworth to speak on collaborative working, support from the town council and plans for Bingley Businesses, and Friends of Bingley Pool to speak on their project and the support from Bingley Town Council.

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

#### **1718/223 General Data Protection Regulation (GDPR)**

- a) To consider the note about GDPR**
- b) To consider any next steps**

The clerk circulated a note on GDPR and she advised that sector specific procedure notes and proformas should be available by the end of March. The date for compliance is 25<sup>th</sup> May 2018. Advice received at the SLCC conference had been to undertake an information audit which will include:

1. Information the Town Council holds and in what format
2. Why it is held
3. Who the information is shared with

GDPR will be an item on future full council agendas.

#### **1718/224 Appointments**

- a) To appoint a Councillor to the Staffing committee**
- b) To appoint a councillor to replace Michelle Chapman as the Town Councillor leading on the Canal Festival**
- c) To appoint a Councillor to replace Michelle Chapman as one of the Councillors appointed to be a Town Council Chamber of Trade Representative**

a) **Resolved** to appoint Councillor Hardman to the Staffing committee. Proposed Councillor Winnard, seconded Councillor Dawson and agreed. All were in favour.

b) **Resolved** to appoint Councillor Simpson as the Town Councillor leading on the Canal Festival. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

c) **Resolved** to appoint Councillor Beckwith as the Chamber of Trade Representative to replace Michelle Chapman. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.

#### **1718/225 Summer Bedding plants**

- a) To consider allocating up to £1,000 from the Green and Clean budget for Summer bedding plants**

**Resolved** to approve up to £1,000 from the Green and Clean budget for Summer bedding plants. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour.

#### **1718/226 Town Council election and vacancy**

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

a) It was noted that the Town Council election for the Gilstead ward will be on Thursday 15<sup>th</sup> March.

b) The clerk advised that the poll card for the district election will say that the Town Council Crownest election may be held on the same date as the district council election.

**Resolved** that the Town Council will fund polling cards should the Crownest vacancy go to election. The Elections Unit at Bradford Council has advised that the cost of this is likely to be in the region of £525. Proposed Councillor Winnard, seconded Councillor Dearden and agreed. All were in favour, bar one abstention from the vote.

### **1718/227 Bingley Market**

- a) **To receive an update**
- b) **To consider next steps**

The report on the market had been circulated prior to the meeting. It was noted that Yorkshire Farmers Market make no charge to the Town Council for providing a market. YFM is linked to Otley Town Partnership and is a not for profit organisation.

The clerk advised that she had been in touch with the Town Council insurer who had advised that there will be no need to do a risk assessment as YFM will be running the market. The Town Council will need to see the public liability insurance certificate from YFM, their risk assessment and a contract will need to be obtained and signed between both parties.

Resolved:

1. That the Equality Impact Assessment for the market to be run by YFM be delegated to the Finance and General Purposes committee
2. In addition to the £2,000 allocated in October 2017 for promotional items, an extra £1,000 be delegated for additional items such as entertainment and equipment and any other costs in delivering a market.
3. Up to £1,500 be allocated for portable toilet facilities and this to be delegated to the Finance and General Purposes committee

Proposed Councillor Goode, seconded Councillor Dearden and agreed. All were in favour. One member of the public left the meeting.

### **1718/228 Code of Conduct Training**

- a) **To receive an update**
- b) **To consider any next steps**

It was noted that councillors had found the training helpful. Chris Pilkington from YLCA is to be thanked for the training.

### **1718/229 Neighbourhood Watch**

- a) **To consider links between Bingley Town Council and the Neighbourhood Watch scheme**
- b) **To consider next steps**

**Resolved** that:

1. Neighbourhood Watch is to be an item on a Town Council newsletter.
2. Neighbourhood Watch leaflets are to be placed on Bingley Town Council stalls
3. Councillors will promote Neighbourhood Watch when they're out and about
4. Bingley Town Council will take part in the Crime Stoppers Campaign

Proposed Councillor O'Neill, seconded Councillor Trulove and agreed. All were in favour. Three members of the public left the meeting.

#### **1718/230 Policies**

**To consider the recommendation of the Finance and General Purposes committee to approve the following policies:**

- a) Equality policy**
- b) Dispensations policy**
- c) Small donations policy**

Councillor Dearden advised that all of the policies had been discussed and considered by the Finance and General Purposes committee.

**Resolved** to approve the Equality, Dispensation and Small Donations policies for Bingley Town Council. Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour.

The remaining three members of the public left the meeting.

**1617/231 To resolve that members of the press and public be excluded from items 1718/232 (a) under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature. (Commercial pricing information)**

**Resolved** that members of the public be excluded from items 1718/232 (a) under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of commercial pricing information.

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

#### **1718/232 Floral Displays**

- a) To receive the report on floral displays for Bingley and the surrounding area**
- b) To consider the suspension of financial regulations requiring three quotations to be obtained**
- c) To consider the business case/financial appraisal for the floral display scheme**
- d) To consider the risk assessment for the floral display scheme**
- e) To consider any next steps**

a) Councillor Simpson's report on the floral displays had been circulated with the meeting papers. This item has been to the Finance and General Purposes committee. The proposal is for the floral displays to be extended to cover other parts of the parish.

b) The risk assessment for the suspension of financial regulations requiring three quotations had been circulated to the council with the meeting papers.

**Resolved** to suspend financial regulations requiring three quotations to be obtained, for the reason of working with a known, reliable contractor and difficulty of obtaining quotations for all of the work needed last year (hardware, erection of hardware, planting, storage of hardware and maintenance of displays throughout the season) Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour.

c) The short business case/financial appraisal had been circulated with the meeting papers. There were no questions on the document.



- d) **Resolved** to approve the risk assessment for the floral displays as circulated with the meeting papers. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour.
- e) **Resolved** that the contract for Bingley Town Council's floral displays be awarded to Carlton Nursery for the price of £13,300 plus a 5 % contingency if required. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour.

#### **1718/233 Clerk report**

**a) To receive the report**

The report had been circulated with the meeting papers. There were no questions on the report.

#### **1718/234 Correspondence**

- a) E mail from resident about Bradford Council closing its Pest Control department**
- b) To consider next steps**
- c) To receive the e-mail from Bradford Council about local council appointments to the Standards committee**
- d) To consider next steps**
- e) To receive the e-mail from Bingley Juniors about adding the Town Council logo to kit**
- f) To consider next steps**

- a) The e-mail about the closure of the Pest Control Department at Bradford Council was discussed.
- b) **Resolved** that the Town Council will write to Bradford Council about the closure of the Pest Control Department. Information is to be requested from Bradford Council about which company in Bradford provides a cheaper service than the now closed Pest Control Department. Proposed Councillor Hardman, seconded Councillor Goode and agreed. All were in favour.
- c) The e-mail about the Standards committee had been circulated to the council.
- d) No councillor wished to be involved.
- e) The e-mail about adding the Bingley Town Council logo to Bingley Juniors kit had been circulated.
- f) **Resolved** that the Town Council logo can be added to the Bingley Juniors kit. Proposed Councillor Winnard, seconded Councillor Goode and agreed. All were in favour.

#### **1718/235 Finance**

- a) **To approve payments. Resolved** to approve the February schedule of payments. Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour.
- b) **To consider the recommendation of the Finance and General Purposes committee to transfer funds from the Allotment reserve for planned maintenance work. Resolved to** approve the recommendation of the Finance and General Purposes committee to move £2,000 from the allotment reserve for planned maintenance work. Proposed Councillor Goode, seconded Councillor Dearden and agreed. All were in favour.

#### **1718/236 Minutes of Committee meetings**

- a) **Planning committee.** The Planning committee minutes were noted.

**1718/237 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** that an update on the office/toilets with the Bingley Town Council current position on the Changing Places facility be published from this meeting. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

**1718/238 Date and location of next meeting**

To note the date of the next meeting as being Tuesday 27th March 2018 at Eldwick Church Hall, Otley Road, Bingley, BD16 3EQ at 6:30pm