

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 27th MARCH 2018 AT 6:30PM AT ELDWICK CHURCH HALL, OTLEY ROAD BINGLEY, BD16 3EQ

Start: 6:30pm

Finish: 9:00pm

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

In attendance: Ruth Batterley, Town Clerk

Members of the public: Seven

1718/239 Chair's Remarks

1. Councillor Dearden welcomed Helen Owen as the new councillor for the Gilstead ward.
2. The tragic loss of the daughter of one of the Changing Places campaigners was acknowledged and the Town Council recorded its formal condolences to the family.

1718/240 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.

No declarations of interest or written requests for dispensation had been received.

1718/241 Apologies for Absence

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

Councillor Dawson's reasons for absence were received. **Resolved to** approve the reasons for absence for Councillor Dawson. Proposed Councillor M Wheatley, seconded Councillor Simpson and agreed. Councillor Fenton was not present.

1718/242 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 Winnard and agreed. All were in favour.

Public Participation

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

1718/216 Minutes of the Previous Meetings

To confirm as a correct record the minutes of the meeting held on 27th February 2018.

The following points were noted:

1718/214- should read Councillor M Wheatley as absent, not Councillor O'Neill.

1718/217-point b) Should read that the guest post facility on the Facebook page be switched off as it had been discovered that it was not possible to prevent visitors to the Town Council Facebook page commenting on Town Council posts.

Subject to the above:

Resolved to approve the minutes of the meeting held on 27th February as a correct record. Proposed Councillor Truelove, seconded Councillor Quarrie and agreed. All were in favour, bar one abstention from the vote.

1718/261 Pubwatch

To consider if the Town Council wishes to nominate a councillor to be a representative to the Pubwatch Scheme

This item was taken next. The representative from Pubwatch explained about the aims of the scheme.

Resolved that Councillor Quarrie be the councillor nominated to represent the Town Council on the Pubwatch scheme. Proposed Councillor Winnard, seconded Councillor Truelove and agreed. All were in favour.

One member of the public left the meeting at 6:45pm.

1718/244 Priorities document

- a) To consider the revised priorities document for Bingley Town Council**
- b) To consider the recommendation of the Staffing committee that the Town Council is cautious about undertaking any new work for the foreseeable future**
- c) To consider next steps**

Councillor Winnard advised the council that the Staffing committee had recommended that the council be cautious about undertaking any new work. He noted that staff are high quality but that the Town Council has a limited staff resource and there is enough to do at the moment.

Resolved that the Priorities document for the Town Council be adopted, adding the toilets/office to item three and to approve the recommendation of the Staffing committee that the Town Council be cautious about undertaking any new work for the foreseeable future. Proposed Councillor Simpson, seconded Councillor Winnard and agreed. All were in favour.

1718/245 Toilets/Community Asset transfer

- a) To receive an update on the toilets/office/Changing Place facility**
- b) To consider next steps**

The report had been circulated with the meeting papers.

Resolved

1. the Town Centre and Regeneration sub-committee (and councillors who have expressed interest):
 - is tasked with research and analysis of the office/toilet project, the Magistrates Court project and the Changing Places project
 - should be convened as soon as possible in April.

2. To facilitate investigations, including investigating the request for the reasonable adjustment under the Equality Act 2010 and the public-sector Equalities duty of April 2011, seeking advice from appropriate lawyers and other professionals may be needed. To delegate up to £5,000 to Finance and General Purposes committee for the above with the Clerk tasked with getting quotes from professionals that may be needed with suitable experience.
3. Thank Donald Jagger and acknowledge his generous offer that the Town Council can lease the Magistrates Court for £1 a year, noting his aims for the building's use, that the sale of the building is still progressing, asking for any building survey or other useful information that could be provided about the fabric of the building, its services and associated costs. Confirming that the Town Council is very interested in working with him on this project.
4. Pursue provision of a new Changing Places facility at Bingley Pool, getting more details about maintenance and insurance. Acknowledge the petition for a Changing Places facility and invite representatives from Bingley Changing Places to input their views. Continue to take advice from the CP Consortium and other professionals and experts as required.
5. To investigate with an open mind, all options for the Jubilee Gardens site, bearing in mind the Town Council's commitment to retain and provide public toilets, feedback from consultations, resolutions already made and budgets set.
6. Bottom out the TUPE implications of a straightforward CAT of the toilet site and running the facility, attended, as it is or modified in some way. Previously, TUPE obligations would have resulted in staff and pensions transfer and obligations. Seek clarification from Bradford Council if this still is the case.
7. To continue dialogue about the CAT with Bradford Council and seek a face to face meeting if and when necessary.
8. To create updates and reports on all options identified for the Jubilee Gardens site, the provision of CP facilities and the Magistrates Court, including Equalities Impact Assessments, financial and risk appraisals, to enable the Town Council to make fully informed decisions.

Proposed Councillor Simpson, seconded Councillor M Wheatley and agreed. All were in favour, bar one abstention from the vote.

1718/246 Christmas 2018

- a) To consider a Christmas light competition for local primary schools**
- b) To consider next steps**
- c) To consider the purchase of additional Christmas lights for 2018**
- d) To consider next steps**
- e) To consider if the Town Council wishes to sponsor the Christmas tree for 2018 for £1,100**
- f) To consider if the Town Council wishes to be involved in the Christmas fayre**
- g) To consider next steps**

One member of the public arrived at 7:20pm.

- a) **Resolved** that Councillors Owen and Truelove be the lead councillors on the Christmas light competition and that the competition be aimed at school children in years four and five at all of the Bingley parish primary schools.
- c) **Resolved that** the clerk obtain quotations for 30 rope lights, together with the necessary permissions etc. The clerk will work with Councillor Truelove on the specification for the quotations. Proposed Councillor Goode, seconded Councillor Truelove and agreed. All were in favour.
- e) **Resolved** that the Town Council will sponsor the Christmas tree for 2018, through Bradford Council for the sponsorship fee of £1,100. Proposed Councillor Dearden, seconded Councillor Winnard, ten were in favour and there were two against.
- f) **Resolved** that the Town Council will support the Christmas fayre through the involvement of the nominated councillors and by the consideration of any grant application that the Chamber of Trade may wish to submit for funds to support the fayre. Proposed Councillor Quarrie, seconded Councillor M Wheatley and agreed. All were in favour.

1718/247 Policies

- a) **To consider the revised Standing Orders for Bingley Town Council**
- b) **To consider the revised Financial Regulations for Bingley Town Council**
- c) **To consider the review of effectiveness of internal control for 2017-2018**
- d) **To consider the Asset Register for Bingley Town Council 2017-2018**

It was explained that the policies, review of effectiveness of internal control could not be considered at the March Finance and General Purposes committee meeting as the meeting had been cancelled.

- a) **Resolved** that the revised Standing Orders be made gender neutral where possible and that subject to this, they be approved. Proposed Councillor Winnard, seconded Councillor J Wheatley and agreed. All were in favour.
- b) **Resolved** that the revised Financial Regulations be approved. Proposed Councillor Simpson, seconded Councillor Trulove and agreed. All were in favour.
- c) It was noted that there had been an issue with National Insurance but this had now been rectified and HMRC re-imbursed. There was a question about investments, the clerk advised the investment strategy needs to be agreed the year before monies are to be invested and this had not been possible because of the cancelled Finance and General Purposes meeting. **Resolved** that the Review of Effectiveness of Internal Control for 2017-2018 be approved. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.
- e) Councillor O' Neill advised that the cost of the foldable table should be listed as £80 for insurance purposes. The location of the three-tiered planter is the corner of Ferncliffe and Chapel Roads. **Resolved** to approve the Asset Register for 2018-2019. Proposed Councillor Goode, seconded Councillor Winnard and agreed.

1718/248 Subscriptions

- a) **To approve the payment to YLCA for annual membership. Resolved** to approve the annual payment to YLCA of £1,958. Proposed Councillor Goode, seconded Councillor O'Neill and agreed. All were in favour.
- b) **To consider if the Town Council wishes to renew its membership of NABMA for the cost of £318 plus VAT. Resolved** that membership to NABMA should not be renewed. Proposed Councillor Dearden, seconded Councillor M Wheatley and agreed. All were in favour.
- c) **To consider if the Town Council wishes to become a member of the Bingley Chamber of Trade and Commerce for the cost of £50 per annum.** A response is awaited from YLCA about membership and implications.

1718/249 Market

- a) To receive an update on the market**

Resolved that: the following amounts be delegated to the Finance and General Purposes committee:

1. £150 for the production of fliers to promote the market
2. £1,400 for portable toilets
3. Cleaning up to £500 in total for two markets.

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

1718/250 General Data Protection Regulation (GDPR)

- a) To note that the Town Council has been provided with a data audit spreadsheet by YLCA**
- b) To consider any next steps**

It was noted that the office staff are underway with completing the GDPR spreadsheet. Both members of staff are attending the YLCA GDPR training on 1st May 2018.

1718/251 Neighbourhood Planning Working Group

- a) To consider applying to Locality for a further grant of £2,000. Resolved** that the Town Council will apply for a further grant of £2,000 from Locality. Proposed Councillor Dearden, seconded Councillor Truelove and agreed. All were in favour.
- b) To appoint a Councillor to the Neighbourhood Planning Working Group to replace Michelle Chapman. Resolved** to appoint Councillor Hardman to the Neighbourhood Planning Working Group. Proposed Councillor Dearden, seconded Councillor Winnard. All were in favour.

1718/252 Canal River Festival

- a) To consider making a donation to Bradford Council for portable toilets for the Canal River Festival**

Resolved to contribute £250 to Bradford Council for the hire of portable toilets for the Canal Festival. Proposed Councillor Goode, seconded Councillor O'Neill, and agreed. All were in favour.

1718/253 Car parking charge consultation

- a) To receive and consider the draft consultation on car park charges**

Resolved that the following comment should be made: Bingley Town Council has received a number of comments about the proposed car parking charges. The majority of residents comments have objected to the proposed car parking charges. Bingley Town Council objects to the introduction of the proposed car parking charges after 6:00pm and on Sundays. Proposed Councillor Winnard, seconded Councillor Simpson and agreed. Eight were in favour and five were against.

1718/254 Events

To approve attendance at the following events:

- a) Bingley Easter Market on Good Friday and Easter Saturday for £25 for each day.**
- b) Canal River Festival for £25.**

Resolved that a and b be agreed. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour, bar one abstention from the vote.

- c) **Bingley Show up to £190.** Resolved that up to £95 be spent on a stall for the Bingley Show. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour, bar one abstention from the vote.

1718/255 Plastic Free Bingley

- a) **To consider if the Town Council wishes to invite a representative from this group to come to a full council meeting**
b) **To consider any next steps**

Resolved that the Town Council will invite a representative from the Plastic Free Bingley group to its next full council meeting. Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour, bar one abstention from the vote.

1718/256 Standards Regime Consultation

- a) **To consider any comment the Town Council may wish to make on this NALC consultation**
b) **To consider next steps**

Resolved that Councillor J Wheatley will prepare a response in time for the next full council meeting on 24th April. Proposed Councillor Dearden, seconded Councillor Hardman and agreed. All were in favour.

1718/257 Items to be purchased

To consider the purchase of the following items:

- a) **White board for the office for up to £35 plus VAT and delivery**
b) **Combination key safe for office for up to £30 plus VAT and delivery**
c) **Bin bags (1,000) for litter picks up to £160 plus VAT and delivery**
d) **Reimbursement for Councillor O' Neill for £19.99 for table for events**
e) **Printing of Neighbourhood Watch leaflets for £62**

Resolved that the above items be purchased. Proposed Councillor J Wheatley and seconded Councillor Goode. All were in favour.

1718/258 Loan of Town Council owned equipment

- a) **To consider requests for occasional loans of Town Council equipment**

This item was deferred. The Finance and General Purposes committee will bring proposals to a future meeting.

1718/259 Clerk report

- a) **To receive the report**

The report was noted.

1718/260 Correspondence

- a) **Petition about Changing Places**

- b) **To consider next steps. Resolved** to send a letter of acknowledgment for the Changing Places petition. Proposed Councillor J Wheatley, seconded Councillor Simpson and agreed.
- c) **Letter from resident about Eldwick buses.** Councillor Truelove will visit the resident and explain about the Access bus.

1718/262 Contracts

To delegate consideration and approval of the following contracts to the Finance and General Purposes committee:

- a) **Contract with Carlton for floral displays**
- b) **Contract with Otley Town Partnership for provision of market**

Resolved that both contracts be delegated to the Finance and General Purposes committee. Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed. All were in favour.

1718/263 Finance

- a) **To approve payments. Resolved** to approve the payment schedule for March 2018. Proposed Councillor J Wheatley, seconded Councillor Winnard and agreed. All were in favour. The clerk noted that all monies had been refunded to HMRC for National Insurance and that a further payment for January to March 2018 had been included with last month's payments and so the Town Council is now up to date with its National Insurance.
- b) **To consider the allotment reserve.** It was noted that the allotment reserve had been agreed when the council was first formed. The allotment reserve for 2016-2018 is £6,991.
- c) **To receive the signed bank reconciliation and statement for February 2018.** The signed bank statement and reconciliation for February had been circulated with the meeting papers.
- d) **To receive the internal control check.** The internal control check had been circulated with the meeting papers.

1718/264 Minutes of Committee meetings

- a) **Finance and General Purposes committee.** The minutes were noted.

1718/265 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved That the election of Councillor Owen, the Town Council sponsorship of the Christmas tree, the Access bus and Town Council opposition to the parking charges be publicised from this meeting. Proposed Councillor Simpson, seconded Councillor Quarrie and agreed. All were in favour.

1718/266

Date and location of next meeting

To note the date of the next meeting as being Tuesday 24th April 2018 at Beckfoot and Hazelbeck School, Conference Room, Wagon Lane, Bingley, BD16 1EE at 6:30pm