

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 31ST JULY 2018 AT 6:30PM AT ST WILFRID'S CHURCH, GILSTEAD LANE, GILSTEAD, BINGLEY, BD16 3NR

Start: 6:30pm

Finish: 8:30pm

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

In attendance: Joe Ashton, Interim Town Clerk

Members of the public: Five

1819/53 Chair's Remarks

The Vice Chair of the Council, in the chair, thanked the councillor and volunteers who helped with the summer markets and the play in the parks fun days. Councillor Goode was congratulated on his recognition at Buckingham Palace.

1819/54 Disclosures of interest

1. To receive declarations of interest from councillors on items on the agenda.

Councillor J. Wheatley declared a personal interest in Item 1819/74 by reason of his close friendship with the Interim Town Clerk.

2. To receive written requests for dispensations for disclosable pecuniary interest

There were none

3. To grant any requests for dispensation as appropriate. Councillors Dawson and J Wheatley noted their interest in item 1819/34. They are trustees of Bingley Pool. Councillor Dawson has a dispensation to speak, but not vote on matters to do with Bingley Pool. No written requests for dispensation had been received.

There were none

1819/55 Apologies for Absence

1. To note apologies for absence

Apologies for absence were received from Councillor Dawson. Councillor Fenton was not present.

2. To receive and consider apologies for absence

The reason for Councillor Dawson's absence was received.

3. To approve reasons for absence

Resolved to approve the apologies of Councillor Dawson. Proposed Councillor Dearden, seconded Councillor Simpson and agreed.

1819/56 Resolution to Adjourn the Meeting

RESOLVED 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.

Public Participation

• Questions / observations from members of the public

There were none

• Reports from invited guests

There were none

1819/57 Minutes of Previous Meetings

To confirm as a correct record the minutes of the ordinary meeting of the Council held on 26th June 2018

Resolved to approve the minutes of the ordinary meeting of the Council held on 26th June 2018 as a correct record.

Proposed Councillor Clough, seconded Councillor J Wheatley and agreed (10:0:4)

1819/58 Planning Application

At the meeting of Full Council on 26th June 2018 (minute reference 1819/32), a resident raised concerns about the impact on Bingley of a business park being granted appraising approval on Keighley's flood plain (planning application reference 17/05255/MAF).

Council is asked to consider this matter and to agree what action (if any) should be taken.

The Chair introduced the question. Following discussion, Councillor M. Wheatley proposed that Bingley Town Council writes to both the Environment Agency and Bradford Council raising the concerns of Bingley Town Council about the development. This was seconded by Councillor Quarrie and agreed. (14:0:0).

1819/59 Markets

a) To consider the appointment of a face-painter for the market on 4th August

Proposed Councillor Owen, seconded Councillor Hardman and agreed (13:0:1)

b) To delegate expenditure on tables (up to £100), items for children's entertainment (up to £100) and entertainers' expenses (up to £120) for the market on 4th August to the Clerk

Proposed Councillor Owen, seconded Councillor Hardman and agreed (13:0:1)

1819/60 Bingley Prospectus

a) To consider agreeing expenditure up to £50 for stock photography shots for the new Bingley Prospectus

Proposed Councillor Goode, seconded Councillor Hardman and agreed (10:2:2)

b) To consider arrangements for further photographs for the new Bingley prospectus

Not moved

c) To agree any next steps

Not moved

1819/61 Events

a) To receive an update on the Christmas lights for Main Street and the schools' competition for Christmas lights

Councillor Truelove provided an update and referred to the update report he had prepared for the meeting.

The Council was invited by Bradford Council to consider purchasing one or more illuminated motifs for the Remembrance season. These were a soldier and a poppy. After discussion, Councillor Trulove proposed and Councillor Clough seconded a motion that the Council agrees in principle to purchase one or one of each of the motifs, subject to further investigation. The motion was not carried (0:14:0).

Councillor Truelove moved his recommendation in the Christmas lights update report that all of the broken lights are re-installed so that all Christmas lighting is three years old or newer. This was seconded by Councillor Goode and agreed (14:0:0).

The Interim Town Clerk agreed to check arrangements for the sponsorship of the main Christmas tree.

Councillor Owen reported that two schools had responded favourably to the schools' competition and that she would update the Council further at a later date.

b) To agree to promote Bingley Business Expo on Town Council website and social media in return for a free stall at the event

Proposed Councillor Goode, seconded Councillor J. Wheatley and agreed (14:0:0)

1819/62 Graffiti and Public Art Scheme

a) To consider the document about a potential Graffiti and Public Art Scheme

Councillor Brazendale explained his proposal to provide a graffiti and public art scheme in Myrtle Park such as the scheme operating in Holmfirth, which he considered had been successful in engaging young people and reducing vandalism.

b) To agree any next steps

It was proposed by Councillor Dearden, seconded by Councillor Simpson and agreed that Councillor Brazendale should bring forward a detailed plan including the long-term implications for costs and regulation (14:0:0)

1819/63 NALC Star Councils Awards

a) To consider a nomination for Bingley Town Council in the Council of the Year category

Members were advised that the Chair of the Council had agreed to prepare a nomination. It was the general view of the meeting that this would be acceptable if any workload for the Town Council office would be minimal.

b) To agree any next steps

Proposed Councillor Goode, seconded Councillor J. Wheatley and agreed that the nomination should be prepared by the Chair and should be circulated by e-mail to all councillors for comments before it is submitted. (14:0:0)

1819/64 Bijou Nightclub

To receive an update on licensing matters regarding Bijou Nightclub

Councillor J. Wheatley updated the Council about the licensing appeal hearing, which was adjourned until 12th October 2018. The appeal is being made by the same licensee as previously. The “new gin bar” advertisement displayed at the premises has been brought to the attention of the Licensing Department.

1819/65 Dilapidated buildings at Bingley Railway Station

To receive an update on dilapidated buildings at Bingley Railway Station

Councillor Hardman updated the Council that Network Rail will be fully refurbishing the station from April 2019. This will include works to the roof, windows, rotting timber throughout, floors and waiting rooms.

1819/66 Website and social media statistics

To receive the quarterly website and social media statistics report

The report was received. Councillor Goode questioned if the figures were encouraging. Councillor Simpson responded that she felt the figures were good, more so for social media than the website but that the website was a point of mainly formal information and therefore not as engaging. It was confirmed that the website is up-to-date.

1819/67 Policies

a) To receive an update regarding the draft Access Needs of Councillors Policy

The draft policy was received and discussed.

Councillor Simpson proposed, Councillor J Wheatley seconded and it was agreed that the draft policy should be worked-up to completion (14:0:0)

b) To adopt a Sickness Absence Policy

Councillor Winnard reported that the Staffing Committee has prepared an updated draft policy based on the Yorkshire Local Councils Associations model. The Interim Town Clerk had subsequently suggested numerous mainly stylistic changes that did not alter the substance of the policy except to clarify decision-making arrangements in some stages of the procedure.

Proposed Councillor Winnard, seconded Councillor Quarrie and agreed that the draft policy with the Interim Town Clerk’s suggested amendments be agreed subject to the final version being circulated for comment to all councillors before being adopted (and any concerns or objections to be considered at the next meeting). (14:0:0)

c) To adopt revisions to the Investment Strategy Policy

Councillor Hardman reported that the previously agreed Investment Strategy Policy prevented the Council from investing funds with Skipton Building Society and the CCLA public investment fund. It was agreed that this was not in the best interests of the Council and that the policy should be revised to facilitate this and ensure it is fit for purpose.

The Interim Town Clerk reported that the proposed revisions to the policy, made by Councillor Hardman in consultation with the Finance and General Purposes Committee, had been submitted for

consideration by Yorkshire Local Councils Associations to ensure the proposed policy complies with the Financial Regulations. A response from YLCA was awaited.

Proposed Councillor Hardman, seconded Councillor J. Wheatley that the Investment Strategy Policy is agreed, subject to no concerns or objections being raised by YLCA and further that the completion of the Investment Strategy be fully delegated to the Finance and General Purposes Committee. (14:0:0).

It was noted that any concerns or objections raised by YLCA will be brought to the Council's attention for further consideration.

1819/68 YLCA One Day Conference

a) To receive the draft programme and booking form for a Yorkshire Local Councils Associations one-day conference on Friday 28th September 2018, which is being held at The Mercure Fairfield Manor Hotel, Skelton, York

The draft programme and booking form were received

b) To agree if Bingley Town Council will fund a delegate(s) at a cost of £150 per person

Proposed Councillor J Wheatley, seconded Councillor Goode and agreed that one delegate will be funded. (13:1:0)

c) To appoint the funded delegate(s)

Proposed Councillor J Wheatley, seconded Councillor Goode and agreed that Councillor Dawson is appointed as the delegate. (14:0:0)

1819/69 Correspondence

To receive correspondence and determine action required (if any)

a) Joy Morgan (Yorkshire Local Councils Associations) regarding White Rose Update July 2018

Received and noted

b) Joy Morgan (Yorkshire Local Councils Associations) regarding New Clerks' Briefing on 22nd August 2018

Received and not considered applicable to Bingley Town Council.

c) Joy Morgan (Yorkshire Local Councils Associations) regarding National Association of Local Councils publications for sale

After discussions it was proposed by Councillor Dearden, seconded by Councillor J Wheatley and agreed that 20 copies of the new Good Councillor's Guide should be purchased (for all current and new members requiring a copy) and one copy of the Good Councillor's Guide to Finance and Transparency should be purchased (to be used as a library copy). (12:2:0)

It was noted that councillors should be asked to return their existing copies if they leave the Council and no longer require them.

d) Sheena Spence (Yorkshire Local Councils Associations) regarding training for experience clerks

Proposed by Councillor Dearden, seconded Councillor M Wheatley and agreed that the Town Clerk should be funded, should she wish to attend, at a cost of £115 (14:0:0)

e) Wendy Fisher (Bradford Council) regarding Notes of Bingley Rural Ward Neighbourhood Service, Police and Parish Council liaison meeting held 11th June 2018

Received and noted.

f) Joel Henderson (Estate Manager, Skipton Town Council)

The Interim Town Clerk noted that he had sent a reply stating that the Town Council would keep the letter on file pending the opening of the new public toilets. This was approved.

g) Bingley Airedale Rotary Club regarding Beacon of Light project

The Chair invited Mr Donald Wood of Bingley Airedale Rotary Club to address the meeting. Mr Wood elaborated on the contents of the letter and confirmed that with regret, the Rotary Club would not be able to organise the Beacon of Light project because of resource and physical constraints.

Members agreed that no further action should be taken.

1819/70 Committee minutes

To receive draft minutes for the following committee meetings

a) Staffing Committee 2nd July 2018

The minutes were received.

b) Planning Committee 5th July 2018

The minutes were received.

In response to a query from Councillor Goode, the Chair of the Planning Committee confirmed that some planning applications are not commented upon because either Members have no comment to make or do not feel that they are equipped or qualified to make comment on certain technical matters or if certain plans appear incomplete/incomprehensible.

c) Finance and General Purposes Committee 11th July 2018

The minutes were received.

1819/71 Finance

To approve payments for July 2018

The Interim Town Clerk highlighted a coding error on payment 300371, which should be assigned to public toilets and not staffing. The Interim Responsible Financial Officer will correct this code.

Proposed Councillor J Wheatley, seconded Councillor Simpson and (subject to the above correction) agreed. (14:0:0)

1819/72 Promotional Items

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

Members identified and agreed the following items for publicity: (a) refurbishment of the Christmas lights and (b) a request that the 500 Years of All Saints Church is covered in the next Town Council newsletter and/or news bulletin with the agreement of the Events, Marketing and Communications Subcommittee and following the Chair of Council's civic visit to the church.

1819/73 Admission to Meetings

To resolve that members of the press and public be excluded from item 1819/74 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.) (Interim Staff)

Proposed Councillor J. Wheatley, seconded Councillor Goode and agreed that members of the press and public be excluded from the meeting due to the consideration of matters concerning interim staff. (14:0:0)

1819/74 Interim Staff

a) To receive an update on the appointment of interim staff to cover the Town Clerk's absence

The Chair of the Staffing Committee updated members on the appointment and working patterns of the Interim Town Clerk, the Interim Responsible Financial Officer and the additional work being undertaken by the Administrative Officer, plus the contribution of the two councillors assisting in a voluntary capacity. These matters were discussed. The Interim Town Clerk reported on the sufficiency and suitability of the interim arrangements.

b) To review interim staffing arrangements

Not moved

c) To agree actions arising (if any)

Not moved

1819/75 Date and location of next meeting

The date of the next meeting was noted as being Tuesday 28th August 2018 at Bingley Scout Headquarters, Sycamore Avenue, Bingley, BD16 1HL at 6:30pm.