

# BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

## BINGLEY TOWN COUNCIL

**MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 30th OCTOBER 2018 AT 6:30PM AT BECKFOOT AND HAZELBECK SCHOOL, WAGON LANE, BINGLEY BD16 1EE**

**Start: 6:30pm**

**Finish: 8:40pm**

**Councillors Present: Councillors Beckwith, Brazendale, Dawson, Dearden, Goode, Owen, Simpson, Truelove, J Wheatley and Winnard.**

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

**Members of the public: Eleven**

### **1819/120 Chair's Remarks**

1. Councillor Dawson thanked all who had helped with the recent litter pick.
2. The Chair noted that the meeting with tourism academics had been postponed. A meeting with Otley Town Partnership had taken place and there will be a market item on a future council agenda.
3. A newsletter had been received about the proposed Keighley incinerator. This will be an item on the November full council agenda.

### **1819/121 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 Truelove declared his interest in item 1819/125; he is a resident of Eldwick. He will not speak or vote on the item about the Eldwick Church and Community Centre grant.

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

### **1819/122 Apologies for Absence**

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

**Resolved** to approve the reason for absence for Councillor Hardman.

**Resolved** to approve the reason for absence for Councillor M Wheatley.

**Resolved** to approve the reason for absence for Councillor Quarrie.

**Resolved** to approve the reason for absence for Councillor O'Neill.

### **1819/123 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.

### **Public Participation**

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

Residents raised the following issues:

1. Plans for the Priestthorpe Annexe, large container lorries travelling down small side roads and damaging parked vehicles and parking permits for existing residents
2. Parking on double yellow lines outside Bingley Grammar School. The lack of enforcement by responsible authorities was highlighted
3. Concerns about the licensing application for Delilah's, particularly so close to the anniversary of James Etherington's death

### **1819/124 Minutes of the Previous Meetings**

**To confirm as a correct record the minutes of the meeting held on 25th September 2018.**

**Resolved** to confirm the minutes of the ordinary meeting of the Council held on 25<sup>th</sup> September 2018.

### **1819/125 Eldwick Church and Community Centre**

- a) **To consider the grant application from Eldwick Church and Community Centre**
- b) **To consider next steps**

There was discussion about this item. Mr Dekker explained that the application for funds towards the chairs will benefit a new community centre for Eldwick. The community centre will be available to all, whether or not they attend Eldwick Church. A separate Community Interest Company has been set up to manage the new community facility.

**Resolved** that Eldwick Church and Community Centre were asked to bring a more details back to the council:

1. How the proposed facility will benefit the community
2. Ongoing costs
3. The result of the application to Methodist Connexion Property for £120k
4. The representatives from Eldwick Church and Community Centre advised that the earliest they can provide this information is February 2019. They were invited to bring the information back in January so that it can be reviewed by office staff

### **1819/126 Investment Strategy**

- a) **To consider suspending Standing Order 7- previous resolutions**
- b) **Depending on the resolution of the Council (1819/127a) to re-open discussion into the Town Council's investments**

- c) **To consider next steps**
- d) **To consider the e-mail authorisation for CCLA**

- a) The clerk advised that she and councillors Goode and Dearden had attended Barclays Bank about opening a savings account with the bank. It transpired that if the clerk is to be an administrator on the account, this will leave just two signatories and this would breach internal controls as the signatories would be able to remove funds unauthorised. The clerk further explained about the two types of investment dealt with by CCLA. There is the Public Sector Deposit Fund and the Property Fund. The latter requires investment advice, is generally used by for well-established organisations who are prepared to invest their money for five years. The clerk had circulated information from CCLA about the Property Fund with the council meeting papers.

**Resolved** that Standing Order 7 (previous resolutions) be suspended to allow discussion to into the Town Council investments to be re-opened.

- b) Discussion was re-opened into the Town Council investments.
- c) **Resolved** that £80k be deposited into the Public Sector Deposit Fund, by way of a cheque. £80k will be transferred from the Unity Savings Account into the Unity cheque account so that the deposit in the Public Sector Deposit fund can be made.
- d) **Resolved** that the e-mail indemnity form be completed

#### **1819/128 Licensing application**

- a) **To consider any comment the Town Council may wish to make on the licensing application for Delilah's, Unit 11B Five Rise Shopping Centre, BD16 2GN**

It was noted that the former business has been liquidated and all four aspects of the licensing application will be breached if the proposed application for Delilah's bar goes ahead.

**Resolved** to object to the licensing application for Delilah's in the strongest possible terms. The response to the consultation is delegated to the clerk working, with Councillor J Wheatley.

Three members of the public left at 7:25pm.

#### **1819/133 Parking in Bingley**

- a) **To consider the recommendation of the Town Centre and Regeneration sub committee to request clarification from CBMDC about parking charges in Bingley**

**Resolved** that a letter be written to CBMDC and the police asking for a meeting about parking. The two members of the public who have written to the council about car issues are to be invited, along with any interested councillor.

Two members of the public left the meeting.

#### **1819/134 Updates**

- a) **Priestthorpe Annexe**
- b) **Police Liaison meeting**
- c) **To consider next steps**

- a) Councillor Dawson advised that the Annexe has been sold to Padd Development which has scaffolded the building due to safety concerns and will be submitting applications for demolition and to build houses on the site. No planning application has been received for the development. **Resolved** that the Town Council will write to CBMDC asking for an update on progress, how CBMDC is going to carry out any consultation and asking that CBMDC covers legal costs of sale etc and that all proceeds be returned to Bingley.
- b) The police liaison minutes were noted

#### **1819/127 Town Councillor Vacancy**

- a) **To receive an update on the Town Councillor vacancy**
  - b) **To consider a co-option policy for Bingley Town Council**
- a) CBMDC Elections Unit had advised that no petition for election had been received and that the council should now co-opt to the vacancy.
  - b) **Resolved** that the draft co-option policy be adopted. The deadline for submissions from interested candidates is 19<sup>th</sup> November 2018.

#### **1819/129 Christmas**

- a) **Celebrity.**
    1. **To consider the previously circulated risk assessment for the suspension of financial regulation 11(h)**
    2. **To consider fee of up to £500 for a celebrity to switch on the Bingley Christmas lights**
    3. **To consider next steps**
  - b) **Christmas light competition**
    1. **To consider delegating to the clerk £200 for the Schools Christmas light competition- prizes etc.**
    2. **To consider next steps**
      - a) 1. The risk assessment for the suspension of financial regulation 11(h) had been circulated to the council prior to the meeting. **Resolved** that financial regulation 11(h) be suspended on the grounds that obtaining quotations from celebrities is a specialist area of work; the Town Council had come late into obtaining a celebrity for the switch on and not providing a celebrity would reflect badly on the Town Council.
      - 2. The clerk advised that the celebrity initially identified for the switch on is not available. **Resolved** that up to £500 be agreed for the fee for the Christmas celebrity.
        - b) **Resolved** to delegate to the clerk up to £200 for the Schools' lights competition, prizes etc. It was noted that a child from Eldwick Primary School is the competition winner.
- One member of the public left the meeting at 8:05 pm.

#### **1819/130 Newsletter**

- a) **To consider approving the next newsletter**

**Resolved** that the Autumn newsletter be approved.

#### **1819/131 Grit bins**

- a) **To receive an update on grit bins**
- b) **To consider allocating additional funds for the refill of bins over the Winter months**

**Resolved** that £1,800 be allocated from the Repairs and Maintenance budget for refills of grit bins.

#### **1819/132 Youth Council**

- a) **To receive information on Youth Councils**
- b) **To consider any next steps**

Councillor Brazendale was thanked for his input on this and asked to scope out a Youth Council in conjunction with Councillor J Wheatley and bring an item to a future meeting of the council.

#### **1819/135 Policies**

- a) **To approve the recommendation of the Finance and General Purposes committee to approve the amended Standing Orders**

**Resolved** to approve the recommendation of the Finance and General Purposes committee that the revised Standing Orders be approved.

#### **1819/136 Correspondence**

**To receive correspondence and determine action required (if any):**

- a) **E-mail from resident about cars idling outside local schools**
- b) **E mail from resident about cars parking outside Bingley Grammar School**

Items a and b had been dealt with in public participation.

- c) **E mails about Lidl development**

**Resolved** the Council would like clarification of the pedestrian route from the back of Lidl to the park.

- d) **Letter re: Crosley Woods**

The letter was noted.

#### **1819/137 Clerk report**

The letter was noted.

#### **1819/138 Committee minutes**

**To receive draft minutes for the following committee meetings:**

- a) **Finance and General Purposes Committee 10<sup>th</sup> October 2018**
- b) **Planning Committee 9<sup>th</sup> October 2018**

The minutes were noted.

#### **1819/139 Finance**

- a) **To approve payments for October 2018**
- b) **To approve the recommendation of the Finance and General Purposes committee that Rialtus undertakes year end for Bingley Town Council for the cost of £540 plus VAT and 0.45p per mile.**
- c) **To consider the mobile phone direct debit**

- a) **Resolved** to approve the October schedule of payments and the mop up of payments from the Summer.

- b) **Resolved** to approve the recommendation of the Finance and General Purposes committee that Rialtus undertakes year end for £540 plus VAT, plus 0.45p per mile travel.
- c) The clerk explained that financial regulations require that Direct Debits be reviewed every two years. **Resolved** to continue with the current mobile phone contract of £12.80 per month.

#### **1819/140 Promotional Items**

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

**Resolved** to promote the Town Council comment on the Delilah's licensing application, Christmas and the Town Councillor vacancy.

#### **1819/141 Exclusion of the press and public**

**To resolve that members of the press and public be excluded from item 1819/142 and 1819/143, under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.**

**(Tender consideration for three-year contract for floral displays and pay - interim staff)**

**Resolved** to exclude the press and public from items 1819/142 and 1819/143 for reasons of confidential commercial information about a three-year tender for floral displays and holiday pay for interim staff.

The remaining members of the public left the meeting.

#### **1819/142 Floral displays**

- a) **To consider a three-year contract for floral displays (2019-2021)**
- b) **To consider next steps**

Councillor Simpson explained that a three-year contract would give the council the opportunity to reduce its administration time on the floral display contract and provide continuity of provision for the next three years.

**Resolved** that

1. The three year contract and the invitation to tender document for the floral displays are approved
2. A public notice be placed in the Telegraph and Argus newspaper for the cost of up to £500
3. The three-year contract and invitation to tender document as circulated be placed onto the Contract Finder website.
4. The tenders are to be opened by the clerk in the presence of Councillors Dearden, Goode and Simpson

#### **1819/143 Staffing**

- a) **To consider any outstanding issues from the employment of interim staff over the Summer**

**Resolved** that outstanding holiday payments be made to interim staff.

#### **1819/144 Date and location of next meeting**

**To note the date of the next meeting as being Tuesday 27th November 2018 at Crossflatts Community Centre, 18-20 St Aidan's Square, Bingley, BD16 2BN at 6:30pm.**