

BINGLEY TOWN COUNCIL



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

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MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 27th NOVEMBER 2018 AT 6:30PM AT CROSSFLATTS COMMUNITY CENTRE, ST AIDAN'S SQUARE, CROSSFLATTS, BINGLEY, BD16 2BN

Start: 6:30pm

Finish: 8:50pm

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

In attendance: Ruth Batterley, Town Clerk

Members of the public: Two

1819/145 Chair's Remarks

1. Councillor Dawson thanked all who had involvement with the new Parkrun. It was noted that there have been between 300-350 runners at each run and there is increased footfall in the town centre and cafes as a result.
2. The Chair also thanked all who had been involved with the Remembrance Parade.
3. Mention was made of the successful Bingley Chamber of Trade light switch on, supported by the Town Council. Councillors Truelove, Owen and Goode were thanked for their involvement
4. There is to be an Extraordinary Council meeting on 4th December to deal with the co-option of a new councillor and the floral display contract.

1819/146 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 noted her interest in item 1819/166. She knows many local architects and project managers. She will neither speak nor vote on this item.

No written requests for dispensation had been received.

1819/147 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 Quarrie.

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

1819/148 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:**

Mark Ellis from Padd Construction noted that his company had made the Priestthorpe Annexe safe. A resident offered her support to the Town Council, noted that she felt the market stalls had been slightly disappointing and offered her help for any activity the council was undertaking.

1819/149 Minutes of Previous Meeting

To confirm as a correct record the minutes of the ordinary meeting of the Council held on 30th October 2018

Councillor Clough had offered his apologies and they were not included in the minutes. Item 1819/136 should read Crosley Woods and the dates for the floral displays should read 2019-2022.

Subject to the above

Resolved that the minutes of the meeting held on 30th October be confirmed as a correct record.

1819/150 Priestthorpe Annexe

- To receive Mark Ellis from Padd Construction to give an update on The Annexe**
- To receive the e-mail from BMDC Legal Services about monies from the sale of The Annexe**
- To consider next steps**

- Mr Ellis advised the council that that the building is in a poor state of repair and his company's view is that there's a risk to those in close proximity to the building. The application to demolish the building has now been submitted and once the site is flattened, six town houses will be erected, with a further two created from the existing gymnasium building. Each house will include at least one, and in some cases two car parking spaces. The site will be demolished by hand unless the building becomes very dangerous and Padd Construction is told by BMDC to take urgent action to demolish. There will be a significant reduction in the overall mass on the site. Mr Ellis will forward the plans to the clerk. It is anticipated that the build will take 12 months. Mr Ellis confirmed that Padd Construction had paid £226k to CBMDC for the site. Padd Construction is aware of the Founder's plaque and it is anticipated the plaque is included in the perimeter wall of the site.
- The e-mail from BMDC Legal Services was received.
- Resolved** that local schools will be contacted advising that they may make representation to the Town Council about what the monies could be spent on, or the schools could contact CBMDC's Legal Department directly by the deadline of 31st December 2018. Information will be put into

the November monthly mailing about the consultation and councillors are encouraged to inform relevant organisations that they are aware of, about the consultation.

Items 1819/154 and 1819/153 were taken next.

1819/154 Internal Audit

- a) To receive the internal audit report**
- b) To consider next steps**
- c) To consider the recommendation of the Finance and General Purposes committee to undertake a review of Internal Audit**

- a) The internal audit report was received. The clerk and Administrative Officer were thanked for their work.
- b) There was a discussion about the sustainability of the work of the council. It was noted that the council has limited financial and staff/councillor resource.

Resolved

1. The Council to take stock at the end of the year and to be more vigilant about the resource implications of its decisions. Adding to the risk assessment councillor/staff project management roles.
2. Addition to the risk assessment of the upfront payment to Bradford Community Payroll.
3. Continued use of Rialtus for subsequent years for year end.
4. Clarification of pension payments process.
- c) **Resolved** that the recommendation of the Finance and General Committee to undertake a review of Internal Audit is approved. **Resolved** that Councillors J Wheatley and Owen undertake this review.

1819/153 Bingley Market

- a) To receive the report on the pilot Bingley market**
- b) To receive the business plan/ financial appraisal for possible future markets**
- c) To consider future markets for Bingley**

- a) The report on Bingley market had been circulated with the meeting papers.
- b) **Resolved** to approve the business plan/ financial appraisal for the market.
- c) There was discussion about the market and how a future market may be resourced.
 1. **Resolved** Work with Yorkshire Farmers Market to scope out a plan for up to 9 markets next year with Yorkshire Farmers Market taking the bulk of the responsibility for all aspects of the market. This would involve finding a new stall provider.
 2. **Resolved** To scope out a community engagement/events manager to lead on the town council's involvement in this and other events and projects.
 3. **Resolved** Allocate up to £5,000 (from the regeneration budget) to support the delivery of monthly markets in Bingley in 2019, £2K would to come out of the current year's spend to cover market licence and advertising/branding and other set up costs
 4. **Resolved** Agree with Bradford Council that at any market run by Bingley Town Council, fees paid by traders would be collected by Yorkshire Farmers' Market, not BMDC, and that any market could run on the same day as Bingley Music Live.

1819/151 Draft Budget 2019-2020

- a) **To receive the draft budget**
- b) **To consider next steps**

The draft budget had been circulated with the meeting papers.

Resolved:

1. The contingency of £50,749 be reduced by £24k. The clerk advised that best practice is that between 3- 12 months running costs are allowed in the contingency part of the reserve. She noted that this is included in the Town Council reserves policy.
2. The salary amount for possible additional staff be reduced by £10k
3. A scoped out proposal be brought to the next full council meeting for an Environmental Warden
4. A revised draft of the budget will be brought to the December full council meeting

Councillor Clough left the meeting at 20:20pm.

1819/152 Aire Valley Incinerator Newsletter

- a) **To receive the newsletter**
- b) **To consider next steps**

- a) The newsletter had been circulated with the meeting papers.
- b) It was noted that there had been 350 objections to the incinerator. **Resolved** that the council will write to the Environment Agency noting concerns about weather conditions in the Aire Valley, in particular cloud inversions and that emissions from the incinerator may lead to increased pollution. Concerns were expressed about lack of environmental monitoring in Bingley and the concern that there is a primary school next to the proposed incinerator. Councillor J Wheatley left the meeting at 8:30pm

1819/155 Ward Councillor Meeting

- a) **To receive an update on the meeting with ward councillors**
- b) **To consider next steps**

Resolved that a separate meeting would be held inviting the Bingley Rural councillors also. All of the ward councillors would again be invited to the Bingley Town Council full council meetings.

Councillor Wheatley returned to the room.

1819/156 Annual Town Meeting

- a) **To set the date for the Annual Town Meeting**

Resolved to hold the Annual Town Meeting on Thursday 7th March.

1819/157 Christmas Tree Festival

To consider allocating up to £100 for the Town Council tree and decorations

Resolved that up to £100 be allocated for the tree and decorations for the Christmas Tree Festival

1819/158 Crossflatts Post Office

- a) **To receive information about the closure of Crossflatts Post Office**

- b) To consider next steps**

Resolved to note the information about the closure of Crossflatts post Office.

1819/159 Public Spaces Protection Order

- a) To receive the Public Spaces Protection Order consultation**
- b) To consider next steps**

Resolved to note the Public Spaces Protection Order consultation.

1819/160 Website/ Social Media Statistics, GDPR child permission

- a) To receive information on website and social media statistics**
- b) To consider any next steps**
- c) To consider the permission form for Town Council photographs**

The website and social media statistics were noted.

- c) Resolved to** approve the permission form for town council photographs.

1819/161 Clerk report

The clerk's report was noted.

1819/162 Committee minutes

To receive draft minutes for the following committee meetings:

- a) Finance and General Purposes Committee 14th November 2018**
- b) Planning Committee 13th November 2018**

Both sets of minutes were noted.

1819/163 Finance

- a) To approve payments for November 2018**
- b) To consider the recommendation of the Finance and General Purposes committee that £2,000 be vired from the Christmas and Seasonal Events budget, to the grant budget.**
- c) To consider the recommendation of the Finance and General Purposes to release £1,000 from the allotment budget**
- d) To consider the recommendation from the Finance and General Purposes committee to renew the gate at Stanley Street for the quoted cost of £516**
- a) Resolved** that the payments for November be approved and the receipts be noted. It was noted that the payment schedule showed two payments to Nevis for £18. There should only be one payment.
- b) Resolved** that £2,000 be vired from the Christmas and Seasonal Events budget into the grants budget.
- c) Resolved** that £1,000 be released from the allotment reserve.
- d) Resolved to** approve the recommendation of the Finance and General Purposes committee that the gate at Stanley Street be renewed by JRR Gardens for the quoted cost of £516.

1819/164 Promotional Items

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

Resolved that the following items be promoted from this meeting:

1. Money from the sale of The Annexe
2. Supporting objections to the incinerator

1819/165 Exclusion of the press and public

To resolve that members of the press and public be excluded from item 1819/166 (a-b), under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

(Consideration of which project manager to appoint and commercial pricing information)

Resolved that the press and public be excluded for the consideration of commercial pricing information and which project manager to appoint. Both members of the public left the meeting.

1819/166 Project Manager

- a) **To receive an update on the interviews for the project manager**
- b) **To receive the financial appraisal for the appointment of the project manager**
- c) **To consider the recommendation from the interview panel of which contract manager to appoint**
- d) **To consider next steps**

- a) Councillor Simpson updated the council that three applications had been received and a shortlisting exercise undertaken by the Finance and General Purposes Committee. Two companies were interviewed and the results of the interviews were given to Mr Holmes for him to assess in line with YLCA advice.
- b) **Resolved** to approve the financial appraisal for the appointment of the project manager.
- c) **Resolved** to approve Bowman Riley as the project manager for the fee of £10,000. The clerk noted that their fee is based on the £100k figure that was given in the tender documents. If the figure for the build increases, Bowman Riley may require further payment on top of the £10k. Councillor Dawson abstained from the vote.

1819/167 Date and location of next meeting

To note the date of the next meeting as being Tuesday 18th December 2018 at Eldwick Church Hall, Otley Road, Eldwick, BD16 at 6:30pm.