

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 28TH AUGUST 2018 AT 6:30PM AT BINGLEY SCOUT HEADQUARTERS, SYCAMORE AVENUE, BINGLEY, BD16 3NR

Start: 6:30pm

Finish: 9:15pm

Councillors Present: Councillors Brazendale, Clough, Dawson, Dearden, Goode, Hardman, Owen, Quarrie, Simpson, Truelove and Winnard.

In attendance: Joe Ashton, Interim Town Clerk

Members of the public: Four

1819/76 Chair's Remarks

Councillor Dawson, in the chair, reminded Members about the forthcoming Bingley Business Expo and requested assistance from councillors to staff a stall at the event. Councillor Dawson expressed her thanks to all those involved in the floral displays around the town, which had received many compliments. Successful events had been held during the summer, including Play in the Parks, litter picks and the summer markets. The Town Council office staff and volunteering councillors were thanked for their work during the recent staffing changes. The Town Clerk was welcomed back following a period of leave.

1819/77 Disclosures of interest

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

Councillor Dearden declared an interest in Item 1819/86 because he owns a business which could benefit from the proposed improved directional signage.

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

There were none

3. To grant any requests for dispensation as appropriate.

There were none

1819/78 Apologies for Absence

1. To note apologies for absence

Apologies for absence were noted from Councillors O'Neill, J. Wheatley and M. Wheatley.

Councillors Beckwith and Fenton were not present.

2. To receive and consider apologies for absence

The Interim Town Clerk confirmed that he had received apologies with reasons.

3. To approve reasons for absence

Resolved that the reason for Councillor O'Neill's absence is accepted

Proposed Councillor Hardman, seconded Councillor Goode and agreed.

Resolved that the reason for Councillor J. Wheatley's absence is accepted

Proposed Councillor Brazendale, seconded Councillor Goode and agreed.

Resolved that the reason for Councillor M. Wheatley's absence is accepted

1819/79 Resolution to Adjourn the Meeting

Not moved

Public Participation

- **Questions / observations from members of the public**

There were none

- **Reports from invited guests**

There were none

1819/80 Minutes of Previous Meetings

To confirm as a correct record the minutes of the ordinary meeting of the Council held on 31st July 2018

Resolved to approve the minutes of the ordinary meeting of the Council held on 31st July 2018 as a correct record.

Proposed Councillor Dearden, seconded Councillor Winnard and agreed (10:0:1)

1819/81 Office/toilet project

a) To receive an update on the office/toilet project

Councillor Simpson provided an update. The invitation to tender documentation is being prepared. Councillor Simpson explained the tendering process for the commissioning of a project manager. The cost of a project manager is not known but would be below the £25,000 threshold required for mandatory competitive tendering; however, the Council could choose to apply the regulations voluntarily. Bradford Council has confirmed that the cost of moth-balling the toilets is approximately £6,000 per year. The toilets have been drained and purged. Two facilities management companies have visited the site and advised on the potential costs of temporarily reopening the toilets, which will be considered by the Town Centre and Regeneration Subcommittee.

b) To receive information and advice about the tendering process from Yorkshire Local Councils Associations

Yorkshire Local Councils Associations have provided model tender documents and have agreed to review the documentation for the Bingley toilets.

c) To consider and agree next steps

Any next steps will be considered by the Town Centre and Regeneration Subcommittee. Further information is required from the Public Works Loan Board to confirm whether project management costs can be capitalised.

Resolved to sign-off the tender document and commit £500 for advertisement costs from the Regeneration and Tourism budget

Proposed Councillor Simpson, seconded Councillor Goode and agreed (10:0:1)

1819/82 Bingley Prospectus

a) To approve the content and design of the Bingley Prospectus

The following changes were identified:

- There are three golf courses, not two
- The final sentence is too long

Richard Aldred and Bingley Camera Club were thanked for their work on the Prospectus.

b) To agree next steps

Resolved that any further corrections are provided to the Town Clerk by 9.00am on 30th August and that Council delegates the final edit and sign-off to the Town Clerk.

Proposed Councillor Dawson, seconded Councillor Dearden and agreed (11:0:0)

1819/83 Markets

a) To consider arrangements for the market on 6th October

Councillor Simpson advised that the arrangements would be largely the same as for the previous market. Councillor Winnard has booked Heaton Hillbillies and it was being explored whether the All Together Now choir is able to attend. There will also be a third (as yet unconfirmed) entertainer. Councillor Simpson is arranging a for a face-painter.

Appreciation was expressed to Councillor Truelove for arranging for new keys to be cut for the electricity supply and also to Tarquin's Tea Rooms for assistance with electrics.

In response to a query from Councillor Truelove, the Chair confirmed that the Town Council was not the accountable body or licence-holder for the Christmas market and that any such decision would require a resolution of the Council.

b) To delegate expenditure on items for children's entertainment (up to £100) and entertainers' expenses (up to £120) for the market on 6th October to the Clerk

Resolved to amend the delegated expenditure to a maximum of £250 for all entertainment-related expenses

Proposed Councillor Dawson, seconded Councillor Quarrie and agreed (11:0:0)

Resolved to delegate expenditure of up to £250 for all entertainment-related expenses for the market on 6th October to the Clerk

Proposed Councillor Dawson, seconded Councillor Quarrie and agreed (11:0:0)

The Chair allowed a contribution from a member of the public who wished to address Council regarding the potential for resurrecting the old market and some of the previous stalls. The Chair replied that this is open for discussion at the end of the summer and a consultation will be held.

1819/84 Events

a) Play in the Park events

- 1. To review the Play in the Park events and receive feedback**

Members made the following points:

- Wet weather should result in cancellation; providing indoor alternatives is too complex
- The “Mobiloo” (portable changing places facility) was not used
- The booking of ice cream needs further consideration
- The two Bounce Planet events in Gilstead Recreation Ground were cancelled because of wet weather; next year there could be a Play in Park at Gilstead as well (which are less vulnerable to wet weather)
- A release form is needed to use photographs of children
- An additional bouncy castle could be added to each event to reduce queues

2. To consider further events for next summer and possible ways to improve

Resolved to provisionally book between four and six mid-week events, plus ice cream, with a view to holding one event per week during the summer school holidays (and at least one event in each of the following locations: Myrtle Park, Cottingley Recreation Ground, Crossflatts Recreation Ground, Eldwick Recreation Ground and Gilstead Recreation Ground).

3. To consider next steps

Councillor Hardman will lead on this and will contact Bradford Council regarding a provisional booking.

b) To receive correspondence from Bingley Music Live regarding arrangements for the restoration of the park and agree any next steps

It was noted that the Green and Clean Subcommittee had complained following previous events that the park was not put back properly for a lengthy period of time. Members agreed that it appears there is now a much better plan but the weather is a big factor. Copies of the accounts for Bingley Music Live had been requested but not yet supplied.

1819/85 Winter Maintenance

a) To receive an update on gritting routes within the parish

Councillor Hardman provided an update. There is no change to the Priority 1 gritting routes proposed for winter 2018/19. Two roads which were added by Bradford Council last year, at the Town Council's request, have not been included in this year's list. This needs to be checked. Priority 2 routes will be published in October 2018.

b) To review the pilot grit bin scheme and whether this should be extended

Councillor Hardman reported that all of the grit bins installed by the Town Council and by Bradford Council had been well-received, except for one complaint regarding the grit bin at Falcon Road. There are 35 pending requests for additional grit bins. Not all of the requests are likely to be suitable but most will and there is a need to resource this. The costs for purchase from Bradford Council are £100 for the bin, including the first fill and £50 for each fill thereafter. All councillors are asked to audit the bins in their wards and let Councillor Hardman know where refills are needed.

c) To consider allocating a budget of up to £2000 to Finance and General Purposes Committee for future grit bins and refills

Proposed by Councillor Hardman, seconded Councillor Goode and agreed (10:0:1)

d) To consider next steps

Councillor Hardman will lead on this project, collate the requests for new bins and refills and liaise with the Town Clerk and Bradford Council as required.

1819/86 Signage for the Three Rise Locks and Five Rise Locks

a) To receive an update on signage for the Three and Five Rise Locks

Councillor Dawson provided an update. A meeting and site visit had been held with Diana Greenwood (Senior Tourism Officer at Bradford Council) to view the signage arrangements for the Three and Five Rise Locks. A discussion had also taken place about improving the information on the Town Council website. There is one administration charge for each new order of signage.

b) To consider and agree next steps

Resolved to agree with Diana Greenwood exactly where the new signs will be located and to record this on a map to be brought back to a future meeting for the agreement of the exact cost.

Proposed by Councillor Quarrie, seconded Councillor Own and agreed (11:0:0)

1819/87 Crosley Wood High Rise Flats

A draft letter concerning the future of the Crosley Woods flats site, authored by Councillor J. Wheatley, was presented in his absence by Councillor Dearden and was discussed at length. It was clarified that Incommunities (as the owner) appears to be progressing with a proposal to demolish the three blocks of high-rise flats, which include properties let at social rents.

Resolved that the letter is approved with the following amendments:

- Replace “social housing provision within the community” with “affordable housing maintained by a social housing provider within the community”.
- Replace: “the board commits to looking only at a social housing redevelopment option” with “the board commits to looking at options which will ensure affordable and social housing.”
- Remove all after “This Council believes strongly in social cohesion and accessibility”.
- Add: “Bingley Town Council has concerns about the treatment of the residents and requests information about their current status and situation. Those who wish to stay in Bingley should be able to do so. Please explain how this has been/will be achieved.

Proposed by Councillor Dearden, seconded Councillor Simpson and agreed (11:0:0)

1819/88 Election Seminars

To consider arranging seminars or other events to inform potential councillors about what being a councillor involves

The Interim Town Clerk advised that although encouraging democracy through public information is a lawful use of the Town Council’s resources, care must be taken to ensure that the seminars/events are open to all, politically neutral and objective in their content.

Resolved to investigate the costs of commissioning external support from Yorkshire Local Councils Associations and/or an external speaker, with a view to holding seminars or other events to inform potential councillors about what being a councillor involves.

Proposed Councillor Simpson, seconded Councillor Dawson and agreed (11:0:0)

1819/89 Policies

a) To consider the updated Induction and Access Policy

Resolved that the policy be adopted.

Proposed by Councillor Simpson, seconded Councillor Winnard and agreed (11:0:0)

b) To adopt a Sickness Absence Policy

The Interim Town Clerk reported an error in version control and this was deferred.

1819/90 Correspondence

To receive correspondence and determine action required (if any)

a) E-mail from resident about traffic calming on Park Road

Proposed by Councillor Owen, seconded Councillor Truelove and agreed that a letter is sent to Richard Gelder (Head of Highways, Bradford Council) requesting that the implementation of this scheme if expediated. (11:0:0)

b) Bingley Rural Church Partnership Minutes

Received for information.

c) Bingley Rural Schools' Partnership Meeting Notes

Councillor Clough highlighted that there is no dedicated Council Warden for Bingley Rural Ward.

Proposed by Councillor Dawson, seconded Councillor Simpson and agreed that a letter is sent to Wendy Fisher (Ward Officer, Bradford Council) to offer help with publicity of the vacancy. (11:0:0)

d) Office of Philip Davies MP – Leave Bradford Council petition

Proposed by Councillor Quarrie, seconded Councillor Brazendale and agreed that the letter is noted, and a response should be sent acknowledging receipt. (11:0:0)

e) Available Funding Streams (Shipley Area Co-ordinator's Office)

This was noted

f) Invitation to Cottingley Heritage Centre

The Chair of the Council will sign a letter thanking Cottingley Heritage Centre for the information and expressing interest.

g) Crime Prevention/Problem Solving Input meeting invitation

Proposed by Councillor Dawson, seconded Councillor Goode and agreed that Councillor Goode attends on behalf of the Council. (11:0:0)

h) Off Street Parking Places Order 2018: letter to objectors

Proposed by Councillor Goode, seconded Councillor Truelove and agreed that a full list of the streets and car parks affected is requested. (11:0:0)

1819/91 Committee minutes

To receive draft minutes for the following committee meetings

a) Finance and General Purposes 8th August 2018

The minutes were received.

b) Planning Committee 14th August 2018

The minutes were received.

1819/92 Finance

To approve payments for August 2018

Not all councillors had seen the schedule due to a clerical error. The Chair read the schedule of payments.

Resolved to approve the payments.

Proposed Simpson, seconded Councillor Hardman and agreed. (11:0:0)

1819/93 Promotional Items

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

Resolved to publicise the October Market.

Proposed by Councillor Truelove, seconded Councillor Simpson and agreed (11:0:0)

The time having reached 9:00pm, the Chair put it to the meeting that the meeting should continue.

Proposed by Simpson, seconded Councillor Goode and agreed that the meeting should continue. (11:0:0)

1819/94 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 Winnard, seconded Councillor Quarrie and agreed that members of the press and public be excluded from the meeting due to the consideration of matters concerning interim staff. (11:0:0)

1819/95 Interim Staff

a) To receive an update on the interim staffing arrangements

The Chair of the Staffing Committee updated members. A Key Person Insurance Claim is to be made. Costs will be prepared for the Staffing Committee showing spend on interim staffing arrangements to date and any further proposed spend.

b) To review interim staffing arrangements

After discussion, it was proposed by Councillor Goode, seconded Councillor Truelove and agreed that the Administrative Officer's contract is reviewed in light of the interim staffing arrangements. (11:0:0)

c) To agree actions arising (if any)

Resolved that the Interim Town Clerk would remain as Proper Officer until 7th September 2018 and that the Interim Responsible Financial Officer would continue as Responsible Financial Officer until 7th September 2018. Arrangements after this date would be delegated to the Staffing Committee.

Proposed Councillor Winnard, seconded Councillor Dearden and agreed. (11:0:0)

1819/96 Date and location of next meeting

The date of the next meeting was noted as being Tuesday 25th September 2018 at Bingley Baptist Church, Clyde Street, Bingley, BD16 4LJ at 6:30pm.