

# 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 22<sup>ND</sup> JANUARY 2019 AT 6:30PM AT CARDIGAN HOUSE, FERNCLIFFE ROAD, BINGLEY, BD16 2TA**

**Start: 6:30pm**

**Finish: 8:00pm**

**Councillors Present: Councillors Beckwith, Brazendale, Clough, Dawson, Dearden, Gibbons, Goode, Hardman, O'Neill, Owen, Quarrie, Truelove and Winnard.**

**In attendance: Joe Ashton, Interim Town Clerk  
Laura Jowett, Administrative Officer**

**Members of the public: One**

### **1819/204 Chair's Remarks**

The Chair

- Welcomed Philippa Gibbons as the newly co-opted councillor for the Lady Lane and Oakwood ward.
- Thanked all the councillors and volunteers who helped with the day of planting at St Ives on the 5<sup>th</sup> January
- Thanked all those involved in the action day at Jerr Wood, the display at the railway station and the group at Myrtle Park.
- Thanked Joe Ashton for attending the meeting in the absence of the clerk
- Expressed the council's best wishes to Ruth Batterley and asked that these be sent

### **1819/205 Apologies for Absence**

- 1. To note apologies for Members' absence (if applicable).**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

**Resolved** to approve the apologies for Councillor Simpson

**Resolved** to approve the apologies for Councillor J Wheatley

**Resolved** to approve the apologies for Councillor M Wheatley

### **1819/206 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.**

None received

### **1819/207 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.

#### **Public Participation**

- Questions / observations from members of the public

There were none

- Reports from invited guests:

There were none

### **1819/208 Minutes of previous meetings**

**To confirm as a correct record the minutes of the Ordinary Meeting held on 18<sup>th</sup> December 2018.**

**Resolved** to approve the minutes of the meeting held on 18<sup>th</sup> December 2018

Councillor Brazendale arrived at 6.35pm

### **1819/209 Bingley Town Council budget and precept 2019-2020**

- To consider suspending Standing Order 7- previous resolutions**
- Depending on the resolution of the Council to re-open discussion into the draft Town Council budget**
- To agree the budget for Bingley Town Council 2019-2020**
- To set the precept for Bingley Town Council 2019-2020**

a) **Resolved** to suspend Standing Order 7 to allow the council to re-open discussions into the draft Town Council budget

b) Discussions were held about increasing the budget to include an additional £10,000 for election reserves. Bingley Town Council have been informed by Bradford Metropolitan District Council that the cost of the elections to Bingley Town Council in May 2019 is likely to be between £8,000 and £10,000.

**Resolved** to note Bingley Town Council's concerns that there is a lack of information about the specific costs to the town council and what they cover and to write to Bradford Metropolitan District Council to request further information.

**Resolved** to approve the Town Council budget for £234,713. This includes reserves as listed below

Allotments £9,052

Election reserves £26,000

General reserve £46,749

New building reserve £20,000

Council noted the consequential rounding undertaken by the Town Clerk, with the small difference from rounding to be found from the training budget.

**Resolved** to agree the following delegations be made to the committees and clerk:

ITEM	AMOUNT	DELEGATION
Office Equipment	£5,000	Finance and General Purposes (F&GP)
IT equipment	£500	F&GP
Office Rent	£6,000	Full Council (FC)
Loan interest payments (new office)	£3,345	FC
Domain and hosting	£200	Clerk
Website design/enhancement	£1,000	F&GP
Recruitment	£800	Staffing
Payroll	£800	Staffing
Room hire	£1,500	Clerk
Chair's allowance	£250	
Councillor Allowances	£500	FC
Audit Internal	£400	FC
Audit External	£600	FC
Insurance	£1,500	F&GP
IT Support	£800	Clerk
Communications	£10,000	F&GP
Printing, stationery and postage	£2,500	Clerk
Subs	£2,500	Staffing
Training	£2,971	Staffing
Telephone	£400	Clerk
Travel and subsistence	£500	Staffing
Existing staff salaries	£47,000	Staffing
New staff salaries	£18,000	Staffing
National insurance	£3,650	Staffing
Pensions	£1,500	Staffing
Professional fees	£2,400	FC
Storage	£250	F&GP
Allotments Water Charge	£350	F&GP
Running costs toilets	£3,320	FC
Running costs office	£1,230	FC
Business rates new building	£1,100	FC
<b>Service Costs</b>		
Grants	£25,000	F&GP
Emergency Support	£2,000	F&GP
Repairs and Maintenance	£5,000	F&GP
Regeneration & Tourism	£20,000	F&GP

ITEM	AMOUNT	DELEGATION
Events including Christmas	£10,000	FC
Planning Documents	£250	Planning
Green & Clean	£19,000	F&GP
Allotment Costs	£2,500	F&GP
Bank Charges	£250	FC
Neighbourhood Plan	£2,000	Planning
Changing Places facility	£12,000	FC

- c) **Resolved** to set the precept for Bingley Town Council for 2019-2020 as £172,540 and this is a Band D equivalent of £20.00

#### 1819/210 Office/toilet project

- a) To receive an update on the project
- b) To consider next steps
- c) To consider the recommendation of the Town Centre and Regeneration sub-committee about the draft Heads of Terms
- d) To consider delegating design decisions about the project to the Finance and General Purposes committee

a) A written update had been circulated in advance of the meeting

b) **Resolved** to write to Rance, Booth, Smith to request Cad (Computer Aided Design) files again and if these are not provided to request that the reasons for this be explained.

**Resolved** to delegate £700 to Finance and General Purposes for Bowman and Riley to draw up further plans if required. This will enable a decision to be made and the plans to be drawn before the next full council meeting if necessary.

Councillor Brazendale left the meeting at 6.58pm

- c) The recommendation regarding the draft Heads of Terms had been circulated in advance of the meeting. **Resolved** to amend the response to state 'Bingley Town Council' instead of 'we' and to issue the response to Wellers Hedley.

Councillor Brazendale returned at 7.00pm

- d) **Resolved** to delegate design decisions to the Finance and General Purposes Committee in order that decisions can be made more quickly.

#### 1819/211 Events Marketing and Communications items

- a) To confirm arrangements for the Annual Town Meeting
  - b) To consider allocating up to £500 to the Planning committee for the Neighbourhood Plan consultation events taking place in March
  - c) To approve the recommendation of the sub committee to approve the media inquiry form
- a) **Resolved** that The Annual Town Meeting will be held in the hall at Cottingley Community Centre from 6.30pm on Thursday 7<sup>th</sup> March 2019. The format will be the same as last year's Annual Town Meeting as it was a successful and positive event.  
All previous grant recipients will be invited to attend as stall holders to publicise their groups and Park Run, Trinity All Saints Community Kitchen and Bingley Arts Centre Community Cinema

will be invited to speak. Lidl will be invited to send a representative to provide an update. The MP, Ward Councillors and Chamber of Trade will be invited to attend as guests.

The event will be publicised on social media and within newsletters and monthly mailings.

- b) **Resolved** to allocate £500 to the Planning Committee for arrangements for the Neighbourhood Plan community consultation events
- c) **Resolved** to approve the Media Inquiry form

#### **1819/212 Neighbourhood Plan Working Group**

- a) **To consider a replacement for Councillor Beckwith**

**Resolved** that Councillor Gibbons be appointed as a councillor member of the Neighbourhood Plan Working Group, leaving a vacancy for another non-councillor member on the group.

**Resolved** to attempt to recruit a representative from Cottingley as there were concerns that Cottingley was under represented on the Neighbourhood Plan Working Group.

#### **1819/213 GDPR**

- a) **To consider the privacy notice**

A further amendment was suggested to the section on 'Your rights and your personal data', to include, at point 6, 'and your data will be deleted accordingly'. Subject to this amendment **resolved** to approve the amended Privacy Notice.

#### **1819/214 Youth Council**

- a) **To consider a Youth Council for Bingley Town Council**
- b) **To consider allocating a budget of £500 for the establishment of a Youth Council**
- c) **To consider next steps**

**Resolved** that Bingley Town Council is keen to engage formally with young people and are supportive of the concept of youth councils, and similar initiatives. **Resolved** to recommend that a detailed item on Youth Councils be brought back to a meeting of the new council between May and September in order that the item can be considered whilst setting the budget and identifying priorities.

Councillor Beckwith left the meeting at 7.32pm

#### **1819/215 Consultation on Bradford Shipley route improvement scheme**

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

**Resolved** to submit the following comments

- Bingley Town Council welcomes efforts to improve public transport routes in and out of Bradford
- Proper investigations are required into the knock on effects on traffic flow in the outlying areas of the district and into effects on air pollution
- Include better linking of the cycle network in the Aire Valley

#### **1819/216 Fire engine removal from Bingley**

**Resolved** to write to the Fire Authority for clarification about the proposals and for assurances about fire safety in Bingley.

## **1819/217 Correspondence**

### **a) E-mail from History Society**

### **b) E-mail from NALC**

- a) **Resolved** to write back to the History Society advising that Bingley Town Council is not aware of an exhibition about the history of Priestthorpe Annex, explaining that Bingley Town Council do not have the facility to store the Society's archive but suggesting they may wish to contact the Bradford or West Yorkshire Archives instead and inviting the History Society to speak at a future meeting.
- b) **Resolved** to include the information about local councils and elections on the Bingley Town Council website and social media.

## **1819/218 Meeting Updates**

### **To receive updates and consider any next steps:**

#### **a) Parish Council Liaison meeting**

An update was received from the Parish Council Liaison meeting covering election costs, BMDC budget proposals, National Planning Framework and Civic Affairs Communications.

**Resolved** to - forward the information about Civic Affairs communications to the new chair of the British Legion in Bingley

- to thank Karen Pritchard for all her efforts and service to Remembrance events in Bingley.
- to send the information about Neighbourhood Planning to Andrew Towler Associates
- That Councillor Goode will attend the next Parish Council Liaison meeting, on the 20<sup>th</sup> March 2019, in Councillor Owen's absence
- investigate membership of the National Association of Civic Officers (NACO)
- Include the death of an important person on the agenda for the Emergency Planning group/next full council
- Enquire with Bradford's Civic Affairs Manager if there are any briefings or training available.

## **1819/219 Committee Meeting Minutes**

### **To receive the following draft committee meeting minutes**

#### **a) Planning – 8<sup>th</sup> January 2019**

The draft minutes were noted.

## **1819/220 Clerk Report**

The report was noted.

## **1819/221 Finance**

### **a) To consider the January schedule of payments**

### **b) To receive budget monitoring for Sept- December**

### **c) To note the transfer of £10k from the Unity Savings Account to the Unity T2 cheque account**

- a) **Resolved** to approve the January schedule of payments
- b) The Budget Monitoring was received
- c) **Resolved** to note the transfer of £10k from the Unity Savings Account to the Unity T2 cheque account as permitted by Financial Regulations.

**1819/222 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** to publicise information about the precept, the Annual Town Meeting and the Neighbourhood Plan community consultation events.

**1819/223 Date and location of next meeting**

To note the date of the next meeting as being Tuesday 26<sup>rd</sup> February 2019 at COPWA, 18-20 St Aidan's Square Bingley BD16 2BN at 6:30pm