

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 26th FEBRUARY 2019 AT 6:30PM AT CROSSFLATS COMMUNITY CENTRE, ST AIDAN'S SQUARE, CROSSFLATS, BD16

Start: 6:30pm

Finish: 8:40pm

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

In attendance: Ruth Batterley, Town Clerk

Members of the public: Four

1819/224 Chair's Remarks

Councillor Dearden noted that he would be chairing the meeting as Councillor Dawson was to be late to the meeting. Councillor Dearden read out a note received from a local resident about car idling issues.

1819/225 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 reasons for absence for Councillor Winnard

Resolved to approve the reasons for absence for Councillor J Wheatley

Resolved to approve the reasons for absence for Councillor Brazendale

Resolved to approve the reasons for absence of Councillor Truelove

1819/226 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

1819/227 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

Councillor Dearden read out some comments from a resident relating to initiatives combatting car idling in the parish.

- Reports from invited guests:

There were none

Resolved to adjourn the meeting.

- A resident had attended the community cinema that afternoon. He commented on how beautiful the centre of Bingley looked and thanked the Town Council both for its work and for working with local groups for the Spring floral displays.

1819/228 Minutes of previous meetings

To confirm as a correct record the minutes of the meeting held on 22nd January 2019.

Resolved to approve the minutes of the meeting held on 22nd January 2019.

1819/229 Office/toilet project

- To consider the revised plans and project meeting notes from Bowman Riley**
- To consider the budget cost of £10,000 for the moveable partition**
- To consider the budget cost of £7,000 for a new design of window**
- To consider delegating up to £195 plus VAT for Bowman Riley to attend a Finance and General Purposes committee meeting**
- To consider any implication that these additional costs may have on the loan from the Public Works Loan Board and the consultation already undertaken**

- This item was taken together. The Clerk explained that she had received written advice from the Ministry of Housing, Communities and Local Government. Further consultation would need to be carried out should the increase in cost be in excess of £5 per Band D equivalent property. Should the additional costs be less than this, a widespread notification showing the updated changes and project costings via a newsletter, flyer and social media, asking residents for their views, opinions and feedback should be undertaken. There would need to be a two to three-week deadline for these comments. The consultation is to go ahead and

resolved that the approved plans be submitted for planning approval subject to the consultation for the slight amendments, noting the extra costs of up to £17k.

1819/230 Markets

- To consider the report on Bingley Market.**
 - To consider paying entertainers £60 for two sessions for provision of entertainment**
 - To consider delegations of decisions about the market to the Finance and General Purposes committee**
- Councillor Owen updated the council. There was discussion around the provision of a marquee for refreshments but it was agreed that the cost of c. £5k was too high.
 - Resolved** that entertainers be paid £60 for two sessions of entertainment.

- c) **Resolved** to delegate decisions and the budgets previously allocated for the market (2k current financial year and 5k new financial year) to the Finance and General Purposes committee.

1819/231 Elections

- a) **To consider the email from YLCA about the Neighbourhood Plan consultations and the pre-election period**
- b) **To consider an induction session for the new council**
 - a) The e-mail was received. **Resolved** to agree that the Neighbourhood Plan consultations will be held later in the year.
 - b) **Resolved** that induction sessions will be held for all councillors in the new council. The Clerk will send invitation letters to nominated candidates.

1819/232 Council e-mail system

- a) **To consider the e-mail from Nevis about the Town Council's e-mails**
- b) **To consider if two councillors would undertake negotiations with potential new IT providers**
 - a) The e-mail from Nevis advises that the Town Council e-mail system needs upgrading and Nevis will not be able to continue with the current e-mail system once the current contract expires in early June.
 - b) **Resolved** that Councillor Gibbons will work with the Clerk to draw up a contract, obtain quotations and negotiate with possible providers of a new system. It was noted that this matter needs resolving as a matter of urgency.

1819/233 Brexit

- a) **To consider sharing Bradford Council's information about Brexit through the Town Council's social media channels**

Resolved to approve the sharing of Bradford Council's information about Brexit through the Town Council social media channels.

1819/234 Contracts

- a) **To consider the contract for Carlton Nurseries for the three-year floral displays**
- b) **To consider the contract for Otley Town Partnership for the Bingley markets**
 - a) **Resolved** to approve the contract with Carlton Nurseries.
 - b) **Resolved** to approve the contract with Otley Town Partnership

1819/235 Ward plan

- a) **To receive the ward plan for Bingley and consider any comments the Town Council may wish to make**

Resolve that various comments be submitted about the Ward Plan for Bingley:

1. To request the Ward Plan for Bingley Rural.
2. To request that Milner Field Farm be included under 'Other Issues and concerns'

3. Include the Climate Change resolution adopted by CBMDC at its meeting held on 15/01/2019
4. Request information from the ward officer about what further information she would like to be kept up to date with the Town Council's activities.
5. To note that the Town Council will change in May 2019 and the future council may not have involvement with the same issues as the current Council e.g. Green and Clean sub committee. The Council will need to agree the role of the Town Council warden and decide which issues it wishes the warden to work on e.g. littering and fly tipping
6. Seek clarity on working with the Town Council to support initiatives and activities for young people. The new council will need to decide if it wishes to pursue this area of work.

1819/236 GDPR

1. **To consider the recommendation of the Finance and General Purposes Committee that dealing with security breaches be delegated to the Finance and General Purposes committee.**

Resolved that dealing with security breaches be delegated to the Finance and General Purposes committee.

2. **To approve the recommendation of the committee to approve the following policies:**
 - a) **Security incident policy. Resolved** to approve the Security Incident policy with slight amendments.
 - b) **Clear desk policy. Resolved** to approve the Clear Desk policy.
 - c) **Data breach form. Resolved** to approve the Data Breach form with slight amendments.

1819/237 Financial policies

To approve the recommendation of the Finance and General Purposes committee to approve the following policies:

- a) **Risk Assessment policy 2018-2019**
- b) **Financial Risk Assessment policy 2018-2019**
- c) **Asset Register 2018-2019**
- d) **Investment strategy**

- a) **Resolved** to approve the Risk Assessment policy with small amendments.
- b) **Resolved** to approve the Financial Risk Assessment policy with small amendments.
- c) **Resolved** to approve the Asset Register with small amendments
- d) **Resolved** to approve the Investment Strategy

Councillor Dawson arrived at 7:55pm.

1819/238 Christmas Tree 2019

- a) **To consider the e-mail from Bradford Council about this year's Christmas tree**

Resolved that the Town Council is interested in participating in the sponsorship with CBMDC. This is subject to the cost of the sponsorship of the tree.

1819/239 Litter picks

- a) **To consider signing up to the Keep Britain Tidy Campaign**

Resolved that the Council will sign up to the Keep Britain Tidy Campaign terms and conditions.

1819/240 Tourism meeting

- a) **To consider arrangements for meeting with tourism academics**

Resolved that Councillor Dawson will write back to the academics to obtain a provisional meeting date.

1819/241 Consultations and meetings

To consider the consultation on school transport appeals. Resolved that the Town Council will not submit a response on this consultation.

- a) **To receive the report on the library consultation.** There was discussion about this item.
- b) **To receive the report on the meeting with ward councillors.** The meeting information was noted.

1819/242 Correspondence

To receive correspondence and decide on any action where necessary

- a) **E mail re idling outside schools.** E-mail from a local resident requesting that the Town Council will look at investigating a campaign to try and resolve/reduce idling was considered. **Resolved** That Councillor Simpson will work with the local resident on this issue.
- b) **Changing Places. To delegate investigation of further enquiries to the Town Centre and Regeneration subcommittee.** The e-mail from CBMDC advising that there will be a potential extra cost of £220k to upgrade the electrics to enable the installation of any new piece of electrical equipment to be installed in Bingley Pool was noted. **Resolved** to delegate further enquiries about options for the Changing Places facility to the Finance and General Purposes committee.
- c) **Bradford City fire commemoration. Resolved** that Councillors Hardman and Owen will attend on behalf of the Town Council.
- d) **Death of a senior member of state. Resolved** that the clerk will ask for notes from the meeting and draft a policy.
- e) **Bradford Civic Service of Remembrance. Resolved** that Councillor Quarrie will attend on behalf of the Town Council.
- f) **International Women's Day Resolved** that Councillor Dawson will attend the CBMDC event on behalf of the Town Council.
- g) **Street painting.** Clarity is required from CBMDC about the process for the street furniture painting, including choice of colour. **Resolved** that a short consultation on colour be carried out at the Annual Town Meeting.

1819/243 Clerk Report

- a) **To receive the report**

The report was noted.

1819/244 Committee minutes

To receive draft minutes from the following committees:

- a) **Planning- February 2019**
- b) **Finance and General Purposes- February 2019**

The draft minutes were noted.

1819/245 Finance

- a) **To consider the February schedule of payments. Resolved** to approve the February schedule of payments.
- b) **To consider Financial Regulation 8.3. Resolved** that Financial Regulation 8.3 requiring copy statements be sent to the Chair is removed. The Council has other internal controls in place.

1819/246 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved that the following be promoted:

- Market dates
- Crossing on Chapel Lane
- Keep Britain Tidy campaign

1819/247 Date and location of next meeting

To note the date of the next meeting as being Tuesday 26rd March 2019 at St Wilfrid's, Gilstead Lane Bingley BD16 3RN at 6:30pm