

# 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 APRIL 2019 AT  
6:30PM AT BINGLEY SCOUT HEAD QUARTERS, SYCAMORE AVENUE, BINGLEY BD16**

**Start: 6:30pm**

**Finish: 9:15pm**

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

**In attendance: Ruth Batterley, Town Clerk  
Bethany Piggott- Lidl  
Marcus May- Lidl**

**Members of the public: Nine**

### **1819/268 Chair's Remarks**

The Chair thanked:

1. The Clerk and Administrative Officer for their hard work and skills in helping set the town council up and continued work for the council. The Clerk was presented with gifts for herself and the Administration Officer who was not present at the meeting.
2. All who attended the litter picks on 27<sup>th</sup> April
3. The councillors who are helping with the market, Councillors Brazendale, Owen, Truelove and J Wheatley
4. All councillors as the current term of office is coming to an end.

### **1819/267 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 Truelove  
Councillor J Wheatley was not present.

### **1819/268 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.

Councillor Brazendale arrived at 6:45pm.

### **1819/269 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
- Reports from invited guests:

**Resolved** to adjourn the meeting.

- The president of the Bradford and Bingley Rugby Club spoke about the cancelled Bingley Music Live and the event that the club is putting on as a replacement.
- A resident thanked the town council for all it had done for Bingley and in particular thanked Councillor Dawson and the previous Chair, Terry Brown

### **1819/272 Minutes of previous meeting**

**To confirm as a correct record the minutes of the meeting held on 26<sup>th</sup> March 2019.**

#### **Subject to the following:**

- All non-councillors on council committees were thanked, as was Councillor Quarrie for painting the Ferrands pub sign.

**Resolved** to approve the minutes of the meeting held on 26<sup>th</sup> March 2019.

### **1819/273 Lidl**

#### **a) To consider existing arrangements for access to the pool, park and town centre**

Ms Piggott from Lidl advised the meeting that the plans are amended compared to the original ones. There were discussions about access, the planting scheme and Lidl were made aware of the road closure for the Remembrance Parade on 10<sup>th</sup> November. Lidl was thanked for its extra expense on the glass, stone and Bingley sign.

**Resolved that** Ms Piggott will provide all documents about the traffic.

A request is to be of Bradford Council for the following:

1. Information about highways schemes on Main Street
2. Raise with CBMDC concerns about safe and easy access for pedestrians and people using wheelchairs and pushchairs to and from Myrtle Park, in particular the lack of a kerb outside the park and safety at the entrance to the park.

Ms Piggott and Mr May left the meeting at 7:10pm.

Councillor Dawson moved item 1819/277 to this point on the agenda.

### **1819/277 Bingley Music Live**

#### **a) To consider any representation that Bingley Town Council may wish to make about BML**

Concerns were raised about the cancellation of the Bingley Music Live Event.

### **Resolved:**

1. Request from Bradford Council the rationale for cancelling this event, when other events are staged in the district as loss leaders/at a loss in order to benefit the local economy.
2. Request the economic impact assessment carried out on BML 2018 (the Town Council is aware that NGI Solutions were contracted to do research) and any assessment of economic impacts of cancelling the 2019 event (the Town Council was advised at its meeting that the Rugby Club and two hospitality businesses alone stand to lose £125,000)
3. Request from Bradford Council full details of income and expenditure for BML for the last two years. Information about when items were booked for the current year is also to be requested.
4. Request from Bradford Council its future plans for BML to put the event onto a sound financial footing and deliver it in future years.
5. Ask why Bradford Council had turned down its proposed contractor to run the event for the current financial year
6. To request that Bradford Council offers full support to the Rugby Club as it goes through the process of attempting to stage a new event in place of Bingley Music Live.

Two members of the public left the meeting at 7:33pm.

### **1819/274 Office/toilet**

- a) **To consider amendments to the lease for the Community Asset Transfer of the Bingley public toilets from Bradford Council to Bingley Town Council**
  - b) **To note the latest set of minutes from Bowman Riley**
  - c) **To consider the High-Level Executive summary for the office/toilet project**
  - d) **To consider the format of the tender for the project**
  - e) **To agree the tender in principle**
  - f) **To consider the business case for the office/toilet project**
  - g) **To consider the level of loan for the borrowing approval from the Secretary of State for the office/toilets and application for the loan from the Public Works Loan Board**
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- a) Councillor Simpson updated the council on the lease. The lease had been agreed and signed following the March full council meeting. Following Bingley Town Council signing the lease, Bradford Council wished to impose further restrictions on the document. A document comparing both versions of the lease was tabled at the meeting showing CBMDC's proposed amendments and the suggested town council response. **Resolved** that all items contained in the right-hand column on the document be the approved changes.
  - b) The latest set of minutes were noted.
  - c) The high-level executive summary, schedule of works and tender format had been circulated before the meeting. The project meeting had not been attended by Bowman Riley due to illness, but the group had met anyway. The amendments to the summary were tabled at the meeting. Bowman Riley has been asked for clarification on the amendments.
  - d) See c
  - e) **Resolved** that the tender subject to the above amendments be agreed in principle.
  - f) **Resolved** that the business case for the application for borrowing approval be approved.
  - g) **Resolved** that the council will make an application for borrowing approval for £163,500 from the Secretary of State

### **1819/275 Updates**

**a) Changing Places. Consider a written statement of commitment in principle to a Changing Places facility, pursuing Bingley Pool in the first instance and investigating other options.**

An amended motion was tabled to include the word maintenance.

**Resolved** that Bingley Town Council commits in principle to installing and maintaining a Changing Place facility, pursuing Bingley Pool in the first instance and investigating other options.

Item 1819/280 a was taken next.

Letter from Philip Davies regarding queries about town council expenditure in relation to the office/toilet project and Changing Places facility. The letter was noted. **Resolved** to approve the draft reply and to note the accompanying documents; timeline of council resolutions about Changing Places, Complaints procedure and report about Changing Places that went to the March Finance and General Purposes meeting.

**b) Market. To receive the report and to allocate up to £150 for two new keys for the electrics and weights for gazebo.** The report was noted. **Resolved** to allocate up to £150 for keys for the electrics and weights for gazebo.

**a) Street furniture painting.** The clerk advised she had contacted CBMDC several times about the process for the painting black of the street furniture and permissions. No reply had been received. **Resolved** that the clerk will contact senior officers in the Highways Department and an update will be brought to the next full council meeting.

**1819/276 Commercial vans parked on road side verges**

**a) To consider any action**

**Resolved**

- To write to Highways asking for their policy on commercial vans being used as advertising parked on road sides and roads in general and what action they can take.
- To contact Councillor Heseltine noting his involvement with the issue and asking for any progress and an update on enquiries he undertook to make at the last Councillor liaison meeting in February.

**1819/278 Insurance**

**a) To approve the recommendation of the Finance and General Purposes committee to arrange a three-year contract with Inspire insurer for the cost of £2,023.52**

**Resolved** that a three-year contract with Inspire be entered into for the renewal of the town council insurance. The clerk advised that the £2,023.52 cost is for the first year and contains the public toilet.

**1819/279 Policies and reviews**

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

- a) The Investment Strategy**
- b) The review of the town council grant and donation scheme**

- a) Resolved** that the reviewed investment strategy be approved.
- b) Resolved** to approve the review of the town council grant and donation scheme.

**1819/280 Correspondence and reports**

**To receive the following and decide any further action if needed:**

- a) **Letter from Philip Davies MP-** see above
- b) **Consultation about audit practice. Resolved** to make no comment
- c) **E-mail from Alex Ross Shaw re: access to support and funding. Resolved:**
  - To note the invitation to hold a meeting with Councillor Ross Shaw once the new council is established and to write to him to organise a meeting . The purpose of the meeting is to lobby for a road crossing behind the Five Rise Shopping Centre, discuss how the District Growth Fund could be used to benefit Bingley business and to discuss improvements to the transport infrastructure
  - Write to West Yorkshire Combined Authority asking that funds from the Integrated Transport Programme be used to provide a new, safe crossing behind the Five Rise Shopping Centre.
- d) **Tourism Academic meeting Resolved** that Councillors Dawson, Owen and Simpson will meet with the academics.
- e) **Walkers Are Welcome Resolved** that Councillor Dawson will attend the Walkers Are Welcome event on 11<sup>th</sup> May on behalf of the town council
- f) **Eldwick Church re-opening. Resolved** that Councillor Dawson will attend the event on Sunday 19<sup>th</sup> May.
- g) **A guide to Community Infrastructure Levy (CIL).** The guide was noted. **Resolved** to write to CBMDC Planning department to ask when CIL payments will be made to the town council and if the town council is due any payments through CIL.
- h) **Prevention and Early Help. Resolved** that the Youth Café be suggested as a possible venue for Early Years Services

#### **1819/281 Name plates**

- a) **To approve the purchase of up to 16 name plates for the new council for the cost of up to £25 Resolved** that 16 name plates for the cost of up to £25 be purchased.

#### **1819/282 Clerk Report**

- a) **To receive the report**  
The report was noted.

#### **1819/283 Committee minutes**

**To receive draft minutes from the following committees:**

- a) **Planning- March 2019**
- b) **Finance and General Purposes- March 2019**
- c) **Staffing – April 2019**

The minutes were noted.

#### **1819/284 Finance**

- a) **CCLA and Unity Savings Account. Resolved** to put all monies above £85k in the Unity T" account into the town council existing Public Sector Deposit Fund with CCLA

- b) **To note transfer of £10k from savings to cheque account.** The clerk noted that pending the arrival of the precept she had transferred £10k, authorised by Councillors Dawson and Truelove from the Instant Access account into the T2 (cheque) account.
- c) **To consider the council moving from a receipts and payments form of accounting to income and expenditure.** Resolved that the council will move to income and expenditure accounting.
- d) **Budget report. The budget report for the last quarter of 2019 was noted.**
- e) **To consider the April schedule of payments. Resolved** to approve the April schedule of payments. Also to be included is the salaries cheque, total £12,109.44 as advised in the appendix to the meeting. The clerk noted that the precept and council tax support grant has now been received, totalling £182,803. The clerk further advised that she had purchased a new laptop bag ( £25) as the existing one had developed a broken zip.

#### **1819/285 Play in the Park**

- a) **To consider the risk assessment for the suspension of financial regulation.** The risk assessment for the suspension of the financial regulation requiring three quotations had been circulated prior to the meeting. **Resolved** that the financial regulation requiring three quotations be suspended for the reasons of Bradford Council providing a bespoke service covering all elements of the event from permissions to qualified staff, risk assessments, equipment etc. The event is run by Bradford Council under a well-established successful format.
- b) **To consider the risk assessment for the Play in the Park events. Resolved** to approve the risk assessment for Play in the Park events.
- c) **To consider the Play in the Park Scheme for the cost of up to £3,600 plus VAT. Resolved** that six Play in the Park events be held at the cost of £600 each plus VAT in the following locations Eldwick Rec, Cottingley Rec, Myrtle Park x2, Gilstead Rec and Crossflatts Rec,

#### **1819/286 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** that the following be publicised Lidl, lobbying for the crossing behind the Five Rise Shopping Centre, Play in the Park, markets and the information requested from CBMDC about Bingley Music Live.

#### **1819/287 To resolve that members of the press and public be excluded from item 1819/288 and 1819/289 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.**

*(Commercial pricing information for IT provider and toilet providers)*

**Resolved** to exclude the press and public from the meeting due to commercial pricing information for IT providers and toilet providers/ Changing Places.

The remaining members of the public left the meeting.

#### **1819/288 IT contract**

- a) **To receive the report on IT providers.** The report was noted. Quotations had been received from five firms. To consider which IT provider the town council wishes to appoint for the cost of up to £2,000. **Resolved** that Vision ICT be appointed the new e-mail contractor for £1130
- b) **To consider the contract for the IT provider. Resolved** to approve the contract with Vision ICT.

**1819/289 Provision of toilet and Changing Place providers for Play in the Park**

- a) **To consider the provision of toilets and a portable Changing Place facility for the total cost of up to £1,600**

Three quotations had been received for provision of toilets at Play in the Park events. **Resolved** that Convenience Hire be hired to provide toilets for the cost of £1080 plus VAT for the six Play in the Park events. **Resolved** that Mobiloo be hired to provide a Changing Place facility for the Saturday event to be held on 3<sup>rd</sup> August for the cost of £395 plus VAT.

**1819/290 Date and location of next meeting**

To note the date of the next meeting (Annual Meeting of the Council) as being Tuesday 14<sup>th</sup> May 2019 at Cardigan House, Ferncliffe Road, Bingley, BD16 at 6:00pm