

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 AUGUST 2019 AT 6:30PM AT CROSSFLATTS COMMUNITY CENTRE, ST AIDAN'S SQUARE, CROSSFLATTS, BINGLEY

Start: 6:30pm

Finish: 9:10pm

Councillors Present: Barton, Brazendale, Clough, Dawson, Drucquer, Goode, Heseltine, Malik, Owen, Pennington, Truelove, Williams and Winnard

In attendance: Ruth Batterley, Town Clerk

Marcus Dearden Co-Chair Friends of Bingley Pool

Joe Wheatley- trustee Friends of Bingley Pool

Members of the public: two, part of meeting

1920/88 Chair's Remarks

The Chair:

- Noted that the recent litter pick had been cancelled due to the weather
- Recent Play in Park events had been successful; some have been rearranged due to the poor weather. She thanked councillors who had helped at the events
- Thanked all involved in the production of the Annual Report, particularly Mr Wood and Councillor Williams for their proof reading
- She noted that Councillor Owen as Vice Chair would be chairing this full council meeting

1920/89 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 of Councillor Holmes.

Resolved to approve the reasons for absence for Councillor Simpson

Resolved to approve the reasons for absence for Councillor Miah

1920/90 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 Heseltine declared his interest in item 1920/94. He is a trustee of the Friends of Bingley Pool. No written requests for dispensation had been received.

1920/91 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:

No member of the public wished to speak, although Marcus Dearden requested that the representatives from the Friends of Bingley Pool could speak about their item 1920/94 when it was discussed. The Chair of the meeting agreed to this request.

1920/92 Minutes of previous meetings

To confirm as a correct record the minutes of:

- a) The Ordinary Meeting held on Tuesday 30th July 2019**
 - b) The Extraordinary Meeting held on 16th August 2019**
- a) Resolved** to confirm that the minutes of the Ordinary Meeting held on 30th July 2019 are a correct record.
 - b) Resolved** to confirm that the minutes of the Extraordinary Meeting held on 16th August 2019 are a correct record.

1920/93 Council office/toilet

- a) To receive an update on the office/toilet project, noting that borrowing approval has been obtained**
 - b) To consider delegating to the clerk responsibility for day to day issues with the contract and progress of works in consultation with the project group and project manager from Bowman Riley**
 - c) To consider a letter for the removal of business rates for the unoccupied toilets/office**
- The clerk noted that borrowing approval for the town council office/toilet project of £163,500 had been obtained from the Secretary of State. The tenders were opened on Friday 23/08 and four have been received. It is anticipated that there will be an item on the September full council agenda approving the contractor.
 - b) Resolved** that the clerk be delegated responsibility for day to day issues with the contract and progress of works in consultation with the Project Manager and the Project Working Group

comprised of Councillors Simpson, Holmes and Truelove. The terms of reference for the Project Working Group are as follows:

1. The members of the project group are Councillors Simpson, Truelove and Holmes
 2. The group is responsible for working with the project manager from Bowman Riley and the Clerk about day to day decisions on the delivery of the project and tender.
 3. There is no delegation for expenditure
 4. Where there are areas of specialised knowledge that the Clerk does not possess, the matter will be referred back to the full council
- c) **Resolved** that the letter requesting that the removal of business rates by Bradford Council for the unoccupied toilet building, be approved. It was noted that previous assurances had been made by Bradford Council that business rates would not be applicable to the toilet building.

1920/94 Bingley Pool

- a) **To receive an update on the Community Asset Transfer of the pool from Bradford Council to the Friends of Bingley Pool (FOBP)**
- b) **To consider the request from the FOBP for a meeting to discuss:**
 1. The role of Bingley Town Council in ensuring the pool CAT process is successful.
 2. The proposal that Bingley public toilets and town council office space could be accommodated in the Bingley Pool building.
 3. To consider other items that the town council may wish to discuss with FOBP

Marcus Dearden one of the Co-Chairs of Friends of Bingley Pool and Joe Wheatley, one of the trustees updated the meeting. The Friends of Bingley Pool have been advised by Bradford Council that John Coulson is putting the remaining information together. A meeting is to be held between FOBP and Bradford Council week commencing 16th September. Attendees from Bradford Council include Alex Ross Shaw and John Coulson. FOBP have been advised that a six-week extension is possible for the pool closure. If the Community Asset Transfer is to go ahead the FOBP will be applying for grants.

Councillors raised the following issues to be discussed with the Friends of Bingley Pool:

- A transition plan for the pool up to the end of March 2020
- Scenario planning
- Project plan
- Communication plan to update and inform FOBP members and residents

Councillors requested to see copies of the following funded by the Bingley Town Council grant:

- A feasibility study
- A market assessment,
- Community Asset Management advice
- Sport facility management advice
- Detailed building services survey.

Resolved that Councillors Brazendale, Dawson, Malik, Owen, Truelove and Williams will meet with the Friends of Bingley Pool to discuss items 1-3 above, including further issues raised i.e. transition plan, scenario planning, project planning and the communication plan.

The Friends of Bingley Pool representatives left the meeting.

1920/95 Environmental Warden

- a) **To approve the recommendation of the Staffing Committee to appoint an Environmental Warden**
- b) **To note that the Staffing Committee will be preparing a list of items to be purchased in conjunction with the post**
- a) **Resolved** to appoint an Environmental Warden on NJC scale point 5, annual salary, £10,159 (pro rata) for 20 hours per week. It was noted that the hours may be annualised. The Staffing committee as the duly delegated committee will deal with recruitment.
- b) Noted

1920/96 Fair Tax Declaration

- a) **To receive the risk and resource assessment for the Fair Tax Declaration**
- b) **To consider the report on the Fair Tax Declaration**
- a) The risk and resource assessment was received.
- b) An amended motion was tabled that the item be brought back by Councillor Brazendale following the upcoming community consultations and feedback made by town councillors at the August full council meeting. **Resolved** that Councillor Brazendale bring an item back to a future meeting.

1920/97 Projector

- a) **To consider the offer of a projector**
- b) **To consider purchasing a bulb for the projector at the cost of £191.48 (plus VAT and delivery)**

This item was withdrawn and will be tabled at the September full council meeting.

1920/98 Investment Strategy

- a) **To consider the recommendation of the Finance and General Purposes committee to approve the revised investment strategy**

Resolved to approve the recommendation of the Finance and General Purposes committee to approve the revised investment strategy.

1920/99 Brexit

- a) **To consider writing to Bradford and Leeds City Council about preparedness for Brexit and impact on Bingley**

Resolved : to note the government's latest advice on Brexit and to write to the Brexit lead at Bradford Council, Kersten England, to Tom Riordan, Chief Executive of Leeds City Council and the lead at the West Yorkshire Combined Authority, to ask for information about any specific action Bingley Town Council can or should take to assist local authority preparedness for exiting the EU, and to mitigate the negative impacts of Brexit on Bingley parish, particularly in a 'no-deal' situation.

1920/100 Parish Online

- a) **To consider the expenditure of £756 for the Parish Online licence**

Resolved to approve the expenditure of £756 for the Parish Online licence.

1920/101 Updates

To receive updates on

- a) **The market.** Councillor Owen's report had been circulated with the meeting papers. The market will be a substantive item on the September full council agenda.
- b) **Puffin Crossing.** The contract for the work is currently out to tender.
- c) **Funds from sale of Priestthorpe Annexe.** This item was noted. The town council will ask for future updates from Bradford Council.
- d) **Cleansing meeting.** The notes from the meeting had been circulated with the meeting papers.
- e) **Street furniture painting.** A reply is awaited from Bradford Council. Resolved that the town council will formally write to Councillor Heseltine as Chair of the Shipley Area Committee, requesting that permission for painting the street furniture black will be put onto the agenda of the next Shipley Area Committee meeting.

1920/102 Correspondence

To receive correspondence and decide on any action to be taken

- a) **Elite Race Civic reception. Resolved** that Councillor Winnard will attend this event on 28th September.
- b) **Civic reception. Resolved** that Councillors Dawson, Owen, Williams and the Clerk will attend this event on 23rd October.

1920/103 Finance

- a) **To consider the August 2019 Schedule of payments. Resolved** to approve the August schedule of payments.
- b) **To note receipts.** The receipts were noted.
- c) **To note the expenditure on the toilet block alarm of £82.80.** The Clerk advised that she had used Financial Regulation 4.5 to approve this payment as the alarm at the toilet block was non-operational.
- d) **To consider expenditure of £28 for loss and damage cover extension to town council insurance policy for hire of display boards. Resolved** to approve expenditure of £28 for insurance cover for hired display boards.

1920/104 Town Council Budget 2020-2021

- a) **To receive information on the budget setting process**

The Clerk explained that items for the 2020-2021 budget will be on each committee agenda in September with costed items to be brought to the October committee meetings. A draft budget will be prepared for the November Finance and General Purposes committee, which will then be considered at the November full council meeting. The town council budget for 2020-2021 needs to be agreed at the January full council meeting to comply with the Bradford Council precept deadline.

1920/105 Meeting dates

- a) **To set the date for the December 2019 and January 2020 full council meetings**

Resolved that the date for the December meeting be set as Tuesday 17th December and the January meeting as Tuesday 21st January.

1920/106 Committee Minutes

To receive draft minutes for:

- a) **Finance and General Purposes committee**
- b) **Staffing Committee**

The minutes were noted.

1920/107 Paper meeting packs

- a) **To consider information on paper meeting packs**

There was discussion about paper meeting packs. It was noted that a request for two paper meeting packs had been received for a recent committee meeting. Staff time spent on preparing the packs was one hour and the cost of printing one pack of meeting paper was £40 on the Cottingley Community Centre photocopier. There were discussions about staff time to print packs, environmental issues and costs. It was also noted that there is a policy and financial provision to support any councillor with special needs if paper packs would enable the councillor to participate fully in council business.

1920/108 To resolve that members of the press and public be excluded from item 1920/109 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)

Resolved that the press and public be excluded from the meeting for reasons of commercial pricing information.

The two members of the public left the meeting.

1920/109 New photocopier for the Town Council

- a) **To consider costs and arrangements for a new town council photocopier**

Three quotations had been received to lease a copier. The clerk advised that more investigations were needed into the purchase/lease of a copier.

Resolved that up to £3,000 should be vired from the Grants budget into the IT equipment budget and this amount delegated to the Finance and General Purposes committee to investigate and purchase/ arrange a lease agreement for a new copier.

1920/110 Date and location of next meeting

To note the date of the next meeting as being Tuesday 24th September at St Wilfrid's Church, Gilstead, BD16 at 6:30pm