

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 29th OCTOBER 2019 AT
6:30PM AT CARDIGAN HOUSE, FERNCLIFFE ROAD, BINGLEY, BD16 2TA**

Start: 6:30pm

Finish: 9:15pm

Councillors Present: Barton, Brazendale, Clough, Dawson, Drucquer, Goode, Heseltine, Holmes, Malik, Miah, Owen, Pennington, Simpson, and Winnard

In attendance: Ruth Batterley, Town Clerk

Members of the public: three, part of meeting

1920/132 Election of Chair

- a) **To note the resignation of the Chair**
- b) **To elect the Chair of Bingley Town Council**
- c) **Elected Chair to sign the declaration of acceptance of office**

b) An amended motion was tabled – To elect the Chair and the Vice Chair of Bingley Town Council.

Resolved to elect Councillor Owen as the Chair of Bingley Town Council and Councillor Holmes as the Vice Chair of Bingley Town Council.

c) Councillor Owen signed the declaration of office.

1920/133 Chair's Remarks

- Councillor Owen thanked Councillor Dawson for being an excellent Chair and noted her drive, enthusiasm, ambition and sheer hard work on behalf of the Town Council. Councillor Dawson was presented with flowers and a card
- She thanked all who had helped with the recent litter pick; 29 bags of rubbish had been collected
- She noted all who had helped at the recent market
- Mention was made of the Climate Emergency Working Group who have now met
- There was recognition of the work being carried out on CAT of the pool by the Friends of Bingley Pool.
- There were thanks to all working on the Council office/toilet project

1920/134 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.

Resolved to approve the reasons for absence for Councillor Williams.

1920/135 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.**

There were no declarations of interest and no written requests for dispensation had been received.

1920/136 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.

Resolved to adjourn the meeting.

Public Participation

- Questions / observations from members of the public
- Reports from invited guests:

One of the members of the public reiterated Councillor Owen's comments about Councillor Dawson. He too noted her drive, hard work and enthusiasm for Bingley.

1920/137 Minutes of previous meetings

To confirm as a correct record the minutes of the Ordinary Meeting held on Tuesday 24th September 2019.

Councillor Winnard noted that he was listed as both present and absent. He had been absent.

Subject to the above amendment:

Resolved to confirm as a correct record the minutes of the meeting held on 24th September 2019.

1920/138 Election to Committees and Working Group

- a) To elect a Councillor to the Finance and General Purposes Committee**
- b) To elect a Councillor to the Planning Committee**
- c) To appoint two non-councillors to the Climate Emergency Working Group**
 - a) **Resolved** to elect Councillor Clough to the Finance and General Purposes Committee.
 - b) **Resolved** to elect Councillor Dawson to the Planning Committee.
 - c) There were no non-councillor candidates for appointment to the Climate Emergency Working Group. An item is to be placed onto the Town Council Facebook page inviting interest.

1920/139 Council office toilet

- a) **To consider the revised plans for the Council office toilet. Resolved** to agree the revised plans for the Council/office toilet.
- b) **To receive the latest set of meeting notes from Bowman Riley.** The minutes were noted.
- c) **To consider what the £5,000 from CBMDC should be spent on.** The clerk noted that the Town Council in addition to the £1,000 given by CBMDC on the completion of the CAT towards legal fees has also been promised a further £5k. CBMDC will require quotations for the items. **Resolved** that office furniture, a printer, ergonomic chairs, notice boards, displays, a Town Council graphic for inside or outside the building and a meeting table be investigated.
- d) **To receive the e-mail from the Public Works Loan Board.** The e-mail from the Public Works Loan Board advising of a 1% interest rate increase to new loans had been circulated with the meeting papers. The Clerk noted that she had contacted the PWLB who had advised that for the 29th October the cost of the loan for the £163,500 that the Town Council is proposing borrowing, would mean a six-month loan cost of £5,429.72 and an overall cost for the twenty-year loan of £211,759.08. The Clerk explained that the cost of loans vary on a daily basis, depending on the prevailing interest rate, but that once the loan is taken out, the amount is fixed until the loan is fully paid off. The Clerk noted that it's possible to take the loan out at any time as Borrowing Approval has been obtained. Borrowing Approval lasts for one year. She further explained that the loan can be drawn down in tranches if required to avoid early repayment fees. However, releasing the loan in tranches would mean that subsequent tranches would have any subsequent loan interest rate applied.

1920/140 Town Council consultations

- a) **To consider the consultation responses.** Councillor Dawson noted that the consultations had not revealed any startling priorities and confirmed that the work of the Town Council is on track. Councillor Brazendale left the room at 7:15pm and returned at 7:16pm.
- b) **To consider how the Town Council wishes to deal with the responses. Resolved** that the Council will send out a thank you to those who had completed the consultations as part of posting the priorities on the website. The information will be used to feed into what the Council does going forwards.
- c) **To consider the recommendation from the Neighbourhood Planning Working Group:**
That Bingley Town Council should reach out to local groups who can deliver on the priorities identified in the consultation such as parks, playgrounds and green spaces and Bingley Pool. With a view to these groups leading on their projects.
That the Town Clerk seek clarification about proper administrative process and governance of CIL and any follow up responsibilities of Bingley Town Council. **Resolved** that a Risk and Resource Assessment document be completed by Councillor Owen to identify scoping the Town Council reaching out to community groups about CIL expenditure. **Resolved** also that the Clerk develop a CIL policy and guidance document.

1920/141 Bingley Pool

- a) **To consider the notes from the meeting held with the Friends of Bingley Pool**
- b) **To consider the update on the CAT**

Both sets of notes had been sent with the papers for the meeting. It was noted that FOBP are awaiting a breakdown of proposed savings to be forwarded from CBMDC. It was also noted that Bradford Council is likely to extend the timescale for the CAT if needed. Questions were asked about information from FOBP for the proposed Town Council office in the Pool. It was noted that it is anticipated that the Friends of Bingley Pool will sign the lease for the pool in March/April 2020.

1920/142 Christmas

- a) **To consider the risk assessment for the suspension of Financial Regulation 11H requiring that three quotations are obtained for the purchase of the Christmas tree**
- b) **To consider the purchase of the Bingley Christmas tree from Bradford Council for the cost of £2,190 plus VAT**

- a) The risk assessment for the suspension of Financial Regulation had been circulated to councillors ahead of the meeting. **Resolved** that Financial Regulation 11H be suspended requiring that three quotations be obtained for the purchase of the Christmas tree. The reason for this is that Bradford Council has specialist providers of trees and all aspects are covered, installation, lights, barriers and banner.
- b) **Resolved** that a 25ft Christmas tree be purchased from Bradford Council for £2,190 plus VAT. The clerk noted that Bradford Council has advised that the price may increase depending on the number of trees ordered.

Councillor Malik left the meeting at 7:50pm and returned at 7:53pm.

1920/143 Speed Indicator Device

- a) **To receive the risk and resource assessment for Speed Indicator Devices**
- b) **To consider agreeing in principle the purchase of Speed Indicator Devices**

- a) The risk and resource assessment for speed indicator devices was noted.
- b) **Resolved** to agree in principle the purchase of Speed Indicator devices subject to the following information:
 - Bradford Council permits other suppliers to provide the SIDs. Financial Regulations requires the RFO will need to strive to obtain three quotations for items over £1,000 Above £4,000 three quotations are required to be obtained. It is possible for the town council to suspend any financial regulation upon an assessment of risk which has to be notified to the council ahead of the relevant meeting
 - To determine whether Bradford Council will carry out an assessment to determine where the SIDS will be placed
 - To determine the criteria for the installation and maintenance of the SIDs
 - To obtain clarity about insurance and maintenance
 - A copy of the service level agreement is needed for the maintenance of the SIDs. A definitive price is needed for the maintenance contract and the town council may need to get 3x quotations for this also. A risk assessment will need to be carried out by the town council as this is a new activity

1920/144 Play in Park

- a) **To receive the Risk and Resource assessment for Play in Park events**
- b) **To consider agreeing in principle six Play in Park events for Summer 2020**

- a) The risk and resource assessment for Play in the Park events was noted.
- b) **Resolved** to agree in principle six Play in Park events.

1920/145 Town Council attendance at forums

- a) **To consider attendance at the Eldwick Forum on Monday 19th November**

b) To consider attendance at forums in general

- a) **Resolved** that Councillor Truelove will attend the Eldwick forum on behalf of the Town Council.
- b) **Resolved** that the Council will ask for the following information from the Shipley Area Office:
- Schedule of forums for Bingley parish
 - Terms of reference for the forums
 - Details of how the forums are published
 - That the Bingley Town Council Ward councillors will be given first refusal on attending the forums on behalf of the council and the Chair and Vice Chair, second refusal before opening attendance up to the Council

1920/146 Fair Tax Declaration

a) To receive the Risk and Resource assessment on the Fair Tax Declaration

b) To consider the report on the Fair Tax Declaration

- a) The Risk and Resource Assessment was noted.
- b) **Resolved:**
- The Town Council will sign up to the Councils' for Fair Tax Declaration
 - Promoting the Fair Tax mark. This includes amending the Town Council Standing Orders to include invitations to tender advertising that Bingley Town Council is a Fair Tax Council and will question potential contractors as to their ability to provide certain tax and transparency details after awarding the contract
 - Once the contract above £25,000 is awarded, the Town Council may ask various supplementary questions
 - To support and promote the Fair Tax mark
 - The Standing Order on contracts above £25k will require potential contractors to be asked supplementary questions

1920/147 Updates, consultations, events and correspondence

To receive updates together with information about consultations, events and correspondence. To consider any further action to be taken:

- a) **Puffin Crossing.** The puffin crossing is to be installed by the end of March 2020. Councillor Malik left the meeting at 8:30pm.
- b) **Street furniture painting. Resolved** that CBMDC will be informed that the Town Council had undertaken a consultation about the colour as part of its September consultations. Fifty-one residents had voted for the furniture to be painted black and three for it to be painted blue.
- c) **Meeting re: Bingley Show. Resolved** that Councillors Owen and Simpson will meet with representatives of the Bingley Show.
- d) **Canal River Festival. To consider expenditure of £30 for the stall. Resolved** that Councillor Simpson will represent the council on the Steering Group and also to approve £30 for the stall hire. Councillor Miah left the meeting at 8:40pm.
- e) **Christmas fayre. To consider expenditure of £30 for the stall. Resolved** that Councillor Dawson will lead on the stall and that £30 if necessary be approved for the hire of the stall.
- f) **Green and Clean forum. To consider the date for the next forum. Resolved** to agree the date for the next forum as being Saturday 18th January.
- g) **E-mail re: poor visibility limit on Oakwood Estate. Resolved** that Councillor Heseltine will draft a reply for the Clerk to send.

- h) **E-mail re: weir. Resolved** Councillor Pennington will contact CBMDC about appropriate action.
- i) **Temporary closure of Crossflatts Post Office. Resolved** The Council recorded its disappointment about the temporary closure.
- j) **Letter re: closed toilets Resolved** the Clerk will write to Philip Davies explaining that the Council is working hard to re provide public toilets in Bingley and in the meantime that the toilets in the Library are open to the public.
- k) **Freedom of Information request about council office/toilet costings.** Copies of the redacted reply to the request for information were distributed at the Council meeting.
- l) **Community governance review- Shipley Town Council. Resolved** that Bingley Town Council supports the formation of a Town Council in Shipley.

1920/148 Posters and cards for markets 2020

- a) **To consider placing an order with Otley Town Partnership for posters and cards for the markets next year for the cost of £218**

Resolved to place an order with Otley Town Partnership for cards and 100 A4 colour posters and 1,000 colour cards for the total cost of £218, promoting the 2020 markets. One member of the public left the meeting at 9:05pm.

1920/149 Committee Minutes

To receive draft minutes for:

- a) **Planning committee**
- b) **Staffing committee**
- c) **Finance and General Purposes committee**
- d) **Climate Emergency Working Group**

All sets of minutes were noted.

1920/150 Finance

- a) **To consider the quarterly budget monitoring report. Resolved** to note the report. The quarterly budget monitoring report (April- September) had been circulated with the meeting papers, along with the explanation of material variances. There were no questions on either.
- b) **To consider the October 2019 schedule of payments. Resolved** to approve the October schedule of payments. The clerk noted that cheque number 300629 had been written up for the correct amount of £1,974 but the schedules of payments showed an entry of £2,000. The schedule was manually changed to reflect the correct amount and the Clerk noted that the cashbook now showed the correct amount.
- c) **To ratify pension payments to NEST. Resolved** to ratify the following NEST pension payments 31/05- £263.09, 4/07- £263.09, 21/08- £263.09, 30/08- £263.09, 1/10- £263.09,30/10- £263.09.
- d) **To ratify cheque number 300608 for £1,509. Resolved** to ratify cheque number 300608 for £1,509.
- e) **To note receipts.** The receipts were noted.
- f) **To consider moving £10k from the Unity Savings account and £40,000 from the PSDF into the Unity current account. Resolved** to move £10k from the Unity Savings account and £40k from the PSDF into the Unity Current account.

1920/151 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to publicise signing up to Councils for Fair Tax Declaration, Helen Owen as the new Chair and Richard Holmes as the new Vice Chair, agreement in principle for Play in the Park, Canal Festival, the Christmas tree and the school Christmas light competition.

1920/152 Date and location of next meeting

To note the date of the next meeting as being Tuesday 26th November at Eldwick Church, Otley Road, Eldwick, BD16 at 6:30pm