

# 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 17th DECEMBER 2019 AT 6:30PM AT BINGLEY BAPTIST CHURCH, CLYDE STREET, BINGLEY**

**Start: 6:30pm  
Finish: 8:25pm**

**Councillors Present: Barton, Drucquer, Clough, Goode, Miah, Owen, Pennington, Truelove, Williams and Winnard**

**In attendance: Ruth Batterley, Town Clerk**

**Members of the public: four**

### **1920/178 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 Dawson

**Resolved** to approve the reasons for absence for Councillor Heseltine

**Resolved** to approve the reasons for absence for Councillor Holmes

**Resolved** to approve the reasons for absence for Councillor Malik

**Resolved** to approve the reasons for absence for Councillor Simpson

Councillor Brazendale was not present.

The Chair explained that following training, reasons for absence will not be read out at meetings but will be recorded in a book that will be circulated to the councillors at the beginning of each meeting. The actual reason for absence is to be given to the clerk so that it can be recorded in the book.

### **1920/179 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 requests for dispensation had been received.

### **1920/180 To confirm as a correct record the minutes of the meeting held on Tuesday, 26<sup>th</sup> November 2019**

**Resolved** to confirm as a correct record the minutes of the meeting held on Tuesday 26<sup>th</sup> November 2019.

### **1920/181 Public Participation**

**Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chair.**

- A resident asked about plans for the Magistrates Court site. Councillor Pennington will investigate this and report back
- The same resident asked about progress with the Keighley incinerator
- The resident thanked the Council for its good work and wished everyone a Merry Christmas
- Another resident asked about the District Council plans for the puffin crossing outside Aldi
- A third resident asked about the help and support that the Bingley Show would like from the Town Council. The Chair explained that this is an update on the agenda.

#### **1920/182 Council office/toilet**

**a) To consider an update on the project**

**b) To consider if the Council wishes to put an increased amount into the 2020-2021 budget to cover some of the additional works**

a) Councillor Truelove updated the council. He advised that the retender had taken place. Of the four contractors who originally submitted an initial expression of interest, one had not put in a re-tender. Of the remaining three re-tenders, Bowman Riley is currently working with the firm that had put in the lowest bid to bring it in line with the budget for the works. Bowman Riley are doing this by removing some of the items that are currently included in the project. An amended motion was tabled:

b) To consider if the Council wishes to cover additional costs for the items being removed (£18.1K) to enable them to be included in the project with savings elsewhere from the draft budget.

**Resolved** that savings be made elsewhere to cover the £18.1k and options for the revised draft budget be tabled at the January Finance and General Purposes meeting. The clerk advised that the Council must agree its budget at the January full council meeting to comply with the Bradford Council precept deadline.

#### **1920/183 Website accessibility**

**a) To consider the update on website accessibility. Resolved** to approve the update.

**b) To note the requirement for documents that are to be uploaded to the website to be accessible.** The Clerk noted that this relates to all documents that are uploaded to the website from September 2018. The Council needs to be compliant by September 2020.

**c) To nominate councillors to work with the office staff on considering arrangements to enable Bingley Town Council to meet its obligations to comply with accessibility guidelines. Resolved** that Councillors Owen, Williams and Truelove will work with the office to consider arrangements. The Chair noted that individual councillors who prepare documents will need to ensure that the documents are website accessible.

#### **1920/184 Bingley Pool**

**a) To receive an update on the Community Asset Transfer of Bingley Pool to Friends of Bingley Pool**

The e-mail from one of the Co- Chairs of Friends of Bingley Pool was noted, advising that they would be concentrating on the asset transfer and would leave the CAT updates to the Councillors who are also trustees of the pool. It was noted that no reply had been received to the Town Council request for more information about a Community Share Scheme or grant funding.

#### **1920/185 Neighbourhood Plan Working Group**

**a) To consider the terms of reference for the Neighbourhood Plan Working Group**

**Resolved** that the terms of reference for the Neighbourhood Working Group be amended to state that a minimum of four town councillors be members of the group.

**1920/186 Climate Emergency Working Group**

- a) To consider appointing Simon Kerr as a non councillor member to the Climate Emergency Working Group. Resolved** to appoint Simon Kerr as a non councillor member to the Climate Emergency Working Group.
- b) To consider the recommendation of the Working Group to request of Bradford Council that Climate Emergency be a standing item on the Parish Council Liaison agenda. Resolved** to request of Bradford Council that Climate Emergency be a standing item on Parish Council Liaison agendas.

**1920/187 Time capsule and documents donated to the Town Council**

- a) To consider actions about the time capsule from Priestthorpe Annex**
- b) To consider actions for documents that are donated to the Town Council**
- a) **Resolved** that Councillors Barton and Dawson, subject to her agreement, will bring proposals for the time capsule to a future meeting.
- b) **Resolved** that documents donated to the Town Council be lodged with the West Yorkshire Archive Service as a deposit. When a document is donated the Town Council will send a letter of thanks to the donor, advising of its whereabouts.

**1920/188 District Councillor Update**

- a) To receive an update from the District Councillors**

Councillors Pennington and Winnard updated the Council on Bingley Music live, the cost of Christmas trees provided by CBMDC to the parishes, Heights Lane being made into a priority gritting route and concerns about the road outside Beckfoot School.

**1920/189 Policies**

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

- a) Revised Financial Regulations**
- b) Risk Assessment policy 2019-2020**
- c) Audit Plan, identifying councillors to undertake the review of Internal Audit**

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

- a) The revised Financial Regulations
- b) The Risk Assessment policy for 2019-2020
- c) The Audit Plan. Councillors Drucquer and Pennington will undertake the review of Internal Audit.

**1920/190 Tourism brown signs**

- a) To consider the risk and resource assessment for a survey of brown tourist signs in Bingley**
- b) To consider a survey of the tourist signs in Bingley**
- a) **Resolved** to approve the risk and resource assessment for a survey of brown tourist signs

- b) **Resolved** that a survey be undertaken by the Warden when he's in post. Councillors were asked by the Chair to send photographs of the signs, together with their locations to the Clerk

#### **1920/191 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) **Request to support local energy bill. Resolved** that the request be delegated to the Climate Emergency Working Group for its consideration.
- b) **SEND consultation. Resolved** to make no comment.
- c) **E mail from resident about planting a Christmas tree. Resolved** to reply to the resident advising that the land belongs to CBMDC and that a tree all year round would interfere with the use of the square. The resident is to be advised that the Town Council will be looking at alternative providers of its tree for 2020.
- d) **YLCA e-mail about traveller encampments Resolved** that the response be delegated to the Clerk in consultation with the Chair of the Council.
- e) **Notes from meeting about Airedale Show.** The report was noted.

#### **1920/192 Minutes**

- a) **To receive the draft minutes for the Climate Emergency Working Group**
- b) **To receive the draft Planning committee minutes**

Both sets of minutes were noted.

#### **1920/193 Finance**

- a) **To consider the December schedule of payments. Resolved** to approve the December schedule of payments.
- b) **To note receipts.** The receipts were noted.
- c) **To consider the monthly budget monitoring report. Resolved** to approve the monthly budget monitoring report and the accompanying explanation of variances. There were no questions on either.
- d) **To note the new laptop stand purchased by the clerk.** The clerk noted that her lap top stand had broken. A new stand had been purchased for the cost of £57.96.

#### **1920/194 Clerk report**

- a) **To receive the Clerk report**

The report was noted.

#### **1920/195 Warden**

- a) **To receive an update on the recruitment process**

Councillor Winnard updated the council. Four applicants had been interviewed. The Staffing Committee will be confirming the successful candidate's appointment at its meeting in January. It is anticipated that the successful candidate will take up their appointment by the beginning of February 2020.

#### **1920/196 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** that the survey of the brown tourist signs and the continuing work on the tender be promoted from this meeting.

**1920/197 Date and location of the next meeting**

To note the date of the next meeting as being Tuesday 21<sup>st</sup> January 2020 at Bingley Methodist Church.