

# BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

## MINUTES OF THE REMOTE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 26TH MAY 2020

Start: 6:30PM

Finish: 9:10PM

**Councillors present:** Barton, Brazendale, Clough, Drucquer, Dawson, Goode, Heseltine, Holmes, Miah, Owen, Pennington, Simpson, Truelove Williams and Winnard.

**In attendance:** Ruth Batterley, Town Clerk, Laura Jowett, Administrative Officer.

Chris Slaven CBMDC and Michelle Chapman (part of meeting)

Dr Wendy Uttley – Downes Syndrome Training and Support Service Ltd.

**Members of the public: two**

### 2021/01 Chair's remarks

- The Chair thanked staff, volunteers and councillors for all of their hard work and efforts over the last month
- She thanked local key workers for all they are doing
- She noted that the building work has started on the office/ toilets. She thanked all councillors past and present who have been involved in the project
- Mention was made of the floral displays that are to go up in the parish in a couple of weeks' time. Planting will be available for local groups to collect from Myrtle Park depot shortly
- Lockdown is easing, but the Chair anticipates that Council meetings will be held remotely for sometime

### 2021/02 Apologies for absence

- a) To note apologies for absence
- b) To receive and consider apologies for absence
- c) To approve reasons for absence

Councillor Malik was not present.

### 2021/03 Disclosures of interest

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest
- c) To grant any requests for dispensation as appropriate.

None.

### 2021/04 Minutes

**To approve the minutes of the meeting held on Tuesday 28th April 2020**

Councillor Miah should be mentioned in item 1920/160 Investment Strategy, not Councillor Malik  
Subject to the above amendment:

**Resolved** to approve the minutes of the meeting held on 28th April 2020.

### **2021/05 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 Chairman.**

No member of the public wished to speak.

### **2021/07 Covid 19**

#### **a) To consider the report on Covid 19 and actions the Town Council may wish to take**

This item was taken next. The report had been circulated with the meeting papers. It was noted that a lot of good work is taking place. Responses and requests for help from residents in the Shipley constituency had been circulated as part of the report. Of the figures, Bingley parish accounts for a quarter of the responses. Councillor Winnard advised that CBMDC has made attempts to contact the 26,000 shielded residents in the district. It had not been possible to contact 1,000 residents in Shipley. A door knocking exercise had been carried out locally to see if shielded residents were ok. Dr Uttley joined the meeting at 18:46pm.

Questions were asked about what is being done to address wider issues, such as transport and social distancing, once shops re-open. Chris Slaven joined the meeting at 18:49pm.

It was noted that the Ward Officer will be contacting all primary schools about involvement in the Hunger Project that takes place over the school summer holiday.

**Resolved** that the Chamber of Trade and the town council network of contacts be contacted to ask for ideas about making Bingley more Covid secure. Any information received can be passed to CBMDC.

### **2021/06 Grant to Down Syndrome Training and Support Service Ltd**

#### **a) To consider the grant application of £2,000 to the Down Syndrome Training and support Service Ltd.**

The application had not passed the officer vetting process as a condition of the grant criteria is that the most of the members/ beneficiaries of the charity live in Bingley parish. It was noted that beneficiaries of the charity are wider than people with Downs Syndrome. The centre has many volunteers who are local residents and representatives of the charity regularly go into Bingley parish primary schools to raise awareness about Down Syndrome.

#### **Resolved:**

1. The Finance and General Purposes committee will undertake a review of the grant criteria to take account of this application.
2. To award £2,000 to the Down Syndrome Training and Support Service Ltd for replacement carpet

### **2021/08 Emergency Support subcommittee**

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

- #### **a) Convene a meeting of the Emergency Support Sub-Committee and interested councillors/parties to review the sub-committee's TOR and the Emergency Plan in light of the current COVID-19 pandemic to ensure that the council's future emergency response is as effective and supportive as possible**

**Resolved** to convene a meeting of the Emergency Support subcommittee to review the subcommittees terms of reference and the Emergency Plan. Interested councillors are also to be invited along. Councillors Dawson, Holmes, Simpson and Winnard expressed an interest in joining the meeting.

### **2021/09 Emergency Plan**

a) **To consider Bingley Town Council assuming responsibility for updating the Emergency Plan**  
**Resolved** that Bingley Town Council will assume responsibility for updating the Emergency Plan. As part of this review a list of items contained in the emergency box is to be drawn up.

### **2021/10 Council office/toilet**

Michelle Chapman and Chris Slaven left the meeting at 19:50pm

- a) **To receive an update on the works at Jubilee Gardens.** Councillor Holmes updated the meeting. The work started on 18<sup>th</sup> May, the internal walls have been knocked out and openings put in place for windows. The contractor is working within social distancing measures and the project is currently on target to be finished by the beginning of September.
- b) **To consider whether the contractor and project manager can publicise the work on social media. Resolved** that the contractor and project manager may publicise the work on social media, after approval by the Clerk.

### **2021/11 Street Furniture painting**

- a) **To consider the risk and resource assessment for street furniture painting. Resolved** to approve the risk and resource assessment for street furniture painting.
- b) **Resolved** to agree the street furniture painting in principle. A substantive motion will be brought to a future full council meeting

A recorded vote was requested.

Councillors Dawson, Owen, Goode, Truelove, Holmes, Simpson, Drucquer, Brazendale, Barton and Miah were in favour of the motion. Councillors Clough, Heseltine and Williams were against. Councillors Winnard and Pennington abstained from the vote.

### **2021//12 Community Infrastructure Levy policy**

- a) **To consider the Community Infrastructure Levy policy for Bingley Town Council**

Bradford Council is to be given a two-month period to respond to any decisions by the Town Council of what the CIL is to be spent on. CIL and its promotion to groups is to be a standing item on the Finance and General Purposes committee agenda.

Subject to the above:

**Resolved** that the CIL policy for Bingley Town Council be adopted.

Councillor Goode left the meeting at 8:30pm.

Councillor Drucquer left the meeting at 8:33pm.

### **2021/13 Market**

- a) **To receive an update on the market.**

Councillor Owen informed the council that Otley Town Partnership is considering opening Bingley's market starting in August. The main issue in Bingley is lack of toilets and handwashing facilities.

Councillor Goode returned to the meeting at 8:34pm.

### **2021/14 Neighbourhood Plan**

- a) **To consider reconvening the Neighbourhood Plan Working Group.**

**Resolved** to convene the Neighbourhood Plan working Group.

### **2021/15 Insurance**

To consider the recommendation of the Finance and General Purposes committee to approve the insurance with Pen Underwriting Ltd for the cost of £2,156.37

**Resolved** to approve the insurance with Pen Underwriting Ltd for the cost of £2,156.37

### **2021/16 Leeds Bradford Airport**

- a) To note the plans for the expansion of LBA and consider submitting an objection to Leeds City Council and request a similar objection by Bradford Council

**Resolved** to submit an objection to Leeds City Council concerning the plans for the expansion of Leeds Bradford Airport and to request a similar objection by Bradford Council.

### **2021/17 Consultations**

To consider any comment the Town Council may wish to make on the following consultations:

- a) Licensing application Cottingley Mini Market, 2, The Parade Cottingley
- b) Academy St James- PAN consultation
- c) Westminster COE Primary Academy- PAN consultation

**Resolved** to make no comment on all three consultations.

### **2021/18 Finance**

- b) To consider the May schedule of payments. **Resolved** to approve the May schedule of payments.
- c) To note receipts. Receipts were noted.
- d) **Monthly budget monitoring report.** Rialtas carried out the year end close down on 18<sup>th</sup> May. The financial information for the current financial year is to be entered onto the finance system. The budget monitoring report will be produced once payments are entered.
- e) To consider annual PAT testing with Angus Carlton for the cost of £35.00. **Resolved** to appoint Angus Carlton to undertake the electrical PAT testing for the cost of £35.00

### **2021/19 Updates**

- a) **District Councillor Update.** The town council was advised that Dowley Gap is opening on 30/05/2020.
- b) **Friends of Bingley Pool.** The FOBP have had an extension to September 2021 for the CAT. Trustees with relevant skills are being sought.
- c) **Speed Indicator Devices.** Bradford Council need to provide the specification for the devices.

### **2021/20 Clerk report**

- a) To receive the Clerk report

The report was noted. There were no questions on the report.

### **2021/21 Committee minutes**

To receive draft minutes of the following committees:

- a) Planning committee – 12<sup>th</sup> May 2020
- b) Finance and General Purposes committee- 13<sup>th</sup> May 2020

The minutes were noted.

**2021/22 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** to publicise:

- Work on the council office/toilets
- Press release about council office/toilet
- Market
- Planting contract
- Plants for community groups
- Suggestions to make Bingley more Covid secure

**2021/23 Date of the next meeting**

To note the date of the next meeting as being Tuesday 23rd June

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