

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 28th JULY 2020

Start: 6:30PM

Finish: 9:30PM

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

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

Members of the public: twelve, part of meeting

2021/49 Chair's remarks

- The Chair noted that council meetings will continue to be held remotely. Many of the venues that the town council uses are not open to the public.
- The renovation of the Council Hub is progressing well.
- The town council monthly market re-starts on 1st August
- The council continues to support the foodbank
- She mentioned the good work being carried out during the pandemic by local groups such as Bingley Bloomers, Friends of Myrtle Park, Friends of Bingley Pool and Friends of Myrtle Park

2021/50 Apologies for absence

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

It was noted that Councillor Brazendale will be a few minutes late to the meeting.

2021/51 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.**

There were none.

2021/52 Minutes

To approve the minutes of the meeting held on Tuesday 23rd June 2020

Resolved to approve the minutes of the meeting held on 23rd June 2020.

2021/53 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.

Residents spoke in favour of and against the street furniture painting project which had been re-tabled at the meeting as a Special Motion, following the written request of three councillors. Councillor Brazendale joined the meeting at 18:40. Councillor Heseltine left the meeting at 18:45 and returned at 18:47.

2021/54 Annual Governance and Accountability Return

- a) **To consider the internal audit report for 2019-2020. Resolved** to approve the Annual Internal Audit Report. Councillor Miah left the meeting at 18:54.
- b) **To consider the review of the effectiveness of the system of internal control. Resolved** to approve the review of the effectiveness of the system on internal control.
- c) **To consider the Annual Governance statement for 2019-2020.** The Chair read through each of the assertions of the Annual Governance Statement. **Resolved** to approve the Annual Governance statement.
- d) **To note the period for the exercise of public rights.** The period for the exercise of public rights was noted as being Thursday 30th July- Thursday 10th September.

2021/55 Accounting Statements

- a) **To consider the accounting statements for 2019-2020. Resolved** to approve the accounting statements for 2019-2020. The clerk noted that the statements are now completed on an income and expenditure basis. The accounts have been restated for the financial year 2018-2019 on this year's AGAR. Councillor Miah returned to the meeting at 19:00.

2021/56 Street Furniture

- a) **The Council reconsider the resolution to approve the painting of the street furniture for the cost of £23, 873 to allow reflection and reconsideration of the proposal and its associated Risk & Resource Report paying due respect to the weight of negative feedback from the community towards the proposal.**

Councillors spoke for and against the motion. A member of the public joined the meeting at 19:16. A recorded vote was requested. Councillors Clough, Heseltine, Pennington and Williams were in favour of the motion. Councillors Barton, Brazendale, Dawson, Drucquer, Goode, Malik, Miah, Owen, Simpson and Truelove were against. Councillors Holmes and Winnard abstained from the vote.

2021/57 Live streaming of council meetings

There were comments in favour and against the streaming of council meetings. This will be an agenda item on the upcoming Events, Marketing and Communications subcommittee meeting.

2021/58 Internal auditor

To consider the recommendation of the Finance and General Purposes committee to

- a) **Appoint Diane Brown as internal Auditor for 2020-2021. Resolved** to appoint Diane Brown as internal auditor for 2020-2021 for two visits per year at the cost of £180 per visit, plus mileage.
- b) **To approve the terms of reference attached as the basis for the audits. Resolved** to approve the terms of reference for the internal audits.

Eight members of the public left the meeting at 20:02.

2021/59 Aire Valley incinerator

- a) **To consider the objection on the environmental permit for the incinerator**

One member of the public arrived at 20:09.

Resolved that the draft comment as circulated be sent as the objection to the Environment Agency regarding the granting of the permit. Comments are to be ranked.

2021/60 Priorities update

- a) **To consider the update on the council priorities**

Resolved to approve the update on council priorities. Councillors were thanked for their work.

2021/61 Parish Online

- a) **To consider expenditure of £700 (Plus VAT) for the annual subscription**

Resolved to approve the expenditure of £700 for the annual subscription to Parish Online.

2021/62 Council Hub

- a) **To consider an update on the project.** Councillor Holmes noted that the project is on time and will be finished by the end of August.

- b) **To consider approving expenditure for variations on the contract**

- Sanitiser dispensers - £350
- Internal CCTV camera- £250
- Baby change- £780
- Planters and levelling to entrance- £670
- Post box- £250
- Paint external flashings- £1,152
- Internal WC. Sensor taps and flush- £1,000

Resolved to approve the variations and expenditure listed in 2021/62 (b). The sanitisers and letter box require further investigation.

- c) **To consider car parking permits for staff at the cost of £420 per permit.** Councillor Pennington will make enquiries with Parking Services at Bradford Council to see if the fee can be waived or reduced. If this is not possible, **resolved** to approve two car parking permits for staff at the cost of £420 each.
- d) **To delegate to the Finance and General Purposes committee the £5,000 allocated by CBMDC for sundry office items.** The clerk advised she is waiting for a reply from CBMDC about what the £5k contribution can be spent on. **Resolved** to delegate the £5,000 allocated by CBMDC to the Finance and General Purposes committee for spending on sundry office items.

2021/63 Website Accessibility

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

- a) **The website accessibility statement.** **Resolved** to approve the website accessibility statement.
- b) **The WCAG Compliance document.** **Resolved** to approve the WCAG Compliance document.

2021/64 Consultations and correspondence

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

- a) **Licensing application Tarquins Tea Rooms.** **Resolved** to make no comment on this application.
- b) **Local Government Association consultation on the Code of Conduct.** **Resolved** that the response to the consultation be delegated to the Clerk, in consultation with the Chair.
- c) **Request from Power for People to write to local MP.** **Resolved** to write to the local MP requesting that they support the Local Energy bill.
- d) **Request from Simon D'Vali to meet with councillors re: social distancing measures.** **Resolved** that Councillors Heseltine, Truelove and Williams meet with Simon D'Vali about social distancing measures.

2021/65 Updates

Resolved to suspend Standing Orders to allow the meeting to last beyond two hours 30 minutes.

To consider updates on:

- a) **The CAT of Bingley Pool.** Councillor Pennington is going to speak with Simon Coulton. Councillor Heseltine is going to speak with the relevant CBMDC department about the Heads of Terms being issued.
- b) **Ward councillors.** The update was noted.

2021/66 Finance

An amended motion was tabled:

To consider the variations report from Building Projects Group

- a) **To consider the July schedule of payments.** The clerk noted that the second payment to Building Projects Group of £68,494.13 had been made during the month. **Resolved** to approve the July schedule of payments.
- b) **To note receipts.** **Resolved** to note receipts.
- c) **Monthly budget monitoring report.** **Resolved** to approve the monthly budget monitoring report. An explanation of variances had been circulated with the meeting papers.
- d) **To consider the variations report from Building Projects Group.** **Resolved** to approve the variations report from Building Projects Group.

2021/67 Freedom of Information requests

- a) **To receive information on Freedom of Information requests received.** Redacted copies of Freedom Information replies had been circulated with the meeting papers.
- b) **E-mail from YLCA about how to deal with FOI requests.** The advice from YLCA was noted.

2021/68 Climate Emergency Working Group

To consider reconvening the Climate Emergency Working Group from mid-September

Resolved to reconvene the Climate Emergency Working Group from the middle of September.

2021/69 Clerk report

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

The Clerk report was noted.

Five members of the public left the meeting at 21:21

2021/70 Committee minutes

To receive draft minutes of the following committees:

- a) **Planning committee – July draft minutes attached**
- b) **Finance and General Purposes committee- July draft minutes attached**

It was noted that the Planning meeting had not taken place as the meeting had not been quorate. The Finance and General Purposes minutes were noted.

2021/71 Cleaning Contractor appointment

- a) **To delegate to the clerk in consultation with the project management team the recruitment and selection of the contractor**

Resolved to delegate to the clerk in conjunction with the project management team the recruitment and selection of the cleaning contractor.

2021/72 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to promote the painting of street furniture, the Council Hub, objection to the environmental permit, website accessibility and market.

2021/73 To resolve that members of the press and public be excluded from items 2021/74 and 2021/75 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during

consideration of items of a confidential nature. (*Consideration of pricing for contract and prices for partition*)

Resolved to exclude the press and public for reasons of consideration of pricing for a contract and prices for a partition. The remaining members of the public left the meeting.

2021/74 Contract for cleaning and w.c. management of Council Hub

a) To consider the contract for the cleaning and w.c. management of the Council Hub

Councillors with comments about the contract were asked to e-mail Councillor Holmes by the end of July. Subject to amendments, **resolved** to approve the contract for the cleaning and WC management of the Council Hub.

2021/75 Partition in Hub

a) To consider the installation of the moveable partition and which company to appoint for the cost of up to £5,100

Resolved to order the Bekker sliding partition for the cost of £5,099.40 (Plus VAT)

2021/76 Date of the next meeting

To note the date of the next meeting as being Tuesday 25th August

DRAFT