

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

MINUTES OF THE REMOTE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 29th SEPTEMBER 2020

Start: 6:30PM

Finish: 8:57PM

Councillors present: Barton, Clough, Dawson, Drucquer, Goode, Malik, Miah, Owen, Pennington, Simpson and Williams.

In attendance: Laura Jowett, Administrative Officer.

Members of the public: seven, part of meeting

2021/117 Chair's remarks

- In the Clerk's absence, the Administrative officer will clerk the meeting and Councillor Williams agreed to co – host. The Chair requested that councillors let the Administration Officer know if they were leaving the meeting at all.
- The Bingley Town Council Hub is almost finished, but in the current circumstances the 'Drop In' Opening Event planned for Saturday 3rd October is postponed. The Council hopes to be able to hold this event in the not too distant future.
- The work involved in managing the opening of the Hub has proved more onerous than could have been imagined and it has created an exceptionally heavy work load for the staff and for those councillors who have been involved. The chair is conscious of the extra time and effort given and grateful for those who have gone the extra mile to ensure that the building will function smoothly.
- The next market is Saturday October 3rd 10.00 - 2.00 and a good number of new stalls are expected. It is hoped to have a good turnout. Covid measures are in place. The September Market was very well attended.
- Bagnalls are still working on the painting of the street furniture and poles. Those which have been done look very smart and the remainder will be done as soon as permissions for traffic management are in place.
- The work of Bingley Town Council has continued and there have been remote meetings of: Planning, Finance and General Purpose and Staffing Committees and a meeting of the Neighbourhood Plan Working Group. This included a remote workshop by the consultancy company AECOM to look at the Design Codes and Masterplan for Bingley, which was very useful.
- Thanks to all councillors who have attended meetings and contributed to the work of the Council.

2021/118 Apologies for absence

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

Councillor Dawson returned to the meeting at 18:46.

Resolved to approve the reasons for absence for Councillor Heseltine.

Resolved to approve the reasons for absence for Councillor Truelove.

Resolved to approve the reasons for absence for Councillor Winnard.
Councillor Brazendale was not present.

2021/119 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.**

Councillor Williams advised of his interest in item 2021/131b. He is a member of Hopscotch Taverns.

2021/120 Minutes

To approve the minutes of the meeting held on Friday 4th September 2020

Resolved to approve the minutes of the meeting held on 4th September 2020.

2021/121 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.

- The Chair advised that members of the public would be given permission to speak under item 2021/123.
- One resident spoke about her personal experiences as a relative of a disabled person and the difficulties they faced particularly relating to toilet provision

Councillor Dawson arrived at the meeting at 18.46pm

2021/122 Vice Chair of council

- a) **To elect the Vice Chair of Bingley Town Council**

Councillor Simpson was proposed and seconded and elected unopposed.

2021/123 Changing Places

- a) **To consider a report on Changing Places**

An amended motion was tabled. The Council **resolved** to accept the amended motion for consideration.
To consider that up to £5,000 be allocated for professional advice and assistance to appraise the options for a Changing Places facility, ascertain the costs involved and to draw up a specification to include the management and maintenance of the facility.

A resident suggested that the Changing Places Consortium may be able to provide advice.

Resolved that up to £5,000 be allocated for professional advice and assistance to appraise the options for a Changing Places facility, and provide one or more specifications so that full costs can be obtained, to include the cost of management and maintenance. It was suggested that this money could be vired from the 'new staff' or 'toilet running costs' budget headings as these funds may not be required.

Three members of the public left the meeting at 7:12pm

2021/124 Council Hub

- a) **To receive an update on the Hub.**
- b) **To consider the CCTV policy**

- a) An update was provided. The Hub is not currently open to the public but may be able to open by appointment when government advice changes.
- b) **Resolved** to agree the CCTV policy (subject to sign off by the West Yorkshire Police)

2021/125 Christmas lights contract

- a) To consider the Christmas lights contract with Festival Lights**

Resolved to approve the contract and to send it to Festival Lights.

To check with Carlton Nurseries re the specifications for the tree and proposed dates for installation. To switch on the lights after the tree is in place, sometime in the last week of November.

2021/126 Neighbourhood Plan Working Group terms of reference

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

Resolved to amend the terms of reference to reflect that there will be a minimum of four councillors as members of the group.

2021/127 Licensing hours in Bingley

- a) To consider sharing videos showing late night activity in Bingley with Bradford Council and request that licensing hours are curbed in the town.**

An amended motion was tabled

Resolved to write to the Licensing Authority of BDMC to highlight the drunken poor behaviour of customers exiting pubs and bars in Bingley citing numerous videos in the council's possession showing various fights, loud noise and general drunken behaviour often at times past 3.00 am noting that these videos can be viewed if required.

The aim of the letter should be to highlight the impact of late-night opening hours on our town, that some bars appear to be breaking the law in selling alcohol to already drunk people and ask the Licensing Authority to curb their opening hours back by any means at their disposal or otherwise correct this current situation.

2021/128 Meetings with police

- a) To request of the police that meetings with the town council be resumed**

Resolved to write to Inspector Stothers at West Yorkshire Police to ask them to suggest how regular communications can be improved between the police and the council in order that the council can be kept informed of current police and public order issues in the area.

2021/129 Parking and traffic orders

- a) To request that Bradford Council routinely informs the town council about parking and traffic orders**

It was noted that this information should be provided and used to keep residents informed via the website and social media. Councillor Pennington offered to follow this up with Bradford Council to ensure information is routinely sent to Bingley Town Council.

2021/130 Councillor vacancy

- a) To receive an update on the vacancy**

An update was provided. An election was not requested so the Council will use its co-option procedures. The vacancy will be advertised and written applications requested. Prospective candidates will be invited to attend and observe the full council meeting in October with a view to holding an extraordinary meeting in November.

2021/131 Consultations and updates

To consider any comment the town council wishes to make on the following consultations:

- a) Proposal to remove telephone boxes**
- b) Licensing application Station Master's House, 6, Park Road, Bingley**
- c) To receive an update from the Friends of Bingley Pool**

- a) **Resolved** to make no comment
- b) **Resolved** to make no comment
- c) **Resolved** to write to the Friends of Bingley Pool and thank them for the update and for keeping Bingley Town Council informed. Councillors will attend the AGM in November.

2021/132 Temporary Administrative Officer

- a) **To ratify the Staffing committee's resolution to appoint a temporary Administrative Officer for six months in the first instance, 15 hours per week at scp 10, £11.08 per hour.**

Resolved to ratify the Staffing Committee's resolution

The chair allowed the meeting a short break from 8:04pm until 8:10pm.

1 member of the public left the meeting at 8:10pm

2021/133 Cleaning Contract

- a) **To ratify the award of the cleaning contract to Clean Fix for the total of £12,817 per annum, plus £25 per call out**
- b) **Resolved** to ratify the award of the cleaning contract to Clean Fix for the total of £12,817 per annum, plus £25 per call out

2021/134 Finance

- a) **To consider the September schedule of payments**
- b) **To note receipts**
- c) **Monthly budget monitoring report**
- d) **To review the direct debit for the Clerk phone**
- e) **Budget 2021-2022**
- a) Resolved to approve the September schedule of payments
- b) The receipts were noted
- c) The budget monitoring report was not available
- d) This item will be reviewed in October
- e) This item will be considered in October

2021/135 Clerk report

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

The Clerk's report was received.

2021/136 Committee minutes

To receive draft minutes of the following committees:

- a) **Planning committee – September draft minutes attached**
- b) **Finance and General Purposes committee- September draft minutes attached**
- c) **Staffing committee- September draft minutes attached.**

The draft minutes were received

2021/137 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to promote the plans for Christmas, upcoming markets, the painting of the street furniture, an update on the Hub, attempting to improve communications with West Yorkshire Police, Changing Places and the Green Homes grant scheme.

1 Member of the public left the meeting at 8.24pm

2021/138 To resolve that members of the press and public be excluded from items 2021/139, 140 and 141 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Confidential personal information, commercial sensitivity for legal and consultancy costs and staff salary)

Resolved to exclude the press and public for reasons of confidential personal information, commercial sensitivity for legal and consultancy costs and staff salary.

One member of the public had been granted permission to remain in the meeting with a supporter for item 2021/139a.

2021/139 Request for a reasonable adjustment

a) To consider a request for a reasonable adjustment to the Council Hub

b) To consider costs for legal advice for the request

a) The request for a reasonable adjustment was considered by the council. **Resolved** that Bingley Town Council will respond to the request when it has taken legal advice in order to respond properly.

Two members of the public left the meeting at 8.41pm

b) **Resolved** to approve up to £2,500 to cover legal costs associated with responding to the request for a reasonable adjustment. The order for the advice is to be placed with Ison Harrison.

2021/140 Staffing review

a) To consider the recommendation of the Staffing Committee to appoint the Local Council Consultancy to undertake a staffing review

Resolved to appoint the Local Council Consultancy to undertake a staffing review for the cost of £1750 plus VAT.

2021/141 Administrative Officer

a) To agree up to twenty hours overtime for the Administrative Officer

Resolved to approve up to twenty hours overtime for the Administrative Officer

2021/142 Date of the next meeting

To note the date of the next meeting as being Tuesday 27th October at 6:30pm