

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 23rd FEBRUARY 2021

Start: 6:30PM
Finish: 9:06PM

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

In attendance: Ruth Batterley, Town Clerk.

Members of the public: fifteen for part of the meeting

2021/246 Chair's remarks

The Chair thanked councillors and staff for their work over the past month

2021/247 Apologies for absence

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

There were none.

2021/248 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 Goode declared his interest in item 2021/251. He is a member of the Friends of Myrtle Park. Councillor Heseltine declared his interest in item 2021259- c). He lives near two of the sites under consultation for the Local Plan.

2021/249 Minutes

To approve the minutes of the ordinary meeting held on Tuesday 19th January 2021

Councillor Brazendale arrived at 18:35.

Resolved to approve the minutes of the ordinary meeting held on 19th January 2021.

2021/250 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.

- A member of the public asked about reorganising the budget to accommodate an earlier installation of the Changing Places facility

- A member of the public raised concerns about development at Marchcote Lane, Cottingley. One of the Bradford ward councillors advised that a request had been made for the consultation deadline to be extended beyond the pandemic

2021/251 Grants

To consider the revised Town Council grant policy

To consider grant applications from:

- a) The Friends of Myrtle Park for £9,429.75 from Community Infrastructure Levy. If awarded to approve a transfer from the CIL reserve**
- b) Aire Valley Against Incineration for £5,000 for legal fees associated with an application for a judicial review.**

Resolved that the grant policy revision be accepted.

- a) Resolved** that the Friends of Myrtle Park be awarded £9,429.75 from CIL to develop the disused bowling hut in Myrtle Park for use as a facility for running FOMP activities and as a park hub. The award will involve a transfer from the CIL reserve.
- b) Resolved** to award Aire Valley Against Incineration £5,000 for a pre action protocol letter which will determine whether a judicial review is likely to be successful.

Four members of the public left the meeting.

2021/252 Request for a reasonable adjustment

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

Resolved that the discussion being held in the public part of the meeting was not prejudicial to the public interest.

Resolved to approve the request for a reasonable adjustment.

2021/253 Hub

- a) To consider the need for a risk and resource assessment and policy for use of the Council Hub by councillors**

Resolved that a risk and resource assessment and policy be prepared.

2021/254 Mobiloo

- a) To consider the financial appraisal for the provision of a Mobiloo**
- b) To consider the risk and resource assessment for the provision of a Mobiloo in Bingley centre**
- c) To consider the risk assessment for the provision of a Mobiloo**
- d) To consider expenditure of up to £46,635 for the provision of a Mobiloo**
- e) To note that the formal permission and license will be required from Bradford Council for the Mobiloo**

Resolved that the council will not proceed with the provision of a regularly provided Mobiloo.

2021/255 Changing Places Working Group

- a) To receive the review of the Equalities Act 2010**
- b) To receive the draft project plan**
- c) To consider expenditure of £950 (plus VAT) for plans from Bowman Riley**
- d) To consider £150 for the Directory of Grant Making Trusts**

a) The review of The Equality Act was noted.

b) The draft project plan was noted.

c) **Resolved** to approve the expenditure of £950 (plus VAT) for plans from Bowman Riley

- d) **Resolved** to approve £150 for the Directory of Grant Making Trusts

2021/256 Non-Councillors on sub committees and working groups

- a) **To consider the policy for non-councillors on formal council committees etc.**
- b) **To consider the appointment of Fiona Dunne to the Changing Places Working Group**
- a) **Resolved** to approve the policy for non councillors on non-council committees, etc.
- b) **Resolved** that Fiona Dunne be appointed to the Changing Places Working Group

2021/257 Neighbourhood Plan Working Group, YLCA and Plastic Free Bingley

- a) **To appoint a Councillor to be a representative to YLCA.** This will be held over until after the Annual Meeting of the Council.
 - b) **To appoint Simon Kerr as the town council representative to Plastic Free Bingley. Resolved** that Simon Kerr be appointed as the town council representative to Plastic Free Bingley.
 - c) **To receive the latest set of minutes from the Neighbourhood Plan Working Group.** The minutes were noted.
 - d) **To note the terms of reference for the Working Group and to:**
Either:
 - a) **Appoint an additional councillor to this Working Group. Resolved** to appoint Councillor Taylor to the Neighbourhood Planning Working Group
- Or**
- b) **Amend the number of councillors to three**

2021/258 Policies and councillor to check internal controls

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

- a) **The Risk Assessment policy for Bingley Town Council 2020-2021. Resolved** to approve the risk assessment policy for Bingley Town Council for 2020-2021.
- b) **The revised Investment Strategy and to place monies above £85k in the T2 account into the Public Sector Deposit Fund. Resolved** to approved the revised Investment Strategy and to move monies above £85k from the T2 account into the Public Sector Deposit Fund.
- c) **The revised Reserves policy.** This item was withdrawn until a later meeting.
- d) **The revised Communications and Social Media policy. Resolved** to approve the revised Communications and Social Media policy.
- e) **To appoint a councillor to undertake the quarterly check of internal controls. Resolved** to appoint Councillor Barton to undertake the quarterly check of internal controls.

Three members of the public left the meeting.

2021/259 Consultations and Correspondence

To consider any comments the council wishes to make on:

- a) **The Right to Regenerate. Resolved** that the comments as circulated be submitted.
- b) **Consultation on power to hold remote meetings. Resolved** to delegate the town council response to the Clerk in consultation with the Chair. **Resolved** to delegate the potential impact of the return to meetings held in public to the Finance and General Purposes committee and on staff to the Staffing committee.
- c) **Call for sites by Bradford Council.** The Chair noted that this should read Bradford Local Plan. **Resolved** to delegate the town council's response to the Planning Committee and to write to Bradford Council requesting that the deadline for comment be extended beyond 24th March. Councillors Owen, Williams and Truelove will draft a suggested response for the committee to consider.

To receive the following correspondence:

- a) **CBMDC grant for Cottingley Rural. Resolved** that items identified by Councillor Goode will be submitted for this grant.
- b) **Proposed £10k race for Bingley.** The race is due to take place on 19th September.
- c) **Census.** The information was received. Councillor Clough left the meeting at 20:50.
- d) **Offer of volunteering from Yorkshire Building Society.** Noted.
- e) **Street furniture.** The Chair noted that the street furniture improvements that Bradford Council are making will involve replacing heads of lampposts with Smart LED lighting. Some columns may be replaced. Bradford Council will replace any columns that it needs to replace on a like for like basis.

2021/260 YLCA remote conference

- a) **To consider attendance at the YLCA remote conference for the cost of £40 per delegate. Resolved** that the Clerk and Councillor Owen will attend.

2021/261 Community Partnership

To receive an update on the partnership

The Partnership is meeting on 25th February. One of the items being discussed is laptops for school pupils.

2021/262 Clerk report

- a) **To receive the clerk report.** The report was noted.

2021/263 Minutes

To receive the minutes of:

- a) **Planning Committee- February meeting**
- b) **Finance and General Purposes Committee- February meeting**

The minutes were noted.

2021/264 Finance

- a) **To consider the February schedule of payments. Resolved** to approve the February schedules of payments.
- b) **To note receipts.** The receipts were noted.
- c) **To consider the monthly budget monitoring and variations report. Resolved** to approve the monthly budget monitoring report and explanation of variances.
- d) **To vire funds into the Emergency Support budget. Resolved** to vire £1,000 from the Grants budget into the Emergency Support budget.
- e) **To consider the cost of £250 by Andrew Tracey, Plumbing and Heating Services for the removal of dead legs in the plant room at the Hub. Resolved** to approve the cost of £250 with Andrew Tracey for removal of the dead legs in the Hub.
- f) **To consider the cost of £105 for the re-setting of the Administrative Officer's laptop and support with Nevis. Resolved** to approve the cost of £105, plus VAT for the resetting of the Administrative Officer's laptop and support with Nevis Computers.
- g) **To consider ratifying the expenditure of £122, plus Vat to Jess Wright Graphics for CCTV signs. Resolved** to ratify the expenditure with Jess Wright Graphics for CCTV signs for the cost of £122, plus VAT.

2021/265 Deputy Clerk

- a) **To receive an update on the appointment of the Deputy Clerk.** The clerk advised that the post will be advertised on 1st March with a closing date of 22nd March. The council will wait for the stricter COVID-19 restrictions to be lifted before it carries out in person interviews.

2021/266 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved that the council will publicise grants awarded, Changing Places update, non councillor appointment, Right to Regenerate, the Local Plan consultation, the grant to Cottingley, 10k race, the census, street furniture and the link to the consultation on disabilities.

2021/267 To resolve that members of the press and public be excluded from items 2021/265 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

Resolved that the press and public be excluded due to consideration of staff salary.

The remaining members of the public left the meeting.

2021/268 Additional Administrative Officer hours

a) To consider additional hours for a member of staff

Resolved that the temporary Administrative Officer's hours be increased by five per week and that an extra 20 hours on top of this be delegated to the clerk to be taken at a mutually agreed time with the temporary Administrative Officer.

2021/269 Date of the next meeting

To note the date of the next meeting as being Tuesday 30th March 2021 at 6:30pm