

# BINGLEY TOWN COUNCIL



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

## Minutes of the Full Council Meeting of Bingley Town Council held on Tuesday 28<sup>th</sup> September 2021 at 6.30pm at St Wilfrid's Community Hall, Gilstead Lane, Bingley, BD16 4QR

Councillors present: **Barton, Beckwith, Carney, Clough, Goode, Malik, Miah, Owen, Williams, Winnard**

In attendance: Eve Haskins (Town Clerk), Nicola Mansfield-Smith (Deputy Clerk)

Members of the public: Four (five for part of the meeting)

### **2122/98 Chair's remarks**

The Chair welcomed members of the public and councillors to the meeting, and reported the following:

- Councillor vacancy in Priestthorpe ward, will be informed by Bradford Council by 4<sup>th</sup> October whether an election has been called.
- Welcome to two new councillors, Maureen Carney and Lewis Kirdale.
- Training available from YLCA: highly recommended that all councillors undertake the initial 'Off to a Flying Start' training, as well as training on the Code of Conduct (next Code of Conduct training to be held on 6<sup>th</sup> October).
- New and experienced councillors depend heavily on Town Council officers for advice, who work for the Council, not for individual councillors: thanks to all officers for their diligence and hard work.
- Thanks to all councillors working on the Council's Committees and Working Groups.
- Markets continue to be held on the first Saturday of each month, with a brass band this week.
- Next litter pick will be held on Saturday 23<sup>rd</sup> October.
- Meeting with the Friends of Bingley Pool will be held next week.
- Way marking plan (pavement signs) for Five Rise Locks is progressing.
- Bingley Christmas lights switch on will be going ahead this year, on Saturday 27<sup>th</sup> November.
- Remembrance Day service will be going ahead, on Sunday 14<sup>th</sup> November: thanks to Bingley Remembrance Group for their hard work.

### **2122/99 Apologies for absence**

Apologies received and reasons for absence approved for Councillors Drucquer, Gibbons, Heseltine, Kirdale and Truelove.

### **2122/100 Disclosures of interest**

Councillor Goode expressed an interest in item 2122/120 due to organising several quotes for the fencing at Stanley Street allotment, including one from his son: he did not take part in this discussion and did not vote on this item. Councillor Owen also expressed an interest in item 2122/120 due to her husband being a shared tenant at Stanley Street allotments: she did not take part in this discussion and did not vote on this item.

No written requests for dispensation had been received.

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Chair.....

Date.....

**2122/101 Minutes of previous meeting**

**Resolved** to approve the minutes of the Full Town Council meeting held on 31<sup>st</sup> August 2021 as a correct record.

**Resolved** to approve the minutes of the Full Town Council meeting held on 21<sup>st</sup> September 2021 as a correct record.

**2122/102 Confidential items due to be discussed under item 2122/119**

**Resolved** that there were no extra items to be discussed under item 2122/119.

**2122/103 Public participation**

- Questions/observations from members of the public:
  1. A member of the public expressed thanks regarding the monthly markets and floral displays facilitated by the Council, and congratulated Councillors Carney and Kirdale on their recent elections. Also commented upon upcoming agenda item 2122/117 regarding the Priestthorpe Annexe, stating that this has been ongoing for nearly three years, and that it was understood that Bradford Council have been setting up a charitable trust fund to use this money for educational purposes in Bingley. Suggested that the Town Council should write to Bradford Council to ask them to transfer this money to the Town Council to distribute, and to also write to the developers. Also commented that they were pleased that the Town Council and the Friends of Bingley Pool are meeting next week and hope there will be reiteration of the request for the report from Bradford Council; they suggested having this issue as a standing item on the agenda as the subject is so close to so many people's hearts in Bingley. The Town Council agreed that Bingley Pool should become a standing agenda item for the future as an ongoing issue. The member of the public also noted that the Levelling-up Fund from the central government could be used to fund the pool.
  2. A member of the public wished for it to be noted that the Town Council has received over £1million since its inception, whereas Bradford Council has had budgets slashed, and suggested that the Town Council could be doing more for the town instead of relying on Bradford Council.

**2122/104 Schedule of payments and bank reconciliation**

**Resolved** that the schedule of payments to date received and approved, and bank reconciliation agreed.

**2122/105 Finance and General Purposes (F&GP) Committee**

**Resolved** that the following recommendations were received and agreed:

- a) To adopt the amended Information Technology and Cyber Security Policy; thanks were expressed to Councillors Gibbons and Miah for their work on this document.
- b) To refer the Trees for Streets Scheme item to the next Finance and General Purposes Committee meeting, following further investigation by Councillor Goode.
- c) To ratify the watering contract from Bradford Council.

**2122/106 Solar panels for the Hub**

**Resolved** to refer the item on solar panels for the Hub to the next Finance and General Purposes Committee, following further investigations into costings and greater financial information and risk analysis within the Risk and Resource assessment form by Councillors Beckwith and Miah.

**2122/107 Recording at Town Council meetings**

**Resolved** to adopt the rules/guidance for recording Bingley Town Council meetings, with the following amendments regarding point 16, which should read: 'The council has not committed to keep recordings on its systems but has resolved to upload any recordings it may make to its YouTube account, where members of the public may view them. As YouTube is not a storage site, recordings will be overwritten in time according to YouTube's terms and conditions'.

**2122/108 Publication of supporting documents**

**Resolved** to agree to place the supporting documents for each meeting on the Town Council's website to ensure residents can read them prior to meetings, unless the Town Clerk, in consultation with the Chair, deems that there are specific sensitivities to doing so; and to agree that Councillor Williams to compile a policy regarding this for adoption at the next Full Council meeting.

**2122/109 Five Rise Way-marking (pavement signs)**

**Resolved** to receive the update on the Five Rise Way-marking scheme from the Chair, including that Councillor Gibbons has met with representatives from Bradford Council regarding the tourist signs, and received advice that if signs are removed they will not be replaced; a further meeting has been organised for 19<sup>th</sup> October between Councillor Gibbons, Highways at Bradford Council and the Canal and River Trust to agree the way forward.

**2122/110 Play in the Park**

**Resolved** to defer this item until the next meeting.

**2122/111 Markets**

**Resolved** to receive an update from the Chair on the markets, including:

- Last market held on 3<sup>rd</sup> September, with 15 stalls and music provided by Hazlak: thanks to Councillors Goode, Miah, Owen and Winnard for their attendance.
- Market agreement will be up for renewal in January 2022, in line with previous practice agreed that a meeting be arranged with Otley Town Partnership in October or November to discuss and assess the markets this year, to consider any alterations and improvements: a proposal to be brought to the Full Council following this meeting.

**2122/112 Allotments**

**Resolved** to consider the following allotment issues: the Administrative Officer has organised the demolition of the shed and levelling of land at Beck Lane, and the fencing at Stanley Street due to be discussed in item 2122/120.

**2122/113 Policy review**

**Resolved** to review and adopt the CCTV Policy, subject to the following amendments:

- 4dii. 'Images may be shared electronically with West Yorkshire Police, using secure methods. The Police are able to visit the Hub to review and confirm the Town Council's operation of CCTV by arrangement. Any visit by, or transfer of, images to the Police to view images will be logged by the operator'.
- 5b. 'The system has a sound recording capability which is disabled' (Town Clerk to organise for Yorkshire Security Systems to disable this system).
- 6. Update the privacy impact assessment: to be included as an agenda item on the next Finance and General Purposes Committee meeting.
- 10. 'Data Protection Act 2018', not 1998.

Town Clerk to place amended policy on website.

**2122/114 Hub opening hours**

**Resolved** to review the Hub opening hours, and the Lone Working Policy, at the next Staffing Committee meeting; to be brought back to Full Council for ratification.

**2122/115 Christmas lights switch-on**

**Resolved** to receive the update on the Christmas lights switch-on on Saturday 27<sup>th</sup> November, 10am to 4pm, and to agree the following volunteers for the Town Council table for the day: Councillors Barton, Carney, Goode, Owen, Winnard and Williams.

**2122/116 Town Clerk's Report**

**Resolved** to receive and approve the Town Clerk's Report.

**2122/117 Correspondence**

**Resolved** to consider the correspondence received by the Council and to agree the following:

- a) Email from resident regarding the funds from the sale of Priestthorpe Annexe: acknowledged, Councillor Winnard explained that Bradford Council's Regulatory Appeals Committee set up the Alfred Sharp Educational Trust Fund in May 2019 to distribute the funds locally, however there have been delays in the registering of the charity with the Charity Commission. Agreed that this item be deferred to the next Finance and General Purposes Committee meeting for further discussion.
- b) Email from Planning Department regarding the allotment trees' felling application: acknowledged.

**2122/118 Promotional items**

**Resolved** to promote the following items for publication:

- Remind all of changing dates of Full Council meetings at the end of the year.
- Put Bradford Council Trees for Streets scheme in Town Council newsletter.
- Recording of Town Council meetings, including adopting the guidance.
- Christmas switch on/market: Town Council pleased to support the event.
- Five Rise Way-marking (pavement signs) progress.
- Dates of next market.
- Hub opening hours are under review.
- Priestthorpe Annexe: Town Council concern regarding the slow progress on this.
- Green and Clean dates for next year on all publicity.

**2122/119 Exclusion of press and public**

**Resolved** to exclude members of the press and public from items 2122/120 and 2122/121 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.

**2122/120 Quotes for fencing work**

**Resolved** that quote b) be agreed for the necessary fencing work for Stanley Street allotment at £910.

**2122/121 Green and Clean**

**Resolved** that the quote received from Carlton Nurseries be accepted for the floral displays for 2022-2024; Town Clerk to contact Carlton Nurseries for clarity on the prices for winter plants.

**2122/122 Date of next meeting**

The date of the next meeting agreed as Tuesday 26<sup>th</sup> October 2021 at 6.30pm to be held at St Wilfrid's Community Hall, Gilstead.

**The meeting closed at 8.30pm.**