

BINGLEY TOWN COUNCIL



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

Minutes of the Full Council meeting of Bingley Town Council held on Tuesday 29th March 2022 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley

Councillors present: Barton, Beckwith, Clough, Dawson, Drucquer, Gibbons, Goode, Heseltine, Miah, Williams, Winnard

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

Members of the public: Two

External representatives: Councillor Simon Cunningham (Bradford City of Culture 2025 Bid Team)

Meeting commenced at 6.30pm.

Councillor Heseltine left the meeting at 6.30pm.

2122/245 Chair's remarks

Resolved to receive the following remarks from the Chair:

- The last Farmers' Market held on 5th March went very well, and positive feedback was received: thanks to Councillors Barton, Dawson, Goode, Kirdale and Winnard for their help.
- The last litter pick held on 12th March was a great success, with 26 bags of litter collected by councillors and volunteers: thanks to all involved.
- The 'Sup' beer festival event held in Bingley on 19th March, facilitated by Bradford Council, was also a big success, however there was an issue with the sound coming through the walls of Bingley Little Theatre, highlighting that greater liaison with local groups/neighbouring premises and event organisers is necessary in future.
- Received notification of the government funding for the Changing Places toilet of £45,000.

2122/246 Apologies for absence

Apologies received, and the reasons for absence approved, from Councillors Carney, Kirdale, Malik and Truelove.

2122/247 Disclosures of interest

No declarations received.

No written requests for dispensation had been received.

Councillor Heseltine entered the meeting at 6.35pm.

Councillor Drucquer entered the meeting at 6.35pm.

2122/248 Minutes of previous meeting

Resolved to approve the minutes of the Full Town Council meeting held on 22nd February 2022.

2122/249 Confidential items due to be discussed after item 2122/273

Resolved that no further items need to be discussed in confidence after item 2122/273.

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Chair.....

Date.....

2122/250 Public Participation

No comments.

2122/251 Bradford 2025

Resolved to receive an update on the Bradford 2025 City of Culture Bid from Bradford Council's Bid Team representative, Councillor Simon Cunningham, as follows:

- Bradford is on the shortlist to be next City of Culture in 2025, a very popular competition nationally, alongside Southampton, County Durham and Wrexham.
- First application was submitted last year, among lots of competition which was reduced to a long list of eight places; a second bid submitted in February resulted in a short list of four.
- The next phase of the competition will decide who wins, and Bradford Council's 2025 Bid Team have already been working on this phase; an expert advisory panel will visit the district in May and a final decision will be announced at the end of May.
- The Bid is for the whole district, and events have been hosted district-wide, including at Five Rise Café in Bingley, where it was good to hear local comments.
- Cultural activity supported in Bingley have included: 'Sup' beer festival, literary festival including in Bingley town centre, the 'Creative High Streets' initiatives will see support in Bingley, and Bingley Little Theatre was mentioned in the Bid documents.
- Councillors made comments, including that Bingley needs greater notice of events, which the Town Council can help promote; concern was expressed that Bradford Council's Heritage Plan does not even mention Bingley, including lack of reference to the canals and Five Rise Locks; it was suggested that the fact that Bradford is a young city, with a large population of young people, could be emphasised; and the question regarding the legacy for this Bid if it is unsuccessful.
- Councillor Cunningham explained that Bradford Council's Heritage Strategy is led not by Bid Team however as part of the Heritage Team he will investigate this; he explained that delays in event publicity is due to starting from scratch in some areas therefore local contacts were not yet known; he confirmed that the Bid includes that two thirds of the district is green and rural therefore the canals should be involved here; and highlighted that the fact that Bradford is the UK's youngest city, with a high population of young people, has been used in the Bid material, including ensuring that young people have written some of it, and much liaison has taken place with young people and the Youth Service; he also emphasised the importance of the Bradford Live venue in city centre, which with its large capacity will be a great venue; and explained, regarding the legacy of Bid if it is not successful, that it will leave a positive mark on district, including in Bingley, and confirmed that this question also had to be answered as part of the Bid, where it was highlighted that Bradford already has a policy and commitment regarding access to culture district-wide, and lives will be enhanced regardless.

Thanks were expressed to Councillor Cunningham for his input; he left the meeting at 6.55pm.

2122/252 Ongoing items

a) Bingley Pool:

The Chair explained he attended a recent meeting with the Friends of Bingley Pool regarding their plans, including possible funding from the Levelling Up fund, or failing this, identifying a service partner.

Resolved the following:

- Consideration to renew the Assets of Community Value to be placed on next month's Full Council meeting agenda;
- Councillors Gibbons and Williams to join the Friends of Bingley Pool Public Campaign Sub-team;
- Town Clerk to write to Jason Longhurst, Director of Place, Bradford Council, inviting him to the next Full Council meeting to update the Town Council on this issue.

b) The Hub:

The Town Clerk reported that the remedial work on the Hub building following the damage caused by a car last year was undertaken yesterday; and that the recent 'Sup' event in Bingley on 19th March resulted in extra costs to the Town Council for callouts to the Hub toilets: **Resolved** that organisers of future events to be contacted by the Town Council to request a contribution to help to fund the public toilets to cover any callout costs.

2122/253 Election of Vice-Chair

Resolved to elect Councillor Truelove as Vice Chair for the remainder of the municipal year 2021-22.

2122/254 Co-option of new Town Council member

Resolved to agree the dates for the co-option application deadline and extraordinary meeting to co-opt a new member onto the Town Council as 12th April and 19th April respectively.

2122/255 Finance

- a) **Resolved** to receive and approve the schedule of payments and to agree the bank reconciliation for February 2022.
- b) Budget:
 - (i) **Resolved** to agree that discussion on the remainder of the Changing Places funds from the 2021-22 budget in light of the recent funding notification from Bradford Council to be deferred to the next meeting of the Finance and General Purposes Committee, to then come back with recommendations to the Full Council.
 - (ii) **Resolved** to include the updated CIL figures as follows in the 2022-23 budget: £7000 for the recent funding for Crossflatts Cricket Club to be taken from the 2018-2019 pot, and to include the CIL received in the financial year 2021-22.
 - (iii) **Resolved** to adopt the Reserves Policy.
- c) **Resolved** to approve the updated Asset Register for 2021-22.
- d) **Resolved** to review and approve the effectiveness of the internal audit for 2021-22.

2122/256 Changing Places Working Group

Resolved to receive an update from the Changing Places Working Group from the Chair as follows:

- Revised order for changing Places facility now placed, down payment for which to be approved at this meeting.
- Met with the project manager at the site, now awaiting the project plan which will confirm the dates: the expectation is that the commencement date will be shortly after Easter, and the construction period is one week, during which time the Hub toilets and office will need to be closed.
- Will reconvene the Changing Places Working Group when necessary.

2122/257 Climate Emergency Working Group

Resolved to defer this item to the next Full Council meeting in April; next meeting to take on Wednesday 6th April 2022 at 6.30pm in the Hub.

2122/258 Facilities Management Sub Committee

Resolved to disband the Facilities Management Sub Committee, due to already being incorporated into the Finance and General Purposes Committee.

2122/259 Finance and General Purposes Committee

Resolved to receive an update from the recent Finance and General Purposes Committee meeting and to agree the following:

- a) To ratify Communications and Social Media Policy, and to agree Councillor Drucquer as a Facebook admin.
- b) To ratify the Grant Guidelines and Criteria.
- c) To defer the purchase of three Chromebooks for councillor use to the next Finance and General Purposes Committee meeting.
- d) To agree that Councillors Gibbons and Williams to liaise regarding the compilation of a policy on the need for a business case for new projects; Councillor Kirdale to be asked for his support on this issue also.

2122/260 Neighbourhood Plan Working Group

Resolved to receive the following update from the Neighbourhood Plan Working Group:

- Last two meetings have been postponed due to lack of quorum, which highlights the need to expand the Working Group to ensure the Neighbourhood Plan can be finalised.
- Workshop was held regarding 'Community Aspirations', and some good ideas generated.
- Consultant has now produced a first draft of Neighbourhood Plan, which is still work in progress; will be brought to the Full Council before the summer.
- Making reasonable process on the areas with special characteristics, Milner Field and Cottingley; special thanks to Alan Cattell for all his work on the former, however need more volunteers for support with Cottingley as a special character area.
- Need Bradford Council to attend a meeting to discuss the heritage issue to ensure that Bingley are included in their plans.

2122/261 Staffing Committee

Resolved to receive the following update from the recent Staffing Committee meeting as follows:

- Recruitment of additional staff member agreed, aim to go out for recruitment in next month or two once the job description has been organised.
- Review of Annual Leave and TOIL Policy.

2122/262 Youth Involvement Working Group

Resolved to defer this item to the next meeting.

2122/263 Membership of Committees and Working Groups

Resolved to agree new members onto the following Committees and Working Groups as follows:

- a) Climate Emergency Working Group: Councillor Beckwith, in addition to Councillors Barton, Drucquer, and Kirdale.
- b) Neighbourhood Plan Working Group: no members, current members are Councillors Beckwith, Carney, Dawson, Gibbons, Truelove, Williams and six lay members.
- c) Youth Involvement Working Group: deferred to the next meeting in April.

2122/264 Markets

Resolved to receive the following update on markets as follows:

- Rota is needed to support Councillor Goode on market days, for volunteers to be at the Hub on the Saturday morning of the market at 9am for setting up and 2pm for taking down: Councillors Drucquer, Heseltine and Williams volunteered to attend where they can, Town Clerk to organise for an Excel spreadsheet to be set up to organise this.

2122/265 Community Events

Resolved to agree the following regarding community events:

- a) Easter events at Arts Centre, Friday 15th April 2022: Councillors Goode, Winnard and Williams to cover the stall in two-hour slots.

- b) Eldwick Gala, Saturday 25th June: Councillors Barton, Dawson, Drucquer, Goode and Williams to attend.
- c) Friends of Prince of Wales Park Carnival, Sunday 17th July 2022: Councillors Drucquer and Goode offered to attend; Town Clerk to find contact the Friends of Wales Park to determine what help is required and whether they require portable toilets.
- d) Proposed Yorkshire Day Event (Bingley Market Square, Sunday 31st July 2022): to agree to support this event in conjunction with Bingley Chamber of Trade, and to approve the Town Council applying for, and covering the cost of, the £25 market licence for this day; Town Clerk to liaise with the main organiser accordingly.
- e) World Cup and Christmas in Bingley, November/December 2022: Councillor Goode reported that he and Councillor Truelove met with Amplitude regarding this event, which will be running from late November to New Year, and the Chamber of Trade have therefore queried its impact on the Christmas market and light switch on, although the Christmas tree will not need to be moved as the marquees could accommodate it; agreed that this event needs further investigative work to accommodate the Christmas event, and agreed that the Town Clerk to contact Bradford Council to request that the Town Council and Chamber of Trade are included on the list of consultees for market licences in the parish.

2122/266 Green and Clean

Councillor Goode reported the following on Green and Clean:

- New Bradford Council Ambassador in Bingley is doing a great job, remit to liaise with businesses, litter pick etc.
- Recent litter pick was very successful: extra litter pick organised for 9th April, 10am to 12pm, in conjunction with Aire River Trust cleaning up the river at the riverbank.
- Covid Task Force have been tidying near Little House, positive reports of this, and clean up initiatives have been undertaken by those in probation work and the local Soroptimists also.
- Summer bedding plants for local groups been ordered.

2122/267 Five Rise Way-marking (pavement signs)

Councillor Gibbons reported that the Canal and Rivers Trust are reconsidering the best way to paint the signs, which may be more expensive; and Bradford Council have been chased again regarding the brown signs.

2122/268 Allotments

Resolved to accept the following update on allotments:

- Latest policy agreed to continue with no permission for polytunnels.
- In the future miniature fruit trees may be preferable to usual fruit trees as the latter grow too large.
- Issue regarding stealing of plums and issue with deer over front fence, therefore looking at extending the height of the wall: plot holders will be liaising with the Site Representative regarding this.
- Issues regarding a leaving plot holder putting the plot into a good state have been resolved.
- Price increase for rents for 2022-23 in line with CPI, and tenants have been informed that concessions for all, excepting the Site Rep and means tested tenants, will be withdrawn from next year (April 2023).

2122/269 Leeds Bradford Airport consultation

Resolved to agree the following regarding the correspondence from GALBA UK regarding the consultation on Leeds Bradford Airport commencing in December 2022: Town Clerk to respond to GALBA UK to note that the Town Council understands that the recent planning application now has

been withdrawn therefore we cannot consider their suggestions and will await news on further developments.

2122/270 Town Clerk's Report

Resolved to receive and approve the Town Clerk's Report, and to note that the 1.75% pay award has been implemented and backdated for all staff.

2122/271 Correspondence

Resolved to receive the following correspondence and agree necessary actions as follows:

- a) Emails from YLCA re advice, training, White Rose publication; to confirm also if councillors are receiving duplicate copies of the latter: acknowledged, agreed that the Town Clerk to continue to send all information received from YLCA onto all councillors.
- b) Email from GALBA UK re the public enquiry into Leeds Bradford Airport, September 2022: acknowledged, see item 2122/269.
- c) Email from resident re Dolly Parton's Imagination Library: acknowledged, the Chair explained that Town Clerk responded to this enquiry to highlight that new projects for the Town Council would need to be agreed during discussion for next year's budget.
- d) Email from Bradford Council's Highways Department re Shipley Area Wide Traffic Regulation Order – Bingley Rural (further information attached): acknowledged.
- e) Email from Bradford Council re Covid memorial and events consultation: acknowledged.
- f) Email from Internal Auditor received 23rd March 2022: acknowledged.
- g) Email from Bradford Council re successful bid for Changing Places toilet funding: acknowledged, see items 2122/245 and 2122/255.
- h) Email from resident re concerns re Priestthorpe Annexe: acknowledged, agreed that the Town Clerk to write a letter to the senior legal representatives at Bradford Council to highlight these concerns yet again, to express the concerns that the Trust is not viable, and ask for clarity on this money of Bingley's, to ensure that it is put to good use in the town.

Resolved to agree to suspend standing orders: Councillor Barton requested a recorded vote – motion passed, everyone in favour apart from Councillor Barton, who voted against.

Councillor Drucquer left the meeting at 9.03pm.

2122/272 Promotional items

Resolved to promote the following items for publication:

- Item 2122/251: Bradford Bid for 2025 City of Culture presentation.
- Item 2122/253: Election of Vice Chair.
- Item 2122/254: Co-option of new member.
- Item 2122/255: Receipt of Changing Places funding.
- Item 2122/255b: Restatement of CIL funding.
- Item 2122/261: Intention of recruitment.
- Item 2122/266: Successful litter pick/future litter picks.
- Item 2122/266: Summer plants for local groups ordered.

2122/273 Exclusion of press and public

Resolved to exclude members of the press and public from items 2122/274 and 2122/275 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1 (2)) during consideration of an item of a confidential nature.

2122/274 Safeguarding contractors

- a) **Resolved** to receive and approve the Risk and Resource Assessment form for the safeguarding of contractors of Bingley Town Council.
- b) **Resolved** to agree the following actions to safeguard contractors working for Bingley Town Council and to protect the reputation of Bingley Town Council:
 - (i) Town Clerk to write to the Internal Auditor offering an apology for any offence caused to her by Councillor Williams in his phone call of 18th February 2022, clarifying that Councillor Williams was not tasked to call by Bingley Town Council, and thanking her for all she has done, and continues to do, to assist and ensure the good governance at Bingley Town Council, to thank her for making the Council aware of the phone call, and to request that she remains as Bingley Town Council's Internal Auditor to carry out the year end process.
 - (ii) Amend Bingley Town Council's unacceptable behaviour statement on the website to include those working in a paid capacity for Bingley Town Council.

2122/275 IT contract

Resolved to defer this item to be ratified at the next meeting.

2122/276 Date of next meeting

The date of the next meeting agreed as Tuesday 26th April 2022 at 6.30pm, at Bingley Baptist Church, Clyde Street, Bingley.

The meeting closed at 9.39pm.