

# BINGLEY TOWN COUNCIL



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

## Minutes of the Full Council meeting of Bingley Town Council held on Tuesday 4<sup>th</sup> October 2022 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley

Councillors present: **Barton, Beckwith, Clough, Drucquer, Fenton, Gibbons, Goode, Heseltine, Kirdale, Miah, Williams, Winnard**

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

Members of the public: One

**Meeting commenced at 6.30pm.**

### **2223/111 Chair's remarks**

Noted the following remarks from the Chair:

- Since the last Full Council meeting there has been a major national event with death of Her Majesty Queen Elizabeth II. When an event of this magnitude occurs, there are procedural steps that the Council has had to take, one of which concerns the legal period notice we have to give for meetings. As the national period of mourning did not count as a working day, we had to reschedule a series of council meetings, of which this is the last.

There were also a series of public events that had to proceed in a specific order – the Proclamation of King Charles III was initially limited to Sunday 11<sup>th</sup> September, and had to happen in London prior to a cascade down to levels of local government, of which we are the last. The amount of notice meant that we did not have the time to arrange for this.

Fortunately, with the announcement of the National Moment of Reflection, we were given another opportunity to Proclaim the Accession. So, on the eve of the late Queen's funeral, at 8pm in Market Square, the Moment of Reflection and Proclamation of Accession event was held; and attended by 80-100 people.

I was away on holiday throughout this whole period, therefore would like to thank:

- The council staff for their work in keeping the public informed of events; arranging the Moment of Reflection and rearranging council meetings.
- Councillor Kirdale for attending the commemorative service on Sunday 11<sup>th</sup> September at All Saints Church, Bingley, on behalf of the council.
- Councillors Carney, Clough, Kirdale, Miah and Nicola the Deputy Clerk for their attendance at the Moment of Reflection.
- Especial thanks to Councillor Dawson for doing a superb job leading the Moment of Reflection and reading the Proclamation of Accession.

For the majority of us, this is the first time we have known a change of monarch. The crowds at the lying in state and the funeral are testament to the high regard the British people had for Queen Elizabeth II.

So, as this is the first Full Council meeting since Her Majesty's death, I invite you all to now join me in one minute's silence as a mark of respect for Her Late Majesty Queen Elizabeth II.

Thank you.

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Chair.....

Date.....

**2223/112 Minute's silence for Her Late Majesty Queen Elizabeth II**

One minute's silence was held as a mark of respect for Her Late Majesty Queen Elizabeth II.

**2223/113 Apologies for absence**

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

**2223/114 Disclosures of interest**

None.

No written requests for dispensation had been received.

**2223/115 Minutes of previous meetings**

**Resolved** to approve the minutes of the Full Town Council meeting held on 30<sup>th</sup> August 2022 as a true and correct record.

**2223/116 Confidential items due to be discussed after item 2223/133**

**Resolved** that no further agenda items to be discussed in confidence following the exclusion of the press and public in agenda item 2223/133, due to their sensitive nature.

**2223/117 Public Participation**

None.

**2223/118 Ongoing items**

a) Bingley Pool:

Councillor Winnard reported that it has been suggested that the outcome of Levelling Up Bid, including plans for Bingley Pool, may be known by the end of October or the end of this year, however it was acknowledged that this is beyond the control of the Town Council.

b) Changing Places toilet facility:

Councillor Williams reported that the pod has now been delivered, videos have been placed on YouTube and photos on Council's website to update residents, and a photo appeared in the Telegraph and Argus. The pod is now being connected, the paving installed etc. and a revised 'go live' date of 4<sup>th</sup> November has been provided, although the communication with the providers could have been better. Agreed that there should be a 'soft launch' once the facility is ready to use, and then an official opening when Councillor Williams returns from holiday at the end of November.

**Councillors Beckwith and Miah entered the meeting at 6.41pm.**

c) Climate Emergency:

**Resolved** to agree the amended proposal that Bingley Town Council writes to Yorkshire Water, the landowner of Bingley Moor, to ask what their plans are to preserve and protect peat on their holding.

**2223/119 Finance**

**Resolved** the following:

- a) To approve the schedule of payments for September 2022.
- b) To agree the bank reconciliations for August 2022.
- c) To agree to vire £1,500 from the Allotments Reserve in the budget to general reserves (to cover the cost of recent allotment work).

**2223/120 Policies**

**Resolved** to approve the following policies:

- a) Councillor Induction and Access Policy - subject to the following amendments on page 2: annotate to provide further explanation on the Code of Conduct and Nolan Principles.

- b) Dispensation Policy.
- c) Document Retention Policy (also agreed to add verification of document retention to Town Clerk's work schedule).
- d) Procedure for the Co-option of Candidates - subject to the following amendments: annotate to include the YLCA advice that was received on co-option procedures.

Town Clerk to arrange for the reviewed policies to be amended where necessary and placed on the website.

### **2223/121 Finance and General Purposes (F&GP) Committee**

**Resolved** to receive the following update and recommendations from the F&GP Committee, and to agree the following:

- a) Allotments' issues (to be discussed in item 2223/122 below).
- b) Grit bins: to agree that two councillors to assess each proposed site for new grit bins on its own merits, using the Bradford Council assessment checklist, to provide recommendations to the F&GP Committee.
- c) Community Gift Card: to agree that a vote to take place whether to pursue this scheme by the Full Council – vote subsequently took place to agree an amended proposal that, subject to the active participation of another council and subject to the business case being reviewed, Bingley Town Council to progress the Community Gift Card scheme and to initiate talks with Baildon Town Council regarding this.
- d) Speed Indicator Devices (SIDs): to agree to amend the recommendation that two solar powered SIDs be purchased and to agree instead to purchase three solar powered SIDs with installation by Bradford Council.
- e) Green and Clean Forums: to agree to reinstate the Green and Clean Forums.
- f) Internal auditor: to agree to approve Account-Ant as the internal auditor for 2022-23.

### **2223/122 Allotments**

**Resolved** to consider allotments issues, including to approve some of the recommendations from the F&GP Committee meeting on the following:

- a) To agree the following on volunteer working/insurance cover:
  - The Admin Officer to liaise with the insurance company to determine whether holding an annual list of volunteers, who could undertake voluntary work, such as strimming, at the allotment site at their own leisure after agreeing to all the Council's risk assessments/policies/procedures, would be covered by the Council's insurance; if so, this to be administered by the Admin Officer annually at the time of renewing tenancy agreements.
  - The Volunteer Policy to be amended accordingly following the advice of the insurance company.
  - Plot holders to continue to undertake voluntary work at the allotment site mindful that they are not currently covered by the Council's insurance for this work.
- b) To agree that boundary markers be placed within the wooded area between the canal and allotment fence to mark land ownership at the Beck Lane allotment site, and that Councillors Goode and Williams to undertake this work; Councillor Fenton to provide the stakes for free.
- c) To agree not have a living security hedge at the boundary of plots 1a and 1b.
- d) To agree that the decision of plot splitting is to be made by the F&GP Committee, following recommendations from Councillors Goode and Fenton and the Allotments Officer; to follow the general policy of moving towards quarter plots where possible (to decrease the waiting list); all plots to have a standard price irrespective of size; and plot 8a to be considered for splitting as soon as it is available.
- e) To agree that the F&GP Committee to assess each plot individually on its own merits.

### **2223/123 Planning Committee**

**Resolved** to receive an update from the recent Planning Committee meeting from Councillor Clough: planning recommendations decided, agreed to remove the agenda item covering the Greenhill development, Milner Fields Farm and the Aire Valley incinerator from the agenda going forward, and that the Deputy Clerk to liaise with Peter Allison of Wilsden Parish Council regarding the outcome of Parish Council Liaison Group discussions on the GDPR issue on Bradford Council's Planning Portal.

### **2223/124 Traffic consultation**

**Resolved** to agree the following in response to the consultation from Highways at Bradford Council regarding the Park Road Casualty Reduction Scheme:

1. Council in favour of the 'existing Zebra-crossing near Charles Street to become raised speed-table type - existing footways around tactile paving to be taken up and re-laid'.
2. Council has reservations regarding the 'new mini-roundabout at the junction with Priestthorpe Lane and Beck Lane – existing pedestrian refuge island on Priestthorpe Lane to be relocated, new pedestrian island and new traffic island on Park Road'. The steepness of the hill and the dominant flow of the traffic up and down Park Road could lead to accidents if this traffic does not give way to people exiting Beck Lane or Priestthorpe Lane. Can consideration be given to a means of slowing this traffic, especially downhill, e.g. by throttling or ensuring there is an offset on entry. Council expressed concern that the scheme does not address the junction with Villa Road, where the sight lines, especially to the left are severely limited.
3. Council has concerns and reservations regarding the proposed 'new mini-roundabout at the junction with Lady Lane'. The steepness of the hill and the dominant flow of the traffic up and down Park Road could lead to accidents if this traffic does not give way to people exiting Lady Lane. Can consideration be given to a means of slowing this traffic, especially downhill, e.g. by throttling or ensuring there is an offset on entry.

### **2223/125 Community Events**

**Resolved** to agree the following regarding community events:

- a) Councillors who are available to attend the Remembrance Day event on Sunday 13<sup>th</sup> November 2022, and to approve the cost of a wreath.
- b) Town Clerk to arrange a meeting of relevant councillors, and the Bingley Chamber of Trade and Arts Centre representatives to discuss Christmas in Bingley, including the lights switch on event in November 2022.

### **2223/126 Green and Clean**

Councillor Goode reported the following on Green and Clean:

- Carlton Nurseries have begun taking some of the baskets down.
- Litter picks:
  - Successful last litter pick at Britannia Bridge; been advised that only one set of bags need to be used in future as there is no need to separate recyclables.
  - Next litter pick due to be held on Saturday 22<sup>nd</sup> October near Cardigan House, Incommunities Estate, Bingley.
  - Extra litter pick on morning of Remembrance Day to undertake a leaf clearance.
  - The Chair encouraged more councillors to attend litter picks.

### **2223/127 Five Rise Way-marking (pavement signs)**

Councillor Gibbons reported that there has been no progress on this project, as she wants to engage with the Bradford Council City of Culture 2025 team, to see if there is an opportunity for them to contribute to this project.

**2223/128 Play in the Park 2023 (Councillor Drucquer)**

**Resolved** to agree to booking the Play in the Park events for summer 2023 as follows: 28<sup>th</sup> July, 4<sup>th</sup> August, 11<sup>th</sup> August, 18<sup>th</sup> August, 25<sup>th</sup> August, 1<sup>st</sup> September (all Fridays), and to agree not to provide porta-loos at these events.

**2223/129 Town Clerk's Report**

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

**2223/130 Correspondence**

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

- a) Emails from resident re Priestthorpe Annexe update: acknowledged, charitable trust has been set up by Bradford Council, awaiting further information.
- b) Email from Councillor Sullivan, Bingley Rural, re 'Warm Spaces': agreed that the Town Council to endorse and publicise any local community or private enterprise that wishes to provide a 'warm space' this autumn and winter.
- c) Email from YLCA re White Rose publication, training, NOCA protocols for Queen's death etc.: acknowledged.
- d) Emails from Amplitude re update on World Cup event in November/December 2022: acknowledged, noted that this event is now not taking place.
- e) Email from Jerr Wood Action Group and local Ward Councillor re concerns re the area: acknowledged, thanks to Ward Councillor Winnard for his input here.
- f) Email from representative of BCB Radio re proposal for a local council radio show: acknowledged, agreed in principle that the Council to be involved in this project, to be included on the agenda of the next Events, Marketing and Communications Committee (EMACC) meeting.
- g) Email from resident re concerns over parking on grass verges etc. near Beckfoot School: acknowledged, agreed to refer back to Bradford Council.

**2223/131 Promotional items**

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

- Agenda item 2223/118b: Revised opening date for Changing Places facility (4<sup>th</sup> November).
- Agenda item 2223/120: Approval of policies.
- Agenda item 2223/121c: Pursual of Community Gift Card talks.
- Agenda item 2223/121d: Purchase/installation of three SIDs.
- Agenda item 2223/121e: Reinstating of Green and Clean Forums.
- Agenda item 2223/121f: New internal auditor agreed.
- Agenda item 2223/124: Responses to traffic calming measures consultation.
- Agenda item 2223/125a: Remembrance Day Event on Sunday 13<sup>th</sup> November.
- Agenda item 2223/125b: Christmas lights switch on event.
- Agenda item 2223/126: Successful previous litter pick and next litter pick on 22<sup>nd</sup> October.
- Agenda item 2223/128: Play in the Park events for 2023.
- Agenda item 2223/130b: Grant application process for 'Warm Spaces' project.

**2223/132 Date of next meeting**

The date of the next Full Council meeting agreed as Tuesday 25<sup>th</sup> October 2022 at 6.30pm at The Eldwick Church, Otley Road, Eldwick.

**2223/133 Exclusion of press and public**

**Resolved** to agree that members of the press and public be excluded from items 2223/134 and 2223/135 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.

**2223/134 Staffing**

**Resolved** to receive feedback on Town Clerk's annual appraisal and to agree the following:

1. To approve the cost for the Town Clerk to undertake the Financial Introduction to Local Council Administration (FILCA, facilitated by the Society of Council Clerks, SLCC).
2. To approve the incremental pay rise.

**2223/135 Councillor meeting attendance**

**Resolved** to agree that this item be deferred to the next meeting.

**The meeting closed at 9.00pm.**