

BINGLEY TOWN COUNCIL



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

Minutes of the Full Council meeting of Bingley Town Council held on Tuesday 17th January 2023 at 6.30pm at Cottingley Town Hall, Main Street, Cottingley

Councillors present: **Carney, Clough, Drucquer, Fenton, Gibbons, Goode, Heseltine, Kirdale, Miah, Truelove, Williams, Winnard**

Councillors absent: Barton, Beckwith, Dawson, Malik

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

Members of the public: None

Meeting commenced at 6.30pm.

2223/185 Chair's remarks

Noted the following remarks from the Chair:

- The key events for Council in 2023 are the elections of all councillors on 4th May, therefore the current Council need to encourage anyone who is interested in standing as a town councillor to investigate the role, including running a short social media campaign to encourage people to stand in accordance with advice from YLCA.
- The Council's Admin Officer/Allotments Officer recently left the role at the Council: many thanks to them for all their hard work during the time with the Council. Consideration of future staffing requirements will take place at the next Staffing Committee meeting.
- Work is continuing on the distribution of the money held by the 1887 Alfred Sharp Bingley Educational Trust. Local schools and organisations within the old Bingley Improvement District will be able to bid for funding; letters will be going out to relevant schools soon with further information.

2223/186 Apologies for absence

Apologies received, and the reasons for absence approved, from Councillors Barton and Malik.

2223/187 Disclosures of interest

Councillor Goode declared an interest in items 2223/191d and 2223/191e, due to his association with the Friends of Myrtle Park and his role as the coordinator for the gardening group for Cottingley Community Association: he did not vote on these items.

No written requests for dispensation had been received.

2223/188 Minutes of previous meetings

Resolved to approve the minutes of the Full Town Council meeting held on 6th December 2023.

2223/189 Confidential items due to be discussed after item 2223/205

Resolved that no further agenda items to be discussed in confidence following the exclusion of the press and public in agenda item 2223/205, due to their sensitive nature.

Councillor Carney entered meeting at 6.37pm.

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Chair.....

Date.....

2223/190 Public Participation

None.

2223/191 Ongoing items

a) Bingley Pool:

Councillor Carney reported that no updates have been received, and that the Friends of Bingley Pool are still awaiting the result of the Levelling Up bid for Bingley.

b) Changing Places toilet facility:

Councillor Williams provided the latest update that the facility has now been registered with Muscular Dystrophy UK (MDUK), however it still cannot be officially opened to the public until the Council receive notification that it is included on MDUK's database, which should be imminent. He confirmed that the facility will be opened as soon as it is allowed, and an official opening ceremony will be organised for some time in the coming weeks with members of the Changing Places Working Group, residents, Bradford Council and the press invited. Thanks were expressed to Councillor Williams for all his hard work on progressing this facility.

c) Climate Emergency:

The Town Clerk reported that Yorkshire Water have not responded after further contact regarding the preservation and protection of the peat on Bingley Moor.

d) Speed Indicator Devices (SIDs):

The Town Clerk reported that, following agreement at the last meeting, Councillors Heseltine and Miah provided lamppost numbers in the suggested locations for the SIDs, which were sent to send to Bradford Council's Highways on 9th December 2022 – currently awaiting a response: agreed that the Town Clerk to chase this up with Highways.

2223/192 Finance

Resolved the following:

- a) To approve the schedule of payments for January 2023.
- b) To agree the bank reconciliations for December 2023.
- c) Christmas costs:
 - (i) To approve the Risk and Resource Assessment form for the Christmas costs for 2023.
 - (ii) To approve the Christmas costs for 2023.
- d) Bandstand concerts:
 - (i) To approve Risk and Resource Assessment form for bandstand concerts for 2023.
 - (ii) To approve the bandstand concert costs for 2023: agreed to take this issue to the Events, Marketing and Communications (EMAC) Committee for further discussion.
- e) Engagement of builder to refurbish three raised flower beds on Cottingley Green (to be discussed further under agenda item 2223/206):
 - (i) To approve Risk and Resource Assessment for the engagement of builder to refurbish three raised flower beds on Cottingley Green.
 - (ii) To approve the engagement of builder to refurbish three raised flower beds on Cottingley Green.
- f) Five Rise way-marking scheme:
 - (i) To approve Risk and Resource Assessment for the Five Rise way-marking scheme.
 - (ii) To approve the Five Rise way-marking scheme.
- g) Play in the Park 2023:
 - (i) To approve Risk and Resource Assessment for the Play in the Park scheme for 2023.
 - (ii) To approve the Play in the Park scheme for 2023.
- h) Budget 2023-24 and precept:
 - (i) To agree the budget for Bingley Town Council for 2023-24 at £313,850. This includes reserves of £121,934 for Allotments £10,085, Elections £17,365, General Reserve £56,165, Hub £20,000, and CIL £18,319.

- (ii) To approve delegations to committees and Town Clerk as detailed in the budget, subject to the amendment that Cost Centre 4520: Events including Christmas delegated to the Full Council rather than the Finance and General Purposes Committee (F&GP).
- (iii) To set the precept for Bingley Town Council for 2023-24 as £238,242, which is £27.74 for a Band D property (0.19% decrease on last year's figure): Town Clerk to send precept demand to Bradford Council accordingly prior to the deadline on 20th January.

2223/193 Emergency Support Sub Committee

Resolved to agree the following:

- To receive an update from the Emergency Support Sub Committee, as reported by Councillor Heseltine: the Emergency Plan is a living, working document therefore information therein will change as and when required, and there are still incomplete sections; review dates have now been set to verify all contact information regularly.
- To approve the Emergency Plan.
- To express thanks to Mick Birro, of Bradford Council's Emergency Planning Team, for all his help and input into the Emergency Plan.

2223/194 Events, Marketing and Communications (EMAC) Committee

No update from EMACC as the last two meetings have not taken place due to a lack of quorum; next meeting due to be held tomorrow.

Resolved to agree Councillor Goode as a member of the EMAC Committee.

2223/195 Finance and General Purposes (F&GP) Committee

Resolved to receive the following update from Councillor Gibbons on the F&GP Committee:

- Budget: recommendations accepted above in agenda item 2223/192h.
- Allotments: progressing and clearing these, split some of plots as discussed last time.
- Half yearly audit: accepted and approved four minor recommendations to be implemented.
- Green and Clean Forum: upcoming on 28th January 2022.
- Grants: grant approved for Bingley Music Town for £492.40.

2223/196 Neighbourhood Plan Working Group (NPWG)

Resolved to receive the following update and recommendations from the NPWG from Councillor Williams:

- Contracted with Aldred Designs to put the Plan in PDF form: to be provided with access to the relevant document on Microsoft Teams.
- Informal consultation on Character Buildings and Structures and Green Spaces has now taken place, with several responses that have been taken into consideration.
- Awaiting a response from Bradford Council on advice and comments regarding the town centre boundary.
- Next step is Regulation 14 consultation, for which Survey monkey will be utilised.
- Obtained advice on YLCA regarding whether it would be appropriate to undertake further consultation during the pre-election period beginning in March, and agreed that the Regulation 14 consultation will take place following the elections.
- To agree to bring the full set of documents back to the next meeting of the Full Council for approval.

2223/197 Planning Committee

Resolved to receive an update from the recent Planning Committee meeting from Councillor Clough: recommendations on applications decided, will be discussing another 5G mast application which should have been sent to the Council earlier at the next meeting next month if the extension is granted.

2223/198 Green and Clean

Councillor Goode reported the following on Green and Clean:

- Litter picks: Next litter pick is due to take place this Saturday 21st January, to meet at 10am at the junction of Whitley Street and Clyde Street. If anyone has any ideas/suggestions for potential litter picking areas, please inform Councillor Goode. In addition, Bradford Council are arranging for gully cleaning in the Bingley area the week of Monday 13th February. Also, Bradford Council and community groups will be undertaking clean-up sessions of the five Bingley rural villages in alphabetical order, starting with Cottingley on Saturday 1st April. Councillor Goode to attend the latter, which will allow the Town Council's litter picking equipment to be used.
- Green and Clean Forum: due to take place on Saturday 28th January at 10am at Cardigan House.
- Snicket clearing: The local Ward Officer has asked if anyone knows of any snickets that need clearing – please inform Councillor Goode.

2223/199 Five Rise Way-marking (pavement signs)

Councillor Gibbons reported that awaiting responses from Bradford Council regarding the plan for the brown signs, and the Canal and Rivers Trust to determine their progress on this issue.

2223/200 Policies

Resolved to approve the following policies:

- a) Civility and Respect Project: Councillor-Officer Protocol.
- b) Risk Management Strategy and Risk Register, subject to the amendment to the Risk Register to add that the business case process needs to be agreed for new projects.

2223/201 Town Clerk's Report

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

2223/202 Correspondence

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

- a) Emails from Bradford Council Markets Department and Otley Town Partnership re relinquishing of monthly Farmers' Market in Bingley: acknowledged, Councillor Gibbons confirmed that the artisan market have now agreed to take on these Saturdays also, and the use of Market Square is due to be discussed at a meeting tomorrow; agreed that Councillor Goode to take down all Farmers' Market banners.
A vote of thanks was offered to Councilors Goode and Winnard for all their hard work setting up the Farmer's Markets over the last few years.
- b) Emails from residents re response to initial consultation letter re draft Neighbourhood Plan: acknowledged, see agenda item 2223/196 above.
- c) Email from resident re road safety between Crossflatts and Bingley: noted, the Town Clerk passed this onto the Ward Councillors.
- d) Email from 'The Peak & Northern Footpaths Society': acknowledged, Councillor Carney has passed this onto the local 'Walkers are Welcome' group.
- e) Emails from YLCA on training etc. and advice re council protocol prior to and following the ordinary election in May: acknowledged, to agree the date of Tuesday 16th May 2023 for the Annual Meeting of the Council, and to hold the Planning Committee meeting prior to the elections and the Annual Town Meeting at the end of April (both dates to be agreed).

2223/203 Promotional items

Resolved to promote the following items for publication:

- Agenda item 2223/191b: Changing Places toilet opening date (as soon as notified by MDUK).

- Agenda item 2223/191h: Budget and precept for 2023-24.
- Agenda item 2223/192g: Play in the Parks scheme for 2023.
- Agenda item 2223/198: Litter pick dates and Forum.
- Agenda item 2223/202: Relinquishing of Farmers' Markets, fully support the artisan market.

2223/204 Date of next meeting

The date of the next Full Council meeting agreed as Tuesday 28th February 2023 at 6.30pm at The Eldwick Church, Otley Road, Eldwick.

2223/205 Exclusion of press and public

Resolved to agree that members of the press and public be excluded from item 2223/206 under provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of an item of a confidential nature.

2223/206 Cottingley Green flowerbeds

Resolved to agree the quote from Five Rise Contractors for the refurbishing of Cottingley Green flowerbeds and to agree to utilise the CIL funding to cover this cost.

Meeting closed at 7.49pm.