

BINGLEY TOWN COUNCIL



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

Minutes of the Full Council meeting of Bingley Town Council held on Tuesday 22nd February 2022 at 6.30pm at St Wilfrid's Church Hall, Gilstead

Councillors present: **Beckwith, Carney, Clough, Dawson, Gibbons, Goode, Heseltine, Kirdale, Malik, Owen, Truelove, Williams, Winnard**

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

Members of the public: Seven

Meeting commenced at 6.30pm.

2122/214 Election of Chair

Councillor Owen thanked all colleagues and staff for their help and support during her term of office as a councillor and Chair of the Council, which she stated had been a privilege and an honour.

Councillor Beckwith entered the meeting at 6.34pm.

Resolved to receive the formal written resignation of the Chair, Councillor Owen, and to elect Councillor Williams as Chair for the remainder of the municipal year 2021-22; the vote was carried out by a show of hands and Councillor Dawson requested a recorded vote, as follows:

Votes for Councillor Williams: Councillors Carney, Clough, Heseltine, Kirdale, Malik, Truelove, Williams, Winnard.

Votes for Councillor Gibbons: Councillors Beckwith, Dawson, Gibbons, Goode, Owen.

Councillor Williams subsequently signed the Declaration of Acceptance of Office, and requested that the election of a new Vice Chair is included on the next agenda.

Councillor Winnard left the meeting at 6.39pm.

2122/215 Chair's remarks

Resolved to receive the following remarks from the Chair:

- Thanks were expressed to former Councillor Owen for all her hard work and dedication to the Council.
- All councillors and members of the public were thanked for their help with the flood alerts last weekend.
- The internal auditor's report was commented upon (due to be discussed in agenda item 2122/223b).

2122/216 Apologies for absence

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

2122/217 Disclosures of interest

No declarations received.

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Chair.....

Date.....

No written requests for dispensation had been received.

2122/218 Minutes of previous meeting

Resolved to approve the minutes of the Full Town Council meeting held on 18th January 2022.

2122/219 Confidential items due to be discussed after item 2122/241

Resolved that no further items need to be discussed in confidence after item 2122/241.

2122/220 Public Participation

1. A member of the public asked councillors to speak louder to allow members of the public to hear what is being said at meetings.

2122/221 CIL funding application

Resolved to receive representations from Crossflatts Cricket Club and to approve their CIL application for £7000 to contribute towards the cost of installing a two lane, non turf practice facility adjacent to the pitch (notably the netting, protective fencing, groundworks, surface etc. that they will be training on). The Council also encouraged the group to apply for Town Council grant funding to help support this project.

Councillors Clough and Malik left the meeting at 7.00pm.

2122/222 Ongoing items

- a) Bingley Pool:

The Chair reported that he will be attending a meeting with the Friends of Bingley Pool on 24th February to discuss the next steps. The Town Clerk reported that she attended a meeting with Jason Longhurst of Bradford Council and several members of the Friends of Bingley Pool yesterday, where it was confirmed that Bingley Pool in its current form would not be re-opening, and Councillor Heseltine reported that the water space in Bingley is being looked at with regards to the Levelling Up fund. It was also noted that there had been a recent misunderstanding regarding a Friends of Bingley Pool post, which erroneously claimed that the Town Council had formed a Working Group to focus upon the pool, due to confusion arising from the recent newsletter. The Chair confirmed that the Town Council have not formed a Working Group to focus on the pool, as the Town Council wish for the Friends of Bingley Pool to continue leading on this, however councillors have been allocated to liaise with the Friends of Bingley Pool regarding their campaign.

- b) The Hub:

The Deputy Clerk updated all that the insurance company have agreed the construction company to undertake the remedial work on the Hub building; still awaiting the date for this.

2122/223 Finance

- a) **Resolved** to receive and approve the schedule of payments and to agree the bank reconciliation for January 2022.

- b) Budget:

- (i) **Resolved** to agree including separate cost centres in the budget for the running costs of the Hub office, Hub toilets and Changing Places toilet where practical and to maintain hybrid costs where it is deemed unable to split the costs, at the discretion of the Town Clerk; also to agree to discuss the most recent Internal Auditor's Report at the next Finance and General Purposes Committee meeting, to consider the recommendations.
- (ii) Agenda item on the funding of the Changing Places lock mechanism previously considered and agreed.
- (iii) **Resolved** to agree to vire £2,200 received in donations this financial year to cost centre 4525: Changing Places facility.

- c) **Resolved** to receive a verbal report on the Quarter 3 internal controls procedure from Councillors Dawson and Gibbons, as follows: there were no concerns regarding the Council's finances, and the internal controls were all signed off with actions agreed to improve the internal controls procedures going forward, to be implemented prior to the end of Quarter 4.

2122/224 Changing Places Working Group

Resolved to receive an update from the recent Changing Places Working Group meeting and associated actions as follows under the Town Clerk's delegated powers:

- Agreed with the contractor that the key pad will be added to the door, in addition to the radar key, to future proof the door if it is decided to extend the opening hours in future (normal hours of Changing Places toilet to initially mirror those of the existing toilets, 9am to 6pm).
- Layout of cleaner store agreed and provided to contractor.
- CCTV: agreed that the contractor to include ethernet cables in the infrastructure of the Hub to allow the CCTV company to place two additional cameras on the system to monitor the Changing Places toilet also.
- Fire alarm sounder agreed within the Changing Places facility similar to the Hub toilets.
- Recording user use: this was queried at a meeting with the contractor by the Town Clerk for further investigations, following discussion at a recent Changing Places Working Group meeting where it was agreed not to pursue this.
- Contract specification: this is now complete and awaiting approval from the Town Clerk prior to going to contract this week.

2122/225 Climate Emergency Working Group

Resolved to receive an update from the recent Climate Emergency Working Group meeting as follows: positive meeting, with several actions circulated including liaising with other local environmental groups who may come to give talks and investigating issues including car-sharing schemes, encouraging cycling, and monitoring of CO2 levels.

2122/226 Emergency Support Sub Committee

Resolved to receive an update and recommendations from the Emergency Support Sub Committee meeting as follows: small changes made to the Emergency Plan to separate out forms to capture information, stock of emergency equipment revised, and Emergency Plan enactment training to take place in due course with the Emergency Planning Team of Bradford Council.

2122/227 Facilities Management Sub Committee

Resolved to receive the following update from the Facilities Management Sub Committee meeting as follows: agreed to review listed contractors to call on for Hub, three quotes to be sought for new doors for front of building and broadband provider (will all go back to the Finance and General Purposes Committee for approval); and to agree to include the disbanding of this sub-committee on the next Full Council meeting agenda.

2122/228 Finance and General Purposes Committee

Resolved to receive an update from the Finance and General Purposes Committee as follows: CIL Policy still to be reviewed, Councillors Gibbons and Carney to liaise with the Town Clerk and Deputy Clerk regarding the Risk Management Register and Policy, agreed cleaning contract for 2022-23, agreed that installation costs for the sports bottle filler be taken from the Changing Places cost centre contingency (cost of sports water bottle filler itself to be taken from Regeneration and Tourism cost centre).

2122/229 Neighbourhood Plan Working Group

Resolved to receive the following update from the Neighbourhood Plan Working Group: new consultant on board, draft Neighbourhood Plan to be edited to become more focused prior to the Regulation 14

consultation (aim is for the edited draft Plan to be brought to the Full Council meeting in April), all councillors invited to attend an ideas' sharing session on Wednesday 2nd March at 6.30pm in the Hub to discuss aspirations.

2122/230 Play in the Park

Resolved to agree the new dates and locations for the Play in the Park sessions for this year as follows: Friday 22nd July - Myrtle Park; Friday 29th July – Cottingley; Friday 5th August – Gilstead; Friday 12th August – Crossflatts; Friday 19th August – Eldwick; Friday 26th August - Myrtle Park.

2122/231 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 Goode asked to be copied into messages/updates but not to be a member; to include again on next agenda.
- b) Emergency Support Working Group: Councillor Heseltine agreed as a new member; to include on the next Full Council agenda.
- c) Neighbourhood Plan Working Group: to defer to the next Full Council meeting.

2122/232 Markets

Resolved to receive the following update on markets from Councillor Goode:

- Otley Town Partnership can no longer provide stalls; stallholders at the Monthly Farmers' Market have been made aware that they will need to bring their own.
- Discussions have taken place regarding purchasing stalls, which Bingley Chamber of Trade may cover the cost of.
- Amplitude are being approached regarding stalls for major events.
- Storage for any purchased stalls being investigated.

2122/233 Community Events

Resolved to agree the following regarding community events:

- a) Easter events at Arts Centre, Friday 15th April 2022: Councillors Goode and Williams volunteered to cover the stall; to include on next month's Full Council meeting to identify more volunteers, and the Town Clerk to organise for the Admin Assistant to circulate a message to the Full Council to garner interest in all events.
- b) Eldwick Gala, Saturday 25th June: Councillors Goode and Williams volunteered.
- c) Friends of Prince of Wales Park Carnival, Sunday 17th July 2022: to bring back to next meeting.
- d) World Cup and Christmas in Bingley, November/December 2022: to be deferred to the next Full Council meeting.

2122/234 Green and Clean

Councillor Goode reported the following on Green and Clean:

- Small number of volunteers attended the last litter pick due to the inclement weather.
- Next litter pick to take place in March, to start from the Hub.
- Councillor Goode and the Town Clerk attended a meeting with the Ward Officer and Assistant Ward Officer to discuss litter generally, and agreed that a joint letter is sent to local pubs, takeaways etc. to request their litter is collected at the end of evenings.
- Suggestions for future litter picks include:
 - Healey Lane and around the parish church: not deemed not suitable for litter picks after review for health and safety reasons.
 - Crossflatts First School: Councillor Goode to liaise with the school to suggest that the children are involved.

2122/235 Five Rise Way-marking (pavement signs)

Councillor Gibbons reported that there were no updates to report on the Five Rise way-marking project.

2122/236 Allotments

Resolved to accept the following update on allotments and to agree the actions:

- Request for a fence: a plot-holder has concerns regarding plums being stolen from a plum tree last autumn, therefore requested a fence is installed: agreed that this area needs assessing first, Councillor Goode to liaise with the Admin Officer regarding this.
- Allotment Policy: some concerns regarding the review of the Allotment Policy at the recent Finance and General Purposes Committee meeting, on the use of poly tunnels on site (agreed these should continue to be forbidden) and tree height policy that had not been applied in the past.
- Concessions: Finance and General Purposes Committee also agreed that from 2023 all concessions to be removed except for those on means tested benefits and the free allotment for the Site Allotment Representative.
- Freedom of Information request received: will be answered within the required 20 days.

2122/237 Compliance with the Equality Duty

Resolved to agree to request information and clarification on the compliance with Equality Duty for local councils from YLCA/NALC, specifically regarding the reporting for parish/town councils.

2122/238 Town Clerk's Report

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

2122/239 Correspondence

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

- a) Emails from YLCA re training, White Rose publication etc.: acknowledged.
- b) Email from resident re site of grit bin on Beamsley Grove/Pendle Road: Councillor Heseltine reported that this is sited by Bradford Council, resident informed.
- c) Email from Friends of Bingley Pool re request to revisit the status of Asset of Community Value (ACV) on the pool: acknowledged, to be included on April agenda with the review of the ACV status of the Town Hall and Myrtle Park also.
- d) Email from Amplitude Events Solutions Ltd re World Cup and Christmas in Bingley requesting a meeting with Town Council representatives: Councillor Truelove to arrange a meeting with Amplitude to discuss the event in Jubilee Gardens, need for the moving of the Christmas tree etc., and he and Councillor Goode to attend the meeting.
- e) Email from Aire Rivers Trust re clean river events: Councillor Goode confirmed that he is arranging an additional litter pick day on 9th April as part of these events, at which the Friends of Myrtle Park will also be in attendance.
- f) Email from cleaners of Hub and Ward Officer at Bradford Council re anti-social behaviour: Town Clerk and Deputy Clerk confirmed that the local police and Ward Officer were informed, to cascade this information and increased patrolling is now taking place around the Hub.

Resolved to suspend Standing Orders to continue the meeting past 9.00pm.

- g) Email from Beck Lane allotment representative re Freedom of Information request for allotment finances information: Town Clerk confirmed that this is being investigated and will be responded to in the 20 days required (see agenda item 2122/236).
- h) Email from Groundworks re Neighbourhood Plan funding: Locality funding received for up to end of March and will be bidding again after 1st April 2022 (see item 2122/229).

- i) Email from the former Chair of the Town Council resigning from the Council: acknowledged (see item 2122/214); agreed that some flowers are sent as a token of gratitude from the Town Council.
- j) Bradford 2025: Councillor Goode reported that he attended a Bradford 2025 meeting, agreed to invite Simon Cunningham of Bradford Council to the next Full Council meeting.

2122/240 Promotional items

Resolved to promote the following items for publication:

- Item 2122/214: New Chair and resignation of, and thanks to, former Chair.
- Item 2122/215: Thanks to all volunteers who helped with the flood alerts last weekend.
- Item 2122/221: CIL funding of £7000 approved for Crossflatts Cricket Club.
- Item 2122/224: Changing Places toilets (that the order is imminent for this project that the Council committed to, and outline cost of project).
- Item 2122/230: Play in the Park dates and locations confirmed.
- Item 2122/234: Advertise the next litter pick at beginning of March.

2122/241 Exclusion of press and public

Resolved to exclude members of the press and public from items 2122/242 and 2122/243 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1 (2)) during consideration of an item of a confidential nature.

2122/242 IT contract

Resolved to delegate responsibility for the renewal of the IT contract to the Town Clerk, to be ratified at the next meeting.

2122/243 Cleaner contract

Resolved to agree the cleaning contract from April 2022, as recommended by the Finance and General Purposes Committee.

2122/244 Date of next meeting

The date of the next meeting agreed as Tuesday 29th March 2022 at 6.30pm, at Bingley Baptist Church, Clyde Street, Bingley (Town Clerk to organise to liaise with Bradford Council regarding future use of Bingley Town Hall as a future venue).

The meeting closed at 9.10pm.