

BINGLEY TOWN COUNCIL



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

Minutes of the Full Council meeting of Bingley Town Council held on Tuesday 26th April 2022 at 6.30pm at St Wilfrid's Church Hall, Gilstead

Councillors present: Beckwith, Carney, Clough, Dawson, Drucquer, Fenton, Gibbons, Goode, Heseltine, Kirdale, Truelove, Williams, Winnard

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

Members of the public: One

Meeting commenced at 6.30pm.

2122/286 Chair's remarks

Resolved to receive the following remarks from the Chair:

- Warm welcome to new member, Councillor Andrew Fenton.
- Two successful litter picks have taken place this month: thanks were expressed to Councillor Goode for his continued hard work on these, as well as Councillors Heseltine and Winnard for attending in Gilstead.
- April Farmers' Market went well, although was not as well attended as usual.
- Annual Report is due to be printed and delivered in June: all councillors were requested to provide their contribution to the Town Clerk by 20th May, either via the Teams site or via email.
- Supporting documents for meetings: councillors were reminded that all supporting documents for agenda items need to be sent to the Town Clerk in sufficient time prior to a meeting to be placed on the website.
- Budget projects: councillors responsible for projects included in the budget were encouraged to progress them as soon as possible.

2122/287 Apologies for absence

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

2122/288 Disclosures of interest

No declarations received.

No written requests for dispensation had been received.

2122/289 Minutes of previous meetings

Resolved to approve the minutes of the Full Town Council meeting held on 29th March 2022, subject to the following amendment: Councillor Kirdale had sent apologies therefore was not in attendance.

Resolved to approve the minutes of the Extraordinary Full Town Council meeting held on 19th April 2022.

2122/290 Confidential items due to be discussed after item 2122/309

Resolved that no further items need to be discussed in confidence after item 2122/309.

2122/291 Public Participation

1. A member of the public stated that he was in attendance to support item 2122/304.

Chair..... 1

Date.....

Agreed to move item 2122/304 to be discussed prior to item 2122/292.

2122/304 Community Gift Card

Resolved to defer this item to the next meeting, to allow Councillor Kirdale to create a business case including further details on the Community Gift Card project, to be submitted to the next Finance and General Purposes Committee meeting initially.

2122/292 Ongoing items

a) Bingley Pool:

The Chair reported that Jason Longhurst, Director of Place, will be attending the next Full Council meeting on 31st May, with one of his colleagues.

b) The Hub:

The Chair confirmed that the damage to the Hub has been repaired: the Finance and General Purposes Committee will discuss whether the wood requires staining. He also reported that a request had been received to open the toilets earlier on Saturday mornings, to accommodate the park runners: **Resolved** to delegate to the Town Clerk the day to day decisions regarding operational hours of the toilets; in so doing the Town Clerk will take due regard of any constraints such as cleaning costs, security, and only if necessary refer the decision to a Committee or Full Council.

2122/293 Finance

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

2122/294 Changing Places facility

Resolved to receive an update on the Changing Places facility from the Chair as follows:

- Meeting held this week with contractors, confirmed that the work will be complete on the facility 8 to 10 weeks from receiving the down payment, however reported that the sub-contractor for the Smart Pod has been changed to Healthmatic, which means that drawings need to be completed again for the planning permission/building control aspect, which will have an impact on the timeline; should have a definite timeline next week.
- Contractors also looked at the existing services and suggested a better way to connect.
- Once the work on the new facility is underway, the existing toilets will only need to be closed for 2 days.
- Changing sub-contractors has not changed design, colours, warranties, price etc.

2122/295 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) Budget: to move the £20,000 funding for the Changing Places toilet facility once received into the General Reserve.
- b) CIL Policy: to ratify the amended CIL Policy; agreed that the Finance and General Purposes Committee to monitor the CIL funding going forward.
- c) Hub broadband: to agree in principle to upgrade the Hub broadband to full fibre, Finance and General Purposes Committee to continue to investigate this issue with a view to bringing a recommendation to Full Council.

2122/296 Neighbourhood Plan Working Group

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

- The last of the Locality funding has been granted (£5203), which will pay for the consultant's fees for the second draft of the Neighbourhood Plan; there is also £10,000 allocated to the Neighbourhood Plan in the Town Council's budget to support the consultation costs.
- Next Neighbourhood Plan Working Group meeting to take place on 16th May.
- Completed Neighbourhood Plan to be brought to the Full Council for approval in either May or June.

2122/297 Youth Involvement Working Group

- a) **Resolved** to approve the Risk and Resource Assessment form for the Youth Involvement Working Group.
- b) **Resolved** to approve the creation of the Youth Involvement Working Group with a remit to investigate how to engage with young people locally: Councillor Kirdale to draft terms of reference for this Working Group prior to approval at the Annual Meeting of the Council in May.

2122/298 Markets

Resolved to receive the following update on markets as follows:

- The Chair reported that the last Farmers' Market was quieter than usual, with only 6/7 stalls, and suggested that the Town Council no longer strive to have councillors in attendance at the market, although also reported staff concerns that this may diminish the Town Council's presence, as it reduces the opportunity for residents to liaise with councillors.
- Agreed to have a hybrid arrangement for the Farmers' Markets going forward, to use the large gazebo with the Town Council banner but not the smaller gazebo unless specifically requested by a councillor. Councillor Goode requires two further councillors to help with dismantling the gazebo each month.
- Councillor Goode reported that he would not be available to facilitate the Farmers' Market on Saturday 2nd July.

2122/299 Community Events

Resolved to agree the following regarding community events:

- a) Eldwick Gala, Saturday 25th June: Councillors Carney, Dawson, Drucquer, Goode, Williams and Winnard to attend; Councillor Dawson to bring some ideas for engaging with the public to the next meeting (suggestion box, displays and information on the budget were suggested).
- b) Friends of Prince of Wales Park Carnival, Sunday 17th July 2022: Councillors Carney, Dawson, Drucquer, Goode, Heseltine, Kirdale and Williams offered to attend; Town Clerk to contact the Friends of Prince of Wales Park to determine what specific help is required and to send them the grant form to enable the Town Council to cover the cost of the portaloos.
- c) Proposed Yorkshire Day Event (Bingley Market Square, Sunday 31st July 2022): Town Clerk reported that a meeting will be held on 9th May with the Town Clerk, Councillors Goode, Heseltine and Truelove and representatives from Bingley Chamber of Trade to discuss this further.
- d) World Cup and Christmas in Bingley, November/December 2022: No further updates received.

2122/300 Green and Clean

Councillor Goode reported the following on Green and Clean:

- Litter picks: one held on 9th April in conjunction with Aire Rivers Trust and the Friends of Myrtle Park was successful with 15 bags of rubbish collected, which was less than anticipated, however not a lot of councillors were in attendance. The last litter pick on 23rd April focused on the canal bank round the school field in Crossflatts, in conjunction with Crossflatts Village Society, and was challenging as was overgrown with brambles, however 26 bags of rubbish were collected. Next litter pick to be held on 11th June.

- Canals: local campaign to have more regular litter bin emptying on canal side is attracting signatures; Councillor Gibbons reported that this is due to teething problems with the Canal and River Trust's new contractors for emptying the bins. Councillor Heseltine reported that he and Councillor Winnard had raised this issue with the Canal and Rivers Trust repeatedly over the last two months.
- Plants: update will be provided at the next Full Council meeting on the plants; displays at Cottingley, Crossflatts and Gilstead are all looking great.

2122/301 Five Rise Way-marking (pavement signs)

Councillor Gibbons reported that Bradford Council have now been in contact regarding moving the brown signs, and that she will be liaising with the Canal and Rivers Trust regarding the sign stencils.

2122/302 Allotments

Resolved to accept the following update on allotments:

- Forum arranged for 3rd May, to be attended by allotment plot holders, Councillors Fenton, Goode and Williams and the Allotments Officer.
- Site levelling: contractor who levelled the greenhouse at Beck Lane still needs to complete this work; the Allotment Officer continues to attempt to contact him.
- Approved 2 skips to remove debris at Beck Lane.

2122/303 Assets of Community Value (ACVs)

Resolved to agree to apply for Asset of Community Value status again for Bingley Swimming Pool, Bingley Town Hall and Myrtle Park: Councillor Williams to re-draft the paperwork to be taken to the next Finance and General Purposes Committee before being discussed again at a Full Council meeting prior to the end of June.

2122/305 Training register

Resolved to approve the training register; the Chair encouraged councillors to attend relevant training.

2122/306 Town Clerk's Report

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

2122/307 Correspondence

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

- a) Email from PKF Littlejohn re external audit for 2021-22: acknowledged, the Town Clerk reported that necessary meetings have been arranged with the Internal Auditor and Rialtas.
- b) Emails from YLCA re advice, training, White Rose publication etc.: acknowledged.
- c) Telephone call from resident re concerns over precept rise: acknowledged, agreed that copies of the budget be taken to any events where there is a Town Council presence.
- d) Emails from Bradford Council including Queen's Jubilee grants for local groups: acknowledged.

2122/308 Promotional items

Resolved to promote the following items for publication:

- Item 2122/292: Changing of Hub toilets opening hours on Saturdays.
- Item 2122/294: Work continues on the Changing Places toilet facility.
- Item 2122/296: Neighbourhood Plan work is ongoing.
- Item 2122/296: Youth Involvement Working Group creation agreed.
- Item 2122/298: Agreed to publicise further the Farmers' Markets, including the entertainment.
- Item 2122/300: Litter picks continue to be a success, a credit to the Green and Clean champions.

- Item 2122/303: Asset of Community Value status will be applied again for Bingley Swimming Pool, Bingley Town Hall and Myrtle Park.

2122/309 Exclusion of press and public

Resolved to exclude members of the press and public from items 2122/310, 2122/311, and 2122/312 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1 (2)) during consideration of an item of a confidential nature.

2122/310 IT contract

Resolved to defer this item to the next meeting.

2122/311 Staffing issues

Resolved to agree the following staffing issues:

- a) Request from a member of staff to reduce hours from 20 to 15 in July approved.
- b) Extra hours to be allocated to the new Admin Assistant due to be recruited, to be discussed further at the next Staffing Committee meeting on 12th May.
- c) Successful annual appraisal for a member of staff noted, and their incremental pay rise approved.

2122/312 Portaloos for Play in the Park

Resolved to agree to opt for the company charging £140 + VAT for portaloos, with the caveat that the Deputy Clerk to verify the insurance arrangements.

2122/313 Date of next meeting

The date of the next Full Council meeting agreed as Tuesday 31st May 2022 at 6.30pm at the Eldwick Church, Eldwick and to confirm this as the Annual Meeting of the Council; to note also the Annual Town Meeting, the annual meeting for the electorate, on Tuesday 17th May 2022 at the Methodist Church, Mornington Road, Bingley, at 6.30pm.

The meeting closed at 8.53pm.