

BINGLEY TOWN COUNCIL



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

Minutes of the Annual Meeting of the Council of Bingley Town Council held on Tuesday 31st May 2022 at 6.30pm at The Eldwick Church, Eldwick

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

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

Members of the public: Eighteen

Meeting commenced at 6.30pm.

2223/01 Election of the Chair

Resolved to elect Councillor Gibbons as Chair to Bingley Town Council for the municipal year 2022-23; vote was carried out by a show of hands, and Councillor Dawson requested a recorded vote as follows:

Councillor Gibbons was nominated by Councillor Kirdale and seconded by Councillor Goode;
Votes for: Beckwith, Carney, Dawson, Drucquer, Gibbons, Goode, Kirdale and Miah.

Councillor Williams was nominated by Councillor Clough and seconded by Councillor Heseltine;
Votes for: Clough, Fenton, Heseltine, Truelove, Williams and Winnard.

2223/02 Chair's remarks

Resolved to receive the following remarks from the Chair:

- Thanks were expressed to the other councillors for the election as Chair, and thanks were expressed to Councillor Williams for his previous chairmanship.
- May Farmers' Market was poorly attended regarding both stalls and footfall.
- Annual Town Meeting on 17th May was poorly attended, and the Council will work to improve this.
- Assets of Community Value are due to be resubmitted for Bingley Swimming Pool, Bingley Town Hall and Myrtle Park, prior to the current registration expiring.
- Job advert is out for Admin Assistant to Council.
- Bradford Council representatives are present to provide a presentation on Bingley Pool and Bradford Council's bid for the Levelling Up Fund.

2223/03 Apologies for absence

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

2223/04 Disclosures of interest

Councillor Carney disclosed an interest as a Trustee of the Friends of Bingley Pool, and Councillor Gibbons expressed an interest as a Friend and lock keeper of the Canal and River Trust.

No written requests for dispensation had been received.

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Chair.....

Date.....

2223/05 Minutes of previous meetings

Resolved to approve the minutes of the Full Town Council meeting held on 26th April 2022 as a true and correct record.

2223/06 Confidential items due to be discussed after item 2223/31

Resolved that no further items need to be discussed in confidence after item 2223/31.

Councillor Malik entered the meeting at 6.41pm.

2223/07 Bingley Pool update/Levelling Up Fund bid

Angela Blake, Assistant Director for Economy and Development at Bradford Council, introduced herself and her colleague Ian Plant, from management consultancy firm Faithful and Gould who are supporting Bradford Council in their bid to the Levelling Up Fund, and reported the following update:

- Bradford Council are putting in four bids to the Government's Levelling Up Fund, including one for the Shipley constituency focusing on Bingley.
- Have been working with the Friends of Bingley Pool to investigate the possibility of Bingley Pool and Town Hall being developed into a hospitality and leisure complex as part of this bid, and currently undertaking market testing to establish the development potential and what the delivery model may like look like and develop the type of activities that may be included in the bid.
- Deadline for submission of bids is 6th July, currently working on drafting bids by 22nd June; do not expect any feedback on the bids until autumn.
- Bids are also being submitted for Bradford East, Bradford South and Keighley.

Mr Plant of Faithful and Gould reported the following:

- Faithful and Gould have been commissioned to work on Bradford's bids, and Bingley Pool is front and centre of the Bingley bid to create positive economic value for the town, replacing the pool and creating opportunities in the town.
- Need to set objectives and measure outcomes, including how plans can be deliverable and maintainable.
- Liaised with Friends of Bingley Pool, who confirmed that they want a swimming pool and associated leisure activities.
- Want to improve linger time in Bingley town centre, to support tourism, sustain and enhance Myrtle Park, and attract commercial businesses into town, reinvigorating the town square.
- Currently looking at existing values and potential development value, and need to be able to prove commercial value, to demonstrate value for money to the public purse: the Government is looking for a two to one return on investment.
- Likely delivery model is a developer led scheme, but could be council led or a private opportunity. Work is already ongoing to understand the market's appetite for delivery of the scheme, with developers working under confidentiality/non-disclosure agreements.
- It would be useful to receive a letter of support for this bid from Bingley Town Council.

Questions and comments from the members of the Town Council and the public present included:

- Queries regarding the amount of funding which may be received.
- Concerns regarding the short timescale up to the submission deadline.
- Lack of consultation with the Town Council and the public on this bid and lack of sharing of plans.
- Whether a private leisure development pool would be a community pool and what will happen to the existing pool building.
- The focus on a developer led scheme.
- Whether all four bids will get funded or are they in competition with each other.
- The ways in which the Town Council could aid this bid process.

Ms Blake reported that consultation with the public will take place before the bid is due to be submitted, and that further consultation will take place if the bid is successful; she also stated that it is a competitive process and unlikely that all four bids will gain funding; that all delivery options are being looked at to assess all the options, including a developer led scheme; and that the bid criteria will be sent to the Town Clerk to circulate to all. Mr Plant stated that a community pool is the preferred model, and that the current pool building may be transferred over to be used for another purpose; he also emphasised that the Town Council could provide a letter of support for the bid.

Ms Blake reported to all that it has just been announced that Bradford has been awarded the City of Culture Bid for 2025.

2223/08 Public Participation

1. A number of people spoke on the impact the closure of the current pool has already had.
2. A member of the public asked if the Town Council can turn the old Town Hall into a town hub where there could be exhibitions, meeting rooms etc. to ensure it is not turned into a hotel: the Town Council responded that the Town Hall is owned by Bradford Council, handed over when it was formed and replaced Bingley Urban District Council in 1974; the existence of a covenant on the building will be checked.
3. Another member of the public stated that the Town Hall should belong to the people of Bingley.
4. Another member of the public expressed concern over the lack of progress with the funds from the Priestthorpe Annexe.

2223/09 Election of Vice-Chair

Resolved that Councillor Truelove elected as Vice-Chair to Bingley Town Council for the municipal year 2022-23.

2223/10 Ongoing items

- a) Bingley Pool:

Updates included in agenda item 2223/07.

- b) Changing Place toilet facility:

Councillor Williams confirmed that the dates for commencement and completion of the Changing Places facility have now been circulated, with the delay being caused by the necessary change in the smart pod provider, and the need to re-create technical drawings etc. The ground contractor start date is now in July, with a completion date of 18th August.

Councillor Malik left the meeting at 7.42pm.

2223/11 Appointment of Committees and terms of reference

- (i) **Resolved** to review the Council's following committees and working groups and to approve the terms of reference for the following, to be reviewed again at the first meeting of each:
 - a) Changing Places Working Group.
 - b) Climate Emergency Working Group.
 - c) Emergency Support Sub-Committee.
 - d) Neighbourhood Plan Working Group.
 - e) Finance and General Purposes Committee.
 - f) Planning Committee.
 - g) Staffing Committee.
 - h) Youth Involvement Working Group – deferred to the next meeting; draft terms of reference still to be written.
- (ii) Events, Marketing and Communications Committee (EMAC):
 - a) **Resolved** to approve the Risk and Resource Assessment form for the re-formation of EMAC.

- b) **Resolved** to approve the re-formation of EMAC, as a committee rather than a sub-committee.

2223/12 Election of members to committees and working groups

- a) **Resolved** to elect the following members onto the Changing Places Working Group: Councillors Kirdale, Malik and Williams.
- b) **Resolved** to elect the following members onto the Climate Emergency Working Group: Councillors Barton, Drucquer and Kirdale.
- c) **Resolved** to elect the following members onto the Emergency Support Sub Committee: Councillors Heseltine, Fenton, Winnard and Goode.
- d) **Resolved** to elect the following members onto the Events, Marketing and Communications Committee: Councillors Dawson, Gibbons and Kirdale.
- e) **Resolved** to elect the following members onto the Finance and General Purposes Committee: Councillors Carney, Clough, Gibbons, Goode, Kirdale, Miah and Truelove.
- f) **Resolved** to elect the following members onto the Neighbourhood Plan Working Group: Councillors Dawson, Gibbons, Truelove and Williams.
- g) **Resolved** to elect the following members onto the Planning Committee: Councillors Clough, Drucquer, Fenton, Gibbons, Heseltine and Truelove.
- h) **Resolved** to elect the following members onto the Staffing Committee: Clough, Dawson, Drucquer, Gibbons, Truelove and Winnard.
- i) **Resolved** to elect the following members onto the Youth Involvement Working Group: Councillors Carney and Kirdale.

2223/13 Appointment of councillors to external bodies

Resolved to agree the following members as representatives to the following external bodies:

- a) Armed Forces Covenant: Councillor Carney.
- b) Bingley Chamber of Trade: Councillors Goode, Heseltine and Truelove.
- c) Bingley Pool: no formal nominees, agreed that Councillors Gibbons, Kirdale and Williams to continue to support them in an informal manner.
- d) Bingley Partnership: Councillor Dawson and Gibbons.
- e) Canal Festival Steering Group: none.
- f) Destination Plan, working with the Canal River Trust: Councillor Gibbons to be the liaison with the Canal River Trust.
- g) Parish Councils Liaison Group: Councillor Goode.
- h) Plastic Free Bingley: Councillors Dawson and Drucquer.
- i) Pub Watch: Councillors Carney and Williams.
- j) Police: Councillors Goode and Miah.
- k) SCAPAG: Councillor Clough.
- l) YLCA: Councillors Gibbons and Williams.

2223/14 Finance

- a) **Resolved** to receive and approve the schedule of payments for May and to agree the bank reconciliations for April 2022.
- b) **Resolved** to receive the following report on internal controls for Quarter 4: Councillors Dawson and Gibbons reported that the Council continues to use robust processes for managing money, and recommendations from this meeting were to investigate a new payroll provider, to include the Deputy Clerk in the Financial Regulations for some financial processes, and that the that allotment paperwork will be verified at the next meeting (Quarter 1 for 2022-23).
- c) **Resolved** to receive the following update on the year end closedown meeting with Rialtas: Town Clerk reported that the accounts all balanced at closedown, which is testament to the Deputy Clerk's dedication and commitment to the minutiae of the accounts all year, and that

the Annual Governance and Accountability Return (AGAR) documents have all been prepared, ready for the internal audit meeting; there was a discrepancy with the reserves figures in Rialtas compared to the budget amount, which Rialtas resolved, and this has also been approved by the internal auditor – agreed that the Reserves Policy to be amended and reviewed at the next Finance and General Purposes Committee meeting.

- d) **Resolved** to confirm the bank mandate signatories as follows: Councillors Clough, Goode, Truelove and Winnard.

2223/15 Policy review

Resolved to confirm the following:

- a) Code of Conduct; agreed that the Town Clerk to contact Bradford Council regarding inclusion in their Register of Interests form.
- b) Financial Regulations, subject to the amendments that the Deputy Clerk is included in some of the finance processes.
- c) Standing Orders (no change).

2223/16 Insurance

Resolved to confirm the Council's annual insurance provision as provided by Hiscox Insurance Company at a cost of £2,432.55 and to agree to opt for the three year contract.

2223/17 Schedule of meetings

Resolved to adhere to the same schedule of meetings as followed previously, namely the last Tuesday of the month for Full Council meetings; the second Wednesday of the month for the Finance and General Purposes Committee meetings; the second Tuesday of the month for the Planning Committee meeting; and at the discretion of the members for other committees and working groups.

2223/18 Neighbourhood Plan

- a) **Resolved** to receive the following update on progress with the Neighbourhood Plan from Councillor Gibbons: the draft Plan has been worked through thoroughly with the new consultant, a few minor amendments are outstanding but nothing material; if approval granted will now follow the process for the Regulation 14 consultation. Feedback from Iain Cunningham at Bradford Council is outstanding, anything material will be brought back to Full Council.
- b) **Resolved** to receive the following feedback on the Neighbourhood Plan document set: all agreed the draft Plan as it stands.
- c) **Resolved** to approve the draft Neighbourhood Plan document set for Schedule 14 consultation.
- d) **Resolved** to approve the Neighbourhood Plan Working Group progressing to Schedule 14 consultation, pending discussion with Bradford Council on the draft Plan.

2223/19 Annual Report

Resolved to approve the Annual Report, subject to several amendments to be circulated to the Town Clerk following the meeting and to include updates from this meeting.

2223/20 Finance and General Purposes (F&GP) Committee

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

- Councillors Fenton, Goode and Williams to meet with allotment tenant regarding the height of trees.
- Approved the CCTV system specification, with a view to obtaining more CCTV cameras once the Changing Places toilet is in situ.
- Continuing to liaise with BRSK regarding the full fibre broadband, another meeting to be held with their representative to discuss changes to the original deal.
- External wood staining of Hub: agreed to wait until the Changing Places toilet is in place.

- Baby changing table has been purchased, Councillor Williams to install this.
- Letter written to Kersten England regarding lack of response from Bradford Council on issues, response received providing assurances that updates will soon be received.
- Now have two spare laptops in the Hub, to enable councillors to use the internet and printer: to liaise with the staffing team to arrange access.
- Monitoring the CIL funding.
- New risk management register and strategy being compiled by Councillors Carney and Gibbons and the Town Clerk and Deputy Clerk.
- Risk and Resource Assessment form will be amended in conjunction with the review of the Business Case criteria.

2223/21 Planning Committee

Resolved to receive an update from the recent Planning Committee meeting: Deputy Clerk contacted the Planning Department of Bradford Council and Peter Allison of the Parish Council Liaison Group regarding the removal of all comments on the Bradford Council website; and has been investigating the purchase of a hard copy of the Core Strategy - Councillor Fenton to bring his copy to the next meeting.

2223/22 Staffing Committee

Resolved to receive the following update from the Staffing Committee: recruitment process for Admin Assistant agreed, shortlisting to take place on 10th June, followed by interviews on 16th June; 40 applications received so far.

2223/23 Markets

Resolved to receive the following update on markets and to agree the following actions:

- Last couple of markets have been quieter than usual, therefore the Town Clerk is liaising with councillors and Peter Heald of Otley Town Partnership to set up a meeting to discuss what can be done to promote the market to drive the footfall.
- Agreed that an entertainer not to be sought for the July market due to the absence of both Councillor Goode and Mr Heald.

2223/24 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.
- b) Friends of Prince of Wales Park Carnival, Sunday 17th July 2022: Councillors Carney, Drucquer, Goode, Kirdale and Williams offered to attend.
- c) Proposed Yorkshire Day Event (Bingley Market Square, Sunday 31st July 2022): agreed in principle to contributing towards funding the costs of the entertainment for this event; Councillors Goode, Gibbons, Truelove and the Town Clerk to attend a meeting with the Chamber of Trade next Monday to obtain more information on costings, to explain that a Town Council grant will need to be applied for to receive this funding and to determine whether the Hub will be needed on the day.
- d) World Cup and Christmas in Bingley, November/December 2022: No further updates received.

2223/25 Green and Clean

Councillor Goode reported the following on Green and Clean:

- Litter picks: next one will be held on 11th June, possibly at Healey Lane – will be publicised by the Deputy Clerk next week.
- Plants: plants for community groups will arrive on 13th July, Carlton Nurseries will be doing hanging baskets from next Monday.

2223/26 Five Rise Way-marking (pavement signs)

Councillor Gibbons reported that she has met with the Canal and Rivers Trust regarding the sign stencils, however advised that the stencil would have to be one and a half metres square for the proposed paint application, which is huge. Canal and River Trust representatives are checking this information, as similar sign designs in New Briggate, Leeds are thought to be smaller, therefore awaiting further information on this.

2223/27 Allotments

Resolved to accept the following update on allotments:

- Councillor Goode and the Admin Officer undertook the annual allotment inspection recently, where the assessment was positive, testament to the hard work of the Admin Officer.
- Agreed that Councillor Fenton to replace Councillor Williams in taking the lead on allotments, alongside Councillor Goode.

2223/28 Town Clerk's Report

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

2223/29 Correspondence

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

- a) Emails from residents re concerns over precept rise for 2022-23: acknowledged, more information on this is included in the Annual Report 2021-22.
- b) Emails from insurance brokers re insurance provision: acknowledged.
- c) Email from Kersten England: acknowledged, Town Clerk also asked for further updates on Priestthorpe Annexe, awaiting response.

2223/30 Promotional items

Resolved to promote the following items for publication:

- Agenda item 2223/01: Election of Chair.
- Agenda item 2223/07: Levelling Up Funding bid update, including brief information on this.
- Agenda item 2223/09: Election of Vice-Chair.
- Agenda item 2223/09: Reviewed committee and working group membership.
- Agenda item 2223/18: Draft Neighbourhood Plan approved.
- Agenda item 2223/23: Markets – keep publicising them.

2223/31 Exclusion of press and public

Resolved to exclude members of the press and public from items 2223/32 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1 (2)) during consideration of an item of a confidential nature.

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

2223/32 Annual Report costs

Resolved to approve the cost of for printing and for delivery of the Annual Report 2021-22, as follows: £1,739 for printing 12,500 copies; £1,242 for delivery; agreed that the Town Clerk to liaise with the delivery team lead to go through the maps to ensure all addresses in the parish are reached.

2223/33 Date of next meeting

The date of the next Full Council meeting agreed as Tuesday 28th June 2022 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley, BD16 4LJ.

The meeting closed at 9.05pm.