

BINGLEY TOWN COUNCIL



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

Minutes of the Full Council meeting of Bingley Town Council held on Tuesday 28th June 2022 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley

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

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

Members of the public: One

Meeting commenced at 6.40pm.

2223/34 Chair's remarks

Resolved to receive the following remarks from the Chair:

- The monthly Farmers' Market in June was again disappointing regarding the number of stalls and footfall.
- Last litter pick was another success.
- Several Councillors attended the Eldwick Gala last week.
- Floral displays are now in place, with the summer bedding plants being distributed to community groups.
- The Hub public toilets were closed for two days last week for the foundations of the Changing Places toilet to be dug, which unfortunately coincided with the event in Market Square facilitated by the fire brigade to raise fire safety awareness.
- The Annual Report 2021-22 is being delivered to the parish: please can all councillors who have not received this inform the Town Clerk.
- Following agreement at the last Full Council meeting a letter of support was sent to Bradford regarding their Levelling Up Fund bid, which stated that the Town Council support any initiatives that benefit Bingley and address residents' concerns, including improving the town centre, enhancing tourism assets, greater community facilities including a community pool and increased employment opportunities.

2223/35 Apologies for absence

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

2223/36 Disclosures of interest

Cllr Carney declared an interest in agenda item 2223/40a on Bingley Pool.

No written requests for dispensation had been received.

2223/37 Minutes of previous meetings

Resolved to approve the minutes of the Full Town Council meeting held on 31st May 2022 as a true and correct record.

2223/38 Confidential items due to be discussed after item 2223/57

Resolved that agenda item 2223/52 be discussed in confidence following the exclusion of the press and public in agenda item 2223/57, due to its sensitive nature.

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Chair.....

Date.....

2223/39 Public Participation

1. Bingley Weekender:

A member of the public made comments regarding Bingley Weekender, expressing concern that this would be made up predominantly of all male acts, and asked whether the Town Council could use its influence to request a 50/50 gender balance in the festival line ups with the promoters, Bradford Council and Bingley Rugby Club. The Chair highlighted that the event is a privately run one, commissioned by Bingley Rugby Club, with no facilitation from either Bradford Council or the Town Council, however it was agreed to draft a letter to be sent after the event promoting gender balance; to be included as an agenda item at the next Full Council meeting for further discussion.

2223/40 Ongoing items

a) Bingley Pool:

On behalf of the Friends of Bingley Pool, Councillor Carney apologised for lateness of their Report concerning the Levelling Up Fund bid in relation to Bingley Pool, which had been received by the Town Council this afternoon, and asked that the Town Council fully endorse and support their Report's conclusions. Agreed that the Town Council to send a message of support to the Friends of Bingley Pool: wording to be agreed via email confirmation in the next few days, to give everyone time to read the Report thoroughly.

b) Changing Places toilet facility:

The Chair reported that Councillor Williams has provided the update that the Hub public toilets were closed on 22nd and 23rd June to allow the foundation work on the Changing Places toilet to commence, where unexpected lumps of concrete were found. The new drains have now been installed and the ground levelled, however no new concrete yet poured, which may delay the completion date until September: awaiting further updates. Agreed that the Town Clerk will make the contract available for inspection by councillors to understand the terms and conditions and whether we are liable for any additional costs due to these issues.

2223/41 Terms of Reference for Committees and Working Groups

Resolved to approve the Terms of Reference for the following Committees and Working Groups:

- a) EMAC Committee.
- b) Finance and General Purposes Committee.
- c) Neighbourhood Plan Working Group.
- d) Staffing Committee.
- e) Youth Involvement Working Group, and to agree that DBS checks are required for adult members of Youth Involvement Working Group and staff: Town Clerk to amend the Terms of Reference accordingly.

2223/42 Election of members to Committees and Working Groups

- a) **Resolved** to elect the following members onto the Changing Places Working Group: no one else in addition to the current members Councillors Kirdale, Malik and Williams.
- b) **Resolved** to disband the Climate Emergency Working Group and to have a standing item for this issue on each Full Council agenda.
- c) **Resolved** to elect the following members onto the Emergency Support Sub Committee: Councillors Carney and Kirdale in addition to Councillors Heseltine, Fenton, Winnard and Goode.
- d) **Resolved** to elect the following members onto the Events, Marketing and Communications Committee: Councillor Carney in addition to Councillors Dawson, Gibbons and Kirdale, and additional lay member Jane Stone and Chris O'Neill.
- e) **Resolved** to elect the following members onto the Finance and General Purposes Committee: Councillors Beckwith and Fenton in addition to Councillors Carney, Gibbons, Goode, Kirdale, Miah and Truelove.

- f) **Resolved** to elect the following members onto the Neighbourhood Plan Working Group: Councillor Beckwith in addition to Councillors Dawson, Gibbons, Truelove and Williams, and lay members John Dekker, Andrew Quarrie, Tony Urwin and Martyn Weaver.
- g) **Resolved** to elect the following members onto the Planning Committee: no one else in addition to current members Councillors Clough, Drucquer, Fenton, Gibbons, Heseltine and Truelove.
- h) **Resolved** to elect the following members onto the Youth Involvement Working Group: Councillor Miah in addition to Councillors Carney and Kirdale.

2223/43 Finance

- a) **Resolved** to receive and approve the schedule of payments for June and to agree the bank reconciliations for May 2022.
- b) **Resolved** to receive and approve the Annual Governance and Accountability Return (AGAR) for 2021-22 as follows:
 - (i) **Resolved** to receive and note the Annual Internal Audit Report for 2021-22.
 - (ii) **Resolved** to approve Section 1 Annual Governance Statement for 2021-22: duly signed by the Chair and Town Clerk.
 - (iii) **Resolved** to approve Section 2 Accounting Statements for 2021-22: duly signed by the Chair.
 - (iv) **Resolved** to note the period for the exercise of public rights, being Wednesday 29th June to Tuesday 9th August 2022.
 - (v) **Resolved** to receive and note the Internal Auditor's year end supplementary report, and to agree the actions as further Rialtas training for the Town Clerk and Deputy Clerk.
- c) **Resolved** to agree Councillors Beckwith and Dawson as the two internal controls' councillors: Town Clerk to liaise with them regarding the meeting to undertake the Quarter 1 controls.

2223/44 Neighbourhood Plan

Resolved to receive the following update on progress with the Neighbourhood Plan from Councillor Gibbons:

- Due to lack of quorum, next Working Group meeting is due to be held tomorrow evening.
- Recent meeting held for the initial feedback on the draft Plan from Bradford Council, included a number of comments which were related to style rather than content. Will be discussed with the consultant and group tomorrow.
- Aim is to make necessary changes and also await further comments from Bradford Council once they circulate the Plan more widely for feedback.
- Still aiming to go out to Regulation 14 consultation before the end of the summer.

2223/45 Finance and General Purposes (F&GP) Committee

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

- Terms of Reference reviewed.
- Assets of Community Value nomination applications approved.
- Broadband for Hub approved: now connected.
- Portaloos for Play in the Park: due to a mix up with the dates the bookings have been cancelled, agreed to continue investigating further bookings.
- Amended Reserves Policy approved.

2223/46 Planning Committee

Resolved to receive an update from the recent Planning Committee meeting from Councillor Clough:

- Councillor Clough re-elected Chair and Council Heseltine as Vice-Chair for the municipal year.
- Corresponded with Philip Davies MP regarding Bradford Council's changes to their Planning Portal due to GDPR, the response to which has been circulated.

2223/47 Staffing Committee

Resolved to receive the following update from the Staffing Committee from Councillor Winnard:

- Recruitment process for Admin Assistant now complete, the successful candidate was offered the post after receipt of references and will be beginning employment the week commencing 25th July.

2223/48 Markets

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

- Town Clerk continuing to liaise with councillors and the representatives 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 the promotion of the markets to fall under the remit of the EMAC Committee going forward.
- Next Farmers' Market due to take place this weekend.

2223/49 Community Events

Resolved to agree the following regarding community events:

- a) Friends of Prince of Wales Park Carnival, Sunday 17th July 2022: Councillors Carney, Drucquer, Goode, Kirdale and Williams will attend and work together to represent the Town Council.
- b) Proposed Yorkshire Day Event (Bingley Market Square, Sunday 31st July 2022): previously agreed in principle to contribute towards funding the costs of the entertainment for this event; still awaiting grant application to come through from Bingley Chamber of Trade.
- c) World Cup and Christmas in Bingley, November/December 2022: Councillor Truelove reported that this event should be going ahead as planned, and that the organisers are still awaiting approval for the use of Market Square.

2223/50 Green and Clean

Councillor Goode reported the following on Green and Clean:

- Successful recent litter pick by Beckfoot School, with Councillors Barton, Goode and Williams in attendance in addition to several Green and Clean Champions, and over twenty bags of rubbish were collected.
- Next litter pick due to be held on Saturday 23rd July, location to be confirmed but may be in Cottingley.
- Bradford Council's Ambassador continues to receive positive feedback for the work in Bingley, which is making a difference.
- Plants ordered from a contractor via Bradford Council, and although there were discrepancies in order, Bradford Council have remedied this. A message has already been sent to local groups for their order for the autumn/winter plants, to be received and distributed in November. Bradford Council's Parks Manager recommended investigating the purchase of the plants locally instead: agreed that Councillor Goode to investigate this to take to the F&GP Committee.

2223/51 Five Rise Way-marking (pavement signs)

Councillor Gibbons reported that she will be attending a meeting of Bingley Ward Partnership tomorrow so will bring up the lack of progress on this issue then; nothing further to report on the stencils; liaised with Councillor Fenton regarding the possibility of brass inlays in the pavements, including reference to the City of Culture, Five Rise etc.

2223/53 Local Council Awards Scheme

Resolved to apply to the Local Council Awards Scheme, and to agree that the Town Clerk to pursue this.

2223/54 Town Clerk's Report

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

2223/55 Correspondence

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

- a) Emails from Interim City Solicitor at Bradford Council and resident re update on Priestthorpe Annexe funds: the Chair reported that it will take between three and six months for the Charity Commission to approve the charitable trust being set up by Bradford Council to distribute these funds so there may be scope for applications in early 2023; agreed that more information to be sought regarding the funds/interest once the trust has been registered.
- b) Emails from Bradford Council re acknowledgement of Asset of Community Value nominations: acknowledged.
- c) Email from resident re concerns over precept rise: acknowledged, Councillor Kirdale reported that he has requested that an agenda item on a multi-year project/budget strategy to be included on the next F&GP Committee meeting.
- d) Email from resident re concerns over town centre shops: acknowledged.
- e) Email from Bingley Fire Station re water safety event in Market Square, Bingley, on 22nd June: acknowledged.
- f) Emails from the Principal Engineer for Highways at Bradford Council re Speed Indicator Devices (SIDs): Councillor Miah reported that he and the Town Clerk have been liaising with Bradford Council re the SIDs, which they would now be unable to monitor due to limited staffing capacity, however they suggested that the Town Council could purchase the SIDs and provide volunteers to monitor them, who can be trained: agreed to include this item on the next F&GP Committee agenda for further consideration.

Councillors Beckwith and Miah left the meeting at 8.43pm.

2223/56 Promotional items

Resolved to promote the following items for publication:

- Agenda item 2223/40b: Changing Places facility update.
- Agenda item 2223/42: Election of further members to committees and working groups.
- Agenda item 2223/43b: Approval of AGAR 2021-22.
- Agenda item 2223/47: New member of staff.
- Agenda item 2223/48: Markets: monthly Farmers' Market and Bradford Council markets.
- Agenda item 2223/49: Friends of Prince of Wales Park Carnival, Sunday 17th July 2022 and Yorkshire Day event, Sunday 31st July 2022.
- Agenda item 2223/50: Summer bedding plants in place, autumn/winter plants to be ordered shortly.

2223/57 Exclusion of press and public

Resolved to exclude members of the press and public from items 2223/52 and 2223/58 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1 (2)) during consideration of an item of a confidential nature.

2223/52 Allotments

Resolved to accept the following update on allotments:

- One plot holder unable to attend due to mitigating circumstances, concerns as the plot is becoming infested with horse tail, which may spread: agreed that Councillors Fenton and Goode meet with the Allotments Officer to assess the area and take findings back to the next F&GP Committee for further discussion.

- Contract with a new tenant terminated due to lack of payment and signing of contract, as approved by the F&GP Committee, plot offered to the next person on waiting list.

2223/58 Hub doors' maintenance

Resolved to approve the quote for the Hub doors' maintenance at a cost of £2,700 from Healthmatic (including VAT).

2223/59 Date of next meeting

The date of the next Full Council meeting agreed as Tuesday 26th July 2022 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley, BD16 4LJ.

The meeting closed at 8.55pm.