

# BINGLEY TOWN COUNCIL



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

## Minutes of the Full Council meeting of Bingley Town Council held on Tuesday 26<sup>th</sup> July 2022 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley

Councillors present: **Clough, Dawson, Fenton, Gibbons, Goode, Heseltine, Kirdale, Truelove, Williams, Winnard**

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

Members of the public: Three

**Meeting commenced at 6.30pm.**

### **2223/60 Chair's remarks**

**Resolved** to receive the following remarks from the Chair:

- Council staffing team is up to new strength with the employment of the Admin Assistant, who will be working mainly on improving communications, working on social media etc.
- Friends of Prince of Wales Park event on 17<sup>th</sup> July was attended by several councillors, thanks especially to Councillors Fenton, Goode, Heseltine and Truelove for helping to make it a great success.
- Recent litter pick in Cottingley; Councillor Goode to provide an update in agenda item 2223/75.
- Monthly Farmers' Market in July was again disappointing regarding the number of stalls and footfall; next Farmers' Market is on Saturday 6<sup>th</sup> August.
- Play in the Park events are starting on Fridays throughout the summer, beginning this week.
- Received no feedback yet regarding the Levelling Up Bid, believe this is centred around Bingley Pool.
- Notification has been received regarding the nominations submitted to Bradford Council for Asset of Community Value status for Myrtle Park, which was successful, and Bingley Town Hall, which was unsuccessful; still awaiting a response on the nomination for Bingley Pool.

### **2223/61 Apologies for absence**

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

### **2223/62 Disclosures of interest**

None.

No written requests for dispensation had been received.

### **2223/63 Minutes of previous meetings**

**Resolved** to approve the minutes of the Full Town Council meeting held on 28<sup>th</sup> June 2022 as a true and correct record.

### **2223/64 Confidential items due to be discussed after item 2223/84**

**Resolved** that no agenda items to be discussed in confidence following the exclusion of the press and public in agenda item 2223/84, due to their sensitive nature.

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Chair.....

Date.....

## **2223/65 Public Participation**

### 1. Closure of bypass:

A member of the public thanked Councillor Winnard for his input regarding the closure of the bypass a few Sundays ago.

### 2. Event on Market Square, Bingley, 10<sup>th</sup> September:

The owner of the coffee house/bar The Secret Garden in central Bingley reported that they are planning an Alice in Wonderland event in Market Square on 10<sup>th</sup> September, to help businesses in the area, as they will be involved and publicised at the event, and to provide a local boost in morale. They confirmed that this event already has a temporary events' notice from Bradford Council, is licensed, and there will be room for market holders in morning, with space for trucks coming in and out. They requested that the public toilets at the Hub could be left open until 10pm on this day: to be discussed in agenda item 2223/74c.

### 3. Residents' concerns:

A member of the public commented on the improved look of Bingley town centre and surrounding areas, due to the litter picks led by Councillor Goode and the work of Bradford Council's Bingley Ambassador. They also highlighted several items on the balance sheet sent out to all the residents in the Annual Report for 2021-22, querying why £50,000 more had been paid out this year than previous years; the size of the staff costs, which is now a large percentage of the precept; and the increased cost of the toilets. They also asked if the Council is working to aid local businesses in the current financial climate. In response to the latter point, Councillor Kirdale explained that he has introduced the idea of the Community Gift Card to the Council, which is preloaded to be spent locally (discussed in agenda item 2223/70a). On the former points, the Chair confirmed that the comments had been noted, and explained that the cost of Changing Places toilet has increased the toilet costs this year, and confirmed that all councillors are volunteers therefore without the staffing team the administration of the Town Council would not take place.

**Agreed to take agenda item 2223/74c immediately after agenda item 2223/65.**

## **2223/74c Community Events**

**Resolved** to agree the following regarding the event at Market Square (10<sup>th</sup> September 2022, 12pm – 9pm): to approve this event and the Town Clerk to liaise with the event organiser and Hub cleaners regarding the request to keep Hub toilets open until 10pm on this day, under previously agreed delegated powers.

## **2223/66 Ongoing items**

### a) Bingley Pool:

No updates had been received by the Town Council from Bradford Council on the Levelling Up bid. Councillor Winnard reported that the Bradford Ward Councillors attended a briefing with the Strategic Director of Place at Bradford Council recently, where elements of Levelling Up Bid were outlined, with the Bingley bid, one of the five bids being submitted for the Bradford area, focusing on Bingley Pool. It was noted that the bid closing date has now been moved to 2<sup>nd</sup> August.

### b) Changing Places toilet facility:

Councillor Williams reported that the timeline for the Changing Places facility completion has been delayed slightly, with a potential date of 2<sup>nd</sup> September now provided for the arrival of the pod. He also confirmed that a new foundation plan has been put in place, the drains are all in and operational, and the pod is currently being constructed, however the foundation pads are not yet in place to put pod on. He also confirmed that the existing toilets will not need to be closed when the installation is underway, that the delay has not incurred any extra cost to the Town Council, and that he will inform all when confirmed dates are known.

### c) Climate Emergency:

Agreed to defer this item to be deferred to the September meeting, due to the absence of Councillor Barton, who will be investigating who owns this land in the interim period.

**2223/67 Finance**

**Resolved** to receive and approve the schedule of payments for July and to agree the bank reconciliations for June 2022.

**2223/68 Policies**

**Resolved** to approve the following policies:

- a) Complaints Procedure.
- b) Equality Policy.
- c) Health and Safety Policy.

**2223/69 Events, Marketing and Communications (EMAC) Committee**

**Resolved** to receive an update and to agree the following recommendations from the EMAC Committee from the Vice Chair, Councillor Kirdale:

- a) To approve the design and cost of poster for the next Farmers' Market, subject to amendment to include the artist's name and times they are playing, and to distribute in shops/post offices to publicise the Farmers' Market.
- b) To defer the approval of the Terms of Reference for further review at the next EMACC meeting, for recommendations to be made to the next Full Council meeting.
- c) To approve further lay members, Michelle Chapman and Donald Wood.
- d) To receive an update on markets, as follows: meeting held with Otley Town Partnership and Councillors Dawson, Gibbons and Kirdale to agree renewed effort to advertise the markets to increase stalls and footfall, including greater social media publicity, councillor presence (including the 2 gazebos), banners and bunting, and to consider greater remuneration for entertainers; follow up meeting to be held on 12<sup>th</sup> August.

**2223/70 Finance and General Purposes (F&GP) Committee**

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

- a) Community Gift Card motion withdrawn by Councillor Kirdale: councillors agreed to investigate alternative constructive ideas to bring business to Bingley.
- b) To ratify the review of several policies:
  - (i) Assets Policy;
  - (ii) Councillor Expenses Policy;
  - (iii) Financial Risk Assessment Policy;
  - (iv) Investment Strategy;
  - (v) Vexatious Complainants Policy.
- c) To agree the following further named emergency call out councillors: Councillors Fenton, Goode and Gibbons; that the Deputy Clerk to undertake a Hub key audit; that the Town Clerk to investigate an alarm call out facility, to be taken to a F&GP Committee meeting initially.
- d) Allotments' issues to be discussed under agenda item 2223/71 below.

**2223/71 Allotments**

**Resolved** to consider allotments issues, including to approve some of the recommendations from the F&GP Committee meeting on the following:

- Plot 27: derelict building to be removed for health and safety reasons prior to the new tenants taking over the plot, plus the plot is to be strimmed once the building is taken down (Council to organise).
- Plot 23: agreed that the recommendation from F&GP Committee that this should be left as it is as a wildlife area to be reviewed following a site visit from Councillors Fenton, Gibbons, Goode

and Heseltine that this area to be changed to use an allotment plot - to refer back to the F&GP Committee for further discussion.

- Trees: Allotments Officer to provide more information to the F&GP Committee on the location and reasons for the 13 trees that need to be removed (including to produce a plan of where proposed tree work is) and three quotes; and to obtain one additional quote for beck-side work where one tree to be removed and ivy cut back; further decisions needed on the heights of fruit trees.
- Rubble/hardcore to be used to make the path even and improve access to bottom fence.
- Weeds/fence encroaching on other plot holders: plot holders to be responsible for cutting back the weeds to a foot on their plots.
- Mitigating circumstances approved for one plot holder: to allow three months for plot to be 20% cultivated.
- Size of allotments: to be reviewed by the F&GP Committee.

### **2223/72 Neighbourhood Plan**

**Resolved** to receive an update on progress with the Neighbourhood Plan from Councillor Williams and to agree the following:

- a) To engage with Aecom (and Locality as necessary) to progress the update of the Masterplan and Design Codes, and to delegate this to the Town Clerk to progress.
- b) To engage with Aldred Design to commence work on conversion to a web-based version of the NDP and production of a Policies Map, and also investigate another two quotes as well (as per Financial Regulations), and to delegate this to the Town Clerk to progress.
- c) To identify the owners of the Green Spaces and Heritage Buildings and Structures, incurring the cost of the Land Register search as appropriate, and to delegate this to the Town Clerk to progress.
- d) To explore solutions to assist in the running of the consultation itself, and to delegate this to the Town Clerk.

### **2223/73 Planning Committee**

**Resolved** to receive an update from the recent Planning Committee meeting from Councillor Clough, including that the Terms of Reference have been reviewed (Town Clerk to include ratification of these on the next Full Council agenda).

### **2223/74 Community Events**

**Resolved** to agree the following regarding community events:

- a) Yorkshire Day Event (Bingley Market Square, Sunday 31<sup>st</sup> July 2022): attendance at the day by Councillors Dawson, Goode, Heseltine, Kirdale, Truelove, and Winnard (covering First Aid in the morning); Councillors Dawson and Kirdale to organise a rota.
- b) Bingley Weekender (5<sup>th</sup> August – 7<sup>th</sup> August 2022): to defer this item to the next meeting to consider liaising with the promoters regarding gender balance in the line ups.
- c) Discussed above, after agenda item 2223/65.
- d) World Cup and Christmas in Bingley (November/December 2022): Councillor Truelove to liaise with the organisers to request an update on this event.

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

### **2223/75 Green and Clean**

Councillor Goode reported the following on Green and Clean:

- Successful recent litter pick in Cottingley; next one in six weeks.
- Floral displays in Bingley looking great, watering contract working well: Councillors were requested to inform the Town Clerk regarding any baskets not looking up to standard.

**2223/76 Five Rise Way-marking (pavement signs)**

Councillor Gibbons reported that there are no updates on this issue.

**2223/77 Grit bins**

**Resolved** to agree the following regarding grit bin allocation for this year:

- a) To commence the audit of the grit bins to determine how much money will need to be spent on refilling and repairs: the Town Clerk to arrange for the Admin Officer to circulate the spreadsheet.
- b) To defer the determination how it will be decided where to provide new bins, being mindful that Bradford Council do not have the capacity to carry out a thorough assessment of all the bins in the area, to the next Full Council meeting.
- c) To defer the determination on whether to adhere to Bradford Council's policy of not providing new bins on unadopted roads to the next Full Council meeting.

**2223/78 Christmas**

**Resolved** to agree the following regarding Christmas this year:

- a) To receive and approve the Risk and Resource Assessment form for the Christmas plans this year.
- b) To approve the Christmas plans for this year, including to approve expenditure.

**Councillor Dawson left the meeting at 9.06pm.**

**2223/79 Play in the Park**

**Resolved** to agree the following regarding attendance at the Play in the Park events this year: Councillor Goode to attend all events with the Town Council banner, Town Clerk to arrange for the locations and dates to be circulated again to all.

**2223/80 Town Clerk's Report**

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

**2223/81 Correspondence**

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

- a) Emails from resident re precept rise concerns: acknowledged.
- b) Email from Beckfoot School re queries re Priestthorpe Annexe charitable trust: acknowledged.
- c) Two emails from residents re erroneous figure in Annual Report 2021-22: acknowledged, revised Report is on the website.
- d) Letters received by Planning Committee members re the release of Green Belt land and two potential housing sites on Heights Lane, Bingley: acknowledged, agreed single response back from the Council, to be sent by the Chair.
- e) Letter from Kersten England in response to the Council's letter re City of Culture status etc.: acknowledged.
- f) Emails from Bradford Council re Assets of Community Value: acknowledged, Myrtle Park accepted, Bingley Town Hall rejected, still awaiting decision on Bingley Pool.

**2223/82 Promotional items**

**Resolved** to promote the following items for publication:

- Agenda item 2223/66b: Changing Places facility update.
- Agenda item 2223/69a: Farmers' Market.
- Agenda item 2223/74a: Yorkshire Day event.
- Agenda item 2223/75: Litter picks.

- Agenda item 2223/79: Play in the Park event dates.
- Agenda item 2223/81f: Asset of Community Value nomination responses.

**2223/83            Date of next meeting**

The date of the next Full Council meeting agreed as Tuesday 30<sup>th</sup> August 2022 at 6.30pm at The Eldwick Church, Eldwick, Otley Road, Eldwick.

**2223/84            Exclusion of press and public**

No items of a confidential nature.

**The meeting closed at 9.15pm.**