

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 28th May 2024 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley

Councillors present: Beckwith, Carney, Fenton, Gentleman, Gibbons (Chair), Goode, Heseltine, Miah, Shaw, Truelove, Williams, Winnard

Councillors absent: Clough, Drucquer, Malik

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

Members of the public: Five

Meeting commenced at 6.30pm.

2425/01 Election of the Chair

Resolved to elect Councillor Gibbons as Chair to Bingley Town Council for the municipal year 2024-25; vote was carried out by a show of hands.

2425/02 Election of the Vice Chair

Resolved to elect Councillor Gentleman as Chair to Bingley Town Council for the municipal year 2024-25; vote was carried out by a show of hands.

2425/03 Chair's remarks

Noted the following remarks from the Councillor Gibbons, the Chair of the Town Council:

- This meeting marks the start of the municipal year.
- Congratulations to Councillor Winnard for his election as a Bradford Council Ward Councillor for Bingley Rural.
- Bingley Remembrance Group, in conjunction with the Town Council, are organising an event to commemorate D-Day in Market Square on 6th June – all welcome.

2425/04 Apologies for absence

Apologies received and the reasons for absence approved from Councillors Clough and Drucquer.

2425/05 Disclosures of interest

No disclosures of interest. No written requests for dispensation had been received.

2425/06 Minutes of previous meetings

Resolved to approve the minutes of the Full Town Council meeting held on 30th April 2024 as a true and accurate record.

2425/07 Confidential items due to be discussed after item 2425/31

Resolved to agree that no agenda items to be discussed in confidence following the exclusion of the press and public in agenda item 2425/31, due to their sensitive nature.

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Chair.....

Date.....

2425/08 Public Participation

1. Land at Woodvale Crescent, Bingley

A member of public who lives on Woodvale Crescent, Bingley, reported that the several members of the community who live there wish to transform a piece of wasteland in the area, and asked for advice on how to gain help for clearing the brambles etc.: advised to contact the Bradford Council Assistant Ward Officer for Bingley to determine who owns this land, Councillor Williams to pass the contact details on.

2425/09 Representation from Bradford Council Ward Councillors

Bingley Ward Councillors not present. As Ward Councillor for Bingley Rural, Councillor Winnard reported that the new Lord Mayor, Councillor Bev Mullaney, was appointed last week, and also highlighted that there have been a number of concerns regarding the build-up of traffic at Dowley Gap recycling centre, which has probably been exacerbated by closure of the other tips in the district; this has been raised with Bradford Council. He also reported that there are continued problems with fly tipping, particularly in the Lee Lane area in Cottingley, and that the Town Council needs to be aware of this ongoing issue.

2425/10 Ongoing items

a) Bingley Pool:

The co-chair of the Friends of Bingley Pool, Jeremy Thackray, provided an update on Bingley pool, including that the Friends have held meetings with the Bradford Council Ward Councillors for Bingley, the local MP etc. and that their focus will be determining the specification and model for the pool. This project will be discussed by Bradford Council's Executive at a meeting next week, the agenda for which outlines the business to be discussed, including that Bradford Council will need to provide match funding. The Friends are holding a meeting this Thursday and Mr Thackray confirmed that the pool is still being considered as a bundle with town hall; and that plans for the Squire Lane pool are still ongoing. He reported that the Friends would like Bingley pool taken off Bradford Council's list of assets for sale, as well as taken out of the joint town hall project, and for it to be refurbished into a 6 lane competition pool. Councillor Winnard confirmed that Bradford Council wish to close the gym based at the pool immediately, as it is losing money and usage is low; he also confirmed that further detailed investigations need to be done on whole building as part of a feasibility study, and that Bradford Council are favouring a 4 lane pool. Mr Thackray outlined that the three options are for a 4 lane pool, or 6 lane pool, or a complete rebuild, and Councillor Carney reported that Bradford Council are looking at giving the pool and town hall to a private company as they have not got the resources to maintain it, so the Friends need to campaign to ensure they get what they want delivered. Agreed that the Friends could make use of the Town Council's subscription with Survey Monkey to set up a survey for residents, and that the Town Council would help to publicise this via all its social media channels; also agreed that Mr Rattray to liaise with the Town Clerk to request the Hub's MPAN electricity number.

2425/11 Councillor vacancy

Noted there is one councillor vacancy; the deadline for requesting an election from Bradford Council is 3rd June 2024.

2425/12 Finance

Resolved the following:

- a) Annual Governance and Accountability Return (AGAR) for 2023-24:
 - (i) To note the Annual Internal Audit Report 2023-24.
 - (ii) To complete and approve Section 1: Annual Governance Statement for 2023-24.
 - (iii) To approve Section 2: Accounting Statements for 2023-24.
 - (iv) To note the period for the exercise of public rights as being 3rd June to 12th July 2024.

- (v) To note the Internal Auditor's year end audit supplementary report: agreed to change the allotment agreement to incorporate the notice period for payment as 40 days rather than 28 days, as required in legislation.
- b) To receive and approve the schedule of payments for May 2024.
- c) To agree the bank reconciliations for April 2024.
- d) To agree to ratify the Asset Register, subject to the amendment that the gazebo is located in Bingley, not Cottingley.
- e) Bank mandate/financial controls:
 - (i) To agree the four bank signatories: Councillors Clough, Goode, Truelove and Winnard.
 - (ii) To agree the two councillors to sign the monthly bank reconciliations and statements: Councillors Miah and Williams.
 - (iii) To agree one councillor to undertake quarterly internal controls: Councillor Drucquer.
- f) To confirm all Town Council subscriptions (SLCC, YLCA).
- g) To confirm all Direct Debit payees (BRISK/Stripe – Hub internet; Business Stream – water at the Hub and at Beck Lane allotments; Cloudy IT – IT support etc.; Document Solutions – photocopier printing; Information Commissioners Officer; Lloyds Bank – multipay card; NEST – staff pensions; O2 – staff phone; Public Works Loan Board (PWLB) – loan repayment; Siemens – photocopier lease; The Phone Co-Op – staff phones; TV Licensing – annual TV licence; Unity Bank – handling charge).

2425/13 Policy review

Resolved to agree the following:

- a) Appointment of Non-Councillors to Committees Policy.
- b) Code of Conduct.
- c) Communications Policy.
- d) Complaints Procedure.
- e) Disciplinary Policy.
- f) Financial Regulations.
- g) Freedom of Information Policy and ICO Publication Scheme.
- h) Grievance Policy and Procedures.
- i) Information and Data Protection Policy.
- j) Standing Orders, subject to the amendment to 1g so it reads: "An amendment at the discretion of the chair should be expressed in writing."

2425/14 Appointment of Committees and terms of reference

Resolved to agree the following regarding the appointment of committees and their terms of reference:

- a) Events, Marketing and Communications Committee (EMACC): Committee appointment and terms of reference agreed.
- b) Finance and General Purposes Committee: Committee appointment and terms of reference agreed.
- c) Neighbourhood Plan Working Group: Working Group appointment and terms of reference agreed.
- d) Planning Committee: Committee appointment and terms of reference agreed.
- e) Staffing Committee: Committee appointment and terms of reference agreed.

2425/15 Election of members to Committees and Working Group

Resolved to elect the following members onto the following committees/working groups:

- a) EMACC: Councillors Carney, Gibbons, Goode.
- b) Finance and General Purposes Committee: Councillors Carney, Fenton, Gentleman, Gibbons, Goode, Heseltine, Miah, Truelove.
- c) Neighbourhood Plan Working Group: Councillors Fenton, Gibbons, Heseltine, Williams.

- d) Planning Committee: Councillors Clough, Drucquer, Fenton, Gentleman, Gibbons, Heseltine, Shaw, Truelove.
- e) Staffing Committee: Councillors Clough, Gentleman, Gibbons, Malik, Winnard.
- f) Not applicable, due to changes to Standing Orders agreed above.

2425/16 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: Councillor Williams.
- d) Bingley Ward Partnership: Councillor Gibbons.
- e) Canal and River Trust: Councillor Gibbons.
- f) Parish Council Liaison Group: Councillor Goode.
- g) Plastic Free Bingley: none; it was noted that Jane Stone, a lay member of EMACC, is a member of this body.
- h) YLCA: Councillors Gentleman and Gibbons.

2425/17 Insurance

Resolved to agree the Council's annual insurance provision from Hiscox Insurance Company Ltd.

2425/18 Schedule of meetings

Resolved to agree to adhere to the current schedule for meetings: the last Tuesday of every month for the Full Council (except in December and January, for precept preparation and agreement); the second Tuesday in the month for Planning Committee meetings; the second Wednesday in the month for Finance and General Purposes Committee meetings; other committees and working groups to be agreed when necessary; committee/working group meetings to be held at the Hub; Full Council meetings to be held in various locations across the parish; all meetings to commence at 6.30pm.

2425/19 Annual Report

Resolved to agree the following regarding the Annual Report 2023-24: all lead councillors on completed and ongoing projects to put their article on Teams, deadline of two weeks from today (Tuesday 11th June); Town Clerk to resend the Teams link.

2425/20 Annual Town Meeting

The recent Annual Town Meeting was discussed, with disappointment being expressed regarding lack of attendees, apart from the grant recipients providing presentations.

2425/21 Events, Marketing and Communications Committee (EMACC)

Noted the following update from Councillor Gibbons from the recent EMACC meeting:

- Major discussion regarding the event to commemorate the 80th anniversary of D-Day anniversary: Councillor Carney confirmed that Bingley Remembrance Group have put together a brief programme of events, including cadets, sea scouts and a military marching band, the event will start at 8.30pm, with the Lord Lieutenant reading the official proclamation and the beacon will be lit at 9.15pm in Market Square – agreed that Councillor Goode and the Town Clerk to test the beacon prior to the event.
- The Bingley Creates festival taking place in May next year was also discussed, with a pop up farm at Myrtle Park on Saturday 3rd May 2025, the arts and crafts festival on Sunday 4th May 2025 and Walkers are Welcome festival on Monday 5th May 2025.
- Councillor Goode reported that the bandstand concerts are continuing and confirmed that the electricity is now connected.

2425/22 Finance and General Purposes (F&GP) Committee

Noted the following update from Councillor Winnard from the recent F&GP Committee meeting:

- Standing Orders were reviewed and recommendations made.
- Allotments updates: accepted a quote for removal of asbestos.
- Green and Clean: Councillor Goode confirmed that the next litter pick is taking place at Crossflatts on 22nd June 2024, which will be a joint event with Crossflatts Village Society.

2425/23 Neighbourhood Plan Working Group (NPWG)

Noted the following update from Councillor Williams on the progress with the Neighbourhood Plan:

- Open days were reasonably attended.
- 66 responses were received to the survey, with 18 written comments, which is disappointing – the consultant has advised that the comments can be dealt with properly, with no significant changes to the draft Plan.
- Response has been received from Bradford Council, which will be discussed with the consultant prior to the next NPWG meeting.

2425/24 Planning Committee

Noted the following update from Councillor Heseltine: minutes outline the planning application recommendations made.

2425/25 Five Rise Way-marking (pavement signs)

Noted the following update from Councillor Gibbons on the Five Rise way-marking scheme: revised the design as now looking at carved paving stones as the solution, will liaise with stonemasons about feasibility and cost.

2425/26 Town Clerk's Report

Resolved to accept the Town Clerk's Report.

2425/27 Correspondence

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

- a) Emails from residents and Leafletdrop representative re the late delivery of the Neighbourhood Plan Regulation 14 Consultation leaflet: Town Clerk explained that a partial refund may be received for this, awaiting confirmation.
- b) Email from McDonald's re proposal for Bingley: noted that the consultation period has now expired.
- c) Email from local student re Bingley Show: noted.
- d) Email from the researcher of Lord Foster re Safety of Lithium ion Batteries and e-bikes and scooters: noted.
- e) Email from Highways at Bradford Council re Proposed Shipley Area Wide Traffic Regulation Order (TRO) 2023-24: noted.

2425/28 Future direction of the Council

A discussion took place regarding the future direction of the Town Council, with views being expressed that the Council should be more pro-active and forward thinking, however it was also noted that the continuing work that the Council undertakes, including litter picks, Play in the Park events, providing grants etc. is beneficial to the Bingley community. Councillors encouraged to bring forward projects, with the appropriate Business Case/Risk and Resource form. Noted that some Councillors find the paperwork off-putting.

2425/29 Promotional items

Resolved to promote the following items for publication:

- Agenda item 2425/01: Election of Chair.
- Agenda item 2425/02: Election of Vice Chair.
- Agenda item 2425/10a: Bingley Pool.
- Agenda item 2425/11: Council vacancies/co-option of councillors.
- Agenda item 2425/14: Committee/working group appointments/terms of reference.
- Agenda item 2425/15: Committee membership.
- Agenda item 2425/18: Schedule of meetings.
- Agenda item 2425/21: D-Day commemoration event, 6th June 2024.
- Agenda item 2425/27e: Direct people to link to look at potential TROs in the ward.

2425/30 Date of next meeting

The date of the next Full Council meeting agreed as Tuesday 25th June 2024 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley.

2425/31 Exclusion of press and public

None.

Meeting closed at 8.20pm.