



Shipley Town Council

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Dear Councillors Connors, Garside, Grady, Hickson, Khan, Longhorn,
Parkinson, Roberts, Robison, Spiers and Watson

You are hereby summoned to the
ORDINARY FULL MEETING OF SHIPLEY TOWN COUNCIL
to be held at 7.00pm on Thursday 29 April 2021

The meeting will be held remotely, in accordance with the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

An electronic link and telephone number to join the meeting will be sent to your electronic mail address, supplying access to the meeting by video link or telephone. A further electronic link and telephone number will be sent to your electronic mail address, supplying access to the consideration of confidential business (if so resolved).

Yours sincerely

Joe Ashton, Town Clerk, 25 April 2021

PUBLIC NOTICE

Meetings of Shipley Town Council are open to the press and public in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

Meetings of Shipley Town Council may be recorded and reported upon in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Openness of Local Government Regulations 2014*.

Members of the press and public requiring to view, listen to or participate in the meeting should use the video link or telephone number provided on the Shipley Town Council website at <https://shipleytowncouncil.wordpress.com/meetings/>. Please note that public participation is restricted to the designated session for that purpose*.

A G E N D A

ITEM 1 – CHAIR OF THE COUNCIL

- 1.1 To receive the Chair's opening remarks
- 1.2 To receive notification of the Chair's recent and forthcoming engagements (if any)

ITEM 2 – APOLOGIES FOR ABSENCE

- 2.1 To receive and note apologies for absence
- 2.2 To approve reasons for absence (if provided)

ITEM 3 – MEMBERS' INTERESTS

- 3.1 To receive disclosures of members' pecuniary and other interests
- 3.2 To agree dispensations for interests (if applicable)

ITEM 4 – PUBLIC PARTICIPATION*

- 4.1 To adjourn the meeting for a period of public participation
- 4.2 To invite district councillors and other guests to address the Council

ITEM 5 – MINUTES

- 5.1 To receive the draft minutes of the ordinary meeting of Shipley Town Council held 25 March 2021
- 5.2 To confirm, as a correct record, the draft minutes of the ordinary meeting of Shipley Town Council held 25 March 2021, for signing by the Chair

ITEM 6 – COMMITTEE REPORTS

- 6.1 To receive reports from committee chairs (if any):
 - Management – Councillor Connors
 - Allotments & Green Spaces – Councillor Hickson
 - Climate Emergency & Environment – Councillor Parkinson
 - Planning & Regeneration – Councillor Watson

ITEM 7 – COUNCIL STRATEGY

- 7.1 To agree and adopt the Outline Strategic Plan produced for Shipley Town Council by Local Council Consultancy (Society of Local Council Clerks)

ITEM 8 – PUBLIC TOILETS

- 8.1 To agree a recommendation from the Management Committee that the Caroline Street public toilets are re-opened for public use from 1 May 2021 if the renovation works have been completed to the Town Clerk's satisfaction (in consultation with the project surveyor from Braford Council and the Town Council's competent person for health and safety)

ITEM 9 – COUNCIL ENVIRONMENTAL POLICY

- 9.1** To suspend committee delegations for the duration of Item 9 and agree that the Draft Environmental Policy for Shipley Town Council is adopted to take effect from the Annual meeting of Council 2021.

ITEM 10 – COUNCIL MEETING VENUES

- 10.1** To note that local authorities must hold formal meetings in person from 7 May 2021 when legislation permitting remote and hybrid meetings will expire.
- 10.2** To note that the Council Chamber at Shipley Town Hall is too small to facilitate the social distancing requirements for meetings of the Full Council, larger committee meetings and public meetings.
- 10.3** To approve the use of any one or more of the following venues for meetings of Council, its committees, subcommittees and public meetings, from 7 May 2021: Kirkgate Centre (39A Kirkgate); Shipley Library (2 Well Croft); Victoria Hall (Victoria Road, Saltaire); school premises; Shipley College premises; and church premises (if secular premises are unavailable).
- 10.4** To delegate arrangements for room bookings to the Town Clerk, within the existing, pre-agreed budget for accommodation.
- 10.5** To note the Town Council's obligations under the Equality Act 2010 to ensure that meetings are accessible to councillors, staff and the public: *Social distancing requirements indicate that an amplification system will be needed at meetings for sound, ideally to include a hearing loop. Suitable facilities are not available in most venues and it is therefore necessary to hire or purchase a portable system. Given the likely ongoing need for such equipment, purchase is likely to be best value. Such a purchase can also be used in Shipley Town Hall if the Council Chamber is brought back into use and at other events including, potentially, outdoor events. Coomber is a leading UK supplier of audio systems for schools and village halls. Enquiries suggest that a flexible and robust system is likely to cost up to £2,000 including accessories.*
- 10.6** To agree a budget from the general reserve of up to £2,000 for the purchase of an audio/public address system suitable for use at meetings of the Council, its committees, subcommittees and public meetings and to delegate the expenditure to the Town Clerk in consultation with the members of the Management Committee.

ITEM 11 – STATUTORY OFFICERS

- 11.1** To agree that the holder of the post of Administrative Officer to Shipley Town Council is appointed Deputy Proper Officer for periods during which the Proper Officer is absent for seven days or fewer.
- 11.2** To agree that the holder of the post of Administrative Officer to Shipley Town Council is appointed Deputy Responsible Financial

Officer for periods during which the Responsible Financial Officer is absent for seven days or fewer.

ITEM 12 – MOTIONS WITH NOTICE

- 12.1** To agree a motion proposed by Councillor Hickson regarding nuclear disarmament:

Shipley Town Council:

Is deeply concerned about the grave threat that nuclear weapons pose to communities throughout the world, including ours. Any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment.

Firmly believes that our residents have the right to live in a world free from this threat.

Recognises the need to convert the manufacture of weapons of mass destruction to the production of socially useful products giving workers the appropriate training and protection of jobs, skills and pay.

Recognises the necessity of creating a nuclear weapons free world.

Consequently, declares its unequivocal support for the United Nations Treaty on the Prohibition of Nuclear Weapons which came into force on 22 January 2021 and provides a complete ban on developing, testing and using nuclear weapons.

Is disappointed that the United Kingdom government has refused to sign or ratify this landmark treaty.

This Council resolves to write to:

The United Kingdom government urging it to sign and ratify the Treaty on the Prohibition of Nuclear Weapons, thereby joining the global majority of countries opposed to nuclear weapons.

Our Local Member of Parliament urging him to press the UK Government to sign and ratify this Treaty.

- 12.2** To suspend committee delegations for the duration of Item 8.1 and agree a motion proposed by Councillor Roberts regarding Community Speedwatch:

Background

1. On 3 November 2020, the Planning & Regeneration Committee resolved that "Shingley Town Council supports the creation of a Shingley Community Speedwatch group and will allocate budget in financial year 2021/22 to fund equipment and training for such a group."
2. A new community Speedwatch Group ("Braking Point Saltaire") has now been established and wants to make use of a speed identification device to tackle anti-social driving.
3. Shingley Police have confirmed that they can issue advisory notices for any speeding offenders captured on the speed gun. They would not be able to prosecute as the camera would not be calibrated by the police and the user would have to be an officer who has had the correct police training.
4. A suitable laser monitoring device and supplier has been identified at a cost of £1,650.00 + VAT.
5. A total of £4,000 has been allocated in the financial year 2021/22 budget to fund equipment for a Community Speedwatch group.

Proposals

1. Shingley Town Council will purchase a laser monitoring device up to the value of £1,650.00 + VAT. This will be owned by the Town Council and made available to Speedwatch groups working with Shingley police.
2. Shingley Town Council will purchase additional equipment (including high visibility vests) as required by Speedwatch groups up to a total value of £200.
3. The remaining budget will be maintained for the purchase of additional speed detection equipment if required. This would be subject to a further resolution by the Planning & Regeneration Committee.

Further information

Details of the equipment proposed can be found online at <https://www.truvelouk.com/products/community-speed-watch-prolaser-3/>

Note: This motion was first proposed to the meeting of the Planning & Regeneration Committee as scheduled for 13 April

2021, which was cancelled because of the death of HRH The Prince Philip, Duke of Edinburgh.

- 12.3** To agree a motion proposed by Councillor Grady regarding support for children, that –

A grant of £6,000 is allocated to Wycliffe Church of England Primary School, Shipley Church of England Primary School, Saint Walburga's Roman Catholic Primary School, Saltaire Primary School and Hirst Wood Nursery School, to support vulnerable children during the school holidays in 2021.

Note: The £6,000 is a total to be allocated to each school in equal proportions. It is £2,000 more than the previously agreed budget, requiring £2,000 to be re-allocated from the general reserve. The allocation is for three holiday periods: Summer Half Term (31 May to 4 June), Summer (26 July to 3 September) and Autumn Half Term (25 October to 29 October).

There is no specific power to provide such a grant; as such, the Council will rely on use of Section 137 of the Local Government Act 1972. In agreeing the motion, Council is therefore acknowledging that the expenditure will be commensurate with the public benefit.

ITEM 13 – KIRKGATE, SHIPLEY – PROPOSED BUS ONLY STREET

- 13.1** To note the Bradford Council consultation regarding the proposed conversion of a section of Kirkgate to a “bus only street” and associated measures on adjacent streets
- 13.2** To agree a response (if applicable)

ITEM 14 – PROPOSED WINDHILL & BOLTON WOODS COMMUNITY COUNCIL

- 14.1** To note the Bradford Council consultation regarding the proposed formation of a new community (parish) council for Windhill and Bolton Woods, which will border Shipley civil parish to the east
- 14.2** To agree a response (if applicable)

ITEM 15 – CORRESPONDENCE

- 15.1** To note correspondence received by the Town Clerk and which requires the attention of the Council (correspondence to be circulated separately)
- 15.2** To agree any actions arising

ITEM 16 – URGENT NOTICES AND REPORTS

- 16.1** To receive urgent notices and reports, for information only, from the Town Clerk

- 16.2 To receive urgent notices and reports, for information only, from Members of the Council

ITEM 17 – PUBLICITY

- 17.1 To agree the publicity statements arising from this meeting

ITEM 18 – FUTURE BUSINESS

- 18.1 To note the items of business arising for consideration at future meetings (Town Clerk to report)
- 18.2 To receive advance notice from Members as to tabled future business

ITEM 19 – CALENDAR OF MEETINGS

- 19.1 To agree a revised date for the Annual Meeting of the Council 2021/22 (the permissible range of dates is 17 May 2021 to 25 May 2021)
- 19.2 To agree a date for the Annual Town Meeting, which must take place before 1 June 2021

ITEM 20 – CONFIDENTIAL BUSINESS

- 20.1 To agree, under the provisions of the *Public Bodies (Admission to Meetings) Act 1960*, that exclusion of the press and public is required, during consideration of business of a confidential nature and in recognition that the disclosure of the confidential business to be transacted would be prejudicial to the public interest, for the following reasons: Item 21 – personal data and staffing matters.

ITEM 21 – STAFFING

- 21.1 To agree a recommendation from the Management Committee regarding the occupied post (fixed term to 30 September 2021) of Temporary Clerk to the Council and the arrangements for succession
 - 21.2 To agree a recommendation from the Management Committee that Microsoft 365 Business Standard, including Microsoft Teams, is purchased for use by staff and councillors, at a total annual cost of up to £1,465+VAT, to be taken from the general reserve
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