



**DRAFT Minutes of the Meeting of the Governance Committee held on
20th November 2023 at 7pm**

Present: Cllr Dixon, Cllr Jennison, Cllr Foster

In attendance: Clerk

GOV2324/44 Chair's opening remarks

None

GOV2324/45 Approve reasons for absence.

Resolved that Cllr Turner's reason for absence was approved.

GOV2324/46 Disclosures of interest

None

GOV2324/47 Resolved that the minutes of the meeting of the Governance Committee held on Monday 11th September 2023 were approved.

GOV2324/48 Resolved that the minutes of the Extraordinary Staffing Sub Committee held on Monday 11th September 2023 were approved.

GOV2324/49 Clerks Report

- The Clerk updated the Committee on the latest e-newsletter statistics. It was noted they were useful information to have on a regular basis.
- The Clerk (as delegated) advised the Committee that, after obtaining quotes, 'Account-ant' had been appointed to conduct our Interim Audit. An interim Audit was scheduled before Christmas and then the Internal Audit for the AGAR would be scheduled appropriately.
- The Clerk confirmed that Bradford Council had confirmed that no election had been claimed for the recent vacancy in the South West Ward and so Baildon Town Council could now progress filling the vacancy according to its Co-Option Policy.

GOV2324/50 Public Participation

None

GOV2324/51 Important information from Councillors and Staff

Cllr Jennison had met the Baildon Fair Trade representative to discuss the recent review of the status. A new logo had been produced and would be forwarded to the Council in due course.

Resolved: once the Fair-Trade logo was received a review of the Council's use of logos generally was delegated to the Clerk to report back to this Committee.

GOV2324/52 Ian Clough Hall (ICH) Update

Resolved to disband the ICH Sub Committee as it had served its purpose and was not needed anymore.

A meeting with Cavendish Consulting and Macarthy Stone was upcoming prior to them organising public consultation pre-application to develop the site.

GOV2324/53 Application for Local Council Award Scheme Foundation Level.

Resolved to progress the application as outlined in the Clerk's report (points a – f) and to delegate to the Clerk the updating of the Training Policy for inclusion in the application.

GOV2324/54 Community Infrastructure Levy

The receipt of £1,768.22 from the Community Infrastructure Levy (CIL) in 2023/24 was noted.

Resolved that there would be CIL expenditure of £1,768.22 on Jenny Lane Playground refurbishment project in 2023/24.

GOV2324/55 Financial Reports

Resolved:

55.1 The Budget monitor 23/24 to end October 2023 was noted.

55.2 Schedule of payments Sept-Oct 2023 (includes credit card payments)

55.3 Internal Controls Checklist and Report was noted and the actions in the report agreed and delegated to the Clerk.

55.4 Bank statement 31-10-2023 was noted.

55.5 Bank reconciliations September and October were noted.

55.6 the breakdown of Section 137 expenditure was noted.

GOV2324/56 Proposal to delete the Environmental Warden post.

Background to the report was presented by Cllr Dixon and the report was discussed.

Cllr Dixon proposed an amendment to the resolution as follows;

"There is no operational need to replace the Environmental Warden due to other arrangements which have been made and are working and the post is deleted".

56.1 Resolved to accept this amendment.

56.2 Resolved that it is recommended to Full Council on 4th December that: a) small budget adjustment (£1,000) is built into 2024/25 budget, b) the system of logging, managing and reporting issues raised by the public via the office is strengthened, with info fed into relevant committees as needed, c) that there is no operational need to replace the Environmental Warden due to other arrangements which have been made and are working and the post is deleted and d) the situation should be monitored over next 6 months and fed into staffing review by Clerk in 2024.

56.3 Resolved a staffing review will need to have clear Terms of Reference and this process is delegated to Staffing Sub Committee.

GOV2324/57 Governance Committee budget for 2024/25

Resolved to:

- 57.1 delete budget lines 2000, 2021 and 2030 as these were not needed anymore.
- 57.2 reduce the Library budget from £8,000 to £5,000 in 2024/25
- 57.3 to approve the proposed 2024/25 Governance Committee budget.

GOV2324/58 BTC Draft budget for 2024/25

Resolved to:

- 58.1 to accept the recommendations of the Economy, Environment and Community Committees regarding their 2024/25 budgets.
- 58.2 to note the draft 2024/25 budget proposed by the Clerk/RFO subject to minor technical adjustments delegated to the Clerk and recommend this budget to Full Council.
- 58.3 to recommend to Full Council that there is a 2% rise in our precept to cover the deficit. This percentage rise equates to £0.97p per average Band D tax payer in Baildon.

GOV2324/59 Asset Register

Resolved to delegate to the Clerk the confirmation of ownership of the noticeboards and to make minor adjustments to the Asset Register and to review the Asset Register annually.

The 2023/24 Asset Register was noted and approved.

GOV2324/60 Publication Scheme

Resolved: The Publication Scheme was reviewed and approved subject to the following amendments delegated to the Clerk:

- Email contact to change to enquiries@baildowntowncouncil.gov.uk
- Charges to provision of hard copy documents needed stating.
- BTC Action Plan would replace mention of Parish Plan
- Further services provided by the Council should be inserted.

GOV2324/61 To consider current Planning applications on CBMDC website and to agree actions (see planning4Bradford.com).

23/02865/FUL Conversion of existing outbuilding to form new dwelling 1 Cecil Avenue Baildon West Yorkshire BD17 5LH

Resolved to make the following comments:

1 Cecil Avenue is one of the stone-built properties that gives Baildon its character and so the Town Council is concerned to see a proposal to build a dwelling in its garden.

The applicant acknowledges that 1 Cecil Avenue "was constructed at the turn of the 19th / 20th Century and is an attractive, imposing property, with a feature turret on the front (South-West) corner, along with

Document date: 22nd November 2023

Meeting date: 20th November 2023 Page 3 of 4

Signed.....  date..... 11 Jan 24

some attractive stone features, banding, large double windows with central stone mullions, heads and cills, and imposing chimney stacks.”

The proposal diminishes the pleasing aesthetics of the plot, reducing its garden area significantly with a consequent reduction in green space and trees.

The proposal overdevelops the plot and places the proposed new dwelling very close to existing neighbours on Collier Lane with loss of amenity for them.

The proposal includes a new access and driveway on to West Lane, a very busy arterial road in Baildon. BTC could not encourage the building of a new driveway here, so close to the junctions with Cecil Ave and Collier Lane.

There will be loss of biodiversity and natural habitat arising from this development.

Baildon Town Council objects to this application.

23/04052/HOU Rear extension to square off north east corner; roof extension to form gable wall and extend dormer window 10 Enfield Road Baildon West Yorkshire BD17 5PZ

Resolved to make the following comment:

The proposal appears to improve a property with little visual impact to neighbours and Baildon Town Council supports this application.

GOV2324/62 Promotional Opportunities

None

GOV2324/63 To notify the Clerk of any items for future agenda.

- Noticeboards
- Use of logos
- Draft Schedule of Council Meetings next meeting.

GOV2324/34 Next meeting date(s)

The next meeting of the Governance Committee will be on Monday 29th January 2024.

Document date: 22nd November 2023 Meeting date: 20th November 2023 Page 4 of 4

Signed.....  date..... 11 Jan 24