**Minutes of the Annual Council meeting held of Monday 22nd May 2023 at 7pm and first Full Town Council at 7:30pm**

**Present:** Cllrs Gill Dixon, Gill Jennison, Paul Sharkey, Joe Ashton, Ann Foster, Richard Knowles, Bill Wyatt-Millington, Maggie Town, Dave Reed.

**FC2324/01** **Election of Chair and Declaration**

**Resolved:** Cllr Dixon was elected as Chair.

**Resolved:** Cllr Jennison was elected as Vice Chair.

The new Chair’s Declaration of Acceptance of Office was signed/received in the presence of the Clerk.

**FC2324/02 Declarations of Office**

Declarations of Acceptance of Office for all Cllrs apart from Cllr John Turner and Cllr Joe Kean were signed/received in the presence of the Clerk.

**Resolved**: the deadline for Declarations of Acceptance of Office for those wo are absent will be before or at the next Ordinary Meeting ie. 8th June 2023.

**FC2324/03 Chair’s Remarks**

Cllr Dixon remarked that it had been a challenging year due to staff changes but as new Chair looked forward to several exciting projects coming up in the coming year including: a new Library and offices, refurbishment of the Jenny Lane Play area. Cllr Dixon welcomed the new Clerk. Priorities for the year ahead would be: the new Library, the redevelopment of the Ian Clough Hall site, the reservoir site, governance of the Council and seeking accreditation for a quality Council and the overall strengthening of teamwork between Cllrs and staff for the benefit of Baildon.

**FC2324/04 Apologies for absence**

**Resolved**: to accept the reasons for absence from Cllr Turner.

**FC2324/05 Disclosures of Interest**

Cllr Ann Foster lives close to the site for Planning Application 23/00392/FUL

Cllr Wyatt-Millington lives close to the site for Planning Application 23/01010/MAF

**FC2324/06 Minutes of the previous meetings**

**Resolved:** The minutes of the Full Council meeting held on 20th March 2023 were approved. The minutes of the former Planning Committee held on 19th April 2023 were approved

**FC2324/07 Terms of Reference (TOR) for committees**

Cllr Knowles asked which TOR heritage would appear. It was agreed this wording should be added “ to promote, protect and enhance Baildon’s heritage” to Environment Committee TOR. Cllr Jennison suggested that reference be made to the Shipley Glen Tramway in the Economy Committee TOR. No changes to Community Committee TOR.

**Resolved:** Subject to minor amendments to Environment and Economy TOR (as above) all the Terms of Reference for Economy, Environment and Community Committees were accepted.

There was a discussion about Governance Committee and its relationship to Full Council on issues such as staffing, major policies and property ownership/management. It was agreed that Governance Committee recommended changes on these issues to Full Council, where the decision would be made. This relationship was reflected in the TOR.

**Resolved:** to accept the Governance Committee Terms of Reference.

**FC2324/08 Committee Membership**

The following resolution was made regarding Committee Membership:

**Resolved**: Councillors were appointed to the Committees as follows:

Community: Cllrs Reed, Foster, Town, Kean

Environment: Cllrs Turner, Ashton, Kean, Wyatt-Millington, Sharkey

Economy: Cllrs Jennison, Dixon, Wyatt-Millington, Knowles

Governance: Chairs of the Committees above once appointed at the first meeting of that Committee plus Chair Cllr Dixon and Vice Chair Cllr Jennison

Planning lead: Cllrs Jennison and Foster appointed.

It was noted that Cllrs Foster, Knowles, Dixon, and Jennison would form the Neighbourhood Development Plan Working Group.

It was noted that Cllr Turner would join the Staffing Sub Committee subject to resolution at the next Governance Committee forming that sub committee.

All existing Committee Chairs were encouraged by the Chair to set up informal meetings prior to their committees for induction and familiarisation of members.

**FC2324/09 Standing Orders and Financial Regulations**

There were no changes to Standing Orders or Financial Regulations.

**Resolved:** Council adopts the Standing Orders and Financial Regulations and note they wil be reviewed by Governance Committee within the next 12 months.

**FC2324/10 Appointments to External Organisations**

It was noted that all appointments to external organisations must be made and noted at the first meeting of the Committees.

**Resolved:** Chair and Clerk are appointed to YLCA and Bradford District Local Councils Liaison Group.

**FC2324/11 To consider Planning applications.**

**Resolved:** This agenda item was deferred to the end of the Full Council as no members of public were present.

**FC2324/12Public participation**

None

**FC2324/13 Clerks Report**

The Clerk thanked all Cllrs and staff for their welcome and support during her induction period. Her first priorities were to look at staffing, financial obligations, Neighbourhood Development Plan. The Clerk encouraged Cllrs to promote the Cllr vacancy.

The promotion of the Cllr vacancy on the website was commended by Cllrs.

The Chair thanked the Deputy Clerk for his hard work through the interim period before the new Clerk started.

**FC2324/14 Important information from Councillors and Staff**

Cllr Knowles referred to the proposal to set up a Baildon Civic Trust and Historical Society and that there was a public meeting on 23rd May to assess support. Such a group would be independent of Baildon Town Council but some support was being given as previously resolved in the early stages.

Cllr Wyatt-Millington proposed that a City of Culture Working Group be set up after the summer.

Cllr Wyatt-Millington to convene a working group later in the year.

Cllr Dixon noted that she would be setting up an informal gathering at BHCC for Cllrs and staff as this was important to familiarise the whole team with Bracken Hall activities and would be a good way to get to know everyone.

Cllr Dixon noted the Annual Town meeting had gone very well.

**FC2324/15 TramTrain Proposal**

Cllr Knowles presented a paper on the merits of introducing a TramTrain system to Bradford City Centre and its benefits to the whole district and especially Baildon. The shortcomings of the transport systems in Baildon were discussed ie timetable reductions, lack of connectivity between buses and trains, connectivity to Leeds and so on. The proposal for TramTrain has been sent to the Leader of CBMDC who has said she will address it later this year. It has also been sent to the Mayor of West Yorkshire and a range of local cross-party politicians. There was discussion about this proposal related to the 20/40 Transport Plan as this proposal would be less expensive and would be complimentary. There was discussion of the Friends of Baildon Station campaign to re-instate the timetable. The Council was unanimous that the TramTrain was a vitally important issue to the future prosperity of Baildon and the district and it needed wide and cross-party support.

**Resolved:** Baildon Town Council approve and support the Bradford TramTrain proposal to improve the frequency and connectivity of train services available to Bradford, Leeds and beyond.

**Resolved**: to nominate Cllr Knowles to be authorised to represent Baildon Town Council in any discussions about the proposal with external organisations locally and regionally. And that all Cllrs are encouraged to lobby within their networks for this proposal. Specially Cllr Knowles should attend meetings with neighbouring authorities eg. Town Deal Board., Shipley and Shipley Development Framework.

**FC2324/16 Internal Financial Controls Check/Internal Audit**

The Clerk clarified that the proposed resolution to appoint two Councillors to review the Internal Audit was a mistake and was withdrawn from the agenda.

**Resolved**: Cllr Turner and Cllr Wyatt-Millington were appointed to conduct the internal control checks with Cllr Foster and Cllr Jennison as substitutes.

**FC2324/17 Bank signatories**

It was felt that a third bank signatory was required to authorise payments in case the other signatories were unavailable.

**Resolved:** Cllr Wyatt-Millington was appointed as the third bank signatory.

**FC2324/18 Finance**

The approved budget with expenditure/income from 1st April updated to show balances. It was felt that if possible column headings could be made clearer. Delegated budgets needed to be made clearer. At the first meeting of each Committee delegations should be noted to assist with the Committee oversight role. It would also help if all delegations be listed separately.

**Resolved:** The Budget is noted by Council.

The Clerk makes the reporting improvements as described above.

**FC2324/19 Additional meeting of Full Council**

The Clerk advised that an additional meeting of Full Council would be needed in order to fulfil the Council’s responsibilities for the Annual Governance and Accountability Review. The agenda would be short.

**Resolved:** An additional Full Council would be summoned for 6:30 on 26th June immediately prior to Governance Committee on the same evening.

**FC2324/20 Promotional Opportunities**

The newsletter deadline and process was discussed. Carnival should be added to newsletter. Cllr Knowles confirmed he would do a press release about the TramTrain proposal.

**FC2324/11 Planning was taken at this point**

**Resolved:**

23/00392/FUL - [Change of use from antique shop to Micro pub](https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPGM27DHJR100&prevPage=inTray)

BTC broadly supports this application in the interests of economic development and supports the comments of CBMDC Environmental Health Officer with regard to restricting opening hours, ensuring that the license will prevent overspill onto the pavement and the control of noise so that residential amenity is conserved.

23/01010/MAF - [Demolition of dwelling, construction of 11 dwellings with associated access and landscaping](https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RRVNDWDHL2N00&prevPage=inTray)

BTC does not object to the application as it recognises the need for new homes in Baildon, but has significant concerns regarding the biodiversity report especially the loss of trees and open water (the culverted stream). Ardyng Nook is a ‘building of interest’ and BTC would like to see it retained as part of the development.

23/01339/HOU - [Single storey side extension](https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTAUEHDHLRL00&prevPage=inTray)

No comments

23/01396/HOU - [Demolition of existing garage, rebuild adjacent to new entrance into the site and construction of new conservatory](https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTGED4DHLW300&prevPage=inTray)

No comments

23/01415/HOU - [Two storey side extension and internal alterations to suit](https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTLYD2DHLXT00&prevPage=inTray)

No comments

23/01437/HOU - [Single storey extension to rear](https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTOCJEDHLZR00&prevPage=inTray)

No comments

23/01466/HOU - [Single storey rear extension to form a garden room/store](https://planning.bradford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RTS4NPDHM2300&prevPage=inTray)

No comments

23/01523/HOU - Pitched roof to approved rear (flat roof), extension and proposed pitched roof dormer to approved (velux window), to front elevation ref approval

No comments

**FC2324/21 To notify the clerk of any item for future agenda**

None

**FC2324/22 Next meeting date**

The date of the next Full Council is 26th June 2023. Cllr Town and Cllr Knowles will send apologies.