



**Minutes of the Meeting of the Full Council held on
22nd July 2024 at 7pm**

Present: Cllrs Turner, Wyatt-Millington, Shaw, Foster, Griffin, Knowles, Ashton, Town,

In attendance: Clerk, Deputy Clerk, Volunteer Coordinator, Geoffrey Shaw-Champion and Wendy Tonks (Baildon Civic and Historical Society), Cllr Allison Coates, Ward Councillor.

1. Chair's opening remarks

Cllr Turner welcomed everyone to the meeting. This was the first meeting at this venue and it was the intention of the Council to ensure that we moved meeting venues around Baildon and he thanked Cllr Knowles for suggesting it.

Cllr Turner notified everyone that the co-option item was not now happening at this meeting.

2. Approve reasons for absence.

FC2425/27 Resolved: Cllr Dixon, Sharkey and Reed's reasons for absence were approved unanimously

3. Disclosures of interest

Cllr Ashton in his position as Clerk of Shipley Town Council declared an interest in the Dot-to-Dot agenda item.

4. Minutes of the Annual Meeting of Council and First Full Meeting of Council held on 13th May 2024.

FC2425/28 Resolved that the minutes of the meeting of the Annual meeting of Council and First Full meeting of Council held on 13th May 2024 were approved.

5. Clerk's Report

No report

6. Public participation

None

7. Update from the Baildon Civic and Historical Society (BCHS) on Yorkshire Day celebration plans

Geoffrey Shaw-Champion thanked Cllr Foster and Cllr Griffin for help and advice. An update on the risk assessment for the event was discussed. Litter-Free Baildon were going to litter pick during the event. Bradford Council had been contacted about using the Stocks area on the day but no response as yet. Wendy had distributed bunting and flyers. Distribution of programmes was still needed and Cllr Foster offered to assist. Cllr Knowles offered to assist with distribution at the Farmers Market. The Bear Hunt – with 23 bears ‘hidden’ in shops and other locations - was being promoted.

After a history walk on 1st August finishing at 12 noon at the Potted Meat Stick Cllr Turner would make the proclamation for Yorkshire Day and there would be a specially written song.

8. Important information from Councillors and Staff.

None

9. Boundary Commission Update

Cllr Turner read out the draft consultation comment, previously circulated. Cllr Knowles commented that the Boundary Commission had adopted our proposal to not split Eldwick and make Baildon Ward match with the Town Council Area.

Cllr Ashton stated that he would abstain from the vote on this item as although he voted for the previous Council proposal it did have implications for his work as Town Clerk of Shipley and for other parts of the District. The proposals may engender negative reactions in other parts of the District and he felt we must be mindful of relationships with adjoining Town Councils. Cllr Turner commented that our concern had to be Baildon first.

Cllr Coates supported the approach to keep the Ward as one and not split Eldwick.

FC2425/29 Resolved: to approve the consultation response to the Boundary Commission as had been read out and to delegate to the Clerk its submission by the deadline of 19th August.

10. Co-Option

Not taken

11. Supporting Volunteering in Baildon

Cllr Foster presented the background to the report. Need for volunteers had been raised repeatedly at Annual Town meetings for 3 years running and throughout many community volunteering groups. It was a key need within Baildon and the lack of volunteers caused difficulties for big events and other activities. A working group had looked at 6 options for how this situation could be improved and 3 options had been taken forward. The Volunteer Co-ordinator had completed a full analysis which had been very helpful. What was being presented was a 6 months pilot project to explore how these options could be implemented to benefit volunteering in Baildon and evaluation would take place. There was a cost to doing this project.

The Volunteer Co-ordinated added that the options – creating a pool of volunteers supported by 3Rings (the volunteer management software), a brokerage scheme – a central point for information about volunteering roles and the Volunteer Fair would also comprise the pilot project. The Volunteer Fair last year had been funded by the BTC grant and had been successful with recruitment, networking and a point of contact.

Cllr Wyatt-Millington asked about the relative costs of 3Rings and the Volunteer Fair. 3Rings would cost £135 and the remainder would be spent on the Volunteer Fair if needed. Cllr Ashton clarified that the reserve was coming from general reserve.

Cllr Turner proposed the motion to approve the resolutions and Cllr Wyatt-Millington seconded. Unanimously accepted.

FC2425/30 Resolved:

1. To note the Report from the Chair of Community Committee
2. To approve the addition of the Project to the BTC Action Plan
3. To create an earmarked reserve from General Reserves for the Project of £1,000 to cover expenses related to 3Rings and the Volunteer Fair and delegate to the Clerk the spending of this earmarked reserve in consultation with the Chair of Community.
4. Staffing Sub Committee is asked to look in more detail at the indicative costings for the six months pilot project and make recommendations to Full Council and to inform the budget setting process.
5. Community Committee is asked to bring to Full Council a full evaluation of the Project at the end of the six months trial Project.

12. Local Council Award Scheme

The Clerk updated Council on the need for reviewing several documents in light of feedback from our Assessor for the Local Council Foundation level Award and the timescales for reapplication.

- Standing Orders

There were a couple of sections which needed adding in – Standing Order 1k and 1l (not as written in the agenda Section l and m) these related to how people could report meetings with permission. The other edit was to simplify the section related to procurement by reference to the NALC Legal Topic Note87 – Standing Order 18f.

FC2425/31.1 Resolved: to approve the revised Standing Orders

- Code of Conduct and Publication Scheme.

Both these documents needed a 'Review Date' added. The Code of Conduct was now to be reviewed in May 2025 and the Publication Scheme in November 2024 as it had last been reviewed in November 2023.

FC2425/31.2 Resolved: to approve the revised Code of Conduct and Publication Scheme

- Complaints Procedure

The Clerk reported that this had been improved to add more in about informal resolution and made a couple of typographical amendments.

FC2425/31.3 Resolved: to approve the revised Complaints Procedure

- Biodiversity Policy

Cllr Shaw invited the Deputy Clerk to summarise the background to this document. There was an amendment agreed to the section about invasive plants – ie that it was a legal requirement that we (through our contractors) deal with them *if they were found* on land we had *contracted to have cleared*.

Cllr Knowles felt we should revise the bullet point on footpath clearance to emphasize that we could only *endeavour* to do this and that the method should be bio-diversity friendly.

Cllr Ashton felt that there was a wider consideration around our contract for footpath clearance and that Environment Committee could usefully consider the wider implications of and actions arising from Bio-Diversity Policy more fully once this Policy Statement had been approved. Cllr Shaw suggested the review be done by May 2025.

FC2425/31.4 Resolved: to approve the Biodiversity Policy subject to minor amendments as discussed and delegated to the Clerk.

- Crime and Disorder Statement

The Deputy Clerk presented the background on the Statement which had been modelled on other Town Councils' statements. A copy of or link to Section 17 of the Crime and Disorder Act 1998 would be circulated to all Councillors. Cllr Foster felt that the Council needed more discussion about the measures we take to back up this Statement and that this would be under the remit of the Community Committee but that other councillors should be part of that discussion as it was a wide-ranging subject.

FC2425/31.5 Resolved: to approve the Crime and Disorder Statement.

13. Risk Assessment

This had had scrutiny from the Governance Committee.

FC2425/32 Resolved: The Risk Assessment and Risk Register were approved.

14. Dot-to-Dot Festival

The Clerk presented the background to the report which had originally been considered by Economy Committee and which they had resolved to come to Full Council for further consideration. Other councillors had also attended a community meeting to consider the proposal back in May 2024. The proposal was being made by Ian Andrews-Swales (IA-S), Chair of Saltaire Festival. There had been positives but also concerns and unknowns arising from the meeting in May. If Baildon did not take part then the concept of joining the townships on the River Aire may not work as well and the business model may be disrupted.

Cllr Ashton presented the idea that Baildon and Shipley/Saltaire partner together to reduce the risk for Baildon and this had the added advantage of using Roberts Park for a Baildon event ie shifting the focus from the village centre on this occasion. This had advantages for Shipley as well – moving their event to a park which didn't get as many events as Roberts Park and shifting the focus within Shipley.

Cllr Shaw stressed that the finale event in the park would be entirely organised by IA-S and that there would be no risk to the Baildon Town Council. But equally BTC might gather community groups to hold some cultural activities in the lead up. Cllr Wyatt-Millington said that any cultural events in the lead up to the finale event would need input from community groups to be successful.

It would be best if the Working Group proposed in Option 3 reports on progress to Full Council in December.

The Clerk pointed out that the proposal hadn't yet been put to IA-S and would be subject to that discussion.

Cllr Ashton stated he would be abstaining from the vote.

FC2425/33 Resolved: to approve Option 3 as the way forward ie. to develop a partnership with Shipley Town Council which focusses on Robert's Park for the finale event, to set up a small working group led by Economy Committee and reporting to Full Council and to delegate £500 from General reserves to a Dot-to-Dot earmarked reserve for expenditure related to setting up cultural activities in the lead up to the Festival Finale event.

15. Allotment Reserve

Following on from Environment Committee's decision (ENV2324/41.3) to support the replacement of the very dilapidated rear fence at Thompson Lane allotments using a combination of the budget and reserves over two years:

FC2425/34 Resolved: to approve the use £4,039 and £2,193 from Allotment Reserve in 2024/5 and 2025/6 to fund the replacement of the rear fence at Thompson Lane.

16. General Reserve Policy

There was discussion about the need to have a policy relating to all reserves and this could be looked at via Governance Committee in future.

FC2425/35 Resolved: to approve the General Reserve Policy

17. Baildon Town Council Action Plan 2024/25

The following amendments were agreed:

New item 5 relating to Volunteering Development in Baildon (see above)

Item 6 Cllr Turner gave an update about the situation. Delays were being experienced between Bradford council and the Charity Commission. All agreed it was imperative that this situation be speeded up as stakeholders were becoming frustrated. Cllr Turner confirmed he would be discussing whether the Town Council write to the Charity Commission to try to bring pressure to bear.

Item 15 should remain on – but reworded to reflect the monitoring of the Playground in the early stages of it being refurbished.

New item 16 should reflect the project to introduce a Woodland Play area at the front of Jenny Lane Playground. Wording to be inserted by the Clerk.

Item 20 Cllr Shaw to ask Cllr Sharkey about whether this item stays on.

Item 22 Omit

FC2425/36 Resolved: Subject to minor amendments as discussed and delegated to the Clerk approve the BTC Action Plan 24/25.

18. Promotional Opportunities

Cllr Turner discussed the idea of a photographic competition to increase the number of photos we held for publicity purposes.

Co-option opportunity

To notify the Clerk of any item for future agenda and next meeting date

The next meeting of Full Council is 23rd September 2024 at St James’s Church.
