



**Minutes of the Meeting of the Governance Committee held on
Monday 11th September 2023 at 7pm**

Present: Cllrs G Dixon, A Foster, Cllr J Turner

In attendance: Clerk, Cllr Pollard (Bradford Council Ward Member), residents of Providence Row

In the Chair: Cllr G Dixon

GOV2324/26 Chair's opening remarks

The Chair welcomed members of the public and Cllr Pollard to the meeting.

GOV2324/27 Approve reasons for absence.

Cllr G Jennison. Approved unanimously.

GOV2324/28 Disclosures of interest

None

GOV2324/29

Item 7 Planning Applications agenda item rearranged at chair's request.

present for this item.

Cllr Pollard provided background on the applications for this development – 18/027821 had timed out (that in itself had replaced applications in 2017 and 2016) and so the current application had been made. Residents raised concerns about access and egress to the site by cars from The Grove and Straits as they were narrow, one way and the former led to a public car park. There were also concerns about vehicle exit via Providence Row if exiting can't be achieved via Straits. Providence Row is unadopted.

There were concerns about the possible draining of the Mill Pond. Cllr Pollard has spoken to the Drainage Officer of Bradford Council to ensure that the works commencing are in line with the planning conditions to clean the pipes serving the Pond.

The need for proper planning processes around works to trees in the Conservation Area were also discussed as work had proceeded on a large willow on site.

Resolved: to make the following comments to Bradford Planning Authority and that the Clerk seeks a meeting between BTC and relevant Officers in Bradford Council to discuss concerns :

Document date: 13th September 2023 Meeting date: 11th September 2023 Page 1 of 5

SIGNED:

DATE: 20/11/23

Comments as follows:

Baildon Town Council understands that this application is part of a larger application being progressed concurrently with this one, and its comments are in the context of these applications taken together. Baildon Town Council has continuing and considerable concerns regarding this development on three specific issues:

- Firstly, there is concern around the access and egress to the development especially with regards to the proposed access and egress roads being via small and one-way highways, via a public car park and the potential to seriously disrupt the (unadopted) Providence Row. Baildon Town Council, in respect of these nine units, comments that there should be no access or egress for vehicles via Providence Row as per the original application.
- Secondly, whilst noting the Conditions in the previous planning permission, concerns remain regarding ensuring the conservation of the Mill Pond as a body of water of historic significance and potentially connected to water flow from the moor and which is also an important heritage and amenity feature. We await the survey as required under condition six of the planning conditions and urge that a date be set by which this survey should be completed and submitted to the LPA.
- Thirdly we have concerns about the preservation and sensitive management of all trees in the development and in accordance with the legal requirements in a Conservation Area.

Resolved: the Clerk will seek a meeting between BTC and relevant Officers in Bradford Council to discuss concerns **Resolved** to make the following comments to Bradford Council:

23/02946/HOU Oakleigh Lodge, West Lane, Baildon West Yorkshire BD17 5DL Two storey side extension

BTC considers that the development has been designed to maintain the existing height and appearance of property and has no objection, so long as the materials used are in keeping with the stone-built lodge.

23/02803/HOU 9 Tentercroft, West Lane, Baildon West Yorkshire BD17 5EX Single storey rear extension

BTC notes that the property forms part of a row of traditional cottages formerly used by weavers and is very close to the village centre conservation area. BTC thus trusts that any building work will be completed in materials and design sympathetic to the terrace. No objections

23/02975/HOU 2 Greenciffe Avenue, Baildon, West Yorkshire BD17 5AF First floor rear extension

BTC notes that whilst there is little change to the footprint of the house the area of the property is close to no. 36 West Lane and therefore hopes that the 'feature window' in the rear bedroom is designed to prevent the neighbours feeling overlooked. No objections

23/02638/HVC Holmfild, West Lane, Baildon, West Yorkshire BD17 5HD variation of a condition

The application makes minor amendments to the internal layout of the extension and so BTC has no objection.

23/02676/LBC 27 and 27A Station Road, Baildon, West Yorkshire BD17 6NW Proposed ground floor connecting door.

BTC has not objections however this property lies within the Station Road conservation area and so great care must be taken to preserve its heritage and appearance. BTC would seek the advice of Bradford Council Heritage Team in this respect.

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Document date: 13th September 2023

Meeting date: 11th September 2023

date

20/11/23

23/02903/FUL Hope Farm Green Lane Baldon West Yorkshire BD17 5AR Garage and Stable Block

This farm is situated on a very popular walking route, linking Baldon Hill to Hope Lane. Any significant changes will be in the eyeline of walkers and visitors to Baldon Hill (southern side). The Rights of Way officer states "the proposals do not appear to adversely affect the public rights of way." And yet in the application form, the applicant answers 'yes' to the question "Are there any new public rights of way to be provided within or adjacent to the site?". This needs clarity. The roof of the new garage block appears to be higher than the existing stable block. This also needs more clarity. Baldon Town Council wishes to ensure that important views are maintained.

GOV2324/30 To approve the minutes of the Governance Meeting held on 26th June 2023

Resolved: Minutes were approved unanimously

GOV2324/31 Clerks Report

The Clerk provided a timetable of BTC Policies needing review at future Governance meetings to assist with agenda planning.

GOV2324/32 Public Participation

Incorporated into item 7

GOV2324/33 Important Information from Councillors and Staff

Clir Turner provided feedback from the Volunteer Recruitment Fair that he had attended at the Community Link on 7th September 2023. This event had been supported by a grant from BTC. Clir Turner reported that voluntary organisations in Baldon were having difficulties as they couldn't recruit enough volunteers and that this was a common issue for them.

GOV2324/34 Finance - To receive and consider the following financial papers:

Resolved:

GOV2324/34.1 Budget Monitor 2023/24 was noted.

GOV2324/34.2 Payments June - August 2023 (including Credit Card Payments June - August 2023) were noted.

GOV2324/34.3 Bank Statement and August reconciliation were noted.

GOV2324/34.4 External Auditors Report and its presentation to Full Council on 9th October was noted and resolved to present to Full Council. The Committee recorded its thanks to the Clerk and Deputy Clerk for their work on the Audit.

GOV2324/34.5.1 To receive an update on spending from Reserves and to take any actions as required and 34.5.2. to consider allocating CIL income in reserves/budget to the refurbishment of Jenny Lane Play Area.

GOV2324/34.5.1 Reserves situation was noted.

Document date: 13th September 2023

Meeting date: 11th September 2023 Page 3 of 5

Signed

date 20/11/23

GOV2324/34.5.2 Resolved to spend the CIL budget £3,493 and the CIL Reserve £5,059.80 on the improvements to the Jenny Lane Play Area subject to Full Council seeing a design and proposal for the Play Area and what Bradford Council's allocation amount is.

GOV2324/35 Neighbourhood Development Plan Update

An update was given by the Clerk.

Resolved: Progress on the Neighbourhood Development Plan was noted.

GOV2324/36 11. To consider a progress report on the re-development of Ian Clough Hall site and take any actions as required.

A verbal report was given by the Chair.

GOV2324/37 To consider a report on the refurbishment of the Baildon Club site as the new library.

A verbal report was given by the Chair.

GOV2324/38 To consider a progress report on Emergency Planning from the Deputy Clerk and take any actions as required.

A report was presented by the Clerk. Councillors discussed the need for everyone involved to know their roles and responsibilities especially as we approached the winter. The Deputy Clerk has reviewed and reformatted the Emergency Plan and the next steps were refresher training for officers and Councillors.

Resolved: the Clerk should invite the new Emergency Planning Officer of Bradford Council to a meeting of Full Council to deliver either training or an update prior to arranging training on another date, depending on time available.

GOV2324/39 Exclusion of Press and Public

Resolved: to exclude the press and public under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), during consideration of business of a confidential nature.

GOV2324/40 Report from Staffing Sub Committee

Resolved:

- 40.1** The minutes of the last meeting (26th July) were noted and recommendations approved.
- 40.2** Cllr Sharkey was appointed to Staffing Sub Committee.
- 40.3** Final amendments to Staffing Sub Committee Terms of Reference were noted.
- 40.4** The revised job description and regrade for the Deputy Clerk was approved.
- 40.5** An update about the former Clerk was received.

GOV2324/41 To consider a report from the Clerk on the staffing budget 2023 – 2026 and consider options to address resolve the staffing budget deficit and resolve appropriate actions.

Resolved:

41.1 To address the budget deficit pressures in 2023/24 budget make a one-off virement payments, in line with Baldon Town Council's Financial Regulations (section 4.2 re 50% virement within Committee budgets), vire £4,000 from the Library Budget, £1,500 from the Planning Budget and to recommend to Full Council that £5,000 is taken as a one-off payment from general (unallocated) reserves.

In relation to the budget for 2024/25 there was discussion about the need for Chairs of Committees to carefully weigh up expenditure performance when starting the budget setting process for next year as there were pressures due to external factors of increased employee costs and cost of living rises. Spend needed to be focussed on delivering effective services. The approach to meeting these pressures would be different for this financial year and in future financial years.

Resolved:

41.2 Committees are asked to review budgets in the budget setting process for 2024/25 to provide a budget accommodating the projected pressures.

GOV2324/42 An update on the Contracts List in the light of Baldon Town Council's 'Buy in Baldon's Procurement Policy was considered.

42.1 Resolved:

The recommendations of the Clerk on contract renewals were noted and delegated to the Clerk. A pipeline of local suppliers publicised on the website was to be completed as soon as practicable. **42.2** A logo for suppliers wishing to publicise their supply of goods or services to Baldon Town Council was considered and agreed subject to small amendments were made to the design. Implementation was delegated to the Clerk.

GOV2324/43 Promotional opportunities

None

GOV2324/44 To notify the Clerk of any items for future agenda.

None (except for the policies listed at Resolution GOV2324/31 above)

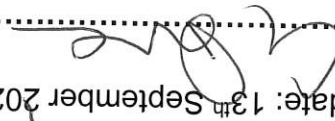
GOV2324/43 Next meeting date(s)

Monday 20th November 2023

Document date: 13th September 2023

Meeting date: 11th September 2023 Page 5 of 5

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date: 25/11/23

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