



**Minutes of the Full Town Council on 4<sup>th</sup> December 2023 at 7pm at The Community Link.**

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

**In attendance:** Cllr Pollard (Ward Member), Cllr Coates (Ward Member), Jan Pollard, James Laycock (Deputy Clerk), Dave Shaw and Vicky Doyle.

**Item 4 on the agenda was taken first. Vicky Doyle, Emergency Planning Team, Bradford Council** gave a presentation about the role of emergency planning day to day and in the event of an emergency. She covered the different types of emergency, risks, responses and activities, the West Yorkshire Local Resilience Forum, the joint approach with other services, how to effectively plan a response and the most effective communications with the Town Council in the event of an emergency.

Cllrs asked if training could be provided in the new year and Vicky agreed that this could be set up. Vicky Doyle was thanked for her very informative presentation.

The updated Emergency Plan has been circulated and is internal use only. The Clerk mentioned that there were moves for the three town councils on the River Aire (Bingley, Shipley and Baildon) to join up their planning.

**FC2324/75 Resolved:** to appoint Cllr Griffin as Lead Councillor for Emergency Planning.

**FC2324/76 Chair's Opening Remarks**

The Chair thanked everyone involved in the Christmas Lights Switch on which had been very successful. Cllr Jennison reported that the markets through the day had run well and no incidents had been reported. The road closure was a great success. A review meeting would be set up by the Deputy Clerk in due course.

The Chair drew Councillors' attention to the consultation event on 11<sup>th</sup> December with Macarthy Stone about their development on the former Ian Clough Hall site.

A meeting had been held with Bradford Council and external experts about Baildon Reservoir. A statement had been drafted with the intention of jointly issuing it soon in order to keep everyone up to date with the project. Suffice to say, development at the Reservoir would be a long project of several years.

**FC2324/76 Approve Reasons for Absence**

Cllr Town and Cllr Griffin reasons for absence were approved.

**FC2324/77 Disclosures of Interest**

Cllr Ashton declared an interest in relation to planning application 23/04226/HOU the address was close to a relative's house.

Document date 7<sup>th</sup> December 2023

Meeting date: 4<sup>th</sup> December 2023 Page 1 of 6

Signed.....

Date.....18/3/24



**FC 2324/78 Resolved:** The minutes of the Council meeting on 9<sup>th</sup> October 2023 were approved.

### **FC2324/79 Clerk's Report**

The Clerk would be starting to plan the Meetings Calendar for Council Year 2024/25 and invited Councillors to forward to her any issues or ideas prior to the first draft calendar being considered at Governance Committee on 29<sup>th</sup> January 2024.

Cllr Ashton enquired about whether the planning committee would be reinstated. A review of the way that the Council reviews planning applications was underway and a survey of all Councillors led by Cllr Jennison was underway to gather views. Until such time no decision would be made and the current system would continue.

The Clerk had had confirmation from the Baildon Civic and Historical Society that they were happy to take a lead on celebrations for Yorkshire Day in August 2024.

### **FC2324/80 Co-option of a Councillor**

There had been one application for the current vacancy – Mr Dave Shaw. A vote was held in public.

**Resolved FC2324/80** Mr Dave Shaw is appointed as a Co-opted councillor to fill the vacancy in the South West Ward in accordance with Baildon Town Council's Co-option Policy.

### **FC2324/81 Appointment of Councillors to Committees**

**Resolved FC2324/81.1:** Resolved to approve the appointment of Cllr Shaw to Environment Committee and Economy Committee according to Standing Order Section 3a iii.

**Resolved FC2324/81.2** The resignation of Cllr Wyatt-Millington from Environment Committee was accepted and approved.

### **FC2324/82 Public Participation**

Jan Pollard raised the issue that only three positive points had been noted in the Bracken Hall Countryside Centre and school groups should have been mentioned. She said that closing the Centre and moving it to another location would mean the end of schools and groups which was a shame. She asked how many Councillors had visited the Centre when a school/group was in action so they could see what was delivered?

Cllr Pollard described the significant financial pressures that Bradford Council was experiencing. He also mentioned that the Bilsdale Way planning application had been withdrawn but that it may return.

Cllr Coates noted the refurbishment work underway at the Temple Rhydding tennis courts and the fact that it seemed that access would be gated and on payment of admission. This was widely felt to be a huge shame and a backward step in terms of encouraging participation in sport and a healthy lifestyle. Councillors agreed it was a shame that BTC had not been informed about this in advance.

Document date 7<sup>th</sup> December 2023

Meeting date: 4<sup>th</sup> December 2023 Page 2 of 6

Signed.....

Date.....18/3/24.....



**FC2324/82 Resolved:** the Clerk to contact the relevant Bradford Council Officer to request the plans for the refurbishment and to circulate to Councillors.

**FC2324/83 Important information from Councillors and staff**

None

**FC2324/84 Update on the Boundary Commission proposals for Bradford**

The proposals were to include part of Eldwick into a new Ward called Baildon and Eldwick. The Coach Road area of Shipley and Baildon Town Council area would not be included in the Baildon Ward. Low Springs would be included in Baildon Ward.

Various issues were raised including:

- What did the people of Eldwick think about being included in Baildon? How does this decision fit the 'community' objective of the Boundary Commission?
- The history of the housing stock in the Coach Road area of Baildon Town Council area was such that there was an affiliation with Shipley but that the transport infrastructure meant connectivity to Shipley was more difficult than connectivity to Baildon.

**FC2324/84 Resolved:** Councillors consider the Boundary Commission's report (online link is: <https://www.lgbce.org.uk/all-reviews/bradford>) and send their thoughts to the Clerk by Friday 19<sup>th</sup> January 2024. The Clerk is delegated to produce a summary report for discussion at Governance Committee on 29<sup>th</sup> January 2024.

It is further resolved that Governance Committee will prepare the final submission to the consultation by the deadline of 5<sup>th</sup> February 2024.

**FC2324/85 Proposal to delete the Environmental Warden post.**

A discussion about the post was held. The previous postholder, who had retired in October, had developed an in-depth knowledge of the parish over a long period and was highly regarded by all. The postholder spent a lot of time out in the community and worked on cross cutting issues such as toilets, Christmas lights and environmental issues. Although the key duties of the post had been successfully delegated to the Deputy Clerk, it was felt important the tasks were closely monitored to establish if there are any remaining gaps. The way the review of the post had been conducted was also discussed. The cross cutting review had been completed in accordance with the Terms of Reference of the Governance Committee.

Council noted the resolutions (GOV2324/56.2 and 56.3) of Governance Committee on 20<sup>th</sup> November 2023 as follows:-

- small budget adjustment (£1,000) is built into 2024/25 budget,
- 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,
- 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
- the situation should be monitored over next 6 months and fed into staffing review by Clerk in 2024.
- That the Terms of Reference for the Staffing review is delegated to Staffing Sub Committee.

Document date 7<sup>th</sup> December 2023

Meeting date: 4<sup>th</sup> December 2023 Page 3 of 6

Signed.....

Date.....18/3/24.....



**FC2324/85 Resolved** that the recommendations of Governance Committee (as above) are approved, that the post of Environmental Warden is deleted and the Clerk will bring monitoring data back to Full Council after 6 months.

### **FC2324/86 2024 – 2025 Budget**

The Clerk/RFO presented the proposed 24/25 budget. She thanked the Committees for their proactive approach in setting their budgets. Several assumptions were outlined in terms of income; the tax base had not been confirmed as yet so the budget assumed last year's precept income amount and deposit account interest was projected based on current performance. In terms of expenditure; cost of living rises were impacting a range of costs across the budget and there had been a cost of living pay award to incorporate.

The resultant proposed budget was showing a small deficit of £3,238 and the RFO/Clerk recommended that this was covered by General Reserves.

Councillors discussed the recommendation from Governance that there should be a precept rise to cover the deficit and to strengthen resilience against cost of living rises. The amount of rise relative to the ONS cost of living rise statistics and the actual amount the rises would mean to an average Band D household was discussed. It was proposed that a modest rise would enable Baildon Town Council's budget to at least stand still and was below the prevailing rate of inflation being experienced by householders.

**Resolved FC2324/86.1** the 2024-25 budget for precept report from the Clerk/RFO was noted and the budget for 2024/25 approved as £329,878.

The recommendations from the Governance Committee to council were discussed. Governance was recommending a 2% rise in the precept for Baildon Town council for 2024/25, to address a range of increased cost pressures and in order to set a balanced budget without recourse to General reserves.

Based on the discussions an amendment to the resolution was proposed:

The Council resolves that there should be a 4% rise in the precept.

This resolution was rejected.

A further amendment was proposed:

The Council resolves that there should be a 3% rise in the precept. It was noted that a 3% precept rise equates to an annual increase of £1.46p per average Band D tax payer *per annum* and brings the total annual amount for the tax payer to £50.29. The Council budget for 2024/25 would be £329,878 and covered by this rise.

This resolution was accepted.

**Resolved FC2324/86.2** there will be a 3% rise in the precept proposed to Bradford Council by Baildon Town Council for 2024/25, to address a range of increased cost pressures and in order to set a balanced budget without recourse to General Reserves.

### **FC2324/87 Budget Monitor 2023 -2024**


**Resolved FC2324/87.1** Council received and noted the bank statement

**Resolved FC2324/87.2** Council received and noted the bank reconciliation

**Resolved FC2324/87.3** Council received and noted the Section 137 report

Document date 7<sup>th</sup> December 2023

Meeting date: 4<sup>th</sup> December 2023 Page 4 of 6

Signed.....

Date.....18/3/24.....



**Resolved FC2324/87.4** Council received and noted the Internal Controls Checklist. Thanks to Cllr Wyatt-Millington and Cllr Turner.

**FC2324/88 Environment Committee**

**Resolved FC2324/88.1** Council approve the spending of £10,136 from Green Spaces Reserve on the design Option C1 for Jenny Lane Playground.

**FC2324/88.2** Environment Committee have recommended (ENV2324/29.3 with reference to the Bracken Hall Review) to Full Council the allocation of a one-off reserve of £2,000 in support of Option B in the Bracken Hall Review and to delegate its spending to the Clerk in consultation with the Chair of Environment Committee

An amendment was proposed:

That Council notes the likely underspend of the Environment Committee budget in 23/24 and directs Environment Committee to vire underspend to the requirements of Bracken Hall. If there are no underspends then the use of Reserves up to £2,000 is approved.

The amendment was approved:

**Resolved FC2324/88.2:** That Council notes the likely underspend of Environment Committee budget in 23/24 and directs Environment Committee to vire underspend to the requirements of Bracken Hall. If there are no underspends then the use of Reserves up to £2,000 is approved.

**FC2324/89 Nomination for YLCA ballot for attendance at Royal Garden party 2024.**

One nomination had been received. After discussion there was a vote, 7 voted for and two abstentions (Cllr Dixon and Cllr Ashton).

**Resolved FC2324/89:** Cllr Gill Dixon is nominated and this is to be submitted by the Clerk to YLCA by the deadline of 14<sup>th</sup> December 2023.

**FC2324/90 To consider current Planning applications on CBMDC website and to agree actions (see [planning4Bradford.com](http://planning4Bradford.com)).**

**23/04226/HOU 21A Sandals Road Baildon West Yorkshire BD17 5QA**

**Resolved FC2324/90.1** Baildon Town Council supports this application.

**23/04059/PNP Baildon CE Primary School Coverdale Way Baildon West Yorkshire BD17 6TE**

**Resolved FC2324/90.2** Baildon Town Council strongly supports this application.

Document date 7<sup>th</sup> December 2023

Meeting date: 4<sup>th</sup> December 2023 Page 5 of 6

Signed.....

Date.....18/3/24.....



**23/04364/HOU 51 Cliffe Lane West Baildon West Yorkshire BD17 5QL**

**Resolved FC2324/90.3** Baildon Town Council supports this application.

**FC2324/91 Promotional Opportunities**

Baildon Lights Switch on Review

24/25 Budget


**FC2324/792 To notify the Clerk of items for the agenda of the next meeting.**

None

**FC2324/74 Date of next meeting.**

The date of the next meeting is 18<sup>th</sup> March 2024. It was suggested that the venue for the Full Council could perhaps be secured in St James or similar location in Baildon.

Town Clerk Tel: 01274 593 169 Email: [enquires@baildowntowncouncil.gov.uk](mailto:enquires@baildowntowncouncil.gov.uk)

Document date 7<sup>th</sup> December 2023  
Signed.....

Meeting date: 4<sup>th</sup> December 2023 Page 6 of 6  
Date.....