

Minutes of the Virtual Meeting of Settle Town Council held in the Town Hall, Settle on Monday 20th April at 7:00 pm.

Present: Cllrs Balsamini, (Chair) Bellfield, Catherwood, Desborough, Holland, James, Linley, Lord, Rymer and Taylor.

Clerk: Rebecca Hill

Deputy Clerk Ian Orton

Members of the Public: No members of the public were present.

The Chair welcomed everyone, introduced the virtual meeting procedure and declared the meeting open.

VTC2001: Public Participation

No members of the public or press had sent the clerk an e mail contact to allow representation at the virtual meeting.

VTC2002: Apologies: To record and approve reasons for absence

RESOLVED: Apologies were received from Cllr Harrison, County Councillor Welch and District Cllr Hull.

VTC2003: Code of Conduct - Localism Act 2011: To record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda.

No interests were recorded.

VTC2004: Policing

The Chair read out details of 11 reported crime during April 2020 and the report was noted.

VTC2005: Minutes

The draft minutes of the Full Council Meeting held on 2nd March 2020, the Allotments Committee on 11th March 2020 and Planning and Environment Committee on 16th March 2020 were approved and the recommendations accepted.

VTC2006: To receive County and District Councillors Reports.

No County or District Councillors were present, but the Chair read out a report from CC Richard Welch outlining the activities carried out by NYCC to support activities to combat coronavirus.

FTC2007: Matters Relating to County, District and Parish

a. **Coronavirus:** The clerk introduced a risk assessment confirming the arrangements that the Town Council had put in place re the threat of coronavirus. The Chair thanked the clerk but asked how would the Council cope if the clerk or deputy clerk were both ill? The clerk explained that Councillors could authorise expenditure and YLCA would provide support. Councillors asked about when formal council meetings would be held again and if Castlebergh Crag should be closed to the public. After extensive discussion it was **RESOLVED** to:

- Agree the risk assessment and the delegated powers that were now in place
- Produce a plan for management of the Town Council in the event of the clerk and deputy clerk taken ill.

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b. Castlebergh Crag Development:

The clerk gave an update on the progress of the Castlebergh Crag Masterplan confirming that claims had been submitted for some of the expenditure and once the range of display panels were in place phase one of the project was completed. Acknowledgement of the expression of interest for the grant bid for phase two of the project had been received. Cllr Desborough stated that as a result of the removal of vegetation he felt the lack of barriers at the top of Castlebergh Crag was now inadequate. The Chair reminded Cllr Desborough the previous meeting of the Council had rejected this suggestion and unless Cllr Desborough could get another councillor to support his suggestion the matter could not be re-considered until September 2020. Any member who supported the suggestion to contact Cllr Desborough. After discussion it was **RESOLVED** to:

- Note the progress with Castlebergh Crag Masterplan
- Any member who supported the request of Cllr Desborough for a barrier at the top of Castlebergh Crag to approach him.

c. Calendar of Meetings:

The clerk gave details of the normally arranged Annual Meeting of the Parish Council and Annual Meeting of the Parish. After discussion it was **RESOLVED** to:

- Defer the Annual Meeting of the Parish until 2021
- Keep the existing arrangements for Mayor, Deputy Mayor and existing Chairs in place and hold the Annual Meeting of the Parish Council when a face to face meeting is possible

d. Ratify decisions

The clerk gave details of decisions under delegated powers and these were noted.

VTC2008: Planning Applications

a) Applications (applications advertised by CDC received prior to the meeting will be considered)

2020/21261/FUL: Full planning permission for the erection of 38 residential dwellings with off street parking, green infrastructure and all associated works at land to the south of Brockhole View, Settle BD24 9RF: Concerns were raised by councillors about the density of properties on the site, more information need about the landscaping and the number of family homes among the social housing.

After discussion it was: **RESOLVED** to:

- Request that the density of the site was reviewed by reducing at least one of the 5 bed homes
- Put more 2 bed homes back into the social housing quota
- The Council to review its policy on social housing.

b) Decisions

2019/21226/MMA: Minor material amendment to vary condition No 2 of the approved plans reference 2019/20838 granted 31 October 2019 at 4, 6 and 8 Chapel Street, Settle: **Granted.**

2020/21431/HH: Retrospective application for a flue at 1 Runley Mill, Settle BD24 9FL: **Granted.**

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VTC2009: Finance

a) The Chair confirmed the Market Books for March 2020 were an accurate record.

The clerk gave an update on stalls at the market on 7th and 14th April 2020

b) To approve accounts for payment and to note receipts for March 2020 up to 20th April 2020.

RESOLVED: That the payments were approved up to 20th April 2020:

March Receipts: £ 969.77 Payments: £ 17,676.45 (transfers not included)

April Receipts £ 910.00 Payments: £ 1,844.00

HSBC Bank Balances 31st March 2020: Community Account £4844.28 BMM Account £59773.06

c) To review the effectiveness of internal audit

The clerk outlined the internal audit procedure and the report was deferred to the Administration, Finance and Staffing Committee meeting on Monday 11th May 2020.

d) To appoint the internal auditor Windle Bowker for 2020-21.

It was **RESOLVED** to appoint Windle Bowker as internal auditors for 2020-21.

e) To note the revised timetable for External audit with PKF Littlejohn.

The revised timetable was noted.

VTC2010: To receive and respond to correspondence

a) Close Castlebergh Crag

The clerk gave details of a request from a member of the public to close Castlebergh Crag during the coronavirus lockdown. After discussion the request was noted.

b) Settle Recycling Centre

Cllr Linley asked when the household waste recycling centre would reopen. The clerk to approach NYCC for information and to become a future agenda item if the position is not clarified.

It was RESOLVED to exclude the Press and Public from the meeting for Item 10 due to the confidential nature of the business.

VTC2011: Staffing

The Chair introduced a report relating to staff remuneration and coronavirus alterations to duties for staff. After discussion it was: **RESOLVED to:**

- Refer the report to the next meeting of Administration, Staffing and Finance Committee .
- The Chair of AFS Committee to carry out a 2019-20 appraisal with the clerk and the clerk to carry out 2019-2020 appraisals with the deputy clerk, handyman and acting market superintendent.
- AFS Committee to review 2020-21 appraisal targets for the clerk. The clerk to agree 2020-21 appraisal targets with the deputy clerk, handyman and acting market superintendent.
- The clerk to informally discuss working arrangements for the two cleaners at the public toilets.

FTC2012: Future Agenda Items

- a. Recycling Centre
- b. Barrier at Castlebergh Crag requested by Cllrs Desborough and Catherwood.
- c. Nominations to the Settle Community Restart Team
- d. Update on restarting Settle

FTC2021: Dates of Next Meetings

Date to be agreed with the Chair.

Cllr Lord thanked Cllr Balsamini for his excellent chairing in the virtual setting!

There being no further business, the meeting was closed at 20.45 p.m.