



**Minutes of the Virtual Meeting of Settle Town Council held on  
Monday 20th July at 7:00 pm.**

**Present:** Cllrs Balsamini, (Chair) Bellfield, Catherwood, Harrison, Linley, Rymer and Taylor.  
**Clerk:** Rebecca Hill  
**Deputy Clerk** Ian Orton

**Members of the Public:** One member of the public joined the meeting via an electronic link.

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

**VTC2018: Public Participation**

A member of the public requested that the Town Council supported the Local Electricity Bill currently going through parliament, as part of the Council's climate change strategy. The member of public continued pointing out the proposed legislation was an extension of the community electricity programme that had brought about the Settle Hydro which contributed to providing green electricity for Settle. The Chair welcomed the idea and the clerk added it would be discussed under correspondence on the agenda.

**VTC2019: Vacancy**

The Chair requested that details of the vacancy were circulated via social media and a press release. The request was agreed.

**VTC2020: Apologies:** To record and approve reasons for absence

**RESOLVED:** Apologies were received from Cllrs Holland, James, Lord and District Cllr Hull.

**VTC2021: Code of Conduct - Localism Act 2011:**

3a. To record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda. No interests were recorded.

3b. To review the new model code of conduct and send comments to Local Government Association.

**RESOLVED:** To note the changes to the code.

**VTC2022: Policing**

The Chair read out details of the 38 reported incidents between 10<sup>th</sup> June 2020 and 13<sup>th</sup> July 2020 adding that only 5 of the reported incidents were COVID19 related. **RESOLVED:** To note the report.

**VTC2023: Minutes**

The draft minutes of the Full Council on Monday 15 June 2020 and Allotments Committee meeting on 17 June 2020 were approved and were accepted as a true record.

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**VTC2024: To receive County and District Councillors Reports.**

No reports had been received.

**FTC2025: Matters Relating to County, District and Parish**

**a) Castlebergh Crag Project RDPE Grant Application**

The clerk confirmed the Town Council were waiting for the final changes to the panels and the first phase of the project would be completed. Cllr Linley asked why there was a reference to dogs on leads as there was not at present. Both the Chair and Cllr Catherwood felt from a safety viewpoint dogs should be on leads. The clerk added that the reference to dogs on leads was at the request of Stories in Stone and regulated by Countryside Rights of Way Act 2000.

**VTC2026: Planning Applications**

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

**2020/21793/TCA:** Ash Tree removal Old Vicarage, Station Road, Settle

After discussion it was: **RESOLVED: No objection.**

**b) Decisions**

**2020/21580/FUL:** Removal of existing building and erection of a steel frame industrial building including stock storage area office/toilets and point of sale. Car parking and landscaping. **Granted.**

**VTC2027: Finance**

a) To check the Market books and to receive the Market report for June and July to date 2020.

The Market Report was received providing an update on stalls at the market during June and July 2020. After discussion it was **RESOLVED: That on the recommendation of the Market**

**Superintendent** to continue and half rent during July to September when rents would be reviewed.

b) To approve accounts for payment and to note receipts for June 2020 and to date July 2020.

Exception of a ground rent invoice from Craven DC for Cammock Lane it was **RESOLVED:** that this invoice should not be paid. CDC have failed to provide a lease.

**RESOLVED: That the payments were approved up to 20<sup>th</sup> July 2020:**

**June Receipts: £ 514.10**

**Payments: £12133.42 (transfers not included)**

**July Receipts £ 1468.00**

**Payments: £19612.95**

**HSBC Bank Balances 30<sup>th</sup> June 2020: Community Account £974.81 BMM Account £88459.16**

c) Internal control spot check on year ending 2019-20 and latest invoices. Cllr Rymer reported on the exercise and the Chair thanked Cllr Rymer for carrying out the spot checks.

d)The clerk gave details of the insurance cover for 2020-21. After discussion it was **RESOLVED:** to agree the insurance arrangements and to ensure the indemnity cover for officers was sufficient and if the GDPR cover was adequate.

e) **RESOLVED:** that the Annual Internal Audit Report of the Annual Governance and Accountability Return for 2019-20 for Settle TC be noted.

f) **RESOLVED:** that Section 1 Annual Governance Statement 2019-20 of the Annual Return 2019/20 for Settle Town Council be approved; signed and dated by the council Chairman and council clerk.

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g) **RESOLVED:** that Section 1 Annual Governance Statement 2019-20 of the Annual Return 2019/20 for Settle Town Council be approved; signed and dated by the council Chairman.

h) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities: After discussion it was **RESOLVED:** that the Town Council agrees the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

**VTC2028: Website Compliance**

The clerk introduced a report outlining the new guidelines for accessibility to local authority websites. Although the Town Council have accessibility and privacy statements in place, they are in the process of being updated by Vision ICT. Cllr Catherwood offered to help with the process and the Chair thanked him. After discussion it was **RESOLVED:** to note the progress towards ensuring the new guidelines are met and an action plan in place by 23<sup>rd</sup> September 2020.

**VTC2029: IT Business Support Council Staff:**

The clerk explained that although Microsoft 365 was fully installed there were still some operational issues that needed to be resolved such as the deputy clerk needed a full licence and there was no designated IT contractor to provide day to day IT cover for the Town Council. To meet these needs the clerk recommended appointing IT support cover. After discussion it was **RESOLVED:** to purchase a full licence for the deputy clerk and the clerk to meet with the Chair and Cllr Catherwood to discuss IT support for the Town Council.

**VTC2030: Christmas Lights and Switch:**

The clerk gave an update on the changes arising from the 2019 Christmas Lights adding details of the budget and the role of Vibrant Settle as the core contractor. The Chair wished any funds collected by Vibrant Settle to contribute to the cost of Christmas Lights. The clerk pointed out some of the challenges for the event if COVID 19 restrictions were still in place, but it was still feasible to carry out the event. Cllr Taylor asked about closing a larger section of public highway for the event.

After discussion it was **RESOLVED:** to request Vibrant Settle to ensure any donated funds towards Christmas Lights were used to reduce costs for the event, that a quote was received re greater closer of public highway during the event and a COVID19 draft risk assessment was prepared for the event.

**VTC2031: COVID 19 : To consider re-opening the play areas and approve signage.**

The clerk gave an update on existing COVID19 regulations and requested that play areas were re-opened and the council office was re-opened to the public three times a week for enquiries. After discussion it was **RESOLVED:** to re-open play areas with notices to remain in place reminding the public that play equipment was not subject to COVID19 cleaning. It was further agreed that the public could access the council office three times a week with enquiries but would be required to wear masks.

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**VTC2032: To receive and respond to correspondence**

- a) To receive the response from Giggleswick Parish Council and Settle United relating to the footpath in Giggleswick. The clerk gave details of the response from Giggleswick Parish Council.
- b) E mail objecting to the extended quarrying at Dry Rigg. The objection was noted.
- c) Flowerpot Flag. It was agreed the Settle Flowerpot Flag could fly from Castlebergh Cragg (apart from Yorkshire Day) during August and September 2020.
- d) Local Electricity Bill. After discussion it was **RESOLVED:** to support the Local Electricity Bill.
- e) Illegal trading Market Square. The clerk gave an update on the legal process linked to a fine for illegal trading on the Market Square. This process was noted and it was agreed members should meet with the specialist solicitor dealing with the case.

**VTC2033: Office Accommodation Strategy**

The Chair introduced a report that gave details of the Town Council renting office space adjacent to the existing council office which would allow the existing office to become effectively the Council Chamber and this space could be rented out to recoup the office costs. After discussion it was **RESOLVED:** the clerk to discuss the lease for the additional office space and to produce a report outlining all costs and potential income to the next meeting of the Council.

**VTC2034: To receive information and reports from Councillors on their attendance at other meetings (not already covered on this agenda).**

- a) Great British Clean Up: The report was noted.
- b) YLCA White Rose update: The clerk outlined the main points.
- C) Publishing virtual meetings via a static link on Craven District Council: This was agreed.

**FTC2035: Future Agenda Items**

- a) Social distancing in Market Place. After discussion it was agreed to cost the purchase of barriers that could be used to support the separation of groups of people.

**FTC2036: Dates of Next Meetings**

Virtual Planning and Environment Committee 27<sup>th</sup> July 2020  
Virtual Council Meeting 17th August 2020 at 7pm  
Annual Parish Meeting postponed until 2021  
Annual Meeting of Settle Town Council 2020 TBC

There being no further business, the meeting was closed at 20.51