

**Minutes of the Meeting of Settle Town Council at St Johns Methodist Church held on  
Monday 7th June 2021 at 7:00 pm.**

**Present:** Cllrs Balsamini (Chair), Rymer (Deputy Town Mayor), Bellfield, Oliver, Yates, Taylor, Lord.

**Clerk:** Rebecca Hill    **Assistant Clerk:** Katie Dugdale

**Members of Public:** 2 members of the public were present.

The Chair welcomed everyone and declared the meeting open.

**FTC2215: Public Participation:**

Two residents/business owners raised serious concerns about vehicle and pedestrian safety when using the narrow road Duke Street/Church Street next to the Royal Oak. They provide numerous reports of altercations between vehicle owners and arguments about the priority issues at that location. Cars and motorbikes using the pavement to squeeze past. Stand-off between vehicle owners and damage to wing mirrors they suggested the priority was unsuitable and a serious accident may occur.

**FTC2216: Creation of casual vacancies- Cllr Linley's and Catherwood's resignations.**

**Resolved: That the casual vacancies be advertised.**

**FTC2217: Apologies:** To record and approve reasons for absence.

**RESOLVED:** Cllrs Rockcliffe and Harrison and District Cllr Hull.

**FTC2218: Code of Conduct**

a) Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest in relation to items on this agenda.

**RESOLVED: that Cllr Balsamini declared an interest in item FTC2221 & FTC2229.**

b) To consider any dispensations or changes in member's register of interests. **None were declared.**

c) To consider adopting the new model code of conduct 2021.

**RESOLVED: To adopt the Code of Conduct 2021 with agreed amendments.**

**FTC2219: Policing**

The NY Police report was circulated to Cllrs. prior to the meeting

**RESOLVED: The report was noted.**

**FTC2220: Minutes** To approve draft minutes of the meetings as a true record and approve recommendations from committee and steering groups.

- Full Town Council meeting on Monday 10th May 2021
- Allotments Committee meeting Monday 24th May 2021
- Administration Finance and Staffing meeting Monday 24th May 2021
- Skate Park Steering Group on Tuesday 1st June 2021.

**RESOLVED: That the minutes were approved as a true record.**

*19:32 Cllr Balsamini and the Town Clerk left the meeting room.*

**FTC2221: To receive County and District Councillor's Report**

**No reports were received. After discussion the Council RESOLVED: To invite the newly elected County Councillor David Staveley to attend the meetings or send a report if unable to attend.**

*19:44 p.m. Cllr Balsamini and the Town Clerk returned to the room.*

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**FTC2222: Matters relating to County, District and Parish**

a) Request for use of Market Place on Thursday the 24th of June for a book signing event.

**RESOLVED: That this be approved.**

b) To review the current charges for signs & cones for events in line with staff costs.

**RESOLVED: That a charge of £20 with effect from the 1st of July 2021 to be set.**

c) Holiday let policy – To consider setting a policy in response to planning consultations and include in any future neighbourhood plan. A letter from the Chamber of Trade was read out providing their position relating to any policy relating to holiday lets. After full discussion it was

**RESOLVED: That Settle Town Council leads a working party to explore the future sustainable housing for the people of Settle area. Invitations to be sent out to North Craven Parish Councils, Chamber of Trade, District and County Councillors, Craven Community Land Trust, North Craven Heritage Trust and Building Preservation Trust.**

d) Changes to collection Domestic waste from bins for residents of the Shambles, approve Council response.

**RESOLVED: That the Council do not accept liability or responsibility for waste bins on Council Land and that permission is refused.**

e) To discuss the reported increase in incidents and lack of signage at Church Street. Royal Oak.

**RESOLVED: That NYCC are asked to conduct a traffic safety and flow in the location of the narrow one-way priority at Duke Street and Church Street Settle including the Market Place /Town Centre.**

**FTC2222: Planning**

a) Applications (applications advertised by the planning authority received prior to the meeting will be considered).

**2021/22682/FUL** Decorate all shop front window frames, doors and pilasters in Traffic Grey B RAL 7043. New resin floor to entrance lobby. New Soham doors to replace existing. 1 no. new gas cooler to replace existing on roof gantry. New LED lighting to replace existing external fittings at West Yorkshire Co-Operative Food Fare, Market Place, Settle, BD24 9EF.

RESOLVED: That the Council had no objection.

**2021/22642/FUL** Proposed extension to an existing agricultural building to create a general-purpose agricultural building over an existing yard and storage area at 1 Runley Mill Lane, Settle, BD24 9LF

**RESOLVED: That the Council objected on the grounds of over development.**

**b) Decisions.**

No Decisions were received.

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**FTC2223: To appoint Statutory and other Standing Committees and to elect a chairman and approve membership for each committee.**

<b>Committee</b>	<b>Members</b>	<b>Chair / Vice Chair</b>
Market & Services	Cllr Yates, Bellfield, Harrison, Rockcliffe, Balsamini, Taylor & Oliver	Cllr Yates, (Chair) Cllr Bellfield, (Vice Chair)
Allotments Committee	Cllr Rymer, Taylor, Harrison, Lord, Yates & Balsamini	Cllr Rymer, (Chair) Cllr Taylor, (Vice Chair)
Planning & Environment	All members	Cllr Rymer, (Chair) Cllr Balsamini, (Vice Chair)
Administration, Finance & Staffing	All members	Cllr Bellfield, (Chair) Cllr Lord, (Vice Chair)

**RESOLVED: That the above be approved.**

**FTC2224: To review the appointment of members on outside bodies.**

	<b>Cllr Bellfield</b>	<b>Cllr Taylor</b>	<b>Cllr Lord</b>
<b>Settle Aid in Sickness</b>			
<b>Foster &amp; Pool Close</b>	Cllr Harrison		
<b>Swimming Pool Committee</b>	Cllr Bellfield	Cllr Taylor	
<b>Settle District Chamber of Trade</b>	Cllr Balsamini	Cllr Taylor	
<b>Settle Victoria Hall Limited</b>	Cllr Rockcliffe	Cllr Oliver	
<b>Yorkshire Local Councils Association</b>	Cllr Yates	Cllr Balsamini	
<b>Settle Area Freight Quality Partnership</b>	Cllr Harrison	Cllr Lord	
<b>Settle Community Library</b>	Cllr Rymer	Cllr Oliver	
<b>Constituency Area Committee (North Yorkshire)</b>	Cllr Balsamini	Cllr Taylor	
<b>Craven Community Land Trust</b>	Cllr Balsamini		
<b>Action Climate Emergency Settle</b>	Cllr Bellfield	Cllr Yates	
<b>Yorkshire Dales National Park Forum</b>	Cllr Bellfield	Cllr Balsamini	

**RESOLVED: That the above be approved.**

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**FTC2225: Castlebergh**

a) To set a date for a steering group meeting to progress the master plan.

**RESOLVED: That Cllr Taylor was elected as Chair and Cllr Bellfield was elected as Vice Chair. Cllr Balsamini would step down if either Cllr Harrison or Rockcliffe wished to join the group and then a daytime date in June would be set by a poll.**

b) To consider any further action required as a result of the recent incident.

**RESOLVED: That the Crag remain closed until further notice**

**FTC2226: Skateboard Pump Track**

a) To receive legal advice and update from the steering group.

The Clerk gave a verbal report of the legal advice and after discussion it was

**RESOLVED: That the costs were accepted for the mutual termination of the contract subject to receiving written confirmation from the Contractor.**

b) Approve any further actions or expenditure relating to the Skateboard Pump Track.

**RESOLVED: That approval was given for expenditure within the limits of the existing budget for the project manager to resume work on the Skateboard Pump Track at Millennium Garden. The Clerk to request a fixed price quotation as well as an hourly-daily rate.**

**The consultation letter to neighbours was approved.**

**FTC2227: To receive and respond to correspondence** (correspondence received after the advertised agenda will be considered)

a) Email received regarding motorbikes and heavy goods vehicles in Settle Town Centre speeding.

**RESOLVED: That a letter be sent to Fairhurst's, LJS, Arla, Floyd Schofield, Booths and copy to Settle Area Freight Quality Partnership to remind drivers that Settle is a 20 mph zone and pass the complaint to the police and respond to the complainant.**

b) Correspondence relating to the trading of a mobile unit on the land outside the former Nat West.

**RESOLVED: That Craven District Council do not issue Traders licences for mobile units and the unit was not trespassing on Council land and that the situation be monitored.**

**FTC2228: Finance**

a) To check the Market books and to receive the Market report for May 2021.

The Market books were checked by Cllr Rymer. The Clerk provided a verbal update on the Market Report. **RESOLVED: That the Market Books were approved and that the report was noted**

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

**RESOLVED: That the payments and receipts were approved following inspection of Mays accounts by Cllr Bellfield. Payments were authorised up to 7th June 2021.**

**May Receipts: £2,716.16**

**Payments: £ 11,394.62 (less transfers)**

**June Receipts: £1,511.17**

**Payments £ 9,317.05**

**Bank Balances 31st May 2021: Community Account £3,432.07 BMM Account £81,562.17**

c) To receive the year end bank reconciliation 2020-2021

**RESOLVED: That this be approved.**

d) To approve section 1 of the Annual Governance Accountability Return (AGAR)

**RESOLVED: That this be approved signed and dated all statements as Yes except Number 3 which was No, and an explanation be provided on a separate sheet.**

e) To approve section 2 of the Annual Governance Accountability Return

**RESOLVED: That this be approved signed and dated.**

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f) To receive the internal auditors report and approve the AGAR for submission and publication.

**RESOLVED: That this be received and noted that there were no recommendations or actions required.**

g) Interment of Ashes approval required for the Town Council to add to the list of fees for arranging directly with the family.

**RESOLVED: That a fee of £50 be set with effect from April 2021 subject to confirmation that the Handyman is able to fulfil this duty and to check the amount of time required is sufficient.**

*21:08 Cllr Balsamini declared an interest and left the meeting. Cllr Rymer took over as Chair.*

**FTC2229: To review the Councils Standing Orders 2020.**

**RESOLVED: That the Councils standing orders were reviewed and amended accordingly.**

**FTC2230: To receive information and reports from Councillors and the Clerk/ Asst Clerk on their attendance at other meetings, or training (not already covered in this agenda).**

**White Rose newsletter from YLCA**

**NALC Law and Governance Bulletin - Co-option Policy**

**FTC2231: To receive information and reports from Councillors on their attendance at other meetings (not already covered in this agenda)**

a) White Rose Update from Yorkshire Local councils Assoc -19th March and 1st April.

**The information was noted.**

**FTC2232: Future agenda items:**

**Dates of next meetings:**

**5th July Full Town Council Meeting 7 p.m.**

**26th July Planning and Environment Committee at 7pm**

**26th July Market and services Committee at 8 pm.**

**2<sup>nd</sup> August Full Town Council Meeting 7 p.m.**

The meeting finished at 21.35 p.m.