

**Minutes of the Meeting of Settle Town Council at St Johns Methodist Church held on  
Monday 5th July 2021 at 7:00 pm.**

**Present:** Cllrs Balsamini (Chair), Rymer (Deputy Town Mayor), Bellfield, Oliver, Yates, Taylor, Rockcliffe & Wright

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

**Members of Public:** 12 members of the public were present.

The Chair welcomed everyone and declared the meeting open.

**FTC2233: Public Participation:**

A member of the public read out a statement regarding concerns over the location of the Pump Skate Track. Concerns raised included the potential destruction of the garden area, trees and shrubs. Safety issues, light pollution, antisocial behaviour and the devaluation of the market value of the apartments.

A representative from McCarthy raised concerns over the Pump track similar to the previous member of the public who spoke and added that it may impact on the vulnerable people living in the apartments.

Another member of the public asked when a copy of the Council newsletter would be being produced. They also stated that the pavements under the railway bridge were in a poor state of repair. They also requested if the Council had received any update regarding the proposed development in Ashfield Car Park. The Chairman responded that there was no update on Ashfield car park development.

**FTC2234: Co-option**

a) To fill 2 casual vacancies by co-option.

Mr. Wright provided the Council with a welcome and read out a statement. After a vote it was **RESOLVED** to co-opt Mr. Wright, and he signed the Declaration of Acceptance of Office.

Another candidate attended however the co-option consent and eligibility form had not been completed therefore the application was not considered.

b) To consider adopting a co-option policy - draft circulated

After discussion it was **APPROVED** that Clause 2.4 be added into the new policy

**FTC2235: Apologies:** To record and approve reasons for absence.

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

**FTC2236: Code of Conduct**

a) Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest in relation to items on this agenda. **RESOLVED: No interests were declared**

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

**FTC2237: Policing**

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

**RESOLVED: The report was noted.**

**Continued/**

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**FTC2238: Minutes** To approve draft minutes of the meetings as a true record and approve recommendations from committee and steering groups.

- Full Town Council Meeting 7th June 2021
- Climate Change Steering Group meeting 4th June 2021
- Skate Park Steering Group 21st June 2021.

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

**FTC2239: To receive County and District Councillor's Report**

No reports were received prior to the meeting.

**FTC2240: Planning**

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

**2021/22834/HH** Construction of detached rear outbuilding and excavation at 6 Prospect Terrace BD24 9BL. **RESOLVED:** No objections

**2021/22774/FUL** Construction of detached building containing 2 industrial units (class B2) General Industrial) at Unit 13 New Road Sowarth Ind Estate Settle. **RESOLVED:** No objections

**2021/22960/HH** Demolition of existing flat roofed outbuilding & erection of single storey extension at 4 Cragdale, Settle, BD24 9HX. **RESOLVED:** No objections

**C/62/650** Full planning permission for conversion of barn to local occupancy dwelling/holiday accommodation, installation of sewage treatment unit and associated works to create curtilage and parking at Barn at Mearbeck, Settle – **RESOLVED:** No objections

**b) Decisions.**

**2021/22808/FUL** Installation of one new CCTV camera at HSBC Market Place Settle. **GRANTED**

**2021/21969/MMA** Vary condition No 2 approved plans 2019/20433/FUL at Settle Creamery Sowarth Ind estate BD24 9AF. **GRANTED**

**2021/22743/LBC** Proposed alterations to upper floor of existing dwelling. Windyridge, 2 The Terrace, Duke Street, Settle, BD24 9AW. **GRANTED**

c) To consider adopting a policy in response to planning consultations to include the list of items suggested by the climate change and biodiversity steering group. **RESOLVED:** To adopt the list of items and that this be applied to all householders & future developments, on future planning consultations, where applicable.

**FTC2241: To adopt a privacy notice for Settle Town Council staff, councillors and Role Holders.**

The privacy notice was circulated prior to the meeting. Amendments to the policy were discussed and approved. **RESOLVED:** To add in a paragraph regarding spent criminal convictions to be in line with current legislation.

**FTC242: Settle Relief in Need and Foster Poor Close and Settle Aid in Sickness Charities-** to receive an update from Rev J Clarkson and agree any further action required.

The Clerk provided an update. It was agreed that the Clerk would forward the email from Rev Clarkson to Settle Aid in Sickness charity.

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**FTC2243: Skateboard Pump Track**

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

The Clerk provided an update including that the Planning Application for lighting had been submitted and a funding update. It was **RESOLVED** that a public meeting be held in Millennium Garden to discuss the development and concerns with the local residents.

*19:42 Cllr Balsamini left the meeting Cllr Rymer took over as Chair.*

**FTC2244: Finance**

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

**RESOLVED: That the payments and receipts were approved following inspection of June accounts by Cllr Rymer. Payments were authorised up to 5th July 2021.**

**June Receipts: 3,995.95**

**Payments: £ 25,753.71 (less transfers)**

**July Receipts: £32.00**

**Payments £ 2,810.35**

**Bank Balances 31st May 2021: Community Account £4672.86 BMM Account £58563.62**

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

**RESOLVED: That this be approved.**

d) To receive the first quarter 2021-22, spend against budget.

**RESOLVED: That this item be deferred to the Administration, Finance & Staffing meeting on the 23<sup>rd</sup> of August 2021**

**FTC2245: Meetings and Scheme of Delegation**

*19.48 Cllr Balsamini returned to the meeting.*

a) To review the format of meetings and scheme of delegation to the Clerk.

After discussion it was **RESOLVED** that Cllr Rymer, Cllr Bellfield and The Clerk would meet and amend the scheme of delegation policy to simplify it. It would then be brought back to Full Town Council for approval.

b) To consider the suspension of the August meeting in line with other parish Councils and local Govt. After discussion it was **RESOLVED** to cancel the August Full Town Council meeting.

**FTC2246: To receive and respond to correspondence** (correspondence received after the advertised agenda will be considered)

a) Request from Settle gardening club for assistance with watering and removal of garden waste from the Cenotaph grounds.

**RESOLVED:** That the request be turned down and advise the Club to speak to the landowners - Craven District Council.

b) Request for use of a small area of the Market Place on Monday 19th July Wednesday 21st July Thursday 22nd July Friday 23rd July for the co-op refurbishment. **RESOLVED:** That the dates of the hire of the marketplace be approved.

c) Woodland Trust Queens Platinum Jubilee. The information was noted. The Clerk was requested to find out some more information.

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- d) Community Banking Service consultation **RESOLVED:** Presence of pop-up banking service in Settle was approved. The Clerk was requested to reply to the bank.
- e) Copy email from CDC (Craven District Council) re cenotaph railings  
**RESOLVED:** That this item be moved to the end of the agenda.
- f) HM Land Registry – Parish Land Ownership Survey. The survey was circulated to Cllrs prior to the meeting. The information was noted.
- g) Notice Boards – header boards. After discussion the wording and format of the header boards were **APPROVED.**

**FTC2247: 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).  
**No information was communicated.**

**Dates of next meetings:**

- 26th July Planning and Environment Committee at 7pm  
26th July Market and services Committee at 8 pm.  
23rd August Allotments Committee at 7 p.m.  
23rd August Admin, Finance and Staffing at 8 p.m.

**The dates of future meetings were noted.**

**FTC2248: Future agenda items:**

- Beacon to celebrate the Queen’s Platinum Jubilee  
Newsletter  
Pavements under the railway bridge

*A resolution to exclude the press and public was carried.*

**FTC2249: Copy email from CDC re cenotaph railings.**

Emails relating to the cenotaph railings had been circulated and issues raised relating to Cllr Hull’s conduct and general staff security when receiving visitors to the Town Hall.

**RESOLVED:** That a condition report and a quote for the Cenotaph railings be repaired.

*20.34 The Clerk left the meeting.*

After discussion it was

**RESOLVED:** That key coded locks be placed on the office doors and opaque covers be placed on the glass panels. A letter to be drafted to District Councillor Hull to be circulated to the Chair and sent to It was also **AGREED** to have an incident book to record abuse to members of all Council staff.

*20:45 The Clerk returned to the meeting.*

The meeting finished at 20.46 p.m.