

**MINUTES OF THE MEETING OF SETTLE TOWN COUNCIL HELD IN SETTLE TOWN HALL ON
MONDAY, 9th MAY 2022 AT 7pm**

Present: Cllr Rymer (DR) (Chair), Lord (JL) (Vice Chair), Ward (AW), Cotton (JC), Taylor (DT), White (BW) & Rose (MR)

Clerk: Rebecca Hill

Assistant Clerk: Katie Dugdale

Members of the Press / Public: Three members of the public present

Public Participation: A member of the public raised their concerns about the proposed development of Ashfield toilets in summary the concerns were about the increase in traffic onto Station Road. Safety of pedestrians particularly if the Tourist Information Centre (TIC) was relocated in the building. The Location for the TIC wasn't as accessible in terms of its location away from the Town Centre. Query about the disabled toilet being a public toilet or shared with the TIC. Access to the flats was not pleasant, it will be dark narrow. Rubbish bins proposal at the end of the of the car park would create a waste management issue.

Lynn Northrop chair of Craven Community Land Trust shared information that they had expressed an interest in providing social housing (rented) not shared ownership but CDC wanted to make full use of the Commercial piece of land themselves. Will the planning application be going to Planning Committee. The Elm tree is a Witch Elm 50 yrs old and not self seeded, it was planted in 1970 by Mr Wood. CLT would be objecting to the application.

MINUTE REF	AGENDA ITEM	Action
15/2022	Election of Chairman/Town Mayor and receive the Town Mayor's Declaration of Acceptance of Office. RESOLVED: Cllr. Rymer was elected as Chairman of the Council / Town Mayor and signed the Dec of acceptance of office. Election the Deputy Chairman/Deputy Town Mayor and receive their Declaration of Office. RESOLVED: Cllr. Lord was elected as Deputy Chairman of the Council / Deputy Town Mayor and signed the Dec of acceptance of office.	
16/2022	To resolve to permit any Councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council. RESOLVED: That this be approved	
17/2022	Casual Vacancies To fill 4 Ordinary Vacancies by co-option RESOLVED: No applications were received prior to the meeting.	
19/2022	Apologies To approve apologies and approve reasons for absence. RESOLVED: No apologies received prior to the meeting.	

20/2022	<p>Code of Conduct - Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda, to consider any dispensations or changes in member's register of interests.</p> <p>RESOLVED: Cllr. Lord declared an interest in agenda item 08/2022/a, planning application 2022/23919/HH</p>	
21/2022	<p>Minutes of Meetings To approve draft minutes as a true record. Full Council Meeting – 4th April 2022</p> <p>RESOLVED: Minutes for the Full Town Council meeting on the 4th of April 2022 were approved.</p>	
22/2022	<p>Police Report - Members to receive the monthly report.</p> <p>RESOLVED: That the monthly report was noted.</p>	
23/2022	<p>Planning Applications – Members to consider the following, including any received after the agenda had been published.</p> <p>a) Applications (applications advertised by the planning authority received prior to the meeting will be considered).</p> <p>2022/23959/HH Insertion of windows into existing openings repair to door and insertion of two roof lights into existing potting she/ summerhouse (part retrospective) at 8 Chapel Street Settle BD24 9HS. RESOLVED: No objections.</p> <p><i>Cllr. Lord declared an interest and left the meeting.</i></p> <p>2022/23919/HH Addition of porch to front elevation and wrap around ground floor extension to rear and side elevation at 82 Mill Close Settle BD24 9BX. RESOLVED: No objections.</p> <p><i>Cllr. Lord returned to the meeting.</i></p> <p>2022/24001/HH Proposal: Single storey extension to rear to form garden room with mono pitch slate roof containing 1 roof light Location: 4 Cragdale, Settle, BD24 9HX. RESOLVED: No objections.</p> <p>2022/23850/FUL Proposed three 1-bedroom shared ownership flats and 3 commercial spaces Location: Ashfield Toilets, Kirkgate, Settle, BD24 9DZ. RESOLVED: That Settle Town Council would object to the planning application on the following points</p> <ul style="list-style-type: none"> • Increase in traffic and type of traffic will have a negative impact on Station Road and Kirkgate. • Object to the removal of the 50-year-old Witch Elm Tree in a conservation area which was planted by Mr Wood when the car park was built. Not self-seeded. • Single occupancy is not the most needed housing- its family homes are a priority. • Over development on a small site Social housing i.e rental is required and STC support Craven Community Land Trust proposals and not CDC's shared ownership which will still not be affordable on local wages. • Access to the flats - concerns raised due to proximity of the other building and the creation of a dark narrow alley. • Comment- One bat inspection carried out the other due mid may when will the outcome be shared and how. 	

	<p>The Council would like to know if this will be going to Planning Committee because it is a Craven District Council's own application.</p> <p>b) Decisions</p> <p>2022/23746/HH Single storey rear extension and reconfiguration of the existing patio area at 4 Riverside View, Settle, BD24 9FP. Granted.</p> <p>2022/23803/TPO 2 No. Sycamores - reduce by 20% and re-shape at 30 Kings Mill Lane, Settle, North Yorkshire, BD24 9FD. Granted.</p>	
24/2022	<p>To receive County & District Councillors' Report</p> <p>No reports were received prior to the meeting and no apologies were received from Cllr Staveley.</p>	
25/2022	<p>Matters relating to District, County and Parish</p> <p>a) Highways road markings Sowarth Ind Estate – Receive an update from Cllr Taylor from the site meeting and consider a response to a request for support for the traffic measures requested.</p> <p>RESOLVED: That a response be sent outlining the Council's support of additional traffic measures at Sowarth Industrial Estate.</p> <p>b) Queens Platinum Jubilee</p> <p>Plaque for the jubilee tree - To approve a commemorative plaque and lettering and approve the date on Thursday 2nd June and approve Cllr attendance to unveil the plaque.</p> <p>RESOLVED: That design Option A, in A4 size was approved and Cllr Rymer would unveil the plaque.</p> <p>Beacon Lighting to approve cost of building a beacon or to purchase and confirm arrangements for Cllrs and Handyman to light the beacon.</p> <p>RESOLVED: That a beacon be hired from Vibrant Settle if available. To look at other hiring options if not.</p> <p>c) To approve the Annual Parish Meeting date of 23rd May 2022 at 6:00 p.m. RESOLVED: That the Annual Parish Meeting be held on the 23rd May 2022 and that St. John's Methodist Church be booked as a venue.</p> <p>d) Chamber of Trade Minutes – to receive and consider a response. The information was noted. It was AGREED for the Clerk to contact the Chamber of Trade stating that there was no carnival money left.</p> <p>e) Assets of Community Value -Right to Bid To receive the response from District Council Officer (K Senior) relating to the applications from Settle Town Council relating to Whitefriars Public conveniences and the Cenotaph Grounds. The information was noted. The Clerk is to ask if we can have representation at the panel meeting.</p>	Clerk

26/2022	<p>Pump Track</p> <p>a) To receive and approve any amendments to the draft design for the entrance information sign. RESOLVED: That the design of entrance sign be approved.</p> <p>b) To receive and consider responses from the Youth Shelter consultation and approve the purchase and installation of the shelter. Report to be received at by presentation at the meeting. RESOLVED: That this item be deferred to the next Full Town Council meeting on the 6th June 2022.</p> <p>c) Consider any other matters arising requiring an immediate decision relating to the pump track, including arrangements for the Opening event. <i>20:12 Cllr. Rose left the meeting. 20:14 Cllr. Rose returned to the meeting.</i></p> <p>RESOLVED: That the re-siting of a tree could be looked at. The Clerk provided an update of the 106 monies and it was AGREED that this be placed on the agenda at the next Full Town Council meeting on the 6th June 2022.</p> <p><i>20:19 One member of the public left the meeting</i></p> <p>RESOLVED: That a date for the pump track steering group to meet be set and that the group would lead on the opening event.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
27/2022	<p>Finance</p> <p>a) To check the Market books and to receive the Market Report for April 2022.</p> <p>RESOLVED: The Market books were checked by Cllr Rymer and the Market report was noted.</p> <p>b) To approve accounts for payment and to note receipts for April and May to date. RESOLVED: That the payments and receipts were approved following inspection of April accounts by Cllr Rymer. <i>April Receipts: £ 6,643.48 Payments: £14,464.09 (less transfers)</i> <i>9th May Receipts: £57,708.00 Payments: £12,480.54</i> <i>Bank Balances 30th April 2022:</i> Community Account £ 4,204.68 BMM Account £25,004.71</p> <p>c) To receive the year end accounts and final bank reconciliation. RESOLVED: That the year-end accounts and final bank reconciliation be approved.</p> <p>d) To receive the internal auditors report. RESOLVED: That the internal Auditors report be approved.</p> <p>e) To review the annual insurance policy and approve for 1-3 years based on comparative quotes. RESOLVED: That the renewal quote of the current insurance company be accepted.</p>	<p>Cllr</p> <p>Cllr</p> <p>Clerk</p>

28/2022	<p>To review the Councils Standing Orders</p> <p><i>20:45 Cllr. White left the meeting. 20:47 Cllr. White returned to the meeting</i></p> <p>RESOLVED: That following the discussed amendments made to the Council's standing orders that they be reviewed at the next Full Town Council meeting.</p>	Clerk
29/2022	<p>General Power of Competence To resolve that Settle Town Council is eligible to exercise the general power of competence.</p> <p>It was noted that Settle Town Council do not meet the criteria to exercise the general power of competence.</p>	
30/2022	<p>To appoint Statutory and other Standing Committees and working groups, elect a chairman and approve membership for each committee.</p> <p>Committees Market & Services, Allotments, Recreation & Environment, Administration & Staffing and Finance.</p> <p>Sub Committees of Recreation and Environment.</p> <p>Climate Change and Biodiversity and Christmas Lights</p> <p>Working Groups (with a limited term – task and finish)</p> <p>North Yorkshire Devolution, Pump Track Steering group and Castlebergh Crag Steering Group.</p> <p>The Chairman requested a vote to suspend standing orders and extend the meeting by 15 minutes</p> <p>RESOLVED: That this be approved.</p> <p>RESOLVED: To add in the devolution as a subcommittee to the Administration and Staffing Committee. A draft list of Committees to be deferred to the Meeting on 6th June 2022</p>	Asst Clerk
31/2022	<p>To review the appointment of members on outside bodies. See circulated table. RESOLVED: That this item be deferred to the next Full Town Council meeting on the 6th June 2022.</p>	Clerk
32/2022	<p>Subscriptions and Licences To consider the payment of subscriptions and licences: Yorkshire Local Councils Associations £742 NABMA £394 Society of Local Council Clerks £441 National Allotment Society £66 Institute of Cemetery Crematorium Management ICO £95 Payroll Manager £90 Parish Online Mapping Software £81 Scribe accounting software £561</p> <p>Microsoft office 365 £799.80 To consider an increase by 3 more licences to cover all staff £136.80 = £936.60</p> <p>RESOLVED: That the costs for the above subscriptions and the addition of 3 more Microsoft office licences be approved.</p>	Clerk

33/2022	<p>Assets To receive a list of Deeds and the Asset Register of Equipment and possessions in the Custody of the Council.</p> <p>RESOLVED: To defer this item to the next Full Town Council meeting on 6th June 2022.</p>	Clerk
34/2022	<p>To receive and respond to correspondence (correspondence received after the advertised agenda will be considered).</p> <p>a) White Rose Update 14th April & 29th March April. The information was noted.</p> <p>b) Invitation to the Chair to Giggleswick Speech Day 28 May 2022. RESOLVED: To politely decline the invitation as the Chair was unable to attend.</p> <p>c) Invitation to Yorkshire Day from Keighley Town Council cost £55 per person. RESOLVED: To politely decline the invitation.</p> <p>d) Notice of Water Cycle Challenge Charity Cycle Event 2nd July 2022. The information was noted.</p> <p>e) To consider a response to an email from the former Chair relating to an expression of dissatisfaction. RESOLVED: That no response was required..</p> <p>f) Request for permission to have a pop-up stall on the Market Place on Friday 24th June 2022. RESOLVED: That permission be granted for the pop-up stall on the 24th June 2022.</p> <p>g) Request for the Town Council to make a flowerpot display for the Festival. RESOLVED: That Cllr Lord would make a display for the festival.</p> <p>h) To receive Yorkshire Local Council Association advice received 26th April 2022 relating to District Councillor Staveley's request for a public apology in order to reengage with Settle Town Council. RESOLVED: The information was noted. It was AGREED to send a letter congratulating Cllr Staveley on his new NYCC appointment and to reissue the invitation to attend Council meetings.</p> <p>I) To receive the new bus timetable Settle To Malham. Noted.</p>	<p>Clerk/ Mkt Super Cllr Lord</p> <p>Clerk</p>
35/2022	<p>Dates of next meetings: To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> <p>RESOLVED: To defer this item to the next Full Town Council meeting on the 6th June 2022.</p> <p>Annual Parish Meeting 23rd May 2022 - The date of the meeting was noted</p> <p>Future Agenda Items- To consider items for future agenda.</p> <p>Social media update, Business Plan, Anley Cragg, Planning Event / Away day, Review of staff structure after devolution. Meeting closed 9:55pm</p>	<p>Asst Clerk</p> <p>Clerk</p>