

**MINUTES OF THE FULL COUNCIL MEETING TO BE HELD IN SETTLE TOWN HALL ON  
MONDAY 6<sup>th</sup> NOVEMBER 2023 at 7pm**

**Present:** Cllr Rymer (DR) (Chair), Taylor (DT), Cotton (JC), White (BW), Kilbourne (SK) and Rose (MR).

**Acting Clerk:** Katie Dugdale **Members of the Press / Public:** 5 members of the public attended.

**Public Participation:**

A representative on behalf of the Drill Hall addressed the Council regarding the struggles they have had to the proposed extension to the building. The previous trial pits had been dug in the wrong place and permission was requested for further exploratory pits to be dug.

A member of the public spoke to the Council regarding Planning application **ZA23/25422/FUL** and notified the Council that the access to barn conversion was incorrect on the application and that they would like to seek clarification.

A representative from the swimming pool addressed the Council expressing the pools financial difficulties and requesting financial assistance from the Council.

Emergency Item brought by the Chair: Broadband. The current provider has ceased to provide Business broadband and it was noted that the provider had not been swapped by the previous Clerk.

**RESOLVED: That Cllr Hogg and the Acting Clerk be given delegated authority to investigate broadband packages and swap to the most suitable package.**

Minute Ref	AGENDA ITEMS
140/2023-24	Apologies i) To receive apologies for absence and record these in the minutes. <b>Apologies received from Cllrs Lord, Maitland, Hubbard &amp; Hogg.</b> ii) To consider the approval of reasons for absence given by Councillors <b>RESOLVED: That reasons for absence received from Cllrs Lord, Maitland, Hubbard &amp; Hogg be approved</b>
141/2023-24	<b>Code of Conduct</b> - 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. <b>Cllr. Cotton declared an interest in agenda item 149/2023-24</b>
142/2023-24	<b>Vacancies</b> - To fill 1 ordinary vacancy by co-option. <b>No applications received.</b>
143/2023-24	<b>Minutes of Meetings</b> To approve draft minutes of the meeting of Full Council on the 4 <sup>th</sup> of September 2023 as a true record. <b>RESOLVED: That the minutes are approved as a true record.</b> To approve draft minutes of the meeting of Full Council on the 2 <sup>nd</sup> of October 2023 as a true record. <b>RESOLVED: That the minutes are approved as a true record.</b> To approve the draft minutes of the Market & Services Committee Meeting on 16 <sup>th</sup> October 2023 as a true record. <b>RESOLVED: That the minutes are approved as a true record.</b> To approve the draft minutes of the Administration, Finance & Staffing Committee Meeting on 2 <sup>nd</sup> October 2023 as a true record. <b>RESOLVED: That the minutes are approved as a true record.</b> <i>Cllr. Cotton left the meeting 19:17</i>
144/2023-24	<b>Clerk report</b> - To receive an update from the Clerk on actions taken since the last meeting. <b>The Clerk provided a verbal update on actions taken since the last meeting.</b>

145/2023-24	<p><b>Police Report</b></p> <p>a) Members to receive the monthly report. <b>The monthly report was received.</b></p> <p>b) Date of next drop-in Surgery in Settle Town Hall. <b>The date of the next surgery was noted.</b></p>
146/2023-24	<p><b>Planning</b> Members to consider the following consultations, including any received after the agenda had been published. To discuss and agree any comments on the following applications:</p> <p><b>a) Applications</b></p> <p><b>ZA23/25422/FUL</b> - Convert and extend a former store into no. 2 residential dwellings, construct a detached double garage, create new site access arrangements, car parking and modify the boundary treatments at Quail Barn, Brockhole View, Settle, BD24 9RF. <b>RESOLVED: To seek clarification with the planning department on the access to the residential dwellings.</b></p> <p><b>ZA23/25402/HH</b> - Extension to rear of existing dwelling to include other improvement works at 15, Ingfield Lane, Settle. BD24 9BA. Deadline passed: 27th October 2023 – Circulated via email. <b>No objections.</b></p>
	<p><b>b) Decision Notices:</b></p> <p><b>ZA23/25023/FUL</b> - Construct a single building comprising 4 units suitable for leasing to local small businesses. Three of the units will be light industrial or commercial use and the fourth will be office space at Builders Yard Adj Unit 4, Industrial Estate, The Sidings, Settle, BD24 9RP. <b>Granted</b></p> <p><b>ZA23/25293/LBC &amp; ZA23/25292/HH</b> - Replace broken Burlington roof slates as req. Replace area of stone slate roof with Burlington slates. Replace existing roof insulation &amp; repair roof timbers as required at Hillside, 3 Constitution Hill, Settle. BD24 9ER. <b>Granted</b> <i>Cllr Cotton returned to the meeting 19:23</i></p> <p>c) To note the response from North Yorkshire Planning department regarding timings for parish Councils to respond to planning applications and decide on any further action. <b>The information was noted. It was AGREED that if a controversial planning application was received that an extra ordinary meeting be called so that the Council could comment or object on the application.</b></p>
147/2023-24	<p>To receive the County Councillors' Report</p> <p><b>No report or apologies received.</b></p>
148/2023-24	<p><b>Matters relating to County and Parish</b></p> <p>a) Shambles store - To consider the new licence for the Shambles store, Marketplace. <b>RESOLVED: To accept and sign the new licence for the Shambles store for the period of 5 years.</b></p> <p>b) To consider closure dates of the public conveniences, at Whitefriars, for Christmas &amp; New Year. <b>RESOLVED: That the Whitefriars public conveniences be closed Christmas Day, Boxing Day &amp; New Year's Day.</b></p> <p>c) To receive a report on a possible storage solution for the Council's property at a cost of £20/week. <b>RESOLVED: To delegate to the Acting Clerk to investigate other storage solutions including approaching the Royal Oak and the cost of a large shed. This item would be brought back to the February Full Town Council meeting to discuss further.</b></p> <p>d) To receive an updated proposal to host an Artisan Market, once a month, by an outside company. <b>RESOLVED: To go back to the outside company with an updated offer of £150 /mth plus the cost of the road closure.</b></p> <p>e) To consider a response to the North Yorkshire Council "Housing Strategy" consultation</p> <p>f) To consider a response to the North Yorkshire Council "Let's Talk Money" consultation.</p> <p>g) To consider a response to the North Yorkshire Council "Polling District and Polling Station review" consultation. <b>RESOLVED: 148/2023-24 e / f / g That the devolution working group would</b></p>

	<p><b>review the three consultations and make a proposal at the 4<sup>th</sup> December Full Town Council meeting.</b></p>
149/2023-24	<p><b>Drill Hall Land Transfer</b> – To receive an update from the Clerk and to consider authorisation for exploratory digging to be carried out.  <b>RESOLVED: That permission be granted for exploratory digging, at a depth of 1.5 metres, be given to the Drill Hall contractors. And that the land must be made good.</b>  <i>20:04 Member of the public left the meeting</i></p>
150/2023-24	<p><b>Pump Track</b> – To receive an update from the Clerk and to discuss sending a letter to Electricity Northwest expressing the Council’s disappointment that the works have been postponed again.  <b>The Clerk provided an update regarding the recent communication received. It was AGREED to monitor the situation and update the Council on progress.</b></p>
151/2023-24	<p><b>Remembrance Day</b> - To confirm plans and discuss any outstanding actions.  <b>The Clerk provided an update and confirmed the plans in place for Remembrance Day.</b></p>
152/2023-24	<p><b>Christmas Lights Switch on Event</b></p> <p>a) To receive an update from the Clerk and to discuss any outstanding actions.  <b>The Clerk provided an update.</b></p> <p>b) To confirm the timings for the event and confirm Councillor involvement.  <b>The Clerk confirmed timings and it was agreed what tasks Councillors would carry out. It was AGREED that Cllrs Rose &amp; Taylor would have a stall selling raffle tickets at the Tuesday market prior to the event.</b></p>
153/2023-24	<p><b>Finance</b></p> <p>a) To check the Market books and to receive the Market Report for October 2023.  <b>RESOLVED: That Councillor White checked and approved the Market books for October and that the Market report was received.</b></p> <p>b) To approve accounts for payment and to note receipts for October and November to date.  <b>RESOLVED: That Cllr White checked and approved the accounts for November. A list of December payments was circulated prior to the meeting and payments totalling £4302.03 (net) were approved.</b></p> <p>October      Receipts: £2195.25                  Payments: £17,450.13 (less transfers)  6th November Receipts: £253.50</p> <p><i>Bank Balances 31<sup>st</sup> October 2023</i></p> <p><b>Community Account</b> £3547.34    <b>BMM Account</b> £86,565.16        <b>Total</b> £90,112.50</p> <p>c) Scribe Cemetery package – To receive a recommendation from the Market &amp; Services Committee for the addition of the Cemetery package on the Scribe accounting system. Initial set up fee of £249 and a monthly fee of £29 (£348/year)  <b>RESOLVED: That the addition of the Scribe Cemetery package be approved.</b></p> <p>d) To consider a request from the swimming pool to assist with funding the facility.  <b>It was noted that previous financial contributions had ceased at the request of the swimming pool. The request was noted, and it was RESOLVED to discuss the funding request at the 4<sup>th</sup> December Full Town Council meeting and future budget discussions.</b></p>
154/2023-24	<p><b>Budget 2024-2025</b> - To receive the first draft of the Budget for 2024-25  <b>The first draft of the budget was reviewed. It was AGREED that the Budget would be reviewed further and placed on the 4<sup>th</sup> December Full Town Council meeting agenda.</b></p>
155/2023-24	<p><b>Correspondence</b></p> <p>a) To receive and respond (correspondence received after the advertised agenda will be considered).</p>

	<p>i) Email from Parishioner regarding the lighting at Arla. <b>The information was noted. It was AGREED that the Clerk would investigate what correspondence had been sent out by the previous Clerk and that Arla and Giggleswick Parish Council would be contacted if this had not been carried out.</b></p> <p><b>b) Items for Information only.</b>  White Rose Bulletin &amp; YLCA training programme. <b>The information was noted.</b>  Library Newsletter. <b>The information was noted.</b>  Chamber of Trade Minutes from their Annual General Meeting on 24<sup>th</sup> October 2023. <b>The information was noted.</b></p>
156/2023-24	<p><b>Staffing Matters Arising</b></p> <p>a) To appoint the Deputy Clerk as the “Proper Officer” of the Council until the appointment of the Town Clerk is completed. <b>RESOLVED: That the Deputy Clerk be approved as the Proper Officer of the Council until the appointment of the new Town Clerk is completed.</b></p> <p>b) To receive an update on the recruitment of the Town Clerk. <b>Cllr. Rymer provided an update.</b></p> <p>c) Other staffing matters arising. <b>Cllr Rymer reminded Cllrs of the staff shortage and to ring and make an appointment rather than just turning up.</b></p>
157/2023-24	<p>Councillors reports on outside meetings or events attended and training requirements. <b>Cllr Hogg &amp; the Acting Clerk reported on the Scribe training that they have attended.</b></p>
158/2023-24	<p><b>Settle Community news</b> – To discuss the content for the Settle Town Council contribution for the next edition. <b>Cllr White to draft the content for the Settle Community News and include a thank you to the sponsors / businesses who donated towards the Christmas Switch on Event.</b></p>
159/2023-24	<p>Dates of next meetings:</p> <p>4th December – Full Town Council at 7pm  18<sup>th</sup> December – Recreation &amp; Environment Committee at 7pm followed by the Administration, Finance &amp; Staffing Committee at 8pm.  8<sup>th</sup> January 2024 – Full Town Council at 7pm</p> <p><b>The dates of the meetings were noted. It was RESOLVED to move the Recreation and Environment Committee meeting to the earlier time of 6pm. And move the Administration, Finance &amp; Staffing meeting to 6pm on the 4<sup>th</sup> December.</b></p> <p><i>Meeting closed at 20:45</i></p>