

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD IN SETTLE TOWN HALL ON
MONDAY 12th May 2025 at 7pm**

Present: Cllr Lord (JL) (Chair), Rymer (DR), Taylor (DT), Hayes (SH), Rose (MR), White (BW), Marsden (LM), Cotton (JC), Warham (RW),

Clerk: Katie Dugdale

Assistant Clerk: Emma Rayner

Members of the Press / Public: 1

Minute Ref	AGENDA ITEMS
001/2025-26	Election of Chairman/ Town Mayor and receive the Town Mayor's Declaration of Acceptance of Office. RESOLVED: Cllr. Lord was elected as Chairman of the Council / Town Mayor and signed the Declaration of acceptance of office.
002/2025-26	Election of Deputy Chairman/ Deputy Town Mayor and receive the Deputy Mayor's Declaration of Acceptance of Office. RESOLVED: Cllr. Taylor was elected as Vice Chairman of the Council / Deputy Town Mayor and signed the Declaration of acceptance of office.
003/2025-26	Vacancies To fill 1 Ordinary Vacancy by co-option. No applications received.
004/2025-26	Apologies i) To receive apologies for absence and record these in the minutes. Apologies received from Cllr Temple ii) To consider the approval of reasons for absence given by Councillors RESOLVED: That apologies from Cllr Temple be approved.
005/2025-26	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. No interests declared
006/2025-26	Minutes of Meetings a) To approve draft minutes of the meeting of Full Council on the 7 th April 2025 as a true record RESOLVED: That the minutes be approved as a true record.
007/2025-26	Clerk report - To receive an update from the Clerk on actions taken since the last meeting The Clerk provided an update the information was noted.
008/2025-26	Police Report a) Members to receive the monthly report. The information in the report was noted b) Date of next drop-in Surgery in Settle Town Hall - Tuesday 13 th May Dates noted
009/2025-26	Planning 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: a) Applications ZA25/26777/HH - Installation of freestanding EV charger point and associated cabling works. 5 Runley Mill, Settle, BD24 9LF. The Council agreed that it was in support of this application. ZA25/26939/HH - Householder application for single storey rear extension . Fern Leigh , Duke Street, Settle, North Yorkshire, BD24 9AS No Comment
	b) Decisions ZA25/26759/HH - Householder permission for proposed single storey side and rear extension and associated works. 8 Northfields Avenue, Settle, BD24 9JR Granted

	<p>d) To approve Section 2 of the AGAR – the Accounting Statements. RESOLVED: That Section 2 of the AGAR be approved and signed and dated by the Chair</p> <p>e) To approve the AGAR for submission and publication. RESOLVED: That the submission to the external auditor, PKF Littlejohn, and publication of the AGAR 2024-25 be approved.</p> <p><i>Approval and publication of the AGAR 2024-25 must be no later than 30th June 2025</i></p> <p>f) To note the dates of the Notice of Public Exercise of rights to inspect the accounts. The notice of public exercise of rights to inspect the accounts dates commencing Tuesday 3rd June and ending on Monday 14th July 2025 were noted.</p>
013/2025-26	<p>Policies and Procedures</p> <p>a) Standing orders – To review the Council’s standing orders. The Council’s Standing Orders were reviewed. RESOLVED: To adopt the updated Standing Orders.</p> <p>b) Code of Conduct – To review the Council’s Code of Conduct. The Council’s Code of Conduct were reviewed. RESOLVED: To adopt the updated Code of Conduct.</p> <p>c) Assets - To receive a list of Deeds and the Asset Register of Equipment and possessions in the Custody of the Council. The list of deeds & the asset register was reviewed and the information was noted.</p> <p>d) To review the Council’s complaints procedure RESOLVED: That this agenda item be deferred to the next Administration, Finance & Staffing committee meeting.</p> <p>e) To review the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation This item was deferred to a future Full Town Council meeting.</p> <p>f) To review the Council’s policy for dealing with the press/media. RESOLVED: That this agenda item be deferred to the Full Town Council meeting on the 2nd June 2025.</p> <p>g) To review the Council’s employment policies and procedures. RESOLVED: That this agenda item be delegated to the Administration, Finance & Staffing Committee.</p> <p>h) To review the Council’s expenditure incurred under s.137 of the Local Government Act 1972. The expenditure incurred under Section 137 of the Local Government Act 1972 was reviewed and the expenditure figure of £632.02 was noted.</p> <p>i) To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. RESOLVED: That the calendar of ordinary meetings be approved.</p> <p>j) To review the Council’s and/or staff subscriptions to other bodies. The subscription list was reviewed and it was RESOLVED to accept all the subscription apart from NABMA.</p>
014/2025-26	<p>a) 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>Working Groups (with a limited term – task and finish) North Yorkshire Devolution, Funding Group, Highways, Climate Change & Biodiversity, Christmas Lights and Castleberg Crag Steering group</p> <p>RESOLVED: The appointment of members on committees, subcommittee and working groups were approved and that the Election of a Chairman would take place at the first meetings held.</p> <p style="text-align: center;">Page 003/2025-26</p>

	<p>b) Review of the terms of reference for committees. RESOLVED: That the terms of reference for Market & Services, Allotments and Recreation & Environment committees be approved, and that the terms of reference for the Administration, Finance and Staffing committee be deferred to the next Full Town Council meeting on the 2nd June 2025.</p> <p>c) Review of delegation arrangements to committees, sub-committees, staff and other local authorities. RESOLVED: That delegation arrangements to committees, sub-committees, staff and other local authorities be approved.</p>
015/2025-26	<p>Outside Bodies</p> <p>a) To review the appointment of members on outside bodies. RESOLVED: That members on the outside bodies be approved.</p> <p>b) To appoint the Clerk and up to two Councillors to attend the YLCA Branch meeting in their area and to represent the Council as voting representatives at those meetings RESOLVED: That the Clerk and Assistant Clerk, Cllr Hayes and Cllr Marsden be appointed to attend the YLCA branch meetings.</p>
016/2025-26	<p>Street Lighting</p> <p>a) To receive an update regarding the works carried out for the Yorkshire Dales National Park Authority Grant and consider any further action. The Clerk provided an update and reported that the works carried out were nearing completion. The information was noted.</p> <p>b) To receive an update regarding the Council's electricity contract and supplier. The Clerk provided an update and the information was noted.</p> <p>c) To consider repairs to two streetlights on Kirkgate LP91 and LP99, requiring new lanterns and repairs at a cost of £860 + VAT. RESOLVED: That authorisation be given to carry out repairs to LP91 and LP99 at a cost of £860 + VAT.</p>
017/2025-26	<p>Arla - To receive an update from the Arla working group and to consider any further action Cllr Rose and White provided an update and the information was noted. It was AGREED that the Arla working group would produce a statement to be placed on the Council's social media.</p>
018/2025-26	<p>Correspondence</p> <p>a) To receive and respond (correspondence received after the advertised agenda will be considered).</p> <p>i – To note the response from the York & North Yorkshire Combined Authority road safety advice surgery. The information was noted.</p> <p>ii – Invite to the Craven branch of the YLCA meeting Monday 16th June 2025. It was AGREED that Cllr Kilbourne would attend.</p> <p>iii - North Yorkshire development of local plan, invite to online briefing session - 15th & 19th May. It was AGREED that Cllr Cotton would attend.</p> <p>iv – To note the update from Kettu studios regarding their funding application to the York & North Yorkshire Combined Authority Mayoral fund. It was noted that the funding application had been denied.</p> <p>b) Items for Information only</p> <p>White Rose Bulletin & YLCA training programme The information was noted.</p>
019/2025-26	<p>Councillors report on outside meetings or events attended Cllr White provided details of meetings that he had attended at the Library & Plastic free Settle & Giggleswick. The information was noted</p>

	To consider any training requirements requests. No training requests received.
020/2025-26	<p>Staffing Matters Arising</p> <p>a) To receive an update from the Clerk regarding any staffing issues. The Clerk provided an update. The Chair proposed that the Council consider a resolution to exclude press and public from the discussion due to business of a private and confidential nature. RESOLVED: To exclude press and public from the agenda items due to business of a private and confidential nature.</p> <p>b) To consider a request for a member of staff to take time off in lieu instead of payment for additional hours worked RESOLVED: That unauthorised overtime should not be taken off in lieu.</p>
021/2025-26	Future agenda items to be emailed to the Clerk
022/2025-26	<p>Dates of next meetings: 2nd June 2025 Full Council Meeting at 7pm The date of the meeting were noted.</p> <p><i>The meeting closed at 21:31</i></p> <p style="text-align: right;">Page 005/2025-26</p>