

**MINUTES OF THE FULL TOWN COUNCIL MEETING HELD  
IN SETTLE TOWN HALL ON MONDAY 2<sup>nd</sup> March 2026 at 7pm**

**Present:** Cllr Lord (JL) (Chair), Taylor (DT), Hayes (SH), Rose (MR), White (BW), Marsden (LM), Rymer (DR), Temple (BT)

**Clerk:** Katie Dugdale **Assistant Clerk:** Emma Rayner **Members of the Press / Public:** One

<b>Minute Ref</b>	<b>MINUTES – Full Town Council</b>	<b>Action</b>
196/2025-26	<p><b>Apologies</b> i) To receive apologies for absence and record these in the minutes. <b>Apologies received from Cllr Cotton and Cllr Warham.</b> ii) To consider the approval of reasons for absence given by Councillors. <b>RESOLVED: That apologies received from Cllr Cotton and Warham be approved.</b></p>	
197/2025-26	<p><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>No interests declared.</b></p>	
198/2025-26	<p><b>Vacancies</b> To fill 1 ordinary vacancy by co-option. <b>No applications received.</b></p>	
199/2025-26	<p><b>Minutes of Meetings</b> a) To approve the minutes of the meeting of Full Council on the 2nd of February 2026 as true record. <b>RESOLVED: That the minutes be approved as a true record.</b></p>	
200/2025-26	<p><b>Clerk report –</b> a) To receive an update from the Clerk on actions taken since the last meeting. <b>The Clerk provided an update. The information was noted.</b> b) To receive an update regarding outstanding actions from this financial year, ongoing work from working groups and task &amp; finish groups and consider any further actions. <b>Cllr Lord provided an update. The information was noted.</b></p>	
201/2025-26	<p><b>Police Report</b> - Members to receive the monthly report. <b>The information in the report was noted.</b></p>	
202/2025-26	<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: <b>a) Applications</b> <b>26/00072/FUL</b> - Householder consent for formation of forecourt parking. 5 Banks View Church Street Settle North Yorkshire BD24 9JL – To note that the application has been withdrawn. <b>It was noted that the application had been withdrawn.</b> <b>b) Decisions</b> - <b>No decisions received prior to the meeting.</b></p>	
203/2025-26	<p><b>Highways</b> - To receive a report from the Highways working party on the outcome of recent speed surveys undertaken by NYC Highways in connection with draft proposals for extending the existing 20mph speed limits in Settle and consider any further actions. <b>RESOLVED: That this agenda item be deferred to a future Full Town Council meeting as the Highways working party were still awaiting the results and a report from NYC Highways.</b></p>	<b>Highways working group</b>
204/2025-26	<p><b>Matters relating to County and Parish</b> a) To consider items for the next edition of the Community news April/May – deadline 11 March. <b>It was AGREED to include the Annual Parish meeting details and a spotlight on Cllr Rose in the next edition of the Community news.</b></p>	<b>Clerk / Cllrs Rose and White</b>

	<p>b) Annual Parish Meeting – to consider arrangements and timings for this year’s meeting. <b>It was AGREED that the event would commence at 6pm with local organisations meeting Parishioners and then the Police and Mayor’s report would follow.</b></p> <p>c) To receive a report from Cllr Cotton and consider a response to the North Yorkshire Council Parish Liaison: Local Planning Enforcement Plan Consultation. <b>The report was received. RESOLVED: That the Council would submit the following comment – “Under Section 9 of the Local Planning Enforcement Plan Consultation, while the overall intention appears positive, greater clarity is required regarding responsibility for enforcement. Specifically, it should be clearly outlined whether enforcement responsibilities rest with elected members, Council officers, or both. Additionally, it would be helpful to specify whether there is provision for local input within this process”.</b></p>	<p><b>Clerk / Asst Clerk</b></p> <p><b>Clerk</b></p>
205/2025-26	<p><b>Marketplace</b></p> <p>a) To receive quotes for maintenance works on the marketplace and footpath repairs around the Town Hall &amp; Shambles and consider any further actions. <b>The quotes for maintenance works were received and following discussion it was AGREED to ask for one of quotes to be broken down into separate areas. And for the Clerk to contact the owners of the Town Hall and Shambles to request financial assistance with the works required.</b></p> <p>b) To consider any further marketplace improvements including the addition of planters. <b>It was AGREED for the Clerk and Assistant Clerk to investigate the cost of additional planters and benches and that further information be brought back to a future Full Town Council meeting.</b></p>	<p><b>Clerk / Asst Clerk</b></p> <p><b>Clerk / Asst Clerk</b></p>
206/2025-26	<p><b>Policies and Procedures</b></p> <p>a) To receive recommendations from the Administration, Finance &amp; Staffing Committee regarding the adoption of a co-option policy. <b>The Administration, Finance &amp; Staffing Committee recommended the adoption of a co-option policy. After discussion it was AGREED to make further changes and it was RESOLVED: to adopt the updated Co-option policy</b></p> <p>b) To receive recommendations from the Administration, Finance &amp; Staffing Committee regarding the updated Councillor Induction Pack. <b>The Administration, Finance &amp; Staffing Committee recommended that the Council adopted the updated Councillor Induction Pack. RESOLVED: To accept the recommendations of the Administration, Finance &amp; Staffing Committee.</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
207/2025-26	<p><b>Local Emergency Plan group</b></p> <p>a) To approve the Local Emergency Plan task and finish group terms of reference. <b>RESOLVED: That the terms of reference for the Local Emergency task and finish group be approved</b></p> <p>b) To receive an update from the Local Emergency Plan group. <b>Cllr White provided an update.</b></p>	
208/2025-26	<p><b>Finance</b></p> <p>a) To check the Market books and to receive the Market Report for February 2026. <b>The Market Books were checked by Cllr. Rymer. The Market report was noted.</b></p> <p>b) To approve accounts for payment and to note receipts for February and March to date. <b>RESOLVED: That Cllr Rymer checked and approved the accounts for February.</b></p> <p><b>A list of March payments was circulated prior to the meeting and payments totalling £1,360.71 (net) were approved.</b></p> <p><b>February Receipts: £ 1,452.75 February Payments: £ 6,938.35 (net)</b></p> <p><b>Bank Balances 28<sup>th</sup> February 2026:</b></p> <p><b>Community Account: £3,603.46. BMM Account: £145,057.03. Total: £148,660.49</b></p> <p>c) To receive a report on the internal control carried out by Cllr Lord and consider any further action. <b>The report from Cllr Lord was received and the information was noted. It</b></p>	

	<p>was <b>AGREED</b> that no further action was required and that the Council’s internal control was adequate.</p> <p>d) To note the new S137 expenditure limit of £11.60 per elector and the maximum amount the Council can spend using this power of last resort in the 2026/2027 financial year. <b>The S137 limit of £11.60 per elector and the total expenditure limit of £25,926 was noted.</b></p>	
209/2025-26	<p><b>Correspondence</b></p> <p>a) <b>To receive and respond</b> (correspondence received after the advertised agenda will be considered).</p> <p>i - To note the minutes of the Chamber meeting 17<sup>th</sup> February 2026 and consider any further actions. <b>It was noted that information not provided to the Chamber had appeared in their minutes under the heading of Settle Town Council update. It was RESOLVED to formally write to the Chamber requesting that the minutes be changed to only include information provided under the Settle Town Council heading and that an additional heading of “Other Town Matters” be added to include other matters discussed. And that the Council does not send an in-person representative but continues to submit a written report. It was AGREED to invite a member of the Chamber of Trade to the next Market &amp; Services Committee meeting.</b></p> <p>ii – To receive information from the North Yorkshire Council Highways regarding the gritting of the Townhead area and consider any further action. <b>RESOLVED: To request that North Yorkshire Highways add Townhead onto the locations being reviewed for gritting.</b></p> <p>iii – Invitation to the Yorkshire Dales National Park planning event – 18<sup>th</sup> March 2026. <b>It was AGREED that Cllr Rose would attend the event.</b></p> <p>iv – To note the Yorkshire Dales National Park Parish Forum information. <b>The information was noted.</b></p> <p>v- To note the information from North Yorkshire Council regarding the disposal of the non-operational public conveniences at Ashfield. <b>The information was noted</b></p> <p><b>b) Items for Information only</b></p> <p>White Rose Bulletin &amp; YLCA training programme. <b>The information was noted.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Rose</p>
210/2025-26	<p><b>Strategy Day</b> – To receive a summary of the Settle Town Council strategy day and consider any further action. <b>A summary of the strategy day was circulated prior to the meeting, the information was noted. It was AGREED to include the information in the Annual Parish meeting presentation. Special thanks were given to Caroline who facilitated the strategy day and it was RESOLVED: To purchase a thank you gift up to the value of £25.00 using the Mayoral Fund.</b></p>	Clerk / Asst Clerk
211/2025-26	<p><b>Staffing matters arising</b></p> <p>A resolution was proposed to exclude press and public from agenda item 211-2025-26 a) <b>RESOLVED: To exclude press and public from the agenda item 211-2025-26 a) due to business of a private and confidential nature.</b></p> <p>a) To receive recommendations from the Administration, Finance &amp; Staffing Committee regarding updating a member of staff’s contract and changing their banded hours and consider any further actions. <b>The Administration, Finance &amp; Staffing Committee recommended to not update a member of staff’s contract and change their banded hours. After further information was provided by the Clerk it was RESOLVED to not accept the Administration, Finance and Staffing committee’s recommendation and that the member of staff contract be updated with a change of their banded hours to 25-28 per week.</b></p>	Clerk

	b) Any staffing matters arising or matters outstanding. <b>No other staffing matters arising.</b>	
212/2025-26	<p><b>Councillors</b></p> <p>a) Councillors report on outside meetings or events attended and recruitment of Councillors. <b>Cllr Hayes circulated a report on cyber training prior to the meeting. Cllr Marsden reported that the Civic Service and Networking Event was useful, however there was a lack of security checks. It was AGREED to email the organisers with this feedback.</b></p> <p>b) To receive any training requests <b>No training requests received</b></p>	<b>Clerk</b>
213/2025-26	<p><b>Impact of Meeting</b></p> <p>a) To discuss how this Council meeting has benefitted residents. <b>It was AGREED that the meeting had benefitted residents with the discussions surrounding the marketplace improvements, pavement repairs, an updated Councillor induction pack and discussions regarding the Annual Parish meeting.</b></p> <p>b) To discuss how this Council meeting has supported the Council's objectives and action plan. <b>Considering parishioners needs, filling Councillor vacancies, financial checks and the Annual Parish meeting have supported the Council's objectives.</b></p>	
214/2025-26	<b>Future agenda items - To be emailed to the Clerk.</b>	
215/2025-26	<p><b>Dates of next meetings:</b></p> <p>Tuesday 17<sup>th</sup> March Market &amp; Services Committee meeting at 1pm.          Tuesday 24<sup>th</sup> March Allotments Committee meeting at 2pm.          Monday 13<sup>th</sup> April 2026 Full Council Meeting at 7pm.          Monday 27<sup>th</sup> April 2026 Annual Parish Meeting – St. John's Methodist Church.  <b>The dates of the meetings were noted.</b></p> <p><i>Meeting closed 21.23</i></p>	