Settle TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD IN SETTLE TOWN HALL ON MONDAY 5th October 2026 at 7pm

Present: Cllr Lord (JL) (Chair), Taylor (DT), Hayes (SH), Marsden (LM), Warham (RW), Cllr Temple (BT) Cllr Rose (MK). Cllr Rymer (DR)

Clerk: Katie Dugdale. **Assistant Clerk**: Emma Rayner. **Members of the Press / Public:** Two and One member of North Yorkshire Police.

Public Participation:

A member of the Public raised concern over the war memorial still being fenced off due to uneven paving stones, and the closeness to Remembrance Sunday.

Another member of the public raised concerns regarding the outstanding works required to the paving around the War Memorial and requested an update on the lift in the Town Hall, which was out of action. They commented positively on the colourful planters around the Market Place and enquired whether an additional screen could be provided to enable members of the public to view PowerPoint presentations during Council meetings.

Cllr Lord reported that the land surrounding the war memorial was owned by North Yorkshire Council, (NYC) and for Parishioners, together with the Clerk to raise the issue with them. And that the Clerk would request an update from the landlord regarding the lift following a meeting with their contractor.

Agenda Ref	AGENDA ITEMS	
120/2026-27	**Apologies** i) To receive apologies for absence and record these in the minutes. **Apologies received from Cllr White** ii) To consider the approval of reasons for absence given by Councillors. **RESOLVED: That apologies from Cllr White be approved.**	
121/2026-27	**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.**	
122/2026-27	**Vacancies** - To fill two ordinary vacancies by co-option. **No applications received.**	
123/2026-27	**Police -** Members to receive the monthly report. **The North Yorkshire Police representative in attendance gave an update about the report**. **The information in the report and update was noted.**	
124/2026-27	**Minutes of Meetings** a) To approve the minutes of the meeting of Full Council on the 7th September 2026 as a true record. **RESOLVED: That the minutes be approved as a true record.** b) To approve the minutes of the meeting of the Administration, Finance & Staffing Committee on the 21st September 2026 as a true record. **RESOLVED: That the minutes be approved as a true record.**	
125/2026-27	**Clerk report** To receive an update from the Clerk on actions taken since the last meeting and ongoing items. **The Clerk provided an update and the information was noted.**	
126/2026-27	**Councillor Actions** a) To receive updates from Councillors on actions taken since last meeting and ongoing items. **Councillors provided updates on actions taken since the previous meeting and discussed ongoing matters.**	

	b) To receive reports from Councillors on outside meetings or events attended. **Councillors provided reports on outside meetings and events attended. Key points and any relevant updates were shared with the Council.** c) To receive any training requests. **No training requests were received.**	
127/2026-27	**Working Groups** a) To receive an update from the High Street Collective and consider any further action. **An update was received that the High Street Collective were in the process of arranging it's next meeting and a further update would be provided at the next Full Town Council meeting.**	
128/2026-27	**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** **26/05723/FUL -** Full planning permission for the conversion of commercial premises to dwelling with off street parking. The Garden Shed Kirkgate Settle North Yorkshire BD24 9DX. **RESOLVED: That the Council does not object to the application but submit the following comments: The existing building is located within the Settle Conservation Area, the application proposes the installation of uPVC windows. Settle Town Council considers that this would be inappropriate within the Conservation Area and therefore the proposed windows should be wooden. It was further RESOLVED to request that any planning permission is subject to a Principal Residence condition, requiring the property to be occupied as the primary residence of the occupants and not used as a second home or holiday/short-term let.** **26/05511/FUL** - Householder consent for extension with dormer window and widen existing vehicular Access. Fairfields, 8 Longdale Avenue Settle North Yorkshire BD24 9BB. **RESOLVED: No objections**. **26/05341/DVCON** - Section 73 application to vary condition 2 (approved plans) of listed building consent reference ZA25/27326/LBC to amend the extent of works to rainwater goods and to include the use of aluminium replacements. The Folly Victoria Street Settle North Yorkshire BD24 9EY. **RESOLVED: That the Council supports the application.**	
129/2026-27	**Matters relating to County and Parish** a) To consider a request from Limestone View residents to place a Poppy display on the fountain on the market place. **RESOLVED: That permission be granted for Limestone View residents to place a poppy display on the fountain.** b) To review and consider a response to a proposed Traffic Regulation Order for a Disabled Parking Bay - High Hill Grove Street, Settle. **RESOLVED: No objections.**	
130/2026-27	**Street Lighting** a) To receive an update regarding the inspection of the Council owned streetlights and details of any condemned lights or repairs required. **No update / report had been provided from North Yorkshire Highways. RESOLVED: To write to the Chief Executive of North Yorkshire Council and copy in Cllr Staveley, raising concerns over the lack of communication about the streetlight inspection and other outstanding matters including the Green and War Memorial.** b) To consider a request from a parishioner, regarding the repositioning of a condemned street light on Mill Close. **RESOLVED: That the Council supported the request of repositioning the streetlight. It was AGREED that the Council would contact the lighting engineer to confirm if the repositioning of the light was possible and that there would be no additional cost to the Council.** c) To consider a programme of works for the streetlight repairs / upgrades and any further actions. **RESOLVED: That this agenda item be deferred to a future Full Town Council meeting until a full report from North Yorkshire Highways has been received.**	

131/2026-27	**Finance** a) To check the Market books and to receive the Market Report for September 2026. **The Market Books were checked by Cllr. Hayes. The Market report was noted.** b) To approve accounts for payment and to note receipts for September & October to date. **RESOLVED: That Cllr Hayes checked and approved the accounts for September. A list of October payments was circulated prior to the meeting and payments totalling £2,339.14 (net) were approved.** **September Receipts: £105,190.43. September Payments: £8,397.26 (net)** ***Bank Balances 30th September 2026:*** **Community Account: £5,001.67 BMM Account: £154,066.87 Redwood Savings Account: £20,000.00 Redwood Saving Account 35 Day Notice: £80,00.00 Total: £259,068.54** c) To consider quotes from Internal Auditors and to consider their independence to the Council. And appoint an internal auditor to carry out the 2026-27 audit. **Quotes from Internal Auditors and their independence to the Council were considered. After discussion it was RESOLVED to appoint Elker Lodge Services Ltd to carry out the Internal Audit for 2026-27 at a cost of £475 + VAT.** d) To consider the purchase of a poppy wreath for Remembrance Sunday under S137 expenditure. **RESOLVED: That the purchase of a poppy wreath, spending under power S137 be approved** e) To receive Quarter 2 July – September 2026 receipts and payments and spend against budget. **The Quarter 2 receipts and payments for July to September 2026, together with expenditure against budget, were reviewed and noted by the Council.** f) To receive the first draft of the 2027/28 budget and consider any further action. **The first draft of the budget for the financial year 2027/28 was presented to the Council for consideration. Members reviewed the draft budget and discussed the proposed income and expenditure. Earmarked reserves and General reserves were reviewed. It was AGREED that the committees would meet and propose its budgets and an updated draft would be brought to the 2nd November Full Town Council meeting.**	
132/2026-27	**Policy and procedures** a) To review the Terms of Reference for the Administration, Finance & Staffing Committee and consider any further action. **The Terms of Reference for the Administration, Finance & Staffing Committee were reviewed. RESOLVED: That the amended version of the Terms of Reference be adopted.** b) To review the Risk Management Register. **The Risk Management Register & an assessment of the risks facing the Council were reviewed. Appropriate steps to manage those risks were recorded and it was AGREED that the Risk Management Register would be reviewed again before the end of the financial year.** c) To review the membership of the committees and working groups. **The membership of the Council's committees and working groups was reviewed. RESOLVED: That the updated membership of committees and working groups be approved.** *Cllr Rymer left the meeting 21.13. Cllr Marsden left the meeting 21.13 and returned 21.15. Cllr Lord left the meeting 21.15 and returned 21.17*	

133/2026-27	**Correspondence** i – To receive an email from a Parishioner regarding the condition of the red phone box outside Neil Wrights and consider any further action. **It was AGREED that further enquiries would be made as to the ownership of the phone box.** ii – To receive an update from North Yorkshire Council, (NYC) regarding S106 monies. **The information provided was noted. It was AGREED that the Clerk would speak to the Clerk of Giggleswick Parish Council and that further information would be brought back to a future Council meeting.** iii – To receive a response from North Yorkshire Highways regarding the traffic issues surrounding The Green and consider any further action. **The disappointing response from North Yorkshire Highways not offering an on site meeting was noted. The letter to be sent under agenda item 130/2026-27 a) to the Chief Executive of NYC would include the traffic issues surrounding The Green.** iv – To consider a response to the NYC Home to School Travel Policy Post Implementation Review consultation. **Following discussion, it was AGREED that no formal response would be submitted by the Council.** v – To receive a letter from a Doctor at Townhead surgery regarding opposing the proposed move of Craven from the Bradford to North Yorkshire ICB. **The letter and contents were noted. It was AGREED to respond thanking them for bringing the matter to the Council's attention and asking to be kept updated.** **b) Items for Information only** White Rose Bulletin & YLCA training programme. The information was noted.	**Clerk**
134/2026-27	**Council Events** a) To consider having a Council stall on the Tuesday market during October half term. **It was agreed to proceed with the stall, subject to arrangements being confirmed. Councillors will be asked to assist with staffing the stall.** b) To consider changes to the layout of the Christmas market and any further actions required for the Christmas Lights Switch on Event. **After discussion it was RESOLVED that the layout of the Christmas market would now include the area around the back of the Shambles, and that the children waiting to perform would gather on the market place infront of the bookstore.** c) To consider arrangements for the Remembrance Sunday event and any further action. **Arrangements for the Remembrance Sunday event were discussed and it was AGREED that Cllr Lord would carry out the reading in church.**	**All Cllrs** **Cllr Lord**
135/2026-27	**Staffing matters arising** a) Any staffing matters arising or matters outstanding. **It was noted that the Assistant Clerk had successful passed the FiLCA qualification and praise was given for her efforts.**	
136/2026-27	**Impact of Meeting** a) To discuss how this Council meeting has benefitted residents. **It was AGREED that the meeting had benefitted residents with discussions around budget, community events, planning applications and other matters affecting the Parish.** b) To discuss how this Council meeting has supported the Council's objectives and action plan. **The matters considered and decisions made were in line with the Council's priorities and contributed towards progressing identified actions.**	
137/2026-27	Future agenda items. **To be Emailed to the clerk**	
138/2026-27	**Dates of next meetings:** Monday 19th October 2026 – Recreation & Environment. Monday 2nd November 2026 – Full Town Council Meeting. **The dates of the meetings were noted.** *Meeting Closed 21.30*	