

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD IN SETTLE TOWN HALL ON
MONDAY 11th May 2026 at 7pm**

Present: Cllr Lord (JL) (Chair), Rymer (DR), Taylor (DT), Hayes (SH), Rose (MR), White (BW), Marsden (LM), Warham (RW) Clerk: Katie Dugdale. **Assistant Clerk:** Emma Rayner

Absent: Cllr Temple (BT)

Members of the Press / Public: One

Agenda Ref	AGENDA ITEMS
020/2026-27	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.
021/2026-27	Election of Deputy Chairman / Deputy Town Mayor and receive the Deputy Mayor's Declaration of Acceptance of Office. RESOLVED: Cllr. Rose was elected as Vice Chairman of the Council / Deputy Town Mayor and signed the Declaration of acceptance of office. A vote of thanks was given to the retiring Vice Chairman Cllr Taylor.
022/2026-27	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.
023/2026-27	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
024/2026-27	Vacancies a) To note North Yorkshire Council's Proper Officer has received insufficient requests from eligible electors for an election to fill the casual vacancy. The information was noted. b) To fill two ordinary vacancies by co-option. No applications received.
025/2026-27	Minutes of Meetings a) To approve the minutes of the meeting of Full Council on the 13th of April 2026 as a true record. RESOLVED: That agenda item 025/2026-27 be deferred to the next Full Town Council meeting on the 1st June 2026.
026/2026-27	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.
027/2026-27	Police Report - Members to receive the monthly report. The information in the report was noted
028/2026-27	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 26/01808/FUL Householder application for conversion of window opening to door opening to provide Building Regulations compliant emergency exit route from existing upper floor accommodation. 15A Victoria Street, Settle, North Yorkshire. BD24 9HD. No Comment. 26/01843/FUL - Householder application for demolition of existing lean-to and construction of single storey side extension. 11 Ingfield Crescent, Settle, North Yorkshire. BD24 9BE. No Comment. 26/02084/FUL - Householder permission for a two-storey rear extension 10 Bond Lane Settle, North Yorkshire. BD24 9BW. No Comment.

	<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 were reviewed and the information was noted.</p> <p>d) To review the Council’s complaints procedure. RESOLVED: To adopt the YLCA complaints procedure.</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. The Council’s freedom of information and data protection policies, procedures and practices were reviewed.</p> <p>f) To review the Council’s policy for dealing with the press/media. The Council’s media policy was reviewed. RESOLVED: To adopt the updated media policy.</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 and placed on the agenda of its next meeting.</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 £748.63 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 and that the Annual Meeting of the Council would be held on Monday 17th May 2027.</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 approve subscriptions to the Society of Local Council Clerks, National Allotment Society, Institute of Cemetery Crematorium Management ICO, Payroll Manager, Parish Online Mapping, Scribe accounting software, and Microsoft office 365.</p>
032/2026-27	<p>a) To appoint Statutory and other Standing Committees and working groups, elect a chairman and approve membership for each committee.</p> <p>i - Committees: Market & Services, Allotments, Recreation & Environment, Administration & Staffing and Finance.</p> <p>ii - Working Groups (with a limited term – task and finish) Devolution, Funding Group, Highways, Climate Change & Biodiversity, Christmas Lights, Arla, 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>b) Review of the terms of reference for committees. RESOLVED: That the updated terms of reference for committees be approved, and that the terms of reference for the Administration, Finance and Staffing committee be placed on the agenda of its next meeting for further review and brought back to Full Town Council for approval.</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>
033/2026-27	<p>Outside Bodies</p> <p>a) To review the appointment of members on outside bodies and arrangements for reporting back. RESOLVED: That members on the outside bodies be approved and that a report on meetings attended be circulated to members prior to the Full Town Council meetings.</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.</p> <p>RESOLVED: That the Clerk, Cllr Hayes and Cllr Taylor be appointed as voting representatives at the YLCA branch meetings.</p>
034/2026-27	<p>Matters relating to County and Parish</p> <p>a) To discuss how Parishioners find out about news and events in Settle - <i>Cllr Warham</i>. Cllr Warham provided a report on the lack of a combined approach of local organisations / businesses advertising events and information to Parishioners & Tourists. It was AGREED to place this item on the agenda of a future Full Town Council meeting.</p> <p>b) To consider using the services of a Town Crier and consider any further action. After discussion it was AGREED that the Council did not run enough events to consider using the services of a Town Crier. RESOLVED: To not use the services of a Town Crier and to send a letter thanking them for their enquiry.</p> <p>c) To note the complaint from a Parishioner regarding the works carried out on the High Road, by North Yorkshire Council, and consider any further action. The information received from North Yorkshire Highways and Cllr Staveley was noted. RESOLVED: No further action required.</p> <p>d) To receive information from North Yorkshire Council regarding Settle’s Town Investment Plan. The Clerk provided an updated and it was noted that the Communities Locality Leads from North Yorkshire Council would attend on the 1st June 2026 to address the Council and explain the process involved in compiling the plan.</p>
035/2026-27	<p>Play Areas and Open Spaces</p> <p>a) To consider quotes for the annual play area inspections and appoint a contractor. The quotes and a report from the Clerk were considered. RESOLVED: To appoint Contractor C - Streetscape Ltd, to carry out the annual play area inspections.</p> <p>b) To consider works to the large mature tree at Bond Lane play area at a cost of £595 + VAT. RESOLVED: To approve Tree tops Forestry Ltd to carry out the works to the large mature tree at Bond Lane play area at a cost of £595 + VAT and that the removal of a tree leaning over the railings, at a cost of £295 + VAT also be approved.</p> <p>c) To receive an update regarding the outstanding land transfer for Falcon Park play area. The Clerk provided an update that the Council’s solicitors had been instructed to contact the housing developers regarding the outstanding land transfer. RESOLVED: That Cllr Lord would sign the terms of business on behalf of the Council and that the Clerk had delegated authority to instruct the solicitors that the cost of up to 3 hours work be approved in the initial contact.</p> <p>d) To receive an update from Cllr Hayes regarding ongoing issues with the Green. Cllr Hayes provided a brief update, and it was AGREED that this item be placed on the 1st June 2026 Full Town Council meeting for further discussion.</p>
036/2026-27	<p>Correspondence</p> <p>a) To receive and respond (correspondence received after the advertised agenda will be considered).</p> <p>i – To receive a request from the Flowerpot Festival to place a flowerpot display on the fountain in the marketplace. RESOLVED: That approval be granted for a flowerpot display to be placed on the fountain in the marketplace.</p> <p>ii – Invitation to attend the YLCA Craven Branch – Wednesday, 10 June at Gargrave Village Hall. It was AGREED to circulate further information about the meeting when available.</p>

	<p>b) Items for Information only</p> <p>White Rose Bulletin & YLCA training programme. The information was noted.</p>
037/2026-27	<p>Staffing matters arising</p> <p>a) Any staffing matters arising or matters outstanding. A query regarding staff eye-tests / eyecare was raised. It was AGREED that this would be investigated and brought back to a future meeting.</p>
038/2026-27	<p>Councillors</p> <p>a) Councillors report on outside meetings or events attended and recruitment of Councillors. Cllr Rose circulated a report prior to the meeting, on the Yorkshire Dales National Park Authority spring forum. The information was noted.</p> <p>b) To receive any training requests. No training requests received.</p>
039/2026-27	<p>Impact of Meeting</p> <p>a) To discuss how this Council meeting has benefitted residents. It was AGREED that the meeting had benefitted residents with the discussions surrounding the play areas, tree works and a review of the Council's policies, procedures, and governance.</p> <p>b) To discuss how this Council meeting has supported the Council's objectives and action plan. Considering parishioners needs, filling Councillor vacancies, financial checks and a future review of the Annual Parish meeting have supported the Council's objectives.</p>
040/2026-27	<p>Future agenda items – Data retention policy, data audit, review of the Annual Parish meeting.</p>
041/2026-27	<p>Dates of next meetings:</p> <p>Monday 1st June 2026 Full Council Meeting. The date of the meeting was noted.</p> <p><i>The meeting closed at 21:34.</i></p>