

### Agenda

The Annual Meeting of the Settle Town Council to be held in the Council's offices, Settle Town Hall on Monday 8th May 2017 at 7.00pm. The public and press are invited and Parishioner Participation will be at 7.00pm. Parishioners' comments will be taken before the meeting commences but the time will be restricted to 15 minutes or longer at the Chairman's discretion.

**1. To elect the Chair/Town Mayor and receive the Town Mayor's Declaration of Acceptance of Office**

**2. Vacancies** To fill 2 Casual vacancies by co-option.

**3. Apologies** To receive and record apologies.

**4. 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.

**5. To elect a Deputy Chair/ Town Mayor**

**6. Policing** To receive the monthly report

**7. Minutes** To approve draft minutes of the Council meetings

a) Annual Parish Meeting on Monday 23<sup>rd</sup> May 2016      b) Market Traders Meeting on Tuesday 28<sup>th</sup> March 2017

c) Council meeting on 3<sup>rd</sup> April 2017                      d) Extra ordinary meeting 19<sup>th</sup> April 2017

**8. To appoint representatives/ Trustees on other bodies One Councillor to be appointed per body**

Settle Relief in Need Charity **Cllr Taylor**

Foster & Poor Close **Vacancy**

Settle District Chamber of Trade **Cllr Balsamini**

Yorkshire Local Councils Association **Vacancy**

Settle Community Library **Cllr Robinson**

Settle District Aid in Sickness **Vacancy**

Swimming Pool Committee **Cllr Handford**

Settle Victoria Hall Limited **Cllr Beesley**

Freight Quality Partnership **Cllr Catherwood**

NYCC Craven Area Committee **Cllr Balsamini**

**9. To appoint Statutory and other Standing Committees and to elect a chairman for each.**

Recreation, Amenities & Lighting, Markets, Allotments, Administration, Finance & Staffing.

**10. To consider the payment of subscriptions as follows:**

Yorkshire Local Councils Associations    £691

Society of Local Council Clerks    £225

Institute of Cemetery Crematorium Management    £90

Local Councils Direct Magazine & Update    £100

Friends of the Settle – Carlisle Line    £20

SELRAP    £15

Local Councils Review    £17

**11. To Receive a list of Deeds and Trust Instruments and an Asset Register (Inventory) of Equipment and possessions in the Custody of the Council.**

**12. Internal Audit – to review of system of internal control**

a) To review the Council's Risk Management Policy and schedule of Risk Assessments

b) To review the Council's Internal Audit Plan

c) Internal Auditor - to review the terms of engagement of the Council's Internal Auditor

d) To review and approve the Council's statement on the effectiveness of its system of internal control

**13. To receive the insurance renewal quotation and review and approve the Council's annual insurance policy.**

**14. Planning**

**a) Applications** received for consultation (*applications advertised by CDC received prior to the meeting will be considered*)

**62/2017/17960** Application To Vary Conditions 2 & 5 Of Original Planning Consent Reference 62/2015/16377 To Replace 4 No Existing First Floor Windows And Change The Paint Colour Of Rain Water Goods On The Rear Elevation. At The Cottage, 25 Duke Street, Settle, BD24 9DJ

**Continued/**

**Agenda Settle Town Council Annual Meeting Monday 8<sup>th</sup> May 2017 cont.**

**Planning Cont.**

**62/2017/17938** Replace UPVC Kitchen Window With Hardwood Semi-Glazed Door And Single Hardwood Fixed Glazed Window; Replace Second Kitchen UPVC Window With Hardwood Double Glazed Opening Window; Replace External Lounge Door With Hardwood Double Glazed Opening Window at 3 School Hill, Settle, BD24 9HB

**62/2017/17988** Proposed Single Storey Extension & Other Assoc Alterations at 30 Church Street Settle BD24 9JG

**b) Decision Notices (notices received prior to the meeting will be reported).**

**C/62/606F/LB** Listed Building Consent for re-roofing at Cleatop Park House Settle

**62/2017/17861** Erection of double glazed porch replace existing doorway with new double door replace existing door into existing porch with hardwood windows replace existing softwood door into presbytery with hardwood at St Mary and St Michael Church Tillman Close

**62/2017/17878** T1 Sycamore Remove Wayside Duke St Settle

**62/2017/17875** T1 Sycamore Remove Water Tower Station Road Settle

**15. Finance**

- a) To check the Market books and to receive the Market report for April 2016.
- b) To approve accounts for payment and to note receipts for April 2016 and May to date.
- c) Approve Clerks attendance at the SLCC Regional Training Seminar 19<sup>th</sup> July Cost £69 + VAT
- d) To receive 3 quotes for blinds for new office and approve a contractor.

**Annual Return – year ending 31March 2017**

- d) To certify the accounting statements
- e) To appoint the Internal Auditor for 2017-18
- f) To approve the annual governance statement 2016-17

**16. Website Email Systems and Data Protection**

To receive a report from Cllrs Catherwood, Balsamini and Handford and agree action required to implement any changes to current systems and approve any associated costs.

**17. To receive and respond to correspondence** (correspondence received after the advertised agenda will be considered).

- a) Letter re bank closures in Settle
- b) Letter of thanks for sorting double yellow lines at Bond lane but has concerns about knock on effect on cars parking opposite the fire station and Mill Close junction.
- c) Nomination required for NYCC Craven Area Committee vacancies for Co-opted members deadline 5<sup>th</sup> June 2017
- d) Consultation from BT for Settle Stories to adopt a kiosk at Triangle Duke Street Settle

**18. To receive items of information from the Clerk or Councillors and future agenda items**

Register of electors April 2017 –update

LCR Spring 2017

Letter of thanks for sorting LP39 S Light Church St reported LP35 out opposite 3 Penyghent View – Reported to NYCC

Letter from D Hall about plans for the Skate Park – response sent with update

NALC legal briefing L02-17 Code of practice on local authority publicity.

Local Councils Update April 2017 Speech Day invitation to Town Mayor Sat 27<sup>th</sup> May Giggleswick School

Signed



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