

Minutes of the Annual Meeting of Settle Town Council held in the Council's offices, Settle Town Hall, on Monday, 8th May 2017 at 7:00 pm.

Present: Cllrs Taylor, Balsamini, Cotton, Handford, Catherwood, Tyrer, Robinson, Lord & Miss R Hill (Clerk).
Chairman- Councillor David Taylor, welcomed all present and declared the meeting open.

CL764 To elect the Chair/Town Mayor and receive the Town Mayor's Declaration of Acceptance of Office
Resolved: That Cllr David Taylor be elected Town Mayor and signed the Acceptance of Declaration of Office

CL 765 Vacancies To fill 2 Casual vacancies by co-option.

Resolved: That this be scheduled for the next Council meeting on the 5th June 2017.

CL 766 Apologies Councillor Cllr Beesley

CL767 Code of Conduct - Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda

- a) Councillors are to declare any Disclosable Pecuniary Interests (DPI) that they may have in items appearing on this Agenda (S 30 (3)), Appendices A & B **None received**
- b) To receive, consider, decide and record Members' requests for DPI dispensations (S 31) in connection with items on this Agenda – **None received.**
- c) Register of Interests – **None received**

CL768 To elect a Deputy Chair/Town Mayor

Resolved: That Cllr Danielle Balsamini be elected and signed the declaration of Acceptance of Office.

CL769 Policing To receive the monthly report

Resolved: Apologies received from Sgt L Moorhouse.

CL770 Minutes - a) Annual Parish Meeting on Monday 23rd May 2016 b) Market Traders Meeting on Tuesday 28th March 2017 c) Council meeting on 3rd April 2017 d) Extra ordinary meeting 19th April 2017

Resolved: That these be approved.

CL771 To appoint representatives/ Trustees on other bodies One Councillor to be appointed per body

Settle Relief in Need Charity **Cllr Taylor**

Settle District Aid in Sickness **Cllr Taylor**

Foster & Poor Close **B Mc Leron (to remain a trustee)**

Swimming Pool Committee **Cllr Handford**

Settle District Chamber of Trade **Cllr Balsamini**

Settle Victoria Hall Limited **Cllr Beesley**

Yorkshire Local Councils Associations **Cllr J Lord**

Freight Quality Partnership **Cllr Catherwood**

Settle Community Library **Cllr Robinson**

NYCC Craven Area Committee **Cllr Taylor**

Resolved: That the above be approved.

CL772 To appoint Statutory and other Standing Committees and to elect a chairman for each.

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

Resolved: That this be approved and that the Chairman or Deputy Chair preside at each meeting otherwise a chair to be elected at the start of the meeting.

Continued/

Minutes of the Annual Meeting of Settle Town Council on Monday 8th May 2017 cont.

CL773 To consider the payment of subscriptions as follows:

- Yorkshire Local Councils Associations £691
- Friends of the Settle – Carlisle Line £20
- Society of Local Council Clerks £225
- SELRAP (Skipton – East Lancashire Rail Action Partnership) £15
- Institute of Cemetery Crematorium Management (ICCM) £ 90
- Local Councils Direct Update and Magazine £100

Resolved: That these be approved

CL774 To receive a list of Deeds and Trust Instruments and an Asset Register (Inventory) of Equipment and possessions in the Custody of the Council.

Resolved: That this be approved

CL775 Internal Audit – to review of system of internal control

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

Resolved: That this be reviewed and all amendments be accepted

- b) To review the Council's Internal Audit Plan

Resolved: That this be reviewed and accept all amendments

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

Resolved: That the terms remain the same.

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

Resolved: That the system was reviewed and an added a new control of a Rota system for all Councillors to check payments against invoices and electronic transfers be conducted prior to the following months meeting

CL776 To receive the insurance renewal quotation and review and approve the Council's annual insurance policy.

Resolved: That this be approved (Cllr Balsamini abstained)

CL777 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

Resolved: That the above be approved.

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

Resolved that this be approved.

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

Resolved: That this be approved

Continued/

Minutes of the Annual Meeting of Settle Town Council on Monday 8th May 2017 cont.

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 **GRANTED**

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 **GRANTED**

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

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

CL778 Finance

a) To check the Market books and to receive the Market report for April 2017.

Resolved: That the Market Books were checked and received the Report. This item to be scheduled for Monday 5th June 2017.

b) To approve accounts for payment and to note receipts for April 2016 and May to date.

Resolved: That these be approved and agenda for the next scheduled meeting on 6th June 2016

April	Receipts: £ 49,304.50	Payments: £ 8,478.63 (excluding transfers)
May	Receipts: £ 1,096.27	Payments: £ 5,992.95 (to date)

c) Approve Clerks attendance at the SLCC Regional Training Seminar 19th July Cost £69 + VAT

Resolved: That this be approved

d) To receive 3 quotes for blinds for new office and approve a contractor.

Resolved: To accept Capella quote.

Annual Return – year ending 31 March 2017

d) To certify the accounting statements

Resolved: That theses be certified

e) To appoint the Internal Auditor for 2017-18

Resolved: To approve YIAS (Yorkshire Internal Audit Services)

f) To approve the annual governance statement 2016-17

Resolved: That this be approved

CL779 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.

Resolved: Cllr Catherwood reported on his findings so far and it was agreed that a meeting be arranged to agree an IT Policy for the Clerk and all users with various options.

CL780. . To receive and respond to correspondence (correspondence received after the advertised agenda will be considered).

a) Letter re bank closures in Settle

Resolved: That a request be made for the Council be kept informed

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.

Resolved: That the letter could not be acknowledged as it was anonymous but that this be placed on the agenda for the next scheduled meeting

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c) Nomination required for NYCC Craven Area Committee vacancies for Co-opted members deadline 5th June 2017

Resolved; that Cllr D Taylor be nominated.

d) Consultation from BT for Settle Stories to adopt a kiosk at Triangle Duke Street Settle **Cllr Tyrer declared a DPI and left the meeting at 8:57 p.m.**

Resolved: That this be approved.

CL781. 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 27th May Giggleswick School

An update on the Skate Park working group was received and another meeting to be arranged ASAP

Cllr Lord requested an agenda item to keep informed of any progress on the Castlebergh Hospital closure.

Grants Policy Review will also be on the agenda for June

White lining on Church Street and Road Traffic Incidents outside the Courtyard

There being no further business, the meeting was closed at **9.12 pm**

Signed

Dated