

**Minutes of the Meeting of Settle Town Council held in the Council's offices, Settle Town Hall, on Monday 4th February 2019 at 7:00 pm.**

**Present:** Cllrs Balsamini (Town Mayor), Taylor, (Deputy Town Mayor), Handford, Lord, Wood, Catherwood, James, Bellfield, County Cllr Welch, District Cllr Hull & R Hill (Clerk)

**Members of the Public 5**

Chairman - Councillor Balsamini welcomed all present and declared the meeting open.

**Public Participation** Phillip Mc Carthy gave a brief talk to the Council on his involvement in twinning in another area of the country and his interest in resurrecting the twinning activities of Banyul Sur Mer and Settle. He was asked to make an appointment with the Clerk to receive background information of the past activities.

**CL1063 Vacancies** To fill 1 Casual vacancies by co-option.

**Resolved:** This item will be scheduled for the next meeting on Monday 4<sup>th</sup> March 2019

**CL 1064 Apologies** To record and approve reasons for absence

**Resolved:** That apologies were approved for Councillor Linley and Presland.

**CL 1065 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.

b) To receive, consider, decide and record Members' requests for DPI dispensations (S 31) in connection with items on this Agenda

**Resolved:** That Cllr Taylor declared an interest in minute ref: CL 1070 planning ref 20012/HH and 20145/TCA Cllr Balsamini declared an interest in Minute ref:CL 1070 Planning ref 20082/FUL 20012/ADV

c) Register of Interests

**CL 1066 Policing** To receive the monthly report

**Resolved:** That a written report was circulated prior to the meeting and noted.

**CL 1067 Minutes** To approve draft minutes of the meetings of the Full Council on Monday 7<sup>th</sup> January 2019 as a true record.

**Resolved:** That the Minutes were approved and duly signed.

**CL 1068 County & District Councillors' Report**

**Cllr Hull** reported that Settle GP practice are in the 7<sup>th</sup> round of "One Public Estate" – to obtain funding for a business case to look at the Surgery relocating with other health related facilities to the original Middle School site.

Cllr Hull reported that she attended the meeting for the Action Plan for Market Towns and the Chamber of Trade proposals for the website project were reviewed by the delegated team.

**Cllr Welch** mentioned 3 street lights that were out on Station Road and the Clerk was able to confirm that they had been reported out and that NYCC were the contractor and should be dealing.

The Castlebergh Hospital had been quoted £80k for a lift to enable the first floor to be used so that proposal was on hold unless the funds could be found.

**Continued/**

**Minutes of the Meeting of Settle Town Council on Monday 4th February 2019 at 7:00 pm. Cont.**

**CL1069 Matters relating to County, District and Parish.**

- a) Skate Park to receive a report from the Skate Park Steering group and agree any further actions that may arise.

**Resolved: That the report was received. The next Steering group meeting had been set for Monday 11<sup>th</sup> February 2019.**

- b) Review quotes and steering group comments and approve the appointment of the Project Manager  
**Resolved: That an extra ordinary meeting be set for 7pm on 13<sup>th</sup> February following on from the Skate Park evaluation panel meeting the applicants on a site visit and further questions answered prior to final evaluation.**

- c) To receive items and reports relating to Castlebergh Hospital and approve any resolutions as required.

**Resolved: That this was received and noted the new name for the group had changed from 'Castlebergh – The Future' to 'North Craven Health and Wellbeing Action Group'. They will continue to monitor the re-opening of the Hospital which was anticipated for May.**

- d) To receive a report from Chamber of Trade and receive the latest minutes if available.

**Resolved: That the Chamber of Trade had not met.**

- e) To review the disc parking scheme and consider the proposals from the parking working party.

**Resolved: That the clerk's report was received and that the working party look at the deposit scheme as a priority.**

- f) Operation London Bridge to consider the Town Council's preparations. Article circulated to Councillors prior to the meeting.

**Resolved: That the clerk contacts YLCA and Craven District Council or North Yorkshire County Council ask if they have any plans or protocol already in place.**

- g) 'Capturing Settle's Past' - to approve an application to the District Cllrs Ward budget for an historical archive project of the Town Council to share with the Community and preserve the Council archive material.

**Resolved: That this was approved for submission as soon as possible.**

- h) To receive a letter from Settle Rotary Club and a proposal for the Settle Christmas Lights Switch On from a potential organiser for 2019.

**Resolved: That the letter was noted and the Rotary club did not wish to organise the Switch On but would still wish to hold the Santa's grotto. Vibrant Settle indicated that they would be interested in organising the event and the clerk was asked to send the grant application details for them to apply.**

- i) To discuss the complaint received relating to the buses parking on the zig zag line and consider solutions suggested by the bus company.

**Resolved: That the Clerk email both NY Police and NYCC Transport for a response.**

- j) To approve the addition of two finger posts signs to the existing signs on the Market Place and Greenfoot Car park for Settle Community Library.

**Resolved: That this was approved.**

**Minutes of the Meeting of Settle Town Council on Monday 4th February 2019 at 7:00 pm. Cont.**

**CL 1070 Planning Applications** (applications advertised by CDC received prior to the meeting will be considered)

**2019/20004/HH** Alterations to enlarge existing external door and enlarge existing window at Greenfoot Cottage, 8 The Green, Settle, BD24 9HL.

**Resolved: That the Council did not object.**

**2019/20012/HH** Single storey glass roof veranda on rear patio area at 8 Town Head Avenue, Settle, BD24 9RQ.

**Resolved: That the Council did not object.**

**2019/20073/HH** Extension to existing annex (Resubmission of 2018/19637/HH) at The Water Tower, Station Road, Settle, BD24 9AA.

**Resolved: That the Council did not object.**

**2019/20082/FUL** Full application for change of use from offices to 2 no. Dwellings at 4 & 6 Chapel Street, Settle, BD24 9HS.

**Resolved: That the Council did not object.**

**2019/20097/HH** Replacement of existing wooden double-glazed units for similar in UPVC. Size of windows and style of window frames will be the same. Existing window frames rotting due to rubble walls of cottage at 2 Pools Row, Ingfield Lane, Settle, BD24 9HW.

**Resolved: That the Council did not object.**

**2019/20145/TCA** Reduce/crown raise Tibetan Cherry Norway Maple by 20% to growing points at Townhead Surgeries, Town Head, Settle, BD24 9JA.

**Resolved: That the Council did not object.**

**2019/20112/ADV** Application for advertisement consent for 1 no. illuminated fascia sign, 2 no. non-illuminated fascia signs and 1 no. non-illuminated hanging sign at former Lloyds Bank, Market Place, Settle.

**Resolved: That the Council objected on the grounds that the sign was over dominant in size and the illumination was out of character on the historic building and surrounding Grade II listed buildings and Conservation Area.**

**2019/20126/7/FUL 2019/20126/FUL** Proposed change of use to form retail area and cafe including internal alterations at Settle Railway Station, Station Road, Settle, BD24 9AA.

**Resolved: That the Council did not object.**

**C/62/416C** Full Planning permission for continued temporary siting of workers timber framed building for rural workers living accommodation; installation of package treatment plant formation of ramped access to growing terrace erection of log store and 2 no. Buttress walls all in association with aquaponics farm at Reservoir Farm Settle BD24 9JZ.

**Resolved: That the Council did not object.**

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

**2018/19853/CND** Application to discharge condition no's. 9 and 10 of planning approval referenced 62/2016/17420 granted 17.11.2016 Plots 13, 14 & 15, Brockhole View, Settle, BD24 9RF **SPLIT decision**

**19973/HH** To construct single storey rear extension to provide open plan dining room at 6 Mains View BD24 9JF **GRANTED**

**19971/HH** Proposed partial demolition of existing storage building single story rear extension and internal alterations at Mount Pleasant 51 Duke Street BD24 9AY **GRANTED**

**2018/19997/FUL** Exhumation and replacement of below ground fuel storage tanks with 2 no. new 45,000 litre below ground double skin steel monitored fuel storage vessels. Existing canopy over forecourt to be demolished and replaced with new in a 2 islands straight arrangement.

**Continued/**

**Minutes of the Meeting of Settle Town Council on Monday 4th February 2019 cont.**

New canopy over to be set at min 5m high above the highest forecourt level. The existing drainage petrol interceptor is to be exhumed and replaced with a new 10,000 litre class 1 vessel. Existing tank fuelling strategy to be abandoned and new above ground offset fill location to be installed in-between the 2 islands together with associated containment drainage, services and resurfacing. Existing tank vents to be replaced in existing location with new. New disabled parking bay as shown. 3 No. new parallel parking bays laid out to the site frontage. Existing air / water & Vac facility relocated to a more appropriate location. Existing compound to be replaced and extended to the rear of the shop to match existing. New timber frame canopy over formed over the rear delivery access door formed with timber posts & PVC-U sheeting. Existing shopfront to be replaced with new ATM position and new automatic sliding entrance door at Co-op Petrol Whitefriars, 9 Church Street, Settle, BD24 9JD. **GRANTED**

**CL 1071 Finance**

a) To check the Market books and to receive the Market report for January 2019.

**Resolved: That the Market books were correct and to schedule this agenda item for the next meeting on 4<sup>th</sup> March 2019**

b) To approve accounts for payment and to note receipts for January 2019 and February to date.

**Resolved: That these be approved and agenda for the next scheduled meeting on 4<sup>th</sup> March 2019.**

January	Receipts: <b>£ 3134.53</b>	Payments: <b>£7717.05</b> (excluding transfers)
---------	----------------------------	---

February	Receipts: <b>£ 0.00</b>	Payments: <b>£ 4504.14</b> (excluding transfers)
----------	-------------------------	--

c) To receive electricity supply for street lighting quotations and approve a supplier for a new 1/3-year contract.

**Resolved: That further energy saving estimates be obtained and request an estimate direct from the current provider.**

d) To receive the internal audit report and note any actions arising from the report.

**Resolved: That a letter be sent to the Internal auditor raising concerns and about the accuracy of the content.**

e) To appoint the internal auditor for 2019-20

**Resolved: To defer the appointment until a satisfactory and accurate report is received. Payment to be withheld until such time.**

f) To approve the change of banking to Barclays bank to facilitate dual authorisation Nominate 3 Cllrs including Chair to be signatories and dual authorisers on the bank account.

**Resolved: That Cllr Balsamini Taylor and Bellfield be nominated as signatories and dual authorisers of the new accounts when set up.**

**CL1072 To receive and respond to correspondence** (correspondence received after the advertised agenda will be considered)

a) Parish Liaison meeting at CDC Wednesday 27th March at 6:30 pm at Belle Vue Square Offices Skipton.

**Resolved: That Cllr Balsamini be nominated to attend.**

b) National Association of Local Councils open letter to Councillors.

**Resolved: That individual Cllrs respond directly to NALC.**

c) Nominations for Data Protection awareness training sessions with David Roper Newman

**Resolved: That Cllr Taylor Handford Bellfield and the Clerk attend the GDPR sessions.**

Continued/

**Minutes of the Meeting of Settle Town Council on Monday 4th February 2019 cont.**

- d) Wheels to Work Scheme, the co-ordinator's asked for our help in raising awareness of the Scheme in Craven.

**Resolved: That the poster be displayed.**

- e) Updated Copy of records kept at North Yorkshire County Records Office.

**Resolved: That this be noted.**

**CL 1073 Annual Parish Meeting & Split Recreation and Amenities into two Committees**

- a) To Set the date of the Annual Parish Meeting beginning April 2019 and include the Skate Park Design Presentation.

**Resolved: That the Annual Parish Meeting will be set for 30<sup>th</sup> April 2019.**

- b) To approve making the Recreation and Amenities Committee into Services Committee and Recreation and Open Spaces Committee.

**Resolved: That the Committees be split as above.**

- c) To set the dates for shortlisting and interviews for the Assistant Clerk.

**Resolved: That the shortlisting panel will meet on Wednesday 13<sup>th</sup> February 2019 at 6 p.m.**

**CL1074 To receive information and reports from Councillors on their attendance at other meetings (not already covered in this agenda)**

**To receive information and reports from Councillors on their attendance at other meetings (not already covered in this agenda**

- a) Clerk magazine

- b) Information and Reports from Councillors relating to attendance at events meetings and representation on outside bodies. **None.**

Future agenda items. **Community Led Housing invitation to the group and nominate Cllrs to represent the Council.**

**CL1075 Dates of next Full Town Council meetings**

**4th March 2019; 1st April 2019; 13th May 2019; 3rd June 2019; 1st July 2019; 5th August 2019; 2nd Sept 2019; 7th October 2019; 4th November 2019; 2nd December 2019.**

Services Committee

Recreation and Open Spaces Committee

Allotments Committee

Markets Committee

Administration Finance and Staffing Committee

***There being no further business, the meeting was closed at 9.26 pm***