



Skipton Town Council

12th November 2025

Agenda

Meeting: Full Council

Members: All Members of Skipton Town Council

Dear Councillors Bentley, Madeley, McDaid, Morton, Nash, Noland, Morgan, Feather, McIntyre, A Heseltine, R Heseltine, Harbron, Woollacott, Pickard, Kettu & Higgins.

You are hereby summoned to attend the Annual Meeting of Skipton Town Council:

Date: 19th November 2025

Time: 7:00 pm

Venue: Craven Community Hub (Old Craven College Building), Skipton High Street.

The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972

Yours sincerely,

Mrs Louise Close

Clerk to the Council

louise@skiptontowncouncil.gov.uk

www.skiptontowncouncil.gov.uk

Members of the public are entitled to attend this meeting, *by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1*, as observers for those items taken in open session. Please contact the Town Council for further details if you would like to find out more.

This meeting is being held as an in-person meeting that will be recorded, Full Council meetings will also be videoed and live streamed. Recording is allowed at Council and Committee meetings please give due regard to the Councils procedure on the recordings of meetings. Please contact the Council for further information.

A copy of this agenda is available in larger print on request.

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Business

2526/071 ITEM 1 – Chairman’s Remarks

To receive the Chairmans remarks

To receive and note the engagements attended by the Mayor to date- [Page 4](#)

2526/072 ITEM 2 – Reasons for Absence

To resolve to accept the reasons for absence for any members unable to attend the meeting.

2526/073 ITEM 3 – Declarations of Interest

To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days.

Members are to ensure that their Register of Interests form is kept up to date with the Monitoring Officer.

2526/074 ITEM 4– Dispensations

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2526/075 ITEM 5 – Representations from the public

Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.

Questions / observations from members of the public

2526/076 ITEM 6 – Minutes [Page 5-8](#)

To approve the minutes of the Full Council meeting held on the 25th September 2025

2526/077 ITEM 7 – Reports and Minutes from Committee and Sub committees Meetings [Appendix 1](#)

To accept the minutes of the following committee meetings:

Market and Events 2nd July 2025

Management & Staffing 14th Aug 2025

Finance 14th Aug 2025

Public Services Committee 10th July 2025

- 2526/078** **ITEM 8 – Finance reports** **Pages 9-10**
To resolve to approve the budget to date ([Appendix 2](#)) , schedule of payments ([Appendix 3](#)), receipts ([Appendix 4](#)), and bank reconciliations ([Appendix 5](#)).
- 2526/079** **ITEM 9– Saturday Road Closures** **Page 11**
To consider information brought back from the last meeting regarding a potential Saturday road closure, once per month.
- 2526/080** **ITEM 10 – Petyt Library** **Page 12**
To receive and note the cover paper issued regarding the Petyt Library.
- 2526/081** **ITEM 11 – Town Hall Council Chamber**
To discuss the Town Hall Council Chamber and the implications of not being able to use it.
- 2526/082** **ITEM 12– North Yorkshire Councillors**
To receive any reports or updates from the North Yorkshire Councillors representing Skipton.
- 2526/083** **ITEM 13- Outside Bodies**
To receive written reports before this meeting from representatives on outside bodies and to answer any queries under this item.
- 2526/084** **ITEM 14 – Community Safety**
To receive a verbal update from Cllr McDaid, the Chair of the working group. Minutes from the working group are available on the [Council website](#).
- 2526/085** **ITEM 15 - Notification of Business for a Future Agenda**
The Clerk should be given seven clear days’ notice of items for the agenda of the next meeting although the absolute statutory minimum notice period is three clear days.
 - Refurbishment/maintenance of the Cenotaph once information has been received from Hirst Conservation
 -*The next meeting of Full Council is the 4th December- Budget Setting*

Mayor of Skipton 2025/26 Agenda Item 1

The following Dates are events attended by the Mayor or Deputy Mayor

DATE	EVENT	PLACE/Organisation
1 st June	Car Show	Skipton High Street
14 th June	Skipton Gala	Parade and Aireville Park
15 th June	Royal British Legion Chairman's Lunch	Skipton Golf Club
21 st June	Independence Day Celebrations	Menwith Hill
24 th June	Craven College 200 th Anniversary Celebrations and Tree planting	Craven College
29 th June	Sheep Day and Armed Forces Day	Skipton High Street
30 th June	Apprentice Lunch	Craven College
3 rd July	Opening of Edinburgh Woolen Mill, Bon Marche and Peacocks	Skipton High Street
11 th July	Erquinghem-Lys Students and Councillors reception	Skipton Town Council
1 st August	Yorkshire Day	Skipton canal basin
15 th August	VJ Day wreath laying	
14 th September	Battle of Britain Service	Ripon
19 th September	Craven College Graduation	Town Hall and Holy Trinity
28 th September	Yarndale	Skipton Auction Mart
9 th October	Samaritans AGM	
10 th October	TRACES exhibition	Craven Arts House
18 th October	Twinning events hosted by Kendals Twinning Association	Kendal
30 th October	Shrek the Musical Presidents Night	Town Hall
9 th Nov	Remembrance Sunday	
11 th Nov	Armistice Service	Ermysteds Grammar School
11 th Nov	Armistice Day	Skipton War Memorial
11 th Nov	Armistice Service	Skipton Building Society
16 th Nov	Oakleaf Service	Ripon Cathedral

Skipton Town Council
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Minutes of the Ordinary Meeting of Skipton Town Council held in the meeting room of the Craven Community Hub (Old Craven College building), Skipton High Street on Thursday 25th September 2025, 7.00 pm

Those Present.

Chairman: Councillor W Feather (Mayor)

Councillor K McIntyre, Councillor L Morgan, Councillor S Bentley, Councillor V Kettu, Councillor D Noland, Councillor B McDaid, Councillor J Woollacott, Councillor M Pickard & Councillor R Heseltine.

Officers: Mrs L Close (Chief Officer)

2526/015 ITEM 1 – Chairman's Remarks

Councillor Feather welcomed everybody to the meeting and the Engagements that he had attended were received and noted.

2526/016 ITEM 2 – Reasons for absence

Councillor A Heseltine, Councillor C Nash, Councillor C Harbron, Councillor P Madeley, Councillor D Noland & Councillor A Higgins all had prior commitments – reasons accepted.

2526/017 ITEM 3 – Declaration of Interest

None declared

2526/018 ITEM 4 – Dispensation requests

None requested

2526/019 ITEM 5 – Representations from the public

None present

2526/020 ITEM 6 – Minutes

Proposed by Councillor L Morgan, seconded by Councillor M Pickard, and resolved in favour that the minutes of the meeting held on 17th July 2025 were

a true and accurate record of the meeting.

2526/021 ITEM 7 – Reports and minutes from Committee and Sub-committee meetings

Proposed by Councillor K McIntyre, seconded by Councillor L Morgan, and resolved in favour of accepting the minutes of the Market and Events meeting held on 2nd April 2025.

Proposed by Councillor B McDaid, seconded by Councillor S Morton, and resolved in favour of accepting the minutes of the Management and Staffing meeting held on 24th April & 19th June 2025.

Proposed by Councillor J Woollacott and seconded by Councillor S Morton, and resolved in favour of accepting the minutes of the Finance Committee meeting held on 19th June 2025.

Proposed by Councillor K McIntyre and seconded by Councillor M Pickard and resolved in favour of accepting the minutes of the Public Services Committee meeting held on 8th May 2025.

2526/022 Item 8 - Finance reports

The Chief Officer was asked to contact the Craven Herald to complete a publicity piece on the Community Grant scheme and the funding that is available.

Proposed by Councillor L Morgan, seconded by Councillor S Morton, and resolved in favour of approving the budget to date, the schedule of payments, receipts and bank reconciliations.

2526/023 ITEM 9 – Saturday Road closures

A Saturday Road closure was discussed, and the benefit it may bring to the market. The Chief Officer was asked to look at the proposals and bring back to the next meeting with the financial implications and necessary permissions needed.

2526/024 ITEM 10 – Active Travel Working Group

Councillor S Morton presented to the meeting the work of the Active Travel group. Councillor L Morgan advised that he wants to ensure that the needs of disability groups are met. Councillor R Heseltine confirmed that, as he has been elected to Chair the Skipton and Ripon Area Committee, he took no part in the decision debate or Vote for this item.

Proposed by Councillor S Morton, seconded by Councillor M Pickard, and resolved in favour of supporting the recommended options from the Skipton The Town Council Active Travel working group and authorise the Town Clerk to approach the potential partners with requests to help implement these options.

2526/025 ITEM 11 – Idling Taxis at the bus station

Proposed by Councillor R Heseltine and seconded by Councillor L Morgan and Resolved in favour of writing to North Yorkshire Council to request that all taxi ranks, the bus station, and the train station be a clean air zone with taxis switching off their engines when waiting for passengers.

2526/026 ITEM 12 – North Yorkshire Councillors

Councillor R Heseltine advised there were 2 major issues that North Yorkshire were currently facing, 1 was school transport and the other was the planning Bill is being passed for applications to be considered by officers, and not members.

The proposed Electoral review was discussed, and information that had been provided by Councillor Andy Solloway was distributed.

Proposed by Councillor R Heseltine and seconded by Councillor L Morgan and resolved in favour that the Town Council would write to the Boundary Commission to object to the proposed changes to the number of Town

Councillors for Skipton. Councillor R Hesletine and the Town Mayor, Councillor W Feather would work together to draft a response with the Chief Officer.

2526/027 ITEM 13 – Outside Bodies

There have not been any written reports to be considered.

2526/028 ITEM 14 – Community Safety working group

Councillor McDaid gave an update on the working group, including the situation and potential resolution of the additional CCTV camera needed for the bus station.

2526/029 ITEM 15 – Notification of business for a future agenda

With no further business transacted, the meeting was closed at 19.47.

The next meeting of Full Council will be held on November 20th, 2025, at the Community Hub. The High Street, Skipton at 7.00 pm

Skipton Town Council
19th November 2025 at 7.00pm

Meeting:	Full Council				Date:	19 th November 2025
Paper Title:	Finance Reports				Agenda Item:	8
Author of Paper:	Helen Marshall					
Purpose of Paper:	Information to note		Draft policy for feedback		Motion for Decision	x

If For Decision, then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:	<i>Proposer:</i> <i>Seconder:</i> <i>Motion wording for the agenda:</i> To approve the schedule of payments, bank reconciliations and the budget to date.
Implications: (if needed)	<i>Financial: To ensure that proper practices are being followed</i> <i>Staffing: n/a</i> <i>Stakeholders & Reputation: Approving Finances in line with the Council's Financial Regulations</i>

Executive Summary: Why is this coming to the Council or Committee? - Context - Timing (why now?)	<i>Summary: 3- 4 sentences</i> <i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i> Standing Item as per schedule 6 of the Financial Regulations adopted in May 2024
Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	<i>Included is the up-to-date budget for November 2025-26</i> <i>List of payments that will be paid, following approval at this meeting. Copies invoices and purchase orders are available to view.</i> <i>List of receipts. Where the list states 'Sales Receipt Page' these are comprised of Market Consent Fees, Bank Interest, Coach Street PC Donations, Allotment Holders Key Deposits, HMRC Vat refund for the period July to September 2025 and Christmas Markets invoice receipts.</i> <i>Bank Reconciliations with the corresponding bank balance statements.</i>
Recommendation:	<i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i> The Council/Committee is recommended to:

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	Approve (under delegated powers as a committee, or in Full Council)
Appendices:	<i>List in numerical order.</i> <i>Schedule of Payments</i> <i>Receipts</i> <i>Bank Reconciliations</i> <i>Budget</i>

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Meeting:	Full Council				Date:	19/11/2025
Paper Title:	Saturday Road Closures				Agenda Item:	9
Author of Paper:	Louise Close					
Purpose of Paper:	Information to note	X	Draft policy for feedback		Motion for Decision	X

Executive Summary: Why is this coming to the Council or Committee? - Context - Timing (why now?)	<i>To provide information from the last meeting regarding potential road closures</i>
Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	<i>At the time of writing the paper, advice from Highways is still to be received.</i> <i>The cost of Chevron for a diversion and road closure is circa £1400</i> <i>Vehicle Mitigation between £2500 - £4900 (alternative methods to be researched)</i> <i>Staff costs £546 – 4 members of staff for a 10.5-hour day</i> <i>Potential total costs £4446 - £6846</i> <i>Consideration would also need to given to the rerouting of the bus station</i>
Recommendation:	<i>If members were minded to proceed, then this needs to be considered at the budget meeting.</i>

Skipton Town Council
19th November 2025 at 7.00pm

Meeting:	Full Council				Date:	19/11/2025
Paper Title:	Petyt Library				Agenda Item:	10
Author of Paper:	Louise Close					
Purpose of Paper:	Information to note	X	Draft policy for feedback		Motion for Decision	

Executive Summary: Why is this coming to the Council or Committee? - Context - Timing (why now?)	To update members
Key points: To include - Options - Challenges (including risks and threats) - Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)	To confirm that North Yorkshire Council has issued a statement to the Charity Commission, stating that they recognise Skipton Town Council as the trust for the Petyt collection. To update members that an agreement has been signed for the collection to continue to be held at York University. To be notified that a meeting of the trust will be called to Discuss items from the last meeting held in February 2023
Recommendation:	To be advised that a Trust meeting will be called in January. Date to be circulated and this will be held online
Appendices:	