



# Skipton Town Council

22<sup>nd</sup> January 2026

## Agenda

**Meeting: Audit, Scrutiny and Planning Committee**

**Members: All Members of the Audit, Scrutiny and Planning Committee**

Dear Councillors Harbron, Bentley, McDaid, Feather, Kettu, Pickard, Noland & A Heseltine  
You are hereby summoned to attend an ordinary meeting of the Audit, Scrutiny and Planning Committee:

**Date:** 29<sup>th</sup> January 2026

**Time:** 6:00 pm

**Venue:** Town Council Office, 45a Otley Street, Skipton, BD23 1EL.

*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](mailto:louise@skiptontowncouncil.gov.uk)

[www.skiptontowncouncil.gov.uk](http://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.

Skipton Town Council  
29<sup>th</sup> January 2026 at 6.00pm

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**

**2526/027    ITEM 1 – Chairmans Remarks**

**2526/028    ITEM 2 – Reasons for Absence**

To accept the reason(s) for the absence of any Members from the meeting.

**2526/029    ITEM 3 – Disclosures 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.

**2526/030    ITEM 4– Dispensations**

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

**2526/031    ITEM 5 – Representations from 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

**2526/032    ITEM 6 – Minutes of the previous meeting**

To resolve to approve the minutes of the meeting held on the 25<sup>th</sup> September 2025.

**2526/033    ITEM 7 – Planning Applications**

To consider any applications received from NYC prior to the meeting and resolve any comments to be submitted.

Full details of the Planning Applications can be found on:

<https://publicaccess.cravendc.gov.uk/online-applications/>

26/00167/FUL	8-10 Duckett Street Skipton North Yorkshire BD23 2EJ	Full planning permission for the subdivision of 1 dwelling to form 2no. dwellings
26/00198/LB & 26/00197/FUL	Alma Chambers Otley Street Skipton North Yorkshire BD23 1EH	Listed building consent for change of Use from Vacant Place of Worship (Class F1) to Offices (Class E)

Skipton Town Council  
29<sup>th</sup> January 2026 at 6.00pm

26/00016/TPO	Overdale Croft The Bailey Skipton North Yorkshire BD23 1AS	Works to a tree subject of a Tree Preservation Order No. TPO/161/2008: Cut back overhanging branch. 1no. Silver Birch
26/00334/FUL	58 Princes Drive Skipton North Yorkshire BD23 1HW	Householder permission for two storey side extension

**2526/034**    **ITEM 8 – Planning Decisions**

To note the recent planning decisions made by North Yorkshire Council.

ZA25/27377/HH	23 Carleton Avenue, Skipton, BD23 2TE	Householder permission for single storey rear extension	Approved
ZA25/27411/TPO	Ashgarth, 12 Grassington Road, Skipton, BD23 1LL	Works to trees the subject to a tree preservation order Fell 1no. T1- Ash Tree, T2- Beech Tree- Crown clean and thinned by 20%, T3- Beech Tree- Crown clean and thinned by 20%, T4- Copper Beech - Reduce by 3m, T5- Purple leaf plum- Reduce by 4m and T6- Copper Beech- Thinned by 10%	Refused
ZA25/27484/HH	3 West Bank Road, Skipton, BD23 1QT,	Householder permission for single storey rear extension and garage re- roofing	Approved

**2526/035**    **ITEM 9 – Internal Audit** [Appendix 1](#)

To receive and note the internal audit for the period Oct 2025- Dec 2025.

**2526/036**    **ITEM 10 – Internal Control Checklist** [Appendix 2](#)

To note the internal control checklist conducted by A Heseltine on the 14<sup>th</sup>  
January 2026.

**2526/037**    **ITEM 11 – Scrutiny of Policies and Procedures**

No policies or procedures for scrutiny were submitted by the Chair prior to the  
meeting. Members to resolve which two policies to scrutinise at the next  
meeting.

**2526/038**    **ITEM 12 – 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.*

*The next meeting of the Audit, Scrutiny and Planning Committee 30<sup>th</sup> April 2026  
Planning applications will be discussed via zoom*

**Minutes of the Audit, Scrutiny & Planning Committee meeting,  
Held on 25<sup>th</sup> September 2025, 6.00 pm  
Craven Community Hub, Skipton High Street**

**Present:** Councillor McDaid (Vice Chairman), Councillor Bentley, Councillor Kettu, Councillor M Pickard & Councillor W Feather.

Mrs L Close (Chief Officer)

**2526/015    Item 1 – Chairman's Remarks**

Councillor McDaid (Vice Chairman) welcomed everyone to the meeting.

**2526/016    Item 2 – Reasons for absence**

Councillor Heseltine and Councillor Harbron both had prior engagements, reasons accepted.

**2526/017    Item 3 – Disclosures of Interest**

None declared

**2526/018    Item 4 – Dispensations**

None requested

**2526/019    Item 5 – Representations from the public**

None present.

**2526/020    Item 6 – Minutes of the previous meeting**

Proposed by Councillor S Bentley, seconded by Councillor M Pickard, and resolved in favour that the minutes of the meeting held on the 27<sup>th</sup> of June 2025 were a true and accurate record of the meeting.

**2526/021    Item 7 – Planning Applications**

ZA25/27273/LBC – Fully Support.

ZA25/27078/FUL – Fully Support

ZA25/26900/FUL – The application raises no concerns for members. They are encouraged by the biodiversity being implemented, which they hope sets a precedent moving forward.

ZA25/27253/FUL – Fully supported

ZA25/27335/TPO – Fully supported

ZA25/27329/HH – Fully supported

ZA25/27322/HH – Fully supported.

**2526/022    Item 8 – Planning Decisions**

The recent planning decisions were received and noted

**2526/023    Item 9 – Internal Audit**

Proposed by Councillor M Pickard, seconded by Councillor S Bentley, and resolved in favour to receive and note the internal audit report.

**2526/024    Item 10 – Internal Control Checklist**

Proposed by Councillor W Feather, seconded by Councillor M Pickard, and resolved in favour to receive and note the completed internal control checklist.

**2526/025    Item 11 – Scrutiny of Policies and Procedures**

Proposed by Councillor B McDaid, seconded by Councillor V Kettu, and resolved in favour of accepting the policies after being scrutinised by the Committee.

The Chairman was not present at the meeting; therefore, as per the resolution at the last meeting, the committee would be advised of which policies need to be selected next for scrutiny.

**2526/026    Item 12 – Notification of business for a future agenda**

With no further business transacted, the meeting closed at 18.25pm.

The next meeting of Audit, Scrutiny, and Planning Committee 29<sup>th</sup> January 2026.