



# Skipton Town Council

20<sup>th</sup> December 2024

## Agenda

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

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

Dear Councillors Harbron, Bentley, McDaid, Nash, Kettu, Pickard & A Heseltine

You are hereby summoned to attend an ordinary meeting of the Audit, Scrutiny and Planning Committee:

**Date:** 9<sup>th</sup> January 2025

**Time:** 6:30 pm

**Venue:** The Hub, Skipton Town Hall, High Street, Skipton. Please use the side entrance via the ramp

*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.

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**

**2425/027    ITEM 1 – Chairmans Remarks**

**2425/028    ITEM 2 – Reasons for Absence**

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

**2425/029    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.

**2425/030    ITEM 4– Dispensations**

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

**2425/031    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

**2425/032    ITEM 6 – Minutes of the previous meeting [Page 4-7](#)**

To resolve to approve the minutes of the meeting held on the 12<sup>th</sup> September

**2425/033    ITEM 7 – Road Safety [Page 8-10](#)**

To receive and note the update regarding enquiries made to North Yorkshire Highways re the road safety concerns discussed at the meeting on the 12<sup>th</sup> September.

**2425/034    ITEM 8 – Speed Survey Results [Page 11-14 & Appendix 1](#)**

To receive the speed survey results for Broughton Road and consider the purchase of a vehicle activated sign for Grassington Road or Broughton Road.

**2425/035    ITEM 9 – 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/>

**2425/036    ITEM 10 – Planning Applications comments process**

To consider whether the current process for commenting on planning applications is working effectively, and to resolve to make any changes if required to that process.

**2425/037    ITEM 11 – Planning Decisions**

To note that planning decisions made by North Yorkshire Council were emailed to members on the 19<sup>th</sup> December 2024

**2425/038    ITEM 12 – Internal Control Checklist**

To note that Cllrs Nash and Heseltine are completing the Internal Control Checklist on the 9<sup>th</sup> Jan prior to the meeting.

To note that the next internal audit is due to take place on the 16<sup>th</sup> January 2025.

**2425/039    ITEM 13 – Scrutiny Of Policies [Appendix 2](#)**

To scrutinise the draft co-option policy and recommend its adoption to Full Council.

**2425/040    ITEM 14– Public Admission to Meetings Act 1961**

The Committee and its sub-committees will be considering business of a confidential nature, and the press and public will therefore be excluded by resolution from meetings (Public Bodies Admissions to Meetings Act 1960, s1 [2])

**2425/041    ITEM 15 – Formal Complaint [Page 15 & 16, Appendix 3 \(Confidential Papers\)](#)**

To consider an appeal following a formal complaint and resolve if any further actions are required.

**2425/042    ITEM 16- 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 Public Services Committee **27<sup>th</sup> March at 18:30pm 2025***

**Minutes of the Ordinary Audit, Scrutiny & Planning Committee meeting, Held on Thursday 12<sup>th</sup> September 2024, at 6.30pm at Skipton Baptist Church**

**Present:** Councillor B McDaid (Vice Chairman), Councillor V Kettu, Councillor S Bentley, Councillor Nash

Mrs J Dean – Deputy Clerk

Mrs H Marshall – Finance Manager

**2425/013 Item 1 – Chairman’s Remarks**

Councillor B McDaid welcomed everyone to the meeting. As Vice Chair of the committee he would be chairing the meeting in the absence of Cllr Harbron

**2425/014 Item 2 - Apologies for Absence**

Councillors A Heseltine and C Harbron who had prior engagements

*Reasons accepted*

Councillor M Courcier was no longer a member of the committee following his resignation from the Council.

**2425/015 Item 3 – Disclosures of Interest**

None received.

**2425/016 Item 4 – Dispensations**

None requested.

**2425/017 Item 5 – Representations from public**

There were no members of the public present, but an email had been submitted in advance from the member of the public who was unable to attend but wished to speak to Members regarding items 7 and 9. Members unanimously agreed that the comments from the member of the public could be read out at those items.

**2425/018 Item 6 – Minutes**

Proposed by Councillor S Bentley

Seconded by Councillor V Kettu

**Resolved** that the minutes of the meeting held on 4<sup>th</sup> July 2024 are a true and accurate record of the meeting.

*3 In Favour*

**2425/019 Item 7 – Speed Survey Results**

Members agreed to hear the comments from the member of the public.

They were: *I recall an earlier planning application for a site at the 30 mph speed limit opposite Kingsway Veterinary Surgery, Otley Road. At that time traffic speeds entering the urban area were measured at 38mph.*

*I suggest countdown markers approaching the urban area be erected here, and at Broughton Road where existing signage erected by NYCC "Welcome to Skipton 30mph zone ahead" is not permitted by Department for Transport. NYC now say that these warning signs should be removed.*

A discussion followed regarding the results from Grassington Road. Members requested that officers contact NYC Highways to ask if road markings could be used to warn drivers of the speed limits, and to enquire what the cost would be for a temporary VAS. The cost for a permanent sign may need to be considered in the next years budget.

Proposed by Councillor B McDaid, seconded by Councillor V Kettu and unanimously **RESOLVED** to request a speed survey on Broughton Road, with the cost coming from the Road Safety budget.

#### **2425/020 Item 8 – Road Safety**

Members considered the correspondence regarding road safety. Members discussed each point raised and agreed to investigate issues raised. The Deputy Clerk would write to the member of the public on behalf of the committee.

For issues identified in the Town Centre officers would contact NYC Highways to ask what the policy/procedure is for requesting dropped kerbs and would raise concerns with NYC Highways on the other locations.

Officers would also contact NYC Highways to:

- Ask for better sightlines on by crossing places on the A65 Roundabout and also Brackenley Lane
- Ask for Clarification regarding the ownership of the canal towpath at Niffany so that enquiries can be made about the barrier.
- Request that the speed limit on White Hills Lane be reviewed

The Deputy Clerk will also look into whether any recent planning applications would have any impact on crossing the bypass to get to Embsay.

Members noted that the Chief Officer as attempted to contact the Mayor of North Yorkshire on more than one occasion to discuss road safety issues, but is yet to receive a response.

### **2425/021 – Item 9 – Planning Applications**

The comments submitted by the member of the public were read out to Members with the committee members consent.

The Planning applications were reviewed and the following comments were agreed.

ZA24/26154/VAR 34 Raikeswood Road, Skipton, BD23 1NB- No Comments to make

ZA24/26255/FUL Land To The North Of Airedale Avenue, Skipton- comment that there is not enough information about how vehicles entering the site, especially during the construction will be managed. The junction at the top of Airedale Avenue and Hurrs Road is of particular concern due to the poor visibility at this junction and the number of vehicles using these roads. There would also be an impact on surrounding roads, including the busy junction at the railway bridge on Shortbank Road. Members also note that the footpath, that is regularly used by residents, that runs under the railway bridge on to Otley Road should remain open throughout construction.

ZA24/26237/ADV 14 Swadford Street, Skipton, BD23 1RD- No Comment to make

ZA24/26234/FUL & ZA24/26230/LBC High Corn Mill, Chapel Hill, Skipton, BD23 1NL- No Comment to make

ZA24/26258/ADV & ZA24/26303/LBC Former Rackhams/House Of Fraser , 31, 33, 35, 37, 39, 41 High Street, Skipton, North Yorkshire, BD23 1DU- No Comment to make.

ZA24/26277/TCA 2 Rockwood Cottage, Gargrave Road, Skipton, BD23 1QJ- The committee would only support the application with confirmation of a replacement trees being planted as per the town council sustainability goals.

ZA24/26288/TPO 9 Cross Bank, Skipton, BD23 6AH- The committee would only support the application with confirmation of a replacement trees being planted as per the town council sustainability goals.

ZA24/26294/HH 8 Stirtonber, Skipton, BD23 1NH- No comment to make

### **2425/022 Item 10 – Planning Decisions**

The Planning decisions received by North Yorkshire Council were received and noted. Those being applications numbers: ZA24/25991/HH, ZA24/26070/HH,

ZA24/26041/LBC, ZA24/25953/HH, ZA24/26014/TPO, ZA24/26116/VAR,  
ZA24/26163/TPO, ZA24/26076/HH

### **2425/023 Item 11 – Internal Control Checklist**

The internal control checklist was received and noted. Members thanked the Finance Manager.

### **2425/024 Item 12 – Internal Audit**

The internal audit was received and the updates from officers noted.

Cllr Nash highlighted some errors in the committee names in the report, and also asked if the Auditor could make her comments regarding VAT reporting clearer. Her comments related to correspondence the Council received in 2020, and the Council has been completing its VAT reporting as required. The Finance Manager will request the auditor to make those amendments.

### **2425/025 Item 13 – Review of Policies and Procedures**

Members scrutinised the Financial Regulations, Risk Management and Treasury Policies.

It was unanimously resolved to recommend the amendments made to the Financial Regulations 5.20 and 7.11 to Full Council for adoption.

It was unanimously resolved to recommend the amendments made to the Risk Management document, that reflect the recommendations made by the Internal Auditor, to Full Council for adoption.

It was unanimously resolved to recommend the Treasury Policy to Full Council for adoption.

These would be presented to Full Council at the November meeting.

Cllr McDaid raised that the Twitter/X account that the Council has but currently doesn't use is a risk to the Council. It needs to be ensured that the account is closed and no previous log in's are active. Committee Members agreed that a recommendation should be made to Full Council that the Council does not use Twitter/X.

### **2425/026 Item 14 – Notification of Business for a Future Agenda**

- Update on road safety issues.
- Officers to select two policies to scrutinise.

Date of next meeting – 9<sup>th</sup> January 2025

With no further business transacted the meeting closed at 19.58pm

Skipton Town Council  
9<sup>th</sup> January 2025 at 6.30pm

<b>Meeting:</b>	Audit, Scrutiny and Planning Committee				<b>Date:</b>	9 <sup>th</sup> Jan 2025
<b>Paper Title:</b>	Road Safety				<b>Agenda Item:</b>	7
<b>Author of Paper:</b>	Deputy Clerk					
<b>Purpose of Paper:</b>	Information to note	x	Draft policy for feedback		Motion for Decision	

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i> To receive and note the update regarding enquiries made to North Yorkshire Highways re the road safety concerns discussed at the meeting on the 12th September</p> <p><i>If a decision is to be made then only motions on the agenda can be considered (Standing Order 1a) and the motion must be proposed and seconded before debate can begin (Standing Order 1b)</i></p>
<b>Implications: (if needed)</b>	<p><i>Financial:</i></p> <p><i>Staffing:</i> n/a</p> <p><i>Stakeholders &amp; Reputation:</i> Resident concerns regarding road safety</p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p><i>As per Agenda Item 2425/020 Item 8 – Road Safety at the meeting of the 12<sup>th</sup> September 2024, North Yorkshire Highways were contacted regarding the issues discussed at the meeting.</i></p>
<b>Key points:</b> <b>To include</b> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p>Following the Audit, Scrutiny and Planning Meeting on the 12<sup>th</sup> September, North Yorkshire Highways were sent the below email. At the time of writing no response has been received, this has been chased and response requested prior to the 9<sup>th</sup> January.</p> <p><b>From:</b> Jennifer Dean  <b>Sent:</b> 08 October 2024 14:06  <b>To:</b> Area5 Skipton &lt;<a href="mailto:Area5.Skipton@northyorks.gov.uk">Area5.Skipton@northyorks.gov.uk</a>&gt;  <b>Subject:</b> Town Council Questions</p>



Good Afternoon,

At a recent Audit, Scrutiny and Planning Committee Meeting, Members of Skipton Town Council discussed road safety concerns that had been raised by a member of the public. Members have requested that we contact highways for further information or clarification on a number of points.

**Town Centre**

Concerns were raised about narrow pavements where pedestrians are forced into the road. Areas where these problems are particularly bad include the bottom of The Bailey/top of the High Street, Coach Street, Mill Bridge and Raikes Road. Is there anything that can be done in those areas to make it safer for pedestrians?

Also please could you tell us what the process is for requesting a dropped curb?

***A65 Little Chef roundabout and the Round about at the top of Grassington Road***

Crossing the bypass to get to Stirton was raised as a concern. Is it possible to have better sight lines created in these locations? Safe places to cross the bypass in general was raised as an issue.

***Grassington Road crossing from Brackenley Lane to footpath over fields to Bog Lane***

Is it possible to have a red stripe across the road (as there is further down towards the bypass) warning of the speed limit? And better site lines created?

***Canal towpath at Niffany***

The crash barrier along the path to the canal at Niffany was discussed as another issue. This path is a particular danger for cyclists as they are forced onto the road if pedestrians or other cyclists are on the path. This section of towpath is not suitable for wheelchairs or tricycles for the disabled, thus preventing users these pieces of equipment to travel further than Niffany. Would you be able to tell us who has responsibility for this section of path? Is it Highways or the Canal and Rivers Trust?

***White Hills***

Can the speed limit on White Hills Lane be reviewed please?

Many Thanks for any information you can give me for these queries.

Kind Regards

Jenny

**Jenny Dean | Deputy Clerk | Skipton Town Council**

Skipton Town Council  
9<sup>th</sup> January 2025 at 6.30pm

	<p>Armoury House, 45a Otley Street, Skipton, BD23 1EL</p> <p>Tel: 01756 700553</p> <p>E: <a href="mailto:deputyclerk@skiptontowncouncil.gov.uk">deputyclerk@skiptontowncouncil.gov.uk</a>   W: <a href="http://www.skiptontowncouncil.gov.uk">www.skiptontowncouncil.gov.uk</a></p>
<b>Recommendation:</b>	<p><i>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</i></p> <p><i>The Council/Committee is recommended to:</i></p> <ul style="list-style-type: none"><li>- <i>Note (no discussion is required but receipt of information should be noted)</i></li><li>- <i>Discuss (provide feedback but not make a decision)</i></li><li>- <i>Recommend for approval to Full Council</i></li><li>- <i>Approve (under delegated powers as a committee, or in Full Council)</i></li><li>- <i>Make a decision without an officer recommendation</i></li></ul>
<b>Appendices:</b>	<p><i>List in numerical order.</i></p>

Skipton Town Council  
9<sup>th</sup> January 2025 at 6.30pm

<b>Meeting:</b>	Audit, Scrutiny and Planning Committee			<b>Date:</b>	9 <sup>th</sup> Jan 2025
<b>Paper Title:</b>	<b>Speed Survey</b>			<b>Agenda Item:</b>	<b>8</b>
<b>Author of Paper:</b>	Deputy Clerk				
<b>Purpose of Paper:</b>	Information to note		Draft policy for feedback	Motion for Decision	x

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To receive the speed survey results for Broughton Road, and consider the purchase of a vehicle activated sign for Grassington Road or Broughton Road.</p> <p><i>If a decision is to be made then only motions on the agenda can be considered (Standing Order 1a) and the motion must be proposed and seconded before debate can begin (Standing Order 1b)</i></p>
<b>Implications: (if needed)</b>	<p><i>Financial: Cost of a VAS is £3500.00-£4500.00 dependant on if it is attached to an existing lighting column. £4500.00 has been allocated in the 2025/26 budget.</i></p> <p><i>Staffing: n/a</i></p> <p><i>Stakeholders &amp; Reputation: Resident concerns regarding road safety and speeding, negative impact on reputation if no actions taken following speed survey results</i></p>

<b>Executive Summary:</b> <b>Why is this coming to the Council or Committee?</b> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>The speed survey on Grassington Road were received by the committee in Sep 2024. At that committee meeting members resolved:</p> <p><i>A discussion followed regarding the results from Grassington Road. Members requested that officers contact NYC Highways to ask if road markings could be used to warn drivers of the speed limits, and to enquire what the cost would be for a temporary VAS. The cost for a permanent sign may need to be considered in the next years budget.</i></p> <p><i>Proposed by Councillor B McDaid, seconded by Councillor V Kettu and unanimously <b>RESOLVED</b> to request a speed survey on Broughton Road, with the cost coming from the Road Safety budget.</i></p>
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Skipton Town Council  
9<sup>th</sup> January 2025 at 6.30pm

<p><b>Key points:</b></p> <p><b>To include</b></p> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p>The Council has allocated £4500.00 for a vehicle activated sign in the 2025/26 budget.</p> <p>North Yorkshire Highways were contacted regarding the VAS, and if there is a difference between temporary and permanent signs.</p> <p>The response was:</p> <p>If you purchase a sign, it has to be classed as temporary, which means it must be rotated or taken down and redeployed to another location by yourselves, rather than being permanently fixed in one position. It's cheaper if you attach a mains powered sign to a lighting column rather than have a solar powered sign on a standalone post.</p> <p>North Yorkshire Highways already had some speed loops at Broughton Road, and have provided data free of charge.</p> <p><i>Hi Jenny</i></p> <p><i>I have looked at the first two weeks in August 2024 for you rather than a full month – hope this is ok. Nothing much changes in day to day statistics.</i></p> <p><i>I have provided a summary table below for each day.</i></p> <p><i>I have also attached a spreadsheet that summarises the full two weeks and have highlighted the most important cells for you.</i></p> <p><i>Westbound (outbound) speeds are higher than eastbound (inbound) speeds.</i></p> <p><i>Based on the speed data, I would select the lighting column shown in the image below for a mains powered sign – this is a great location for both directions of travel.</i></p> <p><i>Just let me know if I can help you further.</i></p> <p><i>Regards</i></p> <p><i>Darren</i></p>

Skipton Town Council  
9<sup>th</sup> January 2025 at 6.30pm

Date	Direction - Westbound			Direction - Eastbound		
	Volume	Mean (mph)	85 <sup>th</sup> %ile (mph)	Volume	Mean (mph)	85 <sup>th</sup> %ile (mph)
1 <sup>st</sup> Aug	2448	31.4	35.8	2754	27.8	32.6
2 <sup>nd</sup> Aug	2516	31.4	36.0	2927	27.9	32.9
3 <sup>rd</sup> Aug	2469	30.8	35.0	2759	27.8	32.8
4 <sup>th</sup> Aug	1902	31.5	36.0	1908	28.5	33.4
5 <sup>th</sup> Aug	2414	31.4	35.7	2568	27.6	32.6
6 <sup>th</sup> Aug	2242	31.7	36.6	2358	28.0	33.0
7 <sup>th</sup> Aug	2361	30.8	35.0	2597	27.9	33.1
8 <sup>th</sup> Aug	2314	31.5	36.1	2472	27.8	32.7
9 <sup>th</sup> Aug	2499	31.5	35.6	2719	27.9	33.0
10 <sup>th</sup> Aug	2369	31.3	35.5	2475	28.4	33.2
11 <sup>th</sup> Aug	1876	31.6	36.3	2031	28.2	33.1
12 <sup>th</sup> Aug	2300	31.5	35.7	2424	27.5	32.3
13 <sup>th</sup> Aug	2276	31.2	35.8	2482	27.7	32.6
14 <sup>th</sup> Aug	2447	31.3	35.8	2682	27.9	32.8



**Recommendation:**

*Specify what outcome or response is needed from the Council/Committee to this paper or motion.*

*The Council/Committee is recommended to:*

- Note (no discussion is required but receipt of information should be noted)
- Discuss (provide feedback but not make a decision)
- Recommend for approval to Full Council

Skipton Town Council  
9<sup>th</sup> January 2025 at 6.30pm

	<ul style="list-style-type: none"><li>- <i>Approve (under delegated powers as a committee, or in Full Council)</i></li><li>- <i>Make a decision without an officer recommendation</i></li></ul>
<b>Appendices:</b>	<i>List in numerical order.</i> <i>Spreadsheet of speed data from Broughton Road</i>

Skipton Town Council  
9<sup>th</sup> January 2025 at 6.30pm

<b>Meeting:</b>	Audit, Scrutiny and Planning Committee			<b>Date:</b>	9 <sup>th</sup> January 2025
<b>Paper Title:</b>	<b>Complaint</b>			<b>Agenda Item:</b>	<b>15</b>
<b>Author of Paper:</b>	Chief Officer				
<b>Purpose of Paper:</b>	Information to note		Draft policy for feedback	Motion for Decision	x

<b>If For Decision then give the Proposer and Seconder and the wording of the Substantive Motion that is to be considered:</b>	<p><i>Proposer:</i></p> <p><i>Seconder:</i></p> <p><i>Motion wording for the agenda:</i></p> <p>To consider an appeal following a formal complaint and resolve if any further actions are required.</p>
<b>Implications: (if needed)</b>	<p><i>Financial: N/A</i></p> <p><i>Staffing: N/A</i></p> <p><i>Stakeholders &amp; Reputation: Following complaints process in line with adopted policies and Committee Terms of Reference.</i></p>

<p><b>Executive Summary:</b></p> <p><b>Why is this coming to the Council or Committee?</b></p> <ul style="list-style-type: none"> <li>- Context</li> <li>- Timing (why now?)</li> </ul>	<p><i>Summary: 3- 4 sentences</i></p> <p><i>Provide a concise statement on why the paper is being presented along with any necessary background to the context and timing.</i></p> <p>The Chief Officer investigated and responded to complaints made by two Market Traders (complainant 1 and 2) about each others conduct on the market, in line with section 5.2 of the Council's adopted complaints policy.</p> <p>Complainant 2 was not satisfied with the with the outcome of the complaint and has requested to appeal the decision. As per section 5.2 and 5.3 of the complaints policy, and section 3.7 of the Committee Terms of Reference, the complaint must now be heard by the Audit, Scrutiny and Planning Committee.</p> <p>Complainant 2 has also requested to make a complaint regarding the Chief Officers handling of the complaint. The Deputy Clerk has provided complainant 2 with another copy of the complaints policy, via email, following a conversation in person about how a complaint can be made regarding the Chief Officer. Any complaint about members of staff, including the Chief Officer, would be dealt with separately.</p>
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Skipton Town Council  
9<sup>th</sup> January 2025 at 6.30pm

<p><b>Key points:</b></p> <p><b>To include</b></p> <ul style="list-style-type: none"> <li>- Options</li> <li>- Challenges (including risks and threats)</li> <li>- Opportunities (including income, reputation, strategic intent and wider benefits e.g. local community or environment)</li> </ul>	<p><i>The main paper: 1 side of A4 max</i></p> <p>Due to the confidential nature of the contents of the correspondence, the papers associated with the complaint will be confidential.</p>
<p><b>Recommendation:</b></p>	<p>Specify what outcome or response is needed from the Council/Committee to this paper or motion.</p> <p>The Council/Committee is recommended to:</p> <ul style="list-style-type: none"> <li>- Note (no discussion is required but receipt of information should be noted)</li> <li>- Discuss (provide feedback but not make a decision)</li> <li>- Recommend for approval to Full Council</li> <li>- Approve (under delegated powers as a committee, or in Full Council)</li> <li>- <b>Make a decision without an officer recommendation</b></li> </ul>
<p><b>Appendices:</b></p>	<p><i>Appendix 3 CONFIDENTIAL Papers</i></p>