

## EXTRAORDINARY MEETING OF COUNCIL

**Belle Vue Square Offices, Belle Vue Suite, Skipton**

**Tuesday, 7 February 2023 at 6.30pm**

**Please note the following advice in advance of the meeting:**

Whilst there is no longer a legal requirement to wear a face covering or continue to social distance, please be considerate towards the wellbeing of others.

Anyone showing Covid symptoms or feeling unwell, are asked not to attend an in-person meeting, this is in the interest of general infection control. Further guidance can be found at: <https://www.gov.uk/coronavirus>

**Members of the Council are summoned to consider the following business**

### AGENDA

**Exclusion of the Public** – In accordance with the Council’s Access to Information Procedure Rules, Members are recommended to exclude the public from the meeting during consideration of Appendix 1 of items \$7 and \$8 below on the grounds that it is not in the public interest to disclose category 1 exempt information (information relating to an individual).

- 1. Apologies for Absence** – To receive any apologies for absence.
- 2. Minutes** – To confirm the minutes of the Council meeting held on 13 December 2022.
- 3. Public Participation** – In the event that questions are received, the Chairman will conduct the public participation session for a period of up to fifteen minutes. Where questions are asked, one related supplementary question may be permitted at the Chairman’s discretion.
- 4. Declarations of Interest** – All Members are invited to declare at this point any interests they have on items appearing on this agenda, including the nature of those interests and whether they wish to apply the exception below.

**Note:** Declarations should be in the form of either:

- a “**disclosable pecuniary interest**” under Appendix A to the Code of Conduct, in which case the Member must leave the meeting room; or
- an “**other interest**” under Appendix B of the Code. For these interests, the Member may stay in the meeting room, although they must leave if membership of the organisation results in a conflict of interest.

**Exception:** Where a member of the public has a right to speak at a meeting, a Member who has a disclosable pecuniary interest or an other interest and must leave the room, has the same rights and may make representations, answer questions or give evidence, but at the conclusion of that, must then leave the room and not take part in the discussion or vote.

5. **Dispensation of the Six Month Rule** - To consider a request to approve a dispensation of the ‘six-month rule.’
6. **Civic Regalia** – To consider a request to donate Craven District Council’s civic regalia to two local museums after 1 April 2023.

**Items \$7 and \$8 are Confidential Items**

- \$7. **Appointment of Honorary Titles** – To consider the appointments of Honorary Titles as recommended by the Appointment of Honorary Titles Committee
- \$8. **Legacy Awards** - To consider the recipients of the Legacy Awards as recommended by the Legacy Sub-Committee
9. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.
10. **Date of Final Council Meeting** – Thursday 30 March 2023, Skipton Town Hall at 6.00pm

**Agenda Contact Officer:**

Alice Fox, Democratic Services and Scrutiny Manager  
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30 January 2023

# AGENDA ITEM 2

## COUNCIL MEETING

13 December 2022

**Present** – The Chair (Councillor Myers) and Councillors Barrett, Brockbank, Brown, Foster, Heseltine, Ireton, Jaquin, Lis, Madeley, Mercer, Metcalfe, Moorby, Mulligan, Noland, Ogden, Pighills, Pringle, Rose, Shuttleworth, Solloway, Staveley and Sutcliffe.

**Officers** – Chief Executive, Director of Services, Chief Finance Officer, Strategic Manager for Planning and Regeneration, Solicitor to the Council and Monitoring Officer, Solicitor to the Council and Deputy Monitoring Officer, Democratic Services and Scrutiny Manager, Senior Democratic Services Officer, and Democratic Services and Scrutiny Officer.

Start: 6.30pm

Finish: 7.50pm

**Apologies for Absence** – Apologies for absence were received from Councillors Handley, Hull, Whitaker and Wheeler.

### **Minutes** –

**Resolved** – That the minutes of the Council meeting held on 11 October 2022 were confirmed as a correct record.

**Public Participation** – There were no members of the public in attendance.

**Declarations of Interest** – There were no Declarations of Interest

CL.1293

### **CHAIR'S AND VICE-CHAIR'S ANNOUNCEMENTS**

A list of engagements attended by the Chair and Vice-Chair was included within the agenda pack.

Councillor Myers informed Members that he had attended a very moving service at Ripon Cathedral to commemorate victims of road traffic accidents.

CL.1294

### **RECOMMENDATIONS FOR CONFIRMATION**

Recommendations of Policy Committee held on 21 June, 25 October and 29 November 2022, and Statutory and Senior Officers' Employment Committee held on 29 November 2022 were submitted.

For each minute, the motion was proposed and seconded "That the recommendations in the minute are confirmed".

- POL.1191 – Adoption of the Good Design Supplementary Planning Document and the Rural Workers' Dwellings Supplementary Planning Document.

**Resolved** – That the recommendations at Minute POL.1191 are confirmed.

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- POL.1201 – Craven Community Investment Fund.

**Resolved** – That the recommendations at Minute POL.1201 are confirmed.

- POL.1202 – Redevelopment of Former Council Depot Site at Langcliffe Quarry

**Resolved** – That the recommendations at Minute POL.1202 are confirmed.

- POL.1203 – Adoption of the Green Infrastructure and Biodiversity Supplementary Planning Document and the Flood Risk and Water Management Supplementary Planning Document.

**Resolved** – That the recommendations at Minute POL.1203 are confirmed.

- POL.1206 – Craven Net Zero Affordable Housing Project.

**Resolved** – That the recommendations at Minute POL.1206 are confirmed.

- SEC.25 – Local Government Reorganisation – Head of Paid Service and Chief Executive.

**Resolved** – That the recommendations at Minute SEC.25 are confirmed.

CL. 1295                    **APPOINTMENT OF PARISH REPRESENTATIVES  
TO STANDARDS COMMITTEE**

Councillor Ireton welcomed Parish Councillors joining the Council’s Standards Committee until 1 April 2023. Members agreed that only the Councillors who were nominated by their Parish Council should be appointed.

**Resolved** – That Councillor Alan Sutcliffe from Gargrave Parish Council and Councillor Rob Wood from Long Preston Parish Council are appointed to the Council’s Standards Committee as non-voting members until 1 April 2023.

CL. 1296                    **STATEMENT FROM THE LEADER OF THE COUNCIL**

Councillor Foster informed Members that Craven is still waiting to receive its financial settlement. Langcliffe Quarry is in its final stages and future planning approvals will transfer to the North Yorkshire Forward Plan.

CL.1297                    **STATEMENT FROM LEAD MEMBERS, CHAIRMEN OF COMMITTEES  
AND COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Brockbank informed Members that the Planning Improvement Board has now finished, and many improvements have been made since the peer review 18 months ago. These include: better staff morale, more engagement with stakeholders, reduced number of complaints and reduced backlog in applications. The Local Government Association is pleased with the progress made so far. There are still improvements to be made and a

## AGENDA ITEM 2

Sounding Board has been formed to carry the work forward. Councillor Brockbank thanked CDC officers and members of the Planning Committee for their hard work.

Councillor Metcalfe reported that the LGR Cross Council Working Group has enabled greater understanding of how each district operates. There is a more positive feeling amongst staff in terms of job security and the recent TUPE and Pay Awards sessions were well attended.

Councillor Staveley informed Members that the Select Working Group focussing on Skipton Magistrates Courts continues to meet to establish why residents have to travel out of district to attend court cases. Commissioner Metcalfe is attending Select Crime and Disorder Meeting on 18 January. A new Select Working Group is meeting on 25 January that focusses on housing providers in the district and how they maintain housing stock, specifically mould and damp in light of the tragic case concerning Rochdale Boroughwide Housing. Moving forward, Scrutiny will sit with Area Committees from 1 April.

Councillor Rose explained that work to develop Craven as a District of Sanctuary is progressing well. Craven is not the only district working towards accreditation in North Yorkshire. Councillor Rose also attended the opening of Craven Arts House, a project which CDC has played a key role in developing and an excellent example of Craven's legacy.

### CL.1298                    **GENERAL QUESTION / STATEMENT TIME**

There were no questions or statements.

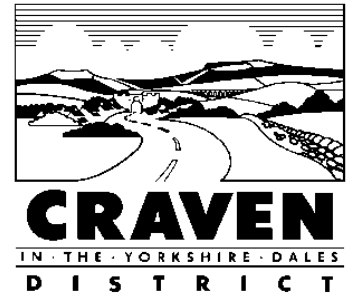
### CL.1299                    **ANY OTHER ITEMS**

There were no other items of business to consider.

### CL.1300                    **DATE AND TIME OF NEXT MEETING**

Extraordinary Council Meeting, Tuesday 7 February 2023, 6.30pm.

Chairman

**COUNCIL MEETING -  
7 FEBRUARY 2023****Dispensation of the Six-Month Rule****Report of the Solicitor to the Council  
(Monitoring Officer)**

Ward(s) affected: All

**1. Purpose of Report**

To consider a request to approve a dispensation of the 'six-month rule.'

**2. Recommendations –**

- 2.1 That, in accordance with Section 85 of the Local Government Act 1972, Council approves a dispensation of the six-month rule for Councillor Whitaker until 1 April 2023.

**3. Report**

- 3.1 Section 85(1) of the Local Government Act 1972 states that *"if a member of a local authority fails throughout a period of six consecutive months from the date of [their] last attendance to attend any meeting of the authority [they] shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of that authority."*
- 3.2 Section 85(1) of the Act therefore provides the Council may grant a dispensation for such absence providing the dispensation is granted before the six-month period of absence has expired.
- 3.3 Councillor Whitaker attended Standards Committee on 7 September 2022 but has been unable to attend any subsequent Council meetings due to ill health. Councillor Whitaker has provided apologies for all meetings and Democratic Services have been kept informed.
- 3.4 A dispensation is requested to 1 April 2023 to ensure that Councillor Whitaker's term of office does not end as a consequence of the six-month rule.
- 3.5 If no dispensation is granted and Councillor Whitaker is unable to attend meetings, his term of office will end on 7 March 2023.

**4. Financial and Value for Money Implications**

4.1 There are no direct financial implications.

**5. Legal Implications**

5.1 These are detailed in the report.

**6. Contribution to Council Priorities**

6.1 The Council's decision-making processes help achieve the aims and objectives of the Council Priorities.

**7. Impact on the declared Climate Emergency**

7.1 None identified.

**8. Risk Management**

8.1 There are no risk management issues associated with this report.

**9. Chief Finance (s151 Officer) Statement**

9.1 A Chief Finance Officer statement is not required for this report.

**10. Monitoring Officer Statement**

10.1 The Monitoring Officer is satisfied that the proposal is within the legal powers of the Council.

**11. Background Documents**

11.1 There are no background documents.

**12. Appendices**

12.1 None.

**13. Author of the Report**

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

**EXTRAORDINARY COUNCIL MEETING****7 February 2023****Legacy Sub-Committee –  
Civic Regalia****Report of the Democratic Services and Scrutiny Manager****Ward(s) affected: All****1. Purpose of Report**

- 1.1. A report to request agreement on the future of Craven District Council's civic regalia from 1 April 2023.

**2. Recommendations**

- 1.2. To consider the recommendations of the Legacy Sub-Committee and agree for the civic regalia to be donated to the Craven Museum and Museum of North Craven Life, with a caveat that both museums agree to hand them back to North Yorkshire Council if requested.

**3. Background**

- 3.1 At a Legacy Sub-Committee meeting held on 22 August 2022, Members asked Democratic Services to investigate the options regarding the future of Craven District Council's civic regalia as they would no longer be in use post vesting day.
- 3.2 Craven District Council is currently responsible for the following pieces of civic regalia:
  - Craven Chair's Badge and Chain
  - Craven Chair's Consort Badge and Chain
  - Former Settle RDC Chair's Chain and Craven District Council Vice Chair's Badge
- 3.3 It was agreed that a Legacy Sub-Committee meeting would convene on 19 January 2023 to discuss the options and recommendations presented to an ECM on 7 February 2023.



**4. Report**

4.1 The LGR Corporate Governance Work Stream (Civic and Ceremonial Sub-stream) has recommended that “ ... each district council consider if any historic artefact (i.e., civic, or historical assets) has a particularly strong connection to a town or parish council in the district, that it may be appropriate to gift that artefact to the town or parish council prior to vesting day (should the town or parish council wish to accept the gift)”.

4.2 At the meeting held on 19 January, Members agreed on the 2 organisations who they considered to be best suited to house the regalia:

- Craven Museum (Craven Chair’s Badge and Chain and Craven Chair’s Consort Badge and Chain)
- Museum of North Craven Life (Former Settle RDC Chair’s Chain and Craven District Council Vice Chair’s Badge)

Members agreed that should North Yorkshire Council wish to re-call the regalia, both museums would be expected to hand them back.

4.3 Democratic Services have confirmed with the museums that they are happy to house the regalia and they have the appropriate insurance policy and storage facilities in place.

**5. Financial and Value for Money Implications**

5.1 None.

**6. Legal Implications**

6.1 There are no legal implications arising from this report.

**7. Contribution to Council Priorities****8. Impact on the declared Climate Emergency**

8.1 No impact.

**9. Risk Management**

9.1 None.

**10. Chief Finance Officer (s151 Officer) Statement**

10.1 A Chief Finance Officer statement is not required for this report.

**11. Monitoring Officer Statement**

11.1 A Monitoring Officer statement is not required for this report.

**12. Equality Impact Analysis**

12.1 Not relevant.

**13. Consultations with Others**

13.1 Chief Executive, Solicitor to the Council and Monitoring Officer, Chief Finance Officer.

**14. Background Documents**

14.1 There are no background documents.

**15. Appendices**

15.1 There are no appendices.

**16. Author of the Report**

Alice Fox, Democratic Services and Scrutiny Manager

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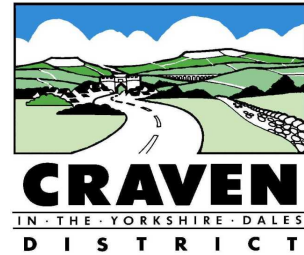
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## EXTRAORDINARY COUNCIL MEETING

7 February 2023

### Honorary Titles



#### Report of the Democratic Services and Scrutiny Manager

Ward(s) affected: All

#### 1. Purpose of Report

- 1.1 To present the recommendations regarding Honorary Aldermen and Freedom of the District awards in accordance with Section 249(5) of the Local Government Act 1972 made by the Appointment of Honorary Titles Committee on 19 January 2023.

#### 2. Recommendations

- 2.1 To consider the recommendations of Honorary Aldermen and Freedom of the District wards in the final year of Craven District Council.
- 2.2 To consider inviting recipients to receive their scrolls at the final Full Council meeting in March 2023.

#### 3. Background

- 3.1 On 13 December 2022, the Appointment of Honorary Titles Committee convened to discuss who they would like to recommend being granted Honorary Alderman or Honorary Alderwoman status in accordance with Section 249(5) of the Local Government Act 1972.
- 3.2 Members requested further information before making their final recommendations. This included details of whether the other North Yorkshire local authorities had altered their qualifying criteria given that this is the last year before the new North Yorkshire Council is in place. They also asked if posthumous awards could be given.
- 3.3 Members requested that all CDC Councillors be asked to submit their nominations of who they would like the Committee to consider awarding Freedom of the District for their "eminent services" to Craven.
- 3.4 It was agreed that an Appointment of Honorary Titles Committee would convene on 19 January 2023 with their recommendations to be

presented to an ECM on 7 February 2023.

**4. Report**

- 4.1 Consultation with the other North Yorkshire authorities concluded that they have not altered their existing eligibility period to qualify for appointment as an Honorary Alderman/Alderwoman.
- 4.2 One Local Authority is awarding Alderman/ Alderwoman status to 2 Councillors posthumously.
- 4.3 No Local Authority is awarding Freedom of the District/Borough.
- 4.4 The recommendations of the Appointment of Honorary Titles Committee can be found in Exempt Appendix \$1.

**5. Financial and Value for Money Implications**

- 5.1 There will be expenditure in providing a scroll to those awarded with honorary titles and placing names on the Roll of Honorary Aldermen/Alderwomen. This can be met within the Member Services budget. Additional costs associated with a reception for recipients will be met by the Chair's Expenses budget.

**6. Legal Implications**

- 6.1 The power to grant honorary titles is found in s249, Local Government Act 1972.

**7. Contribution to Council Priorities**

**8. Impact on the declared Climate Emergency**

- 8.1 No impact.

**9. Risk Management**

- 9.1 There is a risk that the reputation of any Councillor awarded the Honorary Title may change between now and 1 April 2023.

**10. Chief Finance Officer (s151 Officer) Statement**

- 10.1 A Chief Finance Officer statement is not required for this report.

**11. Monitoring Officer Statement**

- 11.1 A Monitoring Officer statement is not required for this report.

**12. Equality Impact Analysis**

12.1 Not relevant.

**13. Consultations with Others**

13.1 Chief Executive, Solicitor to the Council and Monitoring Officer, Chief Finance Officer

**14. Background Documents**

14.1 There are no background documents

**15. Appendices**

15.1 Exempt Appendix \$1 – Nominations for Honorary Titles

**16. Author of the Report**

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## EXTRAORDINARY COUNCIL MEETING

7 February 2023

### Legacy Sub-Committee



#### Report of the Democratic Services and Scrutiny Manager

Ward(s) affected: All

#### 1. Purpose of Report

- 1.1. A report recommending the Legacy nominations of the Legacy Sub-Committee.

#### 2. Recommendations

- 2.1 To consider the recommendations of the Legacy Sub-Committee and agree on how the successful nominees will be recognised.
- 2.2 To consider inviting recipients to receive their certificates at the final Full Council meeting in March 2023

#### 3. Background

- 3.1 At the request of the Chair of Council, a Legacy Sub-Committee was developed to establish a legacy awards scheme to formally recognise organisations, teams and individuals who have provided exemplary service to the Craven District. Members agreed that this would be a fitting way to show their appreciation in the final year of Craven District Council. Membership of the Legacy Sub-Committee consists of Council Chair and Vice-Chair, Leader of the Council, Party Leaders, and Lead Member for Resilient Communities.
- 3.2 On 23 August 2022, the Legacy Sub-Committee convened to agree on the selection criteria for the scheme and asked Democratic Services to develop a short nomination form.
- 3.3 The scheme was launched in September 2022 and promoted to all Councillors and parishes, CDC staff, via CDC's website, and a press release to the Craven Herald. Anyone could nominate by submitting the nomination form to Democratic Services.
- 3.4 It was agreed that a Legacy Sub-Committee meeting would convene on 19 January 2023 to discuss the nominations, with recommendations

being presented to an ECM on 7 February 2023.

**4. Report**

- 4.1 A total of 31 nomination forms were submitted, some people were nominated more than once.
- 4.2 At the meeting held on 19 January, Members proposed additional people who they agreed should also be recognised.
- 4.3 The recommendations of the Legacy Sub-Committee can be found in Exempt Appendix \$1.

**5. Financial and Value for Money Implications**

- 5.1 Costs associated with a reception for recipients will be met by the Chair's Expenses budget.

**6. Legal Implications**

- 6.1 There are no legal implications arising from this report.

**7. Contribution to Council Priorities**

**8. Impact on the declared Climate Emergency**

- 8.1 No impact.

**9. Risk Management**

- 9.1 Not relevant

**10. Chief Finance Officer (s151 Officer) Statement**

- 10.1 A Chief Finance Officer statement is not required for this report.

**11. Monitoring Officer Statement**

- 11.1 A Monitoring Officer statement is not required for this report.

**12. Equality Impact Analysis**

- 12.1 Not relevant.

**13. Consultations with Others**

- 13.1 Chief Executive, Solicitor to the Council and Monitoring Officer, Chief Finance Officer

**14. Background Documents**

14.1 There are no background documents

**15. Appendices**

15.1 Exempt Appendix \$1 – Nominations for Legacy awards

**16. Author of the Report**

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