

MINUTES of the Council Meeting held on Monday 18th May 2020, at 7.30 pm – conducted remotely.

Present: Cllrs Adams, Bridgeman, Burton, Faraday, Handford, Hill, Marshall, Stannard, Swales, and Taylor. CCllr Ireton. DCllr Handley. The Clerk Christine Downey. One member of the public.

- 1 To appoint the Mayor for the period 2020/2021.
RESOLVED: That Cllr Taylor be appointed mayor for 2020/2021.
- 2 To Receive Apologies from members unable to attend.
Cllr Wills.
- 3 To Receive and Record any member’s Disclosable Pecuniary Interest in relation to any items on the agenda and to receive and decide members requests for DPI dispensations.
None.
- 4 To Receive Comment & Concerns
None.
- 5 To Confirm the Minutes of the previous meetings on 2nd March 2020 and 17th March 2020.
RESOLVED: That the minutes of the meetings of 2nd March 2020 and 17th March 2020 are agreed and be signed.
- 6 To appoint the Deputy Mayor for 2020/2021.
RESOLVED: That Cllr Bridgeman be appointed Vice-Chair/Deputy Mayor for 2020/2021.
- 7 To appoint members to committees and as council representatives for 2020/2021.
Committees: **RESOLVED: That committee membership be as listed below**
- 7.1.1 Buildings: **Adams, Handford, Hill, Swales, Taylor, Wills.**
 - 7.1.2 Finance: **Adams, Bridgeman, Faraday, Marshall, Stannard, Taylor.**
 - 7.1.3 Marketing: **Adams, Bridgeman, Burton, Hill, Stannard, Wills.**
 - 7.1.4 Open Spaces: **Bridgeman, Burton, Faraday, Handford, Marshall, Swales.**
- 7.2 Council Representatives: **RESOLVED: That representation on outside organisations is agreed as listed below**
- 7.2.1 Aid in Sickness: Cllr Adams
 - 7.2.2 Bentham & District Dementia Friendly Community (BDDFC): Cllr Stannard
 - 7.2.3 Bentham Area Refugee Support Group (BARSG): Cllr Taylor
 - 7.2.4 Bentham Christmas Lights Committee: Cllr Handford
 - 7.2.5 Bentham Common Land Charity: Cllr Stannard
 - 7.2.6 Bentham Environmentally Sustainable Town: Not applicable
 - 7.2.7 Bentham Playing Field Association: Cllr Stannard
 - 7.2.8 Bentham Save A Life: Cllr Faraday
 - 7.2.9 Bentham Youth Café: Cllr Wills
 - 7.2.10 Collingwood & Longstaffe: Cllr Marshall
 - 7.2.11 Goodenber Play Area Association: Cllr Adams
 - 7.2.12 LARUG: Cllr Adams
 - 7.2.13 Longstaff Educational Foundation: Mrs Hey and/or Cllr Swales
 - 7.2.14 Looking Well / Bentham Community Library: Cllr Swales
 - 7.2.15 Patient Representative Group: Cllr Faraday
 - 7.2.16 Victoria Institute: Cllr Bridgeman
 - 7.2.17 YLCA Craven branch: Cllr Swales and another councillor.

7.3 Responsible Financial Officer – also bank, bank mandate (including change of signatories if necessary)

RESOLVED: That the clerk continue as RFO.

8 To agree a provisional timetable of meetings for the new council year.

RESOLVED: That the provisional meeting dates be agreed.

9 To receive the Clerks Report – see end of these minutes for clerk’s report

10 To receive Reports from CCllr & DCllrs

CCllr Ireton reported that North Yorkshire will be able to carry out the biggest ever programme of highway maintenance work, thanks in part to millions of pounds of additional government funding. The county has been allocated a total of £52.6 Million by the Department of Transport, to improve roads, pathways, cycle routes, and carry out infrastructure projects. This represents some £3.9 Million in extra money. It is part of the government plans to spent £1.7 Billion improving every area in England outside London. As part of the plans already drawn up more than 500 individual schemes are set be delivered, covering coastal, urban and rural areas; these include £5.7 million of patching projects, just over £10 million of surface dressing, and more than £17 million of resurfacing. CCllr Ireton will be trying to ensure that some of the expenditure in North Yorkshire reaches Craven and North Craven.

CCllr Ireton expressed concern regarding the re-opening of schools, pointing out that no mention of school transport is being made in the current debate about the potential re-opening. North Yorkshire spend £22 million on school transport, a large proportion of that is for coaches and it’s difficult to see how it will be possible to maintain social distance guidelines for children on coaches. Many children in remote rural areas rely on the coaches to get to school.

DCllr Handley reported that we have had the depressing news that we are likely to be one of the hardest hit local authorities in the country due to lost income during lock down which has had a major impact on our finances. The funding we have received so far from the Government does not cover the financial losses of over £400,000 a month we are experiencing. We know the Government is monitoring local authority finances and we will be pressing for more support. Ironically enough, we were regarded as one of the safest authorities because of the income we raised locally, before the Covid crisis.

Also, members ward grants are available again this year.

The councillors were asked what is Craven doing to facilitate those businesses that have fallen through the net and are not eligible for any of the current Covid19 financial assistance schemes and/or arrangements? How are Craven making sure that those small business who haven’t found assistance through the rates system or the self-employed grant schemes will be supported over the coming six months to a year? DCllr Handley will look into this point and report back. CCllr Ireton reported that there is another funding stream that has come on board just six or seven days ago, but that Craven have to draw up a policy on how they are going to deal with that. It is hoped that this will capture some of the business that have missed out on other help. It was stressed that Craven must have a policy in place to be able to progress this matter and that it will aim to help as many small businesses as possible.

11 Planning

11.1 To consider and comment upon New Planning Applications

11.1.1 2020/21583/FUL Single storey addition to north facing elevation, single and first floor additions to existing annex (south facing elevation) to form holiday accommodation

and the erection of a detached secure garage at High Spring House, High Bentham, LA2 7FP.

Cllr Marshall declared an interest in this item and did not participate in the discussion or voting.

RESOLVED: That the council has no objections to this application.

11.2

To receive Planning Decisions – **None.**

11.3

To receive Correspondence on Planning Issues – **None.**

12

Highways Matters: - To consider and note Highway Matters for information – if any (Councillors can comment on any minor Highway issues currently causing concern).
None.

13

To note the draft minutes of the Finance committee meeting of 11th May 2020

NOTED.

14

Accounts for Payment

Payments agreed remotely on 6th April 2020: Approved by full council and authorised by Cllrs Faraday and Stannard.

Business Stream	Town Hall water	52.26
Business Stream	Cemetery water	8.18
Taylor Environmental Groundworks	Cemetery fence	528.00
Viking	Coat rail for lower hall	157.87
Thomas Graham	Cleaning materials and products	76.07
B&CE Armstrong	Brushes; dust pans and hand brushes; carbon monoxide alarm	66.95
YLCA	Annual subscription	737.00
Salaries	March 2020	2590.85
HMRC	PAYE & NIC	2867.69
Andrew Tennant	Grass cutting at Playing Field	240.00
Howsons	Fire alarm and emergency light testing	348.00
Kingsdale Projects	Grass cutting / town hall jobs / grass at cemetery / kissing gate path	685.00
Stannah	Lift Service	189.77
Thomas Graham	Cleaning materials - extra order because of coronavirus	50.85
BT	Town Hall – quarterly bill	313.01
BT	TIP – monthly bill	58.37
Swalec	Gas town hall	449.88
Craven DC	Trade waste	53.43
Aviva	Insurance	413.66
NEST	Pension contribution	113.03
1 & 1 Ionis	Internet	18.00

Payments agreed remotely on 3rd May 2020: Approved by full council and authorised by Cllrs Faraday and Stannard.

B&CE Armstrong	Double sided tape	11.50
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NPower	Electric for street lights 19/05/2019- 31/03/2020	2438.10
Npower	Electric for street lights 01/04/2019 – 18/05/2019	176.04
Pyro Fire Service	Fire Risk Assessment for Town Hall	450.00
Tom Beanland Homecare	Carpet cleaning Wenningdale Room and clerk's office as part of deep clean.	285.00
Viking	Stationery	37.61
WellMedical	Defibrillator pads	86.22
Waterplus	Waste water bill 01/01/2020 – 31/03/2020	212.18
Salaries	April 2020	2621.83
Christine Downey	Reimbursed expenses – spare wall tiles / tile adhesive / new spring and washer for leaking water boiler upstairs	46.39
Kingsdale Projects	Cemetery grass / other grass/ jobs at PHPF / parish caretaker jobs	2795.00
Viking	Stationery	46.00
Tim Wheildon	Boiler service	312.00
Andrew Tennant	Playing field grass = precept grant	960.00
Age Concern	Precept grant	100.00
Bentham Youth Cafe	Precept grant	500.00
Goodenber Play Area Association	Precept grant	600.00
LASRUG	Precept grant	150.00
Low Bentham Victoria Institute	Precept grant	2500.00
Carl Taylor	Street light repairs and lamps	217.08
M Bowers Electrical Contractor	Small electrical jobs at town hall and work certificate	211.66
BT	TIP phone bill	52.50
SSE Swalec	Gas Town Hall	378.50
Aviva	Insurance	413.66
NEST	Pension contribution	102.62

Accounts for Payment 18/05/2020: -

YLCA	Fee for clerk's webinars x 3	45.00
Citron	Sanitary disposal	24.34
Business Stream	Water rates Town Hall	29.64
Business Stream	Water rates cemetery	6.74
SLCC	Subscription Society Local Council Clerk's	242.00
Glasdon	14 new benches	6982.82
Settle Area Swimming Pool	Precept grant	250.00
Community Link Cafe	Precept grant	500.00
Carnival Bentham	Precept grant	500.00
SSE Southern Electric	Electric Town Hall	24.79
1 & 1 Ionis	Internet	18.00
BT	TIP phone	44.95

RESOLVED: Approved

RESOLVED: To be authorised by Cllrs Faraday and Stannard.

- 15 To agree the publication of the Community Emergency Plan.
RESOLVED: That the Community Emergency Plan is approved for publication.
- 16 To agree the adoption of the COVID 19 grants policy.
RESOLVED: That the COVID19 grants policy is agreed and adopted.
- 17 To review the Council's Standing Orders.
RESOLVED: That the Bentham Town Council standing orders as adopted 04/06/2018, and amended 29/04/2019 and 02/12/2019 are reviewed and agreed.
RESOLVED: That the Bentham Town Council, Remote Meetings – Standing Orders Addendum is agreed and adopted.
- 18 To review the Council's Financial Regulations.
RESOLVED: That the Financial Regulations 2020 are agreed and adopted.
- 19 To review the Terms of reference for Committees.
RESOLVED: That the terms of reference for the Building Maintenance Committee be amended so that the paragraph on fire risk assessment will state "To review the fire risk assessments as required and necessary for agreement by full council".
RESOLVED: That the terms of reference for the Finance Committee are reviewed and approved.
RESOLVED: That in the terms of reference for the Marketing Committee all reference to the charity calendar be removed; and all reference to the TIP coordinators be removed.
RESOLVED: That in the terms of reference for the Open Spaces Committee the reference to Low Bentham Playing Field in the second paragraph is amended to state Philip Harvey Playing Field; and that the reference to Low Bentham School Playing Field in the final paragraph is removed.
- 20 To review the Assets Register.
RESOLVED: That the Asset Register as at March 2020 is agreed and approved.
RESOLVED: That the cost of the new benches will be added to the assets register in the current year, i.e. the year to March 2021.
RESOLVED: That the Insurance Value as shown in the assets register will be reviewed as soon as possible.
- 21 To review the Council's and/or staff subscriptions to other bodies.
RESOLVED: That the subscriptions to YLCA and SLCC are noted and approved.
- 22 To review the Council's Risk Assessment.
RESOLVED: That the Bentham Town Council Risk Assessment is reviewed and agreed.
- 23 To consider a quote for professional cleaning of floors and fabric chairs in town hall. (Cllr Marshall declared an interest in this item and did not participate in the discussion or voting),
RESOLVED: To accept the quote from Home Care for cleaning the floors and fabric chairs at the town hall.
RESOLVED: To extend the cleaning of the floors at the town hall to include the foyer, stairs, landing, disabled toilet, ladies' toilets, gents' toilets, and both kitchens.
RESOLVED: Item for next agenda of the Buildings Committee – To consider having the floors in the town hall professionally cleaned every six months.

- 24 To receive update and agree a way forward regarding: -
- 24.1 The potential re-opening of PHPF
RESOLVED: Not to re-open PHPF at this time.
RESOLVED: To display a sign at PHPF stating that “Due to not being able to clean it safely, this playing field must remain closed”.
- 24.2 Deep clean of the town hall
RESOLVED: Any further cleaning and/or small maintenance tasks that councillors can suggest are to be referred to Cllr Adams, who will channel them to the caretaker and cleaners.
- 24.3 Staff hours and furlough
RESOLVED: Caretaker and cleaners’ hours to remain the same, deep clean to continue, and as many further suitable tasks to be identified as possible.
RESOLVED: Cllr Bridgeman to research the recommendations in relation to health and safety, and cleaning and maintenance at the cemetery in view of COVID19, and to preparing a Risk Assessment as soon as possible.
RESOLVED: That Cllr Bridgeman will examine the guidance on health and safety, and cleaning and maintenance at the cemetery in view of COVID19, and the Risk Assessment to ensure that all necessary actions are being taken, and also to identify work for the caretaker and cleaners to perform as soon as possible.
RESOLVED: That the Open Spaces committee will draft an action plan detailing the plans to re-open Philip Harvey Playing Field safely in due course, and the steps that will be taken to avoid confusion, in line with the government recommendations on the “phased return of sport and recreation in England”.
RESOLVED: That the Buildings Committee will draft an action plan detailing the plans to re-open the town Hall safely in due course.
RESOLVED: Item for next full council meeting agenda – To consider issues concerned with re-opening Philip Harvey Playing Field and the Town Hall, and to agree a way forward.
RESOLVED: Item for next Open Space Committee meeting agenda – To consider and agree an action plan for the re-opening of Philip Harvey Playing Field.
RESOLVED: Item for next Buildings Committee meeting agenda – To consider and agree an action plan for the re-opening of the Town Hall.
- 25 To consider the request from Aptus Utilities re work at Robin Lane and agree a way forward.
RESOLVED: That the Council agrees to the request on condition that the area is reinstated to its original condition on completion of the work.
- 26 To receive items of correspondence.
None.
- 27 To receive reports from Councillors who represent the council on other bodies
Alms Houses: Cllr Marshall reported that there has been a vacant and that the property is now let.
- 28 Items for next meeting and minor items only: -
 Item for next full council meeting agenda – To consider issues concerned with re-opening Philip Harvey Playing Field and the Town Hall, and to agree a way forward.
 Item for next Open Space Committee meeting agenda – To consider and agree an action plan for the re-opening of Philip Harvey Playing Field.
 Item for next Buildings Committee meeting agenda – To consider and agree an action plan for the re-opening of the Town Hall.
 Item for next agenda of the Buildings Committee – To consider having the floors in the town hall professionally cleaned every six months.

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Date of next meeting: - **Date in June to be advised in due course.**

There being no further business the meeting closed at 21.07.

CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 13th May 2020

- 1. Planning Decisions Received Since 4th May 2020 (Date of last clerk's report).**
 - 1.1. GRANTED** - None
 - 1.2. REFUSED** – None
 - 1.3. WITHDRAWN** – None.

- 2. Planning Correspondence** - None

- 3. Items circulated by email**
 - 3.1. Community First Yorkshire
 - 3.1.1. Weekly update 01/05; 07/05;
 - 3.1.2. Rural News 29/04
 - 3.2. Craven District Council – Casual vacancies arising in the coming months 29/04
 - 3.3. NALC
 - 3.3.1. Chief Executives Bulletin 01/05; 07/05
 - 3.3.2. Publishes first ever report on local council elections
 - 3.4. North Yorkshire Community Messaging – North Yorkshire Police
 - 3.4.1. Weekly updates
 - 3.4.2. Leaders to give update on Coronavirus response in North Yorkshire
 - 3.5. NYCC – Road closure details Mewith Ln, Mewith (closure 03/06 – circulated 12/05).
 - 3.6. Police Report 04/05/2020
 - 3.7. Rural Services Network
 - 3.7.1. Updates 06/05
 - 3.7.2. Rural Service Funding Digest May edition 07/05
 - 3.7.3. The Rural Bulletin 12/05
 - 3.8. YLCA
 - 3.8.1. White Rose update 01/05; 07/05
 - 3.8.2. Training programme May to July 06/05
 - 3.8.3. Latest advice re the holding of meetings 12/05
 - 3.9. Coronavirus
 - 3.9.1. Craven DC
 - 3.9.1.1. Latest Coronavirus News 28/04
 - 3.9.1.2. Covid19 Community Mutual Aid 01/05
 - 3.9.2. NALC – coronavirus information for parish and town councils 30/04; 12/05
 - 3.9.3. NYCC – Looking Out for Neighbours poster.

- 4. Progress on Outstanding Matters if not on agenda - Goodenber Play Area: -**

Copy of the charity constitution from the Goodenber Play Area Association arrived 11/05/2020. Advice will be taken from YLCA regarding what the council may and may not do in relation to a charity.