



## BENTHAM TOWN COUNCIL

### MINUTES of the Council Meeting held on Monday 29 April 2019, at 7.30 pm in the Lower Town Hall.

Present: Cllrs Adams, Bridgeman, Burton, Faraday, Handford, Hill, Marshall, Stannard, Taylor & Wills. The Clerk Christine Downey, and 4 parishioners.

- 1 To Appoint the Mayor for the period 2019/2020  
**RESOLVED: That Cllr Marshall be appointed Mayor for 2019/2020**
- 2 To Receive Apologies from members unable to attend  
Cllr Swales and DCllr Brockbank  
The Council expressed condolences for Cllr Swales
- 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  
Cllr Marshall noted point of interest in 13.1.3 planning application, 2019/20328/FUL Installation of a muck separator, ground level gantry and concrete midden at Bentham Auction Mart
- 4 To Receive Comment & Concerns  
None
- 5 To Confirm the minutes of the previous meeting on 1 April 2019  
**RESOLVED: That the minutes of the meeting on 1 April 2019 be signed**
- 6 To Appoint the Deputy Mayor for the period 2019/2020  
**RESOLVED: That Cllr Taylor be appointed Vice-Chairman/Deputy Mayor**
- 7 To Appoint Members to Committees and as Council Representatives for 2019/2020
  - 7.1 Committees: Buildings; Finance; Marketing; Open Spaces  
**RESOLVED: That committee membership 2019/2020 be agreed as listed below**

<b>Finance Committee</b>	Marshall, Adams, Faraday, Stannard & Taylor
<b>Open Spaces</b>	Bridgeman, Burton, Faraday, Handford, Marshall & Swales
<b>Buildings</b>	Bridgeman, Handford, Hill, Swales, Taylor & Wills
<b>Marketing</b>	Adams, Burton, Hill, Stannard & Wills
  - 7.2 Council Representatives  
**RESOLVED: That representation on outside organisations are agreed as below**

Playing Field Association	Cllr Stannard
Goodenber Play Area	Cllr Adams
LASRUG	Cllr Adams
Aid in Sickness	Cllr Adams
Looking Well/Library	Cllr swales
Youth Café	Cllrs Burton & Wills
Victoria Institute	Cllr Bridgeman
Bentham Area Refugee Group	Cllr Taylor
Patient Representative Group	Cllr Faraday
Bentham Save A Life	Cllr Faraday



## BENTHAM TOWN COUNCIL

Longstaffe Educational Foundation    Mrs Hey (until 2020)  
Bentham Common Land Charity        Cllr Stannard (until 2020)  
Collingwood & Longstaffe            Cllr Marshall (until 2020)  
YLCA Craven Branch                    Cllrs Swales / Marshall

- 7.3        Responsible Financial Officer – also bank, bank mandate (including change of signatories if necessary)  
**RESOLVED: That the clerk continue as RFO**  
**RESOLVED: That the clerk be added to the bank mandate**
- 8            To agree a Provisional Timetable of Meetings for the new Council Year (see paper 2019/01)  
**RESOLVED: That the provisional meeting dates be agreed**
- 9            To Receive the Clerks Report (for information only) – see end of these minutes
- 10          To Receive the Police Report & allow members to ask questions for information – none available.
- 11          To Receive Reports from CCLr & DCllrs (for information only) – none
- 12          To Note that the Tourist Information Coffee Morning raised £181.26, and to thank all participants for their help in running the event  
Duly noted.
- 13          Planning
- 13.1        To Consider and Comment upon New Applications
- 13.1.1      2019/20175/CND Application to discharge Condition 3 (materials), Condition 04 (crime prevention), Condition 5 (roads and footways), Condition 7 (off-site highway works), condition 10 (drainage), Condition 12 (affordable housing), Condition 13 (landscaping), Condition 16 (boundary treatments) from planning permission referenced 2017/18715/FUL granted 12 February 2018 at Former High Bentham CP School, Main Street, High Bentham, LA2 7JU.  
**RESOLVED: That the Council has no comments on this application**
- 13.1.2      2019/20265/HH Proposed construction of detached garage and store, set into existing banking at Todhill House, Station Road, High Bentham, Lancaster, LA2 7LS.  
**RESOLVED: That the Council has no comments on this application**
- 13.1.3      2019/20328/FUL Installation of a muck separator, ground level gantry and concrete midden at Bentham Auction Mart, Main Street, High Bentham, Lancaster, LA2 7HF.  
**RESOLVED: That the Council has no comments on this application**
- 13.2        To Receive Planning Decisions  
              - If any (see Clerks Report)
- 13.3        To Receive Correspondence on Planning Issues  
              - If any (see Clerks Report)
- 14          Highway Matters
- 14.1        To Receive an update on the **street light programme**  
Email received from Peter Ball at North Yorkshire Highways confirming that they will continue to connect street lights on Mayfield Avenue (hopefully this week), and will then plan work on



## BENTHAM TOWN COUNCIL

Duke Street now that ducting is in. Once those are in Peter will come back to us to discuss next project of Grasmere Drive.

Opposite Atkinson Vos there are two trees in playing field that are overgrowing the street light.

**RESOLVED: Cllr Stannard will ascertain whether the lamppost is on playing field land or land belonging to Tony Harrison.**

14.2 To Discuss parking problems in Low Bentham

It was noted that derelict vehicles have been removed from the Low Bentham car park and that there are now often spaces available; that parking issues are a North Yorkshire County Council matter; and that although the Council sympathises there is nothing that it can do to alleviate the problem.

**RESOLVED: Clerk to write to Mr Evans informing him that the Council has discussed the matter but that he should direct his concerns to North Yorkshire County Council, as it's not within Bentham Town Council's remit.**

14.3 To Consider and Note **Highway Matters** for information

Butts Lane/Lairgill: An attempt has been made to fill in the pot holes near the cemetery but some holes remain, and some are more like craters than pot holes. Cllr Brockbank was asked to look into this because it's Craven DC carpark.

Footpath that goes over the railway bridge in Station Road, towards Wenning Avenue, kerb side. Is deteriorating quite badly.

Fowgill footpath, still no safety rail in palace. Photographs received from Cllr Burton. Turners land.

New tarmac in narrows has already had a hole cut in it. It was nice and level to start with but is now sinking, so was not compacted and will sink further. Cut in by utilities – might have been water. Needs reporting.

Last Aug there was a meeting in office with North Yorkshire Highways. One of the problems discussed with a manhole cover outside Cllr Burton's house with a crater around it. Nothing has been done although it could easily cause an accident, particularly with a motor bike. NYCC say they can't identify whose it is so haven't done anything about it.

15 To Review the Council's Standing Orders (as adopted Jun 2018) (paper 2019/02)

**RESOLVED: That clerk replaces reference to the Chairman as "he" with "they".**

16 To Review the Council's Financial Regulations (as adopted May 2016) (paper 2019/03)

**RESOLVED: That the Financial Regulations 2016 do not require updating**

17 To Review the Council's Risk Assessment (paper 2019/04)

It was noted that for memorials the risk assessment states that the stability of headstones will be tested every three years, that this was last done in 2016, and is therefore due to be done in 2019.

**RESOLVED: To refer this to the Open Spaces Committee.**

It was noted that there must be no paper material(s) left in the foyer.

**RESOLVED: To remove the flyer stands and all loose papers from the foyer.**

**RESOLVED: Clerk to explain why to the TIP volunteers.**

18 To Note the draft minutes of the Annual Parish Meeting on 24 April

**RESOLVED: The Clerk to complete and circulate in due course**



## BENTHAM TOWN COUNCIL

- 19 To Note the draft minutes of the Finance Committee on 15 April, and consider recommendations, if any

**RESOLVED: The Clerk to complete and circulate in due course**

- 20 To Receive an update on the Play Area  
HAGS conducted most of the remedial work on Tuesday 9<sup>th</sup> April and are expected to come back for a final visit to complete it in due course. In advance of that meeting there will be a walk of PHPF to ensure that HAGS have a full list of all items that the Council consider require attention.

**RESOLVED: Walk of PHPF to take place at 5.30 pm on Wednesday 1<sup>st</sup> May 2019**

The contractor's fence around the building work at Low Bentham old school site is impeding access to PHPF through the council's gate. The contractor and/or developer's details will be on the planning application and should be know in case we need to gain access at any time.

**RESOLVED: Clerk to identify contractor and/or developer and obtain contact details**

- 21 To Agree the Accounts for Payment

Salaries	2981.34
Welmedical Defibrillator pads	118.56
AFY Fire Protection fire extinguisher service and supply	180.00
Andrew Tennant grass cutting	600.000
Beaver Tree Surgeon removal of Willow	360.00
NPower street lights Y/E 31/03/19	1338.70
Waterplus town hall water	202.77
B&CE Armstrong candle bulbs	11.98
Horton Landscape grass cutting	921.12
Horton Landscape grass cutting	918.12
Carl Taylor street lighting repairs and supply	439.63
BT	25.08
Craven DC – refuse collection	53.42
Aviva - insurance	401.22
1&1 Internet	48.00
Southern Electric	23.88

**RESOLVED: Payments to be approved.**

**RESOLVED: Cllrs Faraday and Stannard to authorise.**

- 22 To consider items of **Correspondence**  
22.1 Email from Anna Winterbottom regarding leaving 10% or more of any green space as unmown grassland to encourage the growth of wildflowers, pollinators and wildlife, dated 02/04/19

It was noted that if too much is left unmown that it becomes a fire risk in dry spells and is also a litter trap: That the area under the trees at PHPF is left, that our contractor does not mow down wildflowers, and that the perimeter strip at PHPF is also left unmown.

**RESOLVED: Cllr Bridgeman and the Clerk to check that the above details are correct.**

**RESOLVED: Subject to the check, that the Clerk to reply pointing out that the current arrangements already satisfy her request.**



## BENTHAM TOWN COUNCIL

- 23 To Receive Reports from Councillors who represent the council on other bodies (for information only)  
Playing Fields Association: Are meeting tomorrow.  
Bentham Common Lands Charity: Have not had a meeting for some time.  
Bentham Area Refugee Group: The Committee are hosting a group of visitors from Bradford in the summer and will want somebody to welcome them.
- 24 Items for next meeting and minor items only  
Cllr Handford has identified three areas for new bins.  
No news regarding cameras from Craven CD.  
Compliments regarding the standard of grass cutting have been received from a number of parishioners, our appreciation goes to Thomas Brown.  
Bentham in Bloom recently collected 100 black bags of rubbish and are also to be congratulated on the work that they do.  
The grass cutting at St Mary's church is now being done by Craven District Council, but less often.  
There will be an Open Spaces meeting on 20<sup>th</sup> May (as well as 10<sup>th</sup> June).  
Street lights have gone over to LED.

There being no further business, the meeting closed at 20.17

### **CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 29<sup>th</sup> April 2019 – for May**

#### **1. Planning Decisions Received Since Last Meeting**

##### 1.1. GRANTED

- 1.1.1. 2018/20005/FUL Change of use of existing building from A1 retail use to A5 take away food outlet at Toobys Ltd, 21 Main Street, High Bentham, Lancaster, LA27HQ
- 1.1.2. 2019/20075/FUL Change of use of land from agricultural to domestic garden area and erection of shed (retrospective) and proposed erection of greenhouse at Hall Bank, Burton-in-Lonsdale, Carnforth, LA6 3LW

##### 1.2. REFUSED

- 1.2.1. none

#### **2. Planning Correspondence - none**

#### **3. Information Regarding Items Discussed at last Council Meeting (if not on agenda) - none**

#### **4. Items for Information – see information folder - none**

#### **5. Items circulated by email**

- 5.1. Lancaster City Council Planning Policy Latest News
- 5.2. RSN Rural Bulletin 02/04; 09/04; 16/04
- 5.3. RSN Rural Funding Digest April 2019
- 5.4. Planning applications received after agenda published
  - 5.4.1. 2019/20366/LBC Listed building consent for amended driveway location at Scaleber Farm, Back Lane, Low Bentham, Lancaster
  - 5.4.2. 2019/20339/FUL Amended driveway location at Scaleber Farm. Back Lane, Low Bentham, Lancaster
  - 5.4.3. 2019/20361/HH Single storey extension to replace existing conservatory, extend dwelling into attached barn/workshop with new entrance porch and internal alterations at Meregill Farm, Meregill, Clapham, Ingleton
- 5.5. Bentham & District Dementia Friendly Community Invitation to Join (2 emails from Linda Brockbank)



## BENTHAM TOWN COUNCIL

### 5.6. Westminster Insight:

- 5.6.1. Showcasing effective models of commissioning in the VCSE sector.
- 5.6.2. Domestic Violence: Changing the response. Supporting Victims & Tackling Perpetrators
- 5.6.3. Is your town council complaint effectively?
- 5.7. North Yorkshire Police, Fire and Crime Commissioners
  - 5.7.1. Appeal for view on fire and rescue priorities
  - 5.7.2. Consultation on the draft priorities for the North Yorkshire Fire and Rescue Plan 2019/21
- 5.8. Email from Clair Cooper at Craven DC re grass cutting at St Margaret's church
- 5.9. NALC
  - 5.9.1. newsletter 03/04; 10/04
  - 5.9.2. Sponsorship and exhibition opportunities
  - 5.9.3. Chief Executives Bulletin 05/04; 12/04; 18/04
  - 5.9.4. Star Council Award details
- 5.10. Craven DC
  - 5.10.1. Cleaner Craven News April 2019
  - 5.10.2. Craven District Council News 04/19
- 5.11. Government Events: Local Community Regeneration: Transforming Town Centres and Communities. Conference. 22 May 2019.
- 5.12. Community First Yorkshire Newsletter 04/04; 12/04; 19/04
- 5.13. Parish Portal changes
- 5.14. YLCA confirmation that playground inspection report passed to legal department
- 5.15. Allerton Waste Recovery Park – update for community and parish organisations
- 5.16. Email from Phi Gerrie re potholes at Lairgill / Butts Lane
- 5.17. North Yorkshire County Council, Highways Customer Communications Officer – monthly update
- 5.18. NYCC Area 5 – Road closure Mount Pleasant from 7pm 18/04/19 to 6 am 19/04/19
- 5.19. White Rose Update 04/19

## 6. Progress on Outstanding Matters