



BENTHAM TOWN COUNCIL

MINUTES of the Council Meeting held on Monday 4 March 2019, at 7.30 pm in the Lower Town Hall.

Present: Cllrs Adams, Bridgeman, Burton, Faraday, Marshall, Stannard & Taylor. DCllrs Brockbank and Thompson. Also, the Clerk Christine Downey and 2 parishioners.

The Council welcomed the new clerk.

- 186 To Receive Apologies from members unable to attend
Cllrs Swales & Wills.
- 187 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 Taylor declared a DPI in item 210 as someone who has quoted for the work.
- 188 To Receive Comment & Concerns - none
- 189 To Confirm the minutes of the previous meeting on 4 February 2019
RESOLVED: That the minutes of the meeting on 4 February 2019 be signed.
- 190 To Receive the Clerks Report (for information only)
The Clerk apologised as she has been unable to compile the report.
RESOLVED: Clerk to compile and circulate the report.
- 191 To Receive the Police Report & allow members to ask questions for information – none available.
- 192 To Receive **Reports from CCllr & DCllrs** (for information only)
DCllr Thompson informed the meeting that tyres dumped on the road to Clapham have been reported to the waste management team. Three other reports of dumped tyres were made previously. Any further instances of dumped tyres should be reported to Wyn Ashton at Craven District Council, so that they can see if there is a pattern of dumping. Wyn Ashton (Environmental Services & Housing Manager) will arrange collection and disposal. If anybody sees it happening please report to the police at the time.
DCllr Brockbank informed the meeting that she has been in touch with Sandra Bailey at Yorkshire Housing to enquire if they would contribute to the cost of lighting on Grasmere Close, but has been informed that it is the end of their financial year and they don't have the money left to do so. She will try to find another contact to enquire if they would be able to contribute in the next financial year.
Cllr Brockbank reminded the meeting that Craven DC have launched another public consultation on the local plan, on the proposed main modifications recommended by the independent Inspector, and that the closing date is 1st April. She confirmed that there is something significant in it for our area, with one site withdrawn for 10 to 15 houses, but not thought to be a problem because the reduction is small in number. Cllr Brockbank agreed to forward it and to provide details of the site number. The main modification was made 19th February 2019.
RESOLVED: Clerk to find and circulate.



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- 193 Planning
- 193.1 To Consider and Comment upon New Applications
- 193.1.1 2018/20005/FUL Amended Change of use of existing A1 retail use to A5 take away food outlet at Toobys Ltd, 21 Main Street, High Bentham, Lancaster, LA2 7HQ
RESOLVED: That the Council had no objections to this application.
- 193.1.2 2019/20147/LBC Internal alterations & upgrades and replacement doors & windows at Cedar House School, Low Bentham, Lancaster LA2 7DD
RESOLVED: That the Council had no objections to this application.
- 193.1.3 2019/20206/HH Construct two storey side elevation, form new access and create parking and turning area to rear of property at Fern Cottage, Burton Road, Low Bentham, Lancaster, LA2 7ER
RESOLVED: That the Council had no objections to this application.
- 193.1.4 2019/20227/FUL Subdivision of existing dwelling into 2 no. dwellings including extension, internal alterations and new garage at Gill Head Farm, Robin Lane, High Bentham, Lancaster, LA2 7AQ
RESOLVED: That the Council had no objections to this application.
- 93.1.5 2019/20228/FUL Conversion of the existing stone farm buildings to create one dwelling at Gill Head Farm, Robin Lane, High Bentham, Lancaster, LA2 7AQ
RESOLVED: That the Council had no objections to this application.
- 193.1.6 SNN/01032 A Street Naming and Numbering (SNN) application has been received from Carr & Stocks Development Ltd for the site at Land at Felstead, Low Bentham Road, High Bentham, Lancaster
RESOLVED: That the Council had no objection to the proposed name "Fell Stead View".
RESOLVED: That the Council express its concern about the proposed name "Stocks Bank", and suggests that something in keeping with the surrounding locale would be more appropriate.
- 193.2 To Receive Planning Decisions
- If any (see Clerks Report)
- 193.3 To Receive Correspondence on Planning Issues
- If any (see Clerks Report)
- 194 To review the budget for the remainder of the year
It was noted that: -
Possibly underspend in administration.
Invoice has come in for the streetlighting from Npower.
Carl will submit an invoice before the end of the year. £286 overspend in street lighting but includes bill for last 18 months streetlighting.
Cemetery under budget.
Town Hall maintenance and general together will break even.
It was noted that £1600.00 proposed expenditure on painting and decorating is to come out of next year's budget and work can be carried out now provided arrangement for invoice to come in after 1st April has been agreed.
Tourist information £258 overspend, largely due to meal for volunteers and council happy with that.
The grants have a £2000 surplus, need to look back to precept meeting last year and check if this was actually ring fenced for Christmas lights.
Contingency of £2000, expenditure on Christmas lights and youth centre to come out of this but not expenditure on calendar with is a separate item. Surplus is therefore more than £298.
Need to identify income for calendar from sales.



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Projects currently show an overspend of £2300, after writing two large cheques, one for phase 1 Wenning Ave, and one for phase 2 Duke St. However, £13,200 was for phase 1 of the street lighting and should have come out of last year's budget i.e. 2017/2018. It will have been brought forward and left in the deposit account while we obtained invoice from North Yorkshire.

Bottom figure of £3,500 overspend needs updating.

RESOLVED: Clerk to establish if the £2000.00 grant money that was not paid out in the current year is connected to the Christmas Lights.

RESOLVED: Clerk to identify the income from the 2019 calendar and remove the expenditure for the calendar from the budget, as it should be deducted from the income from calendar sales.

RESOLVED: Clerk to update budget re £13,200 project spending accounted for in last year's budget/accounts, re street lighting phase 1.

RESOLVED: Finance Committee to hold a meeting with Christine Downey and explain the Bentham Town Council finance procedures and regulations that the clerk is required to follow.

RESOLVED: Council will not spend any large amounts before the end of this year. And will determine what is left to carry over after this year's accounts have been produced.

195

Highway Matters

195.1 To Receive an update on the **street light programme**

It was reported that Grasmere Close will be dealt with next year, and that the column in Wenning Avenue is connected and all the lights on Wenning Ave should be lit and working in the next fourteen days. Two left to light along Mayfield.

A decision has still to be made about Duke Street. Most of which are working. Peter Ball will submit applications to Electricity North West for connecting.

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

Lairgill car park pot holes – reported to Craven by Cllr Adams.

The road through the narrows and all the way along Springfield is very bad, there is serious deterioration with one manhole cover subsided where contractors trench has run across.

RESOLVED: To report North Yorkshire to get money back off the contractors.

Fowgill Footpath. There is a tree down across the bridge, no safety rail and a six-foot drop into the stream. This was reported to NYCC who said that they have removed the obstacle and the footpath is now clear. However, only cut the ends off and it is not clear. It needs a handrail or the tree removing.

RESOLVED: Cllr Burton will get photographs to enable the Clerk to report it again.

Millers Fold, Low Bentham. Is the tree still down?

RESOLVED: Cllr Adams will find out.

The gullies past Bell Bank, on the left-hand side going up, are still blocked. Next gully down from the layby.

RESOLVED: To obtain photographs to enable the Clerk to report it.

Cllr Adams reported that he has had some success reporting highway matters via the Highways Portal, at NYCC report a highways fault. He has submitted two issues recently, Lakeber Drive and a pothole outside Toll Bar. Both of which were dealt with quickly. Any member of the public can report a problem on the highway's portal, and it is possible to see if it has already been reported. The town council have a log in but this may require resetting.

RESOLVED: Clerk to reset the town council log in to the highways portal if necessary.



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- 196 To Discuss the **Youth Cafe**
- 196.1 The plastering in the first room and kitchen is still to do
The plastering under the window is approximately a £100 job. An area in the kitchen also needs plastering. What is required is somebody to come and do all the small jobs. The building committee have a list of such jobs but haven't been able to find somebody to take them on.
RESOLVED: To refer this matter to the buildings committee.
- 196.2 Front door – any progress
Listed building so must be like for like, therefore we need to find somebody to build it. There may have been an earlier quote for this job at a cost of approximately £1,100. Its oak.
RESOLVED: To refer this matter to the building committee.
- 196.3 The cooker keeps blowing the trip and two ovens cannot be used at once. Full electrical test requested.
To discuss: Will council do this (and pay for it) and date of last test
It was reported that the Youth Café are purchasing a new cooker and that the cooker is on its own circuit. There are four or five circuits, all on the one RCD. Mark Burrows has suggested that the cooker should be given its own RCD. It was reported that the date of the last electric test was 2011 when refurbished, and that ten years is recommended for electric tests. Mark Burrows has produced a quote for the Youth Café for the tests and the work.
RESOLVED: Clerk to instruct Mark Burrow to do electric checks and report recommendations and quote for work.
- 196.4 DBS checks requested for all members of the committee including council reps
Although it is not technically necessary for council reps to have DBS checks because they are not dealing with the children or vulnerable adults, the Youth Café are insisting that they will be required for all committee members including council reps.
RESOLVED: The Youth Café to pursue any DBS checks that they require at their own expense.
- 197 To Receive an update on the installation of the Low Bentham Play Area
Cllr Marshall thanked Cllr Bridgeman for all her hard work on this project over recent months. HAGS have replied to the letter asking for a response to the unresolved issues and Cllr Bridgeman has made comments and proposed replies to each item, which are to be sent back to John Grayson, the head of installation and services. The council agreed with the proposed reply comments and that the way forward is to invite John Grayson to a meeting on site. Regarding the finger entrapment issues, another way forward would be to establish if our insurance company is satisfied, and if not to obtain a disclaimer from HAGS. There is an identified risk, even though it's a low risk it has been highlighted by the independent inspection company and this needs to be addressed.
RESOLVED: Clerk to forward Cllr Bridgeman's reply to John Grayson with the agreed comments re the unresolved issues and to invite him to an on-site meeting.
- 198 To Consider Open Space work required and quotes received
- 198.1 Grass cutting prior to commencement of new contract
At least one extra cut will be required before the commencement of the new contracts in April due to the warm weather, on Bentham Cemetery, Goodenber Play Area, The Green Low Bentham, The Philip Harvey Play Area and the High Bentham Playing Field.
RESOLVED: Cllr Taylor to ask Andrew Tennant to provide a quote in writing. Cut to be done and billed before end of March.



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RESOLVED: Cllr Bridgeman to ask Thomas Brown to provide a quote in writing. Cut to be done and billed before the end of March.

198.2 Tree surgeon

John Paul to go ahead and dismantle the willow tree, cutting the fence as necessary and wiring it back in place after removal of the tree. The cost is in next year's budget.

RESOLVED: Cllr Bridgeman to ask John Paul to proceed with the removal of the willow the last week in March.

199

To Further discuss the Black Bull carpark and possible solutions regarding non-customer usage

Cllr Swales has been talking to Andy Walls at Yorkshire Dales Signage and Graphics. It was thought that if Yorkshire Dales Signage and Graphics cannot supply the signs in the near future the council should approach other suppliers. Andy at the Black Bull will be consulted when the signs arrive and before they are put up, regarding placement. Grove Hill garage also to be consulted. Andy from the Black Bull had no further comments to make regarding non-customer usage and is happy with the way forward.

RESOLVED: Cllr Stannard to speak to Grove Hill garage before signs go up.

RESOLVE: Cllr Swales to pursue signs from Andy Walls but also to inform him that we need them in the next couple of weeks.

200

To Agree the Accounts for Payment

Salaries	1130.47
HMRC	71.20
Clear Glass Cleaning – window cleaning	100.00
Craven DC – Green waste cemetery	36.00
Riverside – Hand dryer	233.60
Npower – Street lighting	1162.65
Viking Direct - Stationery	113.96
Yorkshire Water – TH water	53.80
Swalec – TH Gas	1245.97
Craven DC – Refuse Collection	51.26
Aviva - Insurance	401.22
BT – TIP / Clerks phone	359.17
SSE – TH Electric	1323.69
1&1 Internet – Domain renewal	8.44

RESOLVED: Payments to be approved.

RESOLVED: Cllr Adams to set up the payments online and Cllrs Faraday and Stannard to authorise.

201

To Discuss remedial work on cooker

No faults have been reported therefore we do not know why JLA are recommending work.

RESOLVED: Clerk to establish exactly what work JLA are recommending and why.

202

To consider items of **Correspondence**

202.1 To receive an invitation to the Parishes Liaison Meeting at Craven DC offices on Wed 27th March 2019 at 6.30pm, and agree attendance if any

Because of the early start none of the councillors are available to attend.

RESOLVED: Clerk to check diary and establish if she is free to attend.



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- 203 To co-op new Councillors
Howard Hill and Brian Handford expressed interest and filed in the forms. Only these two applications received. Both were proposed and seconded, and welcomed to the council.
RESOLVED: Howard Hill co-opted onto council.
RESOLVED: Brian Handford co-opted onto council.
RESOLVED: Clerk to arrange for the completion of the appropriate documentation before the next council meeting.
- 204 To Receive Reports from Councillors who represent the council on other bodies (for information only)
Cllr Bridgeman's report for Victoria Institute
The Meeting was 27th Feb 2019. Investigations regarding the water leak are ongoing. The Institute committee wanted to record that the responses they received from Jane Marshall and Andrew from Riverside Caravan Park and Dave Baren were phenomenal and they are very grateful. Finances are OK but need maintaining because if the Victoria Institute loses the CLC they will lose approximately £2,000 a year. Support with finding funding always welcome. Community support and help has been excellent. Chocolate bingo great success.
Dave Lewis will no longer be treasurer, he has done a lot of preparation in advance of his departure, Andrea will do the basics while he is away. A new treasurer is still needed.
Fundraising events are:- Coffee morning 13th April; Plant sale and tarts 12th May 12pm – 2:30; CLC coffee morning 22nd June; Street Fair 26th August; Trash 'n' Treasurer 29th September.
- 205 To Schedule anaerobic digester presentation for a council meeting
To be scheduled prior to next full council meeting, half an hour long, with a strict end time.
Resolved: To schedule the presentation for 6.45 for 7.00 pm start Monday 1st April 2019.
- 206 Update re lift – brief discussion on service contract for lift
It was reported that we have a contract and that they visit four times a year for a fixed fee. However, they often arrive without an appointment and without calling first, and if the town hall is not open it's a totally wasted journey.
RESOLVED: Clerk to make contact and establish when they will be servicing.
- 207 Items for next meeting and minor items only
Tourist season will start shortly and TIP coffee morning is arranged for Saturday 6th April 2019, therefore there is a need for a marketing committee meeting.
RESOLVED: Marketing Committee meeting scheduled for Monday 11th March 2019, at 7.30 pm in the Wenningdale Room.
Wireless access point for storage area in Wenningdale Room to increase WIFI coverage in that area of the building and sort out the black spot
RESOLVED: Cllr Stannard to get quotes for the buildings committee.
- 208 Date and time of next full council meeting
The next full council meeting is Monday 1st April 2019, at 7.30 pm in the Lower Town Hall.
The date of the Annual Parish Meeting is Wednesday 24th April, at 7.00 pm in the Lower Hall.
Cllr Bridgeman offers her apologies in advance, as she will be away on both dates.



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209 Date and time of next Open Space committee meeting
(Parish walk on Saturday 23rd March. Meet at the cemetery at 9.30)
The date for the next Open Space committee meeting will be Monday 29th April at 7.30 pm
in the Wenningdale Room.

210 To Resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings)
Act 1960 and by reason of the confidential nature of the remainder of the business, the Public
and Press to be excluded further from the meeting, whilst:

210.1 Awarding ducting contract for Duke Street

**RESOLVED: To award the contract for the ducting at Duke Street to Taylor Environmental
Groundworks Ltd.**

There being no further business, the meeting closed at 21.01.