# MINUTES of the Council Meeting held on Monday 2<sup>nd</sup> November 2020, at 7.30 pm – conducted remotely.

		Present: Cllrs Taylor (Chair), Adams, Bridgeman, Burton, Faraday, Handford, Hill, Marshall, and Stannard. CCllr Ireton. DCllrs Brockbank and Handley. The Clerk Christine Downey. And one member of the public.	
161	161.1	Apologies from members unable to attend. To Note Apologies for absence given in advance of the meeting. <b>Clir Swales.</b>	
	161.2	To consider acceptance of reasons for absence. None.	
162	162.1	Declaration of interests: - To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.	
	162.2	Cllr Adams declared an interest in item 169.3 planning application. To approve dispensation requests. None.	
163		To Receive Comment & Concerns: Public Participation – to hear matters raised by members of the public or ClIrs with an interest (that are allowed to speak) either on agenda items or for future consideration. (NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification). None.	
164		To Confirm the Minutes of the previous meeting on 19 <sup>th</sup> October 2020. (Paper 2020/111) <b>RESOLVED: That the minutes of the meetings of 19<sup>th</sup> October 2020 are agreed and be signed.</b>	
165		To receive the clerks report (for information only). (Paper 2020/112) Received. See end of the minutes.	
166		To receive the Police Report & allow members to ask questions for information – if any. Received. See end of the minutes.	
167		To receive a report from the Public Safety Officer & allow members to ask questions for information – if any. <b>Received.</b>	
168		To receive reports from CClIr & DClIrs (for information only) – if any. CClIr Ireton reported that NYCC has been given the coveted Gold Employers Recognition Scheme Award by the Ministry of Defence. The scheme honours employers with bronze, silver and gold awards for the level of support to the Armed Forces and for aligning their values with the armed forces covenants. Gold award winners must employ people from the armed forces community, and demonstrate their forces friendly credentials as part of their recruitment and selection process. NYCC have been working with the garrison in North Yorkshire. NYCC are getting a new corporate director for business and environmental services. Carl Battersby is taking over from Dave Powell. There has been major flooding at Ambleton and Richmond. Bentham was also badly affected, with road closures as a result. CClIr Ireton may wish to contribute to the discussion at item 182, Bentham Christmas Light.	

In response to a question regarding the standard of work on Low Bentham Road, CCIIr Ireton informed the meeting that the work was not included in the forward plan, which is why it was not automatically done. Regarding the standard of the work, and in particular the concern regarding the fact that the joints have not been properly sealed, the councillor agreed to take this up with NYCC; he will also make enquires about getting the road into the capital plan for the near future, but that will depend on what happens with the local government reorganisation.

It was reported to the meeting that the yellow lines in Low Bentham that were tarmacked over should have been repainted recently, but that as two cars were left parked at the road side that the work could not be done. CCllr Ireton will follow this up.

DCIIr Handley reported that Craven DC is working with partners to continue to deliver important services to residents and businesses despite the Covid 19 situation. CDC are closing their walk-in reception. Residents can still ring with enquires. Should anybody need a face to face meeting they should call to make an appointment.

DCIIr Brockbank reported that Craven DC are initiating a public budget consultation tomorrow. The council should have received some correspondence about a decarbonisation scheme, she passed on the clerks contact details to Rob Atkins last week. That Craven DC are publishing information about help and grants for businesses affected by the Covid situation on their website, but she will take an action to ensure that people are kept well informed.

#### 169 Planning: -

- 169.1 To consider and comment upon new planning applications
  - 169.1.1 2020/21938/FUL Construction of a garage with first floor living accommodation on land at the rear of 'The Red House', at The Red House, Gas House Lane, High Bentham, Lancaster, LA2 7HQ.

#### **RESOLVED:** That the council has no objection to this application.

169.1.2 2020/22024/FUL Change of use from D1: non-residential institutions (libraries) to Sui Generis: hostels (providing no significant element of care) at Former Bentham Library, Main Street, High Bentham, Lancaster, LA2 7JU.

RESOLVED: That the council has no objection to this application but would request that the status of the building and the possible requirement for listed buildings consent is reviewed.

169.1.3 2020/22032/HH Proposed rear ground floor extension as 34 Goodenber Road, High Bentham, Lancaster, LA2 7JD.

**RESOLVED:** That the council has no objection to this application.

- 169.2 To receive Planning Decisions if any (see Clerks Report) None.
- 169.3 To receive correspondence on planning issues if any (see Clerks Report) None.

170 To consider and note Highway Matters for information – if any.

It was reported that there has been flooding once again at Wenning Avenue, and that it affected the highways. It was necessary to break out the sand bags from the sand bag store, as the water was quite deep, and Cllr Adams assisted with this. But something needs to be done as soon as possible to prevent the flooding happening again. The flooding here is now an annual occurrence.

Carl Briggs and Bernie Marshall have put a lot of time and effort into this over the summer to try and rectify the problem, including extending pipes from the fields to get the water away. They have been busy for the last few days again, and a stream has been dug out to try and allow the water to go into the River Wenning. A ditch has been dug round the back of the bridge and what is needed now is two pipes to carry the flood water away and alleviate the problem. Carl and Bernie are kindly prepared to do the work, and permission to do so has been obtained from the landowner.

	Lakeland Pipes, and will mat amount of money to solve a <b>RESOLVED: That the council</b> <b>RESOLVED: Clerk to find out</b>	diameter x 3 feet) are available at a cost of £645 ich those already in place. This was not consider significant and persistent problem. will purchase the pipes for this emergency worl why the sand bag store had been screwed shut ng about allowing Bentham Town Council acc	red a large k. by Craven
171		grants under the Bentham Town Council Covid19 ing Fields Association. (Paper 2020/113) istance grant of £949.89.	Assistance
172	Consultation and Public S submissions 04/12/2020). (P	sed by NALC in briefing PC13-20 "Standards Matte ectors Survey", and agree a response. (De aper 2020/114) e <b>the draft response for consideration.</b>	
173	To receive the minutes from <b>Received.</b>	Finance meeting of 19 <sup>th</sup> October 2020. (Paper 20	)20/115)
174	To consider the decision-making process in committees and to agree a way forward. RESOLVED: That the council appoints the Building Maintenance committee, the Finance committee, the Marketing committee, and the Open Spaces committee to discharge the council's functions, under section 101 of the Local Government Act. RESOLVED: That the council will define the area in which each committee is to exercise its authority, under section 102 of the Local Government Act. RESOLVED: That committees shall have delegated power to make decisions on minor items, and routine day to day matters, within budget. RESOLVED: That in respect of major and/or significant items, committees shall make recommendations for consideration to full council. RESOLVED: That any changes to council plans shall be treated as significant items, to be discussed and approved at full council, and shall not be covered by the delegated power for committees to make decisions. RESOLVED: To amend the terms of reference for each committee accordingly. RESOLVED: Clir Adams to review the terms of reference for the committees and bring back to full council.		
175	To agree the Accounts for Pa	•	
	SLCC	CiLCA fees	410.00
	YLCA YLCA	Webinar -dealing with grievances	15.00 15.00
	YLCA	Webinar – Understanding the code of conduct	15.00
	YLCA	Webinar – Public rights of way	15.00
	YLCA	Webinar – Cemetery management	30.00
	Andrew Tennant	Playing Field grass cutting (grant)	480.00
	Kingsdale Projects	Cemetery grass 100 / other grass 100 /	650.00
		power wash School Hill area, resand, and trim hedges and shrubs and take away.	
	Myers Buildings Supplies	Kiln dried sand for School Hill	21.12
	Viking	2021 desk diary, lever arch files, mouse for	46.74
	Goodenber Play Area Association	laptop. Calendar profit 2020	1207.25
	Salaries	October 2020	2498.20
	Andrews	Printing leaflets and postcards for Bentham	265.00
		Moving Forward – Covid19 grant awarded.	

		Ruth Green	Emergency cleaning at Town Hall. Resolved 19/10/2020. F2020/38.	25.00		
		SLCC	Arnold Baker reference book as resolved 05/10/2020.	123.80		
		Thomas Graham	Disposable gloves.	13.00		
		1 & 1 Ionis	Internet	18.00		
		BT	Phone Tourist Information Point	45.62		
		Craven District Council	Excess weight charge	10.20		
		Craven District Council	Trade waste	108.03		
		Craven District Council	Excess weight charge	27.20		
		Premium Credit Ltd	Insurance	330.27		
		SSE Southern Electric	Electric town hall	25.16		
		NEST	Pension	88.72		
		RESOLVED: Approved. RESOLVED: Cllrs Stannard	and Faraday to authorise.			
176		To review the position re	garding purchasing a Bluejeans licence for Benth	nam Town		
		Council.				
			ith current arrangements until 31/03/2021.			
		RESOLVED: To precept fo 2021/2022.	or the cost of a platform for hosting remote m	eetings in		
177		To consider a new contract for the Unmetered Electric Supply. (Paper 2020/116) RESOLVED: To proceed with the 36-month contract with SSE, as recommended to Bentham Town Council by Utility Alliance.				
178		To consider a draft Training and Development Policy. (Paper 2020/117) <b>RESOLVED: Policy adopted.</b>				
179		To receive information fro agree a way forward.	m meetings with High Bentham Coop regarding lit	ter and to		
		The co-op has agreed to	put up a notice asking customers to dispose of also mention this to customers purchasing hot dri	•		
		<b>RESOLVED:</b> No further act	ion at this time.			
180		To discuss all unfurnished 2020/118)	Special Projects and agree a way forward for ea	ch. (Paper		
	180.1	Replacement pubic noticeboard RESOLVED: Clerk to pursue the quote from Jonny Lawson.				
	180.2	Youth Café oak door replacement				
		RESOLVED: Leave this item on hold pending a decision on the future of the building.				
	180.3	Wording on Philip Harvey sign. (Paper 2020/119)				
		RESOLVED: That the sign at PHPF will include details of the involvement of the Harv				
		family with the PHPF.				
			n council website will include details of the co	ouncil and		
		community involvement v RESOLVED: To include a Q	vith the PHPF. R code on the sign at PHPF to connect directly to t	he council		
		website article on PHPF.				
		RESOLVED: Open Spaces of wording and QR code for the second secon	committee to follow up and obtain quotes for the	amended		
		-	ing for inclusion on the PHPF sign is as follows:			
			Field is named in memory of the original benefac	tor to the		
		parish.				
		-	y studied agriculture at Cambridge University and	worked in		
			ing to marry Barbara Pease in 1914. He farmed at C			
			ed to Ellergill Farm until he retired in 1953. Philip w			

member of Bentham Quakers, and well know locally for his wisdom, generosity and community work – and was well supported in all by his wife until their deaths in 1966. Their memorial stones can be found in the Calf Cop burial ground.

Philip and Barbara Harvey gifted the original site of the Low Bentham Playing Field (now The Park, off Burton Road) to the parish in the late 1940's or early 1950's. A play Area was established soon after, and refurbished by the Council in the 1970's. By 2000 the equipment was again getting tired and was declared unfit and removed in 2007.

The sale of the original site for building raised substantial funds which were rolled over into the equipment seen on this site today. It is true to say that without the generosity of the Harvey family this play area would be a very inferior version, and the Council and the children of Low Bentham will be forever in their debt.

#### **RESOLVED:** That the wording for inclusion on the website is as follows:

Following the removal of the original play equipment in 2007 the Council and the community in Low Bentham looked to replace the equipment with something more suitable.

The first Bentham Calendar was produced in aid of the Playing Field, car boot sales were held and a sponsored bike ride was done to raise funds for the refurbishment.

In 2008 Low Bentham School was closed, and the Council set about trying to buy the Playing Field as a more suitable site for a children's play area. Thanks to NYCC, who set a reasonable purchase price and worked hard to secure a suitable access, and to Clifford Hall Developments who allowed access to the field over their land off Hillside Road, this playing field was finally purchased in 2016. The funds originally raised were used to fence the area among other things associated with the purchase.

180.4 Replacing 14 benches in 2020/2. Project now completed, so no further action. 180.5 Revealing identification stones at cemetery. Either almost completed or entirely completed. **RESOLVED: Clerk to follow up with Thomas Brown.** 180.6 Heritage trail and footpath update. Quote for remainder of the work was approved at 15/06/2020 meeting and Thomas Brown instructed to proceed. **RESOLCED: Clerk to follow up with Thomas Brown.** 180.7 Street lighting replacement project. RESOLVED: To continue with the programme with the aim of replacing the remaining older lights in due course. RESOLVED: Clerk to arrange a meeting with Peter Ball to explore the possibilities regarding replacing the six old lights around the town centre. 180.8 Defibrillator project. RESOLVED: Clerk to review the expenditure on running costs and adjust the balance reserved for a new defibrillator as appropriate. To consider suggestions for Special Projects for 2021/2022 with a view to obtaining cost estimates for the precept meeting. (Paper 2020/120) Cemetery wall for plaques. **RESOLVED:** Clerk to obtain quotes for consideration. Drainage at cemetery. **RESOLVED:** Cllr Taylor to discuss possible options with an expert in this field. Replacement litter bins. **RESOLVED:** Not to consider further. Replacing another 13 benches in and around Bentham. **RESOLVED:** Clerk to provide quote for consideration. Sanding and recoating wooden floors at town hall. **RESOLED:** Clerk to obtain guotes for consideration. Work from Fire Risk Assessment recommendations. **RESOLVED:** Clerk to obtain guotes for consideration. Self-cleaning toilet on Grasmere car park and land from CDC for it to sit on.

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	RESOLVED: Not to consider at this time. RESOLVED: To investigate the cost of refurbishing existing toilets at Kirby Lonsdale. Land for allotments. RESOLVED: Not to consider at this time; await a firm proposal from the new allotment's association. Street Light Projects. Dealt with at item 180.7.
182	To discuss the position regarding Bentham Christmas Lights and agree a way forward. CCllr Ireton reported that he has community grant funds available to Bentham, but as the Christmas Lights committee appear to have sufficient funds for this year's Christmas lights project, he will contact Councillor Farady regarding a possible small grant towards the cost of the proposed new defibrillator. <b>RESOLVED: To grant the Christmas Lights Committee permission to hang lights on the town hall.</b>
183	To discuss the position regarding Christmas Trees at the Town Hall and agree a way forward. RESOLVED: Clerk to pursue the quote from Thomas Brown.
184	To receive an update on position of 2021 Bentham & Beyond Calendar. The clerk is collecting the calendars from the printers tomorrow. <b>Received.</b>
185	To consider the following correspondence and to agree a way forward and/or a response: -
185.1	<ul> <li>From Rev Anne Russell regarding the Remembrance Day Service at School Hill. (Pape 2020/121)</li> <li>It was reported that all Remembrance Day services have been cancelled due to the new government guidance on lockdown. That, sadly, Remembrance Day services are not on the exemption list.</li> <li><b>RESOLVED: Clir Taylor will place the Council's wreath on the war memorial at a suitable time.</b></li> </ul>
185.2	From Roy Wilkinson regarding the removal of a self-sown Hawthorn tree, next to the wall of Furness Drive. (Paper 2020/122) RESOLVED: Clir Marshall to establish who owns the land on which the tree is situated. RESOLVED: If the land belongs to the council, then clerk to instruct Thomas Brown to remove the tree.
186	<ul> <li>To receive reports from Councillors who represent the council on other bodies (for information only) – if any.</li> <li>Alms Houses: Cllr Marshall reported that another resident has been appointed, that the alms houses are now fully occupied, and that the upgrade programme is continuing.</li> <li>Patient Representative Group: Cllr Faraday reported that the surgery is now providing extended access to evening and weekend appointments.</li> <li>That the surgery advises that there are very few Covid cases in the area.</li> <li>Housing 21 will be providing 64 one-bedroom and two-bedroom apartments, and 8 two-bedroom bungalows. All of the bungalows are shared ownership. 34 of the apartments are shared ownership. 30 apartments will be for rent. Completion is expected to be July 2021 and occupancy is expected to be September 2021.</li> <li>DCllr Brockbank agreed to ask DCD if Tatham residents can access the Housing 21 development.</li> <li>Victoria Institute: Cllr Bridgeman reported that there was a committee meeting on 29<sup>th</sup> October but the minutes are not yet available. Everything is under the control at the Institute, including the budget and the maintenance programme.</li> </ul>

**Bentham & District Dementia Friendly Committee:** Cllr Stannard tried to take part in a remote meeting with the group but was unable to fully participate because of a poor internet connection. He did at least touch base with the group.

**Bentham Area Refugee Support Group:** Cllr Taylor reported that the latest collection went well, and that the group are managing to continue their day-to-day activities.

- 187 Items for next meeting and minor items only:
   Toilets at town hall. For information It was confirmed that there is no requirement for them to be closed under the latest government guidance on the next lockdown.
- 188 Date of next meeting: **7**<sup>th</sup> **December 2020**.
- 189To consider exclusion of the press and public by virtue of Public Bodies (Admission to<br/>Meetings) Act1960 due to the confidential nature of the business to be discussed<br/>(agenda item 190 only)**RESOLVED: That members of the press and public are excluded from the meeting due**

to the nature of the business to be transacted being of a confidential nature. Public Bodies (Admission to Meetings) Act 1960.

190 To discuss and agree a way forward that allows the council to employ supply and/or casual staff. **RESOLVED: Clerk to ask Buth Green if she is prepared to be a supply cleaner/caretaker** 

RESOLVED: Clerk to ask Ruth Green if she is prepared to be a supply cleaner/caretaker for the town hall. On the basis that she will be asked to stand in and provide emergency cover if she is available to do so, as and when required. And that if she is available to provide emergency cover, that she will bill the council for the hours worked.

There being no further business the meeting closed at 9.32 pm.

#### CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 29th October 2020

# Planning Decisions Received Since 30<sup>th</sup> September 2020 (Date of last clerk's report). 1.1. GRANTED

- 1.1.1. 2020/21336/FUL Erection of portal frame agricultural building. At Agricultural Building, High Bottom, Birkwith Lane, Low Bentham, Lancaster.
- 1.1.2. 2020/21750/FUL Installation of a multi-use gaming area (MUGA) including fencing and associated works at Cedar House School, Low Bentham, Lancaster, LA2 7DD.
- 1.2. REFUSED none
- 1.3. WITHDRAWN none
- 2. Planning Correspondence: none.

#### 3. Items circulated by email

- 3.1. Email from Anne Read 07/10/2020 URGENT: Debate on planning TOMORROW.
- **3.2.** Plans for Christmas Lights 2020. Circulated 29/10.
- 3.3. Skipton and Ripon Area Constituency Committee Meeting 14 October 2020. Circulated 12/10
- 3.4. Historical Promotions and Events: Armed Forces Day Events, Postponed VE/VJ Days, Military Tattoos and Air Shows 2021
- 3.5. <u>Community First Yorkshire -</u> Weekly updates

#### 3.6. Craven District Council

- 3.6.1. Consultation Draft Conservation Area Appraisals 19/10/2020 to 14/12/2020. Circulated 19/10
- 3.6.2. Craven Community News 22/10
- 3.7. <u>Lancaster City Council</u> Climate Emergency Review of the Local Plan 2020–2031 Watch out for our "virtual drop-in" event launch videos! Circulated 13/10

### 3.8. <u>NALC</u>

- 3.8.1. Chief Executives Bulletin 02/10; 12/10; 19/10; 23/10
- 3.8.2. Newsletters
- 3.8.3. Rebuilding Communities
  - 3.8.3.1. Find out how to recognise hidden disabilities 01/10
  - 3.8.3.2. What are the health challenges post COVID-19? 05/10
  - 3.8.3.3. How to support mental health in your community 06/10
  - 3.8.3.4. How do the tiers of local government collaborate? 07/10
  - 3.8.3.5. Find out how to recognise hidden disabilities 08/10
  - 3.8.3.6. What are the health challenges postCOVID-19? 12/10
  - 3.8.3.7. How do the tiers of local government collaborate? 13/10
  - 3.8.3.8. Find out how to recognise hidden disabilities 14/10
- 3.9. <u>NYCC</u>
  - 3.9.1. Covid-19 Guidance for Events, and Sports and Gym Settings North Yorkshire Local Guidance Document Update 02/10.
  - 3.9.2. Met Office risk of disruptive rainfall Thu/Fri period. 26/10
  - 3.9.3. Local Government Re-organisation of North Yorkshire 28/10 summary document

# 3.10. North Yorkshire Community Messaging – North Yorkshire Police

- 3.10.1. Weekly updates
- 3.10.2. Mystery Shopper Recruitment Scams 06/10
- 3.10.3.Public encouraged to get involved in Commissioner's Public Accountability meeting 27 October 2020. Circulated 22/10

## 3.11. <u>Rural Services Network</u>

- 3.11.1. Weekly updates
- 3.11.2.The Rural Bulletin 06/10, 21/10
- 3.11.3.Monthly bulletin featuring RSN Rural Funding Digest & Government Consultations 07/10

#### <u>YLCA</u>

- 3.11.4. White Rose updates 09/10; 26/10.
- 3.11.5. Training bulletin 02/10; 19/10; 22/10
- 3.11.6. ONLINE TRAINING OPPORTUNITIES WITH NIMBLE 19/10
- 3.11.7.GRANTS FOR ENERGY EFFICIENCY AND LOW CARBON ENERGY (HEATING) FOR PUBLIC SECTOR BUILDINGS 14/10
- 3.11.8.COVID 19 AND REMEMBRANCE SUNDAY EVENTS GUIDANCE 19/10
- 3.11.9. Councillors Discussion Forum Session- 27 October. Circulated 26/10.
- 3.11.10. Code of Conduct further consultation by the Committee for Standards in Public Life (CSPL) 28/10.

#### POLICE REPORT TO BENTHAM TOWN COUNCIL 30/10/2020

Hello

Please find your monthly police report for Bentham Town Council meeting

We have had 43 incidents reported between 05.10.20 to 30.10.20

Reports include - General Admin from other Police force enquiries, Abandon call, Road related offence – documents, Contact from other agencies – in order, Abandon vehicle – Station Road

6 incidents relating to Young person's homes & school - joint partnership working with home & Police

05.10.20 – Covid19 – Auction Mart – Advise given 05.10.20 – ASB Nuisance – Youths falling out 05.10.20 - ASB Nuisance – door knocking Banks Way 07.10.20 – Concern for welfare & safety – checked in order 09.10.20 & 11.10.20 – Concern for welfare - joint partnership working

10.10.20 – Concern for welfare – other force dealing

10.10.20 - Domestic Incident

12.10.20 - Missing person - found safe & well - joint partnership working

13.10.20 & 20.10.20 - Highway disruption Burton Road - parking checked in order

15.10.20 - Criminal damage to house window - Nutgill Lane

16.10.20 – RTC – car via dog – Tatterthorn Lane

19.10.20 - Neighbour dispute

21.10.20 - Crime Fraud/Civil dispute

22.10.20 - Concern for welfare /safety - Joint partnership working

22.10.20 - Road Related offence - Documents offence

23.10.20 - 25.10.20 - Covid19 - visits

24.10.20 - Crime Fraud - HMRC

27/29/30.10.20 – Highway disruption – Abandon vehicle - Craven district council to deal

27.10.20 – Domestic Incident

28.10.20 - Suspect vehicle collect scrap - Low Bentham - area searched no gain

29.10.20 - Concern for welfare/Safety - area searched no gain

Please report & suspect incidents at the time on 101 or 999 if urgent.

Working to keep North Yorkshire a safe place to live, visit & work please visit www.northyorkshire.police.uk

Useful site re Crime and policing in England which allows you to search re incident recorded in your area www.police.uk

You can also report safety issues under speed concerns on - www.roadwise.co.uk.

If anyone would like to sign up to Craven Community messaging then please visit -

www.northyorkshirecommunitymessaging.org

Contact Information:

1 Ring 999 in an emergency or to report a crime in progress

2 Ring 101 to report incidents or provide information

3 Ring Crime Stoppers on 0800 555 111 to remain anonymous

4 E-mail SNACraven@northyorkshire.pnn.police.uk

Kind Regards Jayne

PCSO Jayne Grace Collar number 5561 Dedicated Safer Neighbourhood PCSO Settle Ingleton & Bentham area North Yorkshire Police 101 Jayne.Grace@northyorkshire.pnn.police.uk.