



BENTHAM TOWN COUNCIL

**MINUTES of the Full council Meeting held on
Monday 5th February 2024, in the Ballroom at the Town Hall, at 7.30 pm.**

Present: Cllrs Adams (GA), Burton (TB), Ryan (LR), Gerrie (PG) Hill (HH) Paige (MP) Stannard (TS)

Town Clerk – Claire Burrow

MOP -6

211. **Apologies** from members unable to attend: -

211.1 To Note Apologies for absence given in advance of the meeting.

Cllr Marshall and Cllr Taylor

211.2 To consider acceptance of reasons for absence – if consideration of reason requested.

Resolved – Absences approved.

231 **Declaration of Interest:**

231.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

MP 239.4

231.2 To Approve Dispensation Requests – if dispensation request received.

N/A

232. **To receive Comment & Concerns:**

Public participation – to hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consultation. (NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification; The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes).

M.O.P 1 **Read a statement supporting the plaque of M. Harrison on the existing bench as a mark of respect and a permanent tribute to her.**

M.O.P 2 **Ellergill resident, Low Bentham, on behalf of the residents there, parking issue of a specific vehicle belonging to a new resident outside premises on a blind bend with no line of sight, pulling out of lane is precarious, especially as member of public has a trailer.**

233. To confirm the Minutes of the meeting on Thursday 4th January 2024

Resolved – Minutes approved proposed PG seconded MP

Cllr David Ireton enters at 7:40pm

234. To receive the Police Report & allow members to ask questions for information - If any.

We have had 39 incidents reported between 03.01.24 & 31.01.24.

General Admin from other Police force, General Admin from other agencies, Safeguarding, Abandon/Hoax calls. Absconder/wanted, Animal concern, Missing persons – found safe & well, found property & Fraud – online/Postal

6 reports concern for welfare/ ASB/Criminal damage – joint partnership working.

03.01.24 – Harassment/ ASB Nuisance

07.01.23 – RTC – single vehicle – Robin Lane

10.01.23 – Theft of pumps – United utilities – Eskew Lane

14.01.23 – ASB personal

15.01.23 & 24.01.24 - Domestic dispute – joint partnership working.

18.01.23 – Theft from plant – EMS dash panel from JCB – Clapham Road

20.01.23 - Domestic dispute

235. To receive a Report from County Councillor (for information only) - If any

CLlr David Ireton informed Council that North Yorkshire Council (NYC) have set the budget with a proposal of 4.99% now to go through full Council, minimum wage increase has had a huge effect on wages of NYC, adult social care consumes a large amount of NYC money.

Ingleton Middle School field is released for 17 houses, planning application to follow, it is a dedicated building area, Chair questioned is it the whole site? Pump tracks will remain, trees protected, culvert remains, no buildings will be removed. Middle school itself is leased successfully.

CLlr Ryan asked how the change over from Craven to North Yorkshire Council was progressing, CLlr Ireton commented it was a slow job but they are getting there, Council houses are all within NYC.

CLlr Stannard questioned the market on Cleveland Square, regarding the lease of the land, CLlr Ireton knew that the land had been leased by BTC, suggested that BTC renegotiate the lease and gave a contact at the NYC. CLlr Stannard commented that it had been a sticking point in the past. CLlr Ireton commented that Cleveland Square could potentially see parking charges.

236. To receive a report from the Public Safety Officer if available

236.1 To consider arrangements for a named person for the ongoing defibrillator checks of the four units.

Resolved – Councillors to consider a suitable person responsible for maintaining the defibrillators, Clerk has registered on The Circuit.

237. To consider and comment upon New Planning Applications.

237.1 To consider names for Bentham Bank Head (Lakeber) proposed site, names suggesting are; Bluebell Bank, Laburnum Crescent or Gavel Bank

RESOLVED – to choose Bluebell Bank.

237.2 ZA23/25542/VAR Application to remove condition 2 (Motor Vehicle Repair)
GRANTED

237.3 ZA23/25496/HH Installation of natural swimming pool and infrastructure
GRANTED HOUSEHOLDER PERMISSION

237.4 ZA23/25523/FUL change of use of land for the installation of ground mounted solar PV arrays and associated works, Field to North of Riverside Caravan Park, Slaidburn Road, High Bentham, Lancaster, (22.12.23, circulated)
GRANTED

237.5 ZA23/25522/FUL Change of use of land for the siting of 6 additional static caravans, Riverside Caravan Park, Slaidburn Road, High Bentham, Lancaster, (22.12.23, circulated)
GRANTED

237.6 2023/24814/VAR Application for variation of condition no3 (CDC Materials) 5 (CDC SDCS and 6 (CDC Landscaping) to approved planning application referenced 2020/22363/FUL
GRANTED

237.7 ZA24/25673/ADV 2no replacement painted timber sign boards illuminated by 2no replacement 50mm diameter low energy LED trough lights to front elevation. 4no replacement low energy LED flood lights at eaves level to front elevation, Brown Cow (former Coach House Hotel), Main Street, High Bentham, Lancaster, LA2 7HE, (20thFEB)

RESOLVED – Neutral – no objection.

238. **Highway Matters**

238.1 To consider parking comments from member of public in Low Bentham.

RESOLVED – Unsure of who owns the land, if the car is overhanging onto road causing an obstruction this is a matter for the Police or Parking/Traffic enforcement. Action – Clerk to pass on details to Police, resident confirmed.

238.2 To consider removal of yellow roads lines near Ashfield Dental Practice from member of public and comments on insufficient parking within Bentham.

RESOLVED – Traffic Wardens well within rights to issue parking tickets, Council do not support the removal of the yellow lines.

238.3 To consider a course of action regarding the green bench installed on Station Road.

RESOLVED – Bench is not on Bentham Town Council land and not owned by Bentham Town Council, inobtrusive and an asset to the Town.

238.4 To consider the quote for street lighting on Dukes Street using pre-existing electrical supply.

APPROVED – accept the quote.

239. **To agree the Accounts for Payment.**

239.1 To note the balance for the bank.

£43,117.38

239.2 To note the pre-agreed contractual payments.

239.3 To approve the payments.

APPROVED – HH and GA to authorise.

239.4 To discuss non-action of £1500 grant to be moved from reserve to the Christmas Light fund, in Jan 2023 Precept Finance meeting;

*279.12 Christmas decoration and uplights at Town Hall. **RESOLVED: To include £1,500 in budget out of reserves.***

APPROVED – Action to transfer the money to the Christmas lights fund.

240. To consider **opening a Bentham Town Council account at Huws Gray** for the future purchase of grit and other necessary materials for maintenance and upkeep.

APPROVED

240.a To **receive an update on the arrangements** to hold a Market (if any)

RESOLVED – Cllr Burton commented that footfall affects a market. Action – Clerk to make enquiries into lease of Cleveland Square with NYC.

241. To receive an update on the **Knotweed Removal** (if any)

NOTED

242. To receive and update on the sale of the **Community Youth Building**: new owners advise the Council they will be putting in a planning application to make alterations to the building:

'Received confirmation that the solicitors are now engaged to move the sale towards completion, following registration of the Charity Interest Company.

The objective is to complete by the end of January, chasing North Yorkshire for the required Deed of Covenant.'

RESOLVED - proposed to move to next meeting.

243. To consider the following on **GDPR and data protection**:
- 243.1 The notice on the Town Hall has been removed as a breach of GDPR, to consider the installation of the new details of Councillors and members of staff.
RESOLVED – Councillors to email Town Clerk if they wish to include their phone number and address.
- 243.2 To consider the details of Councillors held on the website, should their home addresses be available?
RESOLVED – to be redacted.
- 243.3 To note that Councillors, Town Clerk, RFO and Caretaker to use BCC when corresponding with third parties to ensure confidentiality.
RESOLVED – Bentham Town Council communications should be through the Town Clerk and all communications from Councillors will be from their Council email accounts.
244. To consider the following Correspondence:
- 244.1 To consider allowing members of the public to fix a small plaque on a Council owned bench in memory of Mary Harrison of Leeward House, Near Primary School, according to the benches policy.
RESOLVED – APPROVED – Council to approve the dimensions, inscription and arrange the fitting of plaque, residents to pay.
- 244.2 To consider City of Sanctuary using the Bentham Town Council logo on their leaflet.
RESOLVED – Not to allow use of logo.
- 244.3 To note the Home Upgrade Grants available to North Yorkshire residents.
RESOLVED – Action – share with Bentham News and local community.
- 244.4 To note the urban grass cutting increase payment from North Yorkshire County Council.
NOTED
- 244.5 To note the correspondence regarding the ongoing ditch flooding located outside of Low Bentham, Network Rail been contacted, still flooding due to debris from tree felling.
NOTED
- 244.6 To note the correspondence from a member of the public regarding the change of use for garden near the Goodenber Play Area, concern about noise level, who to report to and the nesting of bats.
NOTED
245. To discuss **Town Hall** matters
- 245.1 To consider the correspondence from Bentham Youth Club concerning a booking last year, request for refund or reduction for future coffee mornings.
RESOLVED – One free of charge coffee morning.
- 245.2 To consider repairs and maintenance to the exterior of the Town Hall, loose slates and a small self-seeded tree growing out of an extractor vent.
RESOLVED – ACTION – Clerk to contact contractor.
- 245.3 To consider repair of the Town Hall window upper hallway, due to water damage.
RESOLVED – ACTION – Clerk to contact contractor.
- 245.4 To consider removing the Town Clerk's Office from the available room hires at the Town Hall due to confidentiality/data protection.
RESOLVED – remove.
- 245.5 To consider fitting child safety locks to the cupboards under the stage.
RESOLVED – ACTION – to fit.
- 245.6 To consider updating the Town Hall hire agreement.
RESOLVED – ACTION – Clerk to update.

245.7 To consider the replacement of the automatic door battery, call out charge is £145.00 for the first hour.
RESOLVED – ACTION – about battery replacement and servicing.

245.8 To consider the installation of a socket in the clock tower rather than run off an extension lead and light under the stage area is not working.
RESOLVED – ACTION – to contact contractors for quotes.

245.9 To consider placement of old pantomime framed posters, away from direct sunlight.
RESOLVED – ACTION – erect on stairway.

245.10 To consider purchasing of vacuum insulated jugs according to quotes.
RESOLVED – ACTION – purchase 4 from Nisbets, priced £13.18 each.

245.11 To consider the gas safety checks of the grill and extractor, oven is newly purchased, approximately £304.00 excluding VAT.
APPROVED – accept future servicing if similar price.

246. To consider Spring **planting of the planters** at School Hill, Robin Lane and the continuing upkeep over Spring/Summer.
RESOLVED – M.O.P offered to help plant, weed and water plants, Cllr Hill to donate plants, Council to contribute £100 for plants.

247. To note the piece for the Bentham News.
APPROVED – Chair recommended details of contacts to be added and Town Clerk working days.

248. To **receive an update on the Bentham Masterplan** and decide on a course of action, if required:

Bentham Masterplan is in the hands of NYC Strategic development team, NYC are hoping to complete the publication of the plan by the end of February 2024, and forward to NYC executive by March / April 2024.

NOTED – Cllr Gerrie informed that the plan will not belong to a single organisation, it is for all organisations, businesses and Bentham Town Council to aid both Low and High Bentham. The draft final plan has been put together by Creative Theory to be ready for the 20th February, completed by March 2024 and Council have asked for 100 copies.

249. To consider repairing the footbridge on the Heritage Trail, Gill Brow Wood, two slats have rotted away.
RESOLVED – ACTION – report on Highways NYC.

250. To receive **reports from Councillors** who represent the Council on other bodies (for information only) - If any.
Cllr Ryan reported that she has been aiding the Playing Fields with a grant from the Yorkshire Dales Millenium Trust, using the Bentham Master Plan to support.

251. To consider Co-Option of new Councillors for two vacancies.
RESOLVED – accept the Co-Options of D. Howard and R. Naylor. Unanimous

252. Items for **next meeting and minor items for information** only.
Road from Lancaster to Bentham is becoming significantly worse.
M.O.P has reported to Cllr Adams about a dangerous tree on footpath between Grasmere Drive and Goodenber Road, report to NYC.
M.O.P has reported to Cllr Adams and Town Clerk about a M.O.P falling on the paving outside of Millers Court.

253. Date of **next meeting**.
Full Town Council – Monday 19th February 2024 7:00pm
Open Spaces – Monday 19th February 2024 7:30pm
Full Town Council - Monday 4th March 2024 7:30pm

Close at 9:02pm

Claire Burrow Town Clerk, Bentham

Tuesday 6th February 2024

Payments to Approve

£6,811.03

| Date | Order No | Description | Supplier | Invoice Number | Total |
|------------|----------|-----------------------|---|----------------|-----------|
| 29.01.2024 | 9 | Locum RFO | Carrie Pillow (Elker Bookkeeping) | 2227 | £620.00 |
| 25.01.2024 | 6 | Water Boilers install | Mark Burrow Electrical Ltd | 1506 | £84.00 |
| 17.01.2024 | 4 | knotweed | JK Ltd | 7826 | £1,462.08 |
| 15.01.2024 | 3 | Christmas Lights | Fawcetts | 16488 | £546.00 |
| 11.01.2024 | 2 | cooker repair | Pro Laundry & Catering Services Ltd (Pro Laundry & Catering Services Ltd) | 5776 | £348.00 |
| 30.01.2024 | 10 | Grit | Kingsdale Projects (Kingsdale Projects) | 1209 | £189.00 |
| 31.01.2024 | 11 | fire points | Howsons Ltd (Howsons Ltd) | 40917 | |
| 05.02.2024 | 13 | Window Cleaning | Clearglass Cleaning (Clearglass Cleaning) | | £120.00 |

To Note Contractual Payments

| Date | Order No | Description | Supplier | Invoice Number | Total |
|------------|----------|--------------------------|---------------------------------|----------------|-----------|
| 25.01.2024 | 7 | excess waste | North Yorkshire Council | 70135809920 | £3.60 |
| 31.01.24 | | Salaries | Staff | | £2,369.34 |
| 05.02.2024 | 14 | HMRC PAYE etc | HMRC PAYE etc (HMRC) | | £912.16 |
| 05.02.2024 | 12 | Electricity at Town Hall | Total Energies (Total Energies) | | £776.85 |
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