



# BENTHAM TOWN COUNCIL

MINUTES of the Full council Meeting held on  
Thursday 4<sup>th</sup> January 2024, in the Ballroom at the Town Hall, at 7.30 pm.

**Present:** Cllrs Adams (GA), Burton (TB), Ryan (LR), Marshall (TM) Gerrie (PG) Hill (HH) Paige (MP)  
Clerked Via video link by RFO - Carrie Pillow MOP -26

211. **Apologies** from members unable to attend: -  
211.1 To Note Apologies for absence given in advance of the meeting.

**Town Clerk – Claire Burrow & Cllr Stannard, Taylor**

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

**Resolved** – Absences approved.

- 212 **Declaration of Interest:**  
212.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

**PG 218.1            LR 218.6            TM 218.1 218.4 218.5 218.8 218.9**

- 212.2 To Approve Dispensation Requests – if dispensation request received.

**N/a**

213. **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**            Asked if Cllr Marshall was making a statement, the chair clarified that that the Parish Council has no power to request a statement and the Cllr Marshall has not requested to make a statement.

**M.O.P 2**            Ref:- 218.1 read a statement referencing concerns for great crested newts within 500m of site.

**M.O.P 3**            Ref:- 218.1 read a statement referencing concerns for access, amenities, biodiversity, drainage and surface Water.

**M.O.P 4**            Ref:- 218.1 read a statement referencing concerns for great crested newts and flooding.

**M.O.P 5**            Ref:- 218.1 read a statement referencing concerns for flooding, traffic, run off water, green belt, newts, bats, hedgehogs and mental health.

**M.O.P 6**            Ref:- 218.1 (None resident) read a statement repeating previous concerns.

**M.O.P 7**            Ref:- 218.1 read a statement repeating previous concerns.

The chair asked if there are any comments, that are not a repeat, no new comments, chair closed public session

214. To **confirm the Minutes** of the meeting on Monday 4<sup>th</sup> December 2023

**Resolved** – The Minutes of the meeting on Monday 4<sup>th</sup> December 2023 approved.

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

**Noted** – the Chair read the report from the PCSO, which noted that there were 34 incidents in the period 1/12/2023 – 02/01/2024.

**Noted** – There is an appeal for information re a Farm Burglary in High Bentham.

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

**None**

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

217.1 To consider arrangement for ongoing defibrillator maintenance. (Pads expiry date Jan 2025.)

**Ongoing** to find a warden to monitor; Pad Exp date noted,

218. To **consider and comment upon New Planning Applications.**

**Chair stated that the applications would be considered in an order to allow councillors to work through appropriately, there was no objections from councillors**

218.2 ZA23/255442/VAR application to remove condition 2 (Motor Vehicle Repair) of planning permission 08/2007/7045 granted 1 Mar 2007, The Rollershed, Butts Lane, High Bentham, LA2 7JZ (25.12.23, extended to 7.01.24)

**No objections**

218.3 ZA23/25356/FUL Change of use from commercial to residential to convert bakehouse into 2 one bedroom flats WITHDRAWN

**No action required.**

218.6 ZA23/25557/FUL Re-surface parking area, Low Bentham Public Hall and Victoria Institute, Main Street, Low Bentham, Lancaster, LA2 7BX (4.01.24)

**No objections**

218.7 NY/2023/0120/COU Change of use from a private garden to Educational use the Bentham Community Primary School.

**No objections - with the restriction to be kept in school hours.**

218.10 ZA23/25455/TPO G1- 5 Ash trees on edge of wood fell to ground level because they are over caravans and have ash die back, S1 - Sycamore on edge of wood fell to ground level because it is over caravans and has server

**No objections**

**20:06 Cllr TM left the Room.**

- 218.1 2022/24482/OUT outline application for residential development with all matters reserved except for access, Land East of Butts Lane, High Bentham, Lancaster, LA2 7AE (25.12.23 extended to 7.01.24)

**Point of order – The Chair confirmed that the school and the doctors had been consulted and have submitted their responses.**

**The Council asked that North Yorkshire Council do due diligence to review all potential issues including flooding, highways, greenzones, and biodiversity.**

**The council also asked that the flooding report be validated for accuracy to site location.**

- 218.4 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)

**No objections**

- 218.5 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)

**No objections**

- 218.8 ZA23/25514/FUL Change of use of land for the installation of ground mounted solar PV arrays. Bentham Golf Course , Robin Lane, High Bentham, Lancaster, LA2 7AG (12.01.23)

**No objections**

- 218.9 ZA23/25515/FUL Change of use of land for the siting of lodge style caravans, including 1no. warden's lodge and 1 no. greenkeeper's lodge Bentham Golf Course, Robin Lane, High Bentham, Lancaster, LA2 7AG (12.01.23)

**No objections**

- 218.10 ZA23/25455/TPO G1- 5 Ash tress on edge of wood fell to ground level because they are over caravans and have ash die back, S1 - Sycamore on edge of wood fell to ground level because it is over caravans and has server squirrel damage and the top has died, A1 -Ash dead ash to felled to ground level Goodenbergh Caravan Park, Ravens Close Brow, Low Bentham, Lancaster, LA2 7EU (granted)

**No objections**

**20:21 Cllr TM returned to the Room/ MOP – 9 remain**

**219. Highway Matters**

- 219.1 To further discuss the presence of Japanese Knot weed at Mill Lane B-I-L, to consider the payment of instalments or in full payment.

**Resolved** – To pay in instalments.

- 219.2 To receive an update on street lights – Green Lane Low Bentham, Duke Street lighting.

**Ongoing** - No update on green lane, Duke St awaiting quote for work.

- 219.3 To Consider and Note Highway Matters for Information. If any (Councillors can comment on any minor Highways issues currently causing concern)

**Ongoing** - issues with grids in road, Action the clerk to email to NYCC.

- 219.4 Update on the fly tipping on Tatterthorn Lane; the rubble belongs to the owner of the barn, he will move this soon to be used elsewhere.

**Resolved** – Now cleared.

219.5 To consider approaching Network Rail as the Council to request to clear ditch on land causing flooding; Holmes Farm, Low Bentham, LA2 7DE

**Action** – Council to write to network rail to request drain to be cleared to reduce flooding on B6480.

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

220.1 To note the balance for the bank.

**Noted** - Current Acc Balance 2/1/2024 – £44592.93 : Deposit Acc Balance 2/1/2024 - £60,000

220.2 To note the pre-agreed contractual payments.

**Noted** – Contractual payments listed – Appendix 1

220.3 To approve the payments.

**Resolved** – Payments approved listed – Appendix 1

220.4 To approve the Precept and budget presented by Finance Committee.

**Resolved** – To approve budget that was considered in the Financial Meeting on 18/12/2023 (Finance Meeting attended by full council)

**Resolved** – To approve Precept of £140,000 that was considered in the Financial Meeting on 18/12/2023; (Finance Meeting attended by full council)

220.5 To agree payment of A Chappell for Poppy Wreath, £25.00

**See 220.3**

220.6 To consider Internal Auditors quote for 2023/2024

**Resolved** – To approve IA-Odonoghue’ Quote for £350 fo 2023/24 Internal audit.

221. To **receive an update on the arrangements** to hold a Market

**Deferred**

222. To **consider purchasing defibrillator:**

222.1	Defib and Internal Wall Bracket	£775.00
	Defib and Internal Cabinet with door alarm	£825.00
	Defib and external heated unlocked cabinet	£1195.00

**Resolved** – To approve the purchase of another external defibrillator and cabinet; siting to be agreed

222.2 Playing fields have a defibrillator in their club house, **to consider externally mounting this.**

**Ongoing** – To investigate if economical and appropriate model to site externally.

223. To **consider the following Correspondence:**

223.1 Update on Royal Mail address change for Low Bentham, is Bentham Town Council officially responsible for the issuing of building names, numbers and street names to properties? If not, confirmation from the Name and Numbering department of the LA.

**Noted**

223.2 Chief Executive’s Bulletin - No Council Tax Referendum in 2024/2025

**Noted**

223.3 To receive the update from Collingwood and Longstaffe's Charity, removal of the need for a CofE representative on the board of trustees.

**Noted** - change to constitution.

223.4 To consider allowing member of the public to fix a small plaque on a Council owned bench in memory of Mary Harrison of Leeward House, Near Primary School.

**Deferred – Action** Council to review bench policy.

223.5 To receive the information that North Yorkshire Police has had their Cause of Concern lifted by His Majesty's Inspectorate.

**Noted**

224. To discuss **Town Hall** matters

224.1 To consider the replacement of mugs.

**Agreed** in principle, **Action** Clerk and caretaker to review requirements and obtain quotes for council.

224.2 To consider the fixing of the broken shelving area within the Ballroom serving counter.

**Resolved** to request work to be carried out by local contractor

224.3 To consider the re-corking of the notice board outside of the Town Hall.

**Resolved** to request work to be carried out by local contractor.

224.4 To consider the service quote of the Fire Shutter from Keldrigg Shutters and Grilles.

**Resolved** to accept quote.

224.5 To consider the BES inspection date 31<sup>st</sup> January 2024

**Resolved** to accept quote.

225. To **discuss matters in relation to** the Town Clerk position

225.1 Town Clerk to take on responsibility of Bentham Town Council's Facebook and Twitter.

**Resolved** Town clerk to be added to social media accounts alongside GA & HH on Facebook & PG on X

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

**Noted** – as at 18/12/23 NYC reported that 14 consultees had been contacted and 11 had responded. It is on the 8<sup>th</sup> January that formal response is expected from NYC

227. To receive **reports from Councillors** who represent the Council on other bodies (for information only) - If any.

None **Action** to be reviewed organisations missing a councillor representation.

228. Items for **next meeting and minor items for information** only.

Town hall to review and consider any repairs required.

Town hall to review and consider any potential improvements.

Town hall to review and consider clutter on stage area.

Town hall clock to review and consider repairs required.

Green bench near station – to review owner and if street furniture licence was obtained.

229. Date of **next meeting**.

**Appendix 1**

Date	Supplier	Net	VAT	Total	Payment Ref	Description
04.01.2024	Riverside (Riverside)	£335.99	£67.20			Water Heater
04.01.2024	Riverside (Riverside)	£444.99	£89.00			Water Heater
04.01.2024	Riverside (Riverside)	£9.95	£1.99	£949.12		Water Heater
04.01.2024	HB Plumbing & Heating	£32.00	£6.40	£38.40		Repairs
04.01.2024	Tim Wheildon (Tim Wheildon Heating and Plumbing Services)	£45.00	£9.00	£54.00		Radiators
04.01.2024	Viking (Viking)	£47.33	£9.47	£56.80		Printing, postage, stationery
04.01.2024	SLCC (SLCC)	£120.00	£24.00	£144.00		ILCA
04.01.2024	UK Safety Management	£199.78	£39.96	£239.74		Radiators
04.01.2024	Carrie Pillow (Elker Bookkeeping)	£830.00	£0.00	£830.00		RFO
04.01.2024	Anne Chappell	£25.00	£0.00	£25.00		Wreath
03.01.2024	Clare Burrow - Microsoft Office 365	£66.66	£13.33	£79.99		Microsoft 365 annual
04.01.2024	Thomas Graham (Thomas Graham)	189.34	37.87	227.21		Cleaning materials
31.12.2023	Unity Trust Bank (Unity Trust bank)	£34.95	£0.00	£34.95	DD to Note	Handling charge
29.12.2023	Unity Trust Bank (Unity Trust bank)	£4.20	£0.00	£4.20	DD to Note	bank charges
21.12.2023	North Yorkshire County Council	£58.38	£0.00	£58.38	DD to Note	Trade Waste
19.12.2023	SSE SWALEC Unmetered Supply (SSE SWALEC)	£95.29	£4.76	£100.05	DD to Note	Unmetered Electric Supply
18.12.2023	Waterplus Waste water bill Town Hall (Waterplus)	£79.71	£0.00	£79.71	DD to Note	Water Rates
06.12.2023	NEST (NEST)	£33.13	£0.00	£33.13	Salaries to Note	Pension Contribution
02.01.2024	Salary.	£961.24	£0.00	£961.24	Salaries to Note	December Salary
02.01.2024	Salary	£216.00	£0.00	£216.00	Salaries to Note	December Salary
04.01.2024	Salaryl	£1,376.27	£0.00	£1,376.27	Salaries to Note	December Salary