



BENTHAM TOWN COUNCIL

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

Present: Cllrs Adams (GA), Burton (TB), Gerrie (PG) Hill (HH) Paige (MP) Stannard (TS)
Howard (DH) Naylor (RN), Taylor (ST)

Town Clerk – Claire Burrow

MOP -3

AGENDA

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

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

Cllr Marshal, Cllr Stannard, Cllr Ryan

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

Resolved – Absences approved.

270 **Declaration of Interest:**

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

NONE

270.2 To Approve Dispensation Requests – if dispensation request received.

NONE

271. **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).

NONE

272. **To confirm the Minutes** of the meeting on Monday 19th February 2024

APPROVED

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

Received from PCSO Jayne Grace, read by Cllr Hill:

We have had 28 incidents reported between 19.02.24 & 03.03.24.

Reports Include Other force warrant, Highway disruption – Sheep on road, Online buying.

13 reports — local young person's home - Missing/Concern for welfare/ ASB/Criminal damage/Crime violence/ Shop theft – joint partnership working.

20.02.24 – Highway disruption – Vehicle blocking pavement – Dr Hill

22.02.24 & 25.02.24 – Concern for safety/welfare – joint partnership working.

23.02.24 – Concern for welfare – in order

23.02.24 – Suspect circumstance/ theft of diesel – Mewith Lane

24.02.23 – Suspect vehicles & persons – Brow Lane – area searched no gain.

27.02.24 – Stolen Vehicle Recovered – Lancs Police – Low Bentham

27.02.24 – Theft of caravan – Low Bentham

28.02.24 – Suspect person – Robin Lane – in order

How to report speeding concerns - Speed Management Protocol

www.northyorkshire.police.uk/search?q=speeding+concern

North Yorkshire Community Messaging is a free email messaging service from North Yorkshire Police and the Office of the Police, Fire and Crime Commissioner, providing news and updates on policing matters that are relevant to you and your local community. Sign up and receive email alerts about policing activity and initiatives in your local area as well as crime prevention advice and information. You will also have the opportunity to reply directly to your neighbourhood team and provide feedback via surveys. www.northyorkshirecommunitymessaging.co.uk

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

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

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

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.police.uk

274. **To receive a Report from County Councillor (for information only) - If any**
NONE

275. **To receive a report from the Public Safety Officer if available**
NONE

275.1 To consider arrangements for a named person for the ongoing defibrillator checks of the four units.
DH questioned why this is not under the remit of the new Public Safety Officer as Craig Lyons used to do this, Craig is now in a managerial position, the maintenance of defibrillators was declined.
PG asks what the new remit of the new Public Safety Officer is within Bentham? ACTION – Clerk to contact Public Safety Officer to enquirer.
DH commented that Bentham was very fortunate to have so many. A fantastic resource. Noted that the Council ones do not show up on a Google search.
Previous Public Safety Officer, Craig had a clear presence in Bentham
GA explained the Council defibrillators are registered with the North West Ambulance service and on The Circuit. GA noted that we are running the risk if somebody needed a defibrillator it would not be available.
Council owned: Town Hall, Bentham Surgery, Naylor Myers, Victoria Institute.
Others: Train Station, Primary School, Bowling Green, Riverside, Golf Club
DH asked if it could be shared out. GA suggested it needs to be sustainable.
ST suggested someone who maintains another of the defibrillators could perhaps do the Council owned.
Cllr Stannard suggested John Lloyd contacted as a paid role to maintain the defibrillators.
ACTION – TS to contact John Lloyd, Clerk to contact regarding new Public Safety remit within the Bentham area.

275.2 **From 4.01.24 agenda item 222;**

To note the Playing Field's report their defibrillator is suitable, receiving quotes to externally mount existing defibrillator.

Awaiting quotes.

275.3 To consider siting of another defibrillator in Bentham.

RESOLVED – adequate amount including privately installed but accessible defibrillators.

DH to check registration of these defibrillators. HH suggested potentially Paxton's (Green Smithy), small population within area.

GA questioned if the private defibrillators were registered with the North West Ambulance Service.

MP asked if there is any legislation linked to population and available defibrillators, GA stated none.

ACTION - TB to check if the defibrillator at Springfield Bowling Club suitable to be mounted outside of building.

ACTION – Clerk to investigate if the privately owned defibrillators are registered.

276. To consider and comment upon New Planning Applications.

276.1 ZA24/25751/FUL Erection of a single storey garden office. Westonegate, 13 Main Street, Low Bentham, Lancaster, LA2 7BX,

NEUTRAL – NO OBJECTION

277. Highway Matters

277.1 To consider parking issues on Bentham Main Street outside the Black Bull and opposite the Co-Op. TB commented the double yellows need to be more visible, PG noted that NYC Highways have been requested to look at parking in Bentham, DH commented that the short stay parking near the Auction needs adhering too, assume it is often the same local people, suggest looking at repeat offenders and approaching through leaflets, TB said members of the public are parking illegally, GA commented that parking enforcement teams are not here, TB suggested due to road closure their presence is more challenging.

ACTIONS:

- DH volunteered to make contact with the PCSOs and neighbourhood policing team.
- Clerk to contact parking enforcement team at NYC
- Clerk to contact Highways to repaint yellow lines.

277.2 To note that contractor has erected the Street Lighting on Duke Street, awaiting connection.

NOTED

277.3 Planned road closure of Tatterthorn Road, Bentham CP, High Bentham, Description of works: Road closure for Yorkshire Water to install a new water supply connection. The Restriction will be in place for a period of 3 days between 18th March 2024 and 20th March 2024

NOTED

278. To agree the Accounts for Payment.

278.1 To note the balance for the bank.

£35,687.76p

278.2 To note the pre-agreed contractual payments.

NOTED

278.3 To approve the payments.

Payments to approve

| Date | Order No | Total | Description | Supplier | Invoice Number |
|------------|----------|-----------|-----------------------------|---|------------------|
| 01/01/2024 | 264 | 30.53 | Sanitary | Citron (Citron) | CN30331593 |
| 22.02.2024 | 22 | £364.80 | Gas appliance safety checks | Pro Laundry & Catering Services Ltd | 6225 |
| 22.02.2024 | 23 | £51.62 | Phone TIP | BT Town Hall (BT) | M080 |
| 22.02.2024 | 24 | £465.95 | Phone Town Hall | BT Town Hall (BT) | Q078 |
| 22.02.2024 | 25 | £1,157.39 | Community Youth Energy | BULB Dual Fuel CYB (BULB) | Various attached |
| 22.02.2024 | 26 | £25.20 | Email & web Hosting | 1&1 Ionos | 203040626330 |
| 22.02.2024 | 27 | £66.80 | Training | YLCA (YLCA) | 1501 |
| 26.02.2024 | 31 | £79.09 | Water | (Business Stream) | 4403662 |
| 26.02.2024 | 32 | £42.00 | Green waste | North Yorkshire County Council | |
| 28.02.2024 | 35 | £217.50 | Auto Door | ADC | 934919 |
| 28.02.2024 | 36 | £300.00 | Locum RFO | Carrie Pillow (Elker Bookkeeping) | 2233 |
| 02.03.2024 | 37 | £11.98 | Folders | Ryman | receipt |
| 02.03.2024 | 38 | £102.16 | Toilets | HB Plumbing & Heating | 4023 |
| 02.03.2024 | 39 | £520.00 | Caretaker | Kingsdale Projects (Kingsdale Projects) | 1222 |
| 02.03.2024 | 40 | £285.42 | Cleaning Products | Thomas Graham (Thomas Graham) | MR570965 |
| 02.03.2024 | 41 | £32.00 | Burial register | Amazon | GB410WBEOAEUI |

Payments to Note

| | | | | | |
|------------|----|-----------|---------------|----------------------|----------|
| 23.02.2024 | 28 | £2,369.14 | Salary | Salaries | |
| 26.02.2024 | 33 | £3.27 | HMRC PAYE etc | HMRC PAYE etc (HMRC) | interest |

NOTED – The Automatic Doors were not working once again, GA reset, working once more.

RESOLVED – To hold back the authorisation.

To authorise HH and PG, GA to authorise payment 41 alongside PG

278.4 To consider the quote for a new finger traditional fingerpost in ‘Yorkshire’ style.

From Finance Committee on 18.012.24:

F29. To consider any potential special projects It was RESOLVED to approve the following projects in 2024

Finger Post £3000

Quote is for £4710.00 + VAT.

RESOLVED – QUOTE AGREED unanimous, provide additional funds.

279. To restructure Council Committees with new Councillors.

GA commented more of a review, to give new Councillors an opportunity.

279.1 Finance Committee

Cllrs Adams, Burton, Gerrie, Hill, & Marshall.

RESOLVED to leave the Committee as is.

279.2 Open Spaces Committee

Cllrs Burton, Paige, Marshall, Hill & Stannard

RESOLVED to add Cllr Hill.

279.3 Buildings Committee (suggest an element of Marketing)

Discussion involved a possible separate marketing committee. RESOLVED to add Cllr Ryan to the Buildings Committee;

Cllrs Adams, Burton, Ryan, Hill & Paige.

RN asked if there was an opportunity for a new committees, GA said, suggest a reason/proposal and a terms of reference. GA agenda item next meeting.

DH mentioned could link to the Bentham Masterplan.

Finance committee covers Staffing.

279.4 To consider Council representatives.

RESOLVED – Cllr Ryan to be representative on the Playing Fields Association.

280. To receive an update on the **Bentham Masterplan**; currently with Creative Theory.

PG IN the last few days, good news the Masterplan is ready to go to print, the Assistant Director of Economic Strategies will be presenting the Bentham Masterplan to the Skipton and Ripon Area Constituency Committee on the 7th March 2024. Committee plays a key role in promoting, encouraging regeneration and development of towns and respective areas such as Bentham. Report linked circulated to Councillors. North Yorkshire Service Partners agree that the plan is well written and realistic in aspiration that includes North Yorkshire Highways, now we have more strength as they have agreed. Masterplan has been circulated to Councillors and not to go to public until the Clerk has heard back from the Economic Strategy Committee after the 7th March. Masterplan team and North Yorkshire County

Offices would like to meet again with Bentham Town Council to note their continued involvement progressing the plan.

PG noted that NYC cannot do it alone, Bentham Town Council and Community Groups need to be involved, noted that NYC have agreed to the plan, therefore Council can make suggestions to NYC linked to the Masterplan within key services.

GA explained that the Masterplan team have moved this forward and not restricted to Bentham Town Council.

281. To receive an update on the sale of the **Community Youth Building**:

281.1 Funds ringfenced.

RESOLVED – TRANSFER COMPLETED. Chair wished the new owners well. Meter readings taken, keys to take to Fisher Hopper. Funds will be ring fenced for specific project.

PG questioned seeking Public Consultation.

GA reason for ring fencing funds, asset originally bought for the community.

RESOLVED – the full price to be ring fenced £60,000.00 and Council pay the fees, potential VAT back.

Transfer this to the Public Sector Deposit Fund. RFO note fund cannot exceed £85,000.

282. To consider the following Correspondence:

282.1 North Yorkshire, Health and Well-Being Board One Big Thing, Consultation, circulated and regular community groups approached.

NOTED

282.2 North Yorkshire, Let's Talk Food Campaign, healthy food access and food waste, on Bentham Town Council website.

NOTED

282.3 Cost of Living Campaign, posters displayed.

NOTED

282.4 North Yorkshire Home to school consultation, forwarded to Bentham News.

Consultation with public on who pays for the transport to school. RN stated parents pay, this has been sent to parents through schools. TB this periodically comes around. RN explained that one secondary school transport is paid for and the other is not. Under age of 5, transport only is paid for on term they are 5, 8 years of age the distant changes from 2/3 miles. GA commented on rural limitations once again. TB commented that County needs pupils to go to school.

282.5 To consider a way of communicating these to the Public.

RESOLVED – Place on website, facebook/social media.

282.6 NALC communication on email addresses within Councils.

NOTED – @benthamtowncouncil.gov.uk was not available and offers no further security measures. Use benthamtowncouncil.co.uk emails.

282.7 To note the Roller-shed letter to member of public.

NOTED

283. To discuss **Town Hall** matters

283.1 To note the repairs to the front of the Town Hall.

RESOLVED – Colin Moore completed 5.03.24.

283.2 To consider purchasing of vacuum insulated jugs, previous ones too small, Caretaker suggested ordering of Pump Pots, ranging from £30.00 - £38.00 +VAT.

RESOLVED – ACTION - GA to research and purchase 2litres pouring insulated vacuum jugs.

283.3 To consider the broken drawstrings on the curtains in the Ballroom.

RESOLVED – ACTION - Thomas Brown to fix.

283.4 To note the Internet and phone lines are moving to Sky on 6th March.

NOTED

283.5 To consider replacing the mechanism in the automatic doors due to deterioration from age.

RESOLVED – ACTION – Clerk to contact alternative automatic door company to see if the mechanism can be fixed or if there is another option available, produce a report, 20 year old, what would they recommend to do, suggest GEM automatic doors. MP stated that automatic doors are better for wheelchair uses on high pavement.

284. **Training;**

284.1 To note the YLCA (Yorkshire Local Council Association) training events April to September.

NOTED – GA encouraged Councillors to attend, funds available.

284.2 To note completed training by Councillor, Off to a Flying Start

NOTED – DH commented very useful.

284.3 To consider the YLCA Bentham Town Council training, postponed;

Two evening sessions of two hours or afternoon session 1pm – 4pm. Either Mondays or Fridays.

RESOLVED – ACTION Clerk to contact the YLCA to ask if the training can be compacted to avoid repeating topics covered in previous individual training. One refresher evening session, preferably Monday, willing to start at 6:30pm, in Lower Hall or at home.

285. To receive an update on the Cleveland Square lease, still active, no expiration date.

NOTED - potential renegotiation of lease from NYC

286. To note Bentham Town Council now have an active Huws Gray account.

NOTED

287. **Staffing:**

287.1 Caretaker to have a mobile phone contract, phone and SIM contract (previously agreed THM6 27th February 2023)

RESOLVED – ACTION – end of March Sky Business Contracts available.

287.2 To purchase a new scanner, photocopier and colour printer for Office.

RESOLVED to purchase

288. **Open Spaces feedback:**

288.1 HAGs inspection dated 27th February 2024, Cllr Paige to carry out weekly inspections with checklist.

NOTED – minor issues. Tush to fix the rubber matting under the seesaw, ACTION MP to contact.

288.2 Kingsdale Projects are pressure washing the Phillip Harvey Playing Field, relevant paths and signage, English Oak to be planted at the PHPF in memory of Her Majesty the Queen, to receive a quote, pruning of trees on Springfield and Butts Lane – suggested Beaver Tree Surgeon to quote,

NOTED

288.3 Quotes from Kingsdale Projects, Thomas Brown:

OS5.3 Pressure wash and spray the path in the cemetery: £175.00

AGREED

Cleaning of the parking area Infront of cemetery £350.00

AGREED

OS8.1 Footpath by Trout Farm strim twice a year £25.00 an hour

AGREED

OS10 Benches around Parish

£15.00 per bench

NOT AGREED

288.4 To consider making the path more user friendly and accessible into the Phillip Harvey Playing Field.
RESOLVED – ACTION – Clerk to contact and open negotiations with the owner of the path.

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

TB attended the Longstaffe Education meeting on Thursday 20th February 2024, putting things in place and establishing new committee, main meeting in April.

290. Items for **next meeting and minor items for information** only.
Potential Committees – Youth and Marketing
Bentham Calendar

291. Date of **next meeting**.
Monday 8th April 2024

Meeting closed at 9:13pm

Claire Burrow
Town Clerk, Bentham
Tuesday 5th March 2024