



# BENTHAM TOWN COUNCIL

Town Clerk  
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Bentham, Lancaster LA2 7LH  
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Wednesday 9<sup>th</sup> October 2024

## Minutes of the Full Council meeting Monday 7<sup>th</sup> October 2024, 7:30pm, Lower Hall, Bentham Town Hall

**Councillors in attendance: Cllrs Adams, Hill, Stannard, Marshall and Taylor.**

**Bentham News: 2**

**MOP: 2**

**Town Clerk: Claire Burrow**

**Cllr Adams opened the meeting with reminders of one person speaking at once and to address the Chair.**

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

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

**Cllrs Paige and Ryan.**

**No apologies from Cllr Burton.**

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

**Cllrs Paige and Ryan - AGREED**

**125. Declaration of Interest: -**

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

**NONE**

125.2 To Approve Dispensation Requests – if dispensation request received.

**NONE**

**126. 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).

**MOP1: commented on lack of hearing of public in Council meetings and the average speed of 24mph or less for a 20mph speed limit from the speed survey sites.**

127. To **Confirm the Minutes** of the meeting on Monday 2<sup>nd</sup> September 2024 as a true and accurate record.  
**RESOLVED: the minutes to be confirmed and signed as a true and accurate record.**

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

*Please find your police report for Bentham Town Council meeting 07.10.24*

*We have had 26 incidents reported between 01.09.24 & 01.10.24*

Reports Include General Admin from other Police force, Safeguarding, Abandon/Hoax call, Alarm sounding – false, Abandon Vehicle, Sudden Death, Burglary – property entered & jewellery stolen – Main Street between 22 & 24 July.

3 Reports - Concern/missing/criminal damage – Joint partnership working

02.09.24 - Concern for safety/welfare – Ambulance

10.09.24 – ASB Nuisance

10.09.24 & 15.09.24 – Concern for welfare/safety

19.09.24 – Road Related Offence/Criminal damage/driving offences

21.09.24 – ASB Personal

29.09.24 – Theft from Store

How to report speeding concerns - Speed Management Protocol

[www.northyorkshire.police.uk/search?q=speeding+concern](http://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](http://www.northyorkshirecommunitymessaging.co.uk)

Working to keep North Yorkshire a safe place to live, visit & work please visit [www.northyorkshire.police.uk](http://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](http://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](mailto:SNACraven@northyorkshire.police.uk)

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

**Councillor David Ireton sent apologies and gave Councillor Marshall a verbal report which he relayed to Council;**

**Change to bus service as of 24<sup>th</sup> October to the 582 bus, currently running on a Wednesday, that will now have an additional service on a Thursday, this is going to be supported by North Yorkshire Council, funding from the cancelled HS2.**

**Home to School Policy: buses for secondary transport to Settle College or QES; this is the walking route to schools, rather than the driven route.**

130. To consider and comment upon **New Planning Applications:**

130.1 ZA24/26369/VAR Application to vary condition no 18 (Open Space Provision) of planning approval referenced 2021/23212/OUT Wenning View , Low Bentham Road, Low Bentham, Lancaster, North Yorkshire, LA2 7BT

**NEUTRAL – No objections.**

130.2 Application to divert footpath 05.5/92 Waterscale, Greystonegill Lane, Bentham under section 257 of the Town and Country Planning Act.

**NEUTRAL – No objections.**

131. To **receive and note** the following planning decision/information:

131.1 ZA24/26173/LBC Removal of existing timber windows and doors/frames and fitting of new painted timber replacements. Woodside Barn, Back Lane, Low Bentham  
**Grants Listed Building Consent**

**NOTED**

132. **Financial Matters:**

132.1 The Bentham Hub to be presented with a cheque for £500.92.

**RESOLVED: BACS transfer, Bentham Hub are looking to spend the money to provide PAT training to ensure they can complete this in house.**

132.2 To receive and note current bank balances as 12:30pm  
Tuesday 1<sup>st</sup> October 2024 **£126,332.31**

**NOTED**

132.3 To note the pre-authorised salary payments.

**NOTED**

132.4 To note the pre-agreed contractual payments.

**NOTED**

132.5 To consider Direct Debits for Water Suppliers.

**RESOLVED to agree to Direct Debit.**

132.6 To consider the Clerk's additional hours.

**RESOLVED to agree to additional hours.**

132.7 To receive the External Audit, posted on website 28<sup>th</sup> September 2024.

**NOTED**

132.8 To approve the payments.

Status	Order No	Invoice Date	Invoice Number	Supplier	Description	VAT	Total
Outstanding	230	01.10.2024	7594555	tts	grant stepping stones	£16.79	£100.73
Outstanding	229	03.10.2024	1607	Mark Burrow Electrical Ltd	ELECTRICAL WORK	£9.58	£57.48
Outstanding	228	07.10.2024	oct 2024	Clearglass Cleaning (Clearglass Cleaning)	Window Cleaning	£0.00	£120.00
Outstanding	227	28.06.2024	1085714225	Stannah (Stannah)	Lift service	£39.71	£238.24
Outstanding	226	02.10.2024	1342	Kingsdale Projects (Kingsdale Projects)	groundwork	£0.00	£1,021.54
Outstanding	225	02.10.2024	4715	PYRO	Fire risk assessment	£80.00	£480.00
Outstanding	224	02.10.2024	2686	YLCA (YLCA)	Whole council Training	£0.00	£280.00
Outstanding	223	30.09.2024	941753	ADC	Auto Door	£35.40	£212.40
Outstanding	222			HMRC PAYE etc (HMRC)	HMRC PAYE etc	£0.00	£2,181.35
Outstanding	221	01.10.2024	30394437	Citron (Citron)	Sanitary Disposal Unit	£5.28	£31.68
Paid	220	11.09.2024	V02265846273	EE Mobile	Mobiles	£9.72	£58.36
Outstanding	219	27.09.2024	20242957	PKF Littlejohn LLP	External audit	£126.00	£756.00
Outstanding	218	20.09.2024	597103	Thomas Graham (Thomas Graham)	Cleaning materials	£47.81	£286.87
Outstanding	217	29.09.2024	1644	Tookes	groundworks	£149.00	£894.00
Outstanding	216	27.09.2024	3654	Ace Elevators	Lift	£547.50	£3,285.00
Outstanding	215	26.09.2024	3653	Ace Elevators	Lift	£150.00	£900.00
Outstanding	214	01.10.2024	8317	AFY Fire Protection	Fire Extinguishers	£0.00	£360.00
Paid	213	03.09.2024	3006723896	Total Energies (Total Energies)	GAS	£24.49	£514.35
Outstanding	212	13.08.2024	5793870	Business Stream Water Supply Cemetery (Business Stream)	Water	£0.00	£62.31
Outstanding	211	24.09.2024	7072	Scribe	Bookings Software	£69.60	£417.60
Paid	210	30.09.2024	Sept 2024		Salary	£0.00	£1,395.03
Paid	209	30.09.2024	Sept 2024		Salary	£0.00	£249.86
Paid	208	30.09.2024	Sept 2024		Salary	£0.00	£1,152.31
Outstanding	207	18.09.2024	4154	HB Plumbing & Heating	Toilets	£15.67	£94.00
Outstanding	206	02.07.2024	885496	Huws Gray	Grant	£21.42	£128.54
Paid	205	15.04.2024	490011800	North Yorkshire Council	excess waste	£0.00	£61.92
Outstanding	204			The Bentham Hub	Calender Proceeds	£0.00	£500.92
Outstanding	203			Jillian Ashton (Victoria Institute)	Calender Proceeds	£0.00	£70.29
Outstanding	202			Lower House Sensory Farm	Grant award	£0.00	£200.00
Outstanding	201			Lisa Guy (Bentham Playing Field Association)	Grant award	£0.00	£2,500.00
Outstanding	200			Goodenber Play Area Association (Goodenber Play Area association)	Grant award	£0.00	£1,000.00
Outstanding	199			Bentham Bonfire Committee	Grant award	£0.00	£1,000.00
Outstanding	198			Young Bentham CG	Grant award	£0.00	£500.00
Outstanding	197			Jillian Ashton (Victoria Institute)	Grant award	£0.00	£1,000.00
Outstanding	196			Claire Burrow	Bentham Boost 16/09 Refreshments as agreed by	£0.00	£31.15
Paid	195	09.09.2024	1486968	SSE SWALEC Unmetered Supply (SSE SWALEC)	Unmetered Electric Supply	£11.98	£251.62
Outstanding	194	04.06.2024	279647	WEL Medical	defib pads	£25.37	£152.22
Paid	193	30.09.2024	173	Elkerlodge Services Ltd	Locum RFO	£150.00	£900.00
Outstanding	192	04.09.2024	51405	Marmax	bench - Grant	£88.00	£528.00
Paid	191	19.08.2024	203043615729	1&1 Ionos	Internet	£9.60	£57.61
Paid	190	31.08.2024	august	NEST (NEST)	Pension	£0.00	£128.70
Outstanding	189	16.08.2024	5812108	Business Stream Water Supply Cemetery (Business Stream)	Water	£0.00	£55.30
Paid	188	07.09.2024	wp-INV06800502	Waterplus Waste water bill Town Hall (Waterplus)	Waterplus	£0.00	£85.49
Outstanding	187	25.06.2024	534644149 534650421	James Hallam (James Hallam)	Insurance	£0.00	£421.86
Paid	186	20.05.2024	q079RH	BT Town Hall (BT)	Telephone	£25.11	£150.66

**APPROVED: Cllrs Marshall and Hill to authorise (names of staff redacted)**

**133. Town Hall Matters:**

133.1 To receive feedback from the Buildings committee.

**Cllrs Adams gave feedback on the annual walk around of the Town Hall, with actions to complete from general housekeeping to larger projects, about a quarter have been completed, new fridge to be purchased for Lower Hall kitchen, new carpet at the foyer. Discussions about the Ballroom floor, considering for future projects.**

133.2 To note the working emergency auto-dialler in the lift.

**NOTED**

133.3 To note the automatic door refit.

**NOTED**

133.4 To note the fire extinguisher checks completed.

**NOTED**

- 133.5 To note the fire risk assessment is to be completed – Wednesday 2<sup>nd</sup> October  
**NOTED**
- 133.6 Updated CCTV policy.  
**RESOLVED to agree to updates.**
- 133.7 Updated Recordings Policy.  
**RESOLVED to agree to updates.**
- 133.8 To consider the keyholders of the Clerk's Office.  
**RESOLVED: Cllr Ryan to have a key for the Clerk's Office.**
- 133.9 To consider the Christmas decorations budget for the Town Hall.  
**RESOLVED: a budget of £500 to be spent on Christmas decorations, utilising ones already in the Town Hall.**
- 133.10 To consider purchasing a projector for use in the Town Hall.  
**RESOLVED: ACTION: Clerk to research with quotes/prices.**

**134. Staffing Matters:**

- 134.1 Lone Working Policy  
**RESOLVED: leave in Buddy scheme. AGREED**
- 134.2 Dignity at Work Policy  
**RESOLVED agree policy as it is.**
- 134.3 Updated Disciplinary Policy  
**RESOLVED to agree**
- 134.4 Updated Equality and Diversity Policy  
**RESOLVED to agree**
- 134.5 Updated Grievance Policy  
**RESOLVED to agree**

135. Updated Records Management Policy  
**RESOLVED to agree**

136. To receive information on the following **ongoing issues and decide further action** where necessary:

- 136.1 To consider the Cleveland Square Street light.  
**RESOLVED: Clerk has sent a photograph of the light to North Yorkshire Council.**
- 136.2 To consider the purchase of an external defibrillator cabinet for Springfield Bowling, to consider a metered supply to the cabinet with reimbursement of electricity from Bentham Town Council.  
**RESOLVED: to purchase the external defibrillator cabinet at £500.**  
**NOTED: Springfield Bowling Club no longer wish to be reimbursed for the electricity.**
- 136.3 North Yorkshire Council Home to School: Settle College reported that 81 students from Bentham currently attend the school. Bibby's of Ingleton currently transport approximately 70 students from Bentham to QES.  
**NOTED**
- 136.4 To note the Playing Field Defibrillator is now externally mounted with pads purchased by Bentham Town Council.  
**NOTED**
- 136.5 To note the Duke Street lights are now working.  
**NOTED**
- 136.6 To consider the non-functioning Street Light on Cross Lane, in Low Bentham LP20.  
**RESOLVED: Clerk to contact North Yorkshire Council to request their assistance with Electricity North West to connect the light.**

- 136.7 To consider the servicing of the automatic doors; continue with existing servicing company or consider elsewhere.  
**RESOLVED: Clerk to request a quote from the company who supplied the automatic doors for a service contract.**
- 136.8 To consider any actions after the YLCA Whole Council training on 30<sup>th</sup> September.  
**RESOLVED: Council were updated, clarified procedures, training completed by Zoom rather than face to face.**
- 136.9 To consider the calendar sizing according to quotes.  
**A4 sizing better for users and artwork. Council have chosen 13 pieces of artwork/photos, including one for front cover and allocated months.**  
**RESOLVED: A4 size, order 200 copies.**
137. To consider the domain move to gov.uk and the Bentham Town Council **website** according to quotes along with report.  
**RESOLVED: to accept the quote from Creative Theory.**
138. To consider conducting **Exit Interviews** with ex-Councillors.  
**RESOLVED: to formalise the exit of Councillors; exit questionnaire, optional for ex-Councillors and may remain anonymous.**
139. To consider events for **D-Day 2025**  
**RESOLVED: to light a beacon at the Big Stone.**
140. To consider purchasing **poppy wreath for Remembrance Day** and consider a Council representative.  
**RESOLVED: to purchase poppy wreath, Cllr Stannard to represent Bentham Town Council.**
141. **Matters requested by Councillors:** To receive information on the following new correspondences and decide further action, if any;
- 141.1 To consider the drains on Bentham Main Street after tarmacking (Cllr Paige).  
**RESOLVED: Clerk to contact North Yorkshire Council to request Main Street gulleys and drains cleared.**
- 141.2 To consider the broken tarmac on Robin Lane turning towards Butts Lane (Cllr Hill).  
**RESOLVED: Clerk to obtain photographic evidence and report to Highways.**
- 141.3 To consider the committees and representatives (Cllr Hill).  
**RESOLVED: Building, Finance and Open Spaces Committees have sufficient members, Councillors can be 'substitute' members on the Marketing and Development Committee.**  
**RESOLVED: Clerk to contact; BARSG, Youth Club and Library/Looking Well to explain due to lack of Councillors, inform Clerk of meetings and a Council representative will endeavour to attend.**
- 141.4 To consider using the pictures from the Primary School for a project or display (Cllr Hill)  
**RESOLVED: Cllr Hill to research using the pictures for a 'BENTHAM' montage, digitally or to use in empty shop fronts or for display in Town Hall, community areas.**
- 141.5 To consider the cemetery extension. (Cllr Marshall)
- 141.5.1 To consider a task and finish group to explore options and costs to enable the Full Council to make an informed decision.  
**RESOLVED: AGREED to form a task and finish group with Open Spaces Committee members and Councillor Adams, Open Spaces Committee to establish terms of reference to refer back to Full Council for approval.**

142. **Correspondence received:** To receive information on the following new correspondences and decide further action, if any;
- 142.1 Update from Angus Fire.  
**NOTED – read out in full by Cllr Adams, all information is available on [www.derbs.co.uk](http://www.derbs.co.uk) see appendix A**
- 142.2 20mph – email to all Councillors.  
**NOTED – referring to the difference between 20mph zones and limits.**
- 142.3 20mph speed limits and accident on 10/08/24  
**NOTED – near the Punch Bowl in Low Bentham.**  
**RESOLVED: Council to receive the speed survey site data before making any further considerations.**
- 142.4 State of the Road at Mount Pleasant.  
**RESOLVED: Clerk to contact North Yorkshire Council asking is this work in progress? Do North Yorkshire Council have further actions to carry out at site?**
- 142.5 FOI request from North Yorkshire Council on the road re-surfacing cost on Bentham Main Street - price submitted in the tender was £134,639.23 but the Contractors have not yet submitted their application for payment.  
**NOTED**
- 142.6 Woodland copse and hedgerow planting at Old Field, near Bentham.  
**NOTED**
- 142.7 Bentham News regarding struggling to hear Councillors at Council meetings.  
**NOTED – Chair asked Bentham News if Council discussions were clearer? Most Councillors were easier to hear, the Clerk is quieter.**
- 142.8 North Yorkshire Council local plan.  
**NOTED – in consultation phase.**
- 142.9 Playing Fields may not have accounts ready for the grant application deadline of 4<sup>th</sup> November 2024.  
**RESOLVED: sent last year’s which is acceptable.**
- 142.10 From Funeral Directors regarding cemetery.  
**RESOLVED: moved to closed session due to updates.**
143. **Bentham Business Boost Update** (Cllr Paige and Cllr Ryan)
- Cllr Marshall reported on behalf: businesses are collecting quotes in order to apply for shop grant improvement grants. Launch on 17<sup>th</sup> September was well attended and received. The first Bentham Business Focus in Bentham News of Beaver Trees.**
144. To receive **Reports from Councillors** who represent the Council on other bodies (for information only) - If any.
- Cllr Taylor reported there had been a meeting of the Yorkshire Local Council Association, Craven branch meeting on 3<sup>rd</sup> October at Bentham Town Hall. Attended by local Councils. All councils are dealing with similar issues to Bentham, for example 20mph limits. Toilet blocks are potentially exempt from rates now, significantly decreasing costs. Bentham Councillors felt they were ‘ahead of the game.’ Potential for the Craven branch to amalgamate with another branch.**

**Cllr Marshall reported that Collingwood and Longstaffe Almshouses have a vacancy, pass on details of potential residents to Emma Greenup or Town Clerk.**

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

**Bentham toilet block, due to potential exemption from rates decreasing costs significantly.**

**Sandbags**

**Last payment to BT; lift phone line transferred to Sky.**

**School Hill ready for Remembrance Day – Open Spaces**

**D-Day feedback**

146. Date of **next meeting**. –

Full Council meeting – Mon 4<sup>th</sup> Nov

Open Spaces – Mon 14<sup>th</sup> October 7:30pm

Finance meeting – Mon 18<sup>th</sup> Nov 7:30pm

**Public meeting closed at 9:25pm**

147. 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, that the public and press be excluded further from the meeting, whilst items within **148** are considered:-

**148 Staffing Matters:**

148.1 To consider the Clerk's updated contract.

**RESOLVED: to approve the contract as presented, with 2 amendments: to allow progression into next salary band, subject to targets being met, and to include the increments for professional qualifications.**

148.2 To consider the Clerk's appraisal

**RESOLVED: Cllrs Adams and Cllrs Marshall to conduct in November.**

148.3 To consider the Caretaker's and Cleaner's appraisals

**RESOLVED: Clerk to create process, self-assessment, Clerk to arrange and conduct appraisals.**

148.4 To consider the Parish Caretaker's annual review.

**RESOLVED: Invite Parish Caretaker to the Open Spaces committee to conduct an annual review, invoice 2.5% increase according to contract.**

147.1 From Funeral Directors regarding cemetery.

**RESOLVED: Clerk to write to Funeral Directors on behalf of Council explaining that the Council have right of way across the car park area, Council did not lock or do not intend to lock the gates, Council contractors have never knowingly or intentionally caused damaged, Council wish to work amicably alongside Funeral Directors, residents, property and land owners to ensure a peaceful and respectful burial ground.**

**Meeting closed at 10:00pm**

*C Burrow*

**Claire Burrow**

**Town Clerk**

**Wednesday 9<sup>th</sup> October 2024**



## Appendix A



**Bentham Town Council**

Date: 2<sup>nd</sup> October 2024

Dear Mayor, Deputy Mayor and Town Councillors

I write to provide a further update on the situation at Angus Fire.

Firstly, I would like to thank you all for meeting with us on Tuesday 17<sup>th</sup> September on the Angus Fire premises. We were able to talk through the Ramboll test reports and answer any immediate questions that you had.

We also explained that we had already spoken to those directly affected by the Ramboll testing on Thursday 12<sup>th</sup> September. This, we felt, was the right and appropriate thing to do ahead of speaking to the Council and the wider Community.

The Ramboll results are part of an ongoing programme of work to characterise the Angus site and surrounding areas. Alongside that, we have and will continue to address any remedial work required to ensure that any PFAS is contained on site, and then remedied on site, in agreement with the Environment Agency's regulatory requirements.

As explained, this programme of work is going to take several years. Those who have had chance to read the reports will understand just how complex this matter is; Angus needs to work closely with external environmental consultants to better understand what they have found and how we should address it, again in accordance with the Environment Agency.

The next meeting with the Environment Agency is on Wednesday 9<sup>th</sup> October, for environmental consultants Ramboll to present the results of their findings and to discuss with the Environment Agency any gaps in the sampling data, and where further testing is required. The next phase will include sampling of the River Wenning.

Angus Fire will also discuss with the Environment Agency the activities it has undertaken since the Agency's last visit. We will also speak to the Agency about our plans over the coming months to ensure that PFAS is contained on site - an example being the installation of a wastewater treatment facility, which Angus is planning to have in place before the end of the year.

Angus has also made North Yorkshire Council and Julian Smith MP aware of the current situation.

Since our meeting on 17<sup>th</sup> September, we have had several meetings with residents directly affected by the testing, and we will continue to provide regular updates via our microsite [www.derbs.co.uk](http://www.derbs.co.uk) and other channels where necessary.

We are making every effort to share the facts of the situation by openly putting detailed information into the public domain. We want people to have a proper understanding of the relevant facts and their context, because attempts to simplify and sensationalise the issue are surely not helpful - either to those directly or personally affected, or to Bentham's other residents and the town's regular visitors.

We are taking this matter very seriously and are standing behind our commitment to fully understand the extent of this situation and to rectify in agreement with the Environment Agency's requirements.

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**Angus Fire Ltd**

Station Road, High Bentham, Nr Lancaster LA2 7NA UK • Tel: +44 (0)1524 264000 • Fax: +44 (0)1524 264180  
Email: [general.enquiries@angusfire.co.uk](mailto:general.enquiries@angusfire.co.uk) • Web: [www.angusfire.co.uk](http://www.angusfire.co.uk)

Registered office: Station Road, High Bentham, Nr Lancaster LA2 7NA UK • Registered in England No. 8441992  
A13149Bentham0613



FR 595473

EMS 576644



We will continue to provide regular updates to the Town Council, as we work through these very challenging times. Angus is part of the Bentham community, has been for more than 100 years, and committed to work with the community to overcome this situation.

Yours faithfully

*Paul Williams*  
Paul Williams  
Managing Director