

## **MINUTES of the Council Meeting held on Monday 7<sup>th</sup> June 2021, at 7.30 pm – in the Ballroom, Bentham Town Hall.**

Present: Cllrs Swales (Chair), Adams, Bridgeman, Burton, Faraday, Handford, Hill, Stannard, and Taylor. Cllr Ireton. The Clerk Christine Downey. And two members of the public.

- 42 Apologies from **members** unable to attend.
- 42.1 To Note Apologies for absence given in advance of the meeting.  
**Cllrs Marshall and Wills.**
- 42.2 To consider acceptance of reasons for absence.  
**None.**
- 43 Declaration of interests: -
- 43.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.  
**None.**
- 43.2 To approve dispensation requests.  
**None.**
- 44 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 consideration.  
(NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification).
- Jane Proctor spoke on behalf of Bentham News in connection with item 61. One of the benefits of lockdown was that while council meetings were held on a video platform, the sound quality was excellent. Compared to very poor sound quality in the Town Hall which made reporting on the proceedings at council meetings extremely difficult pre lockdown. As face-to-face meetings have resumed once again, and meetings on the video platform have therefore ceased, it would be of great assistance if the draft minutes of the meeting could be made available to The Bentham News as soon as possible after a meeting. The purpose would be for fact checking only, and to clarify items that it was hard to hear. Jane suggested that if the council have any reservations about agreeing to this request, perhaps it would be possible to make draft minutes available for a trial period of three months.
- 45 To Confirm the Minutes of the previous meeting on 24<sup>th</sup> May 2021. (Paper 2021/91)  
**RESOLVED: That the minutes of the meetings of 24<sup>th</sup> May 2021 are agreed and be signed.**
- 46 To consider arrangements for the Annual Parish Meeting and agree a way forward.  
**RESOLVED: To defer the decision until after the next government announcement.**  
**RESOLVED: Clerk to establish if it is permissible to hold an Annual Parish meeting remotely.**
- 47 To receive the Police Report and allow members to ask questions for information – if any.  
(Paper 2021/92)  
**Received.**
- 48 Public Safety Officer and related matters: -
- 48.1 To receive a report from the Public Safety Officer and allow members to ask questions for information – if any.  
**No report available.**

- 48.2 To consider asking Craig Lyons to put his contact details on or near PHPF and to agree a way forward.  
**RESOLVED: Clerk to ask Craig - if he would be happy for his contact details to be displayed on or near Philip Harvey Playing Field or not; what can he actually do in respect of dogs on the playing field, and can he liaise with PC Jayne Grace to see if they can coordinate action about dogs on the playing field.**
- 48.3 To consider the request to visit the Council from North Yorkshire Fire & Rescue Service. (Paper 2021/93)  
**RESOLVED: To accept the request and invite Chris Neal, the group manager for Harrogate and Craven area of North Yorkshire Fire and Rescue to visit the council.**  
**RESOLVED: Clerk to find out if 30 minutes would be enough time for his question-and-answer session, and to arrange a presentation before a council meeting if it is, or to make alternative arrangements if it is not.**
- 49 To receive the clerks report (for information only). (Paper 2021/94)  
**Received.**
- 50 To receive reports from CCllr and DCllrs (for information only) - if any.  
 CCllr Ireton reported that there have been changes at the highways department, as of 1<sup>st</sup> June services will be provided by NY Highways. They have taken on delivery of those services previously delivered by the highway maintenance contractor Ringway, whose contract ended on 31<sup>st</sup> May 2021. While county council work will form the main workload, there will be opportunities going forward for the company to work for other public and private sector clients providing additional income to underpin other County Council services. The vast majority of the staff who worked on the Ringway contracts will transfer to NY Highways, retaining knowledge, experience and consistent services from day one. It is expected that the new service can react quickly and flexible to changing circumstances. CCllr Ireton expressed the hope that the service will now be better than that experienced under the Ringway contract, and may operate out of local depots; as an example, he is hoping that the gully clearing service improves.
- 51 To consider and comment upon new planning applications: -
- 51.1 2020/22176/FUL, Partial demolition of existing double garage and section of stone wall. Erection of single-storey 2-bedroom annex. Alterations to stone wall to create pedestrian access. At Mewith House, Mewith Lane, Low Bentham, Lancaster, LA2 7DH.  
**RESOLVED: The Council has no comments on this application.**
- 51.2 2021/22833/HH. Erection of two detached outbuildings. Woodhead, 4A Clifford Hall, Burton-in-Lonsdale, Carnforth.  
**RESOLVED: The Council has no comments on this application.**
- 51.3 2021/22881/HH. Single-storey rear extension with raised access to replace conservatory. Winsome, 61 Robin Lane, High Bentham, Lancaster, LA2 7AG.  
**RESOLVED: The Council has no comments on this application.**
- 52 To consider and note Highway Matters for information – if any. (Councillors can comment on any minor highway issues currently causing concern).  
 Concerns were expressed regarding Mount pleasant, Tatterthorn Lane and Greenfoot Lane, but it was noted that the problem lies with Yorkshire Water rather than Highways.  
 It was suggested that where Yorkshire Water have had to repeatedly dig in (or near) the same place, in a short time period, then it may be possible to request that the problem is fixed for good.  
**RESOLVED: Cllr Swales will follow this up with Yorkshire Water in respect of Mount Pleasant and Tatterthorn Lane and try to obtain final solutions.**

- 53 To discuss the position regarding the Bentham Town Plan and to agree a way forward.  
**RESOLVED: To aim to have a public meeting, to discuss suggested objectives, in September or earlier.**  
**RESOLVED: Cllrs Burton, Handford and Marshall to form a working group to get the ball rolling.**  
**RESOLVED: Clerk to request the follow up information from David Smurthwaite of Craven DC that has not arrived yet.**
- 54 To consider the request from Community First Yorkshire to attend a meeting of the council in order to deliver a presentation on the value of Bentham Moving Forward developing a Community Led Plan, and to explain the role that the Council could play in supporting this. (Paper 2021/101)  
**RESOLVED: To accept the request and invite Mark Hopley to deliver the presentation before a full council meeting.**
- 55 To discuss the position regarding the Community Youth Building and to agree a way forward.  
**RESOLVED: To obtain a valuation for the Community Youth Building, with a sitting tenant.**

- 56 To agree the Accounts for Payment.

Salaries and mileage allowance	May 2021	2,863.27
SLCC	Subscription	234.00
Thomas Graham	Signs – face masks to be worn	11.92
Citron	Duty of care compliance cost	30.00
Waterplus	Waste water	154.53
The Automatic Door Company	Servicing of sliding doors at Town Hall	256.44
MrFlag	Flags for Town Hall	191.03
Andrew Tenant	Playing Field grass cutting = grant awarded	960.00
Howson's	Annual service of fire alarm and replace failed call point in kitchen	366.00
A Y F Fire Protection	Service of fire extinguishers Town Hall and Community Youth Building.	220.00
Viking	Stationery	54.17
Kingsdale Projects	Fit hand sanitizers and paper towel dispenser's town hall 80.00 grass cutting 2390.00 = 2470.00.	2,470.00
Kingsdale Projects	Water plants at School Hill	75.00
BT	TIP phone	47.47
1 & 1 Ionis	Internet	18.00
Information Commissioners Office	Data protection fee	35.00
Craven DC	Trade waste	55.10
SSE Swalec	Unmetered electric supply	104.60
Premium Credit Ltd	Insurance	330.27
Total Gas & Power	Electric Town Hall	171.36
Craven DC	Excess weight on trade waste	9.35
NEST	Pension contributions	129.18
1 & 1 Ionis	Internet	18.00
BT	Town Hall phone	346.03
BT	TIP phone	46.08

**RESOLVED: Approved**

**RESOLVED: Cllrs Faraday and Stannard to authorise.**

- 57 Open Spaces matters: -
- 57.1 To note the draft minutes of the Open Spaces committee meeting of 4<sup>th</sup> May 2021. (Paper 2021/95)  
**Noted.**
- 57.2 To consider the number of Open Spaces committee meetings to be held in 2021/2022 and to agree a way forward.  
**RESOLVED: That items related to the Philip Harvey Playing Field will be dealt with at full council meetings in future.**  
**RESOLVED: That the number of Open Spaces Committee meetings in 2021/2022 will remain at four.**
- 57.3 To consider the provision of an electric car charging point, or approaching Craven DC or NYCC about the same, and to agree a way forward.  
**RESOLVED: To be considered under the Bentham Masterplan initiative.**  
**RESOLVED: David Ireton will let the council know what if anything, is available from Craven DC and/or NYCC.**
- 58 To consider whether the tourist information point will open this year or not.  
**RESOLVED: That the Tourist Information Point will not open for the 2021 season.**
- 59 To review the Grants Policy and to agree a way forward. (Paper 2021/96)  
**RESOLVED: No changes or further action required.**  
**RESOLVED: To continue with the current policy and current arrangements for an initial review of applications by the finance committee.**
- 60 To review the position regarding public participation in committee meetings and to agree a way forward. (Paper 2021/97)  
**RESOLVED: To include a public participation section in all committee meetings.**  
**RESOLVED: Clerk to amend the standing orders accordingly.**
- 61 To consider if it is possible to assist with the production of the report of the meeting by The Bentham News, and to agree a way forward.
- 61.1 To consider making the draft minutes available as soon as they are prepared.  
**RESOLVED: To make draft minutes available as soon as they are prepared.**
- 61.2 To consider making the recording of meetings available, immediately after the meeting. It was reported that individuals, including reporters from the Bentham News, are allowed to make a recording of a council meeting.  
**RESOLVED: No further action.**
- 62 To consider the following correspondence and to agree a way forward and/or a response: -
- 62.1 Email regarding the development at Duke Street. (Paper 2021/98)  
**RESOLVED: To pass on local MP details.**  
**RESOLVED: Ask permission to forward the complaint to DCllr Brockbank for urgent attention.**
- 62.2 Email regarding Wenning bridge graffiti. (Paper 2021/99)  
**RESOLVED: David Ireton will let the council know who is responsible for the removal of graffiti.**  
**RESOLVED: Ask permission to forward the complaint to the appropriate district and/or county council department.**
- 63 To receive items of correspondence for information only – Letter of thanks for precept grants from Stepping Stones Baby & Toddler Group. (Paper 2021/100)

**Received.**

- 64 To receive reports from councillors who represent the Council on other bodies for information only – if any.  
**Bentham Area Refugee Support Group:** Cllr Taylor reported that the group continues to run; has raised funds; and will host a walk and picnic for a group of asylum seekers on 19<sup>th</sup> June – volunteer helpers would be appreciated.  
**Longstaffe Educational Foundation:** Cllr Swales reported that there are plans to hold a sponsored walk to raise funds; and that it will be decided at a later date whether to hold a fund-raising quiz.
- 65 Items for next meeting and minor items for information only.  
**Apologies were given by Cllrs Bridgeman and Handford for the 5 July 2021 meeting.**
- 66 Date of next meeting:  
**Scheduled meeting: 5<sup>th</sup> July 2021.**  
**Extra meeting to hear planning applications – date to be advised.**
- There being no further business the meeting closed at 8.38 pm.

**CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 31 May 2021**

1. **Planning Decisions Received Since 28<sup>th</sup> April 2021 (Date of last clerk's report).**
  - 1.1. **GRANTED**
    - 1.1.1. 2020/22307/HH. Proposed attic conversion with rear dormer to form 2 number bedrooms and ensuite. Ground floor alterations and extended decking at the front of the property. 19 Robin Lane, High Bentham, Lancaster, LA2 7AB.
    - 1.1.2. 2020/22384/FUL. Installation of covered seating. At Bentham skate park, Wenning Avenue, Bentham, LA2 7ND.
  - 1.2. **REFUSED** – none
  - 1.3. **WITHDRAWN** – none
2. **Highway's information** – if any
3. **Items circulated by email**
  - 3.1. Police Report. 30/04.
  - 3.2. Flood awareness training for communities with emergency plans. Training dates are 13/05/21 and 19/05/21. Circulated 07/05/21.
  - 3.3. Haweswater Aqueduct Resilience Programme (HARP) - updated plans for Ribble Valley and Lancaster. 24/05.
  - 3.4. **Community First Yorkshire** - Weekly updates
  - 3.5. **Craven District Council**
    - 3.5.1. Letter from CDC solicitor re remote meetings and code of conduct. 30/04.
    - 3.5.2. Enterprising Craven Newsletter. 07/05.
  - 3.6. **NALC**
    - 3.6.1. Chief Executives Bulletins.
    - 3.6.2. Coronavirus updates.
    - 3.6.3. Online events – regular updates.
  - 3.7. **North Yorkshire Community Messaging – North Yorkshire Police**
    - 3.7.1. Weekly updates
  - 3.8. **Rural Services Network**
    - 3.8.1. Weekly updates.

3.8.2. RSN Rural Funding Digest - May 2021 Edition. 07/05.

3.9. **YLCA**

- 3.9.1. Law and Governance bulletins. 30/04.
- 3.9.2. Training bulletins. 30/04. 07/05. 24/05.
- 3.9.3. White Rose updates. 24/05.
- 3.9.4. Rural Broadband Consultation. Deadline 25/05. Circulated 07/05.
- 3.9.5. Annual Governance and Accountability Return (AGAR) Assertions Training (For Councillors) Webinar Session– Tuesday evening, 11 May 2021 7.00pm to 8.30pm. Circulated 07/05.
- 3.9.6. COUNCILLORS DISCUSSION FORUM SESSION THURSDAY, 13 MAY 2021 – 6.45PM – 7.45PM Free of Charge. Circulated 10/05.
- 3.9.7. COUNCILLORS DISCUSSION FORUM SESSION THURSDAY, 27 MAY 2021 – 6.45PM – 7.45PM Free of Charge. Circulated 24/05.
- 3.9.8. Managing council employees: How to address capability – Tuesday, 25 May 2021 6.30pm to 8.00pm. Circulated 14/05.
- 3.9.9. Guidance for the safe use of multi-purpose community facilities. 24/05.
- 3.9.10. Guidance for owners and operators of urban centres, public spaces and managing playgrounds and outdoor gyms. 24/05.
- 3.9.11. Law and Governance Bulletin. 24/05.

**POLICE REPORT TO BENTHAM TOWN COUNCIL, 1 June 2021**

Please find your monthly police report for Bentham Town Council meeting

We have had 42 incidents reported between 30.04.21 to 01.06.21

Reports include – General Admin from other Police force, General Admin from other agencies, Highway disruption – Sheep, Abandon vehicle – Hillside & HGV stuck Low Bentham, Licensing, Dog Bite, Trading Standards, Fraud – mobile banking first direct, Abandon call & Domestic incidents 1 incident relating to young person's homes & school - joint partnership working with home & Police

30.04.21 - Crime Burglary - Main Street High Bentham – tools stolen

30.04.21 – Concern for welfare/safety – Joint agency working

04.05.21 – Suspect Circumstances – Male in gardens - Robin Lane

04.05.21 – ASB Personal – joint agency working

05.05.21 – Neighbour dispute

06.05.21 – RTC – Single vehicle – High Bentham to Burton in Lonsdale Road

08.05.21 – Crime Theft - waste wheelie bin - Mill Gardens

09.05.21 – RTC - 2 Vehicles – Station Road – non injury

11.05.21 – Missing person – found safe & well

14.05.21 – Road Related offence – speeding vehicle – Main Street

18.05.21 – Concern for welfare/safety – Joint agency working

20.05.21 – Crime Burglary – Robin Lane – tools stolen

21.05.21 - Fraud – mobile banking first direct

21.05.21 – Abandon call/concern - Joint agency working

27.05.21 – Burglary/suspect

29.05.21 – RTC - 2 vehicle – non injury – Mewith Lane near Mewith Head

30.05.21 – Concern for safety/welfare – in order

01.06.21 – X2 - Licensing

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](http://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](http://www.police.uk)

You can also report safety issues under speed concerns on - [www.roadwise.co.uk](http://www.roadwise.co.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.pnn.police.uk](mailto: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](mailto:Jayne.Grace@northyorkshire.pnn.police.uk)