

**MINUTES of the Council Meeting held on Monday 7<sup>th</sup> December 2020, at 7.30 pm – conducted remotely.**

Present: Cllrs Taylor (Chair), Adams, Bridgeman, Burton, Faraday, Handford, Marshall, Stannard and Swales. Cllr Ireton. DCllrs Brockbank and Handley. The Public Safety Officer Craig Lyons. The Clerk Christine Downey. And one member of the public.

- 203 Apologies from members unable to attend.  
 203.1 To Note Apologies for absence given in advance of the meeting.  
**Cllrs Hill and Wills.**  
 203.2 To consider acceptance of reasons for absence.  
**None.**
- 204 Declaration of interests: -  
 204.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.  
**Cllr Adams regarding item 222, Goodenber Play Area Committee.**  
 204.2 To approve dispensation requests.  
**None.**
- 205 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).  
**None.**
- 206 To Confirm the Minutes of the previous meeting on 16th November 2020. (Paper 2020/127)  
**RESOLVED: That the minutes of the meetings of 16<sup>th</sup> November 2020 are agreed and be signed.**
- 207 To receive the Clerks Report (for information only). (Paper 2020/128)  
**Received.**
- 208 To receive the Police Report and allow members to ask questions for information.  
**Received.**
- 209 Public Safety Officer: -  
 209.1 To receive a report from the Public Safety Officer and allow members to ask questions for information.  
**Received.**  
 209.2 To discuss arrangements for fire extinguisher training and fire awareness training at the town hall and to agree a way forward.  
**RESOLVED: To proceed with the training after the town hall reopens.**
- 210 To receive reports from Cllr and DCllrs for information.  
 Cllr Ireton reported that NYCC thank the Director of Public Health, Dr Lincoln Sergeant who is moving to a new post in the South West of England after eight years in the county. Dr Sergeant was instrumental in establishing and dealing with the counties public health service since responsibility was transferred from the National Health Service to Local

Government in 2013. He is moving to become the Director of Public Health in Torbay. Lincoln has worked hard in providing public health leadership, and expertise as he responded to the Covid-19 pandemic. NYCC are grateful for all his endeavours and he will be missed.

A permanent Covid-19 testing site is scheduled to open in Skipton on Saturday 12<sup>th</sup> December. This joins the permanent testing sites in Harrogate, Northallerton, Scarborough and Selby. Which are in addition to mobile testing sites.

DCllr Handley reported that he has not received the form to sign to complete the ward member grant to the council towards the cost of a defibrillator. As further information was supplied to CDC today it is hoped that it will be sent to him shortly. He requested that Cllr Faraday lets him know if the ward member grant is not received in due course. Cllr Handley went on to report that he has £250 of his ward member grant of £1,000 remaining and he requested that the council let organisations that might wish to apply know. The funding ends at the end of February, and an application in respect of the flood prevention work at Wenning Avenue would be considered.

DCllr Brockbank reported that the planning peer review report, which has been subject to a press release, was very honest, recognises long standing weaknesses in the planning system, and that Craven District Council will consequently be taking steps to improve the service. In response to the report CDC have set up an action plan, to be delivered by a team of senior office and councillors and the local government association. The peer review was carried out by the local government association, so it was an independent review. The first meeting of the new team will be later this week or early next week. Cllr Brockbank will keep Bentham Town Council posted on progress, and stressed that changes and improvements in the planning system are coming.

DCllr Brockbank also has an amount (figure unknown) of ward member grand left, and further applications can be considered.

The District Councillor was asked if the changes to the panning system/arrangements will succeed in reducing the waiting time for decisions on planning applications from the current 12 to 20 weeks, back to the 6 to 9 weeks that used to be achieved. She replied that at this time she cannot say when the improvements will be achieved; that the planning team and the enforcement team will be strengthened; that teams do have targets; and that failure to meet those targets can result in central government taking over the decision-making process, which CDC very much wish to avoid/prevent. She pointed out that the aim is to achieve the 6 – 9 week turnaround target again.

211

Planning: -

211.1 To consider and comment upon new planning applications

211.1.1 2020/22153/FUL Retrospective planning application for the position of roof mounted kitchen air extract flue at 21 main Street, High Bentham, Lancaster, LA2 7HQ.

**RESOLVED: That the council has no objection to this application.**

211.1.2 2020/22053/HH Retrospective application for retention of rear porch including amendment to roof (resubmission of application referenced 2019/21066/HH refused 22 January 2020) at Ashfield Cottages, Main Street, High Bentham, Lancaster, LA2 7HZ.

**RESOLVED: That the council has concerns that this development is causing access problems.**

211.1.3 SNN/01538 Land at Duke Street, High Bentham, Lancaster, 3 – 6 Duke Street, Bentham. (Paper 2020/129)

**RESOLVED: The Council are in favour of the street naming application, and think that it is a very good choice.**

- 211.2 To receive correspondence on planning issues and agree a way forward or response if required: -
- 211.2.1 Letter from Craven DC requesting feedback on suitable names or ideas for a street name for the development of two shared ownership houses at the former garage site off Banks Way, Bentham. (Papers 2020/130A and 130B).  
**RESOLVED: The Council suggest that the development is treated as a continuation of Banks Way. That the street name should therefore be “Banks Way”, and that the house numbering should continue from where the numbers currently end on Banks Way.**
- 211.2.2 2020/21749/HH Blossom Barn, Birkwith Lane, Low Bentham. Notice of appeal to the Secretary of State against Craven District Council’s refusal of permission for first floor bedroom extension and single storey side extension to house and swimming pool extension to rear of garage (resubmission of 2019/20493/HH). (Paper 2020/131).  
**Received.**
- 211.3 To receive planning decisions – see Clerks Report.
- 212 Highway Matters: -
- 212.1 To consider and note Highway Matters for information. (Councillors can comment on any minor highways issues currently causing concerns.  
 It was reported that there are several large pot holes between the top of Robin Lane and Dumb Tom cross roads. Coming towards Bentham side of the road, in the dip. DCllr Handley has already reported them and has been advised that they don’t meet the criteria for repair. Craigs Lyons will also now report them to the Highways department. It was also reported that there are ash trees on Robin Lane which are nearly touching the power lines.
- 212.2 Hedge at Butts Lane blocking “Stop” sign. To consider action and agree a way forward.  
 It was reported that both the hedge and the pavement have been adopted by NYCC, and that the NYCC Highways Officer who trimmed the hedge around the stop sign last year said that their policy is to cut it every two years. However, the council believe that it needs doing annually.  
 It was reported that Brian Lawson has quoted £50 to cut the hedge.  
 The pathway needs sweeping and cleaning up as it is now very slippery, but this is also NYCC’s responsibility.  
**RESOLVED: CClr Ireton will follow these matters up.**  
**RESOLVED: Clerk to obtain quotes for the work to clear the pathway (after Brian Lawson has cut hedge back) from Thomas Brown and to ask NYCC if Bentham Town Council may have permission to cut the hedge back and clear the pathway, and to ask for NYCC’s agreement to reimburse Bentham Town Council for the cost of this work.**
- 213 To discuss the flooding at Wenning Avenue and payment for the works completed, and to agree a way forward.  
 It was reported that permission has been obtained from the Playing Field Association to site a sand bag store on the field, and that work on this project has started. The aim is to have approximately 20 sand bags stored, similarly to the way in which it has been done outside the Victoria Institute in Low Bentham.  
**RESOLVED: To express the council’s gratitude to those who did the work at Wenning Avenue by presenting them with gift vouchers from a supplier of their choice. (Clr Marshall will find out which supplier each would like gift vouchers from). The amounts to be gifted were agreed as £200 to Bernie Marshall; £200 to Carl Briggs; and £100 to James Shaw.**  
**RESOLVED: That Clr Adams will work out the costing for the sand bag store and will submit an application for a ward member grant as appropriate.**  
**RESOLVED: The matter of the sand bag store to be included on the next full council agenda, so that an update can be received.**

214 To receive the minutes from Marketing meeting of 16<sup>th</sup> November 2020. (Paper 2020/132).

**Received.**

215 To agree the Accounts for Payment.

Bentham Playing Field Association	Covid-19 Assistance Grant	949.89
Citron	Sanitary Disposal	23.43
PKF Littlejohn	External Audit fee	480.00
Business Stream	Water at cemetery	7.20
Business Stream	Water at town hall	18.19
S Frankland Joinery	Joinery work at town hall	370.00
Salaries and mileage	November 2020	2586.80
Lakeland Pipes	Pipes for flooding at Wenning Avenue	1548.00
Tim Stannard	Accessibility plugin and 12-month licence for council website	45.00
Stramongate Press	Printing 2021 Calendar	1114.80
Stramongate Press	Envelopes for Calendars	88.80
Tim Wheildon	Replace two central heating fans at town hall	614.40
Viking	Stationery	23.34
Viking	Stationery	57.04
RBL Poppy Appeal	Remembrance Day Wreath	20.00
Mark Paige	Bentham Christmas Lights expenditure	1110.36
BT	Phone TIP – monthly (05/11/2020)	44.28
1 & 1 Ionis	Internet (05/11/2020)	18.00
Craven DC	Excess weight charge	18.70
Craven DC	Trade waste	108.03
Premium Credit Ltd	Insurance	330.27
NEST	Pension payment	99.84
1 & 1 Ionis	Internet (04/12/2020)	18.00
BT	Telephone Town Hall - quarterly	324.54
BT	Phone TIP – monthly (06/12/2020)	44.28

**RESOLVED: Approved;**

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

216 To consider draft: -

216.1 Bully and Harassment Policy. (Paper 2020/133)

**RESOLVED: Policy adopted.**

216.2 Councillor/Employee Relations Policy. (Paper 2020/134)

**RESOLVED: Policy adopted.**

216.3 Complaints Procedure. (Paper 2020/135)

**RESOLVED: Policy adopted.**

**RESOLVED: Cllr Stannard to provide email addresses for the**

**[chairman@benthamtowncouncil.co.uk](mailto:chairman@benthamtowncouncil.co.uk) and the**

**[vicechairman@benthamtowncouncil.co.uk](mailto:vicechairman@benthamtowncouncil.co.uk) and these to be included in the contact section of the complaints procedure document, in order to avoid having to update the policy with new contact details annually.**

- 217  
217.1 To consider quotes for the new Heritage Trail maps and agree a way forward: -  
Colour Heroes. (Papers 2020/136A and 136B)  
**RESOLVED: Not to order at this time.**  
**RESOLVED: Clerk to obtain quotes from Stramongate Press and Andrews for printing trifold paper version of the Heritage Trail walk map, based on the layout of the Bentham Loop Trail map supplied by Cllr Marshall.**
- 217.2 Yellow Publications. (Paper 2020/137)  
**RESOLVED: To order 100 for sale.**
- 218 To consider allocating £471.55 from Reserves to cover the running costs of defibrillators from 2016/2017 to date. (Paper 20208/138)  
**RESOLVED: Agreed, clerk to proceed.**
- 219 To consider a quote for new rope for town hall flagpole. (Paper 2020/139)  
**RESOLVED: Quote agreed. Clerk to proceed with purchase asap.**
- 220 To consider the arrangements for a mobile phone for the clerk and agree a way forward.  
**RESOLVED: Budget agreed as £200.**  
**RESOLVED: Cllr Stannard to proceed with the purchase of mobile phone and contract.**
- 221  
221.1 To consider matters relating to the Community Youth Building and agree a way forward:  
To consider the correspondence from David Livesey. (Paper 2020/140)  
**RESOLVED: Clerk to reply to Mr Livesey pointing out that the council obtain three quotes for all work; asking him to let the council know who he can recommend to repair the door for £400 including labour; likewise, who can he recommend to replace the fuse-wire distribution unit with an UpToDate RCD unit, and an inspection of the whole installation for £600; pointing out that the front of the building is listed; agreeing to offer the building to Rev Anne Russell if it is decided to sell it; and asking who he can recommend to replace the double glazing panels for tens of pounds.**
- 221.2 To consider writing a short report for the Bentham News.  
**RESOLVED: To leave it the Bentham News's reporters to cover.**
- 222 To consider the situation regarding the Goodenber Play Area Committee and agree a way forward. (Paper 2020/141)  
As Craig Lyons had a number of suggestions regarding action at the play area it was recommended that he gets in touch with the play area committee to discuss his proposals.  
**RESOLVED: To raise the 2021 grant to the Goodenber Play Area association to £3,000.**  
**RESOLVED: To recommend that the need for new volunteers on the committee is promoted more.**
- 223 To consider the following correspondence and to agree a way forward and/or a response: -
- 223.1 Letter of 16/11/2020 from Richard Foster of Craven District Council regarding local government reorganisation. (Paper 2020/142)  
**RESOLVED: Not to reply in view of the fact that no details have been provided regarding what level of service Bentham Town Council can expect to receive under the new proposals, thereby making an understanding of the options impossible.**
- 223.2 Email of 23/11/2020 from Anne Read and Pam Jordan of the North Craven Heritage Trust regarding The Future of Democracy in North Craven. (Paper 2020/143)  
**RESOLVED: Not to reply in view of the fact that no details have been received from Craven DC or NYCC regarding what level of service Bentham Town Council can expect**

- to receive under the new proposals, thereby making an understanding of the options impossible.**
- 223.3 Email of 19/11/2020 from Jonathan Scott of Bentham Surgery regarding Western Dales Primary Care Network Inequalities Project. (Papers 2020/144a, 144B and 144C)  
**RESOLVED: Cllr Stannard will attend the virtual planning meeting on Tuesday 15<sup>th</sup> December.**
- 224 To receive the following items of correspondence – email with enclosures from Office for National Statistics regarding the 2021 Census. (Papers 2020/145A, 145B and 145C).  
**Received.**
- 225 To receive reports from Councillors who represent the council on to her bodies (for information only).  
**Victoria Institute:** Cllr Bridgeman reported that the AGM was held on 20/10/2020; that the water problem has been solved; Dave Lewis was thanked for all his service to the Institute; The hall is being used regularly to help others; and the finances are OK. An ordinary meeting was held 20/10/10; the precept application was discussed; Community Link Café is ticking along; finances OK; maintenance is in hand (usual of chasing the plumber); and that a number of groups have returned.
- 226 Items for next meeting and minor items only.  
It was reported that this afternoon older pupils from the Cedar School were once again in the toddler area at PHPF, and that a member of staff was pushing older children on the roundabout that is intended for toddlers. Clerk to write to the school again asking for the toddler area to be treated with respect please.
- 227 Date of next meeting. **4<sup>th</sup> January 2021**
- There being no further business the meeting closed at 9.34 pm.

#### **CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 30 November 2020**

- 1. Planning Decisions Received Since 29<sup>th</sup> October 2020 (Date of last clerk's report).**
  - 1.1. GRANTED**
    - 1.1.1. 2020/21887/FUL Erection of portal frame agricultural building at High Bottom Farm, Birkwith Lane, Low Bentham. Lancaster, LA2 7DG.
    - 1.1.2. 2020/22059/FUL proposed Equestrian Development including Change of Use pf existing agricultural buildings, removal of a dilapidated cow shed erection of stables and formation of an outdoor arena.
  - 1.2. REFUSED - none**
  - 1.3. WITHDRAWN – none**
- 2. Planning Correspondence:** -Reply re SNN/01141 Conversion of former Nat West Bank premises, Station Road, Bentham. Re street naming and numbering. Circulated 30/11.
- 3. Items circulated by email**
  - 3.1. News from the Ingleborough Team of Churches 02/11
  - 3.2. From DCllr Brockbank 05/11 Covid Grants for Businesses
  - 3.3. 11th November - Remembrance Day plans for you – from rev Anne, Circulated 09/11.
  - 3.4. Bentham Older People Together newsletter 16/11
  - 3.5. Campaign to Protect Rural England: Churchyard Competition 2021. Circulated 30/11.
  - 3.6. Community First Yorkshire - Weekly updates**

**3.7. Craven District Council**

- 3.7.1. RHSS
  - 3.7.1.1. Funding & Manifest Marketing & empty shop window decorating 05/11
  - 3.7.1.2. Update email 30/11
- 3.7.2. Ward Members Grant Application scheme details from Stuart Handley 06/11
- 3.7.3. New consultations taking place in Craven - have your say! 11/11
- 3.7.4. Enterprise Craven Newsletter. 30/11

**3.8. Lancaster City Council - Planning Policy Latest Consultation News November 2020 12/11****3.9. NALC**

- 3.9.1. Chief Executives Bulletin 02/11; 16/11; 30/11
- 3.9.2. Newsletters
- 3.9.3. Rebuilding Communities
  - 3.9.3.1. Using strategic planning to delivery larger projects 09/11
  - 3.9.3.2. What will the future look like beyond COVID-19? 30/11
- 3.9.4. Coronavirus update 02/11; 05/11
- 3.9.5. **NALC launches campaign to promote local elections 05/11**
  - 3.9.5.1. Help give young people a voice in your community

**3.10. NYCC**

- 3.10.1. Local Government Re-organisation of North Yorkshire letter from Carl Les 09/11
- 3.10.2. Warm & Well free online sessions for communities with emergency plans 10/11

**3.11. North Yorkshire Community Messaging – North Yorkshire Police**

- 3.11.1. Weekly updates
- 3.11.2. Police Report 02/11
- 3.11.3. PayPal Phishing Alert 06/11
- 3.11.4. Burglary Chapel le Dale 06/11
- 3.11.5. Theft of Trailer Chapel Le Dale 06/11

**3.12. POLICE – car parking problems**

- 3.12.1. reply from Jayne Grace re car parking problems in Bentham. 30/11
- 3.12.2. Reply from David Pope of parking enforcement at Harrogate. 30/11

**3.13. Rural Services Network**

- 3.13.1. Weekly updates
- 3.13.2. The Rural Bulletin 03/11; 10/11; 17/11; 30/11
- 3.13.3. Funding Digest November 05/11

**3.14. Western Dales Primary Care Network Health Inequalities Project.**

- 3.14.1. Email from Jonathon Scott at Bentham Surgery about the project. 30/11
- 3.14.2. Reply to Jonathan Scott from Marion Tweed-Rycroft at CDC. 30/11

**3.15. YLCA**

- 3.15.1. White Rose updates 09/11
- 3.15.2. Training bulletin 02/11; 30/11
- 3.15.3. COVID 19 AND REMEMBRANCE SUNDAY EVENTS 03/11
- 3.15.4. COUNCILLORS DISCUSSION FORUM SESSION THURSDAY, 12 NOVEMBER 2020 – 6.00PM – 7.00PM Free of Charge. Circulated 09/11
- 3.15.5. Training Bulletin 16/11
- 3.15.6. 2021 ELECTION PROMOTIONAL MATERIALS 18/11

Hello

Merry Christmas & a Happy New Year

Please find your monthly police report for Bentham Town Council meeting 07.12.20

We have had 52 incidents reported between 31.10.20 to 04.12.20

Reports include - General Admin from other Police force enquiries, Abandon call, Contact from other agencies – in order, Abandon vehicle – Station Road, Highway disruption - Civil vehicle removed Low Bentham, Fraud – Facebook, Found property ammunition – destroyed, Abandon vehicle Cleveland private carpark, RTC – Robin Lane, Abandon call

12 incidents relating to Young person's homes & school - joint partnership working with home & Police

9 incidents - Covid19 – Holiday lets/ licensing

31.10.20 – Concern for Welfare – In order – joint partnership working Ambulance  
 01.11.20 – Flood warnings – Pye Busk Close & Wenning Avenue  
 04.11.20 – Suspect incident – door to door – Low Bentham Road - Joint partnership working with Trading Standards  
 05.11.20 – ASB Nuisance – Low Bentham  
 05.11.20 – Concern – fireworks on Springfield  
 06.11.20 – Suspect males – Station Road  
 12/20/22.11.20 – Domestic incident  
 14.11.20 – Stolen vehicle Black Bull Hotel – recovered 16.11.20 in Cumbria  
 16.11.20 – neighbour dispute – Duke Street/Goodenber  
 21.11.20 – Suspect RTC – Robin Lane – area searched no gain  
 21.11.20 – Domestic Incident  
 25.11.20 – Civil dispute – Station Road  
 27.11.20 – Animal concern – civil dispute  
 27.11.20 – ASB environmental – fly tipping – Hillside  
 04.12.20 – Concern for safety & welfare

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).

If anyone would like to sign up to Craven Community messaging then please visit - [www.northyorkshirecommunitymessaging.org](http://www.northyorkshirecommunitymessaging.org)

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)