

MINUTES of the Council Meeting held on Monday 26th July 2021, at 7.30 pm – in the Ballroom, Bentham Town Hall.

Present: Cllrs Taylor (Chair), Adams, Faraday, Handford, Marshall, and Stannard. The Clerk Christine Downey.

- 98 Apologies from **members** unable to attend: -
- 98.1 To Note Apologies for absence given in advance of the meeting.
Cllrs Bridgeman, Hill, Swales and Wills.
DCllrs Brockbank and Handley.
- 98.2 To consider acceptance of reasons for absence.
None.
- 99 Declaration of interests: -
- 99.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
None
- 99.2 To approve dispensation requests.
None.
- 100 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.
- 101 To Confirm the Minutes of the previous meeting on 5th July 2021. (Paper 2021/122)
RESOLVED: That the minutes of the meeting of 5th July 2021 are agreed and be signed.
- 102 To consider and comment upon new planning applications: -
- 102.1 2021/22790/LBC. Internal and external alterations, including part-demolition of porch, replacement windows and doors, demolition of chimney, addition of steel flue. At Gruskham, Mewith, Bentham, Lancaster, LA2 7AX.
RESOLVED: The Council has no comments on this application.
- 102.2 202/122859/HH. Double garage. Bankside, Lakeber Drive, High Bentham, Lancaster, LA2 7JG.
RESOLVED: The Council has no comments on this application.
- 102.3 2021/22900/FUL. Install air source heat pump in rear garden. Gruskham, Mewith, Bentham, Lancaster, LA2 7AX.
RESOLVED: The Council has no comments on this application.
- 102.4 2021/22901/LBC. Installation of an air source heat pump in rear garden. Gruskham, Mewith, Bentham, Lancaster, LA2 7AX.
RESOLVED: The Council has no comments on this application.
- 103 Highway Matters: -
- 103.1 To discuss the Haweswater Aqueduct Resilience Programme (HARP) and agree a way forward.
RESOLVED: Clerk to ask the Highways Department of NYCC what comments and concerns they have regard HARP.

103.2 To consider correspondence regarding speeding on Springfield and disabled parking bays in the Low Bentham car park and to agree a way forward and/or a response. (Paper 2021/123)

RESOLVED: Clerk to advise the police of the residents concerns regarding speeding on Springfield.

RESOLVED: Clerk to advise the resident that the car park in Low Bentham is the responsibility of Craven District Council.

104 To agree the Accounts for payment

WaterPlus	Waste water	187.61
Clearglass Cleaning	Window cleaning at Town Hall	150.00
Citron	Sanitary disposal unit	13.72
Viking	Stationery	37.19
WPS Hallam Council Guard	Engineering Insurance	600.79
Kingsdale Projects	Cemetery grass / other grass / Harley Close/ Watering planters/ building maintenance at Town Hall.	2,885.00
BT Group Plc	Phone bill TIP.	48.17
Ionis	Domain name aboutbentham.uk	12.00
SSE Swalec	Unmetered electric supply	95.27
Craven District Council	Trade waste 2021/22	55.10
Premium Credit	Insurance	334.76

RESOLVED: Approved.

RESOLVED: Cllrs Faraday and Stannard to authorise.

105 To agree an amended timetable of meetings for the council year. (Paper 2021/124)

RESOLVED: Agreed.

106 To discuss Town Hall bookings and agree a way forward regarding: -

106.1 Maximum number per room.

RESOLVED: Maximum numbers per room to return to the pre pandemic figures.

106.2 Risk assessment from hirers.

RESOLVED: Not required under the current government guidance.

106.3 Arrangements in Town Hall.

RESOLVED: To keep using the plastic seats in preference to the fabric covered chairs.

RESOLVED: Otherwise, to return to the pre pandemic agreements, e.g., handryer may be turned on again in the toilets, opening time for toilets no longer limited to 10 am to 4 pm.

106.4 Zoom facilities.

RESOLVED: There is wifi which enables hirers to run zoom meetings using their own equipment.

107 To consider the quotes for defibrillator work and agree a way forward. (Paper 2021/125)

RESOLVED: To accept the quote of £200.00 for the installation of the new defibrillator in High Bentham. Clerk to request that it is hard wired.

RESOLVED: To accept the quote of £80.00 to move the defibrillator on the Town Hall wall to a higher position. Clerk to request that it is hard wired at the same time.

RESOLVED: Cllr Faraday to request permission for the electrics on the defibrillator at the Victoria Institute in Low Bentham to be hard wired.

108 To consider council involvement in a Community Led Plan and to agree a way forward.

RESOLVED: No further action.

- 109 Flying the flag at the Town Hall: -
- 109.1 To discuss the arrangements for flying the flag and agree a way forward. (Paper 2021/126)
RESOLVED: That there should be no change to the current arrangements for flying the flag, provided that Clifford and Carl are agreeable.
RESOLVED: The two new sown flags to be provided to Clifford and Carl, if they are happy to continue with the current arrangements.
- 109.2 To discuss ways of flying the flag at the Town Hall without causing damage to it and agree a way forward.
RESOLVED: Clerk to order a flag pole for School Hill, with internal halyard, and make arrangements for its installation at School Hill.
- 110 Building Maintenance: -
- 110.1 To approve minutes of 15th February 2021. (Paper 2021/127)
RESOLVED: That the minutes of the Building Maintenance committee meeting of 15th February 2021 are agreed and be signed.
- 110.2 To review the position regarding the Town Hall risk assessment and to agree a way forward. (Paper 2021/128)
 It was reported that on completion of the remaining recommendations from the Town Hall Fire Risk Assessment, that Cllr Handford will work through the assessment with the clerk to ensure that all items have been satisfactorily dealt with.
RESOLVED: Clerk to make arrangements for Craig Lyons to conduct the fire extinguisher training and fire awareness training.
RESOLVED: Cllr Adams will prepare a fire alarm zone plan for next to the fire alarm panel.
- 110.3 To consider quotes for work at Town Hall: -
- 110.3.1 Sliding door repair. (Paper 2021/129)
RESOLVED: To accept the quote for £635.00 plus vat for the sliding door repair.
- 110.3.2 Replacement of leaky taps. (Paper 2021/130)
RESOLVED: To accept the quote for £566.72 plus vat for the replacement of leaky taps.
- 110.3.3 Fire shutter and emergency light work. (Paper 2021/131)
RESOLVED: To accept the quote for £668.92 plus vat for the fire shutter and emergency light work.
- 110.4 Windows at Town Hall: -
- RESOLVED: To consider precepting for repairs, replacements, blinds and curtains as necessary in due course.**
- 110.4.1 To consider repairs to the windows.
RESOLVED: To obtain quotes for both just fixing the blown glass, and installing complete new replacement UPVC windows.
- 110.4.2 To consider installing blinds in the Ballroom.
RESOLVED: To obtain quotes for blackout blinds in the Ballroom.
RESOLVED: To obtain quotes for light curtains to be hung in addition to blackout blinds, with a view to improving the acoustics.
- 110.5 To review the lift report of 17/03/2021 – circulated 13/05/2021. (Paper 2021/132)
RESOLVED: Cllr Adams will fix the broken lock on cupboard.
RESOLVED: Cllr Stannard will review the position with the communicator.
- 110.6 To review gas appliance report 04/03/2021. (Paper 2021/133)
RESOLVED: That it is permissible to use the kitchen.
- 110.7 To review the list of outstanding repairs at Town Hall. (Paper 2021/134)
RESOLVED: Cllr Adams to speak to Ross Chesters about the plaster that fell down at the back of the stage.
RESOLVED: No further action to be taken regarding the suggestion of installing an aluminium rail around the walls in Lower Hall.
RESOLVED: Check what the position is re radiator in galley kitchen in the winter.

- 110.8 To consider matters in connection with the Community Youth Building and to agree a way forward: -
- 110.8.1 To review the position regarding work recommended by the last fire risk assessment and to agree a way forward. (Paper 2021/135)
RESOLVED: Signs marking exit routes to be stuck up during walkabout.
- 110.8.2 To consider who is responsible for obtaining and paying for the next Fire Risk Assessment. (Paper 2021/136)
RESOLVED: That the tenant is responsible for obtaining and paying for the fire risk assessment.
- 110.8.3 To consider the condition of the leaking roof and agree a way forward. (Paper 2021/137)
RESOLVED: To await the valuations on the building.
- 110.8.4 To review the list of outstanding repairs. (Paper 2021/138)
RESOLVED: To advise the tenant that it is necessary to keep a proper fire book with all fire details in it.
RESOLVED: Clerk to arrange for the front door panels to be painted.
RESOLVED: All other items to be reviewed on the walkabout.
- 110.9 Agree a date to walk through the Town Hall and Community Youth Building.
Cllrs Adams, Handford and Taylor agreed to attend Town Hall walkabout.
Cllr Handford agreed to attend Community Youth Building walk about and Cllr Wills will be requested to attend.
RESOLVED: Clerk to arrange convenient dates with participants.
- 111 Items for next meeting and minor items for information only.
Items for next agenda: - None.
Minor items: -
A) Clerk to find guidance on when a councillor is required to leave a meeting because of an interest in an item.
B) Builders at Nat West bank to be asked to stop parking on the pavement and to clear up their rubbish.
- 112 Date of the next meeting: **6th September 2021.**
- 113 To resolved 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 item 114 is considered: -
RESOLVED: That the press and public be excluded from the meeting.
- 114 To discuss the clerk's pay arrangements and agree a way forward.
RESOLVED: That as from 1st April 2021 the benchmark salary for any clerk at Bentham Town Council is Spinal Column Point 30, in the Above Substantive Range of Scale LC2, of the National Joint Council for Local Government Services Clerks Pay Scales.
RESOLVED: That as from 1st April 2021 the current clerk should be on Spinal Column Point 32, in view of the fact that since commencing employment in February 2019 she has gained both the ILCA (Introduction to Local Council Administration) and the CILCA (Certificate in Local Council Administration) qualifications.

There being no further business the meeting closed at 8.40 pm.