

MINUTES of the Council Meeting held on Monday 3rd February 2020, at 7.30 pm in the Lower Town Hall.

Present: Cllrs Marshall (Chair), Adams, Bridgeman, Burton, Handford, Hill, Stannard, Swales and Wills. The Clerk Christine Downey. Four members of the public.

- 213 To Receive Apologies from members unable to attend
Cllrs Faraday and Taylor, DCllr Handley, and CCllr Ireton.
- 214 To Receive and Record any member's Disclosable Pecuniary Interest in relation to any items on the agenda and to receive and decide members requests for DPI dispensations
Cllr Adams declared an interest in item 223.2 to discuss the request for permission for the use of a special effects in the Pantomime.
- 215 To Receive Comment & Concerns
Heather Knowles the director of the Bentham Pantomime spoke regarding the request for permission to disable the smoke alarm during a special effect (item 223.2), explaining that it would only be disabled for the duration of the effect, that it would be closely monitored, and that the pantomime would experience staging difficulties if permission cannot be granted.
- 216 To Confirm the Minutes of the previous meetings on 6th January 2020, 13th January 2020 (precept), and 20th January 2020
RESOLVED: That the minutes of the meetings of 6th January 2020, 13th January 2020, and 20th January 2020 are agreed and be signed.
- 217 To receive the Clerks Report – see end of these minutes for clerk's report
- 218 To receive the Police Report – see end of these minutes for police report
- 219 To receive Reports from CCllrs & DCllrs – None.
- 220 Planning
- 220.1 To consider and comment upon New Planning Applications
- 220.1.1 2019/21289/LBC. Removal of timber fencing and replacement with Beech hedgerow and dry-stone wall to southern end of site boundary, (Previous application 2019/21070/LBC). At Scaleber farm, Back Lane, Low Bentham, Lancaster, LA2 8NZ.
RESOLVED: That the council has no comments.
- 220.1.2 2019/21335/FUL. Change of use of garage to dog grooming business. Proposal includes amending the existing flat felt roof to a pitched apex roof, the installation of 1velux window, and solar panels.
RESOLVED: That the council has no comments.
- 220.2 To receive Planning Decisions – **see clerks report**
- 220.3 To receive Correspondence on Planning Issues – **None.**
- 221 Highways Matters
- 221.1 To receive an update on the road safety issue at St Johns church and Cedar House School
RESOLVED: To await the list of details of what has been suggested by Darren Grimes of the Highways department regarding a temporary VAS, and alternative suggestions made by the highways department from DCllr Brockbank. (Item 152.2 of minutes dated 2nd December 2019 refer).
- 221.2 To consider and note Highway Matters for information

Low Bentham road is in an appalling condition. The repeated small repairs are not addressing the issue adequately. What is needed is for the entire stretch from the boundary to St John's Church to be looked at by the Highways department. At the meeting with the highways department on 29/10/19 they didn't consider this stretch bad enough to warrant a survey of the condition to be conducted, but it is now considerably worse.

RESOLVED: Clerk to ask police for any recent accident reports for this stretch, to strengthen case for survey of road condition on whole stretch.

RESOLVED: Clerk to report to highways again and copy in the officers that came to the meeting in the town hall in October 2019.

- 222 To note the draft minutes of Finance committee meeting of 2nd January 2020
Noted.
- 223 To consider Buildings matters and quotes
- 223.1 To discuss the possibility of replacing the hob in the galley kitchen for faster model, and the offer of a 50% contribution to the cost by "Hip Joint"
There was a lengthy discussion of this matter, the main points being: -
- A) The galley kitchen is not designed for the production of full meals, it is designed for coffee mornings, and the preparation of light refreshments only.
 - B) There is no extractor fan in the galley kitchen so it is not suitable for cooking, just reheating food.
 - C) There is a question regarding whether the galley kitchen would require a full fire exit in order to allow cooking.
 - D) That there is a fully functioning kitchen upstairs that is suitable for more substantial catering requirements, including the production of full meals.
 - E) That ceramic hobs are easily damaged and are not suitable for a public building.
 - F) That the warranty on a hob purchased from Curry's may only apply to domestic use and could be invalid if the appliance is used in a public building.
- RESOLVED: To decline the suggestion of the replacement hob for the galley kitchen and the offer of a 50% contribution from Hip Joint.**
- RESOLVED: To suggest to Hip Joint that they consider hiring the upstairs kitchen if the galley kitchen is not adequate for their needs.**
- 223.2 To discuss the request for permission for the use of a special effects in the pantomime in February
RESOLVED: Permission for the use of a special effects in the pantomime in February 2020 is agreed, subject to approval from the insurance company.
- 224 To consider Open Space matters and quotes and agree a way forward
- 224.1 Ducting quotes
RESOLVED: To award the contract for the street lighting ducting at Grasmere Drive to the contract costing £2180.
- 224.2 Crow Trees Yard street lighting quote
RESOLVED: To proceed with the work quoted for by NYCC at an estimated cost of £430.
- 224.3 Fence at cemetery quote
RESOLVED: To award the contract to replace the fence on the south side of the cemetery to the contract costing £440.
- 224.4 Condition of ground at kissing gate in cemetery
RESOLVED: Cllr Adams to mark out the section to be dug out and concreted.
RESOLVED: Thomas Brown to proceed with the work subject to the cost not being excessive.
- 224.5 Renegotiation of the grass cutting contract for the playing field

What is required is to define which area of the playing field needs to be mown only and which area needs to be mown and grass picked up. It was reported that The Playing Field Association have been in contact with Andrew Tennant that this has been established.

RESOLVED: Clerk to ask Andrew Tennant for the cost for mowing and picking up the grass in the defined area, and mowing only in the periphery.

225

To receive an update on the Play Area

An independent Annual Inspection Report has today confirmed that the MUGA now complies to the BS EN standards regarding finger entrapment.

It also confirms that there are no head and neck entrapment issues on the Multi Play (Toddler) equipment, and that there is no issue with the speed of the cable runway.

The only remaining items on the annual inspection report are minor items that are either in hand or being monitored.

RESOLVED: Clerk to inform the insurance company that the finger entrapment issue has been resolved and that this has been confirmed by an independent annual inspection report today.

RESOLVED: To pay the final outstanding balance to HAGS.

226

To agree the Accounts for Payments: -

Salaries	January 2020, and 2018/19 holiday pay, and clerks back pay 18/02/19 to 31/12/19	3776.03
Stannah	Lift service	183.36
Fowler UK	CP42 Canopy gas inspection	216.00
Fowler UK	TR19 Canopy fire risk assessment	144.00
Fowler UK	PMV cooker service and grill service	264.00
Waterplus	Town hall water	168.02
Viking	Ink and stationery	207.86
Riverside	Mesh bolts and clips for fence at PHPF	57.84
Viking	Envelopes	59.96
Viking	Black and white printer	230.65
NYCC	Phase 1 street lighting	2848.16
NYCC	Phase 2 street lighting	2796.58
HB Plumbing & Heating Ltd	Fix leaking ladies toilet town hall	159.60
Taylor Environmental Groundworks Ltd	Fence and gate at PHPF	2256.00
Kingsdale Projects	Parish caretaking and work at PHPF	310.00
Tim Wheildon	Replace central heating clock at youth centre	180.85
Clearglass Cleaning	Town hall window cleaning	100.00
100.00HAGS	Final payment PHPF	16007.77
Rachel Cowgill	Contribution to cost of scaffolding for town hall roof repair	600.00
Craven DC	Refuse collection	53.42
1 & 1 Ionis	Internet	48.00
Aviva	Insurance	413.66
Swalec	Gas	481.12
NEST	Pension contribution	192.31

RESOLVED: Approved

RESOLVED: Cllrs Marshall and Adams to authorise.

- 227 To consider workload in clerk's office and agree a way forward
 It was reported that the clerk will be working a maximum of 30 hours a week as from 1st April 2020, in line with her contract of employment.
 It was agreed that the excessive workload stems from the council trying to do too much, and the fact that the number of council meetings has escalated.
 It was suggested that, in the long term, the council should consider whether it will be necessary to precept for an additional employee in the clerk's office next year. Possibly to deal with straightforward items such as PHPF inspections, chasing phone calls, and other minor items.
RESOLVED: To clear the backlog of open Spaces jobs.
RESOLVED: To complete the street lights projects.
RESOLVED: To spread the large Open Space jobs (such as grass cutting contract renewal; tree pruning, topping and lollipopping; benches renewal; and memorial testing) more evenly over a number of years.
RESOLVED: That in future when it is resolved that a councillor may obtain quotes for work in order to progress the task or project as quickly as possible, that it is minuted that the councillor will be doing so.
RESOLVED: That the clerks work will be dealt with in strict order of priority, i.e. First = must be done items. Second = Need to be done items. Third = Wanted items, that are not "musts" or "needs".
RESOLVED: That every effort will be made to reduce the "wants" category of items requiring the clerk's attention.
- 228 To discuss request from Bentham News and agree a way forward
 228.1 Donation re Heritage Trail
RESOLVED: That a donation from Bentham News towards the cost of updating signage on the heritage trail be accepted in view of the fact that the council have resolved to undertake this work as a special project in 2020/20201.
RESOLVED: That to progress the special project a number of councillors will walk the trails with a view to producing a list of the required repairs and/or maintenance work, and pricing that list.
 228.2 Request to allow reporter to sit behind the chair to take notes
RESOLVED: To set the Lower Hall up with the chairs and tables as far forward as possible.
RESOLVED: To allow the reporter from the Bentham News to sit at one side of the top council table for a trial period.
- 229 To discuss request from David Livesey regarding mobile phone masts
 This item is outside the councils remit and is highly technical.
RESOLVED: No further action regarding this request.
- 230 To discuss Christmas Lights committee meeting (27/02/2020) and the possibility of appointing a council representative
 The council invited Mark Paige and/or the Christmas Lights committee to meet with them in September 2020 to discuss the plans for Christmas 2020 and to determine if the council can help in any way.
RESOLVED: Cllr Wills will attend the meeting on 27th February on the council's behalf, but is not available to be the council representative to the Christmas Lights committee.
RESOLVED: That Cllr Wills reiterates the council's invitation for the Christmas Lights committee to present their plans to the council. A date sooner than September 2020 can be arranged, possibly with a presentation to the council before a full council meeting, at 7pm in the Lower Hall.

- 231 To discuss the possible use of the 2020 Calendar photographs on the Bentham Town Council facebook page and agree a way forward
RESOLVED: Cllr Hill will ask the photographers for their permission to use their 2020 Calendar photographs on the council facebook page, one per month.
- 232 To receive Reports from Councillors who represent the Council on other bodies (for information only)
Cllr Marshall reported that there is a vacancy at the alms house.
- 233 Items for next meeting and minor items only
It was reported that DCllr Handley would like to remind Bentham organisations that there are still ward member grant funds available from himself and DCllr Brockbank for the current year, but that the closing date for applications is 17th February 2020. DCllr Handley is keen for any interested Bentham organisations to get in touch with him to discuss the matter.
- 234 Date of next meeting: - **2nd March 2020**
- There being no further business the meeting closed at 20.45.

CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 3rd Feb 2020

1. Planning Decisions Received Since Last Meeting

- 1.1. **GRANTED** – 2019/21246/HH. Replacement of existing timber windows, French doors and entrance door with UPVC. At Garland, Doctors Hill, Low Bentham, Lancaster, LA2 7DZ.
- 1.2. **REFUSED** – 2019/21006/HH. Retrospective application for retention of rear porch including amendment to roof. At 2 Ashfield Cottages, Main Street, High Bentham, Lancaster, LA2 7HZ. Decision date 22/01/2020.
- 1.3. **WITHDRAWN** – 2019/21007/FUL. To make a new agricultural entrance into a field. At Land to South, Gill Head Farm, Robin Lane, High Bentham. Date withdrawn 30/01/2020.

2. Planning Correspondence

- 2.1. None

3. Information Regarding Items Discussed at last Council Meeting (if not on agenda) – None.

4. Items for Information – see information folder – None.

5. Items circulated by email

- 5.1. Community First Yorkshire
 - 5.1.1. Weekly update 09/01; 17/01; 24/01; 31/01
 - 5.1.2. Rural News 23/01
- 5.2. Craven District Council
 - 5.2.1. Community News January edition
 - 5.2.2. Planning Focus – regular roundup of what's new on planning focus webpage 30/01/2020
- 5.3. Keep Britain Tidy – Get ready for the Great British Spring Clean
- 5.4. Lancaster City Council Planning and Housing Policy Team – Publication of Planning Advisory Notes 06/01
- 5.5. London Hearts Parish Council Defibrillator Initiative Drive 23/01
- 5.6. NALC
 - 5.6.1. Chairman's open letter to all member councils 06/01
 - 5.6.2. Spring Conference 2020 09/01
 - 5.6.3. NALC study tour 2020/21
 - 5.6.4. Chief executives bulletin 10/01; 24/01; 31/01
 - 5.6.5. Study tour details 2020/21
- 5.7. NYCC **Modification Order: Public Footpath No 05.0/105, Shakey Bridge, Bentham.**

- 5.8. North Yorkshire Community Messaging – North Yorkshire Police
 - 5.8.1. Weekly updates
 - 5.8.2. Crime Prevention, HMRC phone call scam 05/01
 - 5.8.3. Stolen milk trailer Hellifield 07/01
 - 5.8.4. Fraud phone calls 06/01
 - 5.8.5. How much are you willing to pay for your police and fire service? 16/01
 - 5.8.6. Keep Safe from Fraud Event Mon 9th March 2020 – circulated 24/01/20
 - 5.8.7. House burglary's Ingleton and Burton in Lonsdale
 - 5.9. North Yorkshire Police, Fire and Crime Commissioner precept consultation reminder 23/01
 - 5.10. Rural Services Network
 - 5.10.1. The Rural Bulletin 07/01; 14/01; 21/01;
 - 5.10.2. Monthly bulletin Jan 2020 edition
 - 5.11. YLCA
 - 5.11.1. Craven Branch Meeting 25th Jan – details circulated 10th Jan
 - 5.11.2. White Rose weekly update 10/01; 17/01; 24/01; 31/01
 - 5.11.3. Spring Training Conference programme.
 - 5.11.4. Webinar training details 27/01
 - 5.11.5. Yorkshire Day 1st August 2020
 - 5.12. Response from Housing 21 to Cllr Ireton's query re expression of interest in their Bentham site 09/01.
 - 5.13. The FOLD – a new project for young people
 - 5.14. BEST – Climate Action meeting on 15/02/2020 – circulated 20/01/2020.
6. **Progress on Outstanding Matters – Goodenber Play Area** – Copy of the charity constitution from the Goodenber Play Area Association is waited. On receipt advice will be taken from YLCA regarding what the council may and may not do in relation to a charity.

POLICE REPORT TO BENTHAM TOWN COUNCIL, 3rd Feb 2020

Hi

Please find your monthly police report for Bentham Town Council meeting 03.02.20

We have had 43 incidents reported between 04.01.20 to 31.01.20

Reports include - General Admin from other Police force enquiries, Checks Safeguarding - Social Services, False URN Alarm, Hoax call, RTC – 2 vehicles Station Road, Animal concern – Civil, Door to Door sellers – Low Bentham

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

- 09.01.20 - ASB Personal – Manner of driving
- 13.01.20 – Criminal damage to property Main Street High Bentham
- 15.01.20 – House Burglary
- 16.01.20 – Suspect incident Mewith Lane – area search no gain
- 19.01.20 - RTC – 2 vehicles Station Road – non injury
- 19.01.20 & 22.01.20 – Highway disruption – Vehicles Parking on Pavement – Low Bentham & Robin Lane
- 24.01.20 – Suspect persons & vehicle – Robin Lane
- 24.01.20 – Theft of Catalytic Convertor from Vehicle around Butts Lane
- 25.01.20 – Missing Person – found safe & well
- 26.01.20 – X4 – ASB Nuisance Youths – Millers Court - Investigated & action taken
- 26.01.20 – Suspect males – Robin Lane & Golf Club

28.01.20 – Theft – Lakeber Avenue – Joint partnership working

29.01.20 – Crime Violence – Investigated – persons refused

Crime Prevention –

Protect your home, leave a light on The darker nights are well and truly here, and this can catch residents out when it comes to home security. Too often, householders are making their properties an attractive proposition for burglars and thieves by leaving them in darkness.

However, a few simple steps are all it takes to counter this risk – and this is where the police can help.”

- a well-lit home gives the impression that someone is in
- use timer switchers to turn lights on while you are out
- don't leave curtains closed during the day, only in the evening and overnight
- lock all windows and doors
- keep valuable items out of view
- keep gates well secured

Light up, Lock up

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

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

You can also report safety issues under speed concerns on - www.roadwise.co.uk.

If anyone would like to sign up to Craven Community messaging then please visit -

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

Kind Regards

Jayne

PCSO Jayne Grace

Collar number 5561

Dedicated Safer Neighbourhood PCSO

Settle Ingleton & Bentham area

North Yorkshire Police

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