

MINUTES of the Council Meeting held on Monday 15th June 2020, at 7.30 pm – conducted remotely.

Present: Cllrs Adams, Bridgeman, Burton, Faraday, Handford, Marshall, Stannard, Swales, Taylor and Wills. DCllr Handley. The Clerk Christine Downey. And five members of the public.

- 30 To Receive Apologies from members unable to attend.
Cllr Hill.
- 31 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 Taylor declared an interest in item 44.2: To consider a quote for Buildings work from S Frankland.
Later in the meeting Cllr Faraday declared an interest in item 38.1: To consider applications for grants under the Bentham Town Council COVID19 Assistance Grant policy – Bentham Older People Together.
- 32 To Receive Comment & Concerns
Shirley Brown referred the meeting to item 2.8.3 of the Clerks Report of 10/06/2020, Update on Bentham to Wennington Road B6480 “The road has been assessed by one of my Engineers and a works order raised to carry out repairs to be undertaken late summer/early autumn.” She stressed that this is an extremely dangerous stretch of road and in a terrible state of repair. She asked the council to press NYCC to do the necessary repairs soon than “late summer/early autumn”.
Sue Bloxham spoke in support of the Covid19 Assistance Grant application made by Bentham Older People Together. She reported that BOPT have combined with local church and Bentham Mutual Aid group and are taking the lead in providing help. Their main focus is on older people, who are not going out, and continue to need considerable amounts of support. Funding is needed to carry on maintaining the provisions until the end of September, when it is hoped to open up some of the former provisions. She stressed that a relatively small amount of funding can have a big impact. They have applied, and obtained, funding from other sources but still need help to keep going until end of September.
Charlotte Mouncey spoke in connection with the revised planning application from the Co-Op. She reported that the original intention was to keep the Eastern face of the building looking like a residential house, and that her main concern is that continued alterations and/or amendments to the plans are in danger of weakening and inhibiting that intention.
- 33 To Confirm the Minutes of the previous meetings on 18th May 2020. (Paper 2020/21)
RESOLVED: That the minutes of the meetings of 18th May 2020 are agreed and be signed.
- 34 To receive the Clerks Report (for information only). (Paper 2020/22)
Received.
- 35 To receive Reports from CCllr & DCllrs
DCllr Handley reported that a more detailed financial report from Craven DC will be ready next Tuesday, but that otherwise the financial position is much the same as in his last report. Craven will receive some grants from the government, but they will not cover the amounts lost due to the pandemic. Loosing between £400,000 and £500,000 a month at the moment.
A Business Grant Discretionary Scheme is going to policy tomorrow, but the two-week application window closes this Thursday. Not sure yet if this will be

extended. Small and medium business that have not qualified for other grant support should consider applying. The government want B&B, market traders, charities, and those in shared spaces to be prioritised. Talk to DCllr Handley if anybody needs help with this.

36

Planning

36.1 To consider and comment upon New Planning Applications

36.1.1 2020/21623/VAR Application for variation of condition no's 2 (Approved Plans) and 5 (Tree Planting Scheme) of planning application referenced 2019/20986/MMA granted 22 November 2019 at United Co-Operative Late Shop, Main Street, High Bentham, Lancaster, LA2 7HE.

RESOLVED: That the council has no objections to this application, but would comment that there are concerns that continued alterations and/or amendments to the original application may threaten or inhibit the original plan to keep the Eastern face of the building looking like a residential house. The council trust that the monitoring officer will ensure that the plans to keep the Eastern face of the building looking like a residential house will be maintained and upheld.

36.1.2 2020/21641/FUL Change of use of agricultural grassland for the siting of 8 No. high quality glamping pods, a recreational and utility building, retention of an existing structure for use as a management suite and associated site works at Land North of B6480, Bentham, Lancaster, LA2 7AJ.

RESOLVED: That the council has no objections to this application.

36.2 To receive Planning Decisions – **None.**

36.3 To receive Correspondence on Planning Issues and agree a way forward. Consultation on planning application – amendments: 2020/21514/FUL Conversion and extension of former NatWest Bank to form 2 residential properties and associated external works, at National Westminster Bank, Station Road, High Bentham, Lancaster, LA2 7LF.

RESOLVED: That the council has no objections to this application.

37

Highways Matters: - To consider and note Highway Matters for information – if any (Councillors can comment on any minor Highway issues currently causing concern). It was noted that bikes are now driving down the centre of the road on the bad section of B6480, to avoid the potholes on both sides, and that this is extremely dangerous.
RESOLVED: Clerk to ask NYCC to do the repairs to the B6480 that are scheduled to take place in later summer/early autumn sooner than that; to be done asap.

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COVID 19 related matters

38.1 To consider applications for grants under the Bentham Town Council COVID19 Assistance Grant policy – Bentham Older People Together. (Paper 2020/23)
Cllr Faraday declared an interest in this item and did not participate in the discussion or voting.

RESOLVED: To award an assistance grant of £888.

38.2 To consider the letter from Paul Oaks regarding “Bentham’s Provision for help for the Elderly and Shielded people”, and to agree a response and/or way forward. (Paper 2020/24)

It was reported to the meeting that the Northallerton phone number is manned and was deliberately used in the publicity about how to access help in response to the Covid19 crisis specifically for this reason.

RESOLVED: Clerk to reply to Mr Oaks explaining the above.

38.3 To consider issues concerned with re-opening Philip Harvey Playing Field and the Town Hall, and to agree a way forward.

RESOLVED: Philip Harvey Playing Field to remain closed.

RESOLVED: The disabled toilet at the town hall to be opened to the public as soon as possible - subject to a risk assessment being completed first, and its recommendations implemented.

RESOLVED: That only the disabled toilet should be opened to the public.

RESOLVED: That access to the first floor will be blocked.

RESOLVED: That a means of locking the gent's toilets closed will be found.

RESOLVED: Cllrs Swales and Bridgeman to write a risk assessment for opening the disabled toilet to the public.

RESOLVED: That the risk assessment will cover what PPE is necessary for the cleaners and caretaker.

RESOLVED: That a sign indicating that the toilets are closed for cleaning will be needed – to be included in risk assessment.

RESOLVED: DCllr Handley will obtain the Craven DC risk assessment on public toilets and forward to the clerk.

- 39 To discuss the litter problem and agree a way forward.
It was reported to the meeting that used Costa Coffee cups are being discarded around the neighbourhood.
RESOLVED: Clerk to write to the Co-Op asking if they can use reusable cups for the Costa Coffee, or if people can use their own cups/mugs.

- 40 To review the Insurance Values as shown in the assets register. (Paper 2020/25)
RESOLVED: That the clerk obtains advice on the best practice for valuing 43 benches for insurance purposes.

- 41 To consider the Insurance Renewal Documentation and agree any changes, if any. (Paper 2020/26)
RESOLVED: That the insurance renewal is agreed.

- 42 To consider purchasing a BlueJeans licence for Bentham Town Council.
RESOLVED: To continue using Cllr Adams license at this time.
RESOLVED: To keep this under review.
RESOLVED: Cllr Farady to train on how to host meetings on BlueJeans.

- 43 **Accounts for Payment**
Payments agreed remotely on 29th May 2020: Approved by full council and authorised by Cllrs Faraday and Stannard.

B&CE Armstrong	Paint, white spirit, sandpaper	22.98
SLCC	The Clerks Manual & Speed-Reading Media Relations	61.90
Thomas Graham	Soap and dispensers for hand sanitiser	65.63
Viking	Stationery – paper and ink and lever arch files	186.70
Christine Downey	Reimbursed exps – reference book. The Parish Councillors Guide.	34.00
Salaries	May 2020	2536.81
Home Care	Cleaning floors town hall and fabric chairs	484.00
Kingsdale Projects	Cemetery grass 500 / other grass 1995 / Harley Close strimming = parish care-taking 80 / PHPF power wash 180 / bench installation 625 / heritage trail work 359.	3729.00
Information Commissioners Office	Data protection fee	35.00
SSE Swalec	Gas town hall	21.91

Aviva	Insurance	413.69
NEST	Pension contribution	91.96

Accounts for Payment 17/06/2020: -

Andrew Tennant	Playing Field grass = grant	960.00
Yorkshire & The Humber Regional Training Partnership	The provision of tutoring/mentoring services to the clerk in the Certificate in Local Council Administration (CILCA) for Mrs C Downey.	300.00
BT	Phone bill – town hall, quarterly	309.00
1 & 1 Ionis	Internet	18.00
BT	Phone bill – TIP, monthly	44.28

RESOLVED: Approved

RESOLVED: To be authorised by Cllrs Faraday and Stannard.

- 44 To consider Buildings matters and quotes: -
- 44.1 Quote from Howsons for smoke detectors and call points. (Paper 2020/27)
RESOLVED: To proceed with the work quoted for at a cost of £546.12
- 44.2 Steve Frankland quote for repairs to various doors and reinstating seat at The Green, Low Bentham. (Paper 2020/28)
RESOLVED: To proceed with the work quoted for at a cost of £370.00
- 45 To discuss the Street Lighting Programme and agree a way forward: -
- 45.1 To receive a general update.
RESOLVED: Clerk to chase Peter Ball again about the removal of the old lights.
- 45.2 To consider having a policy for the adoption of street lights on new housing developments.
RESOLVED: Not to implement a policy of adopting street lights on new housing developments.
- 45.3 To consider a new contract for the councils unmetered electricity supply. (Paper 2020/29)
 It was reported to the meeting that the new contact has not yet arrived but is expected in time for the 06/07/2020 meeting.
RESOLVED: To be considered at the next full council meeting.
- 46 To discuss progress on the special project to update the Heritage Trail and footpath and agree a way forward.
- 46.1 Two quotes to be considered: -
- 46.1.1 DAB Graphics quote for 250 Foamex Waymarker Discs. (Paper 2020/30)
RESOLVED: To proceed with the work quoted for at a cost of £272.50 plus delivery and to be ordered by the clerk.
- 46.1.2 Thomas Brown/Kingsdale Projects quote for the major works on trails and footpath. (Paper 2020/31)
RESOLVED: To proceed with the work quoted for.
- 46.2 Info board – Farming Information Board at Riddings Lane missing.
RESOLVED: To decide on a way forward after the rest of the heritage trail and footpath work has been completed.
RESOLVED: Consideration of a new map for the heritage trails to be referred to Open Spaces.
- 47 To discuss the request from Citizens Advice Craven & Harrogate District (CACHD) and agree a way forward. (Paper 2020/32)

RESOLVED: To forward the request to The Bentham News for consideration as an article.

RESOLVED: To offer the use of the Town Hall for Citizens Advice sessions, pointing out the limitations of the premises in relation to privacy/confidentiality.

48 To discuss the position regarding the handling of anonymous letters and agree a way forward. (Paper 2020/33)

RESOLVED: To circulate anonymous letters to councillors in the “for information” folder. Not to be included as an agenda item, and not to be discussed at the meeting.

49 To receive any items of correspondence – if any.

None

50 To receive reports from councillors who represent the council on other bodies (For information only).

None

51 Items for next meeting and minor items only: -

RESOLVED: That the Open Spaces meeting scheduled for tonight is rescheduled for Monday 22nd June 2020.

RESOLVED: That there will be a Marketing Committee meeting on Monday 27th July 2020.

RESOLVED: That the clerk will forward details of a contact at Yorkshire Housing to Cllr Adams. (In connection with grass cutting by bungalows at Wesley Way)

52 Date of next meeting: - **6th July 2020.**

There being no further business the meeting closed at 21.33.

CLERK’S REPORT TO BENTHAM TOWN COUNCIL, 10th JUNE 2020

1. Planning Decisions Received Since 13th May 2020 (Date of last clerk’s report).

1.1. GRANTED –

1.1.1. 2019/21288/FUL Removal of timber fencing and replacement with Beech hedgerow and dry-stone wall to southern end of eastern site boundary, (Revision following refusal of previous application 2019/21070/LBC).

1.1.2. 2020/21534/HH Detached double garage and workshop at Beech Croft Barn, Mewith Lane, Mewith, Bentham, Lancaster, LA2 7AP.

1.2. REFUSED – None

1.3. WITHDRAWN – None.

2. Items circulated by email

2.1. Local Electricity Bill - House of Commons debate on Wednesday: from Power for People Org, circulated 08/06

2.2. Community First Yorkshire

2.2.1. Weekly update 07/05; 15/05; 22/05; 28/05; 05/06

2.2.2. Rural News

2.2.3. Covid19 testing available in various areas 19 – 21 May (received and circulated 19/05)

2.3. Craven District Council

2.3.1. Community News 21/05

2.3.2. Anti-litter poster 03/06

2.4. LASRUH newsletter June 2020

2.5. My Club Group – news about grant applications 05/06

2.6. NALC

- 2.6.1. Chief Executives Bulletin 15/05; 22/05; 05/06
- 2.6.2. NALC extends its groundbreakingly research on dementia 16/05, 28/05
- 2.6.3. Open Letter to All Councillors 29/05
- 2.6.4. NALC launches publication on website accessibility 08/06
- 2.6.5. NALC Guidance - Compliance with The Public Sector Bodies (websites and mobile applications) (no. 2) Accessibility Regulations, 2018 08/06
- 2.6.6. NALC publishes new edition of Points of Light 09/06
- 2.7. North Yorkshire Community Messaging – North Yorkshire Police
 - 2.7.1. Weekly updates
 - 2.7.2. Facebook Live Session Telephone Scams 14/05
 - 2.7.3. Dementia Action Week 14/05
 - 2.7.4. Per sales online 18/05
 - 2.7.5. Leaders to give update on Coronavirus response in North Yorkshire 16/05 and 01/06
 - 2.7.6. Third Sector Questionnaire – additional support for children and young people’s mental health and well being
 - 2.7.7. Track and trace info
- 2.8. NYCC
 - 2.8.1. Planned Road Closure Notification - 25648 - County Boundary to Mill Lane, Low Bentham, circulated 29/05, closure is 15th and 16th June. AMNDED to 29th and 30th June – circulated 05/06/2020.
 - 2.8.2. Buy Local poster 29/05.
 - 2.8.3. Update on Bentham to Wennington Road B6480 “The road has been assessed by one of my Engineers and a works order raised to carry out repairs to be undertaken late summer/early autumn.” Circulated 05/06/
- 2.9. Police Report – circulated 01/06/2020
- 2.10. Rural Services Network
 - 2.10.1. Weekly updates
 - 2.10.2. Rural Service Funding Digest – 03/06
 - 2.10.3. The Rural Bulletin 19/05; 27/05; 01/06; 09/06
- 2.11. YLCA
 - 2.11.1. White Rose update 01/05; 07/05; 15/05; 05/06
 - 2.11.2. Training programme May to July 06/05 and Jun to July 28/05
 - 2.11.3. Latest advice re the holding of meetings 12/05
 - 2.11.4. Craven branch meeting 7th June 2020 – details circulated 29/05
- 2.12. Coronavirus
 - 2.12.1. Age UK – collection of controlled drugs 15/05
 - 2.12.2. Craven DC-
 - 2.12.2.1. message to Parish Councils with guidance re recent relaxation of lockdown rules 14/05
 - 2.12.2.2. Update on Community Mutual Aid groups 20/05
 - 2.12.2.3. Enterprising Craven Business News - The latest on business grants & reopening safely 05/06
 - 2.12.3. NALC – coronavirus information for parish and town councils 16/05; 26/05; 04/06
 - 2.12.4. Notice Boards Online – social distancing signs etc
- 3. **Progress on Outstanding Matters if not on agenda - Goodenber Play Area: -**

Copy of the charity constitution from the Goodenber Play Area Association arrived 11/05/2020. Advice will be taken from YLCA regarding what the council may and may not do in relation to a charity.