



## BENTHAM TOWN COUNCIL

### MINUTES of the Open Spaces Committee on Monday 22<sup>nd</sup> June at 7.30pm – Conducted remotely.

Present: Cllrs Bridgeman (Chairman), Burton, Faraday, Marshall and Swales; the Clerk Christine Downey, and District Councillor Brockbank.

- OS1 To elect a chairman for 2020/2021  
**RESOLVED: That Cllr Bridgeman be elected as Chairman of the Open Spaces Committee for the year 2020/2021.**
- OS2 To receive apologies from members unable to attend: **Councillor Handford.**
- OS3 To Receive & Record any member's Disclosable Pecuniary Interest in relation to items on the agenda and to receive and decide members requests for DPI dispensations  
**None.**
- OS4 To Confirm the minutes of 9<sup>th</sup> December 2019. (Paper OS2020/01)  
**RESOLVED: That the minutes of the meetings of 9<sup>th</sup> December 2019 are agreed and be signed.**
- OS5 To receive an update on the Open Spaces budget  
Parish Caretaker budget £3,000 less £190 spent = balance £2,810.  
PHPF budget £2,500 less £535 spent = balance £1,965.
- OS6 To discuss matters re the cemetery and agree actions: -
- 6.1 To discuss the cemetery in light of COVID19 and agree a way forward  
**RESOLVED: Risk assessment agreed.**  
**RESOLVED: Clerk to hang the sign circulated by Cllr Bridgeman on the cemetery gate.**
- 6.2 To discuss how to proceed re the one day's work to reveal identification stones.  
**RESOLVED: Thomas Brown to proceed with the work.**
- 6.3 To receive an update re shed.  
Update received from Cllr Bridgeman.  
**RESOLVED: Cllr Marshall to speak to Connor tomorrow about the old hearse, with a view to Lloyds Antiques removing it.**  
**RESOLVED: Timber boards for the side of grave when being dug totally rotten, and to be disposed of.**  
**RESOLVED: Cllr Bridgeman to demolish the shed and remove the wood after it has been emptied.**
- 6.4 To consider quotes for new sign on cemetery gate (wording previously agreed). (Papers OS2020/02 and OS2020/03)  
**RESOLVED: To proceed with the work quoted for at a cost of £218.**
- 6.5 To discuss discrepancy between council plan of the cemetery and plan registered with land registry and agree a way forward, (Paper 2020/04)  
**RESOLVED: Clerk to get the council address on the land registry records changed to the Town Hall.**
- 6.6 To double check a cemetery fee.  
**RESOLVED: That the fees are currently £150 for space for a plaque on the memorial wall in the cemetery, and £220 for space on the wall and provision of a plaque by the council.**  
**RESOLVED: That the cemetery fees should be reviewed at the next full council meeting.**
- OS7 To discuss matters re PHPF: -



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- 7.1 To consider and agree an action plan detailing the plan to re-open Philip Harvey Playing Field safely in due course, and the steps that will be taken to avoid confusion, in line with government recommendations on the “phased return of sports and recreation in England”. Risk Assessment hopefully expected from CCllr Stuart Handley.  
**RESOLVED: To await the publication of further guidance by the government, and to review further in due course.**
- 7.2 To consider quotes for wording on PHPF sign (Paper OS2020/05)  
**RESOLVED: Cllr Bridgeman to draft an email asking each supplier who quoted for the wording, to forward a full-size paper template of exactly how their text would look. Draft to be forwarded to the clerk with a list of email contact details for each supplier who quoted.**  
**RESOLVED: On receipt of the draft request and list of email contact details the clerk will issue the requests for the full-size paper templates.**
- 7.3 To review the Annual Inspection Report of 03/02/2020 and the quarterly inspection report of 20/05/2020 and agree actions required. (Papers OS2020/06 and OS2020/07)  
**RESOLVED: Cllr Bridgeman to discuss the finding regarding the gate openings, catches and latch with Robert Taylor.**  
**RESOLVED: Cllrs Marshall and Burton to re-examine the cable runway which the findings in the quarterly inspection report of 20/05/2020 describe as “Cable slack – Retension”. (Page 9 of the report).**  
**RESOLVED: Clerk to double check whether maintenance costs are covered in the service charges.**
- OS8 To consider if a new map is required for the Heritage Trails and agree a way forward. (Paper OS2020/08).  
**RESOLVED: To produce a new map for the heritage Trails.**  
**RESOLVED: Cllr Marshall to forward contact details for a supplier of waterproof maps to the clerk, who will then obtain a quote for a new Heritage Trail map.**
- OS9 To receive an update and/or agree a way forward re bench matters: -
- 9.1 To consider adopting a benches policy.  
**RESOLVED: Clerk to prepare a draft benches policy for consideration.**
- 9.2 The bench that a resident has asked to move.  
**RESOLVED: To remove and retain the plaque; and to move the bench at Ghyll Head Robin Lane closer to the Welcome Wall, as resolved 09/12/2019.**
- 9.3 Current condition of all the benches. (Paper OS2020/09)  
Update received as follows:  
14 Being replaced this year (2020/2021) with the standard style “Phoenix” recycled material bench.  
1 Being repaired this year by joiner: Low Bentham. None standard bench.  
15 Good / fair / or brand new on last year’s survey. No further action this year.  
13 In poorer condition: Tidied up and/or repaired last year or this spring. No further action this year.  
Total 14 + 1 + 15 + 13 = 43.
- 9.4 To consider annual replacement of a small number of benches.  
**RESOLVED: To precept for the replacement of the final 13 benches needing attention; to replace them all in the next council year, i.e. 2021/2022.**  
**RSOLVED: To review the condition of the benches annually thereafter, with a view to replacing in 2022/2023 those benches that were only classed as “fair” in 2019/2020, likely to be just 2 or 3.**



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- OS10 To discuss the replacement public noticeboard for Low Bentham and agree a way forward. (Paper OS2020/10 to follow in due course).  
**RESOLVED: To wait for the quote that is expected from Jonny Lawson within the next few weeks and consider in due course.**  
**RESOLVED: Clerk to circulate the quote for consideration on receipt.**
- OS11 To discuss the replacement bins and agree a way forward.  
**RESOLVED: To keep this matter under review.**
- OS12 To receive an update re trees – those that are obscuring light from street lights.  
**RESOLVED: To instruct Thomas Brown to trim all the trees that are obscuring street lights.**  
**RESOLVED: The clerk to write to the householders and/or land owners on whose land the street lights are sited explaining that the council will be instructing their contractor to trim the trees as soon as possible, and if they have any objections to let the council know within two weeks.** (David Cairn at Area 5 likely to have a standard letter saying this or something very similar, clerk to check).  
**RESOLVED: Clerk to provide Thomas Brown with copies of the letter sent to each address, after the two-week reply period has lapsed.**
- OS13 To discuss the availability of free trees and agree a way forward. (Paper OS2020/11).  
**RESOLVED: Clerk to find out if fruit trees are available.**
- OS14 To discuss the Pollinator Friendly Planting opportunity and the availability of volunteers for planting. (Paper OS2020/12).  
**RESOLVED: Clerk to proceed and obtain the free bulbs if possible.**
- OS15 To discuss the list of Open Spaces jobs not already covered. (Paper OS2020/13)  
**RESOLVED: Cllrs Marshall and Burton will complete the application to crown the trees at PHPF and forward it to the clerk for submission.**  
**RESOLVED: Not to apply for planning permission for floodlights at PHPF.**  
**RESOLVED: Cllr Swales to remind Cllr Wills about the repair to be done at the bus shelter, and to ask him to speak to Cllr Marshall about what is required.**  
**RESOLVED: Cllr Bridgeman to speak to Robert Taylor about the problem with the gate at PHPF.**
- OS16 To receive and consider minor items / items for next agenda  
Peter Ball to be chased up about finishing the street light work.  
Both sides of the Narrows need attention. The banking on the left (heading into town), and the trees on the right-hand side which vans are having trouble passing under. Refer to David Cairns at Area 5.  
Item for next agenda: To consider pruning the trees on Springfield (left hand side heading into town).  
**An onsite meeting will be required very shortly at PHPF to agree on how to re-open it, when the government guidance allows that.**
- OS17 Date of next meeting; 14<sup>th</sup> September 2020 and onsite meeting at PHPF to be advised.

There being no further business the meeting closed at 20.58.