

MINUTES of the Council Meeting held on Monday 3rd May 2021, at 7.00 pm – conducted remotely.

Present: Cllrs Swales (Chair), Adams, Bridgeman, Burton, Faraday, Handford, Marshall, Stannard, Taylor and Wills. CCllr Ireton. DCllr Brockbank. The Clerk Christine Downey. And one member of the public.

The meeting commenced with an expression of thanks from Cllr Taylor to all council members, county councillors, district councillors and the clerk for the support that he received during his term as Chairman.

- 1 To Appoint the Mayor for the period 2021/2022.
RESOLVED: That Cllr Swales be appointed mayor for 2021/2022.
- 2 Apologies from **members** unable to attend.
- 2.1 To Note Apologies for absence given in advance of the meeting.
Cllr Hill.
- 2.2 To consider acceptance of reasons for absence.
None.
- 3 Declaration of interests: -
- 3.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
Cllr Marshall declared an interest in a planning application, item no 16.1.1.
- 3.2 To approve dispensation requests.
None.
- 4 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.
- 5 To Confirm the Minutes of the previous meeting on 26th April 2021. (Paper 2021/75)
RESOLVED: That the minutes of the meetings of 26th April 2021 are agreed and be signed.
- 6 To appoint the Deputy Mayor for 2021/2022.
RESOLVED: That Cllr Bridgeman be appointed Vice-Chair/Deputy Mayor for 2020/2021.
- 7 To appoint members to committees and as council representatives for 2021/2022
- 7.1 Committees: **RESOLVED: That committee membership be as listed below**
- 7.1.1 Buildings: **Adams, Handford, Hill, Swales, Taylor, Wills.**
- 7.1.2 Finance: **Adams, Bridgeman, Faraday, Marshall, Swales, Taylor.**
- 7.1.3 Marketing: **Adams, Bridgeman, Burton, Hill, Stannard, Wills.**
- 7.1.4 Open Spaces: **Bridgeman, Burton, Faraday, Handford, Marshall, Stannard.**
- 7.2 Council Representatives: **RESOLVED: That representation on outside organisations is agreed as listed below**
- 7.2.1 Aid in Sickness: Cllr Adams
- 7.2.2 Bentham & District Dementia Friendly Community (BDDFC): Cllr Stannard

- 7.2.3 Bentham Area Refugee Support Group (BARSG): Cllr Taylor
- 7.2.4 Bentham Christmas Lights Committee: Cllr Handford
- 7.2.5 Bentham Common Land Charity: Cllr Stannard
- 7.2.6 Bentham Environmentally Sustainable Town (BEST): Cllr Hill
- 7.2.7 Bentham Playing Field Association: Cllr Stannard
- 7.2.8 Bentham Save A Life: Cllr Faraday
- 7.2.9 Bentham Youth Café: Cllr Wills
- 7.2.10 Collingwood & Longstaffe: Cllr Marshall
- 7.2.11 Goodenber Play Area Association: Cllr Adams
- 7.2.12 LASRUG: Cllr Adams
- 7.2.13 Longstaffe Educational Foundation: Cllr Swales
- 7.2.14 Looking Well / Bentham Community Library: Cllr Swales
- 7.2.15 Patient Representative Group: Cllr Faraday
- 7.2.16 Victoria Institute: Cllr Bridgeman
- 7.2.17 YLCA Craven Branch: Cllrs Swales and Taylor.

- 8 To review and/or confirm Banking Arrangements: -
- 8.1 To confirm that the Clerk is the Responsible Financial Officer.
RESOLVED: That the clerk continue as RFO.
- 8.2 To review the bank account arrangements and mandate.
RESOLVED: That the current bank account arrangements and mandate continue unchanged.
- 9 To agree a provisional timetable of meetings for the new council year. (Paper 2021/76)
RESOLVED: That the number of Open Spaces meetings in 2021/2022 is discussed and agreed at the next full council meeting.
RESOLVED: That, subject to the above point, the provisional meeting dates are agreed.
- 10 To consider arrangements for the holding of council meetings and agree a way forward.
RESOLVED: To resume physical council meetings in the town hall.
RESOLVED: That the first council meeting will be held in the Ballroom, with members adequately spaced out, and well away from the stage.
RESOLVED: If it is possible for members of the public to indicate in advance of a meeting that they will be attending, to encourage them to do so.
- 11 To consider arrangements for the Annual Parish Meeting and agree a way forward.
RESOLVED: To include as an agenda item for further consideration at full council meeting of 7th June 2021.
- 12 To receive the Police Report and allow members to ask questions for information – if any.
Received.
- 13 To receive a report from the Public Safety Officer and allow members to ask questions for information – if any.
No report available and Craig Lyons sent his apologies, work commitments prevent him from attending.
- 14 To receive the Clerks Report (for information only). (Paper 2021/77)
Received.

15

To receive reports from Cllr and DCllrs (for information only) – if any.

Cllr Ireton reported:

The last week has seen our Covid-19 infection rate per 100,000 population move rapidly from below the England average to above and the rate for Selby district more than double, moving from 46.3 to 109.2 currently - placing it at the top of the national league. This shows very clearly how one outbreak can create significant turbulence and concern. So, although overall the situation is encouraging in that many of our districts show rates well below the national average, it is also volatile. Selby is geographically located at the heart of the wider Yorkshire region, with extensive transport networks and lots of inward and outward travel to work so its Covid-19 infection rate is prone to that sort of turbulence, more than some other areas in North Yorkshire. Also, it is good to see our children and young people back in full swing with their learning and socialising in schools, so important for their mental and physical health and we are pleased to say that in North Yorkshire school attendance remains high at 94 per cent. We know that schools remain vigilant and robust on testing and risk assessments, so we can be confident that they will keep going to the end of the school year in this way.

Cllr Ireton recently sent an email to the clerk regarding the ownership of the car park at the cemetery which was circulated to all councillors. He reiterated that if the council own any fencing that requires attention he will try and obtain an environmental grant to assist with the cost.

DCllr Brockbank reported:

Housing 21: The show bungalow opening is 24th May and viewing is by appointment.

Fixed penalty notices on Grasmere Drive car park have caused some distresses recently and there have been comments on social media suggesting that residents thought that they had a special dispensation to park. She has checked the position with Craven DC and will put an article in the Bentham News.

Has the Town Council considered allowing members of the public to view council meetings remotely after they return to physical meetings?

In response to DCllr Brockbank's question it was reported that there are two options: -

1) To stream council meetings on YouTube, which is a function on zoom, and would need a council YouTube account to do it. That the result is one way, i.e., viewing of the meeting only, not participation.

2) Arrangements can be made whereby councillors are physically present at meetings, and all others participate remotely. This is possible on zoom, but there are complications, such as getting everybody in shot.

DCllr Brockbank was asked to pass on the grateful thanks of Bentham Town Council to all the staff at Craven District Council for their hard work in the past extremely difficult year, particularly in relation to helping local business get grants. They have been very efficient and prompt and it is very much appreciated.

16

Planning

16.1 To consider and comment upon planning applications

16.1.1 2021/22492/FUL. Extension of culverted stream and filling ground level to form an extension to the existing car park. Landscaping with native species trees and hedgerow. The Auction Mart, 3 Main Street, High Bentham, Lancaster, LA2 7HF.

Cllr Marshall left the meeting at this point.

RESOLVED: That the council has no objections to the application and is fully supportive of the scheme to extend the car park. However, the council has concerns regarding the

water course arrangements and the culvert struggling to cope, and strongly recommends that this opportunity is taken to address matters relating to the water course and run-off water arrangements. In particular that the installation of a holding tank or slow-release arrangements should be considered for any new car park, and preferably a larger area.

Cllr Marshall re-joined the meeting at this point.

- 16.1.2 2021/22681/FUL. Conversion to stables to new dwelling. At Stables, Fourlands, Low Bentham, Lancaster, LA2 7EX.

RESOLVED: That the council has concerns regarding the fact that this building is believed to be on a site where permission to build a property has previously been denied, and that the stables are a portal frame building that required a special dispensation to be erected. The question therefore arises as to whether converting this portal frame building into a dwelling is a satisfactory arrangement.

- 16.1.3 2021/22729/HH First floor extension to side and rear. At 10 Lakeber Avenue, High Bentham, Lancaster, LA2 7JJ.

RESOLVED: That the council has no comments on this application.

- 16.2 To receive planning decisions – if any (see Clerk’s report)

Received.

- 16.3 To receive correspondence on planning issues – if any (see Clerk’s report)

None.

17

Highways matters: -

- 17.1 To discuss concerns about the threat to the B6480 from erosion of the field near to Ridding Lodge and to agree a way forward. (Paper 2021/78)

Cllr Brockbank reported that she inspected the site on 27/04/2021 with Graeme Kelly of the Environment Agency; that Mr Kelly will be writing to her about the situation; and that she will report back to the council and circulate his letter in due course.

- 17.2 To discuss concerns about reduced visibility through the formerly open railings on the corner at Egerton Lodge and to agree a way forward. (Paper 2021/78)

RESOLVED: To report the matter to NY Highways for their attention.

RESOLVED: To write to the property owner advising them that this matter is being referred to NY Highways.

- 17.3 To consider and note Highway Matters for information – if any (Councillors can comment on any minor Highways issues currently causing concern).

None.

18

To note the draft minutes of the Finance Committee meeting of 26th April 2021. (Paper 2021/79)

Noted.

19

To agree the accounts for payment.

Salaries and mileage allowance	April 2021	2,637.98
Revolution Max	Gas appliance safety checks	624.00
Thomas Graham	Cleaning products, hand towel dispensers, disposable gloves, toilet cleaner.	373.46
Keldrigg Shutters and Grilles	Servery fire shutter.	2,293.20
SLCC	Virtual training for Clerk 23/06/2021.	54.00
YLCA	Clerk’s training webinar – Council vacancies	15.00

Community Link Cafe	Precept grant awarded	300.00
Goodenber Play Area Association	Precept grant awarded	1,500.00
LASRUG	Precept grant awarded	150.00
Victoria Institute	Precept grant awarded	437.50
Stepping Stones	Precept grant awarded	100.00
Timothy Stannard	Mobile phone for clerk and April monthly charge	167.00
Kingsdale Projects	Power wash PHPH and grass cutting April 2021	2,705.00
Wel Medical	Defibrillator and cabinet	1,500.00
Andrew Tennant	Playing field grass cutting = precept grant awarded.	480.00
Carl Taylor	Street lighting repair and maintenance	774.42
BT	TIP phone	44.28
1 and 1 Ionis	Internet	18.00
Craven DC	Trade waste	55.10
SSE Swalec	Unmetered electric supply	98.38
Premium Credit Ltd	Insurance	330.27
NEST	Pension contributions	100.96

RESOLVED: Approved

RESOLVED: Cllrs Faraday and Marshall to authorise.

- 20 To review the Council's Standing Orders. (Paper 2021/80)
RESOLVED: That the Bentham Town Council standing orders 2021 are reviewed and agreed.
- 21 To review the Council's Financial Regulations. (Paper 2021/81)
RESOLVED: That the Financial Regulations 2021 are reviewed and agreed.
- 22 To review the Terms of Reference for Committees. (Paper 2021/82)
RESOLVED: Clerk to update the terms of reference to include the committee policy details, and to double check that all terms correspond to the requirements of the financial regulations.
RESOLVED: Terms of reference to be represented to full council for consideration and agreement after updating.
- 23 To review the Council's Complaints Procedure. (Paper 2021/83)
RESOLVED: That the Bentham Town Council Complaints Procedure is reviewed and agreed, subject to a correction to the chairman's email address.
- 24 To review the Asset Register. (Paper 2021/84)
 It was suggested that the PHPF land and equipment costs are now show as one item.
RESOLVED: That the draft Asset Register as at March 2021 is received and will be updated by the clerk as soon as possible.
RESOLVED: That the Insurance Value as shown in the assets register will be reviewed as soon as possible.
- 25 To review the Council's and/or staff subscriptions to other bodies. (Paper 2021/85)
RESOLVED: That the subscriptions to YLCA and SLCC are noted and approved, and that both subscriptions should continue.

- 26 To review the Council's Risk Assessment. (Paper 2021/86)
It was noted that this is a comprehensive and informative document, and all members and the clerk were thanked for their input and work on it.
RESOLVED: That the Bentham Town Council Risk Assessment is reviewed and agreed.
- 27 To discuss the Town Hall flag and agree a way forward. (Paper 2021/87)
RESOLVED: To purchase sewn cloth Union flag and St George's flag.
RESOLVED: Buildings committee to investigate ways of flying the flag at the town hall without causing damage to it.
RESOLVED: If possible, to identify an earlier donor who was prepared to pay for a flag pole at School Hill.
- 28 To consider and agree a response to the consultation on remote meetings. Deadline 17/06/2021. (Paper 2021/88)
RESOLVED: That the response is; that remote meetings should be an option at all times, in view of the facts that it would be a very valuable option, that it would be a great advantage to members who may be working away, and that even if remote attendance only conferred the right to attend a meeting and not to participate in a vote, that this would still be an improvement on not being able to attend remotely at all.
- 29 To receive an update regarding the 2021 Calendar. (Paper 2021/89)
Received.
- 30 To receive items of correspondence for information only – if any.
None.
- 31 To receive reports from councillors who represent the Council on other bodies (for information only) – if any.
Goodenber Play Area Association: Cllr Adams reported that a working day had recently been held, at which the inspections were conducted and some maintained and upgrading of furnishings was done. Committee meetings hope to resume as soon as possible. The Association thanks Bentham Town Council for this year's precept award. The Association are very interested to know if any Section 106 monies from with the Felstead or Bowland View developments are expected, and if so, how much can the Goodenber Play Area expect to receive? This information would assist in planning what equipment can, or cannot, be replaced, and perhaps CCllrs Brockbank and/or Handley can shed some light on the position.
DCllr Brockbank: Responded to the question about Section 106 funds by reporting that she believes the amount expected to be received from the Felstead development to be £36,000 that but that no monies will be due from the Housing 21 development. That where this money will be spent will be decided by the Town Council and various local community groups in consultation with Craven DC ward members. And that she will ask for an update on the matter and report back asap.
Bentham Area Refugee Support Group: Cllr Taylor reported that central government have brought out various proposal on housing and immigration post Brexit. The refugee group committee are scrutinising those at the moment to see how they affects their work/role.
Patient Representative Group: Cllr Faraday reported that
Re Covid - the vaccinations are going really well and we are now up to cohort 9 (50 and over). We have just signed up as a PCN to do cohorts 10, 11 and 12 (18 – 49year olds).

The various hubs e.g., Lancaster, will not be administering 1st vaccinations from March 29th as they will be concentrating on 2nd vaccinations. The GP surgeries will be doing the 1st vaccinations. Positive comments received from people that had been vaccinated at Kirby.

Surgery update – Still running the system where 1st contact is by telephone triage to the doctors. Emails can be sent with pictures if required. Doctors are very busy with calls and emails and the system is coping well at present. When we move to cohort 10, 11 and 12 these will be done at the surgery – probably starting end of April to early May. 2nd vaccinations will be at Kirby.

Victoria Institute: Cllr Bridgeman reported that at the VI and Low Bentham Public Hall meeting on 27th April 2021 the following matters were discussed: Polling day; Easing of restrictions on 17th May – all in hand; DBS checks – complicated; Staffing – in hand; Treasurer’s report – all well; CLC – all well organised, shopping will be phased out as in person events held. First one will be 19th May; Maintenance – conservatory ongoing, rest all in hand; Next meeting 25th May. Will be a hybrid with some in person and some remote attendees.

32 Items for next meeting and minor items for information only.

AGENDA ITEMS: -

There is an increase in electric cars. Should the council consider provision of a charging point, or approaching Craven DC and/or NYCC about the same.

Repositioning of the defibrillator at the Town Hall (higher up) to be referred to buildings committee for action, and also to check if the Low Bentham defibrillator has been fitted correctly.

MINOR ITEMS FOR INFORMATION ONLY: -

Cllr Marshall: Reported that there is now a defibrillator on the caravan park that will service Wenning Avenue.

There are problems finding an electrician prepared to install the defibrillator at Naylor Myers, due to concerns about responsibility for ongoing maintenance. Cllr Swales offered to speak to Myers to see if they can help or recommend someone. An article about the problem should be sent to the Bentham News.

33 Date of next meeting: 7th June 2021.

There being no further business the meeting closed at 8.51 pm.

CLERK’S REPORT TO BENTHAM TOWN COUNCIL, 28 April 2021

1. Planning Decisions Received Since 30th March 2021 (Date of last clerk’s report).

1.1. GRANTED

- 1.1.1. 2021/22563/LBC. Divide bathroom to provide an en-suite shower room and a family bathroom. At Bigber Farm, 102 Main Street, High Bentham, Lancaster, LA2 7JB.
- 1.1.2. 2021/22589/VAR. Application to vary condition no 11 (windows and doors) of planning approval referenced 2018/19794/FUL granted 20 December 2018. At Barn (Roadside), Fourlands House Farm, High Bentham, Lancaster, LA2 7EX.
- 1.1.3. 2021/22602/HH Replacement of a window with French doors with access ramp. At Mooring Heights, 5 Links Drive, High Bentham, Lancaster, LA2 7BJ.

1.2. **REFUSED** –2021/22473/RETRES. Prior approval notification for a proposed change of use of a building for mixed use, combining use of a dwellinghouse with financial and professional service, to two dwelling houses.

1.3. **WITHDRAWN** – none

2. Highway's information – if any

3. Items circulated by email

3.1. John Carey, Friends of the Settle Railway Line: Leeds-Settle-Carlisle Line as Part of a Rural Transport Strategy. 31/03.

3.2. Police Report. 02/04.

3.3. United Utilities – guidance on how to prepare for reopening facilities. 12/04.

3.4. Bentham Older People Together spring update. 12/04.

3.5. Community First Yorkshire - Weekly updates

3.6. Craven District Council

3.6.1. Statement of Licensing Policy Consultation. Consultation 26/04/2021 to 07/06/2021. Circulated 27/04.

3.7. NALC

3.7.1. Chief Executives Bulletins. 02/04. 12/04. 19/04.

3.7.2. Coronavirus updates.

3.7.3. Tell us how your council is supporting young people. 28/04.

3.7.4. Online events – regular updates.

3.7.4.1. **Planning and Power: So, where has the planning power gone? Event 28 July. Circulated 31/03.**

3.7.4.2. **How to get young people involved in local councils. Event 26th May. Circulated 07/04.**

3.7.4.3. **So, where has the planning power gone? Event 28 July. Circulated 08/04.**

3.7.4.4. Have you considered community businesses? Event 29th April. Circulated 12/04.

3.7.4.5. Reopening and reimagining your community buildings. Event 23/06. Circulated 15/04.

3.8. North Yorkshire Community Messaging – North Yorkshire Police

3.8.1. Weekly updates

3.9. Rural Services Network

3.9.1. Weekly updates.

3.10. YLCA

3.10.1. White Rose updates. 02/04. 26/04.

3.10.2. Training bulletin. 12/04.

3.10.3. YLCA Remote Conference - 21 and 22 April 2021. Details circulated 02/04.

3.10.4. COUNCILLORS DISCUSSION FORUM SESSION THURSDAY, 8 APRIL 2021 – 6.45PM – 7.45PM Free of Charge. Circulated 06/04.

3.10.5. Managing council employees: How to address capability – Tuesday, 13 April 2021 1.15pm to 2.45pm. Circulated 07/04.

3.10.6. Managing People - Phil Parry Webinar Session – Tuesday, 13 April 2021 6.30pm to 8.00pm. Circulated 07/04.

3.10.7. Local councils and CCTV Systems – getting data protection right – Breakthrough Communications Webinar Session – Thursday, 15 April 2021 2.00pm to 3.00pm. Circulated 12/04.

3.10.8. **His Royal Highness, The Prince Philip, Duke of Edinburgh, KG., KT. Re protocol. 12/04.**

3.10.9. HRH Prince Philip - additional information. 12/04.

3.10.10. YLCA REMOTE CONFERENCE – 21 and 22 APRIL 2021. Circulated 15/04.

3.10.11. COUNCILLORS DISCUSSION FORUM SESSION THURSDAY, 29 APRIL 2021 – 6.45PM – 7.45PM Free of Charge. Circulated 26/04.

POLICE REPORT MAY 2021

Please find your monthly police report for Bentham Town Council meeting 03.05.21

We have had 31 incidents reported between 02.04.21 & 29.04.21

Reports include – General Admin from other Police force, General Admin from other agencies, Sudden Death, Admin – Lost & found Cow & Civil dispute

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

5 incidents - Covid19 – Holiday lets, travel, gatherings & licence

03.04.21 – ASB Nuisance vehicles – Football carpark – left prior to police arrival - area searched no gain

04.04.21 – Crime Stalking

06.04.21 – Auto Crime – items stolen from vehicle parked in Auction Mart

07.04.21 – Crime Burglary – Tools stolen Robin Lane

09.04.21 – Suspect Vehicle - Banks Way – Stopped checked in order

10.04.21 – Suspect Vehicle – Banks Rise – area searched no gain

12.04.21 & 14.04.21 – Domestic

14.04.21 - 07.04.21 – Crime Burglary – Tools & Honda Generator stolen – Low Bentham

15.04.21 - ASB Environmental – Border Force check

17.04.21 - RTC – 2 vehicles – non injury – Low Bentham

25.04.21 – X2 - ASB Nuisance Youths – throwing eggs around Bentham

26.04.21 - Suspect males - Wenning Avenue – Caravan Park

27.04.21 – Suspect circumstances – Robin Lane – Area search no gain

29.04.21 – Concern for welfare & safety

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.

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

101

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