

## BENTHAM TOWN COUNCIL

### Minutes of the Council Meeting held on Monday 14 May, at 7.30 pm in the Lower Town Hall

Present Cllrs Adams, Barnes, Bridgeman, Burton, Faraday, Marshall, Stannard, Swales, Taylor & Wills. Also, CClr Ireton, the clerk Mrs Burton and 4 parishioners

1. To Appoint the Mayor for the period 2018/19  
**RESOLVED: That Cllr Marshall be appointed Mayor for 2018/19**
2. To Receive Apologies from members unable to attend  
Cllr Handford, also DCllr Brockbank (& the Coordinator, Mrs Hawkins)
3. 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
4. To Receive Comment & Concerns  
A resident made various representations regarding their planning application 2018/19124/FUL for the Council to consider later in the meeting.
5. To Confirm the minutes of the previous meeting  
**RESOLVED: That the minutes of the meeting on 4 April be signed**
6. To Appoint the Deputy Mayor for the period 2018/19  
**RESOLVED: That Cllr Swales be appointed Vice-Chairman / Deputy Mayor**
7. To Appoint Members to Committees & as Council Representatives for 2018/19
  - 7.1. Committees Open Spaces, Finance, Buildings Maintenance & Marketing  
**RESOLVED: That Committee membership for 2018/19 be agreed as listed below**

<b>Finance Committee</b>	Marshall, Adams, Stannard, Taylor, Faraday & Handford
<b>Open Spaces</b>	Taylor, Faraday, Marshall, Bridgeman, Swales & Burton
<b>Buildings</b>	Bridgeman, Barnes, Swales, Wills & Handford
<b>Marketing</b>	Stannard, Adams, Barnes, Burton & Wills
  - 7.2. Council Representatives  
**RESOLVED: That representation on outside organisations are agreed as below**

<b>Playing Field Association</b>	Cllr Stannard
<b>Goodenber Play Area</b>	Cllr Adams
<b>LASRUG</b>	Cllr Adams
<b>Aid In Sickness</b>	Cllr Adams
<b>Looking Well / Library</b>	Cllr Swales
<b>Youth Café</b>	Cllrs Burton & Wills
<b>Victoria Institute</b>	Cllr Bridgeman
<b>Bentham Refuge Group</b>	Cllr Taylor
<b>Longstaffe Educational Foundation</b>	Mrs Hey (until 2020)
<b>Bentham Common Land Charity</b>	Cllr Stannard (until 2020)
<b>Collingwood &amp; Longstaffe</b>	Cllr Marshall (until 2020)
<b>YLCA Craven Branch</b>	Cllrs Swales & Marshall
  - 7.3. Responsible Financial Officer - also bank, bank mandate.  
It was agreed that the Clerk continue as RFO and that Unity Trust remain as the Council's bank. The changes in the Finance Committee should be reflected in the Bank Mandate, i.e. Cllrs Townson & Pritchard and Mrs Hawkins be removed and Cllrs Faraday & Handford be added  
**RESOLVED: That the clerk continue as RFO**  
**RESOLVED: That Cllrs Pritchard and Townson and Mrs Hawkins be removed from the bank mandate**  
**RESOLVED: That Cllrs Faraday & Handford be added to the bank mandate**
8. To Agree a Provisional Timetable of Meetings for the new Council Year (paper 2018/01)  
The provisional timetable was agreed, with no full meeting in August, although it may be necessary to hold a planning meeting.  
**RESOLVED: That the provisional meeting dates be agreed.**  
**RESOLVED: That there should be no full meeting in August, although a planning meeting may be held on 6 August if required.**
9. To Receive the Clerks Report (for information only) – see end of these minutes

10. To Receive the Police Report & allow members to ask questions for information  
PC McClurg attended and reported as follows – there had been 3 arrests for Drink Driving, a theft from the CoOp, several acts of violence at the children’s homes and criminal damage at Goodenber Play Area. There had been several more reports of anti-social behaviour at the Auction on a Wednesday which may get worse with the warmer evenings unless nipped in the bud. PC McClurg explained the new staffing system introduced in April, with 8 rapid response officers now doing 12 hours shifts – 7 days followed by 7 nights and 3 officers constituting the Safer Neighbourhood team for the area. PC Parsons will work out of Ingleton & PC Barton out of Settle, with PC McClurg covering both – the aim being to be more visible.  
In answer to a question PC McClurg told the meeting that the police were unable to enforce parking restrictions, but that they could talk to the owners of vehicles causing wilful obstruction i.e. parking on pavements.
11. To Receive Reports from CCllr & DCllrs (for information only)  
CCllr Ireton congratulated the new Council on their election. He confirmed that the Allerton Waste plant is now operational and producing power for 44000 houses.  
*CCllr Ireton left the meeting at 8pm*
12. Planning
- 12.1. To Consider and Comment upon New Applications
- 12.1.1. 2018/19124/FUL Demolition of timber stable & erection of new dwelling & associated works at Scaleber Farm, Back Lane, Low Bentham  
**RESOLVED: That the Council had no objections to this application**
- 12.1.2. 2018/19145/HH Proposed extension to side of domestic dwelling to form porch, dining room/lounge at Maiden Croft House, Gas House Lane, High Bentham  
**RESOLVED: That the Council had no objections to this application**
- 12.1.3. 2018/19202/HH Retrospective proposed lean-to greenhouse at Old Pottery Barn, High Bentham  
**RESOLVED: That the Council had no objections to this application**
- 12.2. To Receive Planning Decisions  
- If any (see Clerks Report)
- 12.3. To Receive Correspondence on Planning Issues  
- If any (see Clerks Report)
13. Highways Matters
- 13.1. To Agree the proposed response to the VAS Survey as discussed at the last meeting  
The response agreed that the Council would be prepared to consider purchase of a Vehicle Activated Sign but felt outright ownership would be a wasted resource, so it would prefer to share ownership with other parishes. It considered that a Speed Indicator Device would be too expensive. It felt that rotating the signs around the parish would be too technical.  
**RESOLVED: That the agreed response be sent to NYCC**
- 13.2. To Receive a request for a ‘Children at Play’ sign on Springfield Crescent  
Residents had approached the clerk with concerns that vehicles using the crescent to turn round in were travelling too fast. The Council agreed that it would support a request for signage, but suggested that they could put up their own sign on the green in the short term  
**RESOLVED: That the Council support the resident’s application for signage.**
- 13.3. To Consider and Note Highway Matters for Information  
Long term parking outside Turners and on Station Road is causing problems.  
The potholes on Burton Road near Ellergill and on the B6480 close to the Toll Bar are now large  
**RESOLVED: That Parking Enforcement be asked to monitor parking on yellow lines around the town**  
**RESOLVED: That Parking Restrictions be added to the next Council Agenda**  
**RESOLVED: That NYCC Highways be asked to look at the potholes on Burton Road and the B6480**  
**RESOLVED: That the clerk circulate the instructions to the NYCC reporting service so that interested Cllrs can sign up.**
14. To Review the Council’s Standing Orders (amended Nov 2014) (paper 2018/02)  
The clerk informed the meeting that a new version had been published and she was waiting for a copy  
**RESOLVED: That the Council consider the new version at the next meeting**
15. To Agree to adopt the new Financial Regulations 2016 (paper 2018/03)  
**RESOLVED: That the Financial Regulations 2016 do not require updating**
16. To Review the Council’s Risk Assessment (paper 2018/04)  
The Council discussed the risk assessment at length and agreed that it should get quotes for this to be redone professionally  
**RESOLVED: That quote for a professional rewrite of the risk assessment be brought to the next meeting**

17. To Note the draft minutes of the Annual Parish Meeting on 25 April - noted
18. To Note the draft minutes of the Finance Committee on 17 April, and consider recommendations, if any – noted  
The bank reconciliation at 31 March was:

	Bank Statement	Plus O/s Receipts	Less O/s Cheques	Balance
Current	26539.56	72900.50	65948.41	33491.65
PSDF	100000.00		50000.00	50000.00

18.1. To agree the proposed salary increases for staff

**RESOLVED:** That the proposed 3% salary increase be paid from 1 April

19. To Note the draft minutes of the Buildings Committee on 23 April - noted
20. To Receive an update on the Play Area  
The Play Area was now in use and well appreciated by its users. It had been insured and the contractors had, in theory, been back to complete the snagging. The insurers required 'supervision' of the area, which it agreed could be provided with suitable signage. It was now a matter of priority that this was installed correctly and that the draft risk assessment was signed off. The Official Opening will be held on 30 June. The 'PH' sign had been installed and the final handover from HAGS was to be arranged as no paperwork had been received yet.  
**RESOLVED:** That an extra meeting be held on 21 May to finalise the required signage and agree the risk assessment  
**RESOLVED:** That the HAGS handover be arranged
21. To Receive a report on the WW1 VC Dedication Service  
Cllr Faraday reported that the service had been a great success albeit attended by very few locals. The weather had been fine and the event had been reported, with pictures, in both the Craven Herald and the Lancaster Guardian.
- 21.1. To look ahead to the Beacon Event on 11 November and agree a way forward  
The next Council commemorative event would be the 11/11 Beacon which needed organising.  
**RESOLVED:** That the Fourstones Estate be contacted to request permission for the beacon to be sited on the previous site  
**RESOLVED:** That a new beacon 'tank' be sourced and fabricated in time for the event

22. To Agree the Accounts for Payment

Craven District Council	51.26	Yorkshire Internal Audit	305.00
Aviva	372.18	Kirkby Lonsdale Brass Band	50.00
SWALEC	672.81	Rogersons	150.00
SSE	24.64	Flowerfields	30.00
Carl Taylor	567.48	Bentham Imaging	25.00
Information Commissioner	35.00	LCPAS (via Burton)	30.00
AFY Fire Protection	180.00	B&CE Armstrong	284.24
Thomas Graham	36.62	Yorkshire Signs & Graphics	66.00
NYCC	1759.20	Thornton	100.00
BT	39.92	Stuiver	100.00
Stannah Lift Services	178.88	NEST	21.23
Water Plus	159.71	Salaries	2408.78
Taylor Environmental Groundworks	192.00		

**RESOLVED:** That the accounts for payment are agreed

22.1. To consider the purchase of a new computer for the TIP.

**RESOLVED:** That a new desktop be purchased at a cost of £350 including VAT

23. To Sign and Approve the Annual Return 2017/18 (paper 2018/07)
- 23.1. To Review the statement of internal control and the effectiveness of the system of internal control (papers F2018/01 & F2018/02)
- 23.2. To Receive the Audit Report from the Internal Auditor (paper 2018/05)
- 23.3. To Review the Effectiveness of the Internal Audit (paper F2018/03)
- 23.4. To Confirm Yorkshire Internal Audit Services appointment for the year 2018/19
- 23.5. To Review & agree the Council Audit Plan for 2018/19 (paper 2018/06)
- 23.6. To Agree & Approve the Annual Governance Statement (section 1 Paper 2018/07)
- 23.7. To Consider the Accounting Statements for 2016/17 (Paper 2018/07)

23.8. To Agree & Approve the Accounting Statements (section 2 Paper 2018/07)

**RESOLVED:** That as the paperwork from the Internal Auditor had been lost in the post this item would need to be moved to the next agenda

24. To consider items of Correspondence

24.1. To receive an update on possible changes to GDPR and the need for provision of a DPO

**RESOLVED:** That, as the Government had passed a motion excluding parish councils from the legislation requiring the appointment of a DPO, the Council agree that it does not need to appoint a DPO unless the motion does not pass into law.

24.2. To note the request for a meeting with Craven DC regarding Livestreaming to the Town Hall, on Wednesday 23 May at noon, and agree attendance

**RESOLVED:** That Craven be asked to move the meeting to a more appropriate time for Cllrs to attend

25. To Receive Reports from Councillors who represent the Council on other bodies (for information only)

Cllr Bridgeman said that the improvements at the Victoria Institute were progressing well. She also said that the chairman was leaving as he was moving away.

Cllr Faraday reported from the Patient Representatives Group that Castleberg Hospital was to be refurbished and reopened, which was a great victory for the area.

Cllr Adams had attended a meeting of all interested parties regarding Goodenber Road flooding, including Craven District Council, Yorkshire Housing and Home Housing. Ownership of the land had been agreed. Home Housing were to camera the pipe from the outlet to the Main Street and Yorkshire Housing to camera the pipe from the lagoon to the ditch behind Goodenber, which was all positive and would hopefully lead to some action.

Cllr Marshall informed the meeting that the Collingwood Longstaffe Charity H&S reports for the Alms Houses were complete and were being acted upon.

26. Items for next meeting and minor items only

It was agreed that Cllr Swales should attend the Age Concern AGM on 29 June.

Cllr Adams asked for local litter bin placement to be added to the next agenda.

It was noted that the Coordinator, Mrs Hawkins, had handed in her notice.

There being no further business, the meeting was closed at 9.10pm

## **AGENDA ITEM 9)**

### **CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 14 May 2018**

#### **1. Planning Decisions Received Since Last Meeting**

##### **1.1. GRANTED**

1.1.1. 2017/18831/ADV 2no. Illuminated entrance signs & 2no. flagpoles at Wenning Leisure Ltd, Bentham Golf Club, Robin Lane, High Bentham

1.1.2. 2018/18953/HH Replacement domestic outbuilding for utility & hobby use at Clay Barn, Bentham Moor Road, Burton in Lonsdale

1.1.3. 2018/19051/HH Erection of 2-storey extension at rear of property to create garage with office/studio to first floor at Croft House, 54 Main Street, High Bentham

##### **1.2. REFUSED**

1.2.1. none.

#### **2. Planning Correspondence**

2.1. Updated Statement of Community Involvement, Lancaster City Council

2.2. Planning Committee 8 May – 2018/18982/OUT & 2018/18983/OUT - Council did not attend

#### **3. Information Regarding Items Discussed at last Council Meeting (if not on agenda)**

3.1. Andrew Mellor invited to meet with Council – dates awaited

3.2. Quote requests sent out for phase 2 street lighting groundworks

3.3. LCPAS pack 2 documents received 25 April

3.4. Wayne Gray contacted re dog patrols on 8 May

#### **4. Items for Information – see information folder**

4.1. Ethical Standards review response

4.2. Insurance Endorsements

4.3. Town Hall heating test reports

4.4. Fire Extinguisher service report

4.5. The Clerk, May 18

- 4.6. Clerks & Councils Direct, May 18
- 4.7. HAGs advertising – featuring Low Bentham Play Area

**5. Items circulated by email**

- 5.1. Latest Weekly Rural News Digest 9/4, 16/4, 23/4, 30/4, 8/5
- 5.2. Rural Spotlight on Rural Housing, 18/4
- 5.3. Rural Opportunities Bulletin 2/5
- 5.4. Rural Vulnerability Service – Rural Broadband 11/4, Fuel Poverty 25/4
- 5.5. Community First Yorkshire newsletter 25/4
- 5.6. Craven District News May 18
- 5.7. Playing Field Survey results
- 5.8. Rural Crime Survey (& website)
- 5.9. NYP Lifestyle Challenge 2018 – for 10-17 year olds

**6. Progress on Outstanding Matters**

- 6.1. The Council agreed, April 2018, to maintain a dialogue with the landowner regarding Church Beck
- 6.2. Craven asked about Low Bentham sandbag store – suitable container to be found
- 6.3. Street Lighting phase 1 agreed, progressing phase 2 with NYCC Street Lighting
- 6.4. Craven Area Committee requested to consider Bentham School Crossing, 18 January 2016
- 6.5. Flagpole – donor found, awaiting quotes
- 6.6. Grasmere Drive bench site location permissions received, costs received, CDC to consider