

MINUTES of the Council Meeting held on Monday
16th May 2022, at 7.30 pm –
in the Ballroom at Bentham Town Hall.

Present: Cllrs Adams (Chair), Burton, Gerrie, Hill and Marshall. The clerk Christine Downey. One member of the public.

- 1 To appoint the mayor for the period 2022/2023.
RESOLVED: That Cllr Adams be appointed Mayor for 2022/2023.
- 2 Signature of the declaration of acceptance of office by councillors. (Paper 2022/75)
Declarations signed by all councillors.
- 3 Signature of the declaration of acceptance of office by Mayor. (Paper 2022/76)
Declaration signed by Cllr Adams.
- 4 To appoint the deputy mayor for 2022/2023.
RESOLVED: That Cllr Hill be appointed Vice-Chair/Deputy Mayor for 2022/2023.
- 5 Apologies from members unable to attend: -
- 5.1 To Note Apologies for absence given in advance of the meeting.
None.
- 5.2 To consider acceptance of reasons for absence – if consideration of reason requested.
None.
- 6 Declaration of interests: -
- 6.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
None.
- 6.2 To approve dispensation requests – if dispensation requests received.
None.
- 7 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; The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes).
None.
- 8 To Confirm the Minutes of the previous meeting on 3rd May 2022. (Paper 2022/77)
RESOLVED: That the minutes of the meeting of 3rd May 2022 are agreed and be signed.
- 9 To note the draft minutes of the annual parish meeting on 27 April 2022. (Paper 2022/78)
Noted.
- 10 To consider filling the ordinary vacancies by co-option and agree a way forward. (Paper 2022/79)
RESOLVED: To proceed with co-option; closing date for applications to be Friday 15th July 2022.
- 11 To consider appointing members to committees for 2022/2023 and to agree a way forward: -
- 11.1 Buildings
RESOLVED: Not to appoint members to a Buildings Committee at this time.

- 11.2 Finance
RESOLVED: that the committee membership be Cllrs Adams, Burton, Gerrie, Hill and Marshall.
- 11.3 Marketing
RESOLVED: Not to appoint members to a Marketing Committee at this time.
- 11.4 Open Spaces
RESOLVED: Not to appoint members to an Open Spaces Committee at this time.
- 12 To consider appointing members as council representatives for 2022/2023 and to agree a way forward: -
RESOLVED: That representation on outside organisations is agreed as listed below.
- 12.1 Aid in Sickness: Cllr Adams.
- 12.2 Bentham & District Dementia Friendly Community (BDDFC): Cllr Hill.
- 12.3 Bentham Area Refugee Support Group (BARSG) – appointment pending.
- 12.4 Bentham Christmas Lights Committee: Cllr Burton.
- 12.5 Bentham Common Land Charity: Tim Stannard.
- 12.6 Bentham Environmentally Sustainable Town (BEST) – appointment pending.
- 12.7 Bentham Playing Field Association: Cllr Burton.
- 12.8 Bentham Save a Life: Cllr Hill.
- 12.9 Bentham Youth Café: Cllr Gerrie.
- 12.10 Collingwood & Longstaffe: Cllr Marshall.
- 12.11 Goodenber Play Area Association: Cllr Adams.
- 12.12 LASRUG: Cllr Adams.
- 12.13 Longstaffe Educational Foundation – appointment pending.
- 12.14 Looking Well / Bentham Community Library: Cllr Gerrie.
- 12.15 Patient Representative Group – appointment pending.
- 12.16 Victoria Institute – appointment pending.
- 12.17 YLCA Craven branch (2 representatives): Cllr Marshall.
- 13 To review the Banking Arrangements: -
- 13.1 To confirm that the clerk is the Responsible Financial Officer.
RESOLVED: That the clerk continue as RFO.
- 13.2 To review the bank account arrangements and mandate and agree a way forward.
- 13.2.1 Unity Trust Bank (Paper 2022/80)
RESOLVED: That the bank mandate is amended to add Cllrs Burton, Gerrie and Hill as signatories, with rights to view and approve payments. That Cllrs Adams and Marshall remain on the bank mandate. That all other former councillors are removed from the bank mandate.
- 13.2.2 Public Sector Deposit Fund (Paper 2022/81)
RESOLVED: That the amended bank mandate is approved and be signed.
- 14 To agree a provisional timetable of meetings for the new council year. (Paper 2022/82)
RESOLVED: That the provisional meeting dates are agreed.
RESOLVED: That the majority of council business will be conducted at the first council meeting of each month.
RESOLVED: That the business to be conducted at the second council meeting of each month is limited to absolutely essential items only: which may include planning applications, matters arising regarding Buildings or Marketing or Open Spaces, and urgent issues.
- 15 To consider and comment upon new planning applications.
- 15.1 2022/23999/FUL. Conversion of part of retail area to residential. 17 Main Street, High Bentham, Lancaster, LA2 7HQ.
RESOLVED: That the council has no comments on this application.

16 To agree the accounts for payment.

Ruth Green	Caretaker Cover	210.00
Citron	Sanitary disposal unit	30.00
Viking	Stationery	84.97
1 & 1 Ionis	Internet	18.00
BT Group	Telephone TIP	51.00

RESOLVED: Approved

RESOLVED: Cllrs Adams and Marshall to authorise.

17 To review the councils' standing orders. (Paper 2022/83)

RESOLVED: That the Bentham Town Council standing orders 2022 are reviewed and agreed.

18 To review the councils' financial regulations. (Paper 2022/84)

RESOLVED: That the Financial Regulations 2022 are reviewed and agreed.

19 To review the terms of reference for committees. (Paper 2022/5)

RESOLVED: That the terms of reference for the Finance Committee are reviewed and agreed.

20 To discuss and agree who is responsible for the Tourist Information Point and the TIP volunteers.

RESOLVED: That Tim Stannard is asked to kindly carry on being responsible for the Tourist Information Point and the TIP volunteers.

21 To review the arrangements for delegated power to the clerk in an emergency and agree a way forward. (Paper 2022/86)

RESOLVED: Flow chart of arrangements reviewed and adopted.

22 To discuss IT arrangements and agree a way forward.

RESOLVED: Clerk to request a quote for the redesign and running of the council website from Creative Theory.

RESOLVED: That responsibility for the Council's social media remains inhouse, with Cllrs Adams and Hill running the Facebook page, but not Twitter.

RESOLVED: That Cllr Adams will deal with email, HiDrive and WhatsApp matters, after discussions with Tim Stannard.

23 To review the councils' complaints procedure. (Paper 2022/87)

RESOLVED: That the Bentham Town Council Complaints Procedure is reviewed and agreed.

24 To review the assets register. (Paper 2022/88)

RESOLVED: That the bus shelter be added to the assets register, at nominal cost of £1.

25 To review the council's and/or staff subscriptions to other bodies. (Paper 2022/89)

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 2022/90)

RESOLVED: To amend the entry under the heading "subject" at item 10.1 to read "all volunteers".

RESOLVED: That, subject to the above amendment, the Bentham Town Council Risk Assessment is reviewed and agreed.

27 To consider and agree actions regarding the 2022/2023 special projects; -

27.1 Replacement benches. (Paper 2022/91)

RESOLVED: To proceed with the purchase and installation of up to 9 benches. Clerk to make the arrangements.

- 27.2 Street lights at Duke Street.
RESOLVED: To request a quote from Thomas Wills for the installation and connection of the street lights.
- 27.3 Fingerposts at the junction of Lane Foot and Mewith Lane.
RESOLVED: Cllr Marshall to request an update on progress.
- 27.4 Platinum Jubilee event.
RESOLVED: Clerk to request the involvement of the Public Safety Officer in the beacon lighting event.
RESOLVED: Cllr Marshall to ask Wendy Dowbiggin to propose a suitable candidate for lighting the beacon.
RESOLVED: Cllr Hill to look into planting a majestic tree at the Philip Harvey Playing Field to mark the occasion.
- 27.5 Multifunctional hole at School Hill and infrastructure for Christmas lights on lampposts.
RESOLVED: That the estimate for £2,600.00 (excluding vat) from NYCC for fitting sockets and timer units for Christmas lighting to nine columns in High Bentham and Low Bentham is accepted, and the work can proceed.
RESOLVED: That Mark Burrow Electrical Ltd is asked to complete the electrical connection.
- 27.6 Audio equipment at Town Hall.
RESOLVED: Cllr Adams to look at some options.
- 28 To consider the condition of the public notice board on the side of the Town Hall and to agree a way forward.
RESOLVED: Cllr Hill to draft specifications for the work and obtain quotes.
- 29 To review and sign the agency agreement from Fisher Hopper regarding the sale of the Community Youth Building, or agree a way forward. (Paper 2022/92)
RESOLVED: That the council consents that Fisher Hopper Ltd may erect a For Sale board at the property.
RESOLVED: That the council is not aware of any personal interests in the sale of the property.
RESOLVED: That Fisher Hopper be instructed to commence marketing immediately.
RESOLVED: That the agency agreement is approved and signed.
- 30 Items for next meeting and minor items for information only.
Agenda items
Next meeting: Speed limit on Goodenber Rd.
For first July meeting: Update on 2023 Calendar position.
For October 2022: To consider appointing members to Buildings, Marketing and Open Spaces committees.
Minor item
Clapham Road highway issue to be reported on Highways Portal by Cllr Gerrie.
Clerk to ask PC Jayne Grace for an update on the deployment of speed cameras in Bentham recently.
Broken chairs can be thrown away.
Clerk is on holiday the week after next – agenda items for 06/06/2022 meeting to be submitted by 26/05/22 as this will have to be published early.
Cllr Adams will kindly conduct the PHPF check when the clerk is away, the week after next.
Cllr Adams will instruct clerk on how to perform the fire alarm tests.
- 31 Date of next meeting: 6th June 2022.
- There being no further business the meeting closed at 8.53 pm.