

## **MINUTES of the Council Meeting held on Monday**

**6<sup>th</sup> November, at 7.30 pm – in the Lower Hall, Bentham Town Hall**

*Cllr Hill Taking Minutes*

Present: Cllrs Adams (Chair), Hill, Gerrie, Paige, Ryan, and Stannard

3 Members of the Public present along with Bentham News reporter

168. Apologies from members unable to attend: -

168.1 To Note Apologies for absence given in advance of the meeting.

**Cllr Marshall, Jones, Burton**

168.2 To consider acceptance of reasons for absence – if consideration of reason requested

169 Declaration of Interest:

169.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

**NONE.**

169.2 To Approve Dispensation Requests – if dispensation request received.

**NONE.**

170. 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 consultation. (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).

**Emma Wallbank notified the council of The Xmas Tractor Run**

**Cllr Hill to publish of social media**

**“Hi, I'm Emma Wallbank, Organiser of The Xmas Tractor Run.**

**I'm here to make the council aware I'm holding a charity tractor run in aid of a very close friend of mine who took his own life in September. All donations will go to FCN - The Farmers Community Network, a voluntary organisation & charity that supports farmers and families within the farming community.**

**This will be held on Friday 8th December at 6:45pm starting and finishing at Bentham Auction Mart, this also coin-insides with Xmas In The Mart, a fantastic community event.**

**I'm letting you know as there will be a few more vehicles on the road albeit for a short period of time.**

**The police have also been informed.**

I realise I was 3 days late in informing the council for this month's agenda, I am also aware I don't need to let the council know about such event but thought it was the right and courteous thing to do. Thank you."

171. To confirm the Minutes of the meeting on 2 Oct 2023 (Paper 2023/192)

**RESOLVED: That the minutes of the meeting of 2<sup>nd</sup> October 2023 are agreed and signed by Cllrs Paige and Ryan**

172. To Note the draft Minutes of the finance meeting held on 23 Oct 2023 (Paper 2023/193)

**NOTED.**

173. To receive the Police Report & allow members to ask questions for information - If any.

**Received.**

174. To receive a Report from County Councillor (for information only) - If any

**Received.**

**Cllr Paige read out County Cllr Ireton's report:**

**"Town Council Report - 6th November 2023**

**On 1 August 2022 the Secretary of State for Levelling Up, Housing and Communities announced that the Government was minded to enter into a Devolution Deal with York and North Yorkshire under which the region would benefit from £540 million of new Government investment to spend on local priorities to produce growth, together with a range of devolved powers. This Devolution Deal is dependent upon the York and North Yorkshire Authorities establishing a Combined Authority for the area with an elected Mayor.**

**Following the Executive approval on 14 February 2023 and the subsequent full Council decision on 22 February 2023, North Yorkshire Council agreed to implement the proposed Devolution Deal for the region. Council agreed to "The delegation of authority to the Chief Executive, in consultation with the Leader of the Council, to undertake any action necessary to provide consent to the Order facilitating the creation of the Combined Authority in line with the scheme submitted to Government.**

**Civil Servants from the Department of Levelling Up, Housing and Communities have been working with officers from the two Councils to draft the relevant regulations which will implement the Devolution Deal. On 2 November 2023, the Department has written to North Yorkshire Council and the City of York attaching a final draft of the York and North Yorkshire Combined Authority Order 2023 and asking for consent from the constituent authorities to the making of this Order. They have requested that confirmation be provided no later than midday on 3 November 2023 so that the Order can be laid upon 7 November 2023.**

**Decision: The Chief Executive Officer in consultation with the Leader of the Council has granted consent to the making of the York and North Yorkshire Combined Authority Order 2023.**

North Yorkshire's children's social care services, in which Ofsted has again judged the overall effectiveness of services to be 'OUTSTANDING'. As you will be aware, delivering effective children's social care services always presents challenges, particularly in the wake of additional pressures that were caused by the Covid-19 pandemic I was heartened to read about the LA's continued commitment to children in care and care leavers. Ofsted noted that: "Social Workers speak with great care and affection about children and the progress they make, and they are aspirational for them", which illustrates the levels of passion and dedication they bring to the role.

**Medical equipment recycling scheme reaches five-tonne mark**

A community-led initiative encouraging residents to drop-off unwanted medical equipment has been hailed a success after five tonnes of items have been donated in just 12 months.

In October last year, new recycling bins were installed at household waste recycling centres (HWRCs) across North Yorkshire and York in partnership with Medequip, which provides community equipment services to local authorities and the NHS across the UK.

Since then, five tonnes of equipment have been donated, the equivalent of almost 7,000 crutches."

175. To Appoint Carrie Pillow as Responsible Financial Officer (RFO) with immediate effect.

**RESOLVED: That Carrie Pillow is appointed as Responsible Financial Officer (RFO) with immediate effect. Proposed by Cllrs Gerrie and Stannard**

175.1 To agree bank mandate changes for the Councils Bank Accounts

**RESOLVED: Cllrs agreed to add Clerk Claire Burrow to the Bank Mandate. Proposed by Cllrs Gerrie and Stannard**

176. To receive application for co-option to the council (Paper 2023 / 208)

**RESOLVED: Application received from Stephen Taylor, Cllrs agreed to co-opt Mr Taylor**

177. To consider and comment upon New Planning Applications.

177.1 ZA23/25376/VAR Application to vary condition no 2 (Approved plans etc. (CDC)) of planning approval referenced 2021/22740/FUL. (paper 2023 / 195)

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

177.2 ZA23/25356/FUL - Change of use from commercial to residential to convert the bake house into 2 no. 1-bedroom flats. Location: Bake house To Rear, 38 Main Street, High Bentham, Lancaster, LA2 7HN, (paper 2023 / 199)

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

177.3 To receive Planning Decisions:

176.3.1 ZA23/25018/FUL - Residential development, new access and associated works Land East Of Bank Head, Robin Lane, High Bentham, Lancaster – GRANTED

**Received.**

178. Highway Matters

177.1 To discuss the presence of Japanese Knot weed at Mill Lane B-I-L

**AGREED: Cllrs discussed to contact Burton in Lonsdale Parish Council to obtain their opinions and actions – possibly use the same contractor. Cllr Adams to make contact and update.**

177.2 To note a fallen tree on the Shaky Bridge footpath – Reported to NYC 30/10/23

**NOTED.**

177.3 To Consider and Note Highway Matters for Information. If any (Councillors can comment on any minor Highways issues currently causing concern)

**Cllr Stannard reported that both a wooden and metal street light are not in working order, Cllr Stannard to contact North Yorkshire Highways, Karl Battersby.**

179. To agree the Accounts for Payment.

**Cllrs Gerrie and Ryan proposed the accounts for payment; Cllrs Hill and Gerrie to authorise payments.**

Accounts for Payment		November 23
Supplier	Item Supplied	Amount £
Kingsdale Projects	Grass Cutting Service / Parish Caretaker	1,430.00
Cumbria Clock Company	Night Silencer for Clock	2,004.00
AFY Fire Protection	TH Fire Extinguisher service / replacement	470.00
OSG Ltd	NYC Youth Centre covenant (Via solicitor)	500.00
Water Plus	Community Centre water	13.22
Clerglass Cleaning	TH Window cleaners	120.00
Stannah	TH lift service	222.65
YLCA	Training course - Councillor	66.80
Blachere illumination	Christmas lights	248.10
Blachere illumination	Christmas lights	1,356.78
James Hallam	TH Insurance	608.18
ProLaundry	TH Cooker	2,274.00
North Yorkshire Council	Trade Waste	58.38
<b>Wages</b>		<b>1177.96</b>
<b>Direct Debits</b>		
IONOS	Web hosting	18.00
BT	Tourist Information Telephone / Internet	53.06
Water Plus	TH water	79.72
SSE Swalec	Street lights unmetered supply	103.48
<b>TOTAL £</b>		<b>10,804.33</b>

179.1 To consider the purchase of a Wreath for remembrance Sunday and agree a way forward

**AGREED: Cllrs agreed to purchase a Wreath for remembrance, Cllr Hill to arrange and Cllr Stannard to attend service.**

179.2 To consider purchasing the additional bookings and cemetery modules for Scribe

**AGREED: Cllrs discussed and agreed it would be beneficial to purchase the additional Scribe bookings module at £29 a month for Town Hall Bookings; to review cemetery modules in the future. Proposed by Cllrs Ryan and Paige**

179.3 To make arrangements for the 2023/4 internal audit (Paper 2023 / 197)

**NOTED. Carrie Pillow to provide a list of recommendations**

179.4 To Consider the purchase of a new Burial Register

**AGREED. Cllr Hill to source**

180. To review the arrangements to hold a Market

**Cllr Stannard to speak to David Ireton and report back with an update – majority of Council in favour of restarting a market.**

181. To consider the following Correspondence:

181.1 Parish Election Recharge police (paper 2023 / 194)

**NOTED.**

181.2 To Consider the Housing strategy and agree a response (paper 2023 / 198)

**NOTED.**

181.3 Consultation into polling districts and polling places in North Yorkshire (paper 2023 / 200)

**NOTED.**

181.4 To Consider the Clapham parish plan and make a response if required (Paper 2023 / 202)

**Received.**

181.5 Information only - Craven district of Sanctuary newsletter (Paper 2023 / 201)

**Received.**

182. Town Hall matters

182.1 Upgrade of Hose as per quotation (Paper 2023 / 196)

**Following a quotation of £348 the council were in agreement to upgrade the hose in accordance with recommendations**

182.2 To receive an update on the Town Hall Clock

**Cllr Adams said that the clock was working correctly again after a few issues, however Howson's are still yet to install a socket – Cllr Adams to ask J Burrow Electrical to complete if possible.**

182.3 To discuss PAT testing at the Town Hall and agree a way forward

**Due to a misunderstanding of PAT testing bookings, they hadn't notified anyone when they were scheduled for the Town Hall. Cllr Stannard to organise a time which suits to have the Town Hall PAT tested.**

183. To receive an Update on the Town Clerk position

183.1 To review and approve the Expense Policy (Paper 2023 / 203)

**APPROVED.**

183.2 To review and approve the Holiday policy (Paper 2023 / 204)

**APPROVED.**

183.3 To review and approve the Sickness policy (Paper 2023 / 205)

**APPROVED.**

**Cllr Ryan to adjust format in accordance with other documentation.**

184. To receive Reports from Councillors who represent the Council on other bodies (for information only) - If any.

**Cllr Gerrie provided an update on the Bentham Masterplan; disappointment was expressed as North Yorkshire Council are still yet to publish the plan after vowing they would – Cllr Gerrie to update.**

**In addition Cllr Gerrie reported that a number of grants are currently available for sports facilities; [www.cash-4-clubs.com](http://www.cash-4-clubs.com) = up to £2000 (over 18s), [www.northyorkshiresport.co.uk](http://www.northyorkshiresport.co.uk) / [www.ruralcapital.co.uk](http://www.ruralcapital.co.uk) = up to £60,000 however must be matched funding – ends 24<sup>th</sup> January 2024.**

185. Items for next meeting and minor items for information

**Cllr Gerrie requested an update on the Bentham Masterplan**

186. Date of next meeting

**Monday 4th December at 19:30, Full Council meeting.**

Public meeting closed at 20:37

187. To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, that the public and press be excluded further from the meeting, whilst item 188 & 189 are considered:-

188. To further discuss / receive an update the sale of the Community Youth Building and the completion of any necessary paperwork.

**Received.**

**The council in agreement in any necessary paperwork is completed.**

189. To discuss & approve the Clerk's contract.

189.1 Clerks Contract (Paper 2023 / 206)

**Cllr Gerrie and Stannard proposed Clerks Contract is approved; council voted for.**

189.2 Clerks Job Description (Paper 2023 / 207)

**Cllr Gerrie and Ryan proposed Clerks Job Description is approved; council voted for.**

**There being no further business the meeting closed at 20:50**