

BENTHAM TOWN COUNCIL

Minutes of the Council Meeting held on Wednesday 7 May 2014, at 7.30 pm in the Town Hall

Present Cllrs Adams, Armstrong, Burton, Handford, Hurtley, Marshall (Chairman), Stannard & Vendy. Also DCllrs Barrington & Brockbank, the clerk Mrs Burton and 8 parishioners

238. To Receive Apologies from members unable to attend
Cllrs Hey & Faichney and CCllr Ireton
239. To Receive Declarations of Interest from members present
Cllr Marshall declared a disclosable pecuniary interest in item 246.1.1, planning application 08/2014/14344, as owner of holiday lets
240. To Receive Comment & Concerns
None
241. To Receive the Drop-In Update (for information only)
No residents had attended
242. To Confirm the minutes of the previous meeting
RESOLVED: That the minutes of the meeting on 7 April be signed
243. To Receive the Clerks Report (for information only) – see end of these minutes
The clerk confirmed that the majority of Neighbourhood Planning Questionnaires had now been delivered and some 40+ replies had been received already
244. To Receive the Police Report & allow members to ask questions for information
None present
245. To Receive Reports from CCllr & DCllrs (for information only)
DCllr Barrington had attended a Town Team meeting and 3 new pieces of artwork will be erected round the town. The Burton in Lonsdale Parish Plan meeting had been well attended and the draft plan is available on their website. The Patient Representative Group AGM (at the surgery) will be held on 15 May, with Dr Sullivan talking about the new NHS computer system and its implications.
She also mentioned that a resident had suggested that the benches in St Margaret's church yard could be utilised around the town now that the church was closed. The Council noted that the graveyard was still open and the seats are used by those visiting.
DCllr Brockbank reminded the meeting that 16 May is the closing date for the Craven Open Spaces survey
246. Planning
- 246.1. To Consider and Comment upon New Applications
- 246.1.1. 08/2014/14344 Proposed refurbishment and conversion of existing barn to a 2-bed holiday cottage at Robert Taylor & Sons, Green Smithy, Bentham
Cllr Marshal declared an interest
RESOLVED: That the Council had no objections to this application
- 246.1.2. 08/2014/14400 Proposed erection of new sports pavilion at Burton in Lonsdale Playing Field, Burton in Lonsdale
RESOLVED: That the Council had no objections to this application
- 246.1.3. 08/2014/14469 Change of use from 8 residential rooms (C2 Residential Institution) & 1 warden flat to 2 C3 4-bed dwellings. Reinstatement of original entrance doorway onto Main Street. Creation of separate parking & garden areas for each dwelling with boundary fences from existing carpark at Abbeyfield House, 30 Main St. High Bentham
RESOLVED: That the Council had no objections to this application
- 246.1.4. 08/2014/14511 Conversion of garage and extension over to form disabled annexe accommodation at Becksides, Mewith, Bentham
RESOLVED: That the Council had no objections to this application
- 246.1.5. 08/2014/14514 New extensions to side and rear and internal alterations at Lane Foot Cottages, High Bentham
RESOLVED: That the Council had no objections to this application
- 246.2. To Receive Planning Decisions
If any (see Clerks Report)
- 246.3. To Receive Correspondence on Planning Issues
If any (see Clerks Report)

247. Highways Matters

- 247.1. To receive an update from NYCC Highways regarding lining at Crow Trees
This has been timetabled for action but will not happen until June at the earliest and possibly not until after the Tour de France
- 247.2. To Consider and Note Highway Matters for Information
LCC have promised to look at the potholes on Mewith Lane and confirmed that they are aware of the deteriorating condition of the road and that a more substantial patching programme will be undertaken later in the year.

248. To Note the draft minutes of the Finance Committee meeting on 23 April - noted

- 248.1. To agree the 2% salary increase for the clerk and caretaker from 1 April 2014 as per the budget.
RESOLVED: That the clerk and caretaker be awarded the budgeted 2% salary increase from 1 April
- 248.2. To amend the 2014/15 Council budget to cover the new payment structure for the clerk by viring part of the agreed contingency (paper 2013/29)
The clerk explained that the new payment structure for the clerk in the new contract was not fully covered in the agreed budget for 2014/15 and the Council could not legally agree spending without a suitable budget. She therefore proposed to vire (move) part of the agreed contingency fund to the appropriate 'Clerk/PAYE' heading, as per paper 2013/29, to cover the extra spending. This will not affect the overall bottom line of the budget
RESOLVED: That the Council budget for 2014/15 be amended to move money from 'contingency' to 'clerk/payee', not affecting the overall agreed spending
- 248.3. To agree to pay the caretaker and TIP coordinator by Standing Order on 27th of each month
RESOLVED: That the caretaker and TIP Coordinator be paid by Standing Order from 27 May.
- 248.4. To agree to pay regular payments by Direct Debit where possible (broadband, street lighting)
RESOLVED: That any regular agreed payment should be paid by Direct Debit where possible
- 248.5. To consider a pre-paid debit card for use by the clerk instead of her own credit card
It was agreed that this was a good idea, but that various options needed costing to ensure that the Council did not pay over the odds for such a facility. The clerk agreed to look into providers and fees and report back to the new Council
RESOLVED: That the clerk bring a report on the various options and their costs to the new Council

249. To Adopt the revised Model Financial Regulations 2014 (paper 2013/30)

The Council went through the list of questions on the NALC revised Model Financial Regulations 2014 that the clerk had prepared and agreement was made on all points.

RESOLVED: That the clerk apply the agreed changes to the Model Financial Regulations 2014 and bring them to the June meeting for signing.

250. To Agree the Accounts for Payment

EOn	977.33	Bowland Experience	1052.00
Aviva	326.92	iprint	435.00
Craven DC	152.56	Instantprint	111.99
Orange	23.99	Clearglass Cleaning	90.00
Mopps	192.00	Carl Taylor	1325.88
Horton Landscaping	547.99	AFY Fire Protection	128.00
Westmorland Tree Care	240.00	Viking Direct	101.75
J&M Services	756.00	Information Commissioner	35.00
Cannon	19.33	Hygiene Cleaning Supplies	73.16
1&1 Internet	25.16	W Dowbiggin	90.00
Stannah Lift Services	160.64	Salaries	1657.06

RESOLVED: That the accounts for payment are agreed

- 250.1. To consider a contingency plan for the payment of invoices in June following the election and potential loss of signatories
The clerk explained that the Council had 5 signatories on its accounts but 2 of these were not standing again and the other 3 are up for re-election so potentially there could be no new Councillor available to authorise payments in June until the new mandate is agreed. She had confirmed with YLCA that it was quite legal, as long as properly resolved prior to the event, for ex-Councillors to continue to authorise payments until the new mandate comes into effect.

RESOLVED: That either one or both of Cllrs Adams and Marshall (as necessary) continue to authorise payments until the new mandate is in effect in June if there are insufficient signatories re-elected to the Council on May 22.

250.2. To agree the transfer of £32,000 from the current account to the Public Sector Deposit Fund account

RESOLVED: That £32000 be moved from the current account to the PSDF account

250.3. To consider the Council's insurance renewal in June

RESOLVED: That the values agreed last year, with index linking, are sufficient for the Council's insurance from June 2014

250.4. To consider a quote from Craven District Council for uploading the Neighbourhood Planning Questionnaire responses

Craven had asked to quote for the data analysis of the NP Questionnaire and supplied a figure of £350 plus VAT. The Council agreed to wait and see how many responses are received before making a decision as it may be possible to do within house.

RESOLVED: That the Council delay making a decision on the data input and analysis of the Neighbourhood Planning Questionnaire until the size of the task is known, at the next meeting

251. To consider items of Correspondence

251.1. To receive a request for a bench between Banks Way and Main Street, and consider a response

The Council appreciated the problems of the resident but was not sure where a bench could be placed that would be of any use as it would be unable to site one on private land or on the pavement where it would cause an obstruction. The only feasible position would be on Grasmere Drive near the surgery, if permission could be obtained from Craven District Council who own the land (and NYCC Highways if required). The clerk was asked to go back to the resident to see if this would be suitable if permission was forth coming and to see if a license would be required from NYCC Highways based on the potential proximity to the road

RESOLVED: That the resident be asked if a bench near the surgery would be of any help, if the suitable permissions could be obtained

RESOLVED: That NYCC Highways be asked if a license would still be necessary if a bench was to be placed on CDC land on Grasmere Drive (other permissions permitting)

251.2. To receive information regarding dog fouling on Banks Way and agree a response

It was agreed to contact the Dog Warden for a meeting in Bentham about the Green Dog Walkers Scheme and the possibility of more signage around the town, although it was noted that any meeting would need to be after the election on 22 May. The Council asked the Bentham News representative whether an article could be put in the next issue about the problem.

RESOLVED: That the possibility of obtaining more anti-dog fouling signage for the town be explored

RESOLVED: That the Dog Warden be invited to a meeting in Bentham following the election to discuss the Green Dog Walkers Scheme

RESOLVED: That Bentham News be asked to highlight the problem of dog fouling and the Green Dog Walkers Scheme in the next issue

251.3. To consider a request for the use of portable Ballet Barres and potential storage within the Town Hall and agree a response

The Council had no problem with the use of portable ballet barres in the Town Hall providing suitable insurance and risk assessments are put in place, which has been confirmed. Storage is different issue as the class is held in the Lower Hall, which has no storage and the logistics of storing them elsewhere in the building is difficult as it would entail the caretaker being available at the start and end of the class to unlock / lock up to ensure security which is not possible.

RESOLVED: That the Council have no problems with the use of portable ballet barres providing suitable risk assessment and insurance is in place, but that the barres cannot be stored within the Town Hall due to the logistics of ensuring their security.

251.4. To consider the consultation on the proposal to use a legislative reform order to make it easier to create a town or parish council, and agree a response if any

RESOLVED: That no response is necessary.

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

Cllr Adams had attended the Goodenber Play Area AGM. A maintenance programme has been agreed for the coming months. The Good Friday games had been a successful fund raiser

He had also attended the Aid In Sickness AGM. This charity has problems with membership as not all Council provide representation despite requests. The charity is looking to amalgamate with Settle in Need, another charity with similar aims although Charity Commission approval is required.

Cllr Burton said the Youth Café sessions had started again after Easter, and the Capernwray students would be attending for the next 6 weeks. The 'Bentham Bake Off' continues with the results being available on the aboutbentham website.

Cllr Marshall confirmed that there was a vacancy at the Collingwood & Longstaffe alms houses and suitable applicants should apply to Ian Wood.

253. Items for next meeting and minor items only

Cllr Adams asked for the Open Spaces Committee to look at tidying up Low Bentham Road verges.

Cllr Marshall thanked the Councillors for all their support over the last four years that he had been chair, and for all their hard work in the community. He offered special thanks to Cllrs Armstrong, Handford and Hurtley who are not standing for re-election, and particularly to Cllr Hurtey who has been a councillor for Bentham for over 20 years.

There being no further business, the meeting was closed at 8.45pm

AGENDA ITEM 243)

CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 7 May 2014

1. Planning Decisions Received Since Last Meeting

1.1. GRANTED

- 1.1.1. 08/2014/14351 Conversion of existing garage / studio outbuilding to one 3-bed dwelling (resubmission of 08/2013/13803) at Lake House, Burton Road, Low Bentham
- 1.1.2. 08/2014/14386 Erection of 4 new properties at Townhead Farm, Burton Road, Low Bentham
- 1.1.3. 08/2014/14391 Construction of single storey detached garage at Butterber Barn, 22 Robin Lane, High Bentham
- 1.1.4. 08/2014/14438 Two storey extension to hot food takeaway at Bentham Balti, 10 Main Street, Bentham
- 1.1.5. 08/2014/14452 Removal of conditions 9,10,11 & 13 to previous application 08/2011/12007 to allow residential occupation of the holiday cottages at Bull Copy Cottages, Tatterthorn Road, High Bentham ***

*** Variation of condition allowed temporarily for residential occupation of Unit 2, which will revert to holiday let when no longer required. Units 1 & 3 to remain as holiday lets.

1.2. REFUSED

- 1.2.1. None

2. Planning Correspondence

- 2.1. Proposed fencing works on Burnmoor following application by Graziers have been approved by Defra.

3. Information Regarding Items Discussed at last Council Meeting

- 3.1. Settle Transport Survey made available 16 April
- 3.2. Neighbourhood Planning Questionnaire distributed w/b 28 April
- 3.3. Low Bentham Road tree work completed
- 3.4. Low Bentham WI letter sent 22 April
- 3.5. Cemetery letter sent 28 April
- 3.6. Precept grant cheques posted out 30 April

4. Items for Information – see information folder

- 4.1. 'Le Petit Depart' events, Sunday 1 June (and noticeboards)
- 4.2. Election information for EU, District & Parish elections on 22 May
- 4.3. North Craven Open Space Assessment – on-line survey information
- 4.4. Extra Care Housing Proposal Bulletin 2
- 4.5. Lune Rivers Trust Herald, 2014
- 4.6. Clerks & Councils Direct, May 2014
- 4.7. The Clerk Magazine, May 2014
- 4.8. Fire Extinguisher Maintenance Certificate
- 4.9. Lift Inspection report
- 4.10. Pennine Bus Services update

5. Items circulated by email

- 5.1. Latest Weekly Rural News Digest 7/4, 14/4, 28/4, 6/5
- 5.2. North Yorkshire Now, April & May
- 5.3. Rural Opportunities Bulletin, 9/4
- 5.4. Rural Vulnerability Service, Fuel Poverty 16/4, Transport 7/5
- 5.5. Rural Services Network Spotlight on Disability, 23/4
- 5.6. SLCC Bulletin, 25/4
- 5.7. White Rose Update, 16/4
- 5.8. Passing Places Meeting minutes, 10 April
- 5.9. Historic Towns Forum Newsletter, 22/4
- 5.10. Bowland Bulletin, April
- 5.11. Fields in Trust Ezine, 25/4

- 5.12. Rural Action Yorkshire e-bulletin, 30 April
- 5.13. Forest of Bowland, May Events
- 5.14. RegioFlash – EU Policy, 2/5
- 5.15. Craven Community News, April

6. Progress on Outstanding Matters

- 6.1. Clerk's contract – questions received 23 April
- 6.2. Car park project – quotes for lining requested
- 6.3. School Playing Field – initial access plans received, awaiting results of negotiations
- 6.4. Station Road pedestrian access / parking restrictions meeting 26/9/13, Cllrs to canvass opinion
- 6.5. Response to Notice of Intention re St Margaret's Churchyard sent 13/6/13
- 6.6. Tourist Information / WC signs ordered March 2013, put on hold until Town Team sign review completed
- 6.7. Low Bentham Playing Field, pipes & cables map awaited
- 6.8. Quality Status – Statement of training intent to be considered