

BENTHAM TOWN COUNCIL

Minutes of the Council Meeting held on Wednesday 6 May, at 7.30 pm in the Town Hall

Present Cllrs Adams, Bridgeman, Cowling, Marshall, Pritchard, Stannard (Chairman), Swales, Townson & Vendy. Also DCllrs Barrington & Brockbank, the clerk Mrs Burton and 5 parishioners

1. To Appoint the Mayor for the period 2015/16
RESOLVED: That Cllr Stannard be appointed Mayor for 2015/16
2. To Receive Apologies from members unable to attend
 Cllr Faichney
3. To Receive Declarations of Interest from members present - none
4. To Note the resignation of Cllr Felicity Hey
 Cllr Hey's resignation was noted. The Chairman expressed the Council's thanks for the work she had done since becoming a Councillor and members were asked to sign a card of thanks to be sent to her.
5. To Receive Comment & Concerns
 Cllr Pritchard asked that, as item 27 was being held in private, it be minuted that he had provided a professional level of advice to the Council on a voluntary basis and free of charge. He had not acted inappropriately, and at all times had acted in the best interests of the Council.
6. To Confirm the minutes of the previous meeting
RESOLVED: That the minutes of the meeting on 1 April be signed
7. To Appoint the Deputy Mayor for the period 2015/16
RESOLVED: That Cllr Adams be appointed Vice-Chairman / Deputy Mayor
8. To Appoint Members to Committees & as Council Representatives for 2015/16
 - 8.1. Committees Open Spaces, Finance, Buildings Maintenance & Marketing
RESOLVED: That Committee membership stand on from 2014/15 as listed below, with Cllr Hey's seats being left vacant until a new Cllr is elected / coopted

Finance Committee	Marshall, Adams, Stannard, Pritchard, Townson & vacancy
Open Spaces	Cowling, Stannard, Marshall, Bridgeman & Swales
Buildings	Adams, Faichney, Vendy, Bridgeman, Cowling & Swales
Marketing	Faichney, Vendy, Pritchard, Townson & Vacancy + others as required (Brook for calendar & coordinators for TIP etc)
 - 8.2. Council Representatives
 Mrs Hey's offer to stay on the Longstaffe Educational Foundation until the end of her term was accepted. A replacement for her place on the YLCA Craven Branch committee was discussed and it was agreed to appoint a representative as necessary to attend the two meetings in the coming year
RESOLVED: That representation on outside organisations continue as below

Joint Footpaths	Cllr Swales
Playing Field Association	Cllr Townson
Goodenber Play Area	Cllr Adams
LASRUG	Cllr Adams
Police	Cllr Marshall
Aid In Sickness	Cllr Adams
Looking Well	Cllr Cowling
Friends of Bentham Library	Cllr Stannard
Youth Café	Cllr Vendy
Victoria Institute	Cllr Bridgeman
Longstaffe Educational Foundation	Mrs Hey (until 2016)
Bentham Common Land Charity	Mr Bernard Wills (until 2016)
Collingwood & Longstaffe	Cllr Marshall (until 2016)
YLCA Craven Branch	to be agreed
 - 8.3. Responsible Financial Officer - also bank, bank mandate and auditors
 It was agreed that the Clerk continue as RFO and that Yorkshire Internal Audit be reappointed as the internal auditors. Also that Unity Trust remain as the Council's bank. The bank mandate should be changed once the vacancy has been filled although Mrs Hey should be removed immediately
RESOLVED: That the clerk continue as RFO
RESOLVED: That the Yorkshire Internal Audit be reappointed as internal auditors
RESOLVED: That the bank mandate be altered once the vacancy is filled
RESOLVED: That Mrs Hey be removed as a signatory with immediate effect

9. To Agree a Provisional Timetable of Meetings for the new Council Year (see paper 2015/01)
The provisional timetable was agreed, with the addition of a full Council meeting in August. It was also agreed that a move to the Community Youth Building on Mondays should be tested for 3 months after the June meeting which should be held on Wednesday 3 June as previously agreed. The possibility of the occasional use of the Victoria Institute on a Monday evening should be explored.
RESOLVED: That the provisional meeting dates, reverting to Mondays after the June meeting be agreed with the addition of an August meeting.
RESOLVED: That the Council use the Community Youth Building for Monday meetings for a trial period of 3 months, and that the availability of the Victoria Institute be explored.
10. To Receive the Clerks Report (for information only) – see end of these minutes
11. To Receive the Police Report & allow members to ask questions for information – none present
12. To Receive Reports from CClr & DCllrs (for information only)
DCllr Barrington would be stepping down at the election held the following day and thanked the Council for their support during her eight years as District Councillor
DCllr Brockbank thanked DCllr Barrington for her support during Cllr Brockbank's year as Chairman of the District Council. She confirmed that no decision had been taken on the proposed Solar Farm and added that it would go to the Planning Committee if the officer thought it should be passed. Craven is running Bikeability sessions for various age groups over the summer. The clerk confirmed that she had sent details to both the School and the Youth Cafe
13. To Note that the Tourist Information Coffee Morning raised £270, and to thank all participants for their help in running such a successful event – noted
14. Planning
- 14.1. To Consider and Comment upon New Applications
- 14.1.1. 08/2015/15583 Retrospective application for construction of greenhouse at Scarfes Barn, Mewith Lane, Low Bentham
A letter of objection was read. The Council agreed that, at 12m in length, the proposed greenhouse was much larger than the usual residential version and that it was too big.
RESOLVED: That the Council objects to this application as the proposed structure is of commercial size.
- 14.1.2. 08/2015/15643 Two storey extension to side at 16 Hillside Road, Low Bentham
Although the description reads two storey, the plans showed a three storey extension raising the roof line by several feet to get the third attic level in. It was agreed that raising the roof line was not in keeping with the surrounding properties.
RESOLVED: That the Council objects to this application as the proposed raising of the roof is not in keeping with the surrounding properties, which are all two storey.
- 14.1.3. 08/2015/15694 Remove one long limb from beech tree overhanging church roof (TPO protected) at St Margarets Church, Station Road, High Bentham
RESOLVED: That the Council had no objections to this application
- 14.2. To Receive Planning Decisions
- If any (see Clerks Report)
- 14.3. To Receive Correspondence on Planning Issues
[If any (see Clerks Report)
15. Highways Matters
- 15.1. To Receive responses from Bentham Primary School and Parking Enforcement following the concerns expressed at the April Council meeting
Mrs Boocock had written outlining the action the school had already taken to try and improve safety matters including regular reminders for parents and bikeability training for children. Parking Enforcement had confirmed that they could only enforce infringements of the current restrictions and could not do anything about dangerous parking as this was a police matter.
- 15.2. To Receive a letter from Class 4, Bentham School, expressing concern about safety travelling to school, and agree a response
Three further letters had been received on similar subjects since the agenda had been posted. Class 4's letter was read to the Council, who had already received copies of the others prior to the meeting. The Council agreed that a letter should be sent to the children explaining that the current problems had been predicted by the Council when the plans for the school had been discussed but that NYCC had chosen to ignore the concerns. Since the school had opened the Council had continued to express the concerns raised by the children but that no response had yet been received. It also agreed that it should arrange a meeting with staff and governors of the school, John Lee from Children's Services and NYCC Highways to solve the issues as soon as possible.
RESOLVED: That a letter be sent to Class 4 explaining that the Council is trying to get NYCC to resolve the safety issues

RESOLVED: That a meeting be arranged with the school, Children's Services & NYCC Highways to get some action on the safety issues as soon as possible

15.3. To Consider and Note Highway Matters for Information

RESOLVED: That NYCC Highways be asked again to repair the pothole at the entrance of Wenning Avenue

RESOLVED: That NYCC Highways be asked again to repair the potholes on Mewith Lane which pose a danger to cyclists on the Way of the Roses.

RESOLVED: That NYCC Highways be asked to look at the Black Bull corner of Station Road which has become very slippery

RESOLVED: That NYCC Highways be asked to look again at the subsidence on Mount Pleasant outside Chesham

16. To Review the Council's Standing Orders (amended Nov 2014) (paper 2015/02)

RESOLVED: That the Standing Orders do not need updating

17. To Review the Council's Financial Regulations 2014 (signed June 2014) (paper 2015/03)

RESOLVED: That Financial Regulations 2014 do not need updating

18. To note the draft minutes of the Annual Parish Meeting on 29 April, and agree resulting actions, if any - noted
Disappointment was expressed at the number of organisations that had not attended to collect their grants, and in some cases had not even sent a report. This should be discussed again at the precept meeting when these organisations may not be viewed favourably.

RESOLVED: That the Council carefully consider applications from organisations that did not attend the Annual Parish Meeting and decide about future grants at the next precept meeting

19. To Note the draft minutes of the Finance Committee on 15 April, and consider recommendations, if any - noted

19.1. To reaffirm to Committee's existing terms of reference

RESOLVED: That the Finance Committee terms of reference be signed

19.2. To approve the proposed salary increases for staff backdated to 1 April 2015 (paper 2015/04)

RESOLVED: That the proposed salary increases (2% for the clerk, 4% for the TIP Coordinators and 6% for the caretaker) backdated to 1 April 2015 be agreed

20. To Receive further information regarding burials and the closure of St Margaret's churchyard

The PCC had confirmed that closure of the churchyard should not affect family graves that still have space for future burials, but would prevent the digging of new graves – for which there is no space.

20.1. To agree to sign the Notice of Intention for transfer of maintenance

RESOLVED: That the Council does not object to the reason for closure of St Margaret's graveyard because there is no room for new graves

20.2. To consider whether the Council would takeover maintenance or pass responsibility to Craven District

RESOLVED: That, in the event of closure and the transfer of maintenance, the Council would not take on responsibility for St Margaret's graveyard, but would pass it to Craven District Council.

21. To Consider a revised request from Electricity North West regarding the Undergrounding of Overhead lines in Low Bentham and their request for stays within the existing Low Bentham Playing Field, and agree a response. The new proposal moved the last pole back to the current entrance of the Playing Field and asked for the addition of a double stay within the field.

RESOLVED: That the Council does not want poles or stays within the Playing Field and would ask ENW to consider an alternative location, such as terminating at pole 523603.

22. To Receive a proposal from Electricity North West for replacement of the substation at Ellergill Beck (Low Bentham Playing Field) with associated changes to the access and cable easements and a request for a new lease for 60 years, and agree a response.

Prior to the meeting the clerk had requested further information from ENW as the proposals show significant increases to the encroachment on the land for easements and by the proposed new substation. A response explaining the reasons for these changes had not been received. It was agreed that the Council needed the new substation to be in the most beneficial position for its proposals for the land, not ENW's and that such a long term lease may not be in the Council's best interests.

RESOLVED: That Electricity North West be asked again for an explanation for its increased land requirements and be informed of the Council's reluctance to agree a 60 year lease even if the easement can be agreed

23. To Agree the Accounts for Payment

Craven District Council	149.04	Hygiene Cleaning Supplies Ltd	64.97
Mopps	384.00	Viking Direct	73.54
Aviva	310.37	JBL Joinery	144.00
EOn	72.83	Mark Burrow Electrical	473.40

Orange	23.99	AFY Fire Protection	120.00
SWALEC	1178.23	Amazon	68.28
1&1 Internet	25.16	Co-Operative Group	10.64
Carl Taylor	323.28	Tesco	30.50
Information Commissioner	35.00	Toolstation	18.98
Cannon	19.33	W Dowbiggin	112.50
Howsons	117.60	Salaries	1668.14
Post Office	55.30	Transaction charges	24.00

RESOLVED: That the accounts for payment are agreed

23.1. To Receive the Council's insurance renewal and agree any changes

RESOLVED: That changes to the insurance schedule are not required

24. To consider items of Correspondence

24.1. To receive a request from NYCC for comments on their subsidised Local Bus Service Contracts in Ryedale and Craven and agree a response, if any

RESOLVED: That no response is required

24.2. To receive a response from NYCC Street Lighting regarding the replacement of poles by ENW and the re-fixing of lights - received

24.3. To Note the YLCA Cllr Training course on 23 June in Skipton at 7pm, and to agree attendance at a cost of £45 / delegate, if any

RESOLVED: That this course be offered to the new Cllr if they are elected / appointed in time

24.4. To acknowledge receipt of the YLCA Provision of Services Agreement (paper 2014/05)

RESOLVED: That receipt is acknowledged

24.5. To note that there were no nominations for Parish representatives to Craven's standards committee - noted

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

Cllr Townson will attend the Playing Field Association's AGM on 20 May

Cllr Bridgeman said that the Victoria Institute had received a report from the Community Link Café and discussed fund raising at their March meeting.

Cllr Marshal announced a vacancy at the Collingwood & Longstaffe Alms Houses.

Cllr Adams had attended the Aid in Sickness AGM where several new trustees had been appointed

26. Items for next meeting and minor items only

Cllr Townson was asked to take the Football Club's concerns about grass cutting to the next Playing Fields meeting. It was also suggested that the Playing Fields should be considered as a recipient of the next calendar funds.

The clerk agreed to provide details for reporting fly tipping to Cllr Swales

Residents had been commenting on the problems of having only a single cash point on the street following closure of the NatWest bank, and also complaining about the limited mobile banking option.

Cllr Townson asked whether the Drop-In was too formal. The reasons for the current format were explained.

There being no further business, the meeting was closed at 9.15pm

27. 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, the Public and Press to be excluded further from the Meeting, whilst the development of the website and its process be discussed and future actions agreed

RESOLVED: That the contractor maintaining the current website be asked to address any necessary issues before the next Council meeting

There being no further business, the meeting was closed at 9.50pm

AGENDA ITEM 10)

CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 6 May 2015

1. Planning Decisions Received Since Last Meeting

1.1. GRANTED

1.1.1. 08/2014/15067 Outline planning for residential development at Felstead, Low Bentham Road, Bentham

1.1.2. 08/2015/15482 Construction of new farm access track to serve Hill Top Farm, Low Bentham

1.1.3. 08/2015/15548 Addition of porch to side elevation at Crowtrees, Mewith Lane, High Bentham

1.2. REFUSED

1.2.1. None

2. Planning Correspondence

- 2.1. Extension to Lancaster County Council consultation on Highways & Transport masterplan until May 22
- 2.2. Letter of objection to retrospective planning application at Scarfes Barn, Mewith.

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

- 3.1. Unmetered Supply for street lights – not progressed
- 3.2. Complimentary wifi provision – awaiting further information
- 3.3. Neighbourhood Plan registration – process requested 7/4, response awaited

4. Items for Information – see information folder

- 4.1. Lift inspection report, 15/4
- 4.2. National Audit confirmation of PWLB loan outstanding at 31/3/15
- 4.3. Lune Rivers Trust Habitat Herald 2015
- 4.4. Fire Extinguisher Service & Inspection report
- 4.5. Personnel update re Craven Policing
- 4.6. Clerks & Councils Direct, May 2015.

5. Items circulated by email

- 5.1. Latest Weekly Rural News Digest 7/4, 13/4, 20/4, 27/4 (x2 versions) & 5/5
- 5.2. RSN News – Spotlight on Heart of the Village 22/4, Rural Housing 29/4
- 5.3. Rural Vulnerability Service, Rural Broadband, 8/4. Fuel Poverty 16/4
- 5.4. Rural Opportunities Bulletin, 1/4 & 5/5
- 5.5. North Yorkshire Now Newsletter, 7/4
- 5.6. White Rose Update 2/4 & 25/4
- 5.7. SLCC News Bulletin, 23/4
- 5.8. Craven & First World War Project, Spring Newsletter, 10/4
- 5.9. NY Police Craven April Newsletter, 9/4
- 5.10. NY Police 2015 Spring Newsletter, 18/4
- 5.11. Fields in Trust Update, 31/3 & 1/5
- 5.12. 'Bloomers' interpretation sign
- 5.13. Bowland Bulletin, April 2015
- 5.14. Good Councillor Guide update available online at www.nalc.gov.uk
- 5.15. RAY News 23, 30/4
- 5.16. Craven Newsletter, April 2015.

6. Progress on Outstanding Matters

- 6.1. Low Bentham School Playing Field draft heads of terms accepted 9 March, awaiting solicitors / planners
- 6.2. Bentham flag details sent to WeAreBentham 23 March, awaiting response
- 6.3. Community Emergency Plan generic template to be considered – meeting to be arranged
- 6.4. Low Bentham Road Streetlight comments sent 4/12, response awaited, chased 2/2
- 6.5. Replica VC Winners stone confirmed ordered 12/11. Delivery dates awaited
- 6.6. Flagpole research ongoing
- 6.7. Care Home meeting – date proving difficult – to be arranged
- 6.8. Cowan Bridge new town comments sent to Lancaster City Council. Burton Parish response requested and awaited
- 6.9. Grasmere Drive bench site location permissions received, costs received, donor awaited
- 6.10. Tourist Information / WC signs ordered March 2013, put on hold until Town Team sign review completed