# **BENTHAM TOWN COUNCIL**

# Minutes of the Council Meeting held on Tuesday 2 June 2014, at 7.30 pm in the Town Hall

Present Cllrs Adams, Bridgeman, Cowling, Faichney, Hey, Marshall (outgoing Chairman), Stannard (incoming Chairman), Swales, Townson & Vendy. Also CCllr Ireton, DCllrs Barrington & Brockbank, the clerk Mrs Burton and 17 parishioners

All Councillors signed their Declaration of Acceptance of Office before taking their seat at the table.

1. To Appoint the Mayor for the period 2014/15

Cllr Marshall welcomed the new Council, and thanked the old Council for their support of his Chairmanship over the last four years. Cllr Stannard was proposed as the new Chairman, a second proposal for Cllr Adams failed for the lack of a second, so Cllr Stannard was elected. Cllr Stannard took the Chair, and thanked Cllr Marshall for his work.

# **RESOLVED:** That Cllr Stannard be appointed Mayor for 2014/15

- 2. To Receive Apologies from members unable to attend Cllr Pritchard
- 3. To Receive Declarations of Interest from members present Cllr Adams declared an interest under paragraph 15 in item 12.1.1, planning application 08/2014/14601, as a friend of the applicant.
- 4. To Receive Comment & Concerns

Low Bentham WI spoke about their accidental damage of the Galley kitchen stating that in their opinion the repair was an 'upgrade' and that they were being asked to pay for a betterment. Various Cllrs commented on the issue pointing out that the repair implemented had been cheaper than replacing the worktop and that the standard of the Town Hall need to be kept up. It was agreed to put the issue back on the agenda for the next meeting.

A member of Zanna's ballet class raise the subject of the portable ballet barres agreed by the Council at the last meeting. They asked for a site meeting to see whether the Council might change its mind regarding on site storage. The clerk was asked to contact Ms Dennis to organise this.

5. To Confirm the minutes of the previous meeting

**RESOLVED:** That the minutes of the meeting on 8 May be signed

6. To Appoint the Deputy Mayor for the period 2014/15

#### RESOLVED: That Cllr Adams be appointed Vice-Chairman / Deputy Mayor

- 7. To Appoint Members to Committees & as Council Representatives for 2014/15
  - 7.1. <u>Committees</u> Open Spaces, Finance, Buildings Maintenance & Marketing

The clerk brought a suggestion to the Council for committee membership, based on ensuring a mix of 'old' and 'new' Cllr on each and the preferences expressed by Cllrs prior to the meeting, which was agreed as follows:

Finance Committee Marshall, Adams, Hey, Stannard, Pritchard & Townson Open Spaces Cowling, Stannard, Marshall, Bridgeman & Swales Buildings Adams, Faichney, Vendy, Bridgeman, Cowling & Swales

Marketing Hey, Faichney, Vendy, Pritchard & Townson

+ others as required (Brook for calendar & coordinators for TIP etc)

**RESOLVED:** That Committee membership be agreed as listed above

**RESOLVED:** That the formation of a neighbourhood Planning Committee be left until the questionnaires have been analysed

7.2. Council Representatives

**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 Cllr Bridgeman Victoria Institute **Longstaffe Educational Foundation** Cllr Hey (until 2016)

**Bentham Common Land Charity** Mr Bernard Wills (until 2016) **Collingwood & Longstaffe** Cllr Marshall (until 2016)

YLCA Craven Branch Cllr Hey

#### **RESOLVED:** That representation on outside organisations be agreed as listed above

7.3. 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. Following the election it was agreed that the bank mandate needed to be changed

**RESOLVED:** That the clerk continue as RFO

**RESOLVED:** That the Yorkshire Internal Audit be reappointed as internal auditors

**RESOLVED:** That the bank mandate be changed, with the Finance Committee members and the clerk as authorised signatories.

8. To Agree a Provisional Timetable of Meetings for the new Council Year (see paper 2014/01)

The provisional timetable was agreed, with the addition of a full Council meeting in August. It was also agreed to hold the April meeting on 30 March to avoid Easter

**RESOLVED:** That the provisional meeting dates be agreed with the addition of an August meeting and the April meeting being moved to avoid Easter.

- 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 none present
- 11. To Receive Reports from CCllr & DCllrs (for information only)

CCllr Ireton confirmed that the school in Burton in Lonsdale is to close and Burton children will fall into the Bentham school catchment area. NYCC had stepped in following the demise of Pennine Bus Services but it has become apparent that their mini buses are not large enough. Discussions with Kirkby Lonsdale Coaches are ongoing to potentially solve the problem. The DCllrs told the meeting that Craven's Annual meeting would be held on 4 June when allocation to committees would be confirmed following the recent elections

CCllr Ireton left the meeting to attend at Ingleton

#### 12. Planning

- 12.1. To Consider and Comment upon New Applications
  - 12.1.1. 08/2014/14601 Erection of single storey extension to provide utility room & removal of existing internal partition to extend kitchen into existing utility room at 12 High Croft, High Bentham *Cllr Adams declared an interest and left the room*

#### **RESOLVED:** That the Council had no objections to this application

12.1.2. 08/2014/14611 Redecoration of shop front, removal of 3 x AC condensers & extension of existing canopy to side of store at United Cooperatives Late Shop, Main Street, 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 Receive an update on the Tour de France, 5&6 July 2014 and to note that details are available at <a href="https://www.northyorks.gov.uk/tour">www.northyorks.gov.uk/tour</a> received

# **RESOLVED:** That a copy of the letter be put in the Tourist Information Office

13.2. To Further consider the request for a bench between Banks Way and the Main Street and agree a way forward The clerk had ascertained that a position close to the Surgery would be suitable for the applicant and that NYCC Highways would not require a license in this position. She was still waiting for a response from Craven. It was suggested that it would be possible to site a bench on land in front of the surgery if suitable permission could be obtained. The clerk also pointed out that there is currently no budget for such expenditure **RESOLVED:** That both Craven and the Surgery be asked for permission to place a public bench on their land, if suitable funding can be found

13.3. To Receive a letter from NYCC Highways regarding a reduction in Urban Grass Cutting to make savings in its 2015 budget

The clerk had asked NYCC Highways to provide a list of the areas which would be no longer cut as part of this budget saving but the response was that these had not yet been identified. The Council agreed that it could not comment without knowing the affected areas and asked for a list and plan to be provided as soon as possible as if the Council is required to take over the cutting of any areas it will need to be considered for the 2015 budget. It was suggested that, if areas are to be left, they could be planted with meadow flowers to improve the environment.

# **RESOLVED:** That NYCC Highways be asked to provide a list and plan of those areas that will potentially be no longer be cut as soon as possible for discussion by Council.

13.4. To Consider and Note Highway Matters for Information

**RESOLVED:** That NYCC Highways be asked again about white lines on the B6480 to the county boundary

**RESOLVED:** That NYCC Highways be asked to refresh the white lines on the junction of Butterbergh and Butts Lane

**RESOLVED:** That NYCC Highways be asked properly repair the subsidence and hole in Robin Lane that has been previously reported and patched

**RESOLVED:** That NYCC Highways be asked to look again at subsidence on the B6480 at Pinewood Cottages which is reoccurring.

**RESOLVED:** That NYCC Highways, Angus Fire & Network Rail be invited to meet with Council to discuss the Station approach triangle and the ongoing problem with potholes

**RESOLVED:** That Yorkshire Water be asked to look at the suspected water leak on Tatterthorn Road outside Ingrams

14. To Review the Council's Standing Orders (signed January 2014) (paper 2014/02)

**RESOLVED:** That the Standing Orders adopted January 2014 do not need updating

15. To Sign the Financial Regulations 2014 as agreed at the previous meeting (paper 2014/03)

**RESOLVED:** That Financial Regulations 2014 be signed

16. To Agree to continue to receive Council paperwork etc by email where possible

**RESOLVED:** That Council members agree to receive all Council correspondence by email

17. To Consider the adoption of the Model Protocol on Communications following the provision of Council email addresses to members (paper 2014/04)

The clerk explained that, following the introduction of Council email addresses for all Cllrs, it was important to ensure that Council and personal communications were kept separate – for the protection of both the Council and Cllrs. It was agreed that Cllrs need to make sure that members of the public are clear that they are expressing a personal view and that a suitable disclaimer to this effect should be added to all emails from Cllrs council email addresses. The model protocol was adopted with slight modification to point A(ii) which should read 'The clerk should deal with all correspondence discussed at a meeting'. This was to acknowledge that there is some correspondence (e.g. Town Hall bookings) that do ot need to be discussed and agreed by Council.

**RESOLVED:** That the Model Protocol be accepted with minor modification as outlined above **RESOLVED:** That emails sent from Cllrs council email addresses should include a disclaimer

- 18. To Agree attendance for Councillor Training on Craven course on 28 June or on YLCA courses on various dates

  RESOLVED: That Cllrs Bridgeman, Cowling, Pritchard, Swales, Townson and Vendy will attend the

  Craven course on 28 June, paid from the Council's training budget
- 19. To Note the Annual Parish Meeting will be held on 3 June noted
- 20. To Note the minutes of the Buildings Maintenance Committee on 12 May, and consider recommendations, if any noted
  - 20.1. To agree the replacement of the Wenningdale Room door frame at a cost of £150, and the possible installation of a door limiter at a cost of £120 to prevent the problem reoccurring.

**RESOLVED:** That the door frame be replaced and the door limiter fitted at a total cost of £270

21. To Further consider the offer from Craven DC to collate the Neighbourhood Planning Questionnaire responses in the light of up to date response information

A totally up to date figure from Craven was not available, but it was known that over 200 responses had been received. It was agreed that £25/hour for data input was high and that the job could be done cheaper 'in house' by the clerk and Cllrs.

**RESOLVED:** That the Craven offer to collate the Neighbourhood Planning data be rejected and the data input be done 'in house'

22. To Agree the Accounts for Payment

Craven District Council	200.56	Hygiene Cleaning Supplies Ltd	17.33
Mopps	192.00	Toobys	19.96
British Telecom	314.96	Asda Direct	42.95
EOn	356.39	Only-Electricals	55.99
WPS Insurance Brokers	15.00	W Dowbiggin	112.50
Aviva	326.92	Orange	23.99
Yorkshire Water	299.36	Above & beyond	23.00
Yorkshire Internal Audit	300.00	Salaries	1666.60
Horton Landscaping	288.00	Transaction charges	30.00

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

22.1. To Receive the Internal Audit Report (paper 2014/05) and agree it

**RESOLVED:** That the Audit Report from Yorkshire Internal Audit Services be received and agreed 22.2. To Agree the Accounts and Annual Return for 2013/14 (paper 2014/06)

**RESOLVED:** That the Annual Return and Statement of Assurance be confirmed and the forms returned to the External Auditors

22.3. To Further discuss the acquisition of a pre-paid debit card as per Financial Regulations 6.18-6.20 (paper 2014/07)

**RESOLVED:** That the Council acquire a prepaid debit card for the clerk from Unity Trust with £250 funds loaded onto it

22.4. To Receive the Council's insurance renewal and consider the offer to reduce this year's premium by 5% by renewing the 3year Long Term Agreement with Aviva (due for renewal 2015)

**RESOLVED:** That the long term agreement with Aviva be renewed if premiums are guaranteed for the following three years.

- 23. To consider items of Correspondence
  - 23.1. To acknowledge receipt of the YLCA Provision of Services Agreement (paper 2014/08) received
  - 23.2. To receive an invitation to appoint a parish representative to the Rural Services Network 'Rural Sounding Board' to help inform wider debates about rural issues (4 surveys per year using survey monkey)

**RESOLVED:** That the clerk's email address be used to enrol and the surveys to circulated to Cllrs for individual response

24. To Receive Reports from Councillors who represent the Council on other bodies (for information only) Cllr Hey said there would be a Longstaffe Educational Foundation meeting the following week to agree the awarding of grants to current applicants

Cllr Adams had attended the recent LASRUG meeting celebrating their achievements over 25 years Cllr Marshall informed the meeting that there had been 3 applicants for the two vacancies at the Collingwood & Longstaffe Alms Houses. The properties had been allocated and the new residents would be moving in shortly.

25. Items for next meeting and minor items only

The clerk had received an invitation to Cllrs to attend the Age Concern AGM on 18 July. Cllrs Stannard and Cowling agreed to attend.

The clerk was still waiting to hear from the Dog Warden regarding the Green Dog Walkers scheme and this would be on the next agenda

Cllr Townson announced that the Heritage Trail extension to the Station was complete. He also asked for the recording of attendance at meetings to be added to the next agenda

It was also agreed that the Drop-In and a suitable rota should be decided at the next meeting

The clerk agreed to raise the hazard of the collapsed railings on Mill Lane with NYCC Highways again DCllr Barrington agreed to forward correspondence with Craven regarding the problems with lights in the Low Bentham car park for consideration by the Council

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

#### **AGENDA ITEM 9)**

# **CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 2 June 2014**

# 1. Planning Decisions Received Since Last Meeting

#### 1.1. GRANTED

- 1.1.1. 08/2014/14344 Proposed refurbishment & conversion of existing barn to 2 bed holiday cottage at Rpbert Taylor & sons, Green Smithy, Mewith, Bentham
- 1.1.2. 08/2014/14400 Proposed erection of new sports pavilion at Burton in Lonsdale Playing Field, Burton in Lonsdale.
- 1.1.3. 08/2014/14453 Proposed single storey extension to rear of house to extend kitchen & provide sun lounge at 53 Robin Lane, High Bentham
- 1.1.4. 08/2014/14511 Conversion of garage and extension over to form disabled annexe accommodation at Beckside, Mewith, Bentham
- 1.1.5. 08/2014/14514 New extensions to side and rear & internal alterations at Lane Foot Cottages, High Bentham

#### 1.2. REFUSED

1.2.1. None

# 2. Planning Correspondence

2.1. Lancaster City Council Local Plan consultation June / July

#### 3. Information Regarding Items Discussed at last Council Meeting

3.1. Bank Standing Orders set up 8 May

- 3.2. Money moved to PSDF 9 May
- 3.3. Green Dog Walking scheme details circulated 8 May
- 3.4. Banks Way resident & NYCC Highways contacted repotential bench site 13 May
- 3.5. Lift / Fire Alarm Test record updates requested 27 May

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

- 4.1. YLCA Craven Branch Annual Meeting, 18 June
- 4.2. Selrap At a Glance 2014
- 4.3. Data Protection Registration, confirmation of renewal
- 4.4. European, District & Parish Council election information
- 4.5. Insurance policy renewal notice
- 4.6. VG Energy grants available for community energy projects
- 4.7. 'Big Police Debate' press release 28/5
- 4.8. Tour De France & Cycling Exhibition 13 June 20 Sept, Craven Museum & Gallery
- 4.9. Craven Area Committee, Skipton 5 June

#### 5. Items circulated by email

- 5.1. Latest Weekly Rural News Digest 13/5, 19/5
- 5.2. North Yorkshire Police Road Safety Survey 15/5 (until 30/5)
- 5.3. Rural Opportunities Bulletin, 14/5
- 5.4. Rural Vulnerability Service, Broadband 21/5
- 5.5. NY Health & Wellbeing Board newsletter, 12/5
- 5.6. Fields in Trust Ezine, 12/5
- 5.7. RegioFlash EU Policy, 7/5, 14/5
- 5.8. Craven Community News 28/5
- 5.9. Leader ENewsburst May 2014
- 5.10. Rural Services Network Spotlight on Small Businesses & the Rural Economy 28/5
- 5.11. Rural Action Yorkshire ebulletin, 2/6

#### 6. Progress on Outstanding Matters

- 6.1. Clerk's contract meeting with HR 9/5 awaiting amendments
- 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