

## BENTHAM TOWN COUNCIL

### Minutes of the Council Meeting held on Monday 7 October 2013, at 7.30 pm in the Town Hall

Present Cllrs Adams, Burton, Handford, Hey, Hurlley, Marshall (Chairman) & Vendy. Also CCllr Ireton & DCllr Barrington, the clerk Mrs Burton and 6 parishioners

84. To Receive Apologies from members unable to attend  
Cllrs Armstrong, Barnes, Faichney & Stannard & Brockbank
85. To Receive Declarations of Interest from members present  
Cllrs Marshall, Adams & Hurlley declared interests under paragraph 15 of the Code in item 92, planning, as owners of adjacent land/property or friends of the applicant. Cllr Marshall's interest was in items 92.1.1 & 3, Cllr Adam's in 92.1.1 and Cllr Hurlley's in 92.1.2
86. To Receive Comment & Concerns  
As parking restrictions were on the agenda two residents asked for items to be considered. The first commented on the single yellow line outside the Horse & Farrier and the problems associated with vehicles parking on it making visibility difficult when exiting from the end of Duke Street. Vehicles often have to get almost to the centre line to be able to see traffic coming from Bentham which is dangerous. They requested that the area be altered to double yellow lines. The second, representing We Are Bentham acknowledged that the new enforcement was working in moving people into the car parks, but asked whether the Council would support extending the 30 minute parking on Main Street to 45 minutes or an hour.  
The Chairman thanked them for their comments which would be considered at the relevant point on the agenda
87. To Confirm the minutes of the previous meeting  
**RESOLVED: That the minutes of the meeting on 2 September be signed**
88. To Receive the Clerks Report (for information only) – see end of these minutes
89. To Receive the Drop-In Update (for information only) – no parishioners attended
90. To Receive the Police Report & allow members to ask questions for information – none present
91. To Receive Reports from CCllr & DCllrs (for information only)  
CCllr Ireton told the Council that there will be a consultation meeting at the Falcon Manor Hotel in Settle on 15 October at 1pm to discuss making savings from the Care Budget. NYCC has already determined to save £92m in the 4 years to 31/3/15 and needs to save a further £77m between 2015 and 2017. On a more pleasant note CCllr Ireton also informed the meeting that work on the new school will begin on 21 October, with the first sod being cut at 10am. In response to a question regarding the changes to the road layout at the school he confirmed that the works would have to be done before the school opens, but was not aware of the exact timetable.  
DCllr Barrington said that work was continuing on the potential Extra Care Scheme on the old school site in conjunction with part of the Ingleton Middle School site. NYCC have found a Housing Association and Developer as potential partners. On a different matter the Spatial Planning Sub-committee at Craven will meet on 4 November to discuss the SHLAA feedback results.
92. Planning
- 92.1. To Consider and Comment upon New Applications
- 92.1.1. 08/2013/13844 Extension to existing agricultural building to be used as a secure store at Sandy Hill, Low Bentham Road, Bentham  
*Cllrs Adams & Marshall declared personal interests in this item.*  
**RESOLVED: That the Council had no objections to this application**
- 92.1.2. 08/2013/13860 New carport with storage over at Far West End Barn, Low Bentham  
*Cllr Hurlley declared a personal interest in this item.*  
**RESOLVED: That the Council had no objections to this application**
- 92.1.3. 08/2013/13869 Change of use of land to rear of Moor View from domestic garden to Builders Merchants storage yard at rear of Moor View, Low Bentham Road, Low Bentham  
*Cllr Marshall declared personal interest in this item.*  
**RESOLVED: That the Council had no objections to this application**
- 92.1.4. 08/2013/13871 Proposed conversion of former barn (currently additional shop storage area). Change of use to form 2 bed dwelling at rear of 17 Main Street, High Bentham  
**RESOLVED: That the Council had no objections to this application**
- 92.2. To Receive Planning Decisions  
– If any (see Clerks Report)
- 92.3. To Receive Correspondence on Planning Issues  
– If any (see Clerks Report)

## 93. Highways Matters

93.1. To note emergency maintenance works at Greystonegill Bridge for 1 week starting 14 October - received

93.2. To Receive an update from the Highways meeting on 26 September regarding parking restrictions and agree a way forward

Cllrs Marshall, Vandy & Handford had met with David Cairns to consider the parking restrictions following the completion of the lining programme, particular areas for discussion had been the area by the Horse & Farrier, the area outside the Town Hall and the on-street parking times. Letters requesting the removal of the single yellow line outside the Farrier and its conversion to double yellow had both been received. It was noted that a considerable amount of unrestricted parking is available further down Low Bentham Road, but that residents do not want to walk. Noting the concerns expressed at the start of the meeting Council also noted that removal of parked cars does speed traffic up. Mr Cairns had suggested that the line was in place for a reason and that its removal would make the corner more dangerous. The area outside the Town Hall is already covered by a double yellow line but is regularly parked on by disabled drivers causing an obstruction. The only way to solve this is to make it a 'No Waiting' area, which will also preclude any deliveries to the front of the Town Hall. Following the implementation of civil parking enforcement some concerns had been expressed that 30 minutes was insufficient time for on street parking. The view was expressed that as the free parking fight had been won, drivers wishing to park in Bentham for more than 30 minutes could use the free car parks. Mr Cairns had also suggested that, if Road Traffic Orders are to be amended then perhaps double yellow lines could be considered to replace the single yellow currently from Barclays down towards Goodenber Road and on the HSBC side of Station Road, which would not change peoples habits (as parking does not occur here) but would do away with the need for signage.

In the ensuing discussion the Council was fairly split on most issues with some Cllrs supporting changes and others preferring the status quo. It did however agree that extending the double yellow lines outside the HSBC a car length further down Main Street would improve visibility and waiting space and possibly reduce the gridlock situations currently encountered. All possible changes need to be requested at one time as changing RTOs is a lengthy process requiring public consultation and it makes sense to do everything at once.

**RESOLVED:** That the Councillors consider the various suggestions and canvass opinion for further discussion at a later date

93.3. To Consider and Note Highway Matters for Information

The problem with parking on the pavement by the Youth Café is a police issue being obstruction.

The ownership of the Station access is unknown with neither Network Rail nor NYCC Highways admitting liability. FOBS have asked Kiddes but received no reply as yet and the road is now in very poor repair. The Council agreed to write to Kiddes and ask if they know who is responsible for the access.

**RESOLVED:** That the police be informed about the pavement obstruction by the Youth Café

**RESOLVED:** That a letter be sent to Kiddes enquiring about the ownership of the Station access road which is in serious need of repair

## 94. To Receive an update on the potential Community Infrastructure Levy projects

94.1. Station Road Pavements

The pavements are too narrow for wheel chairs, prams and disability scooters putting many users into the road that is both narrow and busy. Mr Cairns had been less than enthusiastic about changing the level of the pavements on Station Road feeling that it could be more dangerous than at present. Putting in traffic lights would do away with all the parking outside the Coop, on the Main Street to Neil Wrights and on Station Road to the Nat West and as such would not be acceptable. Also, without more space at the top of Station Road it is not possible to put a priority system in as all the exit routes cannot be seen. Mr Cairns had agreed to go away and consider any workable options

**RESOLVED:** That the clerk contact Mr Cairns again to see if NYCC Highways have any solution to the pavement problem on Station Road

94.2. Car Park Improvements

With more cars being moved off the streets onto the car parks it was considered sensible to look at maximising the number of spaces available. Cllrs Marshall & Hey had met with Jim Hurst, the Craven Officer responsible for re-cycling facilities, who had confirmed that the recycling bins on Grasmere Drive could be moved to the top of Cleveland Square. This would use a space in the Square, but free up 4 or 5 spaces in Grasmere Drive. The addition of white lines in Cleveland Square would gain between 4 and 6 extra parking spaces. Grasmere Drive car park has a poorer surface which may require some remedial work before lines could be painted, but properly marked up a further dozen or so cars could be accommodated, and the addition of height restricting barriers would remove camper vans etc which should not be using the car parks. CCllr Ireton pointed out that, with the extra savings councils are being required to make, it is likely that parking charging will be back on the agenda soon. The Council agreed that as the CIL money was available for Bentham and the improvements would not be at a cost to residents the project should at least be costed.

**RESOLVED:** That the clerk obtain quotes for lining of Grasmere Drive & Cleveland Square car parks for consideration as a potential CIL project.

95. To note the minutes of the Open Spaces Committee meeting on 24 September - noted
- 95.1. To agree the draft Terms of Reference for the Open Spaces Committee  
**RESOLVED:** That the draft Open Spaces Committee terms of reference be accepted
96. To further discuss a Neighbourhood Plan for Bentham
- 96.1. To consider a draft questionnaire for the parish (paper 2013/15)  
 The draft questionnaire had been compiled using the comments provided by Cllrs Burton & Vendy following circulation of the original. The clerk had raised various questions for discussion about the format and the areas covered. It was agreed that questions about the play areas, transport, parking and the local shops should be added. It was also suggested that web based survey organisations like Survey Monkey should be looked at for responses as well as paper based systems. How the questionnaire should be disseminated needs to be carefully considered.  
**RESOLVED:** That the clerk re-work the draft questionnaire to include further areas of interest  
**RESOLVED:** That Survey Monkey be investigated as a web based analyser of data  
**RESOLVED:** That the dissemination of the questionnaire be carefully considered and discussed again
97. To Receive the Settlement Feedback Report for Bentham following the Craven SHLAA event in July and consider a response, if any (paper 2013/16)  
**RESOLVED:** That Cllr Handford organise a group of Cllrs to agree a response based on the Bentham feedback document
98. To consider the Town Hall Hiring Rates and agree changes for 2014, if any (paper 2013/17)  
 It was proposed that the rates should stay the same for the coming year as they had been raised for 2013. An amendment was tabled to leave the local rates the same and increase the non-local hiring rates by 5%. A vote on the amendment was carried by 4 votes to 2.  
**RESOLVED:** That the local hiring rates for the Town Hall be held constant for 2014 and that the rates for non-locals be increased by 5%
99. To consider the Community Rail Partnership questionnaires for the Bentham Line & Bentham Station, and agree a response (paper 2013/18)  
**RESOLVED:** That the draft response compiled by Cllr Adams (paper 2013/18) be accepted and sent to the CRP as the Council response
- 99.1. To note that, thanks to FOBS, Bentham Station was named a joint winner of Community Rail Lancashire's Station of the Year 2013 competition with Meols Cop Station in Southport  
 It was also noted that, since the agenda was published, Gerald Townson had been awarded the 'Outstanding Volunteer Contribution' for his work for FOBS, LASRUG, the CRP and for raising awareness of Community Rail and the benefits of rail travel on the Bentham Line at the National Community Rail Award Ceremony in Llandudno. The 'FOBS Informs' project including the FOBS website, the QR code & the development of the station monitor displays (the monitor being donated by the Council) had won second place in the 'Small Projects under £300' category  
**RESOLVED:** That the Council congratulate Mr Townson and all those involved on their successes
100. To Note that HSBC Bank is to close the Bentham branch on 13 December 2013 and consider a response, if any  
 The Council agreed that the closure was disappointing but, being a business decision there was little that could be done. The automatic transfer of all accounts to Settle will be inconvenient to many due to the distances and time involved. Public transport links from Bentham are better to Lancaster.  
**RESOLVED:** That a letter be sent expressing the community's disappointment and requesting a more sensible approach to the transfer of accounts, taking the lack of public transport to Settle into account.
- 100.1. To discuss the Council / Tourist Information accounts held at HSBC and agree a way forward  
 The Council and Tourist Information accounts are held at Bentham HSBC and it will be inconvenient and time consuming for the clerk if banking is transferred to Settle, plus there will be safety issues around the carrying of cash etc if the number of bank visits are reduced. Initial enquiries at both Barclays and NatWest have shown that to transfer to them will cause the Council to pay bank charges, roughly estimated from the 2012/13 accounts transactions, at a level of £250pa. It was suggested that enquiries should be made at the Post Office and also the Unity Bank (which is used by many Councils due to its on line facility for 2 person authorisation of payments)  
**RESOLVED:** That further enquiries be made about transferring the Council accounts to another provider such as the Post Office or the Unity Bank
101. To Agree the Accounts for Payment

Bentham Playing Fields Assoc	500.00	Viking Direct	143.39
Goodenber Play Area	375.00	C Grieve	12.00
Bentham Youth Cafe	375.00	S Tallon	100.00
Victoria Institute	250.00	PFK Littlejohn	480.00

Community Bonfire	350.00	HMRC	246.12
EOn	276.60	R Green	499.20
Hygiene Cleaning Supplies	37.43	J Burton	761.59
Aviva	326.89	M Green	63.75
NYCC	120.00	C Sinclair	131.25
Craven District Council	149.00	W Dowbiggin	90.00
Mopps	192.00	Orange	23.99
Horton Landscaping	2411.18	Phone Coop	3.27
Mark Burrow	269.00	B&Q	34.73

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

101.1. To receive the audited Annual Return for y/e 31 March 2013

The signed annual return had been received from the external auditors, who had only commented that the Council name had been omitted from one page.

**RESOLVED:** That the audited Annual Return be accepted by the Council, noting that the information contained is in accordance with the Audit Commission's requirements

102. To consider items of Correspondence

102.1. To Receive a reminder of the Parishes Liaison Group Meeting on 30 October at 6.30pm - received

102.2. To Receive a letter from the Bonfire Committee regarding funding for advertising

The Council agreed to use the remainder of the Jubilee budget, some £250, to assist the Bonfire Committee in advertising this important community event.

**RESOLVED:** That a budget of £250 be made available for promoting the Community Bonfire

102.3. To Receive a response from the Church Commissioners regarding the process of the consultation - received

102.4. To Receive a response from Low Bentham WI regarding the Galley kitchen and agree a response

Low Bentham WI had informed the Council that they are not insured for the damage done in the Galley kitchen and suggested that the Council's insurance would cover the repair. The clerk said that the Council's excess on its policy is £250. She had obtained 2 quotes for repairs, the first for £440 plus VAT assumed that the joint with the other worktop could be matched. The second for £628 plus VAT was to replace both work surfaces. Both contractors had also quoted to cover the burn mark with something suitable – the first suggested stainless at £60 + VAT and the second 12mm Silestone at £108 plus VAT.

It was agreed that a repair needs to be made as people care less when damage is already apparent. Large events pay a damages deposit but this has never been requested from smaller events, but it was agreed that the WI should either pay the insurance excess or the cost of the cover up, which ever was agreed. The clerk was asked to find out about surrounding the hob with a piece of stainless, to cover the bench completely for an area of 400mm either side.

**RESOLVED:** That Low Bentham WI be asked to either pay the excess to replace the damaged worktop, or to pay the 'cover up' charge, dependant upon the Council's final decision

**RESOLVED:** That a more professional 'cover up' job be priced to surround the hob in stainless in a balanced fashion

102.5. To Receive a letter about the Farmstead Boutique Charity Fashion Show on 9 November – received

102.6. To Receive an Invitation from Bentham Methodist Church to the opening of The Godly Play Room at 3pm on 22 November

**RESOLVED:** That Cllrs will let the clerk know if they can attend so that she can RSVP

102.7. To Receive the updated DCLG Guide for Councillors on Openness & Transparency on Personal Interests - received

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

Cllr Handford updated the Council on the Town Team projects. The bus shelter refurbishment is complete. The Heritage Trail leaflet has been reprinted and the improvements are underway. The signage project is going ahead. A new cycle rack has been approved for School Hill, and paintings for 8 'empty' windows are being designed.

104. Items for next meeting and minor items only

Cllr Hey asked if the sugar bowls and milk jugs currently in store could be made available in the kitchen.

She also said that the Community Service had been very good, but that she had been the only Cllr in attendance.

**RESOLVED:** 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,

105. To Receive an update on Low Bentham School Playing Field and discuss the potential purchase, to agree a way forward

**RESOLVED:** That the purchase of Low Bentham School Playing Field should be pursued and the potential solutions to funding and access issues be explored

106. To consider the Clerk's contract

**RESOLVED:** That, as the Clerk's contract has not been progressed, this item should be added to the November agenda

There being no further business, the meeting was closed at 10.00pm

## **AGENDA ITEM 88)**

### **CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 7 October 2013**

#### **1. Planning Decisions Received Since Last Meeting**

##### **1.1. GRANTED**

1.1.1. 08/2013 /13693 Trim lower branches on TPO protected trees at Bentham Golf Club, Robin Lane, Bentham

##### **1.2. REFUSED**

1.2.1. 08/2013/13723 Installation of replacement windows & doors at New Butts Barn, Clapham Road, Bentham

#### **2. Planning Correspondence**

- 2.1. 08/2013/13749 Proposed detached office / studio & quiet room, form open wood store to garage by extending slate roof & extension of curtilage at New House Barn, Mewith Lane, Bentham - WITHDRAWN
- 2.2. Corrected appeal decision for Waterscales Farm (Wind Turbine)
- 2.3. Craven Planning Focus, September 2013
- 2.4. Kirkwells Neighbourhood Planning newsletter, September 2013
- 2.5. Adoption of Lancashires Minerals & Waste Site Allocations & Development Management Policies Local Plan, 27/9

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

- 3.1. Network Rail contacted re Duke Street Bridge 3/9, repairs effected w/b 16/9
- 3.2. NYCC & CDC contacted re sprayed grass 3/9, meeting with CDC requested 11/9, response awaited
- 3.3. Church Commissioners letter sent 13/9, response received 20/9, see agenda
- 3.4. Station Road pedestrian access / parking restrictions meeting requested 17/9, held 26/9, see agenda
- 3.5. Recycling bin meeting requested 19/9, held 27/9, see agenda
- 3.6. Graffiti removed 20/9
- 3.7. Rural Fair Share petition papers circulated to TIP, Library, Auction Mart, VI & Post Office 3/9, 6 sheets of signatures posted 26/9.
- 3.8. Low Bentham WI letter sent 18/9, response received 25/9, see agenda

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

- 4.1. Confirmation of correct postal addresses for Bentham
- 4.2. Letter from CCllr Ireton regarding St Margaret's closure
- 4.3. Country Air, Spring 2013
- 4.4. Rural Action Yorkshires Networking Event, 12 October Pannal Village Hall
- 4.5. Extra Care Housing Briefing, Sept 13
- 4.6. Healthwatch North Yorkshire (& noticeboard)
- 4.7. Craven Area Committee 12/9 (& noticeboards)
- 4.8. YLCA Craven Branch meeting 26/10/13 agenda & minutes of meeting 22/5/13
- 4.9. YLCA Joint Executive Board minutes, 20/4/13
- 4.10. VG Energy Limited, funding for Community Renewable Energy schemes

#### **5. Items circulated by email**

- 5.1. Latest Weekly Rural News Digest, 2/9, 10/9, 16/9, 30/9
- 5.2. North Yorkshire Now, Sept 13
- 5.3. Craven Community News, Sept 2013
- 5.4. LASRUG newsletter, Sept 13
- 5.5. Rural Opportunities Bulletin, 4/9
- 5.6. Rural Vulnerability Service, Fuel Poverty 11/9, Small Businesses 25/9
- 5.7. Historic Towns Forum newsletter, Sept 13
- 5.8. YLCA Information notes, 30/8, 6/9, 23/9, 27/9
- 5.9. Community Action in Craven Newsletter, Sept 13
- 5.10. Julian Smith Reporting, 10/9
- 5.11. Dales Rural Trainee Scheme
- 5.12. Dales Connect Bulletin, Autumn 2013
- 5.13. LEADER Eburst, August 2013
- 5.14. SLCC News bulletin,

- 5.15. RegioFlash, EU Policy Bulletin, 9/9, 16/9, 20/9, 23/9
- 5.16. Fields in Trust e-zine, 9/9, 27/9, 1/10, 3/10
- 5.17. Dog Waste Clean Up Stations in Glusburn & Crosshills
- 5.18. Pioneer Projects newsletter Oct/Nov

**6. Progress on Outstanding Matters**

- 6.1. Carehome meeting postponed from 13 August until September, now scheduled for 5 November at 3pm
- 6.2. Response to Notice of Intention re St Margaret's Churchyard sent 13/6
- 6.3. Letters to Hopleys & NICEIC regarding electrical installation sent 13/6, Hopley reply 22/6 – information collated but not sent yet, awaiting decision.
- 6.4. Tourist Information / WC signs ordered March 2013, put on hold until Town Team sign review completed
- 6.5. Low Bentham Playing Field, pipes & cables map awaited
- 6.6. Quality Status – Statement of training intent to be considered