

BENTHAM TOWN COUNCIL

Minutes of the Council Meeting held on Wednesday 8 May 2013, at 7.30 pm in the Town Hall

Present Cllrs Adams, Armstrong, Barnes, Brown, Burton, Handford, Hey & Marshall. Also DCllrs Barrington & Brockbank, the clerk Mrs Burton and 13 parishioners

1. To Appoint the Mayor for the period 2013/14
Cllr Marshall agreed to take on the post for a further 12 month period, and was voted back into the chair unanimously.
RESOLVED: That Cllr Marshall be appointed Mayor
2. To Receive Apologies from members unable to attend
CCllr Ireton
3. To Receive Declarations of Interest from members present
Cllr Marshall declared an interest under Appendix B in item 12.1.3, planning application 08/2013/13452, as owner of land to the rear of the site.
4. To Receive Comment & Concerns
Mrs Clough brought copies of the CARnival poster for circulation to interested groups and thanked the Council again for paying for the printing. A programme will be available shortly
Representatives of the Friends of St Margaret's Church asked again for the Council's support in fighting the closure of the building. The Friends are an interest group formed in September 2011 when the building was closed due to the loss of insurance. Their aim is to rectify the fault in the building and re-open it for its proper purpose. A letter from the Friends will be available shortly outlining their objections to the closure. A 300 signature petition against the closure has been collected. Although unable to fund raise, the group has sufficient pledges of funds to facilitate the repairs if the building can be reopened. The Chairman thanked the friends for their input and pointed to item 17 of the agenda explaining that the Council would discuss the letter from the Diocese at this point and ask for more information if required.
Problems with drainage on the footpath at Grasmere Drive was raised and the clerk agreed to discuss the problem with the Parish Caretaker as it has been discussed before with Craven & Yorkshire Housing and ownership of this area is uncertain.
5. To Confirm the minutes of the previous meeting
RESOLVED: That the minutes of the meeting on 3 & 23 April be signed
6. To Appoint the Deputy Mayor for the period 2013/14
RESOLVED: That Cllr Burton be re-appointed Vice-Chairman / Deputy Mayor
7. To Appoint Members to Committees & as Council Representatives for 2013/14
 - 7.1. Committees Open Spaces, Finance, Buildings Maintenance, TH Marketing, Tourist Information, Calendar & Allotments
The number and make up of the committees was discussed as the workload is increasing and the number of committee meetings cancelled due to lack of attendance has been a problem. Various combinations of current committees or the addition of areas to Main Council were considered. It was agreed that further consideration was required, particularly in light of the proposed Neighbourhood Plan and this subject should be put back on the next agenda
RESOLVED: That the number and make up of committees be discussed again at the June Council meeting
 - 7.2. Sub-Committees
RESOLVED: That this item be left to the June Meeting
 - 7.3. Council Representatives Joint Footpaths, Playing Field Assoc, Goodenber Play Area, LASRUG, Police, Aid in Sickness, Looking Well, Youth Caf , Victoria Institute & Longstaffe Educational Foundation.
RESOLVED: That representation on outside groups stand as listed in paper 2013/01
 - 7.4. 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 HSBC remain as the Council's bank. Following the resignation of Cllr Procter 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 Cllrs Adams, Armstrong, Handford, Hey & Marshall and the clerk as authorised signatories.
RESOLVED: That the Tourist Information mandate be brought in line with the Council accounts

8. To Agree a Provisional Timetable of Meetings for the new Council Year (see paper 2013/02)
The provisional timetable was accepted, with the proviso that the committees may change
RESOLVED: **That the provisional meeting dates be noted by all Cllrs, to be allotted once the committee structure is agreed**
9. To Receive the Clerks Report (for information only) – see end of these minutes
A planning appeal against refusal at 4 Ashfield Cottages had been received. The clerk also pointed Cllrs to a letter from the Leeds-Lancaster-Morecambe Community Rail Partnership and reminded Councillors of the meeting prior to the next Council meeting on 3 June.
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)
DCllr Brockbank informed Cllrs of a new planning process where DCllrs would receive notification of appeals where the original refusal had been made by delegated officers. With the potential lease of the old toilet block a new sandbag store will need to be found. Mark Richardson will assess potential sites, including Lairgill car park and speak to key holders (including the Council). It was pointed out by Cllrs that a site closer to Wenning Avenue would be more sensible. A leaflet about the new garden waste collection service starting on 1 July will be circulated to residents shortly. DCllr Brockbank agreed to find out the answer to a question regarding potential penalties for putting garden waste in green bins as there is no reference in the leaflet. DCllr Barrington said there had been no elections at Craven this May, and the new committee make up will be agreed at the next District Council meeting.
Apologies had been received from CCllr Ireton, but the meeting was informed that he had been re-elected on 2 May with 55% of the vote, with the Independent candidate in second, the Labour candidate third and the Lib-Dem fourth.
12. Planning
- 12.1. To Consider and Comment upon New Applications
- 12.1.1. 08/2013/13393 Removal & replacement of rear single storey conservatory at 11 Moons Acre, High Bentham (granted - see decisions on clerks report)
- 12.1.2. 08/2013/13419 Single storey extension & extension of existing raised patio area at Saddlestones, Low Bentham Road, Low Bentham.
RESOLVED: **That the Council had no objections to this application**
- 12.1.3. 08/2013/13452 Proposed side extension, including demolition of existing lean-to entrance porch & detached storage building at Tamara, Low Bentham Road, Bentham
Cllr Marshall declared an interest in this application.
RESOLVED: **That the Council had no objections to this application**
- 12.1.4. 08/2013/13459 Alterations of existing first floor window to French windows & addition of 3x4m balcony at Jay-Dee, Greenfoot Lane, Low Bentham
RESOLVED: **That the Council had no objections to this application**
- 12.1.5. 08/2013/13462 Alterations to reform shop frontage, replace windows/doors & provide additional window canopy at Flowerfields, 5-7 Main Street, High Bentham
The Council were strongly in support of this application as it was felt it would improve the look of Main Street
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 consider a further request from residents of Harley Bank regarding parking problems
Further representations were received regarding problems with vehicles parking across accesses to properties on Harley Bank. The area had been looked at by a couple of Cllrs who could not be sure that these properties actually had dropped kerb accesses and asked the clerk to find out as white lines cannot be painted in areas without dropped kerbs.
RESOLVED: **That the clerk ascertain whether the accesses to the Harley Bank properties are across dropped kerbs.**
- 13.2. To Consider and Note Highway Matters for Information
A request for support for a white line outside the garage of 43 Main Street was discussed. It was noted that there are already double yellow lines at this point, which are mandatory whilst a white line is only advisory. It was also acknowledged that NYCC Highways would require a road traffic order to replace the yellow lines with a white one, which could take up to 12 months to obtain. The Council felt that it could not support this request which would be a retrograde step and that the applicant should be informed
RESOLVED: **That the request for a white line outside the garage of 43 Main Street in place of the double yellow lines cannot be supported.**
It was noted that some temporary repairs have been done on the B6480 between The Ridding & Wennington. The poor repair on Mewith Lane that was to be replaced at the contractors' expense last June has still not been

done and should be chased with NYCC Highways. The potholes on Robin Lane, Lakeber Drive, Banks Rise and Wenning Avenue that have been reported previously are getting worse and need immediate attention

RESOLVED: That the problems with potholes on Mewith Lane, Robin Lane, Lakeber Drive, Banks Rise and Wenning Avenue should be reported to NYCC Highways again

14. To note the minutes of the Annual Parish Meeting on 29 April, and agree resulting actions, if any - noted
15. To note the minutes of the Finance Committee on 15 April, and consider recommendations, if any
It was agreed that the bank reconciliation was correct at 31 March 2013, and was as follows:

	Bank Statement	Plus O/s Receipts	Less O/s Cheques	Balance
Current	12845.32	1432.20	7193.83	7083.69
Deposit	1704.18			1704.18
PSDF	36000.00			36000.00
LBPF Deposit	5201.11			5201.11
TI Current	1585.11	40.00		1381.25
TI Deposit	844.17			844.17

- 15.1. To consider closing the deposit & LBPF accounts and putting the funds in the PSDF at better interest rates
RESOLVED: That the monies in the Deposit & Low Bentham Playing Field accounts be moved to the Public Sector Deposit Fund and the accounts closed

16. To note the minutes of the Calendar Committee on 22 April, and consider recommendations, if any - noted
16.1. To agree the recipient for the 2014 calendar proceeds

RESOLVED: That Bentham Youth Café be the recipient of the 2014 Calendar sales & the Bentham Community Bonfire for 2015

17. To receive and consider the Draft scheme from Bradford Diocese for the Benefices of Bentham, Ingleton with Chapel le Dale & Thornton in Lonsdale with Burton in Lonsdale, including the creation of the Ingleborough Team Ministry, the closure of St Margaret's Church and the unification of the parish of Bentham and the parish of St Margaret's (Paper 2013/03)

The clerk informed the Council of an open meeting being held by the Diocese & the Ewecross Deanery in the Town Hall on 23 May to discuss the proposed closure of St Margaret's Church.

It was agreed that the loss of any facility within the parish was an emotive subject and that the Council needed to support any attempt to retain St Margaret's Church. It was noted that the draft scheme makes no provisions for the building once closed and it was felt that the Council and parishioners would have issues in the future if the building was allowed to fall into a derelict state which could also affect access to the church yard. The Council recognised that some work does need to be done to the building but was informed by the Friends of St Margaret's Church that their own survey showed that it was not as significant as the original Diocesan report and they had sufficient monies pledged to cover this reduced requirement. Considering the rest of the document the Council felt that two issues were being treated as one within the draft scheme, to the detriment of the Anglican family in both High and Low Bentham. The appointment of a new vicar to the parish(es) and the move to a team ministry should not be dependant upon agreement for the rest of the scheme, i.e. a single Bentham parish and the closure of St Margaret's. It is almost 2 years since Rvd Burgess left, and a new appointment is still not even being considered with the workload falling onto part-time and retired clergy. This should not be allowed to continue. The appointment of a new vicar might also add clarity to the proposals for a combined parish and the future of the buildings. Without a vicar little can be done about the size and future of the church family in both High and Low Bentham. The Friends of St Margaret's informed the Council that a letter of objection to the closure of the building was being written and would be circulated once complete, and it was agreed that it could be put on the Town Hall noticeboard and the website if the Friends wished. It was proposed and agreed that the Council write to the Diocese in support of maintaining St Margaret's Church and asking for this to be considered separately to the appointment of a vicar for Bentham and the proposed team ministry.

RESOLVED: That a letter be sent welcoming the proposed Team Ministry but objecting to the closure of St Margaret's Church, and asking the Diocese to appoint a vicar to the Bentham parish(es) as soon as possible rather than continuing to delay until decisions about the future of St Margaret's and the High & Low Bentham parishes are made.

18. To Agree the Accounts for Payment

Carl Taylor	1039.24	AFY Fire Protection	108.00
Craven District Council	622.16	Clas Ohlson	17.99
Mopps	384.00	NYCC	1512.00
Viking Direct	97.79	Horton Landscaping	288.00
EOn	304.68	Estate & Property Ltd	20.00
Cannon	20.94	R Green	499.20

Aviva	322.54	J Burton	953.53
Dalesflex Signs & Graphics	48.00	C Sinclair	131.25
ClearGlass Cleaning	90.00	W Dowbiggin	90.00
Acer Direct	194.94	Orange	23.99
1&1 Internet Ltd	8.96	Cartridge People	19.98
Instant Print	107.98		

RESOLVED: That the accounts for payment are agreed

18.1. To consider amendments to the Council's insurance, due for renewal in June

RESOLVED: That Churches Together be contacted regarding insurance of the War Memorial.

RESOLVED: That the Welcome Walls be added to the Council's policy.

RESOLVED: That the Town Hall should be re-valued for insurance purposes

19. To consider items of Correspondence

19.1. To receive a letter from the Allotments Association regarding land at Station Road, and to receive a response from Craven District Council regarding the same land

As previously received, Craven DC reiterated their reluctance to allow valuable development land to be used for allotments and suggested that the Association should look for land elsewhere.

RESOLVED: That the Allotments Association be sent a copy of the Craven response.

19.2. To receive a request from NYCC for nominations for Parish Co-opted Members of the Craven Area Committee

RESOLVED: That no member of Bentham Town Council be nominated

19.3. To receive an invitation to a meeting of the Bentham Elderly Care Concern Group on Friday 10 May at 2pm

RESOLVED: That, although Cllrs were unable to attend the meeting on 10 May, Cllr Handford will attend future meetings of the group.

19.4. To receive a letter From the CARnival Committee with various requests for assistance on June 1.

RESOLVED: That access to the electric supply and tables within the Town Hall be allowed if required, & the Town Hall be made available in the afternoon in the event of wet weather.

19.5. To receive a response from Craven District Council regarding placement of a dog bin on Springfield

Craven replied that the site did not meet the requirements for a dog bin and that dog owners should either take their dog bags home or use other bins 'in the area' - received

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

Cllr Hey had attended a Passing Places meeting regarding the proposed art installations and said that she felt Bentham was lucky to have such a proactive group.

Cllr Armstrong commented on the first 'Surgery' that he had held prior to the meeting that evening which had been attended by several residents.

Cllr Handford updated the Council on progress with the Heritage Trail, being paid for by the Town Team, which is awaiting quotes. The bus shelter project is also moving forward.

Cllr Adams had attended the Goodenber Play Area AGM.

21. Items for next meeting and minor items only

The bentham.net website is being phased out. Bentham News archive will be linked to the new aboutbentham website. Cllr Adams said that he thought the new website was very good but needed better publicity. Cllr Hey thanked Dickon Siddall for his invaluable input to the design and his help in keeping the site up to date.

There being no further business, the meeting was closed at 9.17pm

22. **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, whilst the proposed staff salary increases from 1 April 2013 be discussed**

RESOLVED: That the budgeted salary increases, i.e. 1% for the clerk & 3% for the caretaker, be paid from 1 April 2013

There being no further business, the meeting was closed at 9.25pm

AGENDA ITEM 9)

CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 8 May 2013

1. Planning Decisions Received Since Last Meeting

1.1. GRANTED

1.1.1. 08/2013/13315 Extension to form garage & garden room / utility area & demolition of existing garage at Know Top, 93 Low Bentham Road, High Bentham

- 1.1.2. 08/2013/13332 Change of use of land adjacent to Dandenong to domestic usage & erection of detached double garage at Dandenong, Low Bentham Road, Low Bentham
- 1.1.3. 08/2013/13349 2 storey & single storey extension to form kitchen, dining room & bathroom, resubmission of 08/2012/13011 at Stone Grove Cottage, Mewith Lane, High Bentham.
- 1.1.4. 08/2013/13393 Removal & replacement of rear single storey conservatory at 11 Moons Acre, Bentham.

1.2. REFUSED – none

2. Planning Correspondence

- 2.1. Lancaster District Local Plan - Publication of the 'Draft Preferred Options' Consultation Reports
- 2.2. Integrate Plus leaflet on Neighbourhood Planning
- 2.3. Various emails on the Claughton Wind farm objections
- 2.4. Notification of planning appeal, Retrospective Application For Replacement Of All External Windows And Doors With Wood Effect UPVC Units at 4 Ashfield Cottages, Main Street, High Bentham

3. Information Regarding Items Discussed at last Council Meeting

- 3.1. Diocese contacted 4 April regarding extension to consultation, approved 4 April
- 3.2. Police contacted re parking on Harley Bank 4 April, response received 10 April
- 3.3. LEADER funding paperwork returned 11 April
- 3.4. Letter to Victoria Institute re parking on Harley Bank sent 22 April
- 3.5. Letter to Harley Bank residents sent 22 April
- 3.6. Cemetery memorial details circulated 23 April
- 3.7. Lancaster Planning comments sent 24 April
- 3.8. VAS confirmation for Springfield / Robin Lane sent 24 April, letter to Springfield residents sent 30 April

4. Items for Information – see information folder

- 4.1. NYCC Elections, 2 May 2013, various posters etc
- 4.2. Tour De France Roadshow dates
- 4.3. Craven Area Committee, 25 April (and by email)
- 4.4. Elderly Care Concern Group Meeting minutes, 18 April 2013
- 4.5. Lune Habitat Herald, 2013
- 4.6. White Rose Update, April
- 4.7. Precept grant thank you from Youth Cafe
- 4.8. Country Air, Spring 2013
- 4.9. YLCA Craven Branch AGM, 22 May (plus minutes of October meetings)
- 4.10. Leeds Lancaster Morecambe Community Rail Partnership letter (meeting at 7pm June 3)

5. Items circulated by email

- 5.1. Latest Weekly Rural News Digest, 8/4, 15/4, 22/4, 29/4
- 5.2. LEADER E-burst, April
- 5.3. Craven Community News, April 2013
- 5.4. Looking Well News, 11/4
- 5.5. CARnival meeting minutes 18/4
- 5.6. Craven Volunteers Week, 1-7 June
- 5.7. Rural Opportunities Bulletin, April & May 2013
- 5.8. SLCC News Bulletin, 18/4 & 29/4
- 5.9. YLCA Information notes – proposed bill to cap precepts
- 5.10. RegioFlash, 12/4, 18/4, 23/4, 26/4
- 5.11. Fields in Trust Ezine, 11/4, 7/5
- 5.12. Sita Trust QEII Fields Fund
- 5.13. Oglethorpe, Surton & Gillibrand Newsletter, April
- 5.14. Info on Workshops & Training for Job Seekers from Craven Volunteer Centre

6. Progress on Outstanding Matters

- 6.1. Dog bin request for Springfield made 7 March, Craven no longer install dedicated Dog Bins 8 March. Will consider installing general bin – chased 25 March – see agenda item
- 6.2. Tourist Information / WC signs ordered March 2013, put on hold until Town Team sign review completed
- 6.3. Letters re B6480 at Wennington sent to LCC, David Morris MP on 8 February – response awaited
- 6.4. Network Rail contacted about fence 12 September, photos supplied 17 September, listed for repair 17 October, chased 26 March, fixed April 2013.
- 6.5. Market valuation of Low Bentham School Field, NYCC meeting 22/8, land registry & access information awaited
- 6.6. Low Bentham Playing Field, pipes & cables map awaited
- 6.7. Quality Status – Statement of training intent to be considered