

BENTHAM TOWN COUNCIL

Minutes of the Council Meeting held on Monday 3 June 2013, at 7.30 pm in the Town Hall

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

The Chairman welcomed Gerald Townson, of the Leeds-Morecambe Community Rail Partnership, and DCllr Linda Brockbank, Craven's representative on the CRP.

DCllr Brockbank said that Craven recognises the value of the Bentham line to residents & businesses in Craven and is supporting the CRP by organising a series of meetings with Parish Councils on the line plus a workshop for all the Councils on 22 July, giving them all an opportunity to learn about the CRP and to contribute to the vision for the future. By encouraging use the future of the line should be secured and the quality of travel improved.

Mr Townson informed the meeting the Community Rail was a government initiative from 2005 to involve communities with their railways, giving them a greater say in the rail service and can increase patronage & revenue. CRPs are 'not for profit' organisations which bring councils & rail bodies together, & there are now 34 initiatives – 3 in N Yorkshire and 6 in Lancashire. There are 2 designations – a Line designation allows infrastructure changes, a Service designation (as in Bentham) allows changes to the service & stations only. The Bentham line is seeing increasing usage, with 449,000 users last year. The CRP is looking to promote travel (as there is space to enlarge the service), encourage community & business links (tourism) and promote & support station adoptions. Currently Bentham is the only adopted station on the line & in N Yorks. The CRP has representatives from LASRUG, Aire valley UG & Lancaster, Morecambe & District UG, NYCC, LCC, CDC, Station Adopters, the train operator, Network Rail, Department of Transport and, in future, the parish councils. Network Rail has admitted that it need local input to make small stations work in terms of service requirements, station needs, commuters etc. The designation of the line means that it is eligible for grants for improvements. The footfall on the Bentham station increased from 20,210 in 2010/11 to 25,083 in 2011/12. The CRP's priority is to look at the service. Mr Townson admitted that he would like to see a commuter service from Bentham to Lancaster as travel to Skipton etc is better timed. He said that the Council could also make greener travel one of its aims as a more united voice to the rail provider would ensure that they needed to take notice.

Cllr Marshall thanked Mr Townson & DCllr Brockbank for their presentation, and started the business part of the Council meeting at 7.35pm

23. To Receive Apologies from members unable to attend
Cllr Brown
24. To Receive Declarations of Interest from members present
Cllrs Armstrong, Marshall & Vendy (once co-opted) declared interests under Appendix B in item 33.1, planning, as owners of adjacent land/property. Cllr Armstrong's interest in item 33.1.5, Cllr Marshall in items 33.1.1 & 33.1.6 & Cllr Vendy in item 33.1.6.
25. To Receive Comment & Concerns
Residents of Low Bentham Road expressed concern at the proposed planning changes to the Highways requirements for new school, suggesting that many of the road safety requirements were to be rescinded putting both children and parents at risk. The Council noted these comments and that the item was on the agenda (item 33.1.6)
26. To Confirm the minutes of the previous meeting
RESOLVED: That the minutes of the meeting on 8 May be signed
27. To Co-Opt a further member to Council for the period 2013/14
RESOLVED: That Mr John Vendy be co-opted as a Councillor for the period 2013/14
The Chairman welcomed Cllr Vendy to the Council and invited him to officially join the meeting once he had signed the Declaration of Acceptance of Office as he had already been served with the agenda and associated papers as per the legal requirements.
28. To Receive the Clerks Report (for information only) – see end of these minutes
An invitation to Community Rail Partnership workshop on Monday 22 July at 6pm at Settle Victoria Hall had been received on 3 June. Cllr Adams agreed to attend
29. To Receive the Police Report & allow members to ask questions for information
PC Hayes said there had been 56 reports in May, including various calls to the care homes in the area and a few instances of antisocial behaviour, and 8 crimes: the lead has been stolen from St Margaret's roof, a van on Robin Lane was broken into and tools stolen (there were also reports of youths acting suspiciously around other vehicles but no arrests were made), a restraining order was breached and an assault reported (both domestic), a significant amount of equipment was stolen from Felsteads including 2 vehicles (the truck was found in Bishop Auckland with much of the property recovered and an arrest made, the second vehicle was found in Heysham), tyres were slashed on 2 occasions on Grasmere Drive and someone has been charged with harassment, a motor vehicle was stolen from New Butts Farm and recovered in Nottingham with an arrest being made. The local police are in the process of consolidating all the Watch Schemes (except Neighbourhood Watch) into a single Countrywatch scheme – aimed initially primarily at the farming community – individuals will sign up for a text / email service so that problems can be reported around and the community be made more aware and hopefully information reported back. An

event at the Auction on 31 July will get local farmers to sign up. The Council agreed to sign up so that important messages can be put on the Twitter Feed on the website to keep locals informed.

30. To Receive Reports from CCllr & DCllrs (for information only)

CCllr Ireton had nothing to report but said that he had taken on board the comments made regarding the school planning application. He added that the pavements would have to fit the 'safe walk routes to school' criteria and emphasised that it was important to get things right first time. He informed the Council that he had chased NYCC Highways again about the yellow lining around Bentham.

DCllr Barrington said there would be a meeting of the LDP Strategy Group later in the week and that she would report on its discussions by email. Both DCllrs & CCllr Ireton are on the planning committee this year and have been informed about the changes to permitted developments (i.e. what can be done without planning permission), further information should be available from Ian Swain shortly. The Elderly Care Concern Group is meeting on 5 June to hear from an NYCC representative.

DCllr Brockbank has questioned the resources of the new Civil Parking Enforcement service being provided by Harrogate and also asked for clarification regarding the 'strong body of evidence' required for action. As yet no reply has been received. The police confirmed that they are still responsible where obstruction is being made. Craven District Council have cut price composters available, but they must be pre-ordered and paid for and collected from Skipton. DCllr Brockbank can provide details or phone Craven on 01756 700600. It was pointed out that this number has been constantly on hold or unavailable for several weeks since the advertisements for Brown Bin licensing. Both DCllrs agreed to report this problem again as it was meant to have been solved.

Clr Hey congratulated DCllr Brockbank on her election as Vice Chairman of CDC and the Council agreed.

CCllr Ireton left to attend the Ingleton Parish meeting

31. To Appoint Members to Committees & as Council Representatives for 2013/14 (paper 2013/04)

31.1. Committees Open Spaces (incorporating Allotments), Finance, Buildings Maintenance, Marketing (incorporating Tourist Information & Calendar)

The proposal to reduce the number of committees as per comments and discussions with members in the previous month was made by the Chairman. The clerk explained the rationale behind the allocation to committees taking into account those Cllrs who struggle to make evening meetings due to work commitments. Clr Vendy agreed to stand on in the Vacant positions.

RESOLVED: That the committees & their make up proposed in paper 2013/04 be accepted

Neighbourhood Planning and the need to involve the local community was discussed further. The clerk informed the meeting that Craven Planning are holding a drop-in day on 2 July at the Town Hall to discuss the Local Development Plan and the Housing Strategy. It was agreed that Cllrs should attend that. A meeting should be held before the next Council meeting (1 July) once DCllr Barrington's report on the Craven Strategy meeting is available, to discuss the way forward for Bentham

RESOLVED: That the Council hold a further meeting on Neighbourhood Planning once information is available on the Craven LDP Strategy, preferably before the next Council Meeting

31.2. Sub-Committees

RESOLVED: No sub-committees are required

31.3. Council Representatives Joint Footpaths, Playing Field Assoc, Goodenber Play Area, LASRUG, Police, Aid in Sickness, Looking Well, Youth Café, Victoria Institute & Longstaffe Educational Foundation.

It was agreed that a second representative for the Youth Café was not required. Recent representatives were added to the list for future reference.

RESOLVED: That representation on outside groups stand as listed in paper 2013/04

32. To Agree a Provisional Timetable of Meetings for the new Council Year (see paper 2013/05)

The altered provisional timetable taking the new committee structure into account was discussed and agreed with the Finance meeting dates being moved on by one week to aid with the clerk's workload (except January with the precept meeting preparation). It was agreed that the paper should be updated and re-circulated to all Cllrs so that the dates could be noted

RESOLVED: That the provisional meeting dates listed (paper 2013/05) be accepted and diarised, with the exception of the Finance meetings which should be moved on a week. The paper should be amended and re-circulated.

33. Planning

33.1. To Consider and Comment upon New Applications

33.1.1. 08/2013/13464 Demolition of existing conservatory & construction of extension to end of bungalow at 5 Links Drive, High Bentham

Clr Marshall declared an interest

RESOLVED: That the Council had no objections to this application

33.1.2. 08/2013/13481 Extension to workshop at Millwood, Fourlands, High Bentham.

RESOLVED: That the Council had no objections to this application

33.1.3. 08/2013/13526 Amendment to boundary treatment to Unit D & regularise actual built location of western access road at Todhill Farm, High Bentham

Council were unhappy with further boundary treatment changes to these properties and as previously felt that stone walls were more appropriate for the area than post & wire fencing. There were no comments on the location of the road

RESOLVED: That the Council object to the further changes in boundary treatment as stone walls are more in keeping with the area.

- 33.1.4. 08/2013/13535 Non-material amendment to previous approval 08/2012/12974 to raise window to south elevation & extend roof to east to create log store at New House Barn, Mewith Lane, High Bentham

RESOLVED: That the Council had no objections to this application

- 33.1.5. 08/2013/13556 Ground floor door opening in north east gable at 2 Butterbergh, Bentham
Cllr Armstrong declared an interest

RESOLVED: That the Council had no objections to this application

- 33.1.6. NY/2013/0109/73 Variation of conditions 2, 7, 8, 9, 11, 17 & 25 and removal of conditions 16 & 24 of planning ref C5/08/2010/11228 on land at Low Bentham Road, Bentham (new school site)
Cllrs Marshall & Vendy declared an interest

Concern was expressed about the Council's ability to comment sensibly on this application as the documentation provided online were difficult to access and compare. There was considerable confusion as to the exact changes and the reasons for them. It was agreed that comment should not be made at this time, that hard copies of the relevant documents be requested and Children & Young Peoples Service be asked for a meeting to discuss the changes and why the school was being further delayed. CCllr Ireton & Julian Smith MP should be copied in on all correspondence.

RESOLVED: That NYCC Planning be asked to provide hard copies of the relevant plans for the proposed changes to the New School

RESOLVED: That Children & Young Peoples Service be asked to attend a meeting to explain the current changes, cost cutting exercise and delays to the construction of the new school

- 33.2. To Receive Planning Decisions

- If any (see Clerks Report)

- 33.3. To Receive Correspondence on Planning Issues

≡ If any (see Clerks Report)

34. Highways Matters

- 34.1. To Receive advance notice of potential closure of B6480 to allow works on the rail bridge at Low Bentham between 27 July & 5 August 2013 and night time only from 6 to 23 August - received

- 34.2. To Receive information about Civil Parking Enforcement from 30 May, including contact details to report parking contraventions in Craven (tel 01423 500600, email parkingservices@harrogate.gov.uk) – received

RESOLVED: That Parking Services be contacted for more information about the new service and to see if they will be willing to meet with Cllrs regarding problems in Bentham

- 34.3. To Receive a complaint about parking in the disabled space on Main Street – received

The clerk had provided the complainant with the new information regarding Civil Parking Enforcement and Council agreed that it could do no more.

- 34.4. To Consider and Note Highway Matters for Information

NYCC Highways had informed the clerk that the potholes reported after the May meeting were all 'in hand' and should be dealt with within 30 days (mid-June). Cllrs agreed to keep watch for this.

It was agreed that the potholes and subsidence at Parkfoot should be reported.

RESOLVED: That the problems with potholes and subsidence at Parkfoot should be reported to NYCC Highways

35. To review Standing Orders & Financial Regulations 2010 and consider the potential need for amendment (papers 2013/06 & 07)

RESOLVED: That, although the Standing Orders need revision following the introduction of the Localism Act 2011, the Council will wait until the autumn when the new NALC Model Standing Orders should be available.

36. To Consider a quote for drainage works on Grasmere Drive footpath

Craven had confirmed that the footpath was not considered to be their responsibility as it was 'thought to have been transferred' with the sale of the properties. Environmental Health recently checked the drain and believe it to be sound and that the water is surface run off. The parish caretaker had looked at the problem area and suggested that the initial idea for a gravel trap down the edge of the flags was unlikely to solve the problem due to the footings of the wall. He had suggested a gravel soak away under the flags. Councillors were unsure that this would work due to the clay composition of the soil in the area. It was agreed that further discussions were required and that a second quote should be obtained.

RESOLVED: That Cllrs will look at the footpath again and talk to residents

RESOLVED: That a second quote for drainage works should be obtained

37. To Receive an update on Low Bentham School Playing Field following a meeting with NYCC on 23 May 2013
The Chairman & the clerk had met with Martyn Procter of NYCC to see if any process had been made with the potential purchase of the school playing field in Low Bentham. Mr Procter wishes to dispose of the school site in the near future, however the access to the playing field is still an issue. The Council has written to the owners'

representative enquiring about vehicular access across the footpath from Hillside Road but has not had any response to date. Other options have been considered and may have to be pursued.

38. To receive an update on the Town Team and the Community Infrastructure Levy funds available to Bentham
It was confirmed that the Town Team should complete the refurbishment of the Bus Shelter in July and that the Heritage Trail overhaul should be completed this summer. The Town Team is reluctant to take on the Community Infrastructure Levy money which has been earmarked for Bentham by Craven as it is not an elected body and has suggested that the Town Council should be responsible. This much larger fund needs a lot of thinking about to ensure that the money is well spent on projects which will benefit the town for years to come.
Initial ideas for discussion included a public park on land at Station Road, and the replacement of the pavements on Station Road with level non-slip surfaces to aid those with prams and wheel chairs. A call for further ideas was made, and an article will be placed in Bentham News.

39. To consider the Notice of Intention to Apply to Transfer Maintenance Responsibility from St Margaret's PCC to Bentham Town Council of St Margaret's Churchyard and agree a response.
The Council had received this notice on 14 May as the graveyard at St Margaret's no longer has space for new graves. The PCC have confirmed that this process would happen regardless of the future of the church. The Notice of Intention states that the current condition of the graveyard is 'Fair', i.e. some work is required. Further correspondence from the PCC shows the work done since the 2010 Quinquennial Report which is not complete. An initial quote from the Council's grass cutting contractors to add the graveyard into the current contract is estimated at £1200 pa, and a brief survey of the area suggests that the boundary walls and trees need some work. Advice received from the Ministry of Justice & Cremation Advisory Group Hon Vice President was that the Council should object unless the PCC had carried out a conditions survey and documented the stability of all upright memorials. The Council agreed to this course of action

RESOLVED: That the Notice of Intention be objected to until the PCC can provide a conditions survey for the graveyard and documented evidence that all upright memorials are stable.

40. To Agree the Accounts for Payment

British Telecom	300.71	Pica Print	43.20
Craven District Council	101.00	Yorkshire Internal Audit Services	295.00
Mopps	192.00	Mark Burrow	72.50
WPS Insurance Brokers	10.00	Horton Landscaping	1233.46
EOn	217.93	R Green	499.20
Harrison & Cross Ltd	762.38	J Burton	1000.95
Aviva	322.61	C Sinclair	131.25
Yorkshire Water	238.93	W Dowbiggin	112.50
Westmorland Tree Care	420.00	Orange	23.99
Taylor Environmental	2640.00	Phone Coop	2.57
Groundworks			

RESOLVED: That the accounts for payment are agreed

- 40.1. To Receive the Internal Audit Report (paper 2013/08) and agree it

RESOLVED: That the Audit Report from Yorkshire Internal Audit Services be received and agreed

- 40.2. To Agree the Accounts and Annual Return for 2012/13 (paper 2013/09)

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

- 40.3. To Consider purchase of Charles Arnold Baker's Local Council Administration, 9th Edition at £60

RESOLVED: That the 9th edition be purchased at a cost of £60 to replace the 6th edition currently used.

- 40.4. To Further Consider the Council's insurance renewal in June

- 40.4.1. Town Hall valuation

The clerk had got two quotes for re-valuation of the building, The company that had done the valuation last time quoted £100 +VAT. The second company wanted £300 +VAT as they would need to make measurements etc of the building to provide a valuation

RESOLVED: That Fisher Wrathall be asked to re-value the Town Hall for insurance purposes at a cost of £100+VAT

- 40.4.2. Welcome Walls

RESOLVED: That the four Welcome Walls should be insured for replacement costs

- 40.4.3. War Memorial

RESOLVED: That War Memorial should be insured for its replacement cost

41. To consider items of Correspondence

- 41.1. To consider the Local Account document from NYCC regarding spending on adult social care services (paper 2013/10)

RESOLVED: That Cllrs reply using the appropriate form on a personal basis

42. To Receive Reports from Councillors who represent the Council on other bodies (for information only)
Cllr Adams had attended the Goodenber Play Area coffee morning which had raised £250.
He had also been to an Aid In Sickness meeting. The charity's income has exceeded expenditure for several years and the trustees are looking at other methods of dispensing grants, although this may require a change in the constitution.
43. Items for next meeting and minor items only
Thanks were expressed to the CARnival organisers for the successful event on 1 June and the clerk asked to send a letter of thanks and congratulation from the Council
The clerk confirmed that more information had been received from YLCA which would allow progress on the new clerk's contract
Cllr Armstrong confirmed that the Drop-In sessions prior to the meeting were going well. With help from CCllr Ireton the police had been contacted regarding community safety and Neighbourhood Watch schemes following a request from a resident at the May session, other queries had been agenda related and easily resolved. It was suggested that an update should be part of the meeting agenda so that the Council kept up to date with the issues being raised.

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

AGENDA ITEM 28)

CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 3 June 2013

1. Planning Decisions Received Since Last Meeting

1.1. GRANTED

- 1.1.1. 08/2013/13419 Single storey extension & extension of existing raised patio area at Saddlestones, Low Bentham Road, Bentham
- 1.1.2. 08/2013/13462 Alterations to reform shop frontage, replace windows / doors & provide additional window canopy at Flowerfields, 5-7 Main Street, High Bentham

1.2. REFUSED – none

2. Planning Correspondence

- 2.1. NYCC, City of York & NY Moors National Park Authority Minerals & Waste Joint Plan (May 2013) first consultation, until June 28.
- 2.2. Locality providing support & grants for communities & neighbourhood planning

3. Information Regarding Items Discussed at last Council Meeting

- 3.1. White lining responses sent 15 & 20 May
- 3.2. Accounts closed 16 May
- 3.3. Funds moved to PSDf, 20 May
- 3.4. Draft Letter to Diocese circulated 20 May, final version sent 23 May.

4. Items for Information – see information folder

- 4.1. Electrical Safety certificates & report for Town Hall
- 4.2. NYCC Election results
- 4.3. Clerk's Forum notes on Housing land & allocation
- 4.4. Garden Waste Service changes leaflet
- 4.5. Further information on The Big Community Switch energy bill scheme
- 4.6. Friends of St Margaret's letter, 11 May
- 4.7. Information about Cllr Donny Waites, New Chairman of Craven District Council
- 4.8. Bureau Veritas examination report on Town Hall Lift, May 2013
- 4.9. ICO certificate of registration

5. Items circulated by email

- 5.1. Latest Weekly Rural News Digest, 13/5, 20/5, 28/5
- 5.2. North Yorkshire Now May 2013
- 5.3. Looking Well News, 16/5
- 5.4. Passing Places meeting minutes 29/4
- 5.5. Carnival Meeting notes, 14/5
- 5.6. Rural Opportunities Bulletin, 15/5
- 5.7. Rural Vulnerability Service – Transport 27/5, Broadband 30/5
- 5.8. YLCA Information notes 10/5, 17/5, 24/5, 31/5
- 5.9. SLCC News bulletin 15/5

- 5.10. RAY News 5, 14/5
- 5.11. NALC Chairmans meeting with DCLG Minister
- 5.12. FOBL thanks for precept grant

6. Progress on Outstanding Matters

- 6.1. VAS confirmation for Springfield / Robin Lane work awaited
- 6.2. Cemetery memorial details circulated 23 April – letter re safety to be drafted
- 6.3. Tourist Information / WC signs ordered March 2013, put on hold until Town Team sign review completed
- 6.4. Letters re B6480 at Wennington sent to LCC, David Morris MP on 8 February – response awaited
- 6.5. Low Bentham Playing Field, pipes & cables map awaited
- 6.6. Quality Status – Statement of training intent to be considered