

## BENTHAM TOWN COUNCIL

### Minutes of the Council Meeting held on Monday 2 September 2013, at 7.00 pm in the Town Hall

Present Cllrs Adams, Barnes, Faichney, Handford, Hey Marshall (Chairman) & Vandy. Also DCllrs Barrington & Brockbank, Ms Sharon Sunter (Craven District Council), the clerk Mrs Burton and 6 parishioners

Before the business part of the meeting, the Council was addressed by Susan McGarry and Steven Rogers from Civil Parking Enforcement at Harrogate Borough Council (HBC). Ms McGarry gave an overview of the new service and explained that HBC had operated on-street parking enforcement for NYCC in Harrogate District for a number of years and had taken over responsibility for Craven & Selby from end of May 2013 – representing NYCC for on-street parking and Craven for Pay & Display car parks in Ingleton, Settle & Skipton. The department is ‘not for profit’ and is paid for by NYCC & CDC – providing a service to that value; i.e. 45 hours / week for Craven and 37 hours / week for NYCC, which equates to 3 members of staff covering both. She admitted that the department was in a learning curve in terms of problems in the areas covered and the public expectation of the service. Wardens had been to Bentham and issued ticket and they had reported the problems with shoddy line markings back to NYCC as they cannot issue tickets if the lines are not legal. The Council was asked to work with the department in supplying the problem hotspots geographically and the days when these were most likely to occur. It was confirmed that wardens do work Saturdays, but travel times etc must be factored in to visits to Bentham

There is an observation time of 7 minutes on a yellow line, unless there is a loading ban, to see if a stationary vehicle is actually loading or unloading. Disabled blue badge holders can park for 3 hours on yellow lines and if they are causing an obstruction it is a police matter with the wardens unable to issue a ticket. This is also true of parking on pavements and at junctions. The exception here is if a dropped kerb is being obstructed as these can be ticketed if the owner / resident has requested the department to police the access. The wardens will be vigilant and make recommendations to NYCC / CDC if they feel certain restrictions are inappropriate. It was commented that the disabled bays in Bentham are actually advisory and not the subject of RTOs, and therefore are difficult to police.

The Chairman thanked Ms McGarry & Mr Rogers for their attendance and started the meeting proper at 7.45pm.

64. To Receive Apologies from members unable to attend  
Cllrs Armstrong, Burton & Hurlley
65. To Receive Declarations of Interest from members present  
Cllrs Marshall & Faichney declared interests under paragraph 15 in item 73.1.4, planning, as owners of adjacent land / property. The clerk also declared an interest in item 73.1.6 for the same reason
66. To Receive Comment & Concerns - none
67. To Confirm the minutes of the previous meeting  
**RESOLVED:** That the minutes of the meeting on 1 July be signed
68. To Co-Opt a further member to Council for the period 2013/14 (if applications have been received)  
**RESOLVED:** That Mr Tim Stannard be coopted as representative for the Low Bentham ward for 2013/14
69. To Receive the Clerks Report (for information only) – see end of these minutes
70. To Receive the Drop-In Update (for information only)  
No drop in had been held due to the early start. The future and format of these sessions was discussed due to concerns about the some matters not being brought to Council meeting for discussion and minuting, and the potential to confuse comments made in these sessions as being the opinion of Council. It was agreed that the continued availability of Councillors prior to the meeting was important but that the sessions should become more private, where individuals could raise issues with a couple of Cllrs and be advised whether these should be brought to a full Council meeting or could be sorted simply by the provision of information.  
**RESOLVED:** That the Drop-In sessions should continue on a bi-monthly basis with two Councillors in the clerk's office and, where relevant, issues should be brought to the Council meeting in the comments and concerns item.
71. To Receive the Police Report & allow members to ask questions for information  
PC Hayes attended for the police. In the previous month the following notable reports had been made and investigated: 2 RTOs, theft from the CoOp with a suspect on CCTV, a burglary where a suspect has already been arrested and bailed, 2 Public Order offences resulting from neighbour disputes, an assault in one of the care homes & 16 sheep stolen from Low Bentham. PC Hayes confirmed that there had been multiple sheep thefts in the Craven area and asked people to be vigilant.
72. To Receive Reports from CCllr & DCllrs (for information only)  
DCllr Barrington confirmed that the recent consultations regarding parts of the Local Development Plan would be fed back to committee in September.  
DCllr Brockbank said there would be an IT & Biscuits drop in at the Library on 19 September for a free introduction to computers and the internet.

The recent Select Committee consultation on HGV Parking had proposed that Lairgill be retained as HGV parking in Bentham and this would go to the Policy Committee on 10 September  
Extra Care Housing in NY have ring fenced the old school site for the proposed provision of 50 apartments for the elderly, a garden and medical facilities possibly with a dementia care unit.

Cllr Marshall brought item 77 forward at this point as Ms Sunter from Craven District Council was in attendance

77. To receive an update from the Town Team

The Bus Shelter was now complete and the Heritage Trail work on going. Cllr Marshall thanked Ms Sunter & Mr Laycock from Craven for their efforts in applying for and obtaining a LEADER grant to improve the signage and information boards around Bentham town centre.

77.1. Signage project update

Ms Sunter explained that the aim was to tidy up the current signage and to provide vandal proof information boards, which had come out of the Shaping Spaces community consultation event last year. The proposed signs are of good quality with a long life. The grant money must be spent by the end of November and it required for the Council to agree to take on the ownership, insurance and maintenance of the signage once in position. The clerk had not been able to get any quotes for possible insurance premiums but it was agreed that, based on the extra premium for the war memorial and welcome walls, it was unlikely to be significant. Her concern was more regarding the size of the excess should any of these articles require replacement, but it was confirmed that the placement of each sign was being carefully considered to ensure that collisions were highly unlikely to occur.

**RESOLVED:** That the Council agree to take on the ownership, insurance and maintenance of the fingerposts and information boards following their installation

**RESOLVED:** That the Council will enter into licenses for those signs that are placed on NYCC and CDC land, accepting maintenance responsibility

77.2. To consider the use of Community Infrastructure Levy funds

Approximately £100K funds will be made available for use in the centre of Bentham. Possible projects have already been raised and need progressing to the next level, and further ideas need generating / considering. The funding is not time limited but more detail is required for ideas to receive approval and the Council needs to take the lead.

- Improving pedestrian access on Station Road needs discussing with NYCC. The narrow footpaths make it difficult for prams and wheel chairs, and their replacement with coloured non-slip surfacing may be possible although could also have issues

**RESOLVED:** That the Council discuss improving pedestrian access to Station Road with NYCC Highways

- Creating a public park on land off Station Road. This needs discussing with CDC who are the land owners

**RESOLVED:** That the popularity of the proposed scheme needs to be assessed

- Improving Bentham car parks – marking out the parking spaces would ensure the maximum number of vehicles could park, and moving the re-cycling bins would create extra spaces

**RESOLVED:** That the feasibility of moving the re-cycling bins be explored with Craven District Council

73. Planning

73.1. To Consider and Comment upon New Applications

73.1.1. 08/2013/13723 Installation of replacement windows and doors at New Butts Barn, Clapham Road, High Bentham

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

73.1.2. 08/2013/13733 Replacement of 3 single glazed wooden windows with double glazed wooden windows at 4 Bentham Old Hall Cottages, Duke Street, High Bentham  
Already passed, see clerks report

73.1.3. 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

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

73.1.4. 08/2013/13791 Demolition of existing dormer bungalow & detached garage & replacement with new two storey home with an accessible garage through lift, therapy space & specialist bathroom at West Harrow, Low Bentham Road, Bentham  
Cllrs Faichney & Marshall declared an interest

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

73.1.5. 08/2013/13803 Proposed conversion of detached garage & studio to self contained dwelling at Lake House, Burton Road, Low Bentham.

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

73.1.6. 08/2013/13808 Demolition of existing disused farm buildings & erection of 2 new dwellings at One Ash, Springfield, High Bentham

Council noted that this was a resubmission of an expired permission and that the barn had already been demolished. It was agreed that there were no objections but the Council did agree that the previous condition that the drainage problems associated with the site that cause significant flooding on Springfield should be solved before building commenced was essential and should be enforced.

**RESOLVED:** That the Council had no objections to this application as long as the flooding issues are solved before building commences as per the original conditions.

73.2. To Receive Planning Decisions

- If any (see Clerks Report)

73.3. To Receive Correspondence on Planning Issues

- If any (see Clerks Report)
- To receive a response from Julian Smith MP regarding the planning process for the new school - received

74. Highways Matters

74.1. To Receive a response from NYCC Highways regarding the VAS machine on Robin Lane

The response to the complaint about the sign on Robin Lane was read by the clerk, agreeing to attempt to turn the sign slightly when next in position to keep the light out of the property opposite. Council agreed that the general response by residents was favourable and that the signs had worked to slow traffic down whilst present. NYCC Highways have agreed to forward the results once they are available. It was agreed that both signs, Robin Lane and Springfield, should be reversed on the next deployment in October.

**RESOLVED:** That the VAS machines should be reversed to monitor the speed of vehicles leaving Bentham on their next deployment in October.

74.2. To Receive an update on the re-lining of highways for parking enforcement

Despite promises that the re-lining would be complete by the end of August this had not been possible and NYCC Highways now say this will happen in the week commencing 9 September

74.3. To Consider and Note Highway Matters for Information

The clerk had received two complaints about parking / fly tipping on land near the Horse & Farrier and the adjacent roads. Council noted that the land in this area is owned either by Craven District Council or is in private hands and therefore outside its sphere of influence. It did agree that discussions should be held with NYCC Highways regarding the yellow lines in the area and whether they were still necessary.

**RESOLVED:** That NYCC Highways be asked for a meeting to discuss the parking restrictions around the Horse & Farrier

Further complaints were discussed about graffiti on the railway bridge and river bridge. It was agreed to ask the Parish Caretaker to look at removing the graffiti from the railway bridge but noted that the Environment Agency would not allow chemicals to be used close to the river

**RESOLVED:** That the Parish Caretaker be asked to remove the graffiti from the railway bridge

The state of the wooden railway bridge on Duke Street was raised again. The clerk said that Network Rail had been made aware of the dilapidated state but had considered it safe. She agreed to raise it again with new photos for consideration

**RESOLVED:** That the state of the Duke Street railway bridge be raised again with Network Rail

Questions were asked regarding the spraying and killing of grass around Craven land on Grasmere Drive. The clerk agreed to contact Craven to find out why the grass has been killed and to request reseeding of affected areas.

**RESOLVED:** That Craven District Council be asked about the spraying of grass on their land at Grasmere Drive and that they be requested to reseed the areas as soon as possible

75. To Note the Minutes of the Finance Committee meeting, 15 July - noted

75.1. To agree and adopt the Terms of Reference for the Finance Committee

**RESOLVED:** That the Terms of Reference for the Finance Committee be adopted

75.2. To re-approve the audit plan

**RESOLVED:** That the Audit Plan be re-approved

75.3. To agree paper F2013/01 – a review of the effectiveness of internal audit

**RESOLVED:** That the Review of Effectiveness of Internal Audit be accepted and signed

75.4. To agree paper F2013/03 – a review of the effectiveness of internal controls

**RESOLVED:** That the Review of Effectiveness of Internal Controls be accepted and signed

75.5. To agree a method of completing the Clerks Contract by the next meeting.

**RESOLVED:** That the Finance Committee meet to complete the Clerks Contract for the October meeting

76. To Review the NYCC consultation on proposed reductions to Bus Service subsidy in Craven and agree a response

**RESOLVED:** That, as the reductions do not affect Bentham services, no response is necessary

76.1. To Note that Little Red Bus, Harrogate will cease trading in October with reduced services in the area

It was noted that LRB had already ceased trading

78. To receive the Bishop of Bradford's Draft Pastoral Church Buildings Scheme for the benefices of Bentham, Ingleton with Chapel-le-Dale & Thornton-in-Lonsdale with Burton-in-Lonsdale and the Church of St Margaret in the parish of St Margaret, Bentham; and to agree a response (paper 2013/11)  
It was noted that this scheme was not significantly different to the original draft considered by the Council in May and that all aspects were still intertwined, i.e. the appointment of a new vicar, a team ministry, a single parish of Bentham and the closure of St Margaret's. It was agreed that the same response should be sent by the Council, such that the appointment of a new vicar is paramount, St Margaret's should be kept open if at all possible and the formation of a single parish and team ministry should be decided by the Anglican Church family.

**RESOLVED:** That the scheme is not significantly different to that discussed in May and the same response should be sent to the Church Commissioners as was made to the Diocese

79. To further discuss a Neighbourhood Plan for Bentham

79.1. To consider a draft questionnaire for the parish

Due to family problems the clerk had been unable to finish the draft questionnaire and this subject was postponed for the October meeting

**RESOLVED:** That the Neighbourhood Plan and questionnaire be moved to the October meeting

80. To Agree the Accounts for Payment (July & August)

|                           |         |                     |          |
|---------------------------|---------|---------------------|----------|
| Cannon                    | 19.33   | PWLB                | 23927.45 |
| Craven District Council   | 202.00  | Bentham Imaging     | 325.00   |
| Mopps                     | 384.00  | Stannah             | 156.58   |
| Lexis Nexis               | 60.00   | Clearglass Cleaning | 90.00    |
| W Smith                   | 17.00   | Modern Neon         | 18.00    |
| B & CE Armstrong          | 76.10   | 1&1 Internet Ltd    | 25.16    |
| Horton Landscaping        | 1209.46 | R Green             | 998.40   |
| EOn                       | 761.49  | J Burton            | 1757.44  |
| Hygiene Cleaning Supplies | 50.90   | C Sinclair          | 262.50   |
| Aviva                     | 653.78  | W Dowbiggin         | 202.50   |
| FCR Events                | 121.68  | Orange              | 47.98    |
| British Telecom           | 302.66  | Phone CoOp          | 3.40     |
| Yorkshire Water           | 200.11  |                     |          |

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

- 80.1. To agree the purchase of a Garden Waste license for the cemetery at a cost of £24

**RESOLVED:** That the Council purchase a garden waste license for the cemetery at a cost of £24.

- 80.2. To agree the purchase of a Poppy Wreath for Remembrance Sunday at a cost of £17

**RESOLVED:** That the Council purchase a Poppy Wreath for Remembrance Sunday at a cost of £17

- 80.3. To note the change in insurance premium following the addition of the war memorial and welcome walls, at an extra cost of £11.28 – noted

81. To consider items of Correspondence

- 81.1. To Note the 2014 election date has been moved to 22 May, and consider the effect on the Council year

**RESOLVED:** That the Council year start at the June 2014 meeting after the elections in 2014

- 81.2. To Receive an invite for a presentation at Craven District Council on the Code of Conduct & the Planning Process on 25 September at 7pm and agree who should attend

**RESOLVED:** That Cllrs Hey, Vendy & Stannard attend as Council representatives

- 81.3. To Receive an invitation to the Parishes Liaison Group Meeting on 30 October at 6.30pm at Craven District Council, with Julia Mulligan (NY Police & Crime Commissioner) and agree who should attend

**RESOLVED:** That the clerk ascertain the venue for the meeting

**RESOLVED:** That Cllrs Marshall and Hey attend as Council representatives.

- 81.4. To Receive information about a YLCA training event on 5 September - received

- 81.5. To Receive a letter of apology from Low Bentham WI for burning the Galley worktop, and to agree a response.

The clerk confirmed that she had asked for a quote for repair but had not received it in time for the meeting. It was agreed that the cost of providing a heat saver mat should also be obtained. A letter should be sent to the WI asking if they have public liability insurance to cover the damage.

**RESOLVED:** That the clerk obtain quotes to repair the damage and to provide a heat saver mat

**RESOLVED:** That a letter be sent to the WI asking if they have public liability insurance to cover the repairs.

- 81.6. To consider whether to participate in the Rural Fair Share petition

**RESOLVED:** That the Rural Fair Share petition be circulated to the Library, Post Office etc to collect signatures

- 81.7. To consider an offer from Craven for Officers to attend a Council meeting

**RESOLVED:** That Craven be asked to send an officer from the Estates Department to discuss the potential Public Park on Station Road.

82. To Receive Reports from Councillors who represent the Council on other bodies (for information only)  
 Cllr Hey informed the meeting that the Longstaffe Charity are producing a brochure to encourage organisations to make donations for educational purposes.  
 She had also attended a Passing Places meeting where potential sites for art work had been discussed  
 Cllr Adams had attended a Rail Partnership meeting and had a questionnaire regarding services etc for stations on the Bentham line which would be on the October agenda  
 Cllr Burton had sent a message that the Youth Café would be having an open evening on 3 September for people to meet the new Youth Worker, Ian Hamilton, and that their coffee morning will be on 14 September.
83. Items for next meeting and minor items only  
 The clerk had received a request, after the agenda had been published, from the Bonfire Committee for Council support for the road closure on the Bonfire night to allow the lantern procession to take place. It was agreed that the Council would support this request as previously, and that the clerk should sign any forms on its behalf.  
 The clerk also passed on an invitation from Churches Together to Cllrs to the Community Service to be held on 22 September at 6pm in the Methodist Church.

There being no further business, the meeting was closed at 9.45pm

## AGENDA ITEM 69)

### CLERK'S REPORT TO BENTHAM TOWN COUNCIL, 2 September 2013

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

##### 1.1. GRANTED

- 1.1.1. 08/2013/13526 Amendment to boundary treatment to unit D & regularise the actual built location of western access road at Todhill Farm, High Bentham
- 1.1.2. 08/2013/13588 Infilling window front elevation & door at rear, new timber sliding sash windows to front elevation & timber casements at rear, single storey extension with pitched roof at 3 Bank View, Burton Road, Low Bentham
- 1.1.3. 08/2013/13593 Replacement of single glazed casement widows with double glazed casement windows, roof light, sash window & glazing to door panels at Brentwood End Cottage, Main St, Low Bentham
- 1.1.4. 08/2013/13733 Replacement of 3 single glazed wooden windows with double glazed wooden windows at 4 Bentham Old Hall Cottages, Duke Street, High Bentham

##### 1.2. REFUSED

- 1.2.1. 08/2013/13582 Single dwelling at Mewith House, Mewith Lane, Low Bentham

#### 2. Planning Correspondence

- 2.1. Application 08/2013/13693 Council request to trim trees at Golf Club to enable clear visibility of VAS
- 2.2. Planning Event 30 July – Emerging Local Plan for Parishes, details circulated prior to event.
- 2.3. NYCC Planning meeting, 6 August, to discuss new school application for change of conditions
- 2.4. 08/2010/1192 – Certificate of Lawful Development at Burbles Gill - Decision
- 2.5. Enf 1467/13 – notice that works to create new hardstanding 45 Robin Lane were done without required planning permission but that this will not be pursued at present, although case could be reopened.
- 2.6. Appeal decision – Waterscale Farm, Greystonegill wind turbine ALLOWED
- 2.7. E-Petition for Amendment to National Planning Policy Framework to control rural development
- 2.8. Preparation for Local Plan for Lancaster District 2011-2026, Update

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

- 3.1. School planning letter sent 2/7
- 3.2. VAS concerns discussed with NYCC Highways 3/7
- 3.3. Cemetery brown bin organised 4/7, License finally fitted 12 August
- 3.4. Carehome meeting postponed from 13 August until September, date to be agreed

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

- 4.1. Recruitment for Special Constables
- 4.2. SELRAP newsletter
- 4.3. Letter from NYCC Highways to Goodenber resident regarding planting trees on the highway
- 4.4. Rural Action Yorkshire Network meeting, 28 September at 1.20pm Giggleswick, Reducing Cost on Community Halls by Saving Energy
- 4.5. White Rose Update, August 2013
- 4.6. Information about North Yorkshire Youth

#### 5. Items circulated by email

- 5.1. Latest Weekly Rural News Digest, 1/7, 8/7, 15/7, 22/7, Spotlight on Heart of Village 24/7, 29/7, 5/8, 13/8, 19/8, 27/8, Spotlight on Young People 1/9
- 5.2. North Yorkshire Now, July 2013 & August 2013
- 5.3. Craven Community News, July 2013
- 5.4. Passing Places Event, July 6, Steering Group Minutes 10/7, Site meeting 13 August

- 5.5. Rural Opportunities Bulletin, 4/7 & 7/8
- 5.6. Rural Vulnerability Service, Broadband 10/7 & 21/8, Fuel Poverty 18/7, Transport 14/8,
- 5.7. YLCA Information notes, 28/6, 8/7, 15/7, 19/7, 2/8, 23/8
- 5.8. LEADER Eburst, July 2013
- 5.9. SLCC News bulletin, 14/7 & 18/8
- 5.10. RAY News, July 2013
- 5.11. Dales Connect Bulletin, Summer 2013 (DITA transport)
- 5.12. RegioFlash, EU Policy Bulletin 9/8
- 5.13. Julian Smith MP – Reporting Back 3/7
- 5.14. Fields in Trust e-zine, 3/7 & 5/8
- 5.15. Volunteer Management Training sessions, starting October

## 6. Progress on Outstanding Matters

- 6.1. Response to Notice of Intention re St Margaret's Churchyard sent 13/6
- 6.2. Letters to Hopleys & NICEIC regarding electrical installation sent 13/6, Hopley reply 22/6 – information collated but not sent yet, awaiting decision.
- 6.3. Cemetery memorial details circulated 23 April – letter re safety to be drafted
- 6.4. Tourist Information / WC signs ordered March 2013, put on hold until Town Team sign review completed
- 6.5. Letters re B6480 at Wennington sent to LCC, David Morris MP on 8 February – response awaited
- 6.6. Low Bentham Playing Field, pipes & cables map awaited
- 6.7. Quality Status – Statement of training intent to be considered