

BENTHAM TOWN COUNCIL



Town Clerk
Bentham Town Hall, Station Road,
Bentham, Lancaster LA2 7LH

Tel/Fax: 015242 62587
Email: townclerk@benthamtowncouncil.co.uk

Tuesday 20th May 2024

Minutes of meeting – Tuesday 7th May 2024 - Annual Council Meeting

Present; Cllrs Adams, Cllr Burton, Cllr Gerrie, Cllr Hill, Cllr Marshall, Cllr Paige, Cllr Ryan, Cllr Stannard and Cllr Taylor.

Town Clerk: Claire Burrow

MOP:7

1. To **Appoint the Mayor** for the period 2024/2025

RESOLVED: Cllr Adams be appointed Mayor for 2024/2025.

2. Signature of the **Declaration of Acceptance of Office by Mayor.**

RESOLVED: Declaration signed by Cllr Adams.

3. To **Appoint the Deputy Mayor** for 2024/2025

RESOLVED: That Cllr Burton be appointed the Vice Chair/Deputy Mayor for 2024/2025

4. **Apologies** from members unable to attend: - **Cllr Howard and Cllr Naylor**

4.1 To Note Apologies for absence given in advance of the meeting.

NOTED

4.2 To consider acceptance of reasons for absence – if consideration of reason requested.

APPROVED

5. **Declaration of Interest:** -

5.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

NONE

5.2 To Approve Dispensation Requests – if dispensation request received.

NONE

6. **To receive Comment & Concerns:**

Public participation – to hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consultation. (NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification; The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes).

MOP 1 – Uplevelling of the transport. Questioned, could the Prosperity Fund be used for public transport?

MOP 2 – Regarding the planning extension of the Rollershed, questioned why the local residents in the immediate vicinity have not been notified. Residents are curious as to what the business is actually going to be, comments on long working days, potentially 12 hour days, with working hours during the weekend. Cllr Adams stated that BTC do not have any further information, MOP should contact NYC Planning Authority with a comment.

7. To **Confirm the Minutes** of the previous meeting on Monday 22nd April 2024, as a true and accurate record.

RESOLVED: that the Minutes from Monday 22nd April 2024 as a true and correct record.

8. To note the draft minutes of the **Annual Parish Meeting** on Wednesday 24th April 2024.

NOTED

9. To consider appointing **Members to Committees for 2024/2025** and to agree a way forward: -

9.1 Buildings –

RESOLVED – members appointed Cllrs Adams, Burton, Gerrie, Paige and Howard.

9.2 Finance –

RESOLVED - members appointed Cllrs Adams, Burton, Gerrie, Hill, Marshall and Ryan.

9.3 Marketing and Development –

RESOLVED - members appointed Cllrs Burton, Gerrie, Howard, Hill, Naylor and Ryan.

9.4 Open Spaces –

RESOLVED - members appointed Cllrs Burton, Paige, Marshall, Stannard and Taylor.

10. To consider appointing **Members as Council Representatives for 2024/2025** and to agree a way forward:

RESOLVED – That representation on outside organisation is agreed as listed below;

10.1 Aid in Sickness – **Cllr Adams**

10.2 Bentham & District Dementia Friendly Community (BDDFC) – **Cllr Hill**

10.3 Bentham Area Refugee Support Group (BARSG) – **Cllr Gerrie**

10.4 Bentham Christmas Lights Committee – **Cllr Burton**

10.5 Bentham Common Land Charity – **Cllr Marshall**

10.6 Bentham Environmentally Sustainable Town (BEST) – **Cllr Paige**

10.7 Bentham Playing Field Association – **Cllr Ryan**

10.8 Bentham Save a Life – **Cllr Hill**

10.9 Bentham Youth Café – **Cllr Naylor**

10.10 Collingwood & Longstaffe – **Cllr Marshall**

10.11 Goodenber Play Area Association – **Cllr Adams**

10.12 LASRUG – **Cllr Adams**

10.13 Longstaffe Educational Foundation – **Cllr Burton**

10.14 Looking Well/Bentham Community Library – **Cllr Naylor**

10.15 Patient Representative Group – **Cllr Stannard**

10.16 Victoria Institute – **Cllr Paige**

10.17 YLCA Craven branch (2 representatives) – **Cllr Marshall and Cllr Taylor.**

11. To review the **Banking Arrangements: -**

11.1. To review the bank account arrangements and mandates and agree a way forward.

11.1.1 Unity Trust Bank

RESOLVED – to continue with existing bank mandate, Cllrs Adams, Burton, Gerrie, Hill and Marshall be the authorised signatories. The Clerk and RFO have view and submit.

11.1.2 Public Sector Deposit Fund

RESOLVED – to continue with existing bank mandate.

12. To Agree a **Provisional Timetable of Meetings** for the new Council Year.

RESOLVED – Provisional meeting dates agreed.

RESOLVED – Majority of Council business is conducted on the first Monday of the month and essential/urgent business, if necessary will be conducted in a Full Council meeting before the Committee dates.

13. To receive the **Police Report** & allow members to ask questions for information - If any.

RECIEVED

Please find your monthly police report for Bentham Town Council meeting 22.04.24

We have had 14 incidents reported between 05.04.24 & 21.04.24

Reports include – Highways – parking issues, Abandon Calls & postal

07.04.21 – Crime fraud – text/calls

07.04.24 – Advice – dogs in play park – Low Bentham

11.04.24 – RTC – 2 vehicle – Greenfoot Lane

11.04.24 – Theft from person

17.04.24 & 20.04.24 - Domestic dispute

18.04.24 – suspect vehicle & quad

19.04.24 – Crime drugs

Please find your monthly police report for Bentham Town Council meeting 07.05.24

We have had 6 incidents reported between 21.04.24 & 05.04.24.

27.04.24 - Domestic dispute

29.04.24 – Criminal damage to bench – playing fields.

01.05.24 – RTC – single vehicle – Ravens Close Brow

01.05.24 – Crime/found – Drugs – Low Bentham

03.05.24 - Criminal damage to vehicle parked Low Bentham Road, High Bentham

04.05.24 – Alarm sounding Drs - false.

How to report speeding concerns - Speed Management Protocol

www.northyorkshire.police.uk/search?q=speeding+concern

Working to keep North Yorkshire a safe place to live, visit & work please visit

www.northyorkshire.police.uk.

Please report & suspect incidents at the time on 101, online or 999 if urgent.

Useful site re Crime and policing in England which allows you to search re incident recorded in your

area www.police.uk.

Contact Information:

1 Ring 999 in an emergency or to report a crime in progress.

2 Ring 101 to report incidents or provide information.

3 Ring Crime Stoppers on 0800 555 111 to remain anonymous.

4 E-mail SNACraven@northyorkshire.police.uk

Kind Regards

Jayne

PCSO Jayne Grace

14. To receive a **Report from NYC Councillor** (for information only) - If any **NONE**

15. To Review the Council's Required Documents

15.1 **Standing Orders.**

RESOLVED – That the Standing Orders of 2023 be reviewed and approved.

15.2 **Financial Regulations.**

RESOLVED – DEFFERED to next Full Council as there has been an updated version received from NALCs which need to be reviewed.

15.3 **Terms of Reference for Committees.**

RESOLVED – Finance and Marketing and Development TOR agreed.

Open Spaces and Buildings TOR recommended to change the terms to allow committees to authorise and spend within 'agreed' budget.

APPROVED

15.4 **Complaints Procedure.**

RESOLVED – that the 2023 procedure is reviewed and APPROVED

15.5 **Asset Register.**

RESOLVED – question of difference between street furniture and benches.

15.6 Risk Assessment.

RESOLVED – to remove the sections regarding the transmission of COVID. APPROVED.

16. To consider adopting NYC's Code of Conduct

RESOLVED – accepted and APPROVED.

17. To consider and comment upon **New Planning Applications:**

- 17.1. ZA24/25879/FUL Single storey side extension to existing commercial building
The Rollershed, Butts Lane, High Bentham, Lancaster, North Yorkshire, LA2 7JZ,

NEUTRAL – NO OBJECTION

18 To note planning applications previously considered, now LBC and FUL:

- 18.1 ZA24/25902/LBC Listed building works in association with proposed conversion of former squash courts/store and demolitions to create a new single dwelling.

NOTED

- 18.2 ZA24/25850/FUL Proposed conversion of the Horse & Farrier public house into a single dwelling including demolitions and erection of a new double garage

NOTED

19 **Financial Matters:**

- 19.1 To Receive the Council's insurance renewal and consider if any amendments are required (if received)

RESOLVED – streetlights need to covered through Public Liability and the streetlights added to renewal in case of uninsured or lack of informative damage by third persons, £750 per street light.

NOTED - Insurance of wages; Clerk salary decreased and Caretaker/Cleaner increased.

RESOLVED – to request HAGS to complete a rough quote for insurance purposes value the PHPF equipment.

RESOLVED – to request Fisher Hopper to value the Town Hall for insurances purposes.

To note Precept Instalment received £70,000.00

NOTED

- 19.2 To receive and note current bank balances as at 30th April 2024: £115,794.17

RECEIVED

- 19.3 To note the pre-agreed contractual payments.

APPROVED

- 19.4 To note the following payments previously authorised: Clerk, Caretaker and Cleaner contracted wages.

APPROVED

19.5 To approve the payments.

1	Status	Order No	Date	Invoice Date	Invoice Number	Supplier	Description	Total
2	Outstanding	86	07.05.2024	08.04.2024	658508	SSE SWALEC Unmetered Supply (SSE SWALEC)	Sign Post	£283.33
3	Outstanding	85	02.05.2024	02.05.2024	sr24.009	Signpost Restoration Ltd (Signpost restoration Ltd)	Sign Post	£5,652.00
4	Outstanding	84	07.05.2024	22.04.2024	646630	CP Kendle	china	£435.00
5	Outstanding	83	07.05.2024	08.04.2024	2561	keldrigg shutters & Grills	FIRE SHUTTER	£204.00
6	Outstanding	82	07.05.2024	02.05.2024	1543	Mark Burrow Electrical Ltd	ELECTRICAL WORK	£107.42
7	Outstanding	81	07.05.2024	15.04.2024	2253	YLCA (YLCA)	Training	£70.00
8	Outstanding	80	07.05.2024	01.05.2024	30362998	Citron (Citron)	Sanitary Disposal Unit	£36.00
9	OverDue	79	07.05.2024	29.04.2024	April 2024	Clearglass Cleaning (Clearglass Cleaning)	Window Cleaning	£120.00
10	Outstanding	78	07.05.2024	29.04.2024	4153009	Viking (Viking)	Printing, postage, stationery	£92.39
11	Outstanding	77	07.05.2024	29.04.2024	1241	Kingsdale Projects (Kingsdale Projects)	Grass cutting	£3,680.00
12	Outstanding	76	07.05.2024	05.05.2024	338816956/24	Total Energies (Total Energies)	Electricity	£701.20
13	Outstanding	75	07.05.2024	02.05.2024	018	IA-ODONoghue	Internal audit fee	£350.00
14	Outstanding	72	22.04.2024	01.04.2024	2 Apr	Elkerlodge Services Ltd	Locum RFO	£900.00
15	Outstanding	71	15.04.2024	11.04.2024	11184	Alpha Engraving Ltd	Dog sign	£41.40
16	Outstanding	70	15.04.2024	08.04.2024	April 2024	Colin Moore	Town Hall Repairs	£130.00
17	Outstanding	68	31.03.2024	12.03.2024	935344	ADC	Auto Door	£212.40
18	Outstanding	35	28.02.2024	28.02.2024	934919	ADC	Auto Door	£217.50
19	Outstanding		24.04.24	24.04.24		Co-operative goods for the Annual Parish meeting	C Burrow	£32.30

disputed

APPROVED – HH and PG to authorise.

20 **Open Spaces:** To consider the quote from Kingsdale Projects for Parish Caretaking.

RESOLVED – accept the quote, works to be carried out. Proposed and secondary. APPROVED.

21 To receive **Reports from Councillors** who represent the Council on other bodies (for information only) - If any.

Cllr Marshall – Collingwood and Longstaffe; New tenant in the Almshouses. Dr Storey has stood down as Trustee therefore a new Trustee is required, contact Councillor Marshall or Mr Ian Wood as the new Chairman.

Councillor Marshall left the meeting at 8:02pm.

Cllr Ryan – Playing Fields; meeting at same time as Council meeting, asbestos being removed, building is covered in the blue tarpaulin to remove asbestos, Utilities may need to move the utilities to the newer club house. The old clubhouse to be demolished. Resurfacing of the tennis court, netball groups are struggling, this may be converted into a MUGA.

Cllr Burton – Longstaffe Education Foundation – recent meeting was establishing dates, there will be a meeting on 23rd May 2024.

22 Items for next meeting **and minor items for information** only.

22.1 The Bentham Town Council Masterplan meeting with NYC will now be in June.

Masterplan – ideas from Councillors to move the Masterplan forward and how we engage the community. Buses

Comments on the 80th D-day celebrations in the local area, Cllr Stannard asked Bentham News; Ingleton are going to parade the torch and light the beacon on Ingleborough.

Community Youth Building – issues with parking on the pavement, this issue may be related to the furniture sale over the bank holiday.

Update on the No Dogs sign, returned to Carnforth Sorting Office due to lack of delivery to the Town Hall.

Bowland View – dropped kerb on pavement, Cllr Adams contacted NYC.

23 Date of next meeting.

Finance - Monday 13th May 2024 7:30pm

Full Council - Monday 3rd June 2024 7:30pm

Buildings – Monday 17th June 2024 7:30pm

Meeting closed at 8:17pm

C Burrow

Claire Burrow

Town Clerk

Tuesday 20th May 2024