



BENTHAM TOWN COUNCIL

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Wednesday 14th May 2025

Minutes of the Full Council Meeting: **Monday 12th May at 7:30pm, Lower Hall, Bentham Town Hall**

Present: Cllrs Adams, Burton, Paige, Marshall and Stannard
Town Clerk: C Burrow
Assistant Town Clerk: E Langan
Bentham News
MOP: 4

- 1 To elect a Mayor for the year 2025-2026.**
RESOLVED: Councillor Adams be appointed as mayor for 2025-2026.
- 2 Signature of the Declaration of Acceptance of Office by Chair/Mayor.**
RESOLVED: Declaration signed by Cllr Adams
- 3 To appoint a Deputy Mayor for the year 2025-2026.**
RESOLVED: Cllr Paige be appointed as Deputy Mayor for 2025-2026.
- 4 Apologies from members unable to attend: -**
 - 4.1 To note apologies for absence given in advance of the meeting.
NONE
 - 4.2 To consider acceptance of reasons for absence – if consideration of reason requested.
NONE
- 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.
Cllr Marshall – 21.3
 - 5.2 To approve dispensation requests – if dispensation request received.
NONE
- 6 To consider applications for the office of councillor and to fill vacant seats by co-option, if any.**
RESOLVED: to Co-Opt F Whittet into the role of Councillor.
- 7 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).

MOP1 – A resident expressed concerns regarding the Roller Shed in close proximity to their property. They reported potential non-compliance with planning stipulations, including unauthorised use of the premises without suitable parking arrangements and vehicles exceeding the permitted number were observed. The resident highlighted safety and aesthetic issues; citing a cluttered site affecting the nearby cemetery entrance and temporary fencing posing health and safety risks to children. MOP also mentioned unauthorised vehicle maintenance and use of power tools outside the building, contrary to conditions. Resident has contacted North Yorkshire Council via email. The resident requested Bentham Town Council’s thoughts and possible assistance in ensuring compliance.

MOP2 – A resident revisited a previous request to modify the council's mowing regime in High and Low Bentham to promote biodiversity. MOP suggested allowing wildflowers to grow on steep slopes along Low Bentham Road, with only two cuts per year (April and September) and clippings removed. The council previously declined, citing equipment costs and maintenance challenges. The resident argued that frequent mowing of steep slopes is more difficult and that wildflower management is cost-effective compared to proposed wildflower beds, which require significant preparation and maintenance. Resident suggested reallocating funds to planters and litter collection instead and requested further discussion with the Open Spaces Committee.

8 To Confirm the Minutes of the meeting on Monday 7th April 2025 as a true and accurate record. RESOLVED: that the minutes from Monday 7th April 2025 be signed as a true and accurate record.

9 To note the draft minutes of the Annual Parish Meeting on Monday 28th April 2025. NOTED

10 To receive the Police Report & allow members to ask questions for information - If any. Read out in full by Cllr Adams (appendix A)

11 To receive a Report from NYC Councillor (for information only) - If any NONE RECEIVED

12 To consider appointing Members to Committees for 2025-2026 and to agree a way forward:

12.1 Buildings

RESOLVED; to include Buildings matters in monthly or extraordinary Full Council meetings.

12.2 Finance

RESOLVED: to have all members of Council on the Finance committee.

12.3 Open Spaces.

RESOLVED; to include Open Space matters in monthly or extraordinary Full Council meetings.

12.4 Marketing and Development.

RESOLVED; to include Marketing and Development matters in monthly or extraordinary Full Council meetings.

13 To consider appointing Members as Council Representatives for 2025-2026 and to agree a way forward: -

13.1 Aid in Sickness

Cllr Adams

13.2 Bentham & District Dementia Friendly Community (BDDFC)

Cllr Stannard

13.3 Bentham Area Refugee Support Group (BARSG)

NONE

13.4 Bentham Christmas Lights Committee

- NONE**
- 13.5 Bentham Common Land Charity
Cllr Marshall
- 13.6 Bentham Environmentally Sustainable Town (BEST)
Cllr Paige
- 13.7 Bentham Playing Field Association
Cllr Taylor
- 13.8 Bentham Save a Life
Cllr Stannard
- 13.9 Dales Youth Club
NONE
- 13.10 Collingwood & Longstaffe Almshouses
Cllr Marshall
- 13.11 Goodenber Play Area Association
Cllr Adams
- 13.12 LASRUG
Cllr Adams
- 13.13 Longstaffe Educational Foundation
Cllr Burton
- 13.14 Looking Well/Bentham Community Library
NONE
- 13.15 Patient Representative Group
Cllr Stannard
- 13.16 Victoria Institute
Cllr Paige
- 13.17 YLCA Craven branch (2 representatives).
Cllr Marshall and Taylor

RESOLVED: ACTION Clerk to contact groups to ensure all those that need a representative of the Council for trustees have a member of Council.

ACTION: Contact groups without a member to send in written reports or give a verbal report when they wish.

ACTION: Contact all groups to ensure they may request support any time from Council.

- 14** To review the **Banking Arrangements**; to review the bank account arrangements and mandates and agree a way forward.

14.1 Unity Account.

RESOLVED: to add all Council members to the bank mandate.

14.2 Public Sector Account.

RESOLVED: to continue with existing bank mandate.

14.3 Virgin Account.

RESOLVED: to continue with existing bank mandate.

- 15** To consider a **Provisional Timetable of Meetings** for the new Council Year.

RESOLVED: to accept the second version of the meeting schedule with reduced frequency of meetings due to a shortage of members, eased workload for officers managing meeting preparations and follow-up and improved efficiency in decision-making

- 16** To Review the Council's Required Documents

16.1 **Standing Orders.**

RESOLVED to approve the Standing Orders 2025 with updates of non-gender bias and dispensation approval by Council at beginning of meeting or during.

- 16.2 **Financial Regulations.**
RESOLVED to approve.
- 16.3 **Terms of Reference for Committees.**
RESOLVED: Full Council meetings will be ‘themed’ to include matters arising from each committee, terms to be included in Council meetings.
- 16.4 **Complaints Procedure.**
RESOLVED to accept.
- 16.5 **Asset Register.**
RESOLVED: include the heritage fingerpost purchased in 2024.
- 16.6 **Risk Assessment.**
DIFFERED to next meeting; not sent out in advance to Councillors.
- 16.7 **Privacy Policies**
RESOLVED to accept.
- 16.8 **Media and Press Policy**
DIFFERED to next meeting: Council request more time to read.

17 To consider adopting NYC’s Code of Conduct
RESOLVED TO ACCEPT the North Yorkshire Code of Conduct.

18 Financial Matters:

- 18.1 To receive the AGAR and letter to External Auditor.
RECEIVED send letter to External Auditor regarding the Financial Regulations have not been followed due to a specialised and bespoke Heritage fingerpost quote, the company is the only one in the North West, therefore three quotes were not collected.
- 18.2 To receive the Internal Audit.
RECEIVED and NOTED actions already completed: adjustments to website, pricing increased, charges verified, draft minutes updated on website.
- 18.3 To receive the Council’s insurance renewal and consider if any amendments are required (if received)
RESOLVED: Clerk to fill in, staffing changes.
ACTION: Clerk to follow up on the valuation of the Town Hall.
ACTION: Enquire into cost of cyber insurance.
- 18.4 To note Precept Instalment received £75,000.00 on 30/04/25 into the Unity Account.
NOTED
- 18.5 To receive and note current bank balances; Unity current account as £138,985.62 the Public Sector deposit account balance as £85,000.00 and the Virgin current account as £620.94
NOTED
- 18.6 To consider transferring £35,000 From the Unity account into the Virgin account.
RESOLVED to transfer £35,000 to the Virgin account to ensure the FSCS protection limit of £85,000 is not exceeded.
- 18.7 To note the pre-authorized salary and pre-agreed contractual payments.
NOTED

18.8 To approve the payments/grants.

03.04.2025	385	2025 - 2026	Paid	ONLINE	£850.00	Membership	YLCA	3332
09.04.2025	386	2025 - 2026	Paid	ONLINE	£226.04	Pension	NEST	
09.04.2025	388	2025 - 2026	Paid	DIRDEBIT	£96.24	Water Rates	Waterplus	wp-INNV08871582
16.04.2025	389	2025 - 2026	Outstanding	ONLINE	£600.00	Internal audit fee	Account ant	1774
23.04.2025	390	2025 - 2026	Paid	ONLINE	796.62	Trade Waste	North Yorkshire Council	490089583
23.04.2025	392	2025 - 2026	Paid	DIRDEBIT	£59.69	Mobiles	EE Mobile	
23.04.2025	397	2025 - 2026	Paid	ONLINE	£1,204.19	Salary		APR
30.04.2025	398	2025 - 2026	Paid	ONLINE	£263.30	Salary		April
23.04.2025	399	2025 - 2026	Paid	ONLINE	£1,153.44	Salary		April
23.04.2025	400	2025 - 2026	Paid	ONLINE	£1,160.61	Salary		April
23.04.2025	401	2025 - 2026	Outstanding	ONLINE	£60.62	Printing, postage, stationery	Viking	5733544
23.04.2025	402	2025 - 2026	Outstanding	ONLINE	£168.60	Toilets	HB Plumbing & Heating	4299
23.04.2025	405	2025 - 2026	Outstanding	DIRDEBIT	£33.64	Internet	1&1 Ionos	203047802724
23.04.2025	406	2025 - 2026	Outstanding	ONLINE	£1,500.00	Mural Grant	Rhys Edwards - Midgley	39
23.04.2025	411	2025 - 2026	Outstanding	ONLINE	£555.00	Caretaker	Ruth Green	
23.04.2025	413	2025 - 2026	Paid	DIRDEBIT	£251.62	Unmetered Electric Supply	SSE SWALEC	2712153
23.04.2025	415	2025 - 2026	Paid	ONLINE	£990.00	Locum RFO	Elkerlodge Services Ltd	458
06.05.2025	416	2025 - 2026	Outstanding	ONLINE	£105.00	cemetery	iccm	19537
06.05.2025	417	2025 - 2026	Paid	ONLINE	£59.13	refresments apm	coop	
06.05.2025	418	2025 - 2026	Outstanding	ONLINE	£106.80	Repairs to street lights	Carl Taylor	6657
06.05.2025	419	2025 - 2026	Outstanding	ONLINE	£37.51	Sanitary Unit	Citron	30442104
06.05.2025	420	2025 - 2026	Outstanding	ONLINE	£301.39	CLC Grant	CP Kendle	69148
07.05.2025	421	2025 - 2026	Paid	ONLINE	224.78	Cleaning materials	Thomas Graham	MR621387
07.05.2025	422	2025 - 2026	Outstanding	ONLINE	£4,722.91	Grass cutting	Kingsdale Projects	1407
07.05.2025	423	2025 - 2026	Outstanding	ONLINE	£1,440.00	Fit Defib	Kingsdale Projects	1686
07.05.2025	424	2025 - 2026	Outstanding	ONLINE	£462.00	Repairs to street lights	J Burrow	514

	£12,250.00	£7,250.00	£5,000.00
Name	Grant Amt Approved	May payment	Oct Payment
Cancer Care	£150.00	£150.00	
Collingwood & Longstaffes	£450.00	£450.00	
Goodenber Play Area	£1,000.00	£500.00	£500.00
The Pantry Bentham	£500.00	£500.00	
Age Concern Bentham	£500.00	£500.00	
Springfield bowling club	£250.00	£250.00	
Community Link Cafe	£250.00	£250.00	
Low Bentham Public Hall and Victoria Institute	£2,000.00	£1,000.00	£1,000.00
Bentham Playing Fields Association (BPFA)	£5,000.00	£2,500.00	£2,500.00
The Bay Prostate Cancer Support Group	£300.00	£300.00	
Bonfire	£1,000.00		£1,000.00
LASRUG	£200.00	£200.00	
Friends of Bentham Station	£150.00	£150.00	
Youth club	£500.00	£500.00	

APPROVED: Cllrs Marshall and Burton to authorise (staff names redacted)

19 To consider and comment upon **New Planning Applications:**

- 19.1 ZA25/26885/HH Rannerdale, Low Bentham Road, High Bentham, North Yorkshire. Householder planning application for erection of two storey and single storey extension to rear of dwellinghouse.
NEUTRAL – NO OBJECTION
- 19.2 ZA25/26869/HH The Grange, Low Bentham Road, High Bentham, Lancaster. Application for erection of garage (replacement of car port).
NEUTRAL – NO OBJECTION
- 19.3 ZA25/26726/HH 9 Hillcroft, High Bentham, Lancaster, LA2 7LL. Removal of outbuilding/shed and replace with new garage/shed/outbuilding (retrospective).
NEUTRAL – NO OBJECTION

- 20** To receive and note the following **Planning Decisions/Information**:
- 20.1 ZA25/26798/TPO 2 Low Croft, High Bentham, Lancaster. Works to trees the subject of a Tree Preservation Order T1 Oak, crown reduce the sides by up to 1.5m and the top by up to 1m.
Refuses Permission
NOTED
- 20.2 ZA25/26797/FUL Mount Pleasant House, 24 Mount Pleasant, High Bentham, Lancaster. Change of use of ground floor rooms from opticians consulting rooms to residential use as part of existing dwellinghouse, with retained ancillary use of detached former coach house as garage/workshop/store
Grants Full Planning Permission
NOTED
- 21** To receive information on the following ongoing issues and decide further action where necessary:
- 21.1 To consider the checks of the defibrillators at Springfield Bowling Club and the Playing Fields.
RESOLVED: offer to take on the defibrillators as assets of Bentham Town Council who will take responsibility for checks, maintenance, replace consumables and manage the Circuit.
- 21.2 To note the **Public Meeting: PFAS & Environmental Concerns is on Tuesday 17th June 5:30pm** in the Ballroom, Bentham Town Hall, the public are invited to submit questions, comments or concerns by 26th May 2025.
NOTED, all questions, comments and concerns are sent through to North Yorkshire Council.
ACTION: Clerk to contact Ms Flowers asking who is Chair/host and who will open the meeting? Bentham Town Council provided PA system and venue.
- 21.3 Incident on Main Street (differed from previous meeting).
RESOLVED ACTION; request a multi-agency meeting of Bentham Town Council, Highways and Auction mart to discuss further.
NOTED; that the pavement almost 'continues' across the junction, which makes it unclear, vehicles may not always see pedestrians, there is an increased number of vehicles and traffic in and around Bentham when the Auction Mart is open.
NOTED; Bentham Town Council want to ensure a tragic accident like this does not happen again.
- 21.4 To receive an update on the application to the Vibrant and Sustainable High Street (if received).
NOTED: Bentham Town Council has been successful with it's grant application of £40,000, Council thank Officers for their work on the application.
- 21.5 To consider the opening of the Tourist Information Point.
RESOLVED: to open the Tourist Information Point as unmanned, removing the telephone, with a donation box for some consumables, this allows the public more access to information.

- 22 Correspondence received:** To receive information on the following new correspondences and decide further action, if any;
- 22.1 Roller shed email
RESOLVED; Bentham Town Council are mindful of the access to the cemetery, had issues with access previously, member of public has referred the issues to Planning Enforcement at North Yorkshire Council as a breach of planning conditions; allow them to investigate.
- 22.2 To receive an update from Angus Fire.
Read out in full by Cllr Adams. (appendix B)

23 To receive **Reports from Councillors** who represent the Council on other bodies (for information only)

Cllr Marshall; Collingwood and Longstaffe Almshouses; George Sinclair is now the Chai taking over from Ian Wood, now have a full constituency of trustees, no vacancies at present in almshouses.

Cllr Paige/Adams; 175years since the opening of Bentham Train Station, the Friends of Bentham Station had a celebration where Cllr Paige attended on behalf of the Mayor. Approximately 50-60 people were in attendance. Commented that when the Eden project in Morecambe is established, they will be an increase of train users, potential of establishing more regular shuttles from Lancaster to Morecambe, and more trains on the Bentham line.

Cllr Adams; greeted the French visitors along with the Bentham and Ingleton Twinning group, approximately 30 visitors, mostly couples and one family, had a wonderful time, with a Cèilidh at the Town Hall on the last evening that was enjoyed by all.

Cllr Marshall: spoke about the beacon for the VE day celebrations, relocated to the golf course at the second fairway due to hazardous dry conditions of the common land near the Big Stone. Approximately 75 people there, photographs taken by Jon Brook, hopefully for Bentham News. Spectators could see 5 other beacons from the location. An update with photographs is on Bentham Town Council Facebook.

24 Items for next meeting and minor items for information only.

Planters purchased as part of Bentham Business Boost are ready, enquiring into cost to install at School Hill and plant for next meeting.

25 Dates of next meeting:

Pre-arranged Buildings committee –	Monday 19th May 2025 7:30pm
Full Council meeting -	Monday 2nd June 2025 7:30pm

Meeting closed at 21:19

C Burrow
C Burrow
Town Clerk
Wednesday 14th May 2025

Appendix A

Please find your police report for Bentham Town Council meeting 12.05.25

We have had 37 incidents reported between 05.04.25 & 10.05.25

Reports Include General Admin from other Police force, Safeguarding, Abandon call, suspect postal, Civil dispute, Road Related Offence – documents/ suspect drink drug driving, Highway disruption – sheep/HGV, probation checks, Lost/theft property & Door to door sellers

7 Reports - Crime Violence

5 Reports – ASB Nuisance/Harassment

3 Reports - Concern for safety/welfare

16.04.25 – X2 – RTC via dog – Low Bentham Road

03.05.25 - Concern for safety/welfare – British transport police dealing Youths online

How to report speeding concerns - Speed Management Protocol

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

North Yorkshire Community Messaging is a free email messaging service from North Yorkshire Police providing news and updates on policing matters that are relevant to you and your local community. Sign up and receive email alerts about policing activity and initiatives in your local area as well as crime prevention advice and information. You will also have the opportunity to reply directly to your neighbourhood team and provide feedback via surveys.

www.northyorkshirecommunitymessaging.co.uk

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

Appendix B



Bentham Town Council

12th May 2025

Dear Mayor, Deputy Mayor and Town Councillors

A slightly shorter update from Angus Fire this month.

Our newly acquired stormwater treatment facility, which represents the largest ever financial investment in equipment by Angus, is now fully commissioned. We are just awaiting the Environment Agency to conclude their comprehensive assessment of our permit application. We are hopeful they will soon be able to provide us with the authority and output parameters we need to be compliant against, within the next couple of months. This would then enable us to start processing the stormwater currently stored on site through the treatment facility before discharge.

Although the weather has been much better and drier of late, we will continue in the meantime to collect any further rainwater, which will be processed through this cutting-edge technology plant.

The latest updates (aligned to our strategy of 'Containment, Characterisation and Corrective Action/Remediation') are as follows:

Containment

As already mentioned, the stormwater treatment facility is now fully commissioned and is ready to operate, pending the Environment Agency's permit.

Characterisation

Our independent Environmental Consultants will start to characterise offsite groundwater flows down to the River Wenning, working alongside an eminent PFAS pollution expert from Liverpool John Moores University. We would expect to obtain the results of their work in July.

Corrective Action/Remediation

As previously, our position is that as we become aware of matters that provide clear guidance on corrective actions/remediation and in agreement with the Environment Agency and/or North Yorkshire Council, we will look to implement.

We will keep Bentham Town Council, North Yorkshire Council and the Environment Agency fully updated on our progress.

We continue to work hard to resolve these issues, as quickly and as professionally as we can.

Yours faithfully,

Paul Williams

Managing Director