



BENTHAM TOWN COUNCIL

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All Town Council Meetings are open to the Public and Press

Monday 6th October 2025 at 7:30pm. Lower Hall, Bentham Town Hall

Background papers are available for viewing by appointment before the meeting. These will be circulated to Councillors in the days before the meeting.

The business to be transacted at this meeting is set out in the agenda below.

C Burrow

C Burrow
Town Clerk

Wednesday 1st October 2025

AGENDA

113. Apologies from members unable to attend: -

- 113.1 To note apologies for absence given in advance of the meeting.
- 113.2 To consider acceptance of reasons for absence – if consideration of reason requested.

114. Declaration of Interest: -

- 114.1 To note declarations of interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
- 114.2 To approve dispensation requests – if dispensation request received.

115. To consider **applications for the office of councillor** and to fill vacant seats by co-option, if any.

116. 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).

117. To **Confirm the Minutes** of the meeting on Monday 1st September 2025 as a true and accurate record.

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

119. To receive a **Report from NYC Councillor** (for information only) - If any

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

120.1 ZA25/27285/FUL Great Clifford, Burton In Lonsdale, Carnforth, LA6 3LW.

Full planning permission for change of use of land to form garden area (retrospective).

120.2 ZA25/27315/FUL Land Rear Of 83 Main Street, High Bentham, LA2 7HR. Full planning permission for the erection of 4.no dwellinghouses including integral garages, formation of access road and car parking, erection of boundary enclosures and associated landscaping, renewable technologies and drainage works (partial demolition).

120.3 ZA25/27241/PPP Land at Clay Barn, Bentham Moor Road, Burton In Lonsdale, LA6 3LL. Planning in principle for the erection of 3 no. dwellings.

120.4 ZA25/27361/TPO Works to trees the subject of a tree preservation order Fell Ash T1, Ash T2, Ash T3, Ash T4 - Fell to base Sports Pavilion, Recreation Ground, Bentham Moor Road, Burton In Lonsdale, Carnforth, LA6 3FT

121. To receive and note the following **Planning Decisions/Information**

121.1 ZA25/27170/FUL Full planning permission for the refurbishment and part re construction of ground floor bakery and change of use to first floor, from Liberal Club to two domestic apartments. Construction of external fire escape stairwell. Ground floor bakery with Liberal Club at first floor. Installation of roof-mounted solar panels to front and rear elevations. 17 Station Road

Grants Full Planning Permission

121.2 ZA25/27188/HH Householder permission for single storey rear extension 19 Pye Busk Close

Grants Householder Planning Permission

121.3 ZA25/27014/FUL Full planning permission for change of use of ancillary domestic pool house to separate holiday accommodation including formation of natural swimming pool (part retrospective) The Wenning

Grants Full Planning Permission

122. **Financial Matters:**

122.1 To receive and note current bank balances; Unity current account as £99,883.28, the Public Sector deposit account balance as £85,000.00 and the Virgin current account as £35,893.56.

122.2 To receive the AGAR and note the notice of completion of audit was published on 22nd September 2025.

122.3 To note the pre-authorised salary and pre-agreed contractual payments.

122.4 To approve the payments.

131 **Council matters:**

131.1 To consider - IT Policy

131.2 To consider - Pension Policy

131.3 To consider - Homeworking Policy

131.4 To review - CCTV policy

131.5 To review - Discipline policy

131.6 To review - Dignity at Work

131.7 To review - Lone working policy

131.8 To review - Grievance policy

131.9 To review - Equality and Diversity policy.

131.10 To consider the updated Standing Orders with update.

131.11 To consider the business continuity plan.

131.12 To consider the schedule of meetings for 2025-2026.

131.13 To receive the Clerk's report.

132 **To receive information on the following ongoing issues and decide further action where necessary:**

132.1 To consider the electricity supplier for the street lights (to follow).

132.2 To consider the web hosting and council emails (if received)

132.3 To consider purchasing Remembrance wreath and poppies for the town.

132.4 To consider the asset transfer of Butts Lane (if received).

132.5 To consider the updated draft lease of Goodenber Play Area.

133 **Buildings matters:**

133.1 To consider the damp proofing quotes for the front of the Town Hall and the Wenningdale Room entrances.

133.2 To consider the grant signatory and terms for the Community Buildings Programme grant from the York and North Yorkshire Combined Authority.

133.3 To consider the quotes for the ballroom flooring and consider the addition of court linings.

133.4 To consider the quote for the broken light fitting in the entrance hall of the town hall.

- 133.5 To consider a budget for the Christmas decorations for the town hall.
- 133.6 To consider the handrail to the Clerk's office and an additional handrail along ramp.

134 Open Spaces matters:

- 134.1 To consider the quotes for the repair to the wet pour at the PHPF.

135 Highway Matters to note and decide further action where necessary:

- 135.1 Excessive simultaneous road closures.
- 135.2 Viability of visibility splays.
- 135.3 White/yellow road lines on Main Street.
- 135.4 Highways signs.
- 135.5 Potential traffic easing methods Robin Lane and Main Street.

136 Matters requested by councillors:

- 136.1 To consider a request to re-surface and re-line the Grasmere car park – Cllr MacEley Young.
- 136.2 To consider purchasing a card machine for the Town Hall for hiring payments – Cllr Adams.
- 136.3 To consider speed activation signs for Bentham – Cllr Adams.

137 Correspondence received: To receive information on the following new correspondences and decide further action, if any;

- 137.1 To receive an update from Angus Fire.
- 137.2 To consider a meeting with Cleaner Bentham with request for non-disclosure agreement.
- 137.3 Correspondence from MOP regarding bus service.

138 To receive an update on the Bentham Boost and decide further action where necessary.

- 138.1 To consider the revised options appraisal (if received)
- 138.2 To consider a section on Bentham Town Council website for the Bentham Boost.

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

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

141 Dates of next meeting:

Open Spaces: Monday 20th October 2025 7:30pm
Council meeting: Monday 3rd November 2025 7:30pm
Finance meeting: Monday 17th November 2025 7:pm

142 To resolve 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, that the public and press be excluded further from the meeting, whilst items within 143 is considered:-

143 Staffing matters:

- 143.1 To discuss the RFO role and decide a way forward to consider a formal fixed term period to be reviewed two months before the end of the term or to offer as an employed role.
- 143.2 To consider staff pay scale after successful appraisal.

C Burrow

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Town Clerk

Wednesday 1st October 2025