



BENTHAM TOWN COUNCIL

Bentham Town Hall, Station Road,
Bentham, Lancaster LA2 7LH
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www.benthamtowncouncil.gov.uk

Monday 8th September 2025

Minutes of Bentham Town Council meeting Monday 1st September 2025, 7:30pm, Lower Hall, Bentham Town Hall.

Cllrs Present: Cllr Adams, Burton, MacEley-Young, Marshall, Stannard, Taylor and Whittet.

MOP – 4

Bentham News – 2

Councillor David Ireton

Town Clerk and Assistant Town Clerk

86. To receive the **resignation** of Deputy Mayor Paige.

NOTED thanks to Cllr Paige.

87. To **appoint** a Deputy Mayor.

RESOLVED Cllr Marshall be appointed as Deputy Mayor.

88. Apologies from members unable to attend: -

88.1. To note apologies for absence given in advance of the meeting.

NONE

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

NONE

89 Declaration of Interest: -

89.1 To note declarations of interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

Cllr Marshall – 95.2

Cllr MacEley-Young – 106.1 106.6

Cllr Adams – 100.4

89.2 To approve dispensation requests – if dispensation request received.

NONE

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

NONE received

91 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).

NONE

92 To **Confirm the Minutes** of the meeting on Monday 4th August 2025 as a true and accurate record.

RESOLVED: that the minutes from Monday 4th August 2025 be signed as a true and accurate record.

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

94 To receive a **Report from NYC Councillor** (for information only) - If any
Cllr Ireton reported that at this week's Executive meeting, the Council reviewed performance and budgets for the first quarter. Homelessness has risen, with over 260 households in temporary accommodation, and the number of children in care has reached a record 571, showing the pressures facing families.
Finances are under strain, with a £5 million overspend already recorded, mainly in Children's and Adult Services. Careful management will be needed to stay within budget.
Housing remains a major challenge as Government targets have increased to 4,000 new homes a year. In positive news, a national inspector has approved plans in principle for the Maltkiln settlement near Harrogate, which could deliver up to 4,000 homes, subject to local planning approval.

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

95.1 ZA25/27188/HH Householder permission for single storey rear extension, 19 Pye Busk Close, High Bentham, LA2 7BG,
NO OBJECTION- NEUTRAL

95.2 ZA25/27213/HH and ZA25/27214/LBC Listed building consent for internal alterations to ground floor and first floor plans to create central hallway with living accommodation to either side, including new openings, moving stairwell to central hallway, raising of ceilings and first floors. Vaulting of internal first floor ceilings with installation of breathable insulation. Installation of heritage, conservation rooflights. Installation of inset matt black solar thermal and PV panels on rear (south facing) roof pitch. Rear, single storey, garden room extension with associated extension of patio and relocation of modern garden retaining wall and associated landscaping. Demolition of existing side outshot porch/lobby with WC and detached stone and slate outbuilding and replacement with new single storey flat roofed, pavilion style, glazed link hallway to act as functional main entrance and as separation to adjoining proposed double garage with home office and guest accommodation in roof space above. Front west boundary wall to be raised with new automated gates at entrance. Moulterbeck House, Slaidburn Road, High Bentham, LA2 7LT

Cllr Marshall left the room 19:42

NO OBJECTION- NEUTRAL

Cllr Marshall re-entered the room 19:44

96 To receive and note the following **Planning Decisions/Information**

96.1 ZA25/26960/HH alterations and extension to dwelling house to enlarge existing garage and erect new garage, erection of ground floor rear extension with first floor extension/roof terrace and ancillary balcony enclosures/rear staircase and installation of rooflights and solar panels 3 Yew Tree Drive, Low Bentham, Lancaster **GRANTED**
NOTED

97 **Financial Matters:**

97.1 To receive and note current bank balances; Unity current account as £33,377.40, the Public Sector deposit account balance as £85,000.00 and the Virgin current account as £36,019.12.
NOTED

97.2 To consider the invoicing of Town Hall bookings.
RESOLVED to ACTION research and request support from current software provider regarding statements for customers rather than multiple invoices.

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

97.4 To approve the payments.

11544.26

Date	Order No	Financial Year	Status	Tender	Total	Description	Supplier	Invoice Number
01.09.2025	536	2025 - 2026	Outstanding	ONLINE	£750.00	Bentham boost	Laura Davy Admin Solutions	001
01.09.2025	535	2025 - 2026	Outstanding	ONLINE	£3,794.10	Grass cutting	Kingsdale Projects	1470
27.08.2025	534	2025 - 2026	Outstanding	ONLINE	£6.99	screen protector	Amazon	DS-AEU-INV-GB-2025-448145581
27.08.2025	533	2025 - 2026	Outstanding	DIRDEBIT	£66.44	Internet	SKY	2666473-0
26.08.2025	532	2025 - 2026	Outstanding	DIRDEBIT	£29.08	Internet	1&1 Ionos	203050042890
26.08.2025	531	2025 - 2026	Outstanding	ONLINE	£292.79	battery	WEL Medical	I288370
18.08.2025	530	2025 - 2026	Outstanding	ONLINE	£120.00	Window Cleaning	Clearglass Cleaning	
24.08.2025	529	2025 - 2026	Paid	DIRDEBIT	£108.23	Mobiles	EE Mobile	VO2376902744
22.08.2025	528	2025 - 2026	Paid	ONLINE	£66.38	Trade Waste	North Yorkshire Council	
24.08.2025	527	2025 - 2026	Outstanding	ONLINE	£212.38	Pension	NEST	Aug
24.08.2025	526	2025 - 2026	Paid	ONLINE	£1,293.13	Salary		
24.08.2025	525	2025 - 2026	Paid	ONLINE	£1,179.82	Salary		
24.08.2025	524	2025 - 2026	Paid	ONLINE	£304.70	Salary		
24.08.2025	523	2025 - 2026	Paid	ONLINE	£1,363.23	Salary		
19.08.2025	522	2025 - 2026	Paid	ONLINE	£900.00	Locum RFO	Elkerlodge Services Ltd	612
13.08.2025	521	2025 - 2026	Paid	DIRDEBIT	£112.96	Water Rates	Waterplus	wp-INV1007990
13.08.2025	520	2025 - 2026	Paid	ONLINE	£179.69	Pension	NEST	July
05.08.2025	519	2025 - 2026	Outstanding	ONLINE	£27.40	Training	YLCA	4479
05.08.2025	518	2025 - 2026	Outstanding	ONLINE	£27.40	Training	YLCA	4459
05.08.2025	517	2025 - 2026	Paid	ONLINE	£665.00	painting	Barbara Rothwell	
05.08.2025	516	2025 - 2026	Outstanding	ONLINE	£44.54	Cleaning materials	Thomas Graham	MR635995

APPROVED – Cllrs Burton and Marshal to authorise (Staff names redacted)

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

RESOLVED to re-establish all committees.

98.1 Buildings

Cllrs Adams, Burton, Stannard and Whittet

98.2 Finance

Cllrs Adams, Burton, Marshall and Whittet

98.3 Open Spaces.

Cllrs Burton, Marshall and Taylor

98.4 Marketing and Development.

Cllrs Burton, MacEley-Young and Stannard

RESOLVED – if a committee is going to be inquorate, a non-committee councillor can step in to ensure the meeting remains quorate.

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

99.1 Bentham and District Dementia Friendly Community (BDDFC)

Cllr Stannard

99.2 Bentham Area Refugee Support Group (BARSG)

NONE appointed

99.3 Bentham Environmentally Sustainable Town (BEST) – Cllr Paige

NONE appointed

99.4 Bentham Save a Life

NONE appointed

99.5 Dales Youth Club

NONE appointed

99.6 Looking Well/Bentham Community Library

Cllrs Stannard

99.7 Victoria Institute – Cllr Paige

NONE appointed

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

100.1 To receive an update on the cemetery extension and consider the CDS quote for the production of a detailed groundwater risk assessment report to assess the impact of proposed burials to the underlying groundwater table.

DIFFERED TO FUTURE MEETING

100.2 To consider the Heads of Terms Lease of Goodenber Play area.

RESOLVED to AGREE

100.3 To consider the solicitors fee to transfer Goodenber Play Area responsibility to Bentham Town Council at £1250+VAT.

RESOLVED to AGREE

100.4 To consider the electricity for the Town Hall, the street lights and gas for the Town Hall energy quotes due to completion of the four-year fixed deal.

RESOLVED to ACCEPT the British Gas Lite contract of 3 years with town hall, street lights and gas supplier, request a further deal.

100.5 To consider the transfer of Cleveland Square to Bentham Town Council (differed from last meeting)

RESOLVED to PROCEED with the asset transfer request.

100.6 To consider the FOI policy with updates.

RESOLVED to AGREE

100.7 To note Assertion 10 information circulated to council.

NOTED

101 Staffing matters:

101.1 To consider which email correspondences received by the Clerk are circulated to councillors.

RESOLVED Cllrs to request specific correspondences sent by Clerk in council meetings.

101.2 To consider a monthly Clerk's report.

RESOLVED to have a monthly Clerk's report, no longer than a page of A4, no more than 20 minutes of clerking time, including details of ongoing and outstanding actions/quotes.

101.3 To consider a timesheet for the Clerk and Assistant Town Clerk.

RESOLVED that the Clerk and the Assistant Town Clerk shall not be required to complete timesheets.

101.4 To consider the Clerk's involvement with the Bentham Boost.

RESOLVED the Clerk to remain part of the Bentham Business Boost attending meetings when necessary.

102 Buildings matters:

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

DIFFERED TO FINANCE COMMITTEE

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

DIFFERED TO FINANCE COMMITTEE

102.3 To consider the Town Hall hiring terms and conditions with payment and cancellation terms.

RESOLVED to alter payment terms to if cancellation is less than 48hours the full hire fee will be charged ACTION Clerk to check the legalities of this.

RESOLVED to use the concise version of the terms and conditions with the payments and cancellation information nearer the beginning of the document.

- 102.4 To consider the purchasing and installation of a ring doorbell for the Clerk's office with the addition of a privacy film on the window.
DIFFERED – ACTION further research on use of ring doorbell on two laptops. Utilising the CCTV more.
RESOLVED to AGREE to the window film.

103 Open Spaces matters:

- 103.1 To consider a course of action regarding the damage and mud at the Phillip Harvey Playing Field.
NOTED – Clerk has already contacted the Police and the PCSO.
- 103.2 To consider the quote for the repair to the wet pour at the PHPF (if received).
NOT RECEIVED

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

- 104.1 Excessive simultaneous road closures.
DIFFERED TO OCTOBER MEETING
- 104.2 Viability of visibility splays.
DIFFERED TO OPEN SPACES COMMITTEE
- 104.3 White/yellow road lines on Main Street.
DIFFERED TO OPEN SPACES COMMITTEE
- 104.4 Highways signs.
DIFFERED TO OPEN SPACES COMMITTEE
- 104.5 Potential traffic easing methods Robin Lane and Main Street.
DIFFERED TO OPEN SPACES COMMITTEE

105 Matters requested by councillors:

- 105.1 To consider a request to re-surface and re-line the Grasmere car park – Cllr MacEley Young.
DIFFERED TO OCTOBER MEETING
- 105.2 To consider purchasing a card machine for the Town Hall for hiring payments – Cllr Adams.
DIFFERED TO OCTOBER MEETING
- 105.3 To consider speed activation signs for Bentham – Cllr Adams.
DIFFERED TO OCTOBER MEETING

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

- 106.1 To receive an update from Angus Fire.
READ OUT IN FULL BY GA (Appendix B)
- 106.2 Request from MOP to contact shops on Main Street regarding appearances.
DIFFERED TO NEXT MEETING
- 106.3 Request from MOP to contact North Yorkshire Council regarding unsafe hedgerow near the Fire Station.
RESOLVED to ACTION Clerk to contact the North Yorkshire Fire Service.
- 106.4 Reply via Rt Hon Julian Smith from Richard Flinton, Chief Executive of North Yorkshire Council regarding the FOI in relation to the home to school transport policy.
READ OUT IN FULL BY GA (Appendix C)
- 106.5 Phillip Harvey Playing Field concern from MOP over behaviour on play area.
NOTED – Clerk has already contacted the Police and the PCSO.

106.6 Request for meeting with Cleaner Bentham.

DIFFERED – awaiting advice from YLCA regarding Cleaner Bentham request for Councillors to sign Non-Discloser Agreement.

106.7 Highways request response (circulated)

NOTED – awaiting North Yorkshire Council 20mph speed limit update.

106.8 To note the Greta Wood decision.

NOTED

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

Cllr Whittet informed the council that the Partnership Admin Co-ordinator was appointed at the start of August. Sent out a questionnaire to the public requesting information on training they would like, use this information and the previous popularity of training course. Running three networking events between now and December, first one being October, in the evening followed by a breakfast one and a day time one. Spoken to consultants in regards to the feasibility study, created a proposal, the Boost team will go back just to clarify the specification, awaiting a response. Looking at establishing a banking hub, Barclays are ceasing their library facility, Bentham has cash machines but nowhere available for guidance. Applications for a banking hub have been declined however the Boost team is asking the public to voice their opinion to drive this forward.

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

Cllr Marshall stated that the Collingwood Almshouses have a new resident.

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

Differed items from minutes

**110 Dates of next meeting: Finance: Monday 29th September 7:30pm
Full: Monday 6th October 7:30pm**

111 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 112 is considered:-

112 To consider staffing roles of the Clerk, Assistant Town Clerk and RFO.

RESOLVED – to discuss the role of RFO with Ms Pillow.

RESOVLED – Clerk to increase hours to 18 hours a week from November 2025.

RESOLVED – Assistant Clerk to become Deputy Clerk and move to pay scale 29 from November 2025.

C Burrow

C Burrow

Town Clerk

Monday 29th September 2025

Appendix A

Please find your police report for Bentham Town Council meeting 01.09.25

We have had 25 incidents reported between 02.08.25 & 30.08.25

Reports Include General Admin from other Police force, Safeguarding, abandon/hoax call, abandon vehicle, Probation service, Alarm sounding – False , Road Related offence – manner of driving & we care scheme log

3 reports - Domestic dispute

03.08.25 & 14.08.25 – Missing person – found safe & well

16.08.25 – Concern for safety / welfare – Ambulance dealt

16.08.25 – Road Related offence – vehicle seized no tax

21.08.25 – Crime violence – joint partnership working

23.08.25 – ASB Nuisance/noise – joint partnership working

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

Collar number 5561



Date: 1st September 2025

Bentham Town Council

Dear Mayor, Deputy Mayor and Town Councillors

Detailed below are the latest updates and activities (aligned to our strategy of 'Containment, Characterisation and Corrective Action/Remediation') being undertaken by our independent environmental consultants on the Angus Fire site.

Containment

As previously communicated, the stormwater treatment facility is fully commissioned and ready to operate, but still not in use, as we wait for the Environment Agency to complete its comprehensive assessment of our permit variation application.

The Environment Agency's four-week public consultation process with the local community ended on 21st August. We anticipate that the EA will contact us for answers to any additional questions that arise from the consultation that we have not already directly addressed with them.

We will continue to collect and store rain and surface water and are now currently holding ~5.3 million litres on site.

Characterisation

We highlighted in last month's update that further investigation, known as "High Resolution Site Characterisation", had started. The contractors have completed four of the planned six weeks of sampling. However, the 20-tonne track-mounted vehicle was unable to access all the intended areas of the site, and so they will now return in September with a smaller rig to finish their sampling.

Further work will also see our environmental consultants and Dr Patrick Byrne, an eminent hydrologist and PFAS pollution expert from Liverpool John Moores University, start their sampling processes on the River Wenning in September. These activities will determine the composition and levels of PFAS within the Lower Wenning water body relative to other sources. They will also assess the magnitude and location of groundwater baseflow to the River Wenning and PFAS discharge levels associated with shallow groundwater.

Corrective Action/Remediation

Our objective remains the same: as characterisation evolves and we become aware of matters that require corrective actions/remediation, and in agreement with the Environment Agency and/or North Yorkshire Council, we will look to implement.

Angus Fire Ltd

Station Road, High Bentham, Nr Lancaster LA2 7NA UK • Tel: +44 (0)1524 264000 • Fax: +44 (0)1524 264180
Email: general.enquiries@angusuk.co.uk • Web: www.angusfire.co.uk

Registered office: Station Road, High Bentham, Nr Lancaster LA2 7NA UK • Registered in England No. 8441992
AF/LH/Bentham/06.13



FM 595473



EMS 576644



As always, we will continue to keep the Environment Agency, North Yorkshire Council and the Bentham Town Council fully updated on our progress as we work hard to better understand and resolve these issues.

Yours faithfully,

Paul Williams
Managing Director

Angus Fire Ltd

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Appendix C

Dear Sir Julian,

Thank you for your email of 2 July, together with the correspondence that you received from Bentham Town Council, the content of which is noted.

I can confirm that the information contained within the council's response to the FOI request received from Bentham Town Council is correct, and that the council does not maintain information about the costs associated with transport from an individual location when, and where, that location forms part of a transport route which includes other pick-up points.

As you are aware, the Council's Home to School Travel policy was agreed by the Council in July 2024, and became effective on 1 September 2024. The policy aligns the Council's arrangements for home to school travel with the DfE's Statutory Guidance, including the main eligibility criteria which is that assistance with home to school travel is provided to the nearest suitable school with available places.

The policy governs the arrangements for home to school travel only, and not for school admissions. Parents continue to be able to express a preference for multiple schools when making an application for a school place for their child.

Following the adoption of the policy information has been provided via the Council's website to parents who are considering submitting an application for a school place for their child in order that they are able to consider the policy and its implications, and to make an informed choice about the schools they wish to apply for a place at. Parents are also able to utilise the Council's online distance calculator as a means of identifying their nearest schools in order to further inform that decision.

The Council has committed to undertaking a review of the implementation of the Home to School Travel Policy during 2026. That review will consider a broad range of issues, including the extent to which savings have been achieved and the extent to which further savings will be achieved during the remainder of the policy's implementation period.

I trust that this clarifies the position.

Kind regards,
Richard

Richard Flinton
Chief Executive

North Yorkshire Council
County Hall
Northallerton
DL7 8AD