



## BENTHAM TOWN COUNCIL

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**Monday 8<sup>th</sup> December 2025**

### **Minutes of the Bentham Town Council meeting; Monday 1<sup>st</sup> December 2025.**

**Present: Cllrs Adams, Burton, MacEley-Young and Stannard.**

**Town Clerk: C Burrow**

**Bentham News: 2**

**Members of Public: 4**

#### **173 Apologies from members unable to attend: -**

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

**Cllrs Marshall, Taylor and Whittet. Cllr David Ireton.**

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

**AGREED**

#### **174. Declaration of Interest: -**

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

**Cllr Mac-Eley-Young: 188.1**

174.2 To approve dispensation requests – if dispensation request received.

**NONE**

#### **175. 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 – the Council wrote to run down premises on Bentham Main Street; MOP enquiring if the Council has had a reply?**

**Cllr Adams explained that one property was contacted and no reply has been received.**

176. To **Confirm the Minutes** of the meeting on Monday 3<sup>rd</sup> November 2025 as a true and accurate record.  
**RESOLVED to accept and confirm the minutes of Monday 3rd November 2025 as a true and accurate record.**

177. To **Confirm the Minutes** of the extraordinary meeting on Monday 17<sup>th</sup> November 2025 as a true and accurate record.  
**RESOLVED to accept and confirm the minutes of Monday 17<sup>th</sup> November 2025 as a true and accurate record with amendment that reasons for absences were not received beforehand due to clerking error.**

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

179. To receive a **Report from NYC Councillor** (for information only) - If any  
**Read out in full by Cllr Adams (appendix B)**

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

180.1 ZA25/27435/FUL Full planning permission for the demolition of existing buildings and erection of a petrol filling station and convenience store with solar panels, underground fuel tanks, fuel pumps, forecourt canopy, EV charging facilities, access and car park. Bentham Garage Services, Low Bentham Road, High Bentham, Lancaster, LA2 7BS

**RESOLVED – SUPPORT with Council requesting that any approval granted be subject to a condition requiring that all construction, installation and operational elements of the proposal be fully compliant with all relevant and appropriate legislation, standards and guidance.**

180.2 ZA25/27381/FUL Full planning permission for the demolition of a 7-bedroom dwelling and construction of self-build 4-bedroom dwelling, Ravenswood, High Bentham, Lancaster, LA2 7EX

**NEUTRAL – NO OBJECTION**

180.3 ZA25/27404/FUL Full planning permission for the installation of a double glazed unit 10A Arundel House, Main Street, Low Bentham, Lancaster, LA2 7DU

**NEUTRAL – NO OBJECTION**

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

181.1 ZA25/27361/TPO works to trees, Sports Pavilion, Burton in Lonsdale – **GRANTED – NOTED**

181.2 ZA25/27019/FUL concrete ring slurry tower with canopy Barnfield Farm – **GRANTED – NOTED**

181.3 ZA25/27241/PPP Permission in principle for the erection of 3 no. dwellings and demolition of existing buildings, Land at Clay Barn, Bentham Moor Road – **REFUSED – NOTED**

181.4 ZA25/27315/FUL erection of 4.no dwellinghouses Land Rear Of 83 Main Street – **GRANTED – NOTED**

181.5 ZA25/27352/FUL subdivision existing dwelling to form two dwellings Jubilee Buildings – **GRANTED – NOTED**

182. **Financial Matters:**

182.1 To receive and note current bank balances; Unity current account as **£95,151.83.**, the Public Sector deposit account balance as **£85,000.00** and the Virgin current account as **£36,025.76.**  
**NOTED**

182.2 To consider the budget for 2026-2027 as recommended by the Finance Committee.  
**RESOLVED to AGREE the Council budget for 2026-2027.**

182.3 To consider £52,000 from general reserves for shortfall as recommended by the Finance Committee.

**RESOLVED to AGREE to £52,000 from general reserves.**

182.4 To consider the North Yorkshire Council Precept demand of £160,000 for the year 2026-2027 as recommended by the Finance Committee.

**RESOLVED to AGREE to the Precept demand of £160,000**

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

**NOTED**

182.6 To approve the payments.

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
259 Internet	05/11/2025		01- Unity Trust Bank		Email & web Hosting	1&1 Ionos	S	24.23	4.85	29.08
260 Maintenance at Town Hall (TH)	21/10/2025		02 Virgin Money		Cable for disabled toilet	Amazon	S	6.25	1.25	7.50
261 Trade Waste (TH)	24/11/2025		01- Unity Trust Bank		Trade Waste	North Yorkshire Council	X	66.38		66.38
262 Landline & Clerk Mobile	25/11/2025		01- Unity Trust Bank		Mobiles	EE Mobile	S	75.89	15.18	91.07
263 Internet	01/12/2025		01- Unity Trust Bank		Internet	SKY	S	57.45	11.49	68.94
264 Grass Cutting (OS)	01/12/2025		01- Unity Trust Bank		Grass cutting	Kingsdale Projects	X			
264 Grass Cutting (cemetery)	01/12/2025		01- Unity Trust Bank		Grass cutting	Kingsdale Projects	X			
265 Water Rates (TH)	01/12/2025		01- Unity Trust Bank		Water Rates	Business Stream	E	102.03		102.03
266 Water rates (cemetery)	01/12/2025		01- Unity Trust Bank		Water	Business Stream	E	21.38		21.38
267 Internet	01/12/2025		01- Unity Trust Bank		Email & web Hosting	1&1 Ionos	S	24.23	4.85	29.08
269 Gas (TH)	14/11/2025		01- Unity Trust Bank		Gas Invoice Town Hall	Total Energies	S	662.57	132.52	795.09
270 Town Hall Staff (TH) / Caretaker	28/11/2025		01- Unity Trust Bank		Salary		X	1,247.45		1,247.45
271 Town Hall Staff (TH) / Caretaker	28/11/2025		01- Unity Trust Bank		Salary		X	285.96		285.96
272 Clerk salary (admin)	28/11/2025		01- Unity Trust Bank		Salary		X	1,375.89		1,375.89
273 Clerk salary (admin)	28/11/2025		01- Unity Trust Bank		Salary		X	1,267.38		1,267.38
274 Flooring	01/12/2025		01- Unity Trust Bank		Deposit for ballroom flooring	Border Floors	S	9,475.00	1,895.00	11,370.00
275 Grants	01/11/2025		02 Virgin Money		Grant Materials	Cotswold Company	S	1,179.17	235.83	1,415.00
276 BB-Training	01/12/2025		01- Unity Trust Bank		Bentham Boost Training	Creative Theory	S	620.00	124.00	744.00
277 BB-Training	01/12/2025		01- Unity Trust Bank		Bentham Boost One Day First A	North2South Training Cons	X	650.00		650.00
278 postage	01/12/2025		01- Unity Trust Bank		Printing, postage, stationery	Post Office (Tim Stannard)	X	5.05		5.05
279 BB-Training	01/12/2025		01- Unity Trust Bank		Bentham Boost Training	Hot Toddi	X	1,200.00		1,200.00
280 Plumbing Repairs	01/12/2025		01- Unity Trust Bank		Supply and install valve in TH	HB Plumbing & Heating	S	76.00	15.20	91.20
281 Safety Equipment	01/12/2025		02 Virgin Money		Disabled toilet cable	Amazon	S	6.25	1.25	7.50
282 Door Repairs	01/12/2025		01- Unity Trust Bank		Automatic Door repairs	Ace Elevators	S	288.00	57.60	345.60
283 BB - Event Expenses	01/12/2025		01- Unity Trust Bank		Bentham Boost First Aid trainin	Simply Delicious	S	91.67	18.33	110.00
284 Running costs (defib)	01/12/2025		01- Unity Trust Bank		Defibrillator pads	WEL Medical	S	194.90	38.98	233.88
285 BB - Administration	01/12/2025		01- Unity Trust Bank		Bentham boost	Laura Davy Admin Solution	X	1,130.45		1,130.45
286 Electrical Repairs	01/12/2025		01- Unity Trust Bank		Electrical repairs	Mark Burrow Electrical Ltd	S	56.50	11.30	67.80
287 Cleaning and Sanitary Supplies	01/12/2025		01- Unity Trust Bank		Cleaning Products	Thomas Graham	S	240.33	48.07	288.40
288 PHPF (OS)	01/12/2025		01- Unity Trust Bank		Grass cutting / parish caretakin	Kingsdale Projects	X	57.50		57.50
289 Professional Fees	01/12/2025		01- Unity Trust Bank		Councillor Travel Expenses	Thomas Marshall	X	55.88		55.88
290 Bank Charges (admin)	01/12/2025		01- Unity Trust Bank		bank charges	Unity Trust bank	X	13.05		13.05
291 Grants	01/12/2025		02 Virgin Money		Grant Materials	Wainhouse Company	S	345.83	69.17	415.00
292 Water Rates (TH)	27/11/2025		01- Unity Trust Bank		Waste Water	Waterplus	X	112.96		112.96

**APPROVED Cllrs Adams and Burton to authorise (staff names redacted, cross through due to repeat payment error)**

183 Council matters:

183.1 To receive the Clerk's report.

**RECEIVED no further questions (Appendix C)**

183.2 To consider the Terms of Reference for the Marketing and Development Committee.

**RESOLVED the Marketing and Development Committee will consider the Terms of Reference and return to Full Council for consideration.**

184 Buildings Matters:

184.1 To consider the damp proofing works in the Town Hall with updated quotes and further information on the guarantee as requested.

**RESOLVED to ACTION Clerk to request further information on what the guarantee covers.**

184.2 To consider a piece for the Bentonham News about the Ballroom Floor, due to be replaced end of February, beginning of March 2026

**RESOLVED to AGREE to a piece for the Bentonham News.**

185 Open Spaces Matters:

185.1 To consider the quotation from the Parish Caretaker as requested by the Open Spaces committee.

**RESOLVED to ACCEPT the quotes for:**

**The pond area at Phillip Harvey Playing Fields at £550**

**To cut the beech hedge back at £60.**

**To tidy up the leaves at £30.**

**RESOLVED to check which beech tree needs cutting back.**

**RESOLVED to enquire who owns the wall that has fallen down in order to have it rebuilt before the overhanging branches are cut back.**

**RESOLVED to ACCEPT the hourly price to remove ivy from trees belonging to Bentham Town Council.**

185.2 To consider planting winter bedding plants on School Hill.

**RESOLVED to spend up to £250 for purchasing and planting winter bedding plants.**

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

186.1 Road sweeper update from North Yorkshire Council following request; '*limited resources and have to cover the whole of the Craven locality. Unfortunately, a weekly visit to Bentham is not possible.*'

**RESOLVED to ACTION Clerk to request potential regularity of road sweeper visits to Bentham.**

186.2 Parking enforcement communication: parking bays suspended on Bentham Main Street due to road works, will investigate the long-term parking and abandoned vehicles on Grasmere car park.

**RESOLVED to ACTION Clerk to seek clarification on the suspended parking bays currently in Bentham Main Street with no road works in vicinity.**

186.3 Company quoting for fire doors requesting Council requirements.

**RESOLVED to ACTION Clerk to contact PYRO to enquire if the fire doors need to be BM TRADA Q-Mark certification standard or would an alternative third-party certificated installer be acceptable.**

**187 Matters requested by councillors:**

187.1 To consider altering the date of staff wages and to consider setting up a standing order to pay salaries adjusted monthly, if needed, by the RFO.

**RESOLVED: NO FURTHER ACTION date and contracts to remain.**

**188 Correspondence received, to receive and decide on further action where necessary:**

188.1 Angus Fire update.

**Read out in full by Cllr Adams (appendix D)**

188.2 Tweed Street access concerns.

**RESOLVED: Council to purchase sign for Tweed Street residents stating no parking and access required at all times.**

188.3 Member of public reporting trees at Phillip Harvey Playing Field.

**RESOLVED to ACTION Clerk to contact the tree surgeon to assess trees.**

188.4 North Yorkshire Council Cost of Living Campaign.

**RESOLVED to communicate to public via social media, website and Bentham News.**

188.5 Support Services directory for women and girls.

**RESOLVED to communicate to public via social media, website and Bentham News.**

188.6 From Monk Fryston Parish Council regarding North Yorkshire Council's current protocol for Vehicle Activated Signs.

**RESOLVED to ACTION Clerk to write in support of the use of SIDs in North Yorkshire.**

188.7 North Yorkshire Council seeking views on an updated Draft Pavement Licence Policy.

**NO further action required.**

188.8 Consultation on police and fire and rescue services.

**RESOLVED to communicate to public via social media, website and Bentham News.**

188.9 Yorkshire Water communication. On behalf of Yorkshire Water; United Infrastructures support of the Christmas Charity Tractor Run.

**NOTED**

188.10 Request from TIP volunteer.

**RESOLVED TO AGREE use of Chairman's allowance to purchase.**

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

Cllr Adams attended the Aid in Sickness AGM meeting. Money to be donated to Bentham and Settle foodbanks. Money also gifted to St John's Hospice, Manorlands and Martin House. Eight grants have been given over the last 12 months. If anybody knows of anyone who is in need of support speak to Cllr Adams directly or any of the trustees who can be found on the Charity Commissions website.

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

190.1 To consider the options appraisal (if received)

**NOT RECEIVED**

**Boost has run successful training on AI training, social media and two First Aid courses. Men's Pilates and Mental Health were successful and Wreath making workshop for female businesses.**

**Clerk attended the North Yorkshire Wider Partnership in Harrogate to conduct a workshop on the Bentham Business Boost success.**

191 **Council Items for next meeting and minor items for information only.**

**Ring doorbell for the Clerk's office.**

192 Dates of **next meetings:**      **Marketing and Development: Thursday 18<sup>th</sup> December 2025 7:30pm**  
**Council meeting: Monday 5<sup>th</sup> January 2026 7:30pm**

**Meeting closed at 20:37**

*C. Burrow*

**C. Burrow**

**Bentham Town Clerk and RFO**

**Monday 8<sup>th</sup> December 2025**

## Appendix A

Please find your police report for Bentham Town Council meeting 01.12.25

We have had 18 incidents reported between 30.10.25 & 27.11.25

Reports Include General Police Admin, other police force enquiry , Safeguarding, Abandon calls, Alarm sounding – False, Concern for safety / welfare / missing person – joint partnership working, Highways – temp lights/tree down, Civil dispute, Fraud online, Crime Violence. ASB Nuisance/noise – off road bikes

01.11.25 - attempt theft of a quad Mewith Lane

04.11.2025-0181 - Theft of tools – Between 05.10.25 & 04.11.25 theft of chain saw, Impact drill driver & socket set from a workshop Mewith Lane.

25.11.25 – Suspect person – Lakenber Avenue – checked in order

How to report speeding concerns - Speed Management Protocol

[www.northyorkshire.police.uk/search?q=speeding+concern](http://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](http://www.northyorkshirecommunitymessaging.co.uk)

Working to keep North Yorkshire a safe place to live, visit & work please visit  
[www.northyorkshire.police.uk](http://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](http://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](mailto:SNACraven@northyorkshire.police.uk)

## **Appendix B**

Children and young people with special educational needs and disabilities (SEND) in North Yorkshire are being supported through a £3 million investment to learn locally, thrive and reach their future aspirations in a caring and nurturing environment.

Despite the financial challenges facing local authorities, North Yorkshire Council is continuing to support families, children and young people with SEND by increasing the number of specialist school places across the county, ensuring every child or young person has the best opportunities for their education.

The start of the academic year has seen the opening of post-16 specialist provision in Skipton. The town's former Ings Primary School, which closed in 2017, has been given a new lease of life after undergoing a £1 million renovation programme.

We recognise the demand for special school places and the pressures facing families. As I have reported to council before, the pressures on SEND services have seen the number of children with Educational Health Care Plans (EHCPs) in North Yorkshire rise sharply from 1,700 in 2015 to more than 6,000 in 2025.

The investment in creating dedicated spaces for children with specialist needs reflects our determination to ensure that every child – regardless of background and need – can thrive in a supportive and well-resourced learning environment within their local communities.”

The Post-16 Brooklands School in Broughton Road offers places for students aged 16 to 19 in refurbished classrooms and work-related learning areas.

## Appendix C

November 2025 Clerks Report for 1<sup>st</sup> December 2025

Tree Management Policy and Menopause Policy written.

Communication with Architect Mike Harrison about cemetery.

Contact with heritage specialist builder regarding Cross at Low Bentham and article written for Bentham News.

Road sweeper communication returned – unable to regularly attend.

Reported blocked drains on Robin Lane.

Reported trailer blocking pavement on Station Road.

Reported incident at Pye Busk to Police.

Letter written to Funeral Directors, awaiting Council agreement.

EL and LC attended first aid training, one day course.

Met representative from Goodenber play area committee who shared relevant documents- inspection reports, guarantees. And arranged for solicitor to be present for signing lease documentation.

Communication with landowner regarding contributing to works on PHPA path, waiting to hear back.

Weekly play area checks and monthly defib checks. Replaced x3 defib pads which were due to go out of date and defib returned to Myers, loan defib returned to WEL medical, no cost for works.

Contacted HAGS to obtain quotes for repairs identified at last inspection at PHPF.

Started an up-to-date inventory for benches around the parish- ongoing.

Reported fly tipping outside Low Bentham to Lancashire County Council and Tatham Parish Council.

Contact with artist about mural to arrange meeting.

Communication with street light electrician- light No.10 on Wenning Ave is out.

Contacted planning at North Yorkshire requesting site management plan at Lakeber Drive development and questioned how the traffic will be slowed around the Springfield development – awaiting reply.

Contacted parking enforcement regarding the traffic warden attendance in Bentham – phone conversation regarding suspension of parking bays in operation at present and abandoned/long term parking of vehicles on Grasmere car park.

Clerk attended the North Yorkshire Council Wider Partnership Conference on behalf of the Bentham Business Boost, invoiced Boost for hours.

Border floors – arranged the floor replacement along with Hargreaves reclamation.

## Appendix D



Date: 1<sup>st</sup> December 2025

Bentham Town Council

Dear Mayor, Deputy Mayor and Town Councillors

As discussed in our meeting at the end of October, our independent environmental consultants are still undertaking a number of active 'characterisation' activities on the Bentham site. These investigations involve a series of steps and follow strict protocols, as samples must be collected and sent to external laboratories before we can receive factual reports based on this detailed analysis.

'Characterisation' activities will continue into 2026 and post discussions with the Environment Agency and North Yorkshire Council on the findings, we will then move into the corrective action/remediation phase. It is important to understand that the 'characterisation' process takes time and does not always progress as quickly as we would like.

We continue to collect stormwater, with volumes now around 8 million litres and rising weekly, while we await the Environment Agency's decision on our permit variation application to operate the stormwater process treatment facility on site.

I would like to, once again, thank the local community for their continued support which is really appreciated and wish everyone Season's Greetings, Merry Christmas and a Happy New Year.

Yours faithfully,

*Paul Williams*  
Managing Director