



BENTHAM TOWN COUNCIL

Bentham Town Hall, Station Road,
Bentham, Lancaster LA2 7LH
Tel: 015242 62587

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www.benthamtowncouncil.gov.uk

All Town Council Meetings are open to the Public and Press:

Minutes of Ordinary Council meeting: Monday 5th January 2026 7:30pm, Lower Hall, Bentham Town Hall

Monday 12th January 2026

Attendance: Cllrs Adams, Burton, MacEley-Young, Marshall, Taylor and Whittet

193 Apologies from members unable to attend: -

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

Cllr Stannard

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

AGREED

194. Declaration of Interest: -

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

Cllr Adams – 205.4 Cllr MacEley-Young - Cllr Marshall – 205.4

194.2 To approve dispensation requests – if dispensation request received.

NONE

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

NONE

196. 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

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

RESOLVED to accept and confirm the minutes of Monday 1st December 2025 as a true and accurate record.

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

Read out in full by Cllr Adams (appendix A)

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

Read out in full by Cllr Ireton. (appendix B)

Cllr Marshall asked Cllr Ireton if North Yorkshire Council had plans to re-pave the pavements along Bentham Main Street? Cllr Ireton said he would try to find out this information.

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

200.1 ZA25/27502/TPO Proposal: Works to trees the subject of a Tree Preservation Order Fell 1no. Ash T5, Ash T6, Ash T7, Ash T8, Ash T9 - Fell to base

Sports Pavilion, Recreation Ground, Benthams Moor Road, Burton In Lonsdale, Carnforth, LA6 3FT

RESOLVED – SUPPORT The proposal is supported due to clear evidence of ash dieback present on the affected trees.

200.2 ZA25/27497/FUL Proposal: Full planning permission for the construction of 4 dwellings with new access, turning areas and associated works. Land West Of Robin Lane, High Benthams, Lancaster, LA2 7AB

RESOLVED – to submit – OBJECT with comment:

The proposed development comprises predominantly of two-storey dwellings, with only one bungalow. The Council notes that the existing character of this section of the road is defined entirely by single-storey bungalow developments. As such, the scale, height and form of the proposed dwellings are not considered to be in keeping with the established character and appearance of the area which would appear visually intrusive within the street scene.

Benthams Town Council is also concerned about the loss of an area of green space within the centre of the town. This open space makes a positive contribution to the character of the settlement, providing visual openness and relief within the built environment.

In addition, the Council considers that the development would have a negative impact on local wildlife. For these reasons, Benthams Town Council considers that the proposal raises significant concerns in relation to character and appearance, loss of green space and impact on biodiversity, requesting that these matters be given careful consideration.

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

201.1 ZA25/27404/FUL Installation of a double-glazed unit, 10A Arundel House, Main Street, – **GRANTED NOTED**

202. **Financial Matters:**

203.1 To receive and note current bank balances; Unity current account as **£74,127.08**, the Public Sector deposit account balance as **£85,000.00** and the Virgin current account as **£34,291.04**

NOTED

203.2 To consider moving £25,000 to the Public Sector deposit from the Virgin account.

AGREED Clerk to ACTION.

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

NOTED

203.4 To approve the payments:

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
298		08/12/2025		01- Unity Trust Bank		Repairs to street lights	James Burrow Electrical		650.00	130.00	780.00
299		15/12/2025		01- Unity Trust Bank		Pension	NEST		218.00		218.00
303		15/12/2025		01- Unity Trust Bank		Town Hall Window Cleaning	Clearglass Cleaning		120.00		120.00
305		15/12/2025		01- Unity Trust Bank		Training	YLCA		27.40		27.40
306		15/12/2025		01- Unity Trust Bank		Professional services	Oglethorpe, Sturton and Gi		1,295.00	250.00	1,545.00
307		15/12/2025		01- Unity Trust Bank		Electricity Street Lights	SSE SWALEC		623.69	31.18	654.87
308		15/12/2025		01- Unity Trust Bank		Electricity Street Lights	SSE SWALEC		223.63	11.18	234.81
310		19/12/2025		01- Unity Trust Bank		Mobiles	EE Mobile		72.43	14.49	86.92
312		19/12/2025	December 2025 agreed	01- Unity Trust Bank		No stopping or parking sign	Alpha Signs and Design		54.50	10.90	65.40
313		19/12/2025		01- Unity Trust Bank		Insurance	James Hallam		78.83		78.83
314		22/12/2025		01- Unity Trust Bank		Trade Waste	North Yorkshire Council		66.38		66.38
315		22/12/2025		01- Unity Trust Bank		Town Hall Gas	British Lite Gas		753.32	150.66	903.98
317		06/01/2026		01- Unity Trust Bank		Internet	SKY		58.65	11.73	70.38
319		04/01/2026		01- Unity Trust Bank		Grass cutting	Kingsdale Projects		365.00		365.00
320		04/01/2026		01- Unity Trust Bank		Lift service	Stannah		207.47	41.49	248.96
321		04/01/2026		01- Unity Trust Bank		Sanitary Disposal Unit	PHS		26.39	5.28	31.67
322		04/01/2026	04.12.23 Ref: 199.1	01- Unity Trust Bank		knotweed	Japanese Knotweed Ltd		609.20	121.84	731.04
323		31/12/2025		01- Unity Trust Bank		Waste Water	Waterplus		109.91		109.91
324		31/12/2025		01- Unity Trust Bank		Service charge	Unity Trust bank		13.35		13.35
325		31/12/2025		01- Unity Trust Bank		Salary			1,247.45		1,247.45
326		31/12/2025		01- Unity Trust Bank		Salary			285.96		285.96
327		31/12/2025		01- Unity Trust Bank		Salary			1,687.33		1,687.33
328		31/12/2025		01- Unity Trust Bank		Salary			1,267.38		1,267.38
Total									10,061.27	778.75	10,840.02

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
300		15/12/2025		02 Virgin Money		Window frosting	Amazon		6.66	1.33	7.99
301		15/12/2025		02 Virgin Money		SumUp card machine	Amazon		24.99	5.00	29.99
302		15/12/2025		02 Virgin Money		Printing, postage, stationery	Amazon		43.50	8.70	52.20
304		15/12/2025		02 Virgin Money		TIP Volunteer gift	Booths		10.00	2.00	12.00
309		16/12/2025		02 Virgin Money		Wireless Mouse replacement	Amazon		8.32	1.66	9.98
311		19/12/2025		02 Virgin Money		TIP Volunteer gift	FlowerFields		16.67	3.33	20.00
316		03/01/2026		02 Virgin Money		Microsoft 365 annual	Microsoft Office 365		87.49	17.50	104.99
Total									197.63	39.52	237.15

BENTHAM BUSINESS BOOST PAYMENTS (claimed back from the York and North Yorkshire Combined Authority as part of grant funding.)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
294		08/12/2025		01- Unity Trust Bank		Men's Pilates	Kim Evans The Alignment t		70.00		70.00
295		08/12/2025		01- Unity Trust Bank		Wreath making networking	FlowerFields		337.50	67.50	405.00
296		08/12/2025		01- Unity Trust Bank		Men's Mental Health Awareness	Chrysalis Training and Coa		70.00		70.00
297		08/12/2025		01- Unity Trust Bank		Options Appraisal	Align Property Services		14,409.42	2,881.88	17,291.30
318		29/12/2025		01- Unity Trust Bank		Bentham boost	Laura Davy Admin Solution		690.00		690.00
Total									15,576.92	2,949.38	18,526.30

APPROVED – Cllrs Whittet, Burton and Marshall to authorise (staff names redacted)

204 Council/Staffing matters:

204.1 To receive the Clerk's report.

RECEIVED (Appendix C)

204.2 To consider a process for staff requests for overtime.

RESOLVED Clerk to email Chair, if not available the Vice-Chair with details of over time required and task, in turn Chair to email the Finance/Staffing Committee for a majority agreement, applies to all staff.

205 Marketing and Development Committee:

205.1 To receive an update from the Marketing and Development Committee.

RESOLVED – DEFER until the Minutes of the Marketing and Development Committee have been read.

205.2 To consider the Terms of Reference.

DEFER

205.3 To have the Marketing and Development Committee meeting twice a year.

AGREED

Cllrs Adams and Marshall left the room at 20:01

205.4 To consider the hire charges of the Town Hall; hourly rates remain the same and alterations are made to individual hirer discounts from 1st April 2026.

AGREED – hourly rates to remain the same, discounts re-adjusted for some hirers, cleaning charge applied to groups not leaving the halls clean, tidy and free from litter/food mess and furniture stored away in original positions, in line with T&Cs, additional cleaning charge is at the discretion of the Clerk.

Cllrs Adams and Marshall re-entered the room at 20:09

205.5 To consider the Council strapline; *'Building a better Bentham'*.

RESOLVED – DEFER until the Minutes of the Marketing and Development Committee have been read.

205.6 To consider the draft Council Business Plan.

RESOLVED – DEFER until the Minutes of the Marketing and Development Committee have been read.

205.7 To consider having the Deputy Clerk as admin on the Bentham Town Council Facebook.

RESOLVED – AGREE Cllr Adams to action.

205.8 To consider updating the About Bentham website, inviting local groups to provide updates, advertise local events and businesses, Bentham Boost to use the website and specific users update sections of the website themselves.

RESOLVED – DEFER until the Minutes of the Marketing and Development Committee have been read.

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

206.1 Goodenber Play Area lease now complete, to consider immediate works with report.

RESOLVED – Parish Caretaker quote AGREED – ACTION IMMEDIATELY – hedge cutting back, willow tunnel and pressure wash.

RESOLVED – Cllr Adams to have a look at the slide standing base and add caps, use screws, spare parts he holds.

RESOLVED – If the company cannot be contacted regarding the gap, to remove the roundabout from use.

RESOLVED – ACTION Clerk to order the replacement parts and Parish Caretaker to install asap.

RESOLVED – Rubber matting to be dug out and re-installed under basket swing.

RESOLVED – ACTION – REMOVE the zip wire from use.

RESOLVED – Reinstate the edging around the zip wire.

RESOLVED – Research alternatives to the bark chippings under the zip wire.

RESOLVED – £7,000 funding will be transferred from the Goodenber Play Area charity to the Council, until then, Council funds to be used.

206.2 To consider the Butts Lane Business Case Assessment Outcome.

RESOLVED – AGREED to take on as a council asset. ACTION to contact the solicitors for costings.

206.3 To consider the Cleveland Square outcome submitting a business case.

RESOLVED – ACTION Clerk to research costings of upkeep, rates, insurances and ticketing before proceeding. NOTED that the Council still have a lease to hold a weekly market.

206.4 To consider the defibrillator cabinet at Victoria Institute, Low Bentham.

RESOLVED – ACTION - Cllr Adams to check the electricity supply with voltage meter.

206.5 To consider the quote for emergency lighting repairs in Town Hall.

RESOLVED – AGREED.

207 Matters requested by councillors and Highways Matters:

207.1 **Highways;** Contact Yorkshire Water to confirm if there are any further actions regarding the tarmacking of Main Street as relatively new.

RESOLVED – ACTION Clerk to contact Highways Area 5 and Yorkshire Water for further information.

207.2 To consider fundraising opportunities to replace the calendar.

DEFER - A community event and other activities were discussed. Councillors to spend more time considering.

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

208.1 Egerton Crossing on Burton Road.

RESOLVED – ACTION Clerk to contact Highways Area 5 to request a site visit due to two recent serious accidents and several near misses, Cllr Ireton to be cc'd into email.

NOTED – Council have already submitted through the Highways Services portal the unclear signage and the faded road markings.

208.2 Julian Smith; Be Winter Ready (circulated)

NOTED – communicated to the public on social media and website (appendix D)

Cllr MacEley-Young left the room at 21:09

208.3 Communication from Cleaner Bentham.

RESOLVED Cllr Adams would attend the meeting with the Environmental Audit Committee, request another Cllr to attend, to be Cllr Burton, acceptable with only Cllr Adams.

Cllr MacEley-Young re-entered the room at 21:18

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

Cllr Marshall reported on the Collingwood Almshouses has a vacancy, anybody that would like a space please to contact Emma Greenup, information circulated of social media.

Cllr Marshall had a very successful visit to Bentham Community Primary School and the Golf Club to visit the pupils just before Christmas.

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

Cllrs Marshall and Whittet explained that phase 1 has come to an end, end of 2025. All training and networking events have taken place, feedback has been positive, some of these ideas will continue beyond the Boost. Relationships have been built as similar businesses attended.

The Boost have been successful in securing Phase 2 funding, which leads into the next stage of the project. Phase 2—*Colourful Bentham*— now working with a project management group to deliver a series of design initiatives across the High Street aimed at attracting more visitors and encouraging people to spend more time in Bentham.

The recent networking event at the golf course highlighted how many new and diverse businesses have emerged in Bentham over the past few years, many of which could benefit from greater visibility and collaboration. Feedback from the training sessions has been very positive, with participants finding them valuable.

Phase 3 will involve the final application, which will require Council support.

On a less positive note, Align has not engaged as expected and has delayed delivery timelines, which is frustrating given the enthusiasm and momentum within the Boost team.

210.1 To consider the evaluation of phase 1.

RESOLVED to complete the evaluation as lead applicant.

210.2 To consider the task and finish terms of reference for Bentham Business Boost phase 2.

RESOLVED to AGREE – include the names and roles of members of the group.

210.3 To consider the phase 3 application (if received)

RESOLVED to AGREE the Clerk to work alongside the Bentham Boost team with the next application.

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

NONE

212 Dates of **next meetings:**

Buildings Committee: Thursday 22nd January 2026 7:30pm

Council meeting: Monday 2nd February 2026 7:30pm

Open Spaces: Wednesday 4th March 2026 7:30pm TBC

AGREED

Finance: Monday 20th April 2026 7:30pm TBC

AGREED

C. Burrow

C. Burrow

Bentham Town Clerk and RFO

Appendix A

Please find your police report for Bentham Town Council meeting 05.01.26

We have had 26 incidents reported between 28.11.25 & 31.12.25

Reports Include General Police Admin, Other police force enquiry, Safeguarding, Animal concern dogs off lead, Alarm sounding, Fraud online banking, Abandon call, Abandon Vehicle, Highways - vehicle abandon in carpark – Council, Road Related offence – manner, Domestic dispute, Sudden Death

28.11.25 - & 14.12.25 Crime Violence

02.12.25 – RTC – 2 Vehicle -Burton Road

03.12.25 – RTC – single vehicle - Gas House Lane

06.12.25 – RTC – single vehicle Eskew Lane,

19.12.25 & 24.12.25 – Concern for welfare – checked in order

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

Dedicated Safer Neighbourhood PCSO

Settle Ingleton & Bentham area

North Yorkshire Police

101

Alternative schooling plans for excluded primary pupils approved

Plans to lower the age range of Pupil Referral Units (PRU) so they can provide alternative provision for children of primary school age who have been excluded from school have been given the go-ahead.

There has been a significant rise in recent years in the number of children of primary age that have been excluded from schools in North Yorkshire. Permanent exclusions of primary school children have increased from five children in 2021/22 to 25 pupils in 2024/25.

North Yorkshire Council's executive met to consider changes which are aimed at improving the support and outcomes for excluded primary school-aged children.

The changes will include lowering the age range so that places can be commissioned from existing PRUs to provide tailored support for excluded children and support them to return to mainstream education

North Yorkshire Council is responsible for arranging suitable and usually full-time education for children who are permanently excluded across the county within six days of their exclusion.

A consultation was launched earlier this year by the authority seeking views from parents, carers, education professionals and the wider community on changing the age range of PRUs with the aim to improve support and outcomes for the excluded children.

Out of the 254 responses received during the consultation, which ran from September 22 to November 7, 79 per cent agreed when asked if making primary provision was needed.

Members of the executive approved lowering the age limit at The Rubicon Centre in Selby, The Sunbeck Centre in Northallerton and The Craven Pupil Referral Service in Skipton to accommodate children as young as five.

Appendix C

Clerks Report December 2025 for January 2026 meeting

Inspections/service in Dec:

Howsons Fire & Emergency Light Service

BES lift inspection

PAT testing cancelled so rearranged for January

Monthly defibs and weekly Play area inspections. Contacted Wel medical as the VI defib cabinet doesn't appear to be heated (all others cabinets checked and have functional heating).

Contacted heritage builder looking at LB cross- he will look at the Cross and base again, requested he get in touch beforehand so a Councillor can be present if possible.

Contacted companies for MUGA repairs quotes- ESP advised to use a local contractor. Another company advised to use Wenning surfacing.

Contacted companies regarding office handrails- 1 quote obtained, another company measured up, awaiting quote. So far unable to get in touch with third company suggested.

ACE arranged for 2nd Jan automatic door removal.

Paint and decorator contacted and aware of date that future works that will be required.

M&D committee meeting prep and minutes.

Reported highways issues to NYC/ Yorkshire water- main street and near Butts Lane.

Cllr Marshall has ordered winter plants for School Hill, Parish caretaker to plant.

Goodenber Play area transfer to BTC completed, insurance arranged, temporary signage put in place at the site with BTC contact details.

Bank reconciliation completed 8th December

Further contact from parking enforcement – do Council require a visit?

Precept request sent to Strategic Finance of £160,000.00 along with budget for year 2026-2027 and bank reconciliation from December.

Task and Finish group terms of reference drafted for Bentham Boost.

£500+ spending on website excluding salaries, separate document for salaries.

Cemetery work completed – new burial, two memorials.

Clerk's over time of 18hrs for October 2025 sent to payroll

Payroll processed.

Insurance for Goodenber paid. Report on Goodenber Play area circulated to Council after initial inspection.

Extensions granted on ZA25/27502/TPO – 9th Jan and ZA25/27497/FUL – 6th Jan

Defibrillator concern over not being heated cabinet at Vic Inst – on agenda.

Council Business Plan 2025 – 2026 drafted.

Letter to Bentham Hub building owner requesting permission to erect sign for No stopping/No parking.

Bentham Business Boost team finances submitted.

RT HON SIR JULIAN SMITH KCB CBE MP

Skipton & Ripon



HOUSE OF COMMONS

LONDON SW1A 0AA

Ms Claire Burrow

Clerk, Bentham Town Council

Bentham Town Hall, Station Road, Bentham

Lancaster, LA2 7LH

Dear Ms Burrow

I wanted to share details of SP Electricity North West's 'Be Winter Ready' Campaign and its Extra Care Register, a free service supporting vulnerable households during power outages.

As you may know, SP Electricity North West supplies part of the north-west of the Skipton and Ripon constituency.

The register is open to anyone who may need extra help, including:

- People of state pension age
- Families with children under five
- Pregnant women
- Those with disabilities, chronic illness, or reliant on electricity for medical equipment

Support includes early weather warnings, a nominated contact scheme, and assistance during prolonged outages.

I would be grateful if you could share this with your community and encourage eligible residents to register at: www.enwl.co.uk/extracare.

With best wishes,

A handwritten signature in blue ink, appearing to read 'Julian Smith'.

Rt Hon Sir Julian Smith KCB CBE MP