



BENTHAM TOWN COUNCIL

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

Email: townclerk@benthamtowncouncil.co.uk
www.benthamtowncouncil.gov.uk

Tuesday 7th October 2025

Minutes of the Council meeting – Monday 6th October 2025

Present: Cllrs Adams, Burton, Stannard and Taylor

County: Cllr Ireton

Town Clerk: C Burrow

Assistant Town Clerk: E Langan

Bentham News: 2

Members of public: 2

113. Apologies from members unable to attend: -

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

Cllrs Whittet, Marshall and MacEley-Young

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

NOTED

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.

NONE

114.2 To approve dispensation requests – if dispensation request received.

NONE

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

NONE received.

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).

MOP1 – Funeral Directors queried why the Council requires them to be members of the National Association of Funeral Directors (NAFD). Mayor Adams explained that this requirement is intended to ensure accountability, professional guidance, and support for funeral directors operating within the cemetery. The Mayor further noted that this recommendation originated from the Yorkshire Local Councils Association (YLCA) and the National Association of Local Councils (NALC), and forms part of a standard template risk assessment used by the Council. Mayor Adams urged the Funeral Directors to contact the Council should they wish the matter to be reconsidered.

MOP 2 – A member raised safety concerns regarding the narrow pavement on Main Street opposite the junction of Station Road, noting two recent incidents involving large vehicles mounting the pavement. In one incident, a mobility scooter was struck but the user was unharmed. MOP contacted Angus Fire to check if the lorry involved was delivering to their premises and the

company confirmed it had, subsequently reminding their freight drivers to exercise extra caution at the junction. Both incidents have been reported to the police. The member highlighted the pavement as particularly narrow and potentially hazardous for pedestrians and mobility users

AMENDMENT – 28.10.25

Communication from Angus Fire: *The vehicle in question was actually going to Kidde Products Ltd and the driver was spoken to by Kidde personnel. Whilst Kidde Products are based on the Bentham site, it wasn't actually anything to do with Angus Fire.*

117. To **Confirm the Minutes** of the meeting on Monday 1st September 2025 as a true and accurate record.
RESOLVED – to accept and confirm the minutes of 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.
READ OUT IN FULL BY CLLR ADAMS. (APPENDIX A)
119. To receive a **Report from NYC Councillor** (for information only) - If any
READ OUT IN FULL BY CLLR IRETON (APPENDIX B)
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).
NEUTRAL – NO OBJECTION
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).
NEUTRAL – NO OBJECTION
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.
NEUTRAL – NO OBJECTION
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
SUPPORT
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
NOTED
121.2 ZA25/27188/HH Householder permission for single storey rear extension 19 Pye Busk Close
Grants Householder Planning Permission
NOTED
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
NOTED

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.

NOTED

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

NOTED

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

NOTED

122.4 To approve the payments.

04.09.2025	539	2025 - 2026	Paid	ONLINE	£1,125.00	Locum RFO	Elkerlodge Services Ltd	649
23.09.2025	540	2025 - 2026	Paid	ONLINE	£417.60	software scribe	Scribe	10099
23.09.2025	541	2025 - 2026	Paid	ONLINE	£448.08	GAS	Total Energies	387760444/25
23.09.2025	542	2025 - 2026	Paid	ONLINE	£507.85	Electricity at Town Hall	Total Energies	389952568/25
23.09.2025	543	2025 - 2026	Refunded	ONLINE	£1,802.48	Electricity at Town Hall	Total Energies	389720512/25
23.09.2025	544	2025 - 2026	Paid	DIRDEBIT	£86.09	Mobiles	EE Mobile	2386961327
23.09.2025	545	2025 - 2026	Paid	ONLINE	£117.00	Toilets	HB Plumbing & Heating	4402
23.09.2025	546	2025 - 2026	Paid	ONLINE	£15.70	tape	Myers Building Supplies	9/3672951
23.09.2025	547	2025 - 2026	Paid	ONLINE	£90.22	fence rails	Myers Building Supplies	9/3806850
23.09.2025	548	2025 - 2026	Paid	ONLINE	£101.10	first aid kit	Amazon	GB501OAZRG99RI
23.09.2025	549	2025 - 2026	Paid	ONLINE	£29.97	Lights	Amazon	DS-AEU-INV-GB-2025-474151949
23.09.2025	550	2025 - 2026	Paid	ONLINE	£19.98	Lights	Amazon	DS-AEU-INV-GB-2025-482008581
23.09.2025	551	2025 - 2026	Paid	ONLINE	£5,328.00	Wenningdale room Window	Leonard Tyrer & Son Ltd	2103
23.09.2025	552	2025 - 2026	Refunded	ONLINE	£124.93	Green Bin	Glasdon	CR37714
23.09.2025	553	2025 - 2026	Paid	ONLINE	£48.00	Training	YLCA	4621
23.09.2025	554	2025 - 2026	Paid	ONLINE	£5.00	cards	Amazon	DS-AEU-INV-GB-2025-482008378
23.09.2025	555	2025 - 2026	Paid	ONLINE	£4.35	cards	Amazon	GB56TM1C1AEUI
23.09.2025	556	2025 - 2026	Paid	ONLINE	£243.00	boilers	Tim Wheildon Heating and Plumbing Services	12904
23.09.2025	557	2025 - 2026	Paid	ONLINE	£504.00	External audit	PKF Littlejohn LLP	SB20251332
23.09.2025	558	2025 - 2026	Paid	ONLINE	£66.38	Trade Waste	North Yorkshire Council	
23.09.2025	559	2025 - 2026	Paid	ONLINE	£1,247.45	Salary		Sept
23.09.2025	560	2025 - 2026	Paid	ONLINE	£271.50	Salary		Sept
23.09.2025	561	2025 - 2026	Paid	ONLINE	£1,171.59	Salary		Sept
23.09.2025	562	2025 - 2026	Paid	ONLINE	£1,182.14	Salary		Sept
02.10.2025	563	2025 - 2026	Paid	ONLINE	£3,273.79	HMRC PAYE etc	HMRC	q2
02.10.2025	564	2025 - 2026	Paid	ONLINE	£3,286.02	Grass cutting	Kingsdale Projects	1486
02.10.2025	565	2025 - 2026	Paid	ONLINE	£32.46	Printing, postage, stationery	Viking	6381911
02.10.2025	566	2025 - 2026	Paid	ONLINE	£208.50	refreshments	Simply Delicious	1563
02.10.2025	567	2025 - 2026	Paid	ONLINE	£873.13	Bentham boost	Laura Davy Admin Solutions	002
02.10.2025	568	2025 - 2026	Paid	ONLINE	£115.08	xmas lights	Festive Lights	2000035053
02.10.2025	569	2025 - 2026	Paid	DIRDEBIT	£111.15	Water Rates	Waterplus	wp-INV10270948
06.10.2025	571	2025 - 2026	Paid	ONLINE	£585.00	Caretaker	Ruth Green	
06.10.2025	572	2025 - 2026	Paid	ONLINE	£31.67	Sanitary Unit	PHS	71669186
06.10.2025	573	2025 - 2026	Paid	ONLINE	£188.18	Pension	NEST	Sept

RESOLVED TO APPROVE – Cllrs Adams and Burton to authorise (Staff names redacted).

131 Council matters:

131.1 To consider - IT Policy

RESOLVED TO ACCEPT

131.2 To consider - Pension Policy

RESOLVED TO ACCEPT

131.3 To consider - Homeworking Policy

RESOLVED TO ACCEPT

131.4 To review - CCTV policy

RESOLVED TO ACCEPT

131.5 To review - Discipline policy

RESOLVED TO ACCEPT

131.6 To review - Dignity at Work

RESOLVED TO ACCEPT

131.7 To review - Lone working policy

RESOLVED TO ACCEPT

131.8 To review - Grievance policy

RESOLVED TO ACCEPT

131.9 To review - Equality and Diversity policy.

RESOLVED TO ACCEPT

131.10 To consider the updated Standing Orders with update.

RESOLVED TO ACCEPT including *'If a councillor appointed to a committee is unable to attend and their absence would render the meeting inquorate, another member of the Council may serve in their place for that meeting.'*

EXCLUDE: *'Each committee shall have named reserve members appointed by the Council to ensure continuity and to safeguard the quorum.'*

131.11 To consider the business continuity plan.

RESOLVED to accept on the understanding that this is a working document.

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

RESOLVED TO ACCEPT

131.13 To receive the Clerk's report.

RECEIVED (APPENDIX C)

Council had no further questions.

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).

RESOLVED to remain with SSE for 24 months.

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

DEFER – further research is required.

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

RESOLVED TO AGREE – purchase of poppy wreath and ten large poppies for street lights.

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

RESOLVED TO AGREE – ACTION - Clerk to create a Business Plan using template provided.

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

DEFER TO next Full Council meeting.

133 Buildings matters:

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

RESOLVED TO ACCEPT the quote from SP Plastering and Damp Proofing Services at £5950.

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

RESOLVED TO ACCEPT

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

RESOLVED TO ACCEPT the quote from Border Floors at £ 26,364.00 including VAT.

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

RESOLVED TO ACCEPT the quote from MBE at £ 67.80 including VAT.

133.5 To consider a budget for the Christmas decorations for the town hall.

RESOLVED - NOT AGREED – Council purchased two large reusable Christmas trees last year.

133.6 To consider the handrail to the Clerk's office and an additional handrail along ramp.

RESOLVED – as the ramp is wider than 1metre an additional handrail is required, in line with recommendations the current handrail requires struts that are less than 10cm apart.

ACTION – Clerk to gather quotations.

134 **Open Spaces matters:**

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

RESOLVED - DEFER TO FINANCE COMMITTEE – to budget for in year 2026/2027, include in Precept.

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

135.1 Excessive simultaneous road closures.

RESOLVED to contact Highways at Area 5 again. Clerk to continue updates on social media when received.

135.2 Viability of visibility splays.

DEFER to Open Spaces committee.

135.3 White/yellow road lines on Main Street.

DEFER to Open Spaces committee.

135.4 Highways signs.

DEFER to Open Spaces committee.

135.5 Potential traffic easing methods Robin Lane and Main Street.

DEFER to Open Spaces committee.

136 **Matters requested by councillors:**

136.1 To consider a request to re-surface and re-line the Grasmere car park – Cllr MacEley Young.

DEFER to next Full Council meeting.

136.2 To consider purchasing a card machine for the Town Hall for hiring payments – Cllr Adams.

RESOLVED TO ACCEPT – ACTION – Clerk to purchase a card reader linked to mobile phone.

136.3 To consider speed activation signs for Bentham – Cllr Adams.

DEFER until further information regarding the 20mph speed limit update.

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.

READ OUT IN FULL BY GA (Appendix D)

ACTION – Clerk to arrange a meeting with Angus Fire for quarterly update.

137.2 To consider a meeting with Cleaner Bentham with request for non-disclosure agreement.

RESOLVED – That the Council decline to sign a non-disclosure agreement and will ensure that all confidential information is protected in accordance with data protection legislation and GDPR requirements.

ACTION – Clerk to arrange a meeting with Cleaner Bentham.

137.3 Correspondence from MOP regarding bus service.

RESOLVED – advise MOP to contact North Yorkshire Council.

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)

RESOLVED to DEFER – Council awaiting further information.

138.2 To consider a section on Bentham Town Council website for the Bentham Boost.

RESOLVED TO AGREE

Clerk gave an update: The recent Networking event at the Golf Club on Thursday 2nd October was Attended by 18 people. Although a few individuals who had planned to come did not attend, the feedback we received was generally very positive. Attendees found the event useful and appreciated the opportunity to meet new people. One common piece of feedback was a desire for a larger turnout. Bentham Business Boost are running subsidised First Aid courses on Monday 13th October and Friday 14th November, AI Masterclass on Monday 10th November and Social Media and Marketing Workshop on Tuesday 4th November, more information will follow in Bentham News and on the website and social media.

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

CLlr Stannard had attended the Dementia Groups first breakfast club at the Golf Club which was well attended, requested Clerk to send the Grant application to them.

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

NONE

- 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 7:00pm

- 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.

RESOLVED – for the Clerk to take on the RFO role.

- 143.2 To consider staff pay scale after successful appraisal.

RESOLVED TO AGREE to move Cleaner to SCP5.

C Burrow

C Burrow

Town Clerk

Tuesday 7th October 2025

Appendix A

Please find your police report for Bentham Town Council meeting 06.10.25

We have had 26 incidents reported between 31.08.25 & 03.10.25

Reports Include General Admin from other Police force, Safeguarding, abandon/hoax call, Highway disruption – tree down - loose slate Main Street - parking on pavement Doctor Hill - HGV – low bridge Low Bentham – vehicle blocking entrance – Auction Mart, absconder, Sextortion, ASB Internet, Domestic dispute, crime theft – online, Road Related offence – manner of driving / documents / noise, Neighbour dispute, Suspect males – Bella Bank & lost cattle – Mewith Lane.

7 reports - Concern for safety / welfare / missing person – joint partnership working

5 Reports - RTC – Burton Road, Springfield, Main Street High Bentham

How to report speeding concerns - Speed Management Protocol

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

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

As part of the Government's childcare expansion programme, North Yorkshire Council has helped to create 2,160 new childcare places in the county. These include 348 early years places and 1,812 school wraparound places.

Since April 2024, the authority has supported 18 early years providers through the Department of Education's Capital Grant funding to expand their current provision or help new provision to open. This has enabled early years providers to be able to increase their capacity and welcome more children at their premises. Our aim is to give all children in North Yorkshire the best start in life.

Our early years providers are vital for the county, not only ensuring that our parents are able to work but that children get the benefit of an early years' education which is crucial for their development.

The construction of a new secondary school was proposed by the council to enhance the offer for autistic children. Following the council's recommendation, the Department for Education has confirmed that the Lighthouse Learning Trust will now operate the facility in Harrogate, once opened.

The council has invested £2.4 million in the school to ensure it provides specialist classrooms, teaching spaces and facilities to cater for the special educational needs and academic aspirations of children in the area.

The number of children with Educational Health Care Plans in North Yorkshire has risen from 1,700 in 2015 to more than 6,000 in 2025.

Appendix C

Clerk's Report October 2025

Quotes

Fire doors- 1 obtained, one visited- to check if council want fire door accredited/competent fitter, final company visiting 29/9/25 to look at work needed.

Highways

Contact with Darren Griffiths- crossing at Robin Lane, ongoing 20mph speed limit plans, and speed activation signs advises await the 20mph speed limit.

Request for highways meeting at Springfield- contacted and awaiting reply

Reported: pot holes on Robin Lane, overgrown hedges Low Bentham, missing signs at Dumb Tom lane, MOP concerns about large tree opposite drs surgery which is leaning towards Grasmere Drive houses. Reported again the erosion of the B6480 above Pye Busk.

Enquiry sent to Area5 regarding the lamps in the car park in Low Bentham after request from Vic Inst who commented they are not working.

Asset Transfer updates

Butts Lane- legal team at NYC having a meeting on 1st October, awaiting update

Cleveland Square- David Ireton explained CDC were previously refused a metered car park by NYC. Due to being close to emergency services, and the risk of displacement of cars, which could make access for the emergency services difficult.

OSG awaiting Mayor's ID to be updated before signing papers.

Ongoing:

Japanese Knotweed site visit 16th September 2025.

Tried to contact Sam Taylor re the hand rails outside town hall.

Contacted Beavertrees about an Ash tree reported by MOP at PHPF- swaying in wind next to their house.

Checked for any TPOs in place. Beavertrees quoted – on agenda

Contacted North Yorkshire regarding the assessment of new housing developments with secondary school named as Settle College, transport to be charged, rather than QES with free transport.

Contacted North Yorkshire Fire and Rescue re. MOP concerns about the hedge, surveyor site visit planned to find a solution.

ACE contacted and arranged engineer to look at sliding doors.

Policies written – Home working, home working risk assessment, IT policy, Disabled Access Audit, Pension policy updated, Business Continuity Plan completed.

Training list up to date.

Research into utilities.

Town Hall T&Cs finalised.

Three First Aid boxes replaced in Town Hall due to supplies out of date and boxes broken.

Play area inspection training completed and weekly play area inspections completed.

Annual gas safety inspection completed by plumber.

No feedback received from public about potential drop-in sessions- was placed in Bentham News and on both notice boards.

Defib checks completed- 3 sets of pads due to expire 11/25, to be ordered closer to time. Defib forms filled in- a loan defib insitu at Naylor Myers, awaiting collection of Myers defib. The Circuit have stickered all the defibs to return to tel number – this will be Clerk's mobile. Names of place are being placed on defibs and cases.

Still unsure about ring doorbell, only looks like it can link to one phone/laptop.

Reported the tar covered pole to Electricity North West.

Finance meeting minutes and actions.

Bookings for Town Hall.



Date: 6th October 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 has submitted a number of questions to us following their four-week public consultation process, which we have responded to. We now await their feedback.

In the meantime, we continue to collect rain and surface water in Intermediate Bulk Containers (IBCs) and are currently storing ~6.6 million litres on site. This has increased significantly by ~1.3 million litres since last month's update.

With rainfall levels expected to increase over the coming months, by the end of the year we may run out of suitable space on site. At that point we will have to start using space in the employee/visitor car parks and ask employees/visitors to park on the local roads.

Characterisation

A smaller test rig was used on site by environmental contractors in September to finish the "High Resolution Site Characterisation" sampling activity, with test results expected in October.

Further sampling activities were also undertaken throughout September by our environmental consultants and Dr Patrick Byrne/Liverpool John Moores University on the River Wenning. These test results are also expected in October. As stated last month, this work will determine the composition and levels of PFAS within the Lower Wenning water body relative to other sources. It will also identify the magnitude and location of groundwater baseflow to the River Wenning, as well as PFAS discharge levels associated with shallow groundwater.

Angus Fire Ltd

Station Road, High Bentham, Nr Lancaster LA2 7NA UK • Tel: +44 (0)1524 264000 • Fax: +44 (0)1524 264180
Email: generalenquiries@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



PM 399473



EMS 576644



Once characterisation is completed, which is expected in 2026, we will all be better informed about the levels of PFAS on site and if they have had, or continue to have, an impact on the local environment.

Action plans will then be drawn up with our environmental consultants, and in agreement with the Environment Agency and/or North Yorkshire Council, about additional corrective actions and/or remediation that may be required.

Corrective Action/Remediation

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

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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