



BENTHAM TOWN COUNCIL

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

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

Minutes of the Full Council Meeting:

Monday 4th August 2025 at 7:30pm Lower Hall, Bentham Town Hall

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

Assistant Town Clerk: E Langan

Bentham News: 2

MOP: 2

65. Apologies from members unable to attend: -

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

Cllr Stannard

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

APPROVED

66 Declaration of Interest: -

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

Cllr Marshall 72.1 76.2

Cllr MacEley-Young 78.1 78.3

66.2 To approve dispensation requests – if dispensation request received.

NONE

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

NONE

68 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 – raised concerns regarding the external appearance of certain properties along Main Street, requesting that the Council consider writing to the owners to encourage improvements. Enquired about a rusty post on Main Street near the pharmacy. Cllr Adams advised that members of the public are able to report such issues directly to Highways, Council to report this.

69 To **Confirm the Minutes** of the meeting on Monday 7th July 2025 as a true and accurate record.

RESOLVED: that the minutes from Monday 7th July 2025 be signed as a true and accurate record.

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

Read out in full by Cllr Adams (Appendix A)

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

NONE RECEIVED

Cllr Marshall left room- 19:39

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

- 72.1 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, High Bentham,
NO OBJECTION- NEUTRAL

Cllr Marshall re-entered room- 19:42

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

- 73.1 ZA25/26947/FUL 24 Robin Lane, High Bentham. Householder permission for a 2-storey gable extension and a dormer to the east roof plane. **Grants Householder Planning Permission NOTED**
- 73.2 ZA25/27041/HH Householder permission for a 2-storey gable extension and a dormer to the east roof plane. **Grants Householder Planning Permission NOTED**

74 **Financial Matters:**

- 74.1 To receive and note current bank balances; Unity current account as **£54,696.26**, the Public Sector deposit account balance as £85,000.00 and the Virgin current account as £35,927.63.
NOTED

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

- 74.3 To approve the payments.

16861.56

Status	Order No	Date	Invoice Number	Supplier	Description	Net	VAT	Total
Paid	490	11.07.2025	June	NEST	Pension	£181.82	£0.00	£181.82
Paid	491	11.07.2025	203048915046	1&1 Ionos	Internet	£22.87	£4.57	£27.44
Paid	492	11.07.2025	q4 late payment	HMRC	HMRC PAYE etc	£9.58	£0.00	£9.58
Outstanding	493	21.07.2025	579	Elkerlodge Services Ltd	Locum RFO	£750.00	£150.00	£900.00
Paid	494	21.07.2025	wp-INV09719868	Waterplus	Water Rates	£108.10	£0.00	£108.10
Paid	495	21.07.2025	2366994601	EE Mobile	Mobiles	£49.74	£9.95	£59.69
Outstanding	496	21.07.2025		Howsons Ltd	Fire alarm	£559.95	£111.99	£671.94
Outstanding	497	21.07.2025	19761	iccm	Membership	£300.00	£60.00	£360.00
Outstanding	498	21.07.2025	4378	YLCA	Training	£36.50	£0.00	£36.50
Outstanding	499	21.07.2025		Tookes	Duke Street Lights	£3,876.00	£775.20	£4,651.20
Outstanding	500	21.07.2025	20578	The Cumbria Clock Company	Town Hall Clock repair	£195.00	£39.00	£234.00
Outstanding	501	21.07.2025	194	S Frankland Joinery	doorway	£250.10	£50.02	£300.12
Outstanding	502	24.07.2025	July		Salary	£1,218.60	£0.00	£1,218.60
Outstanding	503	24.07.2025	July		Salary	£263.10	£0.00	£263.10
Outstanding	504	24.07.2025	July		Salary	£1,145.83	£0.00	£1,145.83
Outstanding	505	24.07.2025	July		Salary	£1,154.35	£0.00	£1,154.35
Paid	506	24.07.2025	490089583	North Yorkshire Council	Trade Waste	£66.38	£0.00	£66.38
Outstanding	507	25.07.2025	103938	HAGS-SMP Ltd	Philip Harvey Playing Fields surface repairs	£75.00	£15.00	£90.00
Outstanding	508	25.07.2025	005498700003	SKY	Internet	£54.95	£10.99	£65.94
Outstanding	509	25.07.2025	203049479473	1&1 Ionos	Internet	£24.23	£4.85	£29.08
Outstanding	510	25.07.2025	1730	Mark Burrow Electrical Ltd	lift light	£961.54	£192.31	£1,153.85
Outstanding	511	29.07.2025	MR635216	Thomas Graham	Cleaning materials	£155.87	£31.17	£187.04
Outstanding	512	29.07.2025	19580835	James Hallam	Insurance	£198.24	£0.00	£198.24
Outstanding	513	29.07.2025	1458	Kingsdale Projects	Grass cutting	£3,706.02	£0.00	£3,706.02
Outstanding	514	29.07.2025	GB5005WTU9MBRI	Amazon	ext hard drive	£33.32	£6.67	£39.99
Outstanding	515	29.07.2025	GB55MVR6AAEUI	Amazon	paint brush	£2.29	£0.46	£2.75

APPROVED Cllrs Burton, Marshall and Adams to authorise (staff names redacted).

75 Due to absence of the Clerk: **to receive the Clerk's report.**
RECEIVED (Appendix B)

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

76.1 To receive an update on the cemetery extension (if received)

Cllr Marshall and the appointed architect attended an ICCM Cemetery Drainage Seminar held in Leeds. Cllr Marshall provided a summary of the key points discussed at the seminar and informed the Council that a free site survey was offered by the speaker- a representative of the ICCM- as part of the Council's existing ICCM membership.

ACTION- the Clerk to look into arranging the survey.

Cllr Marshall reported that, during the seminar, it was suggested a sign should be installed in the cemetery outlining the terms and conditions and permitted headstone dimensions.

ACTION- the Clerk to research signs.

The appointed architect is looking into Environment Agency guidance.

76.2 To note the two newly installed lights on Duke Street.

NOTED

76.3 To consider the asset transfer of Cleveland Square.

DIFFERED to future meeting.

Council to await the feasibility study results from the Bentham Boost group before proceeding further.

77 Matters requested by Councillors:

77.1 To consider the 2026 calendar- Cllr Burton

ACTION- the money raised from the 2025 calendar will be collected and given to the Dales Youth Club, as previously decided.

RESOLVED that there will be no 2026 calendar and that an item be placed on the agenda for the January Full Council meeting to discuss alternative fundraising options and a new cause.

77.2 To consider a highways meeting regarding Springfield – Cllr Burton

RESOLVED- ACTION- for Clerk to contact North Yorkshire Council Highways department with a request for a site visit and an update on ongoing highways issues.

ACTION for Clerk to report to North Yorkshire Council portal the grass growing out from kerbs into road on B6480 through Bentham.

77.3 To consider the Erosion of the B6480 above Pye Busk – Cllr Burton

RESOLVED for this to be added to the list of issues sent to North Yorkshire Council Highways department.

77.4 To consider Councillor drop-in sessions- Cllr MacEley-Young

RESOLVED-ACTION- for Clerk to place an article in the Bentham News to reiterate how members of the public can contact Councillors and the Town Council, include a request for residents to express their views on whether they would like to see the reintroduction of Councillor drop-in sessions. This information is also to be displayed on the High and Low Bentham noticeboards.

77.5 To consider the area of land behind the Co-op adjacent to Cleveland Square to consider using as an open green space within the town and additional car parking – Cllr Paige.

DIFFERED - relates to agenda item 76.3; to await the Bentham Boost feasibility study results.

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

78.1 To receive an update from Angus Fire.

Read out in full by Cllr Adams (APPENDIX C)

78.2 Correspondence from Grasmere drive resident.

RESOLVED-ACTION- Clerk to respond to resident advising to contact North Yorkshire Council and Yorkshire Housing regarding the paths around the Grasmere Close.

Cllr MacEley-Young left room- 20:44

78.3 Consultation on Angus Fire Limited's to vary their environmental permit for their High Bentham site 24th July to 21st August 2025.

RESOLVED- ACTION- for Clerk to respond on behalf of Bentham Town Council to express support for the application.

Cllr MacEley-Young entered room- 20:45

- 79 **Bygone Bentham to consider signage, mapping and updating information.**

RESOLVED-ACTION- Clerk to check the timescale for spending the grant money.

ACTION- for Clerk to consider necessary rewording of the current signs and bring to Council to check and to research other online options, encompassing other aspects of signage around Bentham.

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

Cllrs Marshall and Whittet updated the Council after the Boost meeting earlier in the day. The new Bentham Boost Co-ordinator has been appointed. Members of the Bentham Boost team previously met with Neil Linfoot from Align Property Partners, carrying out a walkaround of Bentham and discussed the potential for a feasibility study in the area. The Boost team are currently awaiting further information on this. The team is planning training sessions and business networking events.

80.1 Use of the Wenningdale room for workspace.

RESOLVED for the Bentham Boost Co-ordinator to use the Wenningdale room in the Town Hall as a pop-up office when needed.

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

Cllr Marshall- Trustees have appointed a new resident to the Collingwood terrace houses.

Cllr Burton- Longstaffe hosted a successful quiz night which was well attended.

Cllr Adams- Attended LASRUG meeting, there is a coffee morning this coming Saturday, the group are awaiting Network Northern Rail to approve a refreshment trolley on the train.

- 82 Items for next meeting **and minor items for information only:**

- **Cllr Marshall thanked Cllr Paige for his hard work during his time on the Council and in Bentham.**
- **Bentham News reported that Barclays bank drop- in sessions will be ending, for banking issues and availability in Bentham to form an item on the next agenda.**
- **'Highways' be reinstated as a recurring item on the Full Council meeting agendas.**
- **Member of the public enquired about the possibility of resurfacing Grasmere Car Park.**
- **Concerns regarding the external appearance of certain properties along Main Street.**

- **Billing and invoicing issues, Cllr Adams advised this is already planned as an item on the next Agenda.**
- **January 2026 meeting – explore other options of fundraising to replace the calendar.**

83 Dates of **next meeting:**

Full Council meeting - Monday 1st September 2025 at 7:30pm

84 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 **85** are considered:-

Meeting closed to press and public- 21:14

85 To consider the updated NJC pay scales.

RESOLVED to APPROVE the new NJC pay scales. Council is mindful of the budget for the staff wages, finance committee to monitor.

Meeting closed 21:21.

E Langan

Assistant Town Clerk

6th August 2025

C Burrow

Town Clerk

19th August 2025

Appendix A

Please find your police report for Bentham Town Council meeting 04.08.25

We have had 25 incidents reported between 05.07.25 & 01.08.25

Reports Include General Admin from other Police force, Safeguarding, Abandon call, Probation checks, Abandon vehicle, Alarm sounding, Civil Dispute, Domestic dispute & Road Related offence – licence

6 Reports - Concern for safety/welfare – joint partnership working

12.07.25 – ASB Nuisance

15.07.25 & 26.07.25 - ASB Personal/neighbour dispute

21.07.25 – Crime violence

25.07.25 – X2 - Theft from store

30.07.25 – Suspect circumstances – disturbed land in woods – Low Bentham

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

Jayne.Grace@northyorkshire.police.uk

Appendix B – Clerk’s Report 4th August 2025

1. Funding and Project Updates

- The Vibrant and Sustainable High Street Funding (Phase 2) application for *Bentham Boost* has been completed.
- *Bentham Boost* successfully interviewed and appointed an Administrator/Coordinator.
- An application has been submitted to the Community Buildings Programme for ballroom flooring refurbishment.

2. Grant and Consultation Follow-Up

- Ongoing quote gathering continues for:
 - Philip Harvey Playing Field Path
 - Ballroom Flooring
 - Damp Proofing
 - Fire Doors
 - MUGA
 - Solar Panels
- Consultation documents regarding the *Environmental Agency Angus Fire Permit* have been circulated.
- Follow-up with North Yorkshire Council regarding the *Goodenber Play Area*.
- Progress continues on land transfers for *Cleveland Square* and the *Cemetery Entrance*.

3. Planning and Environmental Matters

- A site visit is scheduled to carry out herbicide treatment of Japanese knotweed near the river – 18th August 2025.

All planning comments from July have been submitted Clerk’s Report Monday 4th August 2025

Bentham Town Council

Meeting Date: Monday 4th August

Prepared by: Claire Burrow

- (see minutes from the 7th July 2025 meeting).
- Continued liaison with regulators from the PFAS environmental concerns meeting, now supported by a dedicated area on the council website.
- Follow-up communications with Highways regarding the 20mph speed limit; Bentham is next on the rollout list.

4. Highways and Infrastructure

- The drainage issue at the *Philip Harvey Playing Field* has been resolved.
- A pothole on Springfield has been reported.
- The damaged road between Low Bentham and Wennington has been reported again to Lancashire County Council.
- Correspondence received regarding the over grown hedges on the Heritage Trail, request the MOP to highlight on a provided map the main problem areas to refer to NYC.
- Issues reported via the portal include:
 - Path along Butts Lane
 - Overgrown vegetation on footpath near Medical Centre.
 - Road condition B6480 above Pye Busk.
- The street light contracting electrician has been requested to:
 - Investigate a streetlight near the industrial estate that remains constantly on.
 - Provide a quote for replacing SOX lights with LEDs.
- Highways have confirmed that the lane near the *Victoria Institute in Low Bentham* is not a maintained highway. As such, NYC Highways will not install a mirror. The responsibility lies with the landowner to ensure safe access and any mirror installation must be on private land, not NYC-owned property.

5. Town Hall and Property Maintenance

- Wenningdale Room windows have been installed. Unfortunately, one pane arrived broken; the production company admitted liability and a replacement has arrived. This will be fitted once the joiner is available—they already hold a key to access the room.
- The upstairs window board in the Town Hall has been fixed and painted.
- The external doors to the Town Hall have been painted.
- Hygienic items have been ordered for the Town Hall.

- Maintenance equipment order for the caretaker.

6. Council Operations and Office Management

- FOI training completed via YLCA. Actions include:
 - Drafting of a formal FOI Policy.
 - Publishing the existing FOI and ICO Publication Scheme documents on the council website.
- A new mobile phone has been issued to the Assistant Town Clerk.
- A hard drive back-up system is now in place for all data stored in the office.
- Remote heating control is now installed and functional on the Clerk's, Caretaker's and Chairman's phones.
- Cyber insurance documentation has been completed and submitted.
- Clerk's office opening hours over July and August have been posted on Town Hall noticeboards due to staff holidays.

7. Correspondence and Advocacy

- MP Julian Smith and Cllr Ireton have been contacted regarding the Home to School Transport Policy.
- Letter sent to Ruposhi building to request information.

8. Finance and Administration

- Follow-up with debtors conducted in collaboration with the RFO.
- Communications with the Utility Hub regarding the completion of the 4-year gas and electricity contracts.
- The agenda and papers for this meeting have been prepared and circulated.

9. Staffing

- Cover has been established for the Caretaker's, Clerk's and Assistant Town Clerk's holidays.

Appendix C



Date: 4th August 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 fully commissioned stormwater treatment facility is 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. We continue to collect and store rain and surface water and we are currently holding ~5.15 million litres of stormwater on site.

As the Town Councillors are aware, the Environment Agency has reached the point in its permit assessment process where, on 24th July, it initiated a 4-week public consultation process with the local community.

Characterisation

As highlighted in last month's update, further investigation known as "High Resolution Site Characterisation" (HRSC) has started at the factory site in Bentham to better understand the soil types and hydrogeology, the depth/extent of clay aquitard over bedrock, and PFAS in soil and groundwater, extending below the current monitoring well network.

A 20-tonne track-mounted Cone Penetration Test (CPT) rig has arrived on site (see photo below) and will be used to deploy high-resolution sensors and sampling equipment into the ground via a hydraulic ram at each of the 30+ identified locations on site.

Multiple sensors and samplers will be deployed to achieve a specific objective in the following sequence:

1. CPT (cone penetration test piezocone) – measures tip pressure, sleeve friction and pore pressure to derive variability in soil lithology in high resolution
2. HPT/EC (hydraulic profiling tool with electrical conductivity sensor) – indicates water table depth in soil, and variation in saturated soil permeability, supported by indicators for low permeability clay-rich layers, in high resolution
3. WASTAP – a discrete-depth groundwater grab sampling system
4. MOSTAP – a fixed piston sampler to retrieve soil cores from specified depths.

This is an expensive (~£185,000) and complex scope of work involving several specialist companies that have the expertise and scientific equipment to undertake these tasks. The work started on 22nd July and will take approximately 6 weeks to complete and a further 4-6 weeks for lab analysis and technical reports to be written.

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



Cone Penetration Test Rig

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.

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