



BENTHAM TOWN COUNCIL

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Wednesday 5th August 2026

Minutes of the Ordinary meeting of Bentham Town Council:

Monday 3rd August 2026 at 7:00pm, Lower Hall, Bentham Town Hall.

Present: Cllrs Adams, MacEley-Young, Marshall and Whittet

Town Clerk: C Burrow

Bentham News: 2

MOP: 2

PCSO Julia Runciman

Matt Postlewaite, Project Engagement Lead for the Haweswater Aqueduct Resilience Programme (HARP), along with representatives from Cascade Infrastructure and Strabag UK, gave a short presentation to the Council and members of the public on the Haweswater Aqueduct Resilience Programme. Once the presentation concluded, the Council meeting commenced.

United Utilities Project Engagement Lead Corporate Affairs: Matt Postlewaite

Cascade Infrastructure: Stakeholder Manager: Michaela Maunders

Strabag UK: Stakeholder Co-ordinator: Paul Williamson

Please see the associated documents for the presentation that was delivered to the public and presented to the Council.

Apologies were given for the spelling error on the front page.

Haweswater Aqueduct Resilience Programme (HARP)

Matt Postlewaite from United Utilities provided an overview of the Haweswater Aqueduct Resilience Programme (HARP), a major infrastructure project to replace ageing tunnel sections and improve the long-term resilience of the water supply.

The £3 billion programme has been commissioned by United Utilities, who appointed Cascade Infrastructure through a competitive procurement process to deliver the project. Cascade Infrastructure brings together three organisations and is responsible for the finance, design, construction and maintenance of the new infrastructure, with STRABAG undertaking the major tunnelling works.

The programme involves replacing six tunnel sections, with large tunnel boring machines being used to construct the new tunnels. These machines are expected to progress at approximately 6–10 metres per day, with pre-cast concrete sections manufactured off-site and transported to the construction compounds. As much of the tunnelling will take place underground, the majority of visible construction activity will be concentrated around the launch and reception sites and associated compounds.

The project is currently progressing through ground investigations, surveys and detailed design, alongside planning for construction compounds, access roads and traffic management. Discussions are ongoing with local councils and highways authorities to minimise the impact on residents and road users.

Proposed mitigation measures include park-and-ride arrangements for the workforce, traffic marshals, temporary bridges, road widening and improvements and restrictions on HGV movements where required. Working hours will generally be controlled to reduce disturbance, with the project team also considering school start and finish times when planning traffic movements.

Particular attention is being given to local roads around Wennington, Bentham and the B6480, where narrow sections, bridges and areas affected by previous landslides and erosion could present challenges. The project team confirmed that these issues will be considered as the detailed design progresses and that they will work with the Highways Authority to identify suitable mitigation. As a major road user during construction, the programme will also be responsible for repairing damage caused by construction traffic and aims to leave roads and infrastructure in an improved condition where possible.

Environmental and residential impacts are also being carefully considered. The project will operate in environmentally sensitive areas and will use measures including noise and vibration monitoring, controlled lighting, site screening and sensitive working practices to minimise disruption to nearby communities.

The team highlighted the importance of maintaining good communication with residents, with community liaison groups, public exhibitions and regular engagement with local councils planned throughout the programme.

The project is expected to create significant local employment and economic opportunities. The team is targeting approximately 30% of the workforce being recruited locally, alongside apprenticeships and training opportunities. At peak construction, the programme could employ around 1,200 people, creating opportunities not only in engineering and tunnelling but also in areas such as site management, transport, catering, administration and other support services. Around 25% of project expenditure is also expected to be directed towards small and medium-sized local businesses, helping local suppliers and contractors benefit from the programme.

There will also be opportunities for the project to contribute to the wider community through a local volunteering programme and community fund, supporting local organisations and initiatives. The project team encouraged local residents and businesses to engage with the programme as further opportunities become available.

The handling and reuse of excavated spoil was also discussed. The project team is investigating opportunities to reuse or store material locally, including the potential use of a nearby disused quarry, with the aim of reducing unnecessary transportation and associated impacts on local roads.

Overall, the project team emphasised that HARP will be delivered in phases over several years, with mitigation, local engagement and community benefits forming an important part of the programme. Further discussions with local authorities and residents will take place as the detailed design develops and the construction programme becomes clearer.

Cllr Adams advised that Cllr Burton had resigned from his position as a Councillor. Members thanked Cllr Burton for his years of dedication and service to the Council.

60 Apologies from members unable to attend: -

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

Cllrs Taylor and Stannard

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

AGREED

61 Declaration of Interest: -

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

Cllr Marshall: 67.2

Cllr MacEley-Young: 70.1 70.2

- 61.2 To approve dispensation requests – if dispensation request received.

NONE

62 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: A Member of the Public contacted a representative of Bentham News regarding the possibility of installing a pedestrian crossing near Bowland View on Robin Lane; North Yorkshire Highways has advised that a pedestrian crossing at this location is not currently considered a feasible option.

MOP2: Regarding the Tree Preservation Order at Moulterbeck House; the property owner stated that they were unaware of the proposed TPO and that no prior discussions or communication had taken place before they were informed that a TPO would be placed on the property.

- 63 To Confirm the Minutes** of the meeting on Monday 6th July 2026 as a true and accurate record.
RESOLVED to confirm the minutes of the meeting on Monday 6th July 2026 as a true and accurate record.

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

Cllr MacEley-Young questioned PCSO Julia Runciman on the progress with the racist graffiti and posters around Bentham. PCSO Julia Runciman explained there had been no issues lately.

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

Cllr Ireton sent his apologies.

66 Financial Matters:

- 66.1 To receive and note current bank balances; Unity current account as **£43,452.02**, the Public Sector deposit account balance as **£85,000.00** and the Virgin current account as **£31,419.17**.

NOTED

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

NOTED

66.3 To approve the payments.

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
111	Bentham Boost	06/07/2026	01- Unity Trust Bank		Bentham Boost planters and flz	Kingsdale Projects	X	150.00		150.00
111	Bentham Boost	06/07/2026	01- Unity Trust Bank		Bentham Boost planters and flz	Kingsdale Projects	X	55.00		55.00
117	Bentham Boost	03/08/2026	01- Unity Trust Bank		Bentham Boost Planters	Riverside Caravan Park	S	1,928.79	385.76	2,314.55
118	Staff pension (admin)	08/07/2026	01- Unity Trust Bank		Staff Pension	NEST	X	271.44		271.44
119	Internet	08/07/2026	01- Unity Trust Bank		Email & web Hosting	1&1 Ionos	S	24.23	4.85	29.08
120	Training	03/08/2026	37.2 - AGREED 1.06.26		EL ILCA	SLCC	S	140.00	28.00	168.00
121	Gas (TH)	25/07/2026	01- Unity Trust Bank		Town Hall Gas	British Lite Gas	L	172.70	8.64	181.34
122	Water Rates (TH)	27/07/2026	01- Unity Trust Bank		Waste water bill Town Hall	Waterplus	X	120.30		120.30
123	Electric Supply (street lighting)	22/07/2026	01- Unity Trust Bank		Electricity Street Lights	SSE SWALEC	L	125.11	6.26	131.37
124	Servicing: PAT / Fire (TH)	03/08/2026	01- Unity Trust Bank		Fire Alarm and Emergency Ligh	Howsons Ltd	S	311.95	62.39	374.34
125	Insurance paid (TH)	03/08/2026	49 Financial Matters: 49.1 C		Cyber Insurance	James Hallam	E	223.24		223.24
126	Grants	03/08/2026	F23 - Finance com - 17.11.25	01- Unity Trust Bank	PTFA Grant purchase	ESP Play Ltd	S	1,440.00	288.00	1,728.00
127	Grants	16/07/2026	F23 - Finance com - 17.11.25	02 Virgin Money	PTFA Grant purchase	Cosy Direct	S	540.00	108.00	648.00
128	Town Halls Repairs	18/07/2026	133 133.1 AGREED 06.10.25	01- Unity Trust Bank	Plastering Town Hall	S P Plastering and Damp Pi	X	3,200.00		3,200.00
129	Internet	06/08/2026		01- Unity Trust Bank	Internet	SKY	S	60.45	12.09	72.54
130	Trade Waste (TH)	28/07/2026		01- Unity Trust Bank	Trade Waste	North Yorkshire Council	X	68.18		68.18
131	Window Cleaning (TH)	03/08/2026		01- Unity Trust Bank	Window Cleaning	Clearglass Cleaning	X	130.00		130.00
132	Electric Supply (street lighting)	03/08/2026		01- Unity Trust Bank	Clock Servicing	The Cumbria Clock Compar	S	195.00	39.00	234.00
133	PHPF (OS)	03/08/2026		01- Unity Trust Bank	Bentham Boost design and Play	Creative Theory	S	77.00	15.40	92.40
133	Goodenber Road Play Area	03/08/2026		01- Unity Trust Bank	Bentham Boost design and Play	Creative Theory	S	71.25	14.25	85.50
133	Goodenber Road Play Area	03/08/2026		01- Unity Trust Bank	Bentham Boost design and Play	Creative Theory	S	154.00	30.80	184.80
133	Bentham Boost	03/08/2026		01- Unity Trust Bank	Bentham Boost design and Play	Creative Theory	S	47.50	9.50	57.00
134	Clerk Mobile	19/07/2026		01- Unity Trust Bank	Mobiles	EE Mobile	S	50.67	10.14	60.81
134	Mobile - Caretaker	19/07/2026		01- Unity Trust Bank	Mobiles	EE Mobile	S	27.39	5.48	32.87
135	Clerk mileage (admin)	03/08/2026		01- Unity Trust Bank	Clerk Travel Expenses	Claire Burrow	X	14.95		14.95
136	Town Hall Staff (TH) / Caretaku	31/07/2026		01- Unity Trust Bank	Salary		X	1,247.45		1,247.45
137	Town Hall Staff (TH) / Caretaku	31/07/2026		01- Unity Trust Bank	Salary		X	276.36		276.36
138	Clerk salary (admin)	31/07/2026		01- Unity Trust Bank	Salary		X	1,288.38		1,288.38
139	Clerk salary (admin)	31/07/2026		01- Unity Trust Bank	Salary		X	2,183.82		2,183.82
140	Training	29/07/2026		02 Virgin Money	Ipad for Cllr MY	Amazon	S	341.65	68.33	409.98
141	Grass Cutting (OS)	03/08/2026		01- Unity Trust Bank	Grass cutting	Kingsdale Projects	X	3,272.79		3,272.79
141	Parish Caretaking (OS)	03/08/2026		01- Unity Trust Bank	Grass cutting	Kingsdale Projects	X	215.00		215.00
141	PHPF (OS)	03/08/2026		01- Unity Trust Bank	Grass cutting	Kingsdale Projects	X	80.00		80.00
141	Grass Cutting (cemetery)	03/08/2026		01- Unity Trust Bank	Grass cutting	Kingsdale Projects	X	607.10		607.10

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
141	Bygone Trail	03/08/2026	01- Unity Trust Bank		Grass cutting	Kingsdale Projects	X	70.00		70.00
141	Goodenber Road Play Area	03/08/2026	01- Unity Trust Bank		Grass cutting	Kingsdale Projects	X	25.00		25.00
142	Bentham Boost	03/08/2026	01- Unity Trust Bank		Bentham Boost Admin	Laura Davy Admin Solution	X	420.00		420.00
143	Bank Charges (admin)	31/07/2026	01- Unity Trust Bank		bank charges	Unity Trust bank	X	12.70		12.70
144	Electric (TH)	03/08/2026	01- Unity Trust Bank		Electricity at Town Hall	British Lite Gas	L	232.85	11.64	244.49
145	Relief Caretaker	03/08/2026	01- Unity Trust Bank		relief caretaker	Ruth Green	X	495.00		495.00
Total								20,367.25	1,108.53	21,475.78

RESOLVED to APPROVE

Payments to be authorised by Cllrs Adams, Marshall (except voucher 117) and Whittet (except voucher 142) Staff names redacted.

67 To consider and comment upon New Planning Applications:

67.1 26/03542/ADV Advertisement consent for 2.no externally illuminated fascia signs. Bentham Community Primary School, Low Bentham Road, High Bentham, LA2 7BP

NOTED Council are unable to view the application as the North Yorkshire Public Access portal is inaccessible, Clerk to email North Yorkshire Planning to report issue.

67.2 TPO NO. 60/2026 (CRA) Beech Tree TPO on the site of Moulterbeck House, Slaidburn Road, High Bentham, LA2 7LT

NOTED

68 Council matters:

68.1 To consider the Sickness Absence Policy with update from YLCA.

RESOLVED to APPROVE

68.2 To consider the Maternity Pay and Leave policy.

RESOLVED to APPROVE

68.3 Outstanding ROIs and Sexual Harassment Legislation Training.

NOTED: Members were reminded to review and update their Register of Interests in accordance with the new legislation regarding the publication of councillors' residential addresses. Members were also reminded to complete the Sexual Harassment Legislation training and return the completion email to the Clerk for the Council's records.

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

69.1 To receive the Clerk's report.

NOTED (appendix B)

69.2 Roadworks in and around Bentham.

RESOLVED: To note the update from Yorkshire Water that the planned Main Street/Station Road works have been postponed. North Yorkshire Council has revoked the previously issued permits and will not consider further permit applications until outstanding remedial works have been completed and reviewed. Yorkshire Water is currently undertaking remedial works across Bentham using temporary traffic management and will provide a further update once a revised programme has been agreed.

RESOLVED: To action the Clerk to write to Yorkshire Water reminding them of their obligations to ensure public safety and that all roads, footways and verges are reinstated and fully reinstated to the required standard.

69.3 Playground equipment at PHPF and GRPA.

NOTED that quotes were still being gathered for the seesaw, swings, zip wire flooring and the flooring around the newly installed equipment.

69.4 To consider the Community Asset Transfers for Cleveland Square, the Rose Garden, Low Bentham and the Grasmere Public Convenience.

NOTED: The transfer of the Bentham Cemetery entrance at Butts Lane was progressing, although slightly delayed due to the holiday period.

RESOLVED: To place the proposed asset transfer of Cleveland Square on hold for 12 months, as the project was linked to the Bentham Boost Team, whose application for Phase 3 of the Vibrant and Sustainable High Street funding was unsuccessful.

RESOLVED: For the Clerk to prepare a business case to submit to North Yorkshire Council to progress the potential asset transfer of the Rose Garden. The Clerk to also contact local residents adjacent to the garden to advise them of the Council's intentions.

RESOLVED: For the Clerk to investigate the potential costs associated with acquiring the Grasmere Public Convenience, including obtaining quotations for refurbishment works, identifying alternative storage arrangements for sandbags and seeking advice from Gargrave Parish Council, who have recently refurbished their public conveniences.

69.5 Cars parked on the pavement near Bentham Community Primary School (circulated to members).

NOTED: PCSO Grace advised that she had monitored the vehicle parking situation and on each check, sufficient pavement space remained for a double buggy. As there are no parking restrictions in place, no enforcement action could be taken by the Police or parking team at this time.

PCSO Grace confirmed that concerns had been raised with the vehicle owner, including a report of damage to the vehicles. The owner advised they were seeking alternative premises locally and were aware of the concerns raised by residents.

NOTED: PCSO Grace would continue to monitor the situation.

69.6 Ongoing graffiti issues near Goodenber Road Play Area.

NOTED there had been no further reports.

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

70.1 Environment Agency return email.

NOTED: A response had been received from the Environment Agency regarding a request for the minutes of the fortnightly multi-agency meetings relating to the Angus Fire Site. The Environment Agency confirmed that minutes are not held for these meetings and therefore the information requested could not be provided.

The Environment Agency advised that discussions regarding the proposed Community Liaison Group and its relationship with the existing multi-agency group would be addressed through a meeting the PFAS Engagement Specialist.

NOTED: The Council would follow up these matters at the scheduled meeting with the Environment Agency on Wednesday 5th August.

70.2 Angus Fire update.

Read out in full by Cllr Adams (appendix C)

70.3 Senior Consultant Traffic Engineer regarding double yellow lines.

NOTED A report had been received regarding ongoing parking issues on Main Street/Mount Pleasant, High Bentham, opposite Robin Lane. Existing Monday to Saturday waiting restrictions are regularly being ignored, resulting in concerns regarding visibility, road safety, vehicle access and pedestrian crossing.

Following a site investigation, North Yorkshire Council has proposed introducing a Traffic Regulation Order to replace the current restrictions with No Waiting At Any Time (double yellow lines). Loading and unloading for nearby businesses and residential properties would continue to be permitted.

RESOLVED: The Clerk to respond in support of the proposal, but to request that North Yorkshire Council ensures regular parking enforcement visits are undertaken to ensure the double yellow line restrictions are adhered to.

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

71.1 Booking of the Town Hall for the Bistro night on 7th November.

RESOLVED the Bentham Boost event would receive a 50% reduction for the hire of the Town Hall Ballroom for this event.

71.2 To consider a Street Furniture Licence for memorial benches in Bentham.

RESOLVED to request details of siting of benches and further details. Clerk to research the street furniture licence.

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

Cllr Marshall commented on the Collingwood and Almshouses having received a grant for their garden area to ensure it is low maintenance and accessible for residents.

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

NONE

74 Dates of next meeting:

Bentham Boost meeting: Tuesday 4th August 4:00pm Golf Club

Council and Environment Agency meeting: Wednesday 5th August

Buildings Committee: Thursday 6th August 6:30pm

Full Council: Tuesday 1st September 2026 7:30pm

RESOLVED to alter to Monday 7th September at 7:30pm

Open Spaces Committee: Thursday 24th September 2026 7:30pm

RESOLVED to alter the date due to staff, Cllr Adams to stand in

RESOLVED to have an extraordinary Council meeting week beginning Monday 10th August to consider a staffing issue.

Meeting closed at 20:53

C Burrow

C Burrow

Town Clerk and RFO

Wednesday 5th August 2026

Appendix A

Please find your police report for Bentham Town Council meeting 03.08.26

We have had 35 incidents reported between 03.07.26 & 28.07.26

Reports Include –Safeguarding, Abandon calls, other police force enquiry, Crime violence, Domestic violence, Sudden Death, Highways loose sheep, Civil dispute, neighbour dispute, Fraud – phone call police, ASB Nuisance, environmental health, Road Related Offence – manner of driving/ documents, Alarm sounding – False, Online theft, Suspect vehicle/person – Grasmere carpark

5 Reports – Concern for welfare/safety/missing – joint partnership working

03.07.26 - Crime Posters & Graffiti Goodenber Play Park

04.07.26 – Attempt burglary – shipping container Greenfoot Lane, Low

09.07.26 – Criminal Damage – vehicles scratched parked at Low Bentham Road

22.07.26 – RTC – Vehicle via trailer carrying concrete blocks

24.07.26 & 27.07.26 – RTC – 2 vehicles

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

Appendix B

Clerks report

New yoga class regular booking, met and showed around hall.

Open Spaces

Some quotes starting to come in for Goodenber play area, others being chased up.

Contacted zip subbase contractor, who has agreed to also move the picnic bench.

Play area checks done. PHPF toddler slide steps bolts loose- caretaker to fix.

PHPF failed weld repair- after checking with Hags this is not covered by the warranty.

About Bentham signs in place. Bygone Bentham signs are with the printing company at present, waiting for proofs.

Requested quotes from 3 contractors from Cemetery wall extension.

Cem noticeboard with Caretaker to be fitted. **The cemetery noticeboard has now been installed following resolution of the lettering issue.**

Contact with police regarding graffiti and posters on path to play area.

Blocked drains reported on NYC portal

Overgrown hedges have been reported on the river footpath at Low Bentham. A further hedge concern has also been reported near the Sun Dial in Low Bentham, where vegetation is protruding into the highway.

Buildings

Damp proofing works completed at rear of Town Hall. To leave to dry as per contractors instructions.

Annual clock inspection completed, engineer revisiting after malfunction.

Updated annual walk around list.

Buildings committee prep and agenda.

Communication with lift company re. analogue phone being switched off, and quotes received.

Outstanding: Awaiting cellar gate return from sandblaster.

Full Council:

A pupil consultation on preferred equipment repairs is no longer required. The Vice Chair advised that the intention is for the play area to close completely as part of the future project, with the seesaw, swings and zip wire replaced.

Deferred projects continue to be monitored through budget reviews, including street lighting, cemetery extension, Low Bentham Green cross and PHPF pond.

Council has requested a coordination meeting with Yorkshire Water, North Yorkshire Council and United Infrastructure regarding planned roadworks.

The Clerk is awaiting confirmation of a meeting date and has linked concerns regarding Main Street and Station Road closures into this discussion. Previous planned dates were postponed and Yorkshire Water has advised that it is currently unsure when works will proceed.

Update in Council meeting.

Information regarding dropped kerbs for the Bentham Footway Scheme has been requested. The current plan confirms that existing dropped kerbs between Butts Lane and Pye Busk will remain.

A pavement obstruction concern on Low Bentham Road near the Primary School was reported to the PCSO. The PCSO advised that there are no parking restrictions in place and therefore limited enforcement action is available. The vehicle owner has been spoken to and is seeking alternative storage arrangements.

The Council has requested minutes from Environment Agency multi-agency meetings relating to the Angus Fire site to help keep Members informed. Clarification has been requested regarding how a proposed Community Liaison Group would work alongside existing regulatory arrangements. A PFAS Council meeting with the Environment Agency has been arranged for 5th August.

Residents with technical PFAS queries have been directed to Angus Fire, as the Council does not hold the information requested. The Council has also advised Cleaner Bentham that it does not hold the information requested and suggested contacting the Bentham Allotment Association, who commissioned the testing and hold the results.

The Council website continues to provide links to relevant regulatory and PFAS information.

A public meeting with the HARP Project Engagement Lead has been arranged for Monday 3 August at 7.00pm, prior to the Full Council meeting.

The Rural Bus Franchising Study response has been uploaded, including public comments received at previous Council meetings.

The Council's Community Grant Programme has been launched and promoted through the Council website, social media, Bentham News and the Council's community database. A grant cheque has also been issued to the Dementia Group following approval of their funding application.

A meeting has taken place with Regeneration Officers from North Yorkshire Council regarding the Masterplan and the potential impact and opportunities for Bentham.

The Clerk has been asked to prepare a timeline of events covering the initial pilot project, key stages to date and planned next steps, to assist Members in understanding the progression of the Masterplan. Officers have requested the Masterplan contacts – requested permission.

YLCA advice has been requested regarding the wording of the Sickness Absence Policy, specifically whether the Statutory Sick Pay section can be removed where Occupational Sick Pay is included within the employment contract.

CILCA training arrangements remain ongoing. The Clerk is seeking advice regarding completion of qualification requirements within contracted hours and the Council's request for a two-year commitment following qualification.

The office access procedure when only one staff member is present has been confirmed as a health and safety control. Council members should contact the Deputy Clerk before attending the office.

The Staffing Committee continues to monitor actions arising from the Anti-Bullying Policy and Sexual Harassment Risk Assessment.

Approved documents are uploaded to the Council website.

Finance:

The £20 public payment discrepancy has been resolved and the member of public has been refunded.

The deposit account name update remains outstanding and is awaiting action by the Chair.

The archive room data cleanse remains outstanding due to competing priorities, including uploading cemetery records to Scribe Cemetery.

Internal Auditor quotations are currently being gathered in preparation for the next audit cycle.

The External Auditor has requested additional information. One set of further information requests has already been completed, with additional questions subsequently received and being addressed.

Meeting calendars have been updated following the change of Full Council date to 1 September 2026.

The Goodenber Road Play Area (GRPA) funds have been recorded separately under “GRPA – Council Earmarked Reserves” to provide a clear audit trail and evidence that the money has been spent specifically on the play area improvements retaining the original money in a separate Capital reserve.

Bentham Boost:

The Bentham Boost flag project continues to progress, with installation anticipated during the week beginning 3 August.

Additional funding has enabled Bentham Boost to purchase further planters and bins. Development of the Bentham trail route and supporting map continues.

Outstanding Matters

The following actions remain ongoing:

- Roadworks coordination meeting.
- Victoria Institute defibrillator cabinet installation (awaiting electrician).
- CILCA training and employment advice (awaiting Chair)
- Archive room data cleanse and cemetery record uploads. (Clerk)
- Deposit account administration update (awaiting Chair)
- Masterplan timeline and future actions (Clerk)

Appendix C



Date: 3rd August 2026

Bentham Town Council

Dear Mayor, Deputy Mayor and Town Councillors,

I am pleased to report that good progress is being made in relation to the environmental investigation being undertaken on the Bentham site.

As communicated last month, our independent environmental consultants, utilising their specialist contractors, started extensive deeper drilling and soil investigations across the site in June.

Stage one was due to be completed on the 17th July but was delayed until 23rd July due to the hardness of the rock formation, which increased the time needed to drill to the required depths.

Stage two, which will see deep groundwater investigations, has now started. This is due to be completed by the middle of this month, with all samples sent to a third-party laboratory for PFAS testing and analysis.

Once finalised, our independent environmental consultants will present their investigative findings together with their proposals for any additional corrective actions and/or remediation to the Environment Agency and other UK regulatory bodies.

We would like to thank the Town Council, the local community and our employees for their continued support.

Yours faithfully.

Paul Williams
Managing Director