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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town CouncilCouncil Offices, The Station BuildingBerry Lane, Longridge. PR3 3JPTelephone: **01772 782461**email: [clerk@longridge-tc.gov.uk](http://h)website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment, and promote community pride.

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Due to the restrictions in place due to Covid 19, an agenda was issued to deal with matters that required Council’s attention, and comments were requested from Councillors.

These verbal minute notes confirm the written comments received and Councillors comments during Zoom meeting on Wednesday 13th May 2020.

Andrea Pownall – Town Clerk

Comments to be filed with minutes received from: Cllr. S. Ashcroft

 Cllr. R. Adamson

 Cllr. H. Gee

 Cllr. A. Odix

 Cllr. S. Lomas

 Cllr. J. Clark

Councillors present at zoom meeting: Cllr. S. Ashcroft

 Cllr R. Adamson

 Cllr. H. Gee

 Cllr. S. Lomas

 Cllr. J. Rogerson

 Cllr J. Clark

 Cllr. B. Dalgleish-Warburton

Apologies received from Cllr Rainford (personal commitments) & Cllr Odix (work commitments).

**Verbal Minute 0265 Declarations of Interest**

Cllr J. Rogerson – Planning application 3/2020/0283.

**Verbal Minute 0266 Approval of Minutes**

No objections were received. **It was resolved** to agree the verbal minutes of the meeting of the 8th April 2020, as an accurate record. Signature of the minutes is not possible at the present moment in time.

**Verbal Minute 0267 Consideration of Planning & Licence Applications**

**3/2020/0034 - 5 Fleet Street *-*** *proposed first floor dormer extension over the existing garage/driveway.*

Providing neighbours have been consulted, Longridge Town Council have no objection to the application.

 **3/2020/0292 - 52 Fell Brow** - *Demolition of existing garage and replacement with two storey extension comprising garage with first floor dormer over. Front dormer extension within existing roof*

Longridge Town Council have no objection to the application.

**3/2020/0283 – Beech House, Alston Lane PR3 3BN** - *Roofing over existing structure to form covered storage area*

Longridge Town Council have no objection to the application.

**3/2020/0198 - Unit 5 Stonebridge Mill Preston Road** - *Retention of unauthorised change of use from B2 Industrial to D2 Leisure. Fire exit to rear.*

Providing consideration has been made for parking in the area which is a concern, Longridge Town Council have no objections to make on the above planning application.

**Verbal Minute 0268 Payroll Services**

No comments received**. It be noted** the Whalley Swarbrick Accountants provide payroll services to Longridge Town Council.

**Verbal Minute 0269 VE Day Account**

This item and report was deferred pending legal clarification.

**Verbal Minute 0270 Business Grant in Relation to Cornonavirus**

No objections were received. **It be noted** that any payment of travel expenses for volunteers at Help Longridge would be paid from petty cash.

**Verbal Minute 0271 Council Meetings during Convid – 19**

No objections received. Mayor will provide any necessary updates to Councillors between Council meetings during this period.

**Verbal Minute 0272 Help Longridge Update**

Longridge Town Council to record appreciation of work the Town Clerk and volunteers are doing as part of this service.

The Town Council also acknowledge family, friends & neighbours who are assisting those residents who are shielding in the community.

All the volunteers are working for the betterment of the community and it is an excellent community effort.

**Verbal Minute 0273 Allotment Rents**

**It was agreed** that the rents to the allotments would not be increased in 2020/21 and would remain as they were in 2019/20 - £66.50 p.a.

**Verbal Minute 0274 Year End Accounts 2019/20**

No comments received**. It be noted** that Whalley Swarbrick Accountants are in receipt of the accounts.

**Verbal Minute 0275 Finance**

**To following payments were authorised:**

 **a.** Initial Technologies Ltd - £44.23 (March)

 **b.** Terry Lewis - £120 (March)

 **c.** Terry Lewis - £150.00 (April)

 **d.** RVBC - £39.31 (hygiene unit public toilets)

 **e.** RVBC - £400.00 (Trade Refuse Collection)

**To retrospective payments were authorised:**

 a. HMRC £413.47 (Tax – Quarter 4)

 b. Martindales - £24.70 (chains & padlocks for play areas)

**The following direct debits were noted:**

 a. Electric Bill (01.03 – 31.03) - £497.28

 b. Salary - £1135.43 (April)

 c. Nest - £45.38

 d. hygiene bins (Station Building) - £61.34

***It was agreed in view of the confidential nature of the following item to be discussed, Council would have excluded the public/press from the meeting if they were present.***

**Verbal Minute 0276 Station Café**

Council resolved to accept the agreement as discussed and agreed