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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 14th October 2020.

Andrea Pownall – Town Clerk

Councillors present at zoom meeting: Cllr. S. Ashcroft

 Cllr R. Adamson

 Cllr. H. Gee

 Cllr J. Clark

 Cllr J. Rogerson (until 8pm)

 Cllr S. Lomas

 Cllr B. Dalgleish-Warburton (until 7.45pm)

 ` Cllr N. Stubbs (from 7.15pm)

Apologies received from Cllr Rainford (work commitments).

Invited Guest - David Urie, Poppy Appeal Organiser to be included in Remembrance Events discussions (David left the meeting after this agenda item).

**Verbal Minute 0337 Declarations of Interest**

None

**Verbal Minute 0338 Approval of Minutes**

**It was resolved** to agree the verbal minutes of the meeting of the 9th September 2020, as an accurate record.

**Verbal Minute 0339 Remembrance Events 2020**

**Council discussed** the Remembrance Events in relation to the current guidance and regulations in place. **Council agreed** arrangements for Remembrance Sunday. Notification of the arrangements needed to be circulated throughout the Town, in the local press and on social media with a request that residents not attend the War Memorial area, but instead if possible watch the live stream over social media and to observe the two minutes silence on their doorstep of their own property.

**Verbal Minute 0340 Consideration of Planning & Licence Applications**

**3/2020/0641 - 12 Wheatley Drive** - *application for retention of a gazebo in the rear garden (gazebo already constructed)*

Longridge Town Council have no objections to the above planning application.

**3/2020/0654 - 51 Fell Brow** - *Installation of new driveway to front including part of garden.*

Longridge Town Council have no objections to the above planning application.

**3/2020/0683 - 17 Water Meadows** - *Demolition of existing conservatory. Construction of single storey lean-to sunroom extension to the rear elevation. Conversion of existing garage to form dining and utility rooms*

Longridge Town Council have no objections to the above planning application.

**3/2020/0706 - 7 Primrose Road** - *Construction of single storey side extension incorporating level access shower*.

Longridge Town Council have no objections to the above planning application.

**3/2020/0688 - Unit 5 Stonebridge Mill, Preston Road** - *Change of use from B2 Industrial to D2 Leisure with addition of an external fire exit from the first floor*

Longridge Town Council have no objections to the above planning application and are satisfied with the parking arrangements in place.

**3/2020/0773 - 2 Stanley Close** - Proposed garage and hobby room extension, canopy to side elevation and general rendering and cedar cladding to external elevations.

Longridge Town Council have no objections to the above planning application on the proviso that the neighbours have been consulted.

Virtual Appeal Hearing - **3/2018/1105 - Higher College** **Farm, Lower Road -**  Application for outline planning permission for 21 dwellings and associated works.

Longridge Town Council have no further comments to make.

**Verbal Minute 0341 Station Buildings**

**Council noted** the update.

**Verbal Minute 0342 Help Longridge Travelling Expenses**

**The report was discussed. Council agreed** payment of travelling expenses as outlined in the report.

**Verbal Minute 0343 Service Centre Action Plan/Chamber of Trade**

An update was provided to Council after a Zoom Meeting held on 9th October 2020 with officers from RVBC. **Council discussed the update and agreed strongly that** the questionnaire that had been agreed previously by Councillors (but with any reference to RVBC being deleted), should still be submitted to the business community of Longridge for their views.

**Council agreed** that once the completed questionnaires had been received a summary of what the Town's proposals were would be submitted to RVBC for the Steering Group to consider.

RVBC had forwarded a copy of the suggested Steering Group formation, but the Terms of Reference for that group had not yet been received. **Council agreed** that these documents once received should be forwarded to all Councillors for further discussion.

**Verbal Minute 0344 Second Quarterly Financial Statement (July 2020 - September 2020)**

**Council noted the report.**

**Verbal Minute 0345 Grant Request - Longridge Community Gym**

A verbal recommendation from Chair of the Budget Committee was presented to Council. **Council discussed** the grant request and **agreed** with the Budget Committee's recommendation with regards to the payment of the grant to the value of £750.00. Discussion also took place in relation to the finances of the gym and LSEC in general. Given that there was a potential announcement due in relation to the Civic Hall it was though at this moment in time a suggestion of support in relation to their finances etc., be placed on hold.

**Verbal Minute 0346 Finance**

**Council authorised payment of** **:**

 **a. Resolve to pay** Initial Technologies Ltd - £44.29

 **b. Resolve to pay** Rosemary Glen - £798.86

 **c. Resolve to pay** Bolton Christmas Trees - £1,385.16

 **d. Resolve to pay** Rosemary Glen - £1,021.76

 **e. Resolve to pay** Terry Lewis - £180.00

**Council authorised the following retrospective payments:**

1. Travelling Expenses for Help Longridge - £35.96 (CP)
2. Travelling Expenses for Help Longridge - £17.10 (WF)
3. PAYE Tax Quarter 2 - £628.50
4. Waterplus - £735.06

**Council noted the following paid under the minute number**:

Min 0314 - Grant for Longridge Band - £850.00

Min 0314 - Grant to Longridge Environment Group - £750.00

Min 0314 - Balance of Grant to Longridge Field Day Committee - £264.37

**Council noted the direct debits:**

 a. Salary - £1159.99 (September)

 b. Nest - £64.79 (September)

 c. Gas Bill - £36.76 (01.08.2020 - 31.08.2020)

 d. Electricity Bill - £285.07 (01.08.2020 - 31.08.2020)

***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 0347 Station Cafe Rent**

**Council resolved to accept the proposals as discussed and agreed.**

**Verbal Minute 0348 Station Cafe Lease**

 **Council noted the proposals as discussed.**

**Verbal Minute 0349 Next Meeting**

The next meeting of Council is Wednesday 11th November 2020.