\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proceedings at a meeting held on 9 January 2019.**

**Present: Cllrs P Byrne, D Moon, S Ashcroft, B Holden, G Priest, R Adamson, S Rainford, R Beacham, A Odix, S Tyrer (arrival 7.15 - item 7) + one member of the electorate**

|  |  |  |
| --- | --- | --- |
| ACTION |  | [MIN](http://h) NO |
|  |  |  |
|  | **Mayor's Welcome****The Mayor welcome everyone to the meeting** | 2929 |
|  | [**Apologies for absence**.](http://h)Apologies for absence were received from Clrs Rogerson and Everett | 2930 |
|  | [**Declarations of interests & written requests for disclosable pecuniary interest dispensations**](http://h)Cllr Rogerson - RVBC Planning & Development Committee | 2931 |
|  | **Public Participation****None** | 2932 |
|  | **Approval of the minutes** of the Town Council meeting held on the 12 December 2018The minutes of the meeting held on 12 December 2018 were agreed as a true record.Proposed: Cllr Adamson Seconded: Cllr Priest | 2933 |
| Building committeeClerk to email for their thoughts on proposalClerk to check when it will be deliveredContact Ribble Valley Homes (now Onward) | **Action list** Hillside school - Cllr Holden added that he felt that a matter in which the town council had been involved in had had a successful outcome. It could now be removed from the Action List.Min 2926 Boiler - the works will have to go out to tender - Building CommitteeMin 2857 John Heap and Mark Beveridge had been emailed with the Town Council thoughts on the future of the bowling green but no response had been given.Miin 2723 Signs - missing sign opposite fire station and one coming from Inglewhite Road plans needs doing and sending to Alan Coar at RVBC - Cllr Rainford asked that this be done prior to the next meeting.Min2692 Alchemie Technologies - Cllr Holden will send his availability to the officeMin 2589 - Bin Council Office - Lighting around bowling green - some lights are out - RVBC responded informing us that Ribble Valley Homes are responsible for them as they are fed from Park House. | 2954 |
|  | **Reports from Working Groups**7.1 **Neighbourhood Plan** - Cllr Ashcroft and Byne attended a meeting held at RVBC on 3 January 2019 re referendum. The referendum would take place on 14 February 2019 and the notice had been received today and placed in the window it would be put on the website. In the library, Doctors surgeries, hospital etc. Cllr Ashcroft had organised a meeting of the LNP working group for 16 Jan at 6pm. It is LTCs responsibliity for marketing the plan. The Council needs to approve expenditure. The Clerk said the budget for the NP was £1000 it was proposed by Cllr Rainford for the budget to be spent up to £1000 to market the referendum and this was seconded by Cllr Priest. A vote was taken which was unanimous in support. Clarity was needed regarding how many polling stations there would be. How would we give access to people who struggle to get there?7.2 **Longridge Loop** – meeting has been arranged for 8/2/19 at 6pm7.3**The Recreational Field Memorial Working Group** - Cllr Moon said that Jamie Leeson, Fields in Trust would like a copy of the lease signed by LTC/RVBC to hold for his records. The Clerk would arrange this and Cllr Moon would let her have his email address.7.4**Towneley Gardens** – Nothing to report.7.5**Longridge in Bloom** - meeting is being arranged7.6**Youth Council**– on agenda item  | 2955 |
|  | **Consideration of planning & Licence applications****3/2018/0992** The application is for a proposed additional valeting service to an existing garage operation and erection of 1.7 metre high perspex panel screen at New Fold Garage, Neville Street, **Longridge.**LTC: in principle no objections **---------------------------------------------------------------------------------------------****3/2018/1096** The application is for the addition of single storey glass canopy to rear elevation of property at 3 Highfield Close Longridge.LTC: No objections----------------------------------------------------------------------------------------------**3/2018/0948** The application is for a replacement dwelling at Plot 49 (Hall Barn, no. 53) Chapel Hill, Longridge.LTC: No objections but would requested if consent is granted that the rebuild is built in a sympathetic way as per the housing on the opposite side of the road.**------------------------------------------------------------------------------------------------****3/2018/1094** The application is for a change of use from self-contained first floor flat (C3) to extension of existing ground floor shop (A1) at 54 Derby Road, Longridge.LTC- No objections-----------------------------------------------------------------------------------3/2018/1105 The application is for outline planning permission for 21 self-build dwellings and associated works at Higher College Farm, Lower Road, Longridge.LTC - Longridge Town Council object to this application as the council feels that there is a need for industrial land and this land would serve Longridge better as industrial units.-----------------------------------------------------------------------------------3/2018/1118 The application is for demolition of garages and sheds; erection of two storey extension to side, including rear balcony.  Alteration of existing side dormer (resubmission of application 3/2017/1130) at 2 Ridge Court, Longridge.LTC- No objection providing that matching materials are used. | 2956 |
|  | **Receive Reports of meeting attended by Councillors.**The Neighbourhood Plan meeting at RVBC is covered under reports from working groupsXMAS Eve Carols Cllr Rainford congratulated the Mayor on the excellent turn out. | 2957 |
|  | **Receive Reports from Principal Councils****None** | 2958 |
| Both items RVBCAction list and email RVBC | **To receive Reports from Councillors on issues raised by residents and discuss Council response**Cllr Rainford - Fairsnape Avenue Wall opposite the White Bull the top flag stones have been removed and it is unsafeJust before the post office there is a hole in the wall underneath post box last house Toilets Market Place need tidying upDilworth - LCC unblocked the drain but left the residue of rubbish all down the road and pavement - LCC came out and flushed it away | 2959 |
|  | **LCC Consultation** – **RE: ROAD TRAFFIC REGULATION ACT 1984****LANCASHIRE COUNTY COUNCIL****(PRESTON ROAD, LONGRIDGE, RIBBLE VALLEY BOROUGH) (REVOCATION AND 40MPH SPEED LIMIT)  ORDER 201\*** The County Council is considering the above proposal, the effect of which will be to introduce the measures as set out in the attached Public Notice and plan.Arrangements have been made for details of the proposal to be advertised on site and in the local press on 19 December 2018 and I would be grateful if you could let me have any comments you may have before 16 January 2019.LTC - It is noted that this is a consultation however the changes to speed signage have already been done. There are 40mph signs up from Francos to the Church. IHas this been ? legally done and if anyone has been caught on a speed check during the consultation period it is legal? | 2960 |
|  | **WW1 Memorial** - Cllr Moon addressed the Council in respect of flagging as per the planning application around the WW1 memorial and the bench. The Council felt that York Stone would be appropriate and it was proposed by Cllr Rainford that up to a figure of £1500 could be spent Seconded: Cllr Tyrer. A vote was taken and it was unanimous. | 2961 |
|  | **Lighting of the Tommy Figure**– The Mayor said he was trying to obtain another quote for comparison. | 2962 |
|  | **Meeting with local GP's and RVBC** regarding plans to develop GP services in Longridge. Letters had been sent to stakeholders and a response was awaited with suggested dates. | 2963 |
| Clerk to amend and bring back to Council | **Asset Register** - some amendments were needed - office equipment and serial numbers a location column and current condition column. | 2964 |
|  | **Insurance** – to tie in with the Asset Register and bring back to Council . also with the Buildings insurance | 2965 |
|  | **Items for the Website -** Article re CCG | 2966 |
|  | **Accounts for Approval****Terry Lewis** £120 November further information was given prior to payment - the admin assistant confirmed that extra duties has been undertaken in respect of the skate park and it had to be done twice as things were still growing. The admin assistant asked that these were put on future invoices for clarification. Cheque released**Dublcheck** November inv 580366 £511.12**Dublcheck** December in 582225 £511.12**L Lund** £586.34 (to include holiday pay and payment to 31/01/19)**EJ Airey** £531.12 (to include holiday pay and payment to 31/01/19)**HMRC** Qtr 3 £390.95**Station Building****Euxton Fire** 6 monthly service of fire alarm system and replacement and commissioned 2 addressable detectors due to not working when tested £625.00 (service £125, detectors 2 x £250). £75 will also be required to replace an out of date chemical extinguisher in the cafe area - ordered.**British Gas -** notification of charges 22/11 (read - 18/12/18 - (estimated) £622.34 - will be paid by direct debit**Rosemary Glen Cleaning** Station Building £446.28 includes toilet rolls (£11.90)**Ribble Valley windows** LTC invoice 24645 £336.00**Proposed for payment Cllr Odix Seconded Cllr Rainford** | 2967 |
|  | **Skate Park -** Cllrs Adamson and Ashcroft understood from their meeting with the electrician that he thought there wouldn't be acharge for electricity. It would be £1000 to put up a lamppost (£1000) and it was believed no charge for electric) It was further believed that LCC did not pay for electricity for lampposts at Drivers Walk Clerk to email LCC to confirm this. | 2968 |
|  | **Staffing Committee – verbal report following resignation of Admin Assistant**Cllr Ashcroft reported that the Admin Asst had resigned and that her last working day was 31 January. Both the Clerk and Admin Asst had offered to work some hours for the Council until a suitable Clerk was appointed. The final salaries were for approval on this agenda and as from 1 Feb any hours worked would be logged on timesheets and paid on the basis of weekly timesheets.Following the receipt of the Admin Asst it changed how the post would be filled. The two posts were put together at 25 hours per week for a paid Clerk. The job is advertised with a deadline of 12 noon on 18 January. Shortlisting would take place on 19 January and interviews on 29 January.The job had been advertised on Indeed and to date 33 people have submitted CVs, each has been requested to go onto the website and submit an application form to us. The response so far has been good. | 2969 |
|  | **Hillside School -** LCC had now chosen to withdraw the proposal to move Hillside School Cllr Holden added that this is something that the Town Council had got involved with and has had a successful outcome. | 2970 |
|  | **CCTV –** Fitted and working. Cllr Rainford would write a policy for the CCTV. However the handbook was needed from Vue teck this would provide details regarding overwriting etc. Cllr Odix added that police access should be included as part of the policy. | 2971 |
|  | **Boiler –** The works would have to go to tender and should be dealt with by the Buildings Committee | 2972 |
|  | **Contact List –** Cllr Rainford offered to go on the list. A key would be given to her for the office. | 2973 |
|  | **Traffic Management Plan to consider response from LCC circulated to councillors 21/11/18** . Follwing the response it was felt that Cllr Iddon should be invited to attend a Town Council meeting to discuss a way **forward.** | 2974 |
|  | **Youth Council** – the way forward would be to open up the recruitment to all youngsters if they wanted to join.Cllr Rainford suggested an email to Dilys Day at RVBC re contacting youth organisations. | 2975 |
|  | **Risk Assessment -** Cllr Odix had emailed prior to the meeting suggesting to leave this until there were more Clerk hours. He said he had emailed the Clerk with examples of other PCs risk assessments**.** | 2976 |
| Next Agenda | **Community Awards 2019 -** a summary of the awards was needed | 2977 |
| Next Agenda | **GDPR Privacy Policy for approval** - Cllr Rainford would take it and amend and bring back to the next meeting | 2978 |
| Next Agenda | **Deputy Mayor 2019/2020**In accordance with agreed procedure the pecking order for Deputy Mayor for 2019/2020 would be Cllr Rogerson/Cllr Adamson/Cllr Moon/Cllr Everett/Cllr Beacham/Cllr Priest | 2979 |
|  | **Next meeting** – 23 January 2019 | 2980 |
|  |  |  |