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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town Council  Council Offices, The Station Building  Berry Lane, Longridge. PR3 3JP  Telephone: **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 9th September 2020.

Andrea Pownall – Town Clerk

Councillors present at zoom meeting: Cllr. S. Ashcroft

Cllr R. Adamson

Cllr. H. Gee

Cllr J. Clark (until 8.10pm)

Cllr J. Rogerson

Cllr S. Lomas

Cllr A. Odix (from 7.15pm)

Cllr B. Dalgleish-Warburton

Apologies received from Cllr Rainford (work commitments).

Retrospective apologies - Cllr Stubbs - sent a message to offer apologies due to work commitments

**Verbal Minute 0323 Declarations of Interest**

Cllr Rogerson - 3/2020/0507

Cllr Odix - As a fellow cafe/business owner Cllr Odix would exclude himself from any Council decision in relation to Station Cafe Rent.

**Verbal Minute 0324 Approval of Minutes**

**It was resolved** to agree the verbal minutes of the meeting of the 12th August 2020, as an accurate record, with the exception of **minute 0311** which should be amended to read... **It was noted** that there were plans to establish a Business Group. Signature of the minutes is not possible at the present moment in time.

**Verbal Minute 0325 Consideration of Planning & Licence Applications**

**Planning Application No: 3/2020/0581** Unit 7 Enterprise House Warwick Street PR3 3EB *Proposed change of use from carpet shop (use class A1) to tanning salon (sui generis).*

Longridge Town Council have no objections.

**Planning Application No's: 3/2020/0620 and 3/2020/0621** - Alston Hall Alston Lane Longridge - *Proposed single storey replacement conservatory to rear.*

Longridge Town Council have no objections.

**Planning Application No: 3/2020/0507 -** Land South of Blackburn Road Hothersall PR3 2YY - *Outline Planning application for business units use classes B1(b)(c) and B2 and storage use class B8 and associated improvements to existing access with all matters reserved except for access.*

Longridge Town Council have the following comments to make:

* Councillors would like to support the creation of jobs and welcome potential new businesses to the town.
* Councillors would like to ensure that the school has been consulted and given sufficient time to respond to the planning application.

**Planning Application No: 3/2020/0505** - 83 Hacking Drive - *Two storey extension to side and single storey extension to rear. Bay window and canopy roof extension to front.*

On the proviso that the parking issue is being dealt with by LCC,   Longridge Town Council have no further comments to make on the above planning application.

**Planning Application No: 3/2020/0626** - 10 Jeffrey Avenue - *Two storey and single storey extension to rear.*

Longridge Town Council have no objections.

**Verbal Minute 0326 Station Buildings**

A verbal update was given to Council regarding the recent meeting held with the Heritage Centre. **Council agreed** that all risks previously identified for the Heritage Centre had been addressed and they would return to the Station Buildings on 21st September 2020.

**A note of thanks** was recorded in respect of the works Cllr Gee and the Town Clerk had undertaken in relation to the re-opening of the Station Buildings.

**Verbal Minute 0327 Help Longridge Update**

**The report was noted.**

**Verbal Minute 0328 Service Centre Action Plan/Chamber of Trade**

**Council agreed** a revised questionnaire. **It was agreed** that the flyer needed re-wording. The revised questionnaire and flyer would be circulated for further comments from Councillors before being presented to representatives of the business community.

**Verbal Minute 0329 Remembrance Events 2020**

**The report was discussed.** It was agreed to await guidance which was due early Autumn from the British Legion before confirming any definite plans. It was agreed that on-line streaming should be considered.

**Verbal Minute 0330 Management of Roofing Works**

**The report be noted**. **Council agreed** PSA Design should be appointed at the earliest opportunity to undertake the drawing up of the specification and associated works as well as managing the works whilst it is underway.

**Verbal Minute 0331 Legal Deed of Execution**

**The report be noted. Council agreed that** Cllr's Ashcroft and Gee would be the signatories as representatives from Longridge Town Council on the new lease for the Station Cafe. Town Clerk would sign the documents as the "Proper Officer".

**Verbal Minute 0332 Councillor Absence**

**Council discussed** the report. Cllr Beecham had provided the Town Clerk with verbal explanation for reasons for absence - the notes from that conversation were forwarded to Councillors with a request that they remain confidential. A letter of support for Cllr Beecham from a third party and that was considered along with the report too.

**It was agreed** that Cllr Arnold would no longer be a member of Longridge Town Council. **It was agreed** that Cllr Beecham & Cllr Rainford would remain a members of Longridge Town Council.

**Verbal Minute 0333 Plastic Champions Award**

**The report was noted.** Due to a change in guidance issued in relation to Covid-19 it as noted that the event would now be cancelled.

**Verbal Minute 0334 Finance**

**Council authorised payment** of the following**:**

**a** Initial Technologies Ltd - £43.72

**b.** Rosemary Glen - £1,006.02

**c.** VJH Plumbing - £52.00

**d.** Vision ICT - £527.40

**e.** Terry Lewis - £180.00

**f.** Terry Lewis - £180.00

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

Min 0314 - Grant for Intercoms (Longridge Field Day Committee) - £685.63

**Council noted the following direct debits:**

a. Salary - £1249.40

b. Nest - £52.55 (August)

c. Gas Bill - £34.73 (01.07.2020 - 31.07.2020)

d. Electricity Bill - £310.69 (01.07.2020 - 31.07.2020)

***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 0335 Station Cafe Rent**

Council resolved to accept the proposals as discussed and agreed

**Verbal Minute 0336 Next Meeting**

The next meeting of Council is Wednesday 14th October 2020.