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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.

To the Mayor & Members of Longridge Town Council

You are summoned to attend the next meeting of the Town Council on

**Wednesday 8th February 2023 at 7pm.**

The meeting will be held in The Station Buildings, Berry Lane, Longridge

Town Clerk



**1.Mayor's Welcome**

**2. To Receive Apologies**

**3. Declarations of Interests**

(Written requests for disclosable pecuniary interest dispensations)

[Note: Councillors are responsible for declaring any personal / prejudicial or disclosable pecuniary interest pertaining to matters on this agenda.](http://h)

[If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on](http://h) the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

**4. Public Time**

Cllr. N Stubbs to introduce any speakers and allow three minutes.

**5. Approval of Minutes**

**To resolve to approve** as a correct record the minutes of Council Meeting dated

 11th January 2023.

**6. Consideration of Planning & Licence Applications**

1. **56A Berry Lane Longridge PR3 3JP-** 3/2022/1124 demolition of existing single storey rear extension (Retail Unit) at 56 Berry Lane. New dormer extension over the footprint of the existing single storey extension to be demolished, to form replacement extension to the GF retail unit, and new entrance/bathroom extension to the existing first floor flat (56A Berry Lane). Resubmission of 3/2022/0219.
2. **Inglenook Alston Lane Longridge PR3 3BN -** 3/2022/1183 Proposed new side dormers with new porch and replacement pitched roof to rear existing extension and internal alterations.
3. **60 Preston Road Longridge PR3 3BD** - 3/2023/0022 proposed first floor extension and additional parking.
4. **53 to 57 Berry Lane Longridge PR3 3NH – 3/2023/0055** Change of use from retail (Class E) to a Hot Food Takeaway (Sui Generis), installation of extraction equipment and external alterations.
5. **53 to 57 Berry Lane Longridge PR3 3NH – 3/2023/0092** Proposed 1 new main fascia signage box, 1 new projecting sign and 1 new facia signage box to side elevation. Vinyl sign graphic on the powder coated aluminium background to shopfront.

**7. Handover of Responsible Financial Officer**

**Council to agree** the handover of Responsible Financial Officer from Cllr. Rose Adamson to The Town Clerk Miss Jessica Dibble.

**8. Benches**

1. **Council to review** the update from RVBCregarding the benches at Foleys Path and John Smiths Park.
2. **Council to discuss and agree** which supplier to proceed with.

**9. Key Holders**

1. **Council to complete** thedeclaration form confirming If they are a key holder, fob holder or both.
2. **Council to agree** ontheir ‘on call’ month.

**10. Debrief of Extraordinary meeting dated 02.02.2023**

**Council to note** the debrief from the extraordinary meeting on Thursday 2nd February 2023.

**11. Allotments**

**Council to discuss** the need for additional allotment spaces given the recent influx of enquiries.

**Council to note** that notice has been given on one of the allotments.

**12. Artisan Market**

**Council to discuss** if the Artisan market should continue at the Station Buildings for an extended period of time.

**13. Longridge in Bloom**

**Council to note** the update from Cllr. S Rainford in relation to Longridge in Bloom.

**14. Community Space**

**Council to note** the update from Cllr. K Spencer in relation to the need for a community hub.

**15. Estates Committee**

**Estates Committee Report**

**a) Council to note** the draft Estates Committee draft minutes dated 31st January 2023

**b) Council to note** the recommendation in relation to the public toilets.

**c) Council to ratify** the Fire Policy V1-23

**d) Council to note** the update in relation to the window bars at the Old Station Cafe

**e) Council to note** the Estates meeting will now take place on the **third** Tuesday of each month at 9:30am.

**16. Budget Committee**

**Budget Committee Report**

1. **Council to note** the budget committee meeting dated 08.02.2023 has been postponed.

New date: 28.02.2023 at 1pm.

**b) Financial Accounting Statement**

**Council to note** the financial position to date.

**17. Finance**

**Council to authorise payment** of the following**:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Council to Approve** | **Company**  | **Amount**  | **Description**  |
| a. | Resolve to Pay  | Rosemary Glen | £429.14 | Cleaning for month of Jan Station Buildings  |
| b. | Resolve to Pay  | Terry Lewis | £100.00 | Maintenance and upkeep of Recreational Grounds, Memorial Garden, Millennium Cross and path to the side of Station Buildings. DEC 2022 |
| c. Resolve to Pay | TPCS  | £44.10 | Internet and Line 13.01.2023- 12.02.2023  |
| d. Resolve to Pay | Wendy’s  | £300.00 | Warm Space leaflet distribution  |

**Council to note the following payments made retrospectively** (for information only)**:**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Payment Recipient**  | **Amount**  | **Description**  |
| a. | GJ HARRISON  | £140.00 | Plumber - Station Buildings (Paid 26.01.23) |

**Council to note the following direct debits** (for information only)**:**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Direct Debit Recipient**  | **Amount**  | **Description**  |
| a. | Salary  | £1,360.04 | Jan 23  |
| b. | Electric Bill  | £739.27 | 23.12.2022 – 10.01.2023  |
| c. | Gas Bill  | £368.84 | 22.11.2022 – 24.01.2023 |
| d. | Water  | £202.86 | 22.12.2022 – 21.01.2023 |
| e. | Hygiene Bins  | £61.34 | Dec-22 |

|  |  |  |  |
| --- | --- | --- | --- |
| f. | Easy Websites  | £80.40 | Jan - 2023 |

**18. Matters for Information**

**Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.**

**19. Reports from Councillors on Issues Raised by Residents (for information only)**

**20. Items in Progress**

**21. DATE OF NEXT MEETING**

**The next Council Meeting will be held on Wednesday 8th March 2022 at 7pm**