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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.

To the Mayor & Members of Longridge Town Council

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

**Wednesday 11th October 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**

The Chairman is to introduce any speakers and allow three minutes each.

(Per item)

**5. Approval of Minutes**

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

13th September 2023.

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

Cllr. Robert Walker to provide recommendations on each of the following applications:

1. **Land to the south of Ivy Farm Lower Road Longridge PR3 2YL** - **3/2023/0749** Prior notification for a proposed new agricultural storage building.

<https://webportal.ribblevalley.gov.uk/planningApplication/35766>

1. **26 Betula Drive Longridge PR3 3DF - 3/2023/0711** Proposed single-storey extension to rear.

<https://webportal.ribblevalley.gov.uk/planningApplication/35728>

**7. Remembrance Sunday**

a) **Council to agree** the Opening of the Garden of Remembrance on 21st October 2023

b) **Council to discuss and agree** the catering arrangements for Remembrance Sunday.

c) **Council to discuss and agree** the proposal to seek support from The Friends of the Civic Hall.

**8. Christmas Trees 2023**

**Council to discuss and agree** the two quotes provided for installing the Christmas trees on Berry Lane.

**9. Defibrillator**

**a) Council to discuss and agree** the location of the Defibrillator.

**b) Council to discuss and agree** the quotes for a Defibrillator to be installed at the Station Buildings.

**10. Longridge Does Christmas**

**a) Council to note** the recent communication from Love Longridge in relation to the ‘Longridge Does Christmas’ plans 2023.

**b) Council to agree** what level of financial support the Council can offer to help make the annual event a success.

**11. WhatsApp Communications**

**Council to discuss and agree** the appropriate use.

**12. Estates Committee**

**Council to note the verbal Estates Committee report delivered by Councillor Lee Jameson**

**a) Council to note** the draft Estates Committee minutes dated 27th September 2023

**b) Council to discuss and agree** the plan for the office furniture which is currently in storage.

**c) Council to note** the verbal update from Cllr Jameson in relation to the Public Toilets on Berry Lane.

**13. Budget Committee**

**Council to note that the Budget Committee meeting was cancelled on 27th September 2023.**

1. **Council to note** the current financial position as at August 2023.
2. **Council to review** the upcoming annual budget setting preparation.
3. **Council to discuss** major projects for 2024-2025 to form part of the budgeting process.

**14. Staffing Committee**

**a) Council to note** the Clerks last day in post will be Wednesday 25th October 2023.

**b) Council to agree** the Staffing Committee membership for November 2023.

**15. Finance**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council to Approve** | | **Company** | | **Amount** | | **Description** |
| a. | Resolve to Pay | | Rosemary Glen | | £452.62 | | Cleaning for month of September Station Buildings |
| b. | Resolve to Pay | | Terry Lewis | | £269.54 | | Maintenance and upkeep of Recreational Grounds, Memorial Garden, Millennium Cross and path to the side of Station Buildings |
| c. Resolve to Pay | | TPCS | | £47.35 | | Telephone line and internet services 25.09.2023 | |
| d. Resolve to Pay | | LSEC | | £75.00 | | Room Hire for Annual Meeting. | |
| e. Resolve to Pay | | Fulwood Insurance | | £328.34 | | Property Owners Insurance | |

***Total: £1,172.85***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | Love Longridge | £150.00 | Toilets for Soap Box Derby |
| b. Resolve to Pay | Cllr. D Jackson | £19.73 | Bedding plants and soil for planter |
| c. Resolve to Pay | Microsoft 365 | £59.99 | Microsoft Word Subscription |
| d. Resolve to Pay | AV Parts Master | £2701.60 | Screen and stand |
| e. Resolve to Pay | 2040 Training | £180.00 | FOI Training |

***Total: £3,111.32***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1,556.97 | September 2023 |
| b. | Electric Bill | £1348.87 | 11.08.2023 – 10.09.2023  Café share £903.74 |
| c. | Gas Bill | £79.51 | 22.07.2023 – 20.09.2023  Café Share £37.23 |
| d. | Water | £180.40 | 22.08.2023- 21.09.2023  Café share £85.91 |
| e. | Hygiene Bins | £61.34 | September -2023 |
| e. | Easy Websites | £91.20 | September -2023 |

***Subtotal: £3318.29***

***Minus café share: £1026.88***

***Total: 2291.41***

**16. New Councillor Training**

**Council to note** the new councillor training session will be held on Monday 23rd October 2023 at 7pm.

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

**18. DATE OF NEXT MEETING**

**The next Council Meeting will be held on Wednesday 8th November 2023 at 7pm**

**19. Part 2 - Confidential Items**

Recruitment

* Town Clerk
* Caretaker
* Alston Ward Councillor