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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 12th July 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

14th June 2023

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

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

1. **25 Lindale Road, Longridge, PR3 3FT -** 3/2023/0432 Proposed single storey extension to rear.

[Planning Application - Ribble Valley Borough Council](https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2023%2F0432+)

1. **Inglenook, Alston Lane, Longridge, PR3 3BN -** 3/2023/0451 Proposed roof lift to existing dwelling, new porch to side, replacement of existing flat roof with pitched roof to existing rear extension and internal alterations.

[Planning Application - Ribble Valley Borough Council](https://webportal.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2023%2F0451+)

**7. Towneley Gardens Picnic Benches**

**Councillors to agree** a refurbishment plan for the picnic benches on Towneley Gardens.

**8. War Memorial Benches**

**Councillors to agree** a refurbishment plan for the picnic benches on the War Memorial.

**9. Annual Meeting of Electors**

**a) Council to agree** the agenda and any additional items for the meeting of the Electorate.

The meeting will be held on **Wednesday 2nd August 2023 from 7:30pm** at the Longridge Civic Hall.

1. **Council to agree** a date for the meeting of the electorate 2024

**10. Longridge Soap Box Derby**

**Council to review** the concerns received ahead of the Soap Box Derby.

**11. Citizens Advice – Meeting Room / Drop In Surgery**

**Council to discuss** the meeting room to be used by the CAB for face-to-face sessions for residents in Longridge and across Ribble Valley.

**12. Longridge Town Council – Priority List**

**Council to discuss and agree** thepriorities list for Longridge 2023/2024

**13. Estates Committee**

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

1. **Council to note** the Estates Committee draft minutes dated 28th June 2023
2. **Council to note** the recommendation for the gate lock at the back of the Station Building.
3. **Council to note** that the Estates Committee are meeting with the Allotment holders on Monday 17th July 2023 at 7pm.
4. Council to note the repair quote for the playground in the sum of £755+ VAT.

**14. Budget Committee**

**Council to note the Budget Committee report delivered by Councillor David Little.**

1. **Council to note** the draft Budget Committee draft minutes dated 28th June 2023
2. **Council to agree** the recommendation from the committee to approve the ‘Longridge Band’ grant request in the sum of £1500.00
3. **Council to note** the recommendation from the committee to approve the ‘RAF Air Cadets’ grant request in the sum of £500.00
4. **Council to note** the financial position as at June 2023.

**15. Staffing Committee**

**a) Council to agree** the committee’s recommendation relating to the office hours.

Clerks’ office will remain open Tuesday and Thursday 9:30am – 2:30pm.

Attendance outside of these times will have to be via appointment only.

**16. Finance**

**16a) Council to agree** the proposed payment schedule.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council to Approve** | | **Company** | | **Amount** | | **Description** |
| a. | Resolve to Pay | | Rosemary Glen | | £530.28 | | Cleaning for month of May Station Buildings |
| b. | Resolve to Pay | | Terry Lewis | | £260.00 | | Maintenance and upkeep of Recreational Grounds, Memorial Garden, Millennium Cross and path to the side of Station Buildings. June 2023 |
| c. Resolve to Pay | | TPCS | | £45.56 | | Internet and Line 13.06.2023- 12.07.2023 | |
| d. Resolve to Pay | | LCC | | £834.54 | | Road Closure Nov 2022 | |

|  |  |  |  |
| --- | --- | --- | --- |
| e. Resolve to Pay | Holden & Co | £540.00 | AGAR |
| f. Resolve to Pay | Lentech | £120.00 | Coronation - Generator |
| g. Resolve to Pay | HMRC | £949.75 | PAYE |
| h. Resolve to Pay | Yates | £264.00 | Annual Inspection |

|  |  |  |  |
| --- | --- | --- | --- |
| i. Resolve to Pay | Cartridge save | £258.14 | Printing Ink |
| i. Resolve to Pay | JD- Amazon | £24.65 | Fan |

***Total: £3826.92***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | Gareth | £80.00 | Emergency plumbing works on disabled toilet |

***Total: £80.00***

**Council to note the following Grant Monies (**for information only)**:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | GLAS | £1500.00 | GLAS Event |
| b. | Friends of Civic | £2500.00 | Men’s Toilet Refurbishment |
| c. | Longridge Field Day | £1200.00 | LFD Event |
| d. | Longridge Band | £1500.00 | Towards the cost of refurbishment in the sum of £6600 |
| e. | RAF Cadet | £500.00 | Towards the cost of three laptops |

***Total: £7200***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1,520.04 | June 2023 |
| b. | Electric Bill | £6643.45 | 10.05.2023 - 23.06.2023 |
| c. | Gas Bill | £29.91 | 24.05.2023-23.06.2023 (Café split £27.81) |
| d. | Water | £219.71 | 22.05. 2023- 21.06.2023 (Café split £100.08) |
| e. | Hygiene Bins | £61.34 | June -2023 |
| e. | Easy Websites | £84.00 | July -2023 |

***Total: £8558.45***

**16b) Council to review and agree the** grant submission to payment process.

(See attachment)

**17. Communications Workshop**

**Council to note** the revised date of 19th July 2023 for the communications workshop.

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

**19. Items in Progress**

**20. DATE OF NEXT MEETING**

**The next Council Meeting will be held on Wednesday 9th August 2023 at 7pm**