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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 13th September 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. Thursday Group – Friendly Work**

**Council to review** the request submitted by Thursday Group to deliver friendly sessions outside the Station Buildings for two hours every Thursday evening.

**6. Approval of Minutes**

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

9th August 2023.

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

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

1. **Land off Preston Road Longridge** - **3/2023/0632** Proposed earth banked slurry lagoon 50m x 50m.

[Planning Application - Ribble Valley Borough Council](https://webportal.ribblevalley.gov.uk/planningApplication/35650)

**b) Dominos Unit 2 53 to 55 Berry Lane Longridge PR3 3NH**- **3/2023/0593** Advertisement consent for one externally illuminated fascia sign., one illuminated projecting sign and one internally illuminated poster sign in the front window. Resubmission of 3/2023/0092.

[Planning Application - Ribble Valley Borough Council](https://webportal.ribblevalley.gov.uk/planningApplication/35611)

**c) 1 Lower Lane Longridge PR3 3SL - 3/2023/0707** Application to regularise mixed building use permitting retail with associated bar serving alcohol, and occupational dwelling (sui generis).

[Planning Application - Ribble Valley Borough Council](https://webportal.ribblevalley.gov.uk/planningApplication/35724)

**d) Land east of Chipping Lane Longridge- 3/2023/0701** Approval of details reserved by condition 15 (finished floor levels) of planning permission 3/2021/1134.

[Planning Application - Ribble Valley Borough Council](https://webportal.ribblevalley.gov.uk/planningApplication/35718)

**8. Policies & Governance**

**Council to discuss and ratify** the following:

Vexatious Requests Policy

Reserves Policy

**9. Christmas Trees 2023**

**a) Council to note** the update from Cllr. K Kaye in relation to seeking assistance from Love Longridge with the Christmas Tree initiative.

**b) Council to review and agree** the proposed Christmas tree order.

**10. Meeting Room**

**Council to discuss and agree** the use of the meeting room during the weekend and the chargeable rate if required.

**11. Planters – Longridge**

**Council to discuss and agree** a short-term plan for the planters along Berry Lane ahead of the Soap Box Derby.

**12. SCAP Meeting**

**Council to agree** aproposed meeting date to meet with Ribble Valley Borough Council to discuss the draft Service Centre Action Plan.

**13. Estates Committee**

**Council to note the Estates Committee meeting on 23rd August was cancelled.**

**a) Review and agree** the quote for air fresheners to be installed in the Station Building toilets.

**14. Budget Committee**

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

1. **Council to note** the draft Budget Committee minutes dated 23rd August 2023
2. **Council to agree** the recommendation from the committee to approve in part the Youth Council Grant request in the sum of £2000.00
3. **Council to note** the recommendation from the committee to approve the sponsorship fee for the Cricket Club in the sum of £550.00
4. **Council to note** the recommendation from the committee to approve the grant request submitted by LEG in the sum of £900.00

**e) Council to discuss and agree** the recommendation for instruction of an independent third-party audit to review all of the Town Council’s procedures and processes.

**f) Council to note** the financial position as at August 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 August Station Buildings |
| b. | Resolve to Pay | | Terry Lewis | | £200.00 | | Maintenance and upkeep of Recreational Grounds, Memorial Garden, Millennium Cross and path to the side of Station Buildings |
| c. Resolve to Pay | | TPCS | | £44.10 | | Telephone line and internet services 25.08.2023 | |
| d. Resolve to Pay | | Viking | | £60.92 | | Stationary order 11.08.2023 | |

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| --- | --- | --- | --- |
| e. Resolve to Pay | Viking | £57.96 | Stationary order 04.08.2023 |
| f. Resolve to Pay | Lentech | £120.00 | PAT Testing |
| g. Resolve to Pay | Longridge Locksmith | £516.00 | Fire exit lock installation |
| h. Resolve to Pay | Microsoft 365 | £59.99 | Microsoft 365 Subscription |

***Total: £1,511.59***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | Bloom Room | £43.00 | Flowers to Mayors Consort |
| b. Resolve to Pay | Energy Checkpoint | £250.00 | Broker fee for electrical supply |

***Total: £293.00***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1,556.97 | August 2023 |
| b. | Electric Bill | £2520.50 | 19.06.2023 – 10.08.2023 |
| c. | Gas Bill | £43.40 | 23.07.2023-22.08.2023 |
| d. | Water | £219.71 | 22.07.2023- 21.08.2023 |
| e. | Hygiene Bins | £61.34 | August -2023 |
| e. | Easy Websites | £91.20 | August -2023 |

***Total: £4493.12***

**16. New Councillor Training**

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

**17. Communications Workshop**

**Council to agree** a meeting date for Councillors who were unable to attend the initial Communications Workshop session.

**18. Public Toilets Berry Lane**

**Council to note** the verbal update from Cllr. L Jameson

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

**20. DATE OF NEXT MEETING**

**The next Council Meeting will be held on Wednesday 11th October 2023 at 7pm**