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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 8th November at 7pm.**

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

Keith Kaye

Councillor

**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

11th October 2023.

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

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

**3/2023/0719 - 29/09/2023**

Proposed demolition of existing garage and conservatory and erection of new side and rear extensions along with loft conversion to include dormer to rear elevation.

Resubmission of 3/2022/0192.

**Applications for full consent**

**Development Address:**

**11 Risedale Drive Longridge PR3 3SA**

**3/2023/0784 – 30/10/2023**

Change of use of Unit 2 from retail unit (Class E) to a Hot Food Takeaway (Sui Generis) with installation of extraction equipment. Shop front alterations to units 1 and 2 (pursuant to variation of condition 5 of 3/2023/0055 (delivery times) to allow deliveries between 7am and 11pm from Berry Lane)

**Variation of Condition**

**Development address**

**53 to 57 Berry Lane Longridge PR3 3NH**

**3/2023/0785 - 29/09/2023**

Approval of details reserved by condition 6 (refuse collection) of planning permission 3/2023/0055.

**Discharge of Conditions**

**Development Address:**

**53 to 57 Berry Lane Longridge PR3 3NH**

**3/2023/0684 - 05/10/2023**

Proposed single-storey detached oak-framed annexe outbuilding.

**Applications for full consent**

**Development Address:**

**Rock House Higher Road Longridge PR3 2TW**

**3/2023/0761 - 03/10/2023**

Change of use of holiday let to permanent residential use( pursuant to the removal of condition 2 on permission

3/2011/0457 to enable the property to have permitted development rights.

**Removal of Condition**

**Development Address:**

**Gypsy Cottage Alston Lane Alston Longridge PR3 3BN**

**3/2023/0786 – 02/10/2023**

Approval of details reserved by conditions 12 (SW drainage), 16 (FRA assessment), 17 (construction SW

management plan) and 18 (SW drainage operation and maintenance) of planning permission 3/2021/1134.

**Discharge of Conditions**

**Development Address:**

**Land east of Chipping Lane Longridge**

**3/2023/0712 – 13/10/2023**

Lawful Development Certificate for proposed use as a home for up to two young people (no older than 18) with care provided 24 hours per day by up to two non-resident carers and one manager working in shifts (use class C2

**residential institutions).**

**Certificate of Lawfulness – Proposed**

**Development Address:**

**20 Preston Road Longridge PR3 3AN**

**3/2023/0707 - 03/10/2023**

Application to regularise mixed building use permitting retail with associated bar serving alcohol, and occupational

dwelling (sui generis).

**Applications for full consent**

**Development Address:**

**1 Lower Lane Longridge PR3 3SL**

**7. Remembrance Sunday**

**Verbal Update by Cllr Lee Jamieson**

**Council to agree** the arrangements for Remembrance Sunday.

**Council to discuss** the PA system

**8. Christmas Trees 2023**

**Council to note** update on delivery and installation.

**9. Estates Committee**

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

**Council to note** the verbal update in relation to the Public Toilets on Berry Lane

**10. Budget Committee**

**Council to note** the Budget Committee meeting minutes of October 11th 2023.

**Council to note** the current financial position as of September 2023.

**Council to review** the budget settings for 2024/25

**Council to discuss** list ofmajor projects for 2024/25.

**10. Staffing Committee**

**Council to note** verbal report by Cllr Robert Walker (Chair)

1. Town Clerk
2. Assistant Town Clerk
3. Bookkeeper Mrs Judith Kaye

**11. Finance**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council to Approve** | | **Company** | | **Amount** | | **Description** |
| a. | Resolve to Pay | | Jessica Dibble | | £1122.92 | | Holiday back pay dated from April 1st 2023 in view of The NJC Government Services that have agreed the pay increase from 1st April 2023 |
| c. Resolve to pay | | Keith Kaye | | £253.32 | | 2x Union Flags paid by Keith Kaye from Flags & Flagpoles Ltd | |
| 1. Resolve to Pay | | APS | | £48.02 | | Supply of printing re Public Meeting | |
| 1. Resolve to Pay | | R J Pye | | £660.00 | | Cutting back overgrowth in the garden | |
| 1. Resolve to Pay | | Terry Lewis | | £200.00 | | Grounds Maintenance | |

***Total: £ 2553.80***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | Fulwood Insurance | £328.34 | Buildings Insurance |

***Total: £328.34***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1763.82 | October 2023 |
| b. | Electric Bill | £1348.87 | Café share to be calculated |
| c. | Gas Bill | £36.11 | Café share to be calculated |
| d. | Water | £180.40 | Café share to be calculated |
| e. | Hygiene Bins | £61.34 | October -2023 |
| e. | Easy Websites | £91.20 | October -2023 |
| f. | TPCS | £47.35 | October - 2023 |
| g. | HMRC | £1278.30 | October 2023 |

***Subtotal: £ 4807.39***

***Total: £ 7689.53***

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

**13. Councillor vacancies**

**Council to discuss** strategy to fill vacancies, (2)

**14.** **'Improving Motion Clarity and Effectiveness'**

**Council to discuss** proposal by Cllr Kieren Spencer as attached.

**18. DATE OF NEXT MEETING**

**The next Council Meeting will be held on Wednesday 13th December 2023 at 7pm**