



Longridge Town Council

Full Council - Agenda

To the Mayor and Members of Longridge Town Council, you are summoned to attend a meeting of the Town Council on Wednesday 10 December 2025 at 19:00 in the Council Offices, Station Buildings, Berry Lane, Longridge.

1. Welcome by the Chair.

2. To receive apologies.

3. Declarations of interests.

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

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 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. To consider and approve the minutes of the 12 November 2025, Town Council Meeting.

5. Public Participation.

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

ITEMS for DECISION/DISCUSSION

6. Financial Matters.

Report of the Clerk (enclosed), for members to approve the:

- Accounts to date.
- Schedule of Payments as set out in the Report.

7. 2026-2027 Budget and Precept Considerations.

Report of the Clerk (enclosed), for members to consider the recommendations of the Budget Committee regarding the Council's Budget and Precept for 2026-27.

8. Grant and Sponsorship Requests.

Report of the Clerk (enclosed) for members to consider a grant request from the Valley Singers for £250, to purchase sheet music.

9. Request for plaque in the memory of Paul Byrne.

Report of the Clerk (enclosed) for members to consider a request from the family of Paul Byrne (former Mayor of Longridge Town Council) to place a plaque on an existing bench outside the Council offices.

10. UKSPF - Grant for Solar Panels

Report of the Clerk (enclosed), for members to confirm those members who are authorised to sign the Grant Agreement.

11. Shared Prosperity and Jubilee Fund.

Report of the Clerk (enclosed), for members to consider suitable projects where the Council could submit an Expression of Interest.

12. Membership of Committees for 2026-27

Report of the Clerk (enclosed), for members to consider nominating members to committees for the 2026-27 civic year at their meeting in January. This would enable members to undergo any training.

ITEMS for INFORMATION/DISCUSSION**13. Local Government Reorganisation.**

Report of the Clerk (enclosed) to update members on the latest situation.

14. Planning Applications.

Report of the Clerk (enclosed), for members to consider planning matters since the last meeting.

15. Update on Actions from Previous Meetings.

Report of the Clerk (enclosed), to update members on actions from recent Full Council meetings.

16. Councillor Reports and updates from the Chairs' of Working Groups.

Reports and verbal updates.

17. Future Meetings.

2026: 14 January, 11 February and 11 March.



Clerk and Responsible Financial Officer to Longridge Town Council.



Full Council – Minutes Draft

Date:	12 November 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, J. Rogerson, M. Gornall, S. Rainford, D. Hindle, N. Eccles and A. Wallbank.		
In attendance:	Town Clerk and one member of the public.		
Meeting started:	19:00	Meeting closed:	20:03

251112/

1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson) welcomed everyone to the meeting, and provided an update on the recent and forthcoming Mayoral duties and noted that RVBC had agreed to refund the professional fees the Town Council paid in regard to an EOI it had recently submitted and which had not been taken forward.

2. APOLOGIES FOR ABSENCE.

Members accepted apologies from Town Councillors Stubbs, Walker, Jackson and Spencer and County Councillor Duxbury.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION.

None.

4. APPROVE THE MINUTES OF THE LAST COUNCIL MEETING.

The minutes of the meeting held on 8 October 2025 were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

The Chair granted permission for a member of the public to address the Council on the use of the Council's lamppost brackets by third party organisations, who may wish to install banners on the brackets.

RESOLVED THAT COUNCIL (see also Agenda Item 10):

Request the Clerk to set up a Working Group (to include Cllrs. Rainford, Wallbank and Hindle) to develop a policy, a rate card and an application form, regarding the use of the Council's lamppost brackets for displaying third party banners.

6. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the Schedule of Payments as set out in the Report and in Table 1 below.

Schedule of Payments to be considered for approval.
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#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	1575	Lentech	50m of festoon lighting to one christmas tree and additional lighting to the larger tree. With ancillary kit and installation. <i>The lights on the smaller tree no longer work as they were broken last year.</i>	480.00	80.00	400.00	15/11/25	
2	3853	TV Sahaw Propery	Legal fees for the community garden	500.00	-	500.00		28/10/25
				980.00	80.00	900.00		

Note: Approval is not usually sought for expenditure approved by Full Council, the Budget Committee, Direct Debits, and people or organisations where the Town Council has a contractual relationship.
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7. FREEDOM OF LONGRIDGE

The Clerk submitted a report asking members to consider giving the Freedom of Longridge to a resident of Longridge.

RESOLVED THAT COUNCIL:

After discussions, no motion was proposed in respect of the recommendations.

8. UKSPF – GRANT AWARD FOR SOLAR PANELS.

The Clerk submitted a report asking members to consider the terms that will be set out in a Grant Agreement to be issued by RVBC and whether it still wishes to proceed with the Solar Panels Project.

RESOLVED THAT COUNCIL:

- a. Agree the Terms as set out in the Report.
- b. Authorise the Clerk to write to RVBC confirming that the Town Council is able to comply with the requirements and that it wished to proceed.

9. APPOINTMENT OF AN ADMIN. ASSISTANT /DEPUTY CLERK.

The Clerk submitted a report requesting members consider and approve the appointment of an Admin. Assistant/Deputy Clerk.

RESOLVED THAT COUNCIL:

- a. Approve the appointment of Kathryn Holmes to the role of Administrative Assistant and Deputy Clerk.
- b. Authorise the Clerk to issue an offer letter and carry out onboarding arrangements, with a start date of 17 November 2025.

10. MEMBERSHIP OF COMMITTEES AND WORKING GROUPS

The Clerk submitted a report requesting members re-consider the membership of committees, representatives on outside bodies and standing working groups.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to contact Cllr. Spencer to ascertain if he still wishes to represent the Town Council at LALC meetings. Cllr. Gornall is willing to take Cllr. Spencer's place if required.
- b. Request the Clerk to set up a Working Group to develop a policy, a rate card and an application form, regarding the use of the Council's lamppost brackets for displaying third party banners.

11. PLANNING MATTERS

The Clerk submitted a report requesting members to consider planning matters since the last meeting.

RESOLVED THAT COUNCIL:

Note the Report and comments (if any) submitted to RVBC since the last Full Council meeting.

12. CALL FOR SITES

Cllr. Rogerson reminded members that RVBC are preparing a new Local Plan which will guide future development on land use in the borough. RVBC have issued a new 'Call for Sites', which invites developers, community groups, members of the public and other interested parties to put forward land that they think has the potential for development.

Cllr. Rogerson requested members to consider if Longridge required more homes or additional business spaces.

RESOLVED THAT COUNCIL:

- a. Note Cllr. Rogerson's observations and comments.
- b. Request Cllrs. Smith and Gornall to liaise with Cllr. Rogerson on actions going forward.

13. UPDATE ON ACTIONS SINCE THE LAST MEETING

The Clerk submitted a report updating members on actions from recent Full Council meetings.

RESOLVED THAT COUNCIL:

- a. Action 17a from 10/09/2025 meeting. Request the Clerk to progress the matter. *Contact LCC Highways regarding missing road signs etc.*
- b. Action 11b from 09/07/2025 meeting. Request the Clerk to discuss the matter with the Chair with the aim of bringing it to a resolution. *Presentation to a former councillor.*

14. RVBC UK SHARED PROSPERITY FUND

The Clerk provided a verbal update on the latest situation regarding the EOI's submitted by the Town Council for UK Shared prosperity funds.

The Clerk noted that the EOI for upgrading the Sports and Social Club will not be taken forward by RVBC. However, the grant for solar panels for installation on the Station Building has been approved and EOI's for a new round of funding will be available from 17 November with submissions by 5 January 2026.

RESOLVED THAT COUNCIL:

Note the update.

15. COUNCILLOR REPORTS AND UPDATES.

Cllr. Rainford noted an issue created by the overhanging hedges that are impacting the footpath on Thornfield Avenue. Cllr. Eccles noted that the rubbish bins at Stonebridge and other areas had not been emptied. Members were reminded that they can use the 'Love Clean Streets' app to report a range of issues that are the responsibility of LCC.

Members discussed the presentation to a crossing patrol officer. It was suggested that the gift (already purchased) and a framed letter of thanks should be presentation by the Chair. It was also suggested that it should take place before the Council meeting on 10 December, however, it was noted that as Cllr. Jackson had been involved in this matter she should be consulted as to how and when the presentation takes place.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to look into resolving the issue created by the overhanging hedges that are impacting use of the footpath on Thornfield Avenue.
- b. Request the Clerk to contact RVBC regarding the bins not being emptied.
- c. Request the Clerk to contact Cllr. Jackson regarding the presentation.

16. DATES OF FUTURE MEETINGS.

2025: 10 December.

2026: 14 January, 11 February and 11 March.

SIGNED BY CHAIR FOR THE MEETING:

A wet signed copy is on file.

DATE:

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Council Offices
The Station Building
Berry Lane
Longridge
PR3 3JP



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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

Agenda Item 6

Report For Decision



Longridge
Town Council

Full Council

Meeting Date:	10/12/2025
Title:	Finance Report
Submitted by:	Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
2. Schedule of Payments.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	SCH7461	Scheme Link	Longridge Pubwatch Scheme. Grant approved 26-11-2025	408.00	-	408.00		03/12/25
2	8875	H S Dranfield	Skip rental. Soapbox Derby. Grant approved 10-09-2025	750.00	125.00	625.00		03/12/25
3	NWTM	NWTM	Road Closure Remembrance Parade	2,946.00	491.00	2,455.00		01/12/25
				4,104.00	616.00	3,488.00		

Note: Approval is not usually sought for expenditure approved by Full Council, the Budget Committee, Direct Debits, and people or organisations where the Town Council has a contractual relationship.

Revenue for the period 1st April 2025 to 31st March 2026.

Bank			Revenue Streams										
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Reserve Interest	Totals
									Rent	Utilities			
01/04/25	DD	Café Rent							707.00				707.00
07/04/25	accy055762	Precept	98,195.00										98,195.00
08/04/25	G-05/25	The Gatherings (Andrew)					100.00						100.00
09/04/25	..104219	HMRC VAT		3,865.51									3,865.51
14/04/25	legl005069	VE Day Grant			500.00								500.00
22/04/25	CAG-85	Comm.Art Group					200.00						200.00
30/04/25	24270245	NatWest Bank (Interest)										88.44	88.44
01/05/25	DD	Café Rent							707.00				707.00
13/05/25	U3A	Various u3a groups					90.00						90.00
27/05/25	09250	Festive Lights Grant			500.00								500.00
30/05/25	24270245	NatWest Bank (Interest)										79.82	79.82
02/06/25	DD	Café Rent							707.00				707.00
02/06/25	G 06/25	The Gatherings (Andrew)					100.00						100.00
03/06/25	G 07/25	The Gatherings (Andrew)					100.00						100.00
04/06/25	Plot A	Burdet						72.80					72.80
05/06/25	Plot B	R. Stother						72.80					72.80
09/06/25	92-01	Longridge u3a					90.00						90.00
10/06/25	Plot D	Burton						72.80					72.80
11/06/25	Plot C	J and M Lewis						72.80					72.80

Bank			Revenue Streams										
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Reserve Interest	Totals
									Rent	Utilities			
11/06/25		Gas charges contribution								330.75			330.75
11/06/25		Water charges contribution								385.17			385.17
23/06/25	Art Group	Magaret Baugh					200.00						200.00
30/06/25	24270245	NatWest Bank (Interest)										82.56	82.56
01/07/25	DD	Café Rent							707.00				707.00
08/07/25	G 08/25	The Gatherings (Andrew)					100.00						100.00
08/07/25	u3a	Various u3a groups					60.00						60.00
10/07/25	Plot E	Thurlow						72.80					72.80
21/07/25	Plot F	Margerison						72.80					72.80
01/08/25	DD	Café Rent							707.00				707.00
05/08/25	Art Group	Margaret Baugh					200.00						200.00
11/08/25		Gas charges contribution								119.85			119.85
11/08/25		Electricity contribution								159.13			159.13
11/08/25		Water charges contribution								459.51			459.51
15/08/25	AK 001	Knox Thomas					80.00						80.00
15/08/25	G-09/25	Kingdom Ministries (Gather)					125.00						125.00
29/08/25		NatWest Bank (Interest)										73.86	73.86
01/09/25		Café Rent							707.00				707.00
09/09/25	G-10/25	Kingdom Ministries (Gather)					100.00						100.00
11/09/25	Art Group	Margaret Baugh					175.00						175.00
15/09/25	AK002	Knox Thomas					170.00						170.00

Bank		Revenue Streams											
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Reserve Interest	Totals
									Rent	Utilities			
29/09/25	00009250	Concurrent Grant			1,746.00								1,746.00
30/09/25		NatWest Bank (Interest)										76.96	76.96
10/10/25	u3a-94	Longridge u3a					140.00						140.00
24/10/25	G-11/25	Gatherings					75.00						75.00
31/10/25		NatWest Bank (Interest)										59.18	59.18
03/11/25		Café Rent							707.00				707.00
24/11/25	CAG-89 & 90	Magaret Baugh					320.00						320.00
27/11/25	...104219	HMRC VAT		4,992.32									4,992.32
28/11/25		NatWest Bank (Interest)										41.77	41.77
01/12/25		Café Rent							707.00				707.00
02/12/25		Café Rent (arrears)							707.00				707.00
Total as at 03/12/2025:			98,195.00	8,857.83	2,746.00	0.00	2,425.00	436.80	6,363.00	1,454.41	0.00	502.59	120,980.63
			Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotments	Café Rent	Utilities	Sundry	Bank Interest	Totals

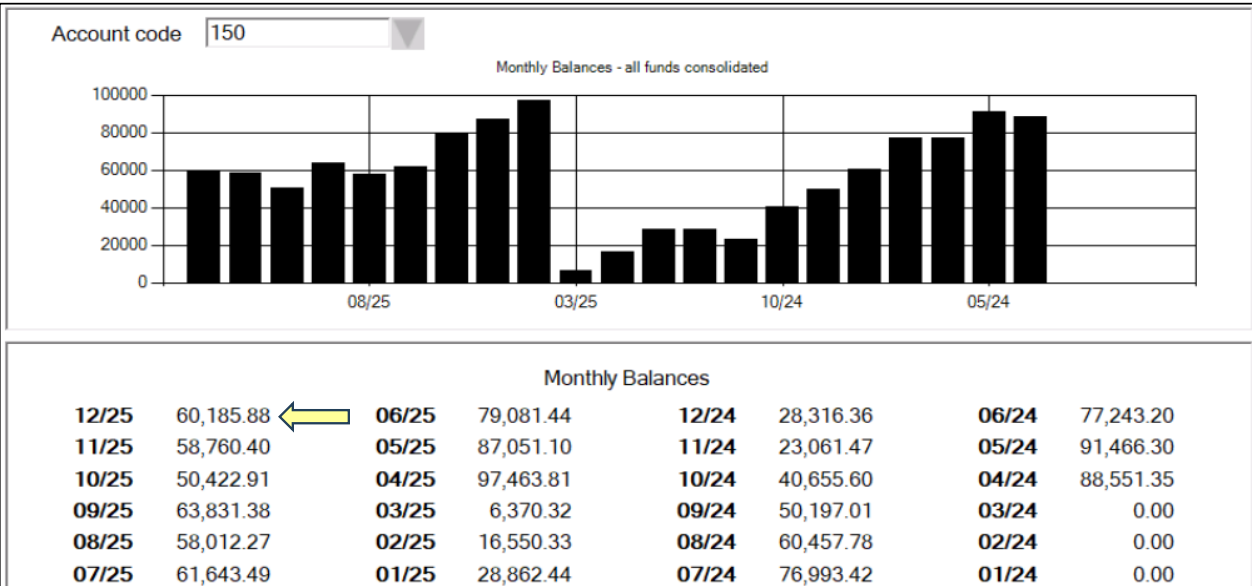
Summary - Receipts and Payments at 03-12-25

£	
Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	172,435.42
Less total payments to date:	118,619.86
System balance at 03-12-2025:	60,185.88
£	
Unity Trust Bank balance at 03-12-25:	60,185.88
Mayoral Ball Funds:	4,087.51
Unity Balance at 03-12-25 less Mayoral Funds:	56,098.37

Council's Accounting System

If these two figures are different an explanation is required.

Includes £7,859.87 refund from British Gas



NatWest - Account No. 1

£

Balance carried forward April 2025:	88,202.46
Balance 31 October 2025:	68,684.92
Balance 28 November 2025:	48,785.87

£40,000 has been transferred to Unity Trust Bank.
£20,000 on 12-11-2025 and £20,000 on 22-09-25.
Going forward all bank transfers will be approved by the Budget Committee. Interest payments account for the difference in the two figures.

Extracts from Bank Statements showing Transfer of funds:

Monday 22nd September 2025		67,857.39
22/09/25	B/P to: Blue Moon Comp • 12837	-605.00 67,857.39
22/09/25	B/P to: Zoe Cleaner • 21-08 TO 13-09 '25	-220.00 68,462.39
22/09/25	Credit • 56	20,000.00 68,682.39
22/09/25	Direct Debit (BRITISH GAS BUSINE) • 604041825100724000	-54.29 48,682.39
Wednesday 12th November 2025		64,972.54
12/11/25	Credit • 57	20,000.00 64,972.54
Monday 10th November 2025		44,972.54

NatWest Account No. 2

£

Balance carried forward 1 April 2025:	£5,000.00
Balance 12 November 2025:	£5,000.00

Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 December 2025
Title:	2026-2027 Budget and Precept Considerations
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

This report presents the recommendations of the Budget Committee for the 2026/27 budget, precept and reserves and requests approval from the Council.

2 Introduction

The Budget Committee has undertaken a comprehensive review of Longridge's financial requirements for the 2026/27 fiscal year. This process involved assessing projected expenditures, revenue streams, and the need to maintain high-quality services and administrative support. The committee's recommendations are designed to align with the council's objectives, promote sustainability, and minimise the burden on Council taxpayers.

3 Precept.

The Budget Committee recommends that Council approves a 2026/27 precept of £106,410. This will result in a Band D Tax of £32.28 per annum – an increase of 7.5% (£2.26 per year) over the 2025/26 figure of £30.02.

For context, had the Band D charge been increased each year since 2015/16 purely in line with inflation (from the 2015/16 base of £22.71), the 2026/27 charge would now be **£36.01**. The recommended **£32.28** is therefore **£3.73 (10.4%) below** an inflation-linked level, continuing the Council's record of delivering strong value for money.

The proposed precept of £106,410 represents a balanced approach to funding essential services while maintaining fiscal responsibility and ensuring affordability for residents while supporting council priorities.

4 Reserves Policy for 2026/27

The Budget Committee further recommends the following reserves position at 31 March 2027:

4.1 General (unallocated) Reserve.

£45,000 (approximately 42% of the annual precept, in line with recommended good practice of 3–12 months' running costs).

4.2 Earmarked Reserves (specific projects)

- Heritage Centre refurbishment £6,000.
- Installation of 10 commando sockets on lampposts for additional festive lights £3,850.
- Purchase and installation of new planters £1,000.

Total Earmarked Reserves = £10,850

These earmarked amounts will be ring-fenced and carried forward to ensure the identified projects can be delivered without further call on the precept in future years.

5 Summary of Budget Pressures and Mitigation

The 7.5% increase is driven primarily by unavoidable inflationary rises in utility charges, contract costs (such as RVBC), insurance and salaries and the reduction in grants from LCC. With this increase, the Council is able to:

- Maintain all existing services.
- Fund the above improvements from earmarked reserves
- Keep the Band D charge significantly below an inflation-only trajectory since 2015/16
- Retain a prudent general reserve of £45,000

6 Next Steps

Upon approval, the Clerk will submit the formal precept demand to RVBC by the statutory deadline (24/12/25).

7 Members are recommended to:

- a. Approve a precept demand for 2026/27 of **£106,410**.
- b. Note that this will result in a Band D Council Tax of **£32.28** (a 7.5% increase).
- c. Approve the reserves policy for 2026/27, including a general reserve of **£45,000** and the earmarked reserves as listed above in Section 4.2.
- d. Request the Clerk to submit the precept demand to RVBC.

Note: The detailed budget and cash-flow forecast, are available for inspection.

Agenda Item 8

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 December 2025
Title:	Grant requests.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider a grant request from The Valley Singers.

2. Background.

Members are reminded that each year the Town Council makes funds available to local voluntary and community groups to support activities and projects of direct benefit to the community of Longridge. Each application should be considered on its individual merits, and if it is not possible for the Town Council to meet the request in full, an award of a lesser amount may be offered.

3. The Valley Singers. (See Appendix 1)

The Valley Singers are a non-denominational Longridge community choir which has members of all ages, ethnicity, and ability. They perform at local charity concerts.

Copyright Law requires that The Singers must buy copies of music for all members. A grant would help them enhance their repertoire by purchasing additional sheet music.

4. Financial Considerations.

The Singers have requested a grant of £250. Members will recall that in November 2024, they allocated a budget of £20,000 for grants, donations and sponsorships in 2025/26. To date the Town Council has provided funds to the value of £14,159.

5. Members are recommended:

- To consider the grant request from The Valley Singers.
- Authorise the Clerk to inform the applicant of the Council's decision and if appropriate make the necessary arrangements for payment.

The Valley Singers

Grant Request £250

Appendix 1

1. Name of Group or Organisation *

The Valley Singers

2. Name of contact. *

Margaret Baugh

3. Contact email address *

mkbaugh2@gmail.com

4. Contact phone number.

01254878527

5. Please provide a brief description of your group/organisation. *

The Valley Singers is a non-denominational Longridge community choir which welcomes members of all ages, ethnicity, and ability to join with us to benefit from singing and performing in local charity concerts.

6. Is your group a charity? *

☐ Yes

☒ No

7. Purpose of the grant application *

Please describe the project or activity for which you are seeking funds.

We wish to enhance our repertoire to inspire and challenge our members and for our performances to remain entertaining and attractive to modern audiences.

8. Amount of grant requested (£). If the Grant request is over £250 you will need to provide a recent bank statement and a copy of your Constitution *

£250

9. How will the grant be used? *

Please provide a breakdown of how the funds will be spent.

As Copyright Law requires that we buy copies of music for all members this proves more expensive as the choir grows. A small grant from the Council would be most welcome to help us enhance our repertoire.

10. Have you applied for funding from other councils or organisations *

- ☐ Yes
- ☒ No
- ☐ Not sure

11. Have you previously received funding from Longridge Town Council? *

- ☐ Yes
- ☒ No
- ☐ Unsure

12. We agree to payback the grant if the project/activity for which the grant was awarded does not proceed. *

- ☒ We agree to repay the grant.
- ☐ We do not agree to repay the grant.

13. Have you provided recent bank statements for all the accounts you hold. *

- ☐ Yes
- ☐ No
- ☒ Not required

14. Have you provided a copy of your Constitution/Terms of Reference *

- ☐ Yes
- ☐ No
- ☒ Not required

15. If applicable please provide a reason for not providing a recent bank statement or Constitution/Terms of Reference

N/A

16. Please provide bank details to which any grant will be paid. Account Name - Sort Code - Account Number *

Valley Singers sort code 30-54-66 Account Number 40092560



Meeting:	Full Council
Meeting Date:	10 December 2025
Title:	Request for a plaque in the memory of Paul Byrne
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider a request from the family of former Town Councillor Paul Byrne to place a plaque on an existing bench outside the Council offices.

2. Background.

Paul Byrne served the community of Longridge for over four decades. His record of public service included:

- Mayor of Longridge on two separate occasions - 2011/12 and 2018/19.
- 40 years as a voluntary community activist.
- 14 years as a Special Constable with Lancashire Constabulary
- 13 years as a Community First Responder with North West Ambulance Service

Paul passed away on 28 December 2024. His family feel that many residents still stop and reflect when passing the benches outside the Council Offices (the building Paul regarded as the heart of the town) and believe a modest plaque would be a fitting and lasting tribute that would be seen and appreciated by the whole community.

3. Context

The Council has in the past permitted modest commemorative plaques on its street furniture where the individual has given, long-term service to the town. Recent examples include plaques for former councillors and long-serving civic volunteers. This request is in keeping with those precedents.

Members are reminded that at a Town Council Meeting held on 25-09-2013 members agreed that the benches outside the Council offices were to be made available as tributes to locals and that subscribers should cover the costs of the benches and installation and that no profit was to be made from the scheme.

4. Members are recommended to:

- a. Approve the request from the Byrne family to install a commemorative plaque on one of the benches outside the Council Offices (or on an alternative town-centre bench if Members prefer).
- b. Authorises the Town Clerk, in consultation with the Mayor and the Byrne family, the final choice of bench, exact wording, and arrangements for fitting.
- c. Consider any financial implications of the installation.

Agenda Item 10

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 December 2025
Title:	Grant for Solar Panels
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

- To confirm, as set out in the Council's Standing Orders, that any two Town Councillors can sign on behalf of the Town Council any deed required by law.
- To nominate the two Councillors who will sign the RVBC Solar Panels Grant documentation.

2. Background.

Members are reminded that at the 12 November Council meeting they agreed to the Terms that would be set out in the Grant Agreement and authorised the Clerk to write to RVBC confirming that the Town Council is able to comply with the requirements and that it wished to proceed.

3. Signing Legal Deeds.

Members may be aware that the Council's Standing Orders state that subject to Section 23(a) any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer (Clerk) shall witness their signatures.

4. Members are recommended to:

- Confirm, as set out in the Council's Standing Orders, that any two Town Councillors can sign on behalf of the Council any deed required by law.
- Nominate the two Town Councillors who will sign the necessary grant documents on behalf of the Town Council.



Meeting:	Full Council
Meeting Date:	10 December 2025
Title:	Shared Prosperity and Jubilee Fund - EOI
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider suitable projects where the Council could submit Expressions of Interest. **Note:** Submissions close on 5 January 2026.

2. Background.

2.1 Purpose and high-level objectives

The Fund is a merged Ribble Valley Shared Prosperity and Jubilee Fund intended to deliver **legacy capital projects** across the borough that strengthen the borough's economy and local communities. It prioritises capital investment that improves places and infrastructure, supports community activity and helps economic recovery and growth.

2.2 Money available and basic rules.

- **Grant size:** capital grants up to **£100,000** per project (the Council may review in exceptional circumstances).
- **Type of funding: capital only** — buildings, infrastructure or equipment with life expectancy ≥ 2 years and purchase value \geq **£1,000**.
- **Applicants:** properly constituted organisations only (must supply constitution / articles), **and premises/land must be owned or held on a long-term lease (≥ 10 years)**.
- **Match funding:** schemes that have secured **match funding** will be scored favourably; evidence of other funding should be provided.
- **Process:** EOIs reviewed by a working group and shortlisted projects invited to full application.

3. What the Fund will typically support — relevant to the Town Council

(Rationale: these reflect the fund's capital, communities and place aims and precedent projects delivered in Ribble Valley.)

- Towneley Gardens / event-space improvements:** - Electric supply for events, permanent market stalls or flexible surface works. Secure storage, improved circulation surfaces and seating to enable market days and street traders.

Note: (RVBC has previously awarded funding for Towneley Gardens and may not support an additional request.

- Public realm and accessibility work:** - footpath re-surfacing, improved lighting around green spaces to improve safety and visitor experience. (Precedent: Castle Street / Market Place Clitheroe funded previously.)
- Play, sports and active infrastructure** - play area and skate park upgrades.

- d. **Tourism and visitor infrastructure** - interpretation signage, cycle/ walking route infrastructure, minor facilities that increase visitor spend.
- e. **Safety community equipment of capital nature** – Speed Indicator Devices, CCTV installations or fixed security infrastructure (RVBC has offered CCTV support in similar schemes).

Why these fit: they are capital, benefit community place / local economy, have multi-year life, and match RVBC's previous UKSPF investments in similar categories.

4. What is unlikely to be supported

- **Revenue-only projects** (staff costs, ongoing running costs, events programming without capital element).
- **Retrospective costs** - work already started or costs already committed are normally not funded.
- **Commercial businesses (including CICs)** - the scheme will not normally fund commercial organisations/businesses.
- **Projects under £1,000 or short-life purchases** - capital definition requires life ≥ 2 years and purchase value $\geq £1,000$.
- **Political activity or lobbying** - anything designed to promote party politics or influence government policy will be excluded.
- **Applications from County Council and other government agencies** are not normally eligible.

5. Practical advice.

- a. **Choose capital projects** with clear community/economic benefit (e.g., public realm projects, play area upgrades). Tie each project to measurable outcomes (increased safety, visitor numbers, increased use).
- b. **Gather evidence:** proof of ownership or a long lease (≥ 10 years), 3 x itemised quotes on common specification, programme of works, recent accounts, business plan or sustainability statement, match-funding commitments. These are required at full application and checked early.
- c. **Don't start works** until a grant offer is accepted — the scheme will not pay for activity undertaken before the offer letter date.
- d. **Be ready for a site visit** from an RVBC officer before completing (this is part of the process).
- e. **Make the case for legacy** — explain long-term maintenance arrangements and community involvement (how the asset will be used/managed after completion).

6. Suggested quick EOI project shortlist for Longridge.

- Small play area upgrade - refurbish or extend play area or skate park improvements. (Capital and demonstrably long-lasting).
- Small archive facility/building on the land at the rear of the Memorial Garden for use by the Heritage Centre. (Capital, legacy, Council land and long-lasting.)
- Public realm accessibility improvements to green/open spaces — better paths, seating and lighting to increase safety.
- Towneley Gardens - formalise power hookups, and fixed staging areas.

7. Checklist for any EOI / full application

- Project summary, outcomes and legacy plan (including maintenance).
- Ownership/lease documents (≥10 years) or landowner letter.
- 3 x quotes and schedule of works.
- Evidence of match funding (letters or committed funding).
- Planning/building regs consents (or timetable to obtain).

8. Members are recommended to:

- a. Consider suitable projects where the Council can submit Expressions of Interest.
- b. Nominate two councillors to work with the Clerk in preparing the Expressions of Interest, noting that the deadline for submission is 5 January 2025.

Agenda Item 12

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 December 2025
Title:	Membership of Committees and Training
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider nominating members to its committees at its January 14 2026 meeting. This will allow new committee members receive appropriate training before the committees become fully operational in mid-May 2026.

2. Committees.

- Staffing Committee
- Estates Committee
- Finance, Audit and Budget Committee

3. Members are recommended to:

Provisionally appoint members to the Staffing, Estates, and Finance Committees for the 2026/27 civic year, at the Council meeting on 14 January 2026 for the reasons set out in the report.



Meeting:	Full Council
Meeting Date:	10 December 2025
Title:	Local Government Reorganisation
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on Local Government Reorganisation.

2. Executive Summary

Lancashire's 15 local authorities (including Lancashire County Council, 12 district/borough councils, and two unitary authorities: Blackpool and Blackburn with Darwen) submitted competing proposals to the UK Government on November 28, 2025, for restructuring into unitary authorities. This process, separate from devolution but aligned with the formation of the Lancashire Combined County Authority (LCCA), aims to streamline services like social care, highways, planning, and waste management under fewer, larger councils.

Proposals range from two to five unitaries, with no consensus among councils. The Government will consult publicly in early 2026, select a preferred option by summer 2026, hold shadow elections in May 2027, and launch new councils by April 2028.

Longridge, as part of Ribble Valley Borough Council, faces potential merger into a northern or eastern unitary, which could affect local representation and services. RVBC did not request comments from Longridge Town Council, but town and parish councils are expected to retain roles in community-level decision-making.

3. Background

The UK Government's 2024 English Devolution White Paper initiated LGR to replace two-tier systems (county and district councils) with unitary authorities for improved efficiency and service delivery.

Lancashire received a formal invitation on February 5, 2025, to submit initial views by March 21, 2025, and detailed proposals by November 28, 2025. This builds on devolution efforts, where the LCCA (non-mayoral) was established to oversee strategic areas like transport and skills, with new unitaries becoming its members.

Public consultations ran through September 2025, emphasising resident input on service continuity and community identity. Reorganisation is mandatory; maintaining the status quo is not an option. Potential benefits include cost savings (estimated £100m+ annually county-wide) and better integration of services, though critics highlight risks of disruption and reduced local accountability.

4. Key Developments (November 2025)

- **Submission Deadline Met:** All councils submitted business cases by November 28, 2025, despite divisions. Proposals were developed collaboratively using shared evidence bases on finances, geography, and community ties.
- **Council Meetings and Votes:**
 - Lancashire County Council Cabinet (November 27): Endorsed a **two-unitary model** (North and South Lancashire) for maximum financial capacity and service protection, despite Leader Cllr. Stephen Atkinson's (Reform UK) opposition to the "rushed" process.
 - Ribble Valley Borough Council (November 26): Voted for a **four-unitary model**, aligning Longridge with a "north council" including Preston, Blackpool, Fylde, Wyre, and Lancaster—breaking from traditional East Lancashire ties (e.g., Blackburn, Burnley).
 - Other Notable Votes:
 - Lancaster City Council (November 27): Supports **four unitaries**, proposing Lancaster with Ribble Valley and Preston.
 - Burnley and Pendle Councils (November 27): Submitted a **five-unitary model** ("Big enough to deliver – local enough to connect"), separating rivals like Burnley and Blackburn.
 - Rossendale Borough Council (November 27): Backs **three unitaries**.
 - Preston City Council: Prefers **four unitaries**.
- **Election Concerns:** Some councils (e.g., Blackburn with Darwen, Hyndburn) called for delaying May 2026 local elections due to reorganisation uncertainty, but this requires central government approval and is unlikely.

2 Proposed Models and Implications for Ribble Valley/Longridge

Five main models emerged, varying by number of unitaries (population ~1.6 million total). Ribble Valley (including Longridge) is pivotal due to its rural character and border position.

Model	#	Key Grouping for Ribble Valley/Longridge	Pros	Cons
LCC Preference	2	North Lancashire (with Preston, Blackpool, Fylde, Wyre, Lancaster)	Economies of scale; £200m+ savings; strong strategic capacity.	Reduced local voice; rural areas like Longridge diluted in large entity.
Rossendale Preference	3	Central (with Chorley, Preston, South Ribble, West Lancashire) or Pennine (with East Lancs).	Balances scale and identity; aligns with devolution mayor plans.	Potential East-West divides; service transitions risky.
Ribble Valley, Lancaster, Preston Preference	4	Northern (with Preston, Blackpool, Fylde, Wyre, Lancaster).	Respects geography; protects rural services; ~£150m savings.	Breaks East Lancs links; higher admin costs than fewer unitaries.
Burnley/Pendle Preference	5	Eastern/Pennine (with Blackburn, Burnley, Hyndburn, Pendle, Rossendale).	Preserves community histories; "local enough to connect."	Smaller scale limits investment; potential inequalities.

5. Implications for Longridge:

- As a parish within Ribble Valley, Longridge's Town Council would likely continue as the first tier, handling grants, heritage, and community projects, while upper-tier services shift to a new unitary.
- A northern four-unitary (Ribble Valley's choice) could enhance coastal-rural links but distance from East Lancs hubs (e.g., Blackburn for employment).
- Services like planning (where LTC is a statutory consultee) and grants would persist, but budgets may consolidate.

6. Next Steps and Timeline

- **Early 2026:** Government-led public consultation.
- **Summer 2026:** Preferred model selected.
- **May 2027:** Shadow council elections.
- **April 2028:** New unitaries operational; existing councils dissolve.

Councils must now prepare transition plans, including staff TUPE transfers and asset sharing.

7. Members are recommended to:

Note the update.

Agenda Item 14

For Information/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 December 2025
Title:	Planning Matters - Relating to Longridge
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of planning matters since the last meeting.

Members are reminded that the weekly lists of applications registered and decided are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

Note. The following types of applications are not for consultation and are therefore excluded from considerations: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.

2. Applications where the Council were requested to provide comments to RVBC since the last meeting.

Application:	3/2025/0910
	Full Consent
Proposal:	Proposed change of use from dwelling house (Class C3) to residential childrens home (Class C2) for up to 2 children aged 4-18.
Location:	2A Monks Drive Longridge PR3 3
Link:	Planning Application - Ribble Valley Borough Council



Application:	3/2025/0141	
	<i>AMENDED PLANS RECEIVED at RVBC 12/11/2025</i>	
	Full Consent	No substantive comments received from members.
Proposal:	Regularisation of erection of three commercial buildings (10 commercial units Use Class B2, B8 and sui generis) and associated works.	
Location:	Bolton Fold Farm Alston Lane Longridge PR3 3BN	
Link:	Planning Application - Ribble Valley Borough Council	

3. Members are recommended to:

Note the report and any actions required.

Agenda Item 15

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	12 November 2025
Title:	Update on Actions from Recent Meetings.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from recent meetings.

2. Update on Actions from 12/11/2025.

Minute 251112/	Action	Who	Update
5 and 10b	Setup a Working Group to develop a policy, a rate card and an application form, regarding the use of the Council's lamppost brackets for displaying third party banners.	Clerk	Complete
8b	Confirm to RVBC that the Town Council is able to comply with the requirements and that it wished to proceed. <i>Relates to UKSPF Grant for Solar Panels.</i>	Clerk	Complete
9b	Issue an offer letter and carry out onboarding arrangements. <i>Relates to appointment of Deputy Clerk</i>	Clerk	Complete
10a	Contact Cllr. Spencer to see if he still wishes to represent the Town Council at LALC meetings.	Clerk	Complete
12	Liaise with Cllr. Rogerson on actions going forward. <i>Relates to Call for Sites</i>	Cllrs. Smith and Gornall	?
13a	Action 17a from 10/09/2025 meeting. Contact LCC Highways regarding missing road signs etc.	Clerk	In progress.
13b	Action 11b from 09/07/2025 meeting. Discuss the matter with the Chair with the aim of bringing it to a resolution. <i>Presentation to a former councillor.</i>	Clerk	On hold
15a	Resolve the issue created by the overhanging hedges that are impacting use of the footpath on Thornfield Avenue.	Clerk	Need images
15b	Contact RVBC regarding bins not being emptied.	Clerk	Complete
15c	Contact Cllr. Jackson regarding the presentation to crossing patrol officer.	Clerk	Complete

3. Update on Actions from 08/10/2025.

Minute 251008/	Action	Who	Update
7a	Pay £225 to the Longridge School of Samba.	Clerk	Complete
7b	Contact the Girl Guides and request copies of the quotes they had received for the roof repairs; information as to their plans for the current building and whether they had requested funds from other sources and for how much.	Clerk	Complete
8b	Arrange for the revised lease (HCT) to be signed.	Clerk	Complete
9b	Confirming (RVBC) the Town Council is able to comply with the requirements and that it wishes to proceed.	Clerk	Complete
9c	Set up a Working Group to take the project (Towneley Garden) forward	Clerk	Complete
14b	Convene a meeting of the Community Garden WG Group and co-opt additional members to the group.	Clerk	Noted
16	Submit a list of assets the Town Council may wish to be transferred and the estimated cost of maintaining them, to a future meeting of Full Council	Clerk	Ongoing
17	Submit a report to the next meeting of the Full Council regarding conferring the Freedom of Longridge to a person who has retired after 56 years as a Longridge Town crossing patrol officer.	Clerk	Complete

4. Update on Actions from 10/09/2025.

Minute 250910/	Action	Who	Update
5	Facilitate the installation of a 'No Entry' sign at the entrance to Towneley Road.	Clerk	Complete
7a	Arrange the signing of the Community Garden Lease	Clerk	Complete
8a	Arrange the signing of the Heritage Centre Trust Lease	Clerk	Complete
9b	Inform RVBC of the new councillor appointment and submit the required paperwork.	Clerk	Complete
10c	Request additional information from Longridge School of Samba	Clerk	Complete

11	Inform the Halloween organisers that the Town Council request the judging be carried out at the Council Offices and that the mayor will require at least 10 days' notice of the judging date.	Clerk	Complete
14	Set up of a Working Group tasked with looking at changing the Council's Standing Orders to include the honorary role of Alderman.	Clerk	Noted
15	Provide regular updates on the UK Shared Prosperity Fund	Clerk	Ongoing
17a	Contact LCC Highways regarding road signs in Chipping that have not been reinstated and the possibility of yellow road marking outside the Longridge Town Cricket Club	Clerk	Noted
17b	Formulate a policy and rate-card on the use of banners attached to the brackets on the street lighting columns.	Clerk and Cllr. Walker	In progress

5. Update on Actions from 09/07/2025.

Minute 250709/	Action	Who	Update
6.b	Report on the cost of operating the Station Building to the Budget Committee.	Clerk	Complete
7.d	Inform LSSA of the Council's decision and inform them that future grant requests would be considered on merit.	Clerk	Complete
8.b	Contact Longridge Golf Club to secure the date of the Mayors Ball	Clerk	Complete
9.b	Add assets as an agenda item for meetings of the Devolution Working Group.	Clerk	Complete
11.b	Purchase a gift and flowers up to the value of £75 and present to former councillor.	Members	On hold
15.a	Set up a meeting with RVBC to discuss the matter of vehicle access to the Recreational Ground.	Clerk	Complete
17	Cllr. Spencer requested that for the next Full Council meeting a Longridge 'Banking Hub' should be added to the agenda.	Clerk	Complete

6. Update on Actions from 9/04/2025 Council Meeting

Minute 250409/	Action	Who	Update
6.c	Find an alternative bank to NatWest that offers Internet Banking.	Clerk	Progress being made
15b	Submit the report to officers at RVBC and LCC.	Clerk	Complete
16b	RVBC to amend the mins. of 1 April Policy and Finance Committee to state that only Cllrs. Walker and Rogerson had seen the concept design.	Clerk	Complete
16c	Contact RVBC regarding issues relating to John Smith's Park and litter picking in General.	Clerk	Complete

7. Update on Actions from the 12/02/2025 Council Meeting

Minute 250212/	Action	Who	Update
7a	Make minor changes to the revised Grants Policy that address how the Council deals with requests for funds in appreciation of activities carried out on behalf of the Town Council.	Clerk	Complete
7b	Revise the Grant Application Form to accommodate applications for 'small' grants.	Clerk	Complete
7c	Submit the amended Grants Policy and application form to the next Budget Committee.	Clerk	Noted
8	Produce a Mayoral Handbook	Clerk	Noted
9	Submit a revised licence agreement to the next meeting of the Estates Committee.	Clerk	Complete
11	Setup a working group tasked with looking at VE Day activities.	Clerk	Complete
15	Add an agenda item on 'Local Government Devolution' for future Council meetings.	Clerk	Complete
18	Broaden the scope of the Environment Officer job specification and submit to the Staffing Committee for approval.	Clerk	Complete

8. Update on Actions from 11/12/2024 Council Meeting.

Minute 241211/	Action	Who	Update
7a	Contact Little Green Bus Company and ask to complete the Grant Application Form, explain their level of reserves and provide the benefits the residents of Longridge receive.	Clerk	Complete
7b	Re-draft the Council's current Grants Policy with particular reference to sponsorship and annual patron fees.	Clerk and Cllr. Spencer	Complete
8	Seek clarity on the Micro Woodland at John Smiths Recreation Ground.	Cllr. Jameson	Complete
9a	Work with LEG on improving the Longridge Town Centre for people and nature.	All members and Clerk	Complete
9b	Submit a report to the next meeting of the Estates Committee on the charging policy for users of the Council's Conference Room.	Clerk	Noted
10c	Prepare a report to the Budget Committee seeking approval of expenditure for the purchase and installation of a defibrillator for the adopted 'Kestor Lane' phone box.	Clerk	Complete
12.b	Inform RVBC of the Council's planning considerations.	Clerk	Complete

9. Update on Actions from 09/10/2024 Council Meeting.

Minute 241009/	Action	Who	Update
7b	Remove 10c from the 14/08/24 Council meeting.	Clerk	Complete
7c	Change action 11.b from the meeting on 17/07/24 to Noted.	Clerk	Complete
9.1a	Contact LCC and ask them to consider: Extending the lease period of the plot to 5 years	Clerk	Complete
9.1b	Contact LCC ask them to consider visiting the site and investigate the longstanding drainage issue.	Clerk	Complete
9.1c	Contact LCC and ask them to consider granting permission to allow representatives of the Town Council to enter the site.	Clerk	Complete
9.2b	Arrange the purchase and installation of brackets on columns that had passed the LCC column test.	Cllr. Walker and Clerk	Complete
9.2c	Identify columns for phase 1 lighting	Cllr. Rainford and Rogerson	Complete

9.2d	Notify LCC of the locations from c. above and instruct them to fit the necessary electric sockets.	Clerk	Complete
9.2e	Provide a policy on use of the Council's column banners and festive lights.	Clerk	In progress
9.5	Inform Café of the outcome of the recent rent review.	Clerk	Complete
9.6	Heritage Centre – License Review. Provide a full report to the next meeting of the Estates Committee.	Clerk	Complete
11	Report on the use of accounting software to the next Budget Committee.	Clerk	Complete
12	Submit the LSEC grant application to the next meeting of the Budget Committee	Clerk	Complete
14	Report back to the Full Council on the Part 2 employment issue.	Clerk	Complete

10. Update on Actions from 17/07/2024 Council Meeting.

Minute 240717/	Action	Who	Update
7	Inform 'Love Loingridge' and the Thursday Group of the Council's decision.	Clerk	Complete
	Get quotes for column testing, banner mounts and installation.	Clerk	Complete
	Complete LCC paperwork for column testing.	Clerk	Complete.
	Contact Whittingham P.C. regarding making a contribution to the cost of fixing banner mounts to light columns.	Clerk	Noted
8	Investigate the use of a shared calendar	Clerk	Complete
9	Donate Mayoral Allowance to Girl Guides	Cllr. Rogerson	Complete
11a	Contact RVBC regarding notifying the Council on event, licensing/gambling applications and decisions.	Clerk	Complete.
11.c	Review comments made by Town Council on planning app. 3/2024/0316 and re-submit to RVBC.	Cllrs. Jameson, Rainford and Walker	Complete
13	Provide quotes for a Bleed Kit to a future Council meeting	Cllr. Jackson/Clerk	Complete
14	Invite the applicant for the councillor vacancy to an interview with Cllrs. Jackson, Walker and Jameson.	Clerk	Complete

Note:

Actions from the Full Council meetings held on 14/08/24, 11/09/24, 13/11/24, 15/03/25, 15/05/25 and 11/06/2025 have been completed and removed from the list. Actions no longer required have also been removed from the lists.

11. Members are recommended:

To note the report, the ongoing actions and actions not yet completed.