



# Longridge Town Council

## Full Council - Agenda

To the Mayor and Members of Longridge Town Council, you are summoned to attend the meeting of the Town Council on Wednesday 11 December 2024 at 7:00 pm in the Station Buildings, Berry Lane, Longridge.

**1. Mayor's welcome.**

**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 13 November 2024 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. Finance Report.**

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

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

**7. Grant applications and other requests for funds.**

Report of the Clerk (enclosed) for members to consider a grant request from the Little Green Bus and the renewal of the Annual Patron Fee for Longridge Band.

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**ITEMS for INFORMATION/DISCUSSION**

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**8. Micro Woodland.**

Report of the Clerk to update members on a proposal from LCC to plant a Micro Wood at the John Smith's Recreation Ground

**9. Longridge Environmental Group.**

Report of the Clerk (enclosed) for members to consider how the Town Council and the Longridge Environment Group could work together to make the town better for people and nature.

**10. Telephone Box on Mardale Road – Update.**

Verbal report from Cllr. Jackson to update members on the cost of adopting the phone box to accommodate a defibrillator.

**11. Bullying and Anti-social behaviour – LTC Initiative.**

Report of Cllr. Smith for members to consider what actions the Town Council can take (if any), to prevent anti-social behaviour and bullying.

**12. Planning Applications.**

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

**13. Update on Actions from Previous Meetings.**

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

**14. Councillor Reports.**

Reports (if any) enclosed.

**15. Consideration of Matters not on the agenda.**

An opportunity for the clerk and members to provide updates, raise matters and suggest items for future meetings.

**16. Future Meetings.**

For members to consider the following dates in 2025 for Council Meetings:

- January 8
- February 12
- March 12
- April 9
- May 14

**PART 2: ITEM for DISCUSSION and DECISION****EXCLUSION of the PRESS and PUBLIC.**

The Council is asked to RESOLVE that:

The public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

**17. Application to be Town Councillor.**

For members to consider an application for a Town Councillor by co-option.

*Mike Hill*

*Clerk and Responsible Financial Officer to Longridge Town Council.*

Longridge Town Council  
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.



# Longridge

## Town Council

### Full Council – Minutes

|                         |   |                        |       |
|-------------------------|---|------------------------|-------|
| <b>Date:</b>            | 13 November 2024  |                        |       |
| <b>Place:</b>           | Station Buildings, Berry Lane, Longridge.   |                        |       |
| <b>Present:</b>         | Councillors: Rainford (Chair), P. Smith, R. Walker, K. Spencer, L. Jameson, J. Rogerson and D. Jackson. |                        |       |
| <b>In attendance:</b>   | Town Clerk.   |                        |       |
| <b>Meeting started:</b> | 19:00   | <b>Meeting closed:</b> | 20:45 |

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**1. WELCOME BY THE CHAIR.**

The Chair welcomed everyone to the meeting and informed members of her recent activities including attending several Remembrance events and attending a LALC conference.

The Chair thanked the Clerk for his contribution in organising the Remembrance commemorative events.

**2. APOLOGIES FOR ABSENCE.**

Members accepted apologies from Cllrs. R. Beacham, R. Byrne and County Cllr. Swarbrick.

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

Cllr. Jameson declared interest in Agenda Item 9.3 - Townley Gardens.

Cllr. Spencer declared interest in Agenda Item 12 - Grant Application.

Cllr. Rogerson and Cllr. Smith declared interest in Planning Application 757

Cllr. Rogerson declared interest in planning application 0618, and left the meeting when this item was being discussed. Cllr. Rogerson rejoined the meeting after discussions on this planning application was complete.

**4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 9 OCTOBER 2024.**

The minutes were agreed as a correct record.

**5. PUBLIC PARTICIPATION.**

There was no public participation.

## 6. FINANCE REPORT

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

RESOLVED THAT COUNCIL:

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

| #              | Ref.    | Payee                       | Description                          | Gross<br>£       | Vat<br>£        | Net<br>£        | Due<br>Date | Date<br>Paid |
|----------------|---------|-----------------------------|--------------------------------------|------------------|-----------------|-----------------|-------------|--------------|
| 1              | 2489    | Lentech                     | Install two Victorian style lanterns | 450.00           | 75.00           | 375.00          | Paid        | 21/10/24     |
| 2              |         | Andrea Townsend             | Purple poppies                       | 25.00            | -               | 25.00           | Paid        | 29/10/24     |
| 3              | 909     | Bolton Christmas Trees      | Purchase 140 small and 2 large trees | 2,294.40         | 382.40          | 1,912.00        | Paid        | 29/10/24     |
| 4              | PCJ07   | Royal British Legion Trade  | Poppies for columns                  | 240.00           | 48.00           | 192.00          | Paid        | 29/10/24     |
| 5              |         | Terry Lewis                 | Gardening services etc. October      | 240.00           | -               | 240.00          | Paid        | 05/11/24     |
| 6              | PCJ07   | Royal British Legion Trade  | Poppies for columns (more)           | 54.00            | 10.80           | 43.20           | Paid        | 05/11/24     |
| 7              | PCJ07   | Royal British Legion Trade  | Civic wreaths x 6                    | 200.00           | 40.00           | 160.00          | Paid        | 05/11/24     |
| 8              | ..5618  | Jessica Dibble              | Micosoft 365 (paid in error by Jess) | 59.99            | 10.00           | 47.99           | Paid        | 05/11/24     |
| 9              | 571409  | LITE (lighting and Illumin) | Festive lights and brackets          | 6,006.72         | 1,001.12        | 4,955.60        | Paid        | 05/11/24     |
| 10             |         | High Access Windows         | Window cleaning (outside)            | 30.00            | -               | 30.00           | Due         |              |
| 11             | 1166841 | Longridge Band              | Remembrance Day                      | 600.00           | 100.00          | 500.00          | Due         |              |
| <b>Totals:</b> |         |                             |                                      | <b>10,200.11</b> | <b>1,667.32</b> | <b>8,480.79</b> |             |              |

**Note:** Approval is not usually sought for people of organisations where the Town Council has a contractual relationship.

## 7. 2025-26 BUDGET AND PRECEPT CONSIDERATIONS

The Clerk submitted a report updating members on the Budget Committee's recommendations for the Council's 2025-26 precept, and to seek approval on the level of expenditure and the services it intends to deliver in 2025-26 and to agree the Council's General Reserve for 2025-26

Members were reminded that Town and Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget and that it is not lawful to set a precept unless a budget has been prepared and approved.

RESOLVED THAT COUNCIL:

- Note the contents of the report and Appendix 1.
- Approve the budget and the services the Council intends to deliver in 2025-26 as set out in Appendix 1.
- Agree a precept for 2025-26 of £98,195.
- Agree to set a General Reserve of no more than £70,000
- Request the Clerk to submit a report to the January 2025 Full Council meeting on the 'Longridge Loop'.

## 8. DEFIBRILLATORS AND 'LONGRIDGE LIFE SAVERS'.

The Clerk submitted a report asking members to consider; the re-siting of a Council defibrillator, the establishment of a 'Longridge Lifesavers' group and the adoption and conversion of a BT phone box to house a defibrillator.

RESOLVED THAT COUNCIL:

- Request the Clerk to investigate re-sitting the defibrillator cabinet on the Café wall near the Bleed cabinet.
- Request the Clerk to set up a Working Group, including Cllrs. Smith and Jackson to investigate the establishment of a 'Longridge Lifesavers' group.
- Agree to adopt decommissioned BT phone boxes for installing defibrillators and look to include an emergency phone in the box.
- Request Cllr. Jackson to look into the adoption of decommissioned phone boxes (point c. above) and report back to the Full Council.

**9. TAXI STAND.**

The Clerk submitted a report asking members to consider a response to emails sent by RVBC regarding a taxi stand on the car park near the Co-op supermarket on Berry Lane.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request the Clerk to contact RVBC stating that the Town Council's is interested in the creation of a taxi stand(s) in Longridge near Co-op supermarket on Berry Lane.

**10. PLANNING APPLICATIONS.**

The Clerk submitted a report requesting members to consider planning matters since the last meeting. Considerations were made on several applications see below.

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

|                        |  |
|------------------------|--|
| <b>Application:</b>    | <b>3/2024/0757</b>   |
| <b>Considerations:</b> | RVBC should ensure that the applicant discloses any matters that may impact the privacy of residents occupying the new property.                             |
| <b>Application:</b>    | <b>3/2024/0618</b>   |
| <b>Considerations:</b> | The applicant should disclose what type of cladding is being proposed and RVBC should ensure that the cladding meets the latest safety standards/regulations |
| <b>Application:</b>    | <b>3/2024/0833</b>   |
| <b>Considerations:</b> | The Council request RVBC consider further the issue of flooding, which has occurred in this area previously.   |

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request the Clerk to inform RVBC of the Council's considerations.

**11. UPDATE ON ACTIONS FROM RECENT MEETINGS.**

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

RESOLVED THAT COUNCIL:

Note the report.

**12. UPDATE ON ESTATE AND OTHER RELATED MATTERS.**

The Clerk submitted a report updating members on Estate and other related matters.

The report noted the following:

**Community Garden:**

On 30 October 2024, Cllrs. Jameson, Walker, Smith and Rogerson met with the Contracts Manager from LCC's Asset Management Service, to discuss the 'drainage issue'.

**Townley Gardens:**

A Part 2 report is being submitted to RVBC's Policy and Finance Committee on Tuesday 12 October to seek Committee input into the way forward.

**Pump Track:**

The Pump Track now has planning permission and Velosolutions have been awarded the contract to build it.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request the Clerk to Contact RVBC's Director of Economic Development and Planning, noting that the Town Council would be able to engage with contractors who may be able to provide design quotes.

**13. COUNCILLOR REPORTS.**

No reports were submitted.

**14. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.**

- The Clerk updated members on an employment matter that was discussed as a Part 2 item at the 13/11/2024 Council meeting.
- Cllr. Jackson reported a parking issue at the top of Berry Lane, where a bus stop had been removed.

RESOLVED THAT COUNCIL:

Request the Clerk to contact the previous clerk on the employment matter.

**Post meeting note:** Cllr. Walker has contacted LCC on the parking matter.

**15. GRANT APPLICATIONS.**

The Clerk submitted a Report requesting members to re-consider a grant request from Longridge Social Enterprise Company (LSEC) for a financial contribution towards improvements to the Longridge Civic Hall.

Members were reminded that the Budget Committee at its meeting on 23 October 2024 discussed the application and resolved to request additional information regarding certain aspects of the application, the additional information was provided in Appendix 2 to the Report.

RESOLVED THAT COUNCIL:

Subject to LSEC providing the Town Council with a specification for the heaters, agree to provide funds of up to £1,700 towards the cost of heaters.

**Note:** Cllr. Spencer abstained from voting on this Agenda Item.

**16. DATES OF FULL COUNCIL MEETINGS.**

Members agreed the following meeting date for 2024:

- 11 December starting at 7:00pm

**EXCLUSION OF THE PRESS AND PUBLIC.**

RESOLVED THAT COUNCIL:

Approve that the public and press be excluded from the meeting for the next item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

**17. APPLICATION TO BE A TOWN COUNCILLOR.**

The Clerk provided a verbal update on a person who had put themselves forward as a Town Councillor.

The Clerk noted that he had met the applicant, that they met the criteria required to be a Longridge Town Councillor and that he had explained the role of a Town Councillor to them.

RESOLVED THAT COUNCIL:

Request the Clerk to arrange a convenient time when the applicant can be interviewed by current councillors.

**SIGNED BY CHAIR FOR THE MEETING:**

**DATE:**

A signed copy is on file.

Agenda Item 6

## Report For Decision



Longridge  
Town Council

**Meeting Date:** 11/12/2024

**Title:** Finance Report - Full Council

**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<br>£       | Vat<br>£        | Net<br>£        | Due<br>Date | Date<br>Paid |
|----------------|---------------|------------------------|---|------------------|-----------------|-----------------|-------------|--------------|
| 1              | 2510          | Lentech                | Erection of two christmas trees and lights.<br>Supply of oine set of lights | 150.00           | 30.00           | 120.00          | 16/12/24    |              |
| 2              | 2508          | Lentech                | Erection of Christmas trees at business<br>premises                         | 2,640.00         | 440.00          | 2,200.00        | 16/12//24   |              |
| 3              | 8319/2        | Optimum                | Old station Café signage  | 3,036.60         | 506.10          | 2,530.50        | 26/12/24    |              |
| 4              | 5201544219.00 | LCC                    | Application Fee for Christmas lights  | 90.00            | 15.00           | 75.00           | Paid        | 25/11/24     |
| 5              | 168           | NW Traffic Management  | Road closure Remembrance Sunday   | 2,946.00         | 491.00          | 2,455.00        | Paid        | 21/11/24     |
| 6              |               | Friends of Longrode CH | Refreshments Remembrance Sunday   | 151.20           | -               | 151.20          | Paid        | 15/11/24     |
| 7              | 1133          | Keighley Plumbing      | Labour and supply of five radiators   | 1,389.37         | 231.56          | 157.81          |             | 17/12/24     |
| 8              | 567           | Keighley Plumbing      | Toilet syphon kit   | 34.34            | 5.72            | 28.62           |             | 17/12/24     |
| 9              |               | Clerk                  | Standbye taxi for Remembrance Sunday  | 20.00            | -               | 20.00           | Paid        | 15/11/24     |
| <b>Totals:</b> |               |                        |   | <b>10,457.51</b> | <b>1,719.38</b> | <b>7,738.13</b> |             |              |

**Note:** Approval is not usually sought for people of organisations where the Town Council has a contractual relationship.

# Receipts for the period 1st April 2024 to 31st March 2025.

| Bank     |           | Income Streams             |                 |              |                      |                 |          |           |             |           |          |           |
|----------|-----------|----------------------------|-----------------|--------------|----------------------|-----------------|----------|-----------|-------------|-----------|----------|-----------|
| Date     | Reference | Details                    | RVBC<br>Precept | VAT<br>Repay | RVBC<br>Grants/Other | Other<br>Grants | Lettings | Allotment | Old Station |           | Sundry   | Totals    |
|          |           |                            |                 |              |                      |                 |          |           | Rent        | Utilities |          |           |
| 02/04/24 | DD        | Old Station                |                 |              |                      |                 |          |           | 600.00      |           |          | 600.00    |
| 03/04/24 | DD        | Adjustment                 |                 |              |                      |                 |          |           |             |           | 1,509.19 | 1,509.19  |
| 03/04/24 |           | Old Station                |                 |              |                      |                 |          |           |             | 1,018.40  |          | 1,018.40  |
| 08/04/24 | 00204582  | RVBC - Precept payment     | 94,077.00       |              |                      |                 |          |           |             |           |          | 94,077.00 |
| 08/04/24 |           | Gathering (A. Gardner)     |                 |              |                      |                 | 100.00   |           |             |           |          | 100.00    |
| 09/04/24 |           | Arts Class                 |                 |              |                      |                 | 240.00   |           |             |           |          | 240.00    |
| 16/04/24 |           | Longridge Community        |                 |              |                      |                 |          |           |             |           | 20.00    | 20.00     |
| 26/04/24 |           | Gas Charges                |                 |              |                      |                 |          |           |             | 73.10     |          | 73.10     |
| 01/05/24 |           | Café Rent                  |                 |              |                      |                 |          |           | 600.00      |           |          | 600.00    |
| 07/05/24 |           | Art Class - 8 Weeks        |                 |              |                      |                 | 147.50   |           |             |           |          | 147.50    |
| 07/05/24 |           | Water Charges              |                 |              |                      |                 |          |           |             | 169.52    |          | 169.52    |
| 08/05/24 |           | Electric Charges           |                 |              |                      |                 |          |           |             | 1,004.98  |          | 1,004.98  |
| 09/05/24 | ..104219  | HMRC                       |                 | 10,692.41    |                      |                 |          |           |             |           |          | 10,692.41 |
| 09/05/24 | 80        | U3A                        |                 |              |                      |                 | 210.00   |           |             |           |          | 210.00    |
| 30/05/24 | 53        | Credit                     |                 |              |                      |                 | 30.00    |           |             |           |          | 30.00     |
| 03/06/24 |           | Café Rent                  |                 |              |                      |                 |          |           | 600.00      |           |          | 600.00    |
| 11/06/24 |           | Electric Charges           |                 |              |                      |                 |          |           |             | 968.80    |          | 968.80    |
| 11/06/24 |           | Gas Charges                |                 |              |                      |                 |          |           |             | 68.35     |          | 68.35     |
| 11/06/24 |           | Water Charges              |                 |              |                      |                 |          |           |             | 229.33    |          | 229.33    |
| 01/07/24 |           | Rent for café              |                 |              |                      |                 |          |           | 600.00      |           |          | 600.00    |
| 02/07/24 | G 04/25   | Gathering (A. Gardner)     |                 |              |                      |                 | 315.00   |           |             |           |          | 315.00    |
| 03/07/24 | 422073    | LCC Bio Diversity and PROW |                 |              |                      | 800.00          |          |           |             |           |          | 800.00    |

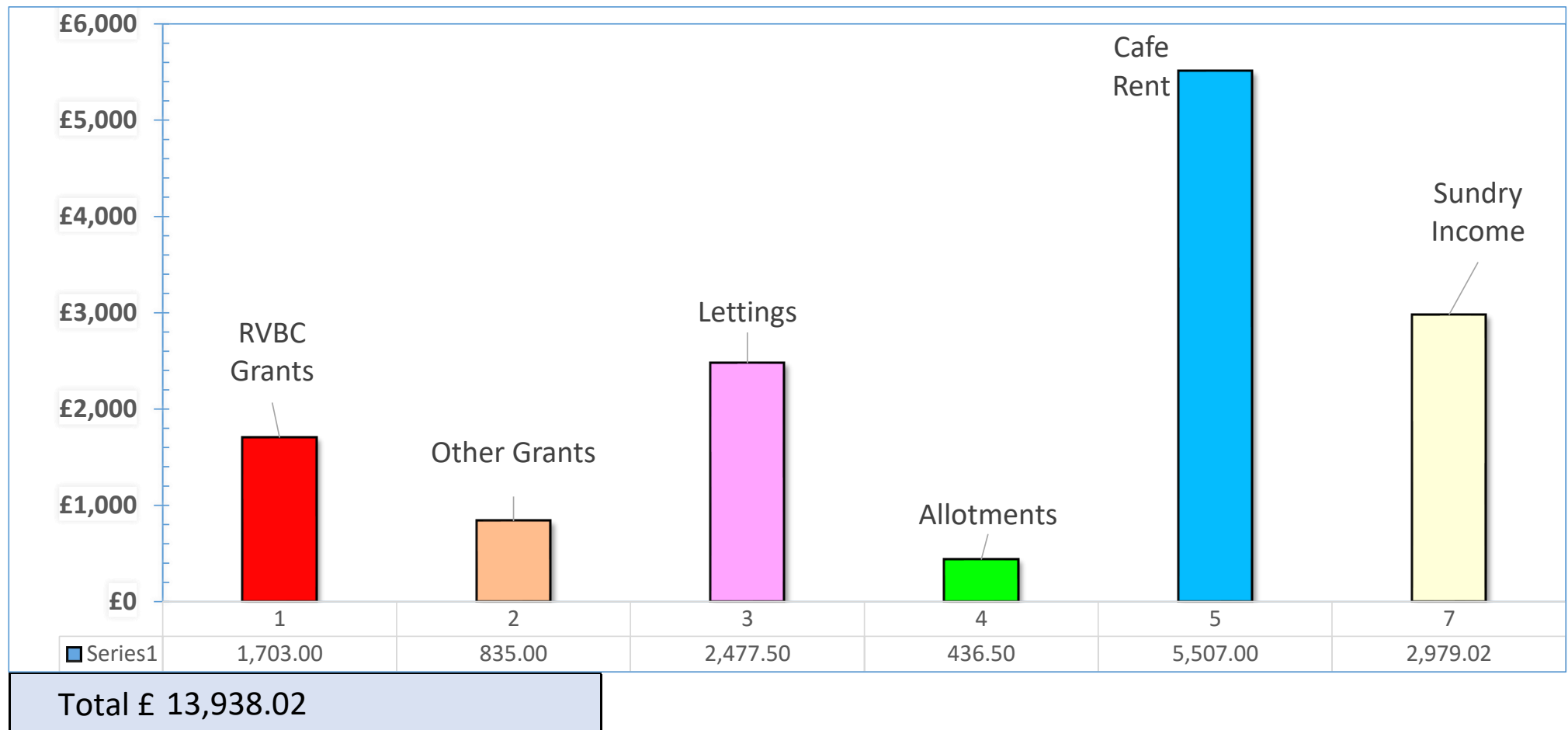
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| Bank     |           |                               | Income Streams  |              |                      |                 |          |           |             |           |          |          |
|----------|-----------|-------------------------------|-----------------|--------------|----------------------|-----------------|----------|-----------|-------------|-----------|----------|----------|
| Date     | Reference | Details                       | RVBC<br>Precept | VAT<br>Repay | RVBC<br>Grants/Other | Other<br>Grants | Lettings | Allotment | Old Station |           | Sundry   | Totals   |
|          |           |                               |                 |              |                      |                 |          |           | Rent        | Utilities |          |          |
| 05/07/24 |           | P.Burton                      |                 |              |                      |                 |          | 72.50     |             |           |          | 72.50    |
| 08/07/24 |           | Robin Stother                 |                 |              |                      |                 |          | 72.80     |             |           |          | 72.80    |
| 09/07/24 |           | Electric Charges              |                 |              |                      |                 |          |           |             | 959.63    |          | 959.63   |
| 10/07/24 |           | Barbara Burton                |                 |              |                      |                 |          | 72.80     |             |           |          | 72.80    |
| 10/07/24 |           | S. Margerison                 |                 |              |                      |                 |          | 72.80     |             |           |          | 72.80    |
| 12/07/24 |           | C. Thurlow                    |                 |              |                      |                 |          | 72.80     |             |           |          | 72.80    |
| 17/07/24 |           | Longridge U3A                 |                 |              |                      |                 | 230.00   |           |             |           |          | 230.00   |
| 18/07/24 |           | LCC GCF                       |                 |              |                      | 35.00           |          |           |             |           |          | 35.00    |
| 19/07/24 |           | M. Baugh (Art Group x 9)      |                 |              |                      |                 | 225.00   |           |             |           |          | 225.00   |
| 01/08/24 |           | Rent for café                 |                 |              |                      |                 |          |           | 600.00      |           |          | 600.00   |
| 16/08/24 |           | Gathering x 4 (A. Gardner)    |                 |              |                      |                 | 100.00   |           |             |           |          | 100.00   |
| 19/08/24 |           | RVBC - Ribble Valley In Bloom |                 |              | 50.00                |                 |          |           |             |           |          | 50.00    |
| 21/08/24 |           | Lewis Allotment 3a            |                 |              |                      |                 |          | 72.80     |             |           |          | 72.80    |
| 02/09/24 |           | Rent for Café                 |                 |              |                      |                 |          |           | 600.00      |           |          | 600.00   |
| 10/09/24 | AG/AS001  | A. Sach Art Group             |                 |              |                      |                 | 55.00    |           |             |           |          | 55.00    |
| 19/09/24 |           | M. Baugh (Art Group x 8)      |                 |              |                      |                 | 200.00   |           |             |           |          | 200.00   |
| 19/09/24 | 00540418  | Unity Goodwill                |                 |              |                      |                 |          |           |             |           | 100.00   | 100.00   |
| 23/09/24 | 00009250  | Concurrent Grant              |                 |              | 1,653.00             |                 |          |           |             |           |          | 1,653.00 |
| 24/09/24 | 18/09     | Unity Bank Charge Reversal    |                 |              |                      |                 |          |           |             |           | 20.80    | 20.80    |
| 01/10/24 |           | Rent for café                 |                 |              |                      |                 |          |           | 600.00      |           |          | 600.00   |
| 04/10/24 | G-08/24   | Gathering (A. Gardener)       |                 |              |                      |                 | 225.00   |           |             |           |          | 225.00   |
| 07/10/24 |           | U3A July-Aug-Sept             |                 |              |                      |                 | 210.00   |           |             |           |          | 210.00   |
| 24/10/24 | ..6245    | British Gas (overpayment)     |                 |              |                      |                 |          |           |             |           | 1,089.97 | 1,089.97 |
| 28/10/24 | 13116249  | Shred-It (overpayment)        |                 |              |                      |                 |          |           |             |           | 239.06   | 239.06   |
| 01/11/24 |           | Rent for café                 |                 |              |                      |                 |          |           | 600.00      |           |          | 600.00   |

| Bank                    |           | Income Streams             |                 |              |                      |                 |          |           |             |           |          |            |
|-------------------------|-----------|----------------------------|-----------------|--------------|----------------------|-----------------|----------|-----------|-------------|-----------|----------|------------|
| Date                    | Reference | Details                    | RVBC<br>Precept | VAT<br>Repay | RVBC<br>Grants/Other | Other<br>Grants | Lettings | Allotment | Old Station |           | Sundry   | Totals     |
|                         |           |                            |                 |              |                      |                 |          |           | Rent        | Utilities |          |            |
| 06/11/24                | G-09/24   | Gathering x 5 (A. Gardner) |                 |              |                      |                 | 125.00   |           |             |           |          | 125.00     |
| 07/11/24                | W7/8/9/10 | Water Charges x 4          |                 |              |                      |                 |          |           |             | 585.53    |          | 585.53     |
| 07/11/24                | G83/82/81 | Gas Charges x 3            |                 |              |                      |                 |          |           |             | 40.31     |          | 40.31      |
| 27/11/24                | 81        | Electric Charges July 2024 |                 |              |                      |                 |          |           |             | 895.50    |          | 895.50     |
| 28/11/24                | NWA -001  | North West Ambulance Serv. |                 |              |                      |                 | 65.00    |           |             |           |          | 65.00      |
| 03/12/24                |           | Rent for café              |                 |              |                      |                 |          |           | 707.00      |           |          |            |
| Total as at 02/12/2024: |           |                            | 94,077.00       | 10,692.41    | 1,703.00             | 835.00          | 2,477.50 | 436.50    | 5,507.00    | 6,013.45  | 2,979.02 | 124,013.88 |

\*

## Revenue Streams



# Unity Trust Bank - Balance

£

|                                       |                  |               |
|---------------------------------------|------------------|---------------|
| Balance carried forward 1 April 2024: | 114.15           |               |
| <b>Monthly Balance</b>                |                  | <b>Diff.</b>  |
| 1 May                                 | 86,868.60        |               |
| 1 June                                | 91,466.30        | 4,597.70      |
| 1 July                                | 77,243.20        | -14,223.10    |
| 1 August                              | 76,993.42        | -249.78       |
| 1 September                           | 60,457.78        | -16,535.64    |
| 1 October                             | 48,960.11        | -11,497.67    |
| 1 November                            | 40,655.60        | -8,304.51     |
| 1 December                            | 23,061.47        | -17,594.13    |
| <b>Balance at 06/12/24:</b>           | <b>23,687.95</b> | <b>626.48</b> |

# Nat West - Account No. 1

£

|                                      |            |
|--------------------------------------|------------|
| Balance carried forward 31 May 2024: | 107,159.07 |
| Interest paid in May and June 2024:  | 251.25     |
| Debits in June 2024:                 | 104.47     |
| Debits in July 2024:                 | 143.48     |
| Balance at 30/07/24:                 | 107,162.37 |
| Balance at 30/09/24:                 | 107,430.81 |
| Bank Statement 29/11/24:             | 107,806.66 |

# Nat West - Longridge Town Council

£

|                                      |          |
|--------------------------------------|----------|
| Balance carried forward 31 May 2024: | 5,000.00 |
| Interest to 28 June 2024:            | 0.00     |
|                                      |          |
| Credits in June 2024:                | 104.47   |
| Credits in July 2024:                | 143.48   |
|                                      |          |
| Debits in June 2024:                 | 104.47   |
| Debits in July 2024:                 | 143.48   |
|                                      |          |
| Balance at 30/07/24:                 | 5,000.00 |
|                                      |          |
| Bank Statement 30/09/2024:           | 5,000.00 |



# Agenda Item 7

## For Discussion/Decision

|                 |  |
|-----------------|--|
| <b>Meeting:</b> | <b>Full Council</b>                            |
| Meeting Date:   | 11 December 2024                               |
| Title:          | Grant application and other requests for funds |
| Submitted by:   | Clerk and Responsible Financial Officer        |

### 1. Purpose of the report.

For members to consider a grant request from the Little Green Bus Company and the renewal of the Annual Patron Fee for Longridge Band.

### 2. Introduction.

Members are reminded that each grant 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. Members are also reminded that grants of up to £1,000 can be agreed by the Budget Committee and that grants for more than £1,000 must be agreed at a Full Council meeting.

### 3. Little Green Bus – grant request.

Members are reminded that the Clerk received an email (as did all parish and town councils in the Ribble Valley) from Little Green Bus asking the Town Council to consider providing financial support to enable them maintain their services.

#### 3.1 Background information.

According to Companies House, Little Green Bus is a private company limited by guarantee without share capital. The current officers include Simon O'Rourke, Mary Robinson, and Gary Scott who are all current Ribble Valley Borough Councillors. An extract from Companies House showing their balance sheet as at 31 March 2024 is shown below:

LITTLE GREEN BUS LTD

Registered Number 07475336

Micro-entity Balance Sheet as at 31 March 2024

|  | Notes | 2024           | 2023           |
|--|-------|----------------|----------------|
|  |       | £              | £              |
| Fixed Assets                                   |       | 69,529         | 81,856         |
| Current Assets                                 |       | 399,758        | 337,671        |
| Creditors: amounts falling due within one year |       | (90,351)       | (73,447)       |
| Net current assets (liabilities)               |       | <u>309,407</u> | <u>264,224</u> |
| Total assets less current liabilities          |       | <u>378,936</u> | <u>346,080</u> |
| Total net assets (liabilities)                 |       | <u>378,936</u> | <u>346,080</u> |
| Reserves                                       |       | <u>378,936</u> | <u>346,080</u> |

- For the year ending 31 March 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
- The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on 18 October 2024

And signed on their behalf by:

M Sutcliffe, Director

### 3.2 According to their literature, Little Green Bus provide the following services:

- *Door-to-door, safe, caring and professional transport services for the most elderly and often immobile and vulnerable people of the Ribble Valley.*
- *A volunteer car scheme that takes elderly passengers to medical appointments. A service that includes working with GP practices and hospital departments where necessary to ensure that appointments are given in line with when one-to-one transport best be provided.*
- *A friendly listening ear at the end of the telephone for passengers, some of whom have nobody else to talk to on a daily basis*

In addition, they also state that; *they liaise with family members, medical professionals, car services and the police service as appropriate where passengers give cause for concern.*

I am aware that they provide a bus service for Longridge residents to Aldi supermarket.

### 4. Longridge Town Band - Annual Patron Fee.

The Clerk has recently received a letter from the Longridge Band reminding the Council that the renewal of the Annual Patron Fee is due.

The letter does not provide an indication of the fee required; however, members are reminded that in previous years the Council has paid an annual fee of £500 in 2019-2021 and £600 in 2022 and 2023.

Members are also reminded that the Longridge Band do not charge for the services of the bugler (Remembrance services) or for attending the "Carols round the Christmas Tree" on Christmas Eve.

The screen shot below shows the payments made to Longridge Band from the Town Council from 19 December 2022 to the present day.

| ↓ Date                           | Description  | Paid in | Paid out  |
|----------------------------------|--|---------|-----------|
| <b>Friday 15th November 2024</b> |  |         |           |
| 15/11/24                         | <a href="#">B/P to: Longridge Band</a> • REMEMBRANCE 2024      |         | -600.00   |
| <b>Tuesday 16th January 2024</b> |  |         |           |
| 16/01/24                         | <a href="#">B/P to: Longridge Band</a> • REMEMBRANCE           |         | -600.00   |
| 16/01/24                         | <a href="#">B/P to: The Longridge Band</a> • GRANT             |         | -500.00   |
| <b>Wednesday 26th July 2023</b>  |  |         |           |
| 26/07/23                         | <a href="#">B/P to: The Longridge Band</a> • GRANT JUNE 23     |         | -1,500.00 |
| <b>Friday 17th March 2023</b>    |  |         |           |
| 17/03/23                         | <a href="#">B/P to: The Longridge Band</a> • PATRONS FEE 23/24 |         | -600.00   |
| <b>Monday 19th December 2022</b> |  |         |           |
| 19/12/22                         | <a href="#">B/P to: The Longridge Band</a> • REMEMBRANCE SUN   |         | -600.00   |
| 19/12/22                         | <a href="#">B/P to: The Longridge Band</a> • GRANT REQUEST NOV |         | -150.00   |

The screen shot below from the Charity Commission's website, shows the band's income and expenditure for year ending February 2024.

## THE LONGRIDGE BAND

Charity number: 1166841

✓ Charity reporting is up to date (on time)

[Charity overview](#)  
[What, who, how, where](#)  
[Governance](#)  
[Trustees](#)  
[Financial history](#)  
[Accounts and annual returns](#)  
[Governing document](#)  
[Contact information](#)

### Activities - how the charity spends its money

The charity aims to: (i) maintain the traditions of brass band music and to develop, promote and improve the art and science of the music in all its respects to people of all ages (ii) advance the education of children and young people in particular to appreciate, learn and participate in brass band music making

### Income and expenditure


Data for financial year ending 29 February 2024

**Total income: £42,095**

**Total expenditure: £46,446**

**Total income includes £1,500 from 1 government grant(s)**

### People



**8 Trustee(s)**

**45 Volunteer(s)**

**5. Members are recommended to consider:**

- A grant request from the Little Green Bus Company, and if agreeable the amount of grant to be awarded.
- The renewal of the Annual Patron Fee for Longridge Band and agree any fee to be paid.

# Agenda Item 8

## For Discussion/Information

|                 |  |
|-----------------|--|
| <b>Meeting:</b> | <b>Full Council</b>                              |
| Meeting Date:   | 11 December 2024                                 |
| Title:          | Micro Woodland at John Smith's Recreation Ground |
| Submitted by:   | Clerk and Responsible Financial Officer          |

### 1. Purpose of the report.

To update members on a proposal from LCC to plant a micro wood at the John Smith's Recreation Ground as part of a Treescape Initiative.

*Note: Most of the information below has been provided to the Town Clerk by Ian Wright, Community Engagement Officer, Treescapes Project at Lancashire County Council (LCC).*

### 2. About Treescapes.

Treescapes is a Forestry Commission funded project, established in June 2023 and delivered by LCC. It employs four dedicated staff – two Funding and Development Officers and two Community Engagement Officers.

Their basic remit is to plant trees. These can be in the form of new woodlands, street and highway trees, orchards, trees outside of woodland, such as in parks or on farms, or by taking novel approaches, such as Miyawaki micro forests.

Except for publicity, refreshments and sundries, their work is carried out at no cost to the local council. The projects are financed by grants or free trees that LCC receive in collaboration with their partners.

### 3. John Smith's Recreation Ground.

The site was suggested to LCC by officers at RVBC. Following a meeting on site with members of the Longridge Environmental Group, it was decided to add the site to LCC's shortlist. RVBC then gave the green light to develop the site.

Subject to any minor changes forced on LCC by the nursery, the tree mix for the Micro Woodland at John Smith's will be as shown in the table below:

| Species      | %  | Species         | %  |
|--------------|----|-----------------|----|
| Bird Cherry  | 11 | Downy Birch     | 10 |
| Alder        | 10 | Sessile Oak     | 10 |
| Rowan        | 8  | Hazel           | 10 |
| Field Maple  | 7  | Crab Apple      | 6  |
| Elder        | 5  | Hawthorn        | 5  |
| Dog Rose     | 5  | Wild Cherry     | 3  |
| Silver Birch | 3  | Pedunculate Oak | 3  |
| Wych Elm     | 3  | Guelder Rose    | 1  |



Bird  
Cherry



Downy  
Birch



Sessile Oak

#### **4. Planting of the Mirco Woodland**

LCC will organise a community planting day for the Micro Wood in early 2025 (probably a Saturday). The exact date will depend on supply from the nursery and the availability of the contractor who will carry out the site preparation works.

Micro Woods, also known as Miyawaki micro forests are very small woodlands, typically about the size of a double's tennis court. The micro forest concept was pioneered by Prof Akira Miyawaki in Japan. It has been used extensively across Asia, Africa and, latterly, Europe. The method's use of ground preparation and dense planting results in minimal losses and massively accelerated growth. It is typically used to provide "ecosystem services" – wildlife habitat, water management, sound buffering, air pollution reduction - in urban greenspaces or degraded sites.

In Britain, they are usually planted in parks and recreation grounds, where their small size is proportionate. They can be just about any shape, though LCC have found that circular or oval micro forests work best.

A 300m<sup>2</sup> plot would typically be planted with between 800 and 1,000 stems. Not all of these trees will reach maturity. Some will act as "pioneer species" and "nurse crops" for the "climax" species, such as English Oak.

The species selection always follows Miyawaki's theory of Potential Natural Vegetation. In practice, this means that LCC would plant the range of tree and shrub species that would occur naturally on a site if there was no human intervention.

#### **5. Members are recommended:**

- a. To note the report.
- b. Request the Clerk to pass on any questions raised at the meeting to Ian Wright at LCC.

# Agenda Item 9

## For Information/Discussion

|                 |   |
|-----------------|---|
| <b>Meeting:</b> | <b>Full Council</b>                     |
| Meeting Date:   | 11 December 2024                        |
| Title:          | Longridge Environmental Group           |
| Submitted by:   | Clerk and Responsible Financial Officer |

### 1. Purpose of the report.

For members to consider how the Town Council and the Longridge Environment Group could work together to make the town better for people and nature.

Members should note that a representative of the Longridge Environment Group may speak at the meeting. The link below provides background information on the group.

<https://longridgeeg.wordpress.com/>

### 2. Members are recommended:

To welcome a representative from the Longridge Environment Group and consider how the Town Council and the Group could work together.

# Agenda Item 11

## For Information/Discussion

|                 |  |
|-----------------|--|
| <b>Meeting:</b> | <b>Full Council</b>                                  |
| Meeting Date:   | 11 December 2024                                     |
| Title:          | Bullying and anti-social behaviour – LTC Initiative? |
| Submitted by:   | Cllr. P. Smith                                       |

### 1. Purpose of the report.

For members to consider what actions the Town Council can take (if any), to prevent anti-social behaviour and bullying.

### 2. Introduction.

Members are reminded that the Clerk received an email from a concerned resident, who reported an incident that occurred on 19 November and involved pupils from local schools who were seen, amongst other antisocial behaviours, to be intimidating an elderly lady. The Clerk informed members and the local police of the matter.

This incident generated a great deal of email traffic between councillors on the level of involvement the Town Council should/could have on such matters.

Members are reminded that former Town Councillor Rachel Ray (now a borough councillor) sits on the Community Safety Partnership at RVBC and has informed Cllr. Jameson that she will raise this particular incident at meetings of the Partnership.

In addition, Sarah Wells the Partnership Officer at RVBC has agreed to meet with the Town Clerk (along with a member of the local police) and members of the Town Council to discuss the issue of anti-social behaviour.

### 3. Bullying

As an aside, but no less serious is the number of residents that have contacted council members, especially Cllr. Smith with regard to bullying both in and out of school. In this regard Cllr. Smith has prepared a discussion paper on the matter (see Appendix 1 of the Report)

### 4. Members are recommended:

- To review the report and Appendix 1 to the report:
- Consider what/if any involvement the Town Council can have on dealing with anti-social behaviour and bullying,



|               |   |
|---------------|---|
| <b>Topic:</b> | Youth disorder in Longridge.<br>School bullying and extra mural disorder. |
| Prepared by:  | Longridge Town Councillor P. Smith (Alston Ward)                          |
| Contact:      | p.smith@longridge-tc.gov.uk   |
| Date:         | 20/12/2024  |

### Background:

I have recently been approached by more than one Longridge parent worried about their child being bullied at school.

It has been my intention to write a discussion paper for Longridge Town Council, with a view to the Council supporting parents who have encountered school bullying directly, or who are worried about the prospect of their child being bullied at some stage in the future.

The Town Council has no direct authority to intervene in cases of bullying. However, it is right that residents should feel able to approach their Councillors for support. A Councillor can offer support and direct the resident to the relevant persons, or organisations. A Councillor might then step back (but not away) from investigations and management of specific cases, leaving appropriate persons, or organisations to take the lead in handling matters.

With each of the parents whom spoke to me, the school in question was at the Primary stage. Now, it has come to light that youth disorder has erupted at the Secondary level. I have, therefore, written this Paper taking into account recent developments.

### Disorder amongst High School pupils.

It is distressing to read of a history of extra mural disorder amongst school pupils in an e-mail, of 19 November 2024, from a resident addressed to the Longridge Town Clerk, asking to contact a Town Councillor. The resident describes the verbal and physical harassment of an elderly lady resident in and within close proximity to Doctor's Row, which is in close walking proximity to both of the schools. Apparently, this is only the latest of such incidents of disorder.

### Experience of school bullying.

My partner and I brought up three children, all of whom went to secondary schools in North London. I give two examples of how nasty school bullying can be.

**Case 1)** My partner received a phone call, asking her to take fresh underwear and trousers to her son's school.

Powerful armed gangs of school bullies had taken charge of all the school toilet blocks, using what ought to have been communal space as gang headquarters. The gangs forbade the use of toilet facilities to the entire pupil population, with obvious consequences.

The boy was harassed on his way home. I escorted him, and that adult presence solved that particular manifestation of his bullying problem.



I don't think the school ever tackled the gangs. Incredibly, there was adult resistance to the idea of using metal detector gateways to disarm the gangs.

**Case 2)** The experience of a second son at a different school was even worse.

The lad was selected as their victim by a group of three older boys. He was soon too terrified to get on the bus to school. They were 'on his case' during breaks. They threw him down a flight of stairs. That was the last straw. Our parental visit to the Head Teacher brought no comfort.

We moved the boy to another school. We discovered the Head of the new school had, herself, been bullied at school. See 'Tackling the virus' below.

## The march of bullying.

The reader will note my title, above,

"School bullying and extra mural disorder."

I believe bullying within schools and bad conduct outside the school walls are directly related. Tackle school bullying, and that will be a significant step towards reducing extra mural violence.

Once the virus of bullying infects a cohort of school pupils it remains embedded within that cohort as it passes through a school, and into adult life.

The virus is oblivious to the passage of time, and it passes through school boundary walls into the surrounding community. Relative social standings between bullies and the bullied can last all through former pupils' lives.

Just as there may be occasional 'brilliant years' populated with outstanding students, there can be 'good years', which pass through school with little or no bullying.

Paradoxically, the 'good year' phenomenon might lead to a dropping of the guard, allowing the insidious bullying virus to creep into a school.

## Tackling the virus.

The Head Teacher in case 2 (above) ran a strict regime of security.

Corridors were patrolled by uniformed Security Officers.

No one got into a toilet block without the door key being turned by a Security Officer.

Pupils were (and presumably still are) taught of the wickedness of bullying.

***The result was a peaceful multi-cultural, multi-ethnic school, where the Work Ethic prevailed.***

The lad concerned was never bullied again. He is now in his thirties, and works at University College London, as does his brother, and sister.

## Projection into the streets.

In the legal sense, bullying is disorder in its own right. The virus respects boundaries of neither time nor space.

If there is bullying within a school it will walk out of the gates, and that disorder will manifest itself in the wider community.

Allowing any kind of disorder within school boundaries means disorder in at least one form will occur in streets surrounding schools.

***That is why I believe bullying within schools and bad conduct outside the school walls are directly related.***

## High street disorder

I have witnessed bullying and conflict in Berry Lane, at and near the Preston bound bus stop opposite the Post Office.

A teen was standing in the road trying to hide from an older lad, using the bus shelter as a barrier.

He wasn't safe from passing traffic.

He wasn't safe from the bully.

Nearby, but only a short distance away, a gang of male and female teens formed a semi-circle round the bully ... but leaving him lots of space to manoeuvre, had a fight ensued.

I could not intervene. I was vastly outnumbered. I don't know how things proceeded. Perhaps they caught the bus?

## Youth disorder in Longridge.

From the e-mail, it is quite clear we have had very nasty outbreaks of youth disorder.

Crowding someone, hurling abuse, and throwing missiles ... all are wholly unacceptable.

## A way forward?

The root of youth disorder is often (not exclusively) to be found in the schools, where young people spend most of their time, and push boundaries and they grow. Bullying is vile, but it is a trap into which the young can fall easily, as they experiment with interpersonal relationships. Bullying needs to be stopped.

Stamping out bullying of pupils at school is primarily the responsibility of schools.

Policing street disorder must, ultimately, be the responsibility of Lancashire Constabulary.

Where there is criminal activity, there is an overlap between school and police.

Perhaps there is a lesson to be learnt from the Head Teacher in Case 2 (above), in her employment of Security Guards?

One is aware that there will be a financial cost involved in the employment of Security Guards, whose precise role would need to be decided.

A start might be to ascertain if there are gang hotspots within the schools, which need supervision?

Does access to toilets need to be controlled?

Do corridors need to be patrolled?

Is there a need for (more) CCTV?

Is there a need to better street lighting in trouble spots?

Do pupils need to be supervised on their way home from school?

***In the latter case, because there has already been serious disorder, there is an obvious and present need for action.***

Will a lone Police Community Support Officer be able to project sufficient gravitas, and authority to control disorderly behaviour amongst adolescents?

Do we not need a visible police presence, with possible intervention, at the main school leaving times?

**I hope my description of experiences of school bullying and its relationship with extra mural disorder, together with my thoughts as to ways forward, will assist in deliberations.**

--O--

# Agenda Item 12

## For Information/Discussion



Longridge  
Town Council

|                 |  |
|-----------------|--|
| <b>Meeting:</b> | <b>Full Council</b>                      |
| Meeting Date:   | 11 December 2024                         |
| 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](https://www.ribblevalley.gov.uk/weekly_lists)

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

### 2. Applications Registered by RVBC since the last Full Council Meeting.

|                     |  |
|---------------------|--|
| <b>Application:</b> | 3/2024/0765  |
| <b>Proposal:</b>    | Single-storey extension to side and rear and enlargement of rear dormer. |
| <b>Location:</b>    | 3 <del>Hoghton</del> Road Longridge PR3 3UA                              |

|                     |  |
|---------------------|--|
| <b>Application:</b> | 3/2024/0902  |
| <b>Proposal:</b>    | Alteration to land levels and erection of agricultural building.   |
| <b>Location:</b>    | Land rear of New Drop Cottage Old Clitheroe Road Longridge PR3 2HJ |

|                     |  |
|---------------------|--|
| <b>Application:</b> | 3/2024/0902  |
| <b>Proposal:</b>    | Proposed timber framed roof and building up of existing walls to cover existing yard adjacent to existing workshop to house tractor and small trailer. Installation of solar panels to roof. |
| <b>Location:</b>    | Baines Farm Pinfold Lane Longridge PR3 3BH   |

|                     |   |
|---------------------|---|
| <b>Application:</b> | 3/2024/0858   |
| <b>Proposal:</b>    | Application for retrospective planning permission for external alterations to and change of use of <u>Backcastle Works</u> from storage (B8) to exercise/yoga studio; rehabilitation studio; bicycle repair workshop and storage. |
| <b>Location:</b>    | <u>Backcastle Works</u> Pendle Court Little Lane Longridge PR3 3WY  |

|                     |   |
|---------------------|---|
| <b>Application:</b> | 3/2024/0788   |
| <b>Proposal:</b>    | Conversion of loft and installation of dormers to front and rear roof slopes. |
| <b>Location:</b>    | 1 Wheatley Drive Longridge PR3 3TT  |

|                     |  |
|---------------------|--|
| <b>Application:</b> | 3/2024/0973  |
| <b>Proposal:</b>    | Fell T1 Sycamore, Fell T2 Red Oak, reduce G1 mixed group of conifers, mixed shrubs and red oaks by 30%, crown raise the retained two red oaks to 3-4m and remove an ash stump. |
| <b>Location:</b>    | The Old Vicarage Market Place Longridge PR3 3RR  |

|                     |   |
|---------------------|---|
| <b>Application:</b> | 3/2024/0976   |
| <b>Proposal:</b>    | Permission in Principle for the erection of one dwelling. |
| <b>Location:</b>    | The Stables Chaigley Road Longridge PR3 3TQ               |

### 3. Applications decided by RVBC since the last Full Council Meeting.

|                     |                                   |
|---------------------|-----------------------------------|
| <b>Application:</b> | 3/2024/0450                       |
| <b>Proposal:</b>    | Two-storey extension to side      |
| <b>Location:</b>    | 8 Belmont Court Longridge PR3 3TG |
| <b>Decision</b>     | Approved with conditions          |

|                     |  |
|---------------------|--|
| <b>Application:</b> | 3/2024/0757  |
| <b>Proposal:</b>    | Permission in Principle for one new dwelling in the garden |
| <b>Location:</b>    | Addison House Lower Lane Longridge PR3 2YH                 |
| <b>Decision</b>     | Refused  |

|              |   |
|--------------|---|
| Application: | 3/2024/0815   |
| Proposal:    | Demolition of detached garage and construction of two-storey and single-storey extensions to side and rear, incorporating front dormer, including new, integral double garage and replacement sewage treatment plant. |
| Location:    | 1 <del>Cockleach</del> Cottages Chipping Road Longridge PR3 2NB   |
| Decision     | Refused   |

|              |  |
|--------------|--|
| Application: | 3/2024/0722  |
| Proposal:    | Proposed dormer to front, two-storey extension to rear, demolition of existing garage and replacement with new single-storey single garage and garden store. |
| Location:    | 15 Highfield Drive Longridge PR3 3SN   |
| Decision     | Approved with conditions   |

|              |  |
|--------------|--|
| Application: | 3/2024/0746  |
| Proposal:    | <del>Writtenstone</del> Farm <del>Writtenstone</del> Lane Longridge PR3 2ZN  |
| Location:    | Listed Building Consent for proposed re-slating roof including re-leading valleys and chimneys and re-pointing all external walls and washing existing render. |
| Decision     | Approved with conditions   |

|              |   |
|--------------|---|
| Application: | 3/2024/0465   |
| Proposal:    | Installation of 2.4m high wire mesh perimeter security fence and gates including electronically controlled sliding vehicular gate to Barnacre Road. |
| Location:    | Barnacre Road Primary School Barnacre Road Longridge PR3 2PD  |
| Decision     | Approved with conditions  |
| Comments     | Residents attended a Council meeting regarding this application   |

|              |  |
|--------------|--|
| Application: | 3/2024/0777  |
| Proposal:    | Proposed demolition of existing conservatory and replacement with single-storey extension. |
| Location:    | Oak Tree Farm Preston Road Longridge PR3 3BL   |
| Decision     | Approved with conditions   |

|              |   |
|--------------|---|
| Application: | 3/2024/0715   |
| Proposal:    | Proposed single-storey gabled extension to front and single-storey extension to side. |
| Location:    | 27 Calfcote Lane Longridge PR3 3SZ  |
| Decision     | Approved with conditions  |

**4. Members are recommended to:**

- a. Note the report.
- b. Set out any actions relating to the planning matters set out in the report.

|                 |   |
|-----------------|---|
| <b>Meeting:</b> | <b>Full Council</b>                     |
| Meeting Date:   | 13 November 2024                        |
| 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 13/11/2024 Council Meeting.

| Minute<br>241113/ | Action  | Who           | Update                   |
|-------------------|---|---------------|--------------------------|
| 8a                | Investigate re-sitting the defibrillator cabinet on the Café wall near the Bleed cabinet.   | Clerk         | Ongoing                  |
| 8b                | Set up a Working Group, including Cllrs. Smith and Jackson to investigate the establishment of a 'Longridge Lifesavers' group.  | Clerk         | Complete                 |
| 8c                | Look into the adoption of decommissioned phone boxes and report back to the Full Council  | Cllr. Jackson | Complete                 |
| 9                 | Contact RVBC stating that the Town Council's is interested in the creation of a taxi stand(s) in Longridge near Co-op supermarket on Berry Lane.                              | Clerk         | Complete                 |
| 12                | Contact RVBC's Director of Economic Development and Planning, noting that the Town Council would be able to engage with contractors who may be able to provide design quotes. | Clerk         | Complete and no response |
| 14                | Contact the previous clerk on an employment matter regarding training.  | Clerk         | Noted                    |

### 3. Update on Actions from 09/10/2024 Council Meeting.

| Minute<br>241009/ | Action   | Who   | Update   |
|-------------------|--|-------|----------|
| 7b                | Agree to remove action 10c from the 14/08/24 Council meeting.                              | Clerk | Complete |
| 7c                | Agree to change action 11.b from the meeting on 17/07/24 to Noted.                         | Clerk | Complete |
| 9.1a              | Contact LCC and ask them to consider:<br>Extending the lease period of the plot to 5 years | Clerk | Complete |



|      |   |                             |                    |
|------|---|-----------------------------|--------------------|
| 9.1b | Contact LCC and ask them to consider:<br>Visiting the site and investigate the longstanding drainage issue.                         | Clerk                       | Complete           |
| 9.1c | Contact LCC and ask them to consider:<br>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 the use of banners and festive lights on columns where the council had installed brackets and electric sockets. | Clerk                       | Noted              |
| 9.3  | Discuss Townley Gardens with RVBC and Borough Councillors and report back to the Town Council.                                      | Cllr. Jameson               | No longer required |
| 9.5  | Inform the 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           |

#### 4. Update on Actions from 11/09/2024 Council Meeting.

| Minute<br>240911/ | Action  | Who   | Update   |
|-------------------|---|-------|----------|
| 11                | Inform RVBC of the Council's planning considerations.       | Clerk | Complete |
| 13                | Send a donation £100 to NW Ambulance Service                | Clerk | Complete |
|                   | Draft a letter of thanks to the Community Liaison Paramedic | Clerk | Complete |

## 5. Update on Actions from 14/08/2024 Council Meeting.

| Minute<br>240811/ | Action  | Who                   | Update   |
|-------------------|---|-----------------------|----------|
| Public            | Provide update on Pump Track and Townley Garden projects  | Clerk                 | Complete |
| 10b               | Contact Townley Arms regarding the siting of a 'Bleed' and Defib. cabinet on the wall near the noticeboard. | Cllr. Smith           | Complete |
| 13b               | Inform RVBC of the Council's planning considerations  | Clerk                 | Complete |
| 15a               | Set up a Remembrance Sunday Working Group   | Clerk                 | Complete |
| 15c               | Prepare a Risk Register for the next FC meeting   | Cllr. Smith and Clerk | Complete |

## 6. Update on Actions from 17/07/2024 Council Meeting.

| Minute<br>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 Parish Council 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                               | Ongoing.           |
| 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.b              | Contact RVBC regarding inserting the council ward on planning applications and decisions.                                | Cllr. Jameson                       | No longer required |
| 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           |

## 7. Members are recommended:

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