



# 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 14 January 2026 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 10 December 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 Longridge Town Band – Annual Patron Fee**

Report of the Clerk (enclosed) for members to consider a request from the Longridge Band for renewal of the annual patron fee.

**8 Committee Nominations.**

Report of the Clerk (enclosed) for members to consider nominations for the Budget, Staffing and Estates Committees.

**9 Code of Conduct.**

Report of the Clerk (enclosed) for members to consider and adopt a revised Code of Conduct.

**10 Social Media.**

Report of the Clerk (enclosed) for members to note the need for Social Media policies and review and approve three policies and a Data Protection Statement.

10.1 Social Media - Policy

10.2 Councillor use of Social Media - Policy

10.3 Social Media Moderation - Policy

10.4 Data Protection/GDPR - Statement

**ITEMS for INFORMATION/DISCUSSION****11 Employment of Gardener and Lengthsman.**

Verbal update from the Clerk.

**12 Update on the latest round of UKSPF grant applications.**

Report of the Clerk (enclosed), to update members on the Council's submissions.

**13 Planning Applications.**

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

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

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

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

Reports and verbal updates.

**16 Future Meetings.**

2026: 11 February and 11 March.



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



# Longridge Town Council

## Full Council – Minutes

<b>Date:</b>	<b>10 December 2025</b>	
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.	
<b>Present:</b>	Councillors: L. Jameson (Chair), P. Smith, J. Rogerson, M. Gornall, S. Rainford, N. Eccles and A. Wallbank.	
<b>In attendance:</b>	Town Clerk and one member of the public.	
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b> 21:21

**251210/**

**1. WELCOME BY THE CHAIR.**

The Chair (Cllr. Jameson), welcomed everyone to the meeting, and provided an update on his recent and forthcoming Mayoral duties. He thanked the Longridge Band for their valuable contribution to life in Longridge and noted how well the Youth Band had played at the Christmas Concert and how grant the Town Council had made for the purchase of a Tuba was being put to good use.

**2. APOLOGIES FOR ABSENCE.**

Members accepted apologies from Town Councillors Jackson, Spencer and Hindle.

**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 12 November 2025 were agreed as a correct record and signed by the Chair.

**5. PUBLIC PARTICIPATION.**

The Chair requested members grant permission for a member of the public to address the Council to discuss the possible closure of Longridge Hospital.

**RESOLVED THAT COUNCIL:**

Grant permission.

## 6. FINANCIAL MATTERS.

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 in Table 1 below.

### 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.

## 7. 2026-2027 BUDGET AND PRECEPT CONSIDERATIONS.

The Clerk submitted a report asking members to consider the recommendations of the Budget Committee for the 2026/27 budget, precept and reserves.

RESOLVED THAT COUNCIL:

- Approve a precept for 2026/27 of £106,410.  
*It was noted that this would result in a Band D Council Tax of £32.28 (a 7.5% increase for 2025/26).*
- 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 of the report
- Authorise the Clerk to submit the Precept Demand to RVBC.

## 8. GRANT AND SPONSORSHIP REQUESTS.

The Clerk submitted a report requesting members to consider a grant request from the Valley Singers for £250 to purchase sheet music.

RESOLVED THAT COUNCIL:

Approve the grant request from the Valley Singers and authorise the Clerk to inform the Valley Singers of the Council's decision and make the necessary arrangement for payment.

## 9. REQUEST FOR A PLAQUE IN THE MEMORY OF PAUL BYRNE.

The Clerk submitted a report requesting 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.

RESOLVED THAT COUNCIL:

- Approve the request in principle.
- Request the Clerk to draft a policy on such requests and submit to a meeting of the Estates Committee for review and consideration.

**10. UKSPF – GRANT FOR SOLAR PANELS**

The Clerk submitted a report requesting members to confirm those members who are authorised to sign the Grant Agreement.

RESOLVED THAT COUNCIL:

- a. 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.
- b. Nominate Cllr. Jameson and Walker to sign the necessary legal documents.

**11. SHARED PROSPERITY AND JUBILEE FUND.**

The Clerk submitted a report requesting members to consider suitable projects where the Council could submit Expressions of Interest. The report noted that submissions had to be submitted by 5 January 2026.

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

RESOLVED THAT COUNCIL:

- a. Request the Clerk to email a list of potential projects to all members requesting their views.
- b. Nominate Councillors Smith and Gornall to work with the Clerk in preparing the Expressions of Interest.

**12. MEMBERSHIP OF COMMITTEES AND TRAINING**

The Clerk submitted a report requesting Council consider nominating members to its committees at its January 14, 2026 meeting.

The report noted that nominating members early would allow new committee members receive appropriate training before the committees become fully operational in mid-May 2026.

RESOLVED THAT COUNCIL:

Approve the request.

**13. LOCAL GOVERNMENT REORGANISATION**

The Clerk submitted a report updating members on Local Government Reorganisation.

The Report noted the following timeline:

- Early 2026: Government-led public consultation.
- Summer 2026: Preferred model selected.
- May 2027: Shadow council elections.
- April 2028: New unitary councils become operational and existing councils are dissolved.

RESOLVED THAT COUNCIL:

Note the report.

**14. PLANNING APPLICATIONS**

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

RESOLVED THAT COUNCIL:

- a. Note the Report.
- b. Request the Clerk to submit comments regarding 3/2025/0910 to RVBC.

**15. UPDATE ON ACTIONS SINCE THE LAST MEETING**

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

RESOLVED THAT COUNCIL:

Note the Report.

**16. COUNCILLOR REPORTS AND UPDATE FROM THE CHAIRS OF WORKING GROUPS**

Cllr. Gornall, Chair of the Towneley Garden Event Space Working Group, provided a progress update, Cllr. Rainford Chair of the 'Banners' Working Group provided an update from the initial meeting and Cllr. Smith updated members on the work he had carried out on the 'Longridge Loop' and noted that he had produced a presentation which was available to view.

RESOLVED THAT COUNCIL:

Thanked members for the updates.

**17. FUTURE MEETINGS.**

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  
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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:	14/01/2026
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		School Badges	Ladies Scarves	221.52	36.92	184.60		19/12/2025
2	INV2421	Yates Playgrounds	Repairs and Maintenance on the Recreation Ground Play Area managed by LTC	3,336.00	556.00	2,780.00		18/12/2025
				<b>3,557.52</b>	<b>592.92</b>	<b>2,964.60</b>		

**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.

## Income 1 April 2025 to 31 March 2026.

Source	2025-26 Apr-Dec Actual	Forecast			2025-26 Projected Income £
		Jan	Feb	Mar	
205 Allotment Rent	437	0.00	0.00	0.00	437
205 RVBC and LCC Grants	3,926	0.00	0.00	0.00	3,926
003 Bank Interest NatWest	495	40.00	40.00	40.00	615
220 Petty Cash	0	0.00	0.00	0.00	0
290 Room Hire (Lettings)	2,825	440.00	440.00	440.00	4,145
295 Café Rent	6,363	707.00	707.00	707.00	8,484
296 Utilities Contribution	1,454	1,250.00	1,250.00	1,250.00	5,204
<b>TOTAL</b>	<b>15,499.50</b>	<b>2,437.00</b>	<b>2,437.00</b>	<b>2,437.00</b>	<b>22,811</b>

Note: For accounting purposes income does not include Precept and VAT reclaim.

## Actual and Projected Net Expenditure - 1 April 2025 to 31 March 2026. v07/01/2026

Community Purse		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget £	2026-27 Agreed Budget £	
				Jan	Feb	Mar				
450	Youth Council	1,500	0.00	0.00	0.00	0.00	0	-1,500.00	0	
460	Allotments	100	0.00	0.00	0.00	0.00	0	-100.00	100	
470	Civic events inc. remembrance services	6,000	7,284.00	0.00	0.00	0.00	7,284	1,284.00	5,500	
	Chauffeur	0	504.00	150.00	100.00	100.00	854	854.00	200	
	Mayoral allowance 2025/26	600	0.00	0.00	0.00	0.00	0	-600.00	600	
480	Mayoral allowance 2024/25	550	827.00	0.00	0.00	0.00	827	277.00	0	
500	Christmas trees and tree lights	5,000	390.00	0.00	0.00	0.00	390	-4,610.00	500	
490	Community Partnership	500	0.00	0.00	0.00	0.00	0	-500.00	0	
510	Grants and Donations	20,000	15,438.00	0.00	0.00	0.00	15,438	-4,562.00	10,000	
520	Community Sponsorship	500	100.00	0.00	600.00	0.00	700	200.00	10,000	
		<b>SUB TOTAL</b>	<b>34,750</b>	<b>24,543.00</b>	<b>150.00</b>	<b>700.00</b>	<b>100.00</b>	<b>25,493</b>	<b>-9,257.00</b>	<b>26,900</b>

Line 21. £5,959 annual charge for litter picking, similar amounts paid since 2022-23. £296 for emptying freestanding bin.

Amenity and Asset Maintenance		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
530	Public toilets (Towneley Gardens)	500	0.00	0.00	0.00	0.00	0.00	-500.00	0
415	Plants and planters	1,000	598.00	0.00	0.00	0.00	598.00	-402.00	0
420	Gardening services	2,000	1,833.00	100.00	0.00	0.00	1,933.00	-67.00	2,400
410	Tree Works	0	400.00	0.00	0.00	0.00	400.00	400.00	0
440	Caretaker/lengthsman services	3,000	4,425.00	800.00	400.00	400.00	6,025.00	3,025.00	6,240
550	Play Area and Skatepark	1,000	3,000.00	0.00	0.00	0.00	3,000.00	2,000.00	750
570	Litter and waste disposal RVBC	1,250	6,243.50	0.00	0.00	0.00	6,243.50	4,993.50	6,500

390	Asset purchase	0	549.00	1,348.34	0.00	0.00	1,897.34	1,897.34	0
395	Asset replace and refurbish	2,000	2,510.00	0.00	0.00	0.00	2,510.00	510.00	100
540	Maint. of open space and miscellaneous	0	2,591.00	0.00	0.00	0.00	2,591.00	2,591.00	0
26	Defib. and bleed kits	700	0.00	0.00	0.00	0.00	0.00	-700.00	630
<b>SUB TOTAL</b>		<b>11,450</b>	<b>22,149.50</b>	<b>2,248.34</b>	<b>400.00</b>	<b>400.00</b>	<b>25,197.84</b>	<b>13,747.84</b>	<b>16,620</b>

		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
	<b>Insurance, Banking &amp; Prof. Services</b>								
350	Insurance	3,500	3,250.15	0.00	0.00	0.00	3,250.15	-249.85	3,300
355	Bank charges	240	102.00	13.20	13.20	13.20	141.60	-98.40	160
590	Memberships and Subscriptions	1,500	1,415.75	0.00	0.00	0.00	1,415.75	-84.25	1,425
600	Professional Services	2,000	2,255.00	0.00	0.00	0.00	2,255.00	255.00	250
365	Auditor	500	0.00	0.00	0.00	0.00	0.00	-500.00	250
<b>SUB TOTAL</b>		<b>7,740</b>	<b>7,022.90</b>	<b>13.20</b>	<b>13.20</b>	<b>13.20</b>	<b>7,062.50</b>	<b>-677.50</b>	<b>5,385</b>

		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
	<b>Station Building Maint. and Clean</b>								
610	Hygiene and Cleaning	6,500	4,559.00	240.00	270.00	240.00	5,309.00	-1,191.00	5,000
620	Security Alarm System	400	377.50	0.00	0.00	0.00	377.50	-22.50	380
630	Fire Alarm	250	95.00	0.00	0.00	0.00	95.00	-155.00	100
640	General maint. external contractors.	8,500	725.93	0.00	0.00	0.00	725.93	-7,774.07	1,000
650	Internal CCTV	500	0.00	0.00	0.00	0.00	0.00	-500.00	0
660	IT Support	350	630.00	0.00	0.00	0.00	630.00	280.00	200
<b>SUB TOTAL</b>		<b>16,500</b>	<b>6,387.43</b>	<b>240.00</b>	<b>270.00</b>	<b>240.00</b>	<b>7,137.43</b>	<b>-9,362.57</b>	<b>6,680</b>

Miscellaneous Expenses		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
670	Post, stationary and consumables, civic	1,000.00	278.34	0.00	0.00	80.00	358.34	-641.66	300
680	Attendance at conferences	1,000.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	50
690	Cllr. Expenses	200.00	0.00	0.00	0.00	0.00	0.00	-200.00	100
SUB TOTAL		2,200.00	278.34	0.00	0.00	80.00	358.34	-1,841.66	450
Office		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
700	Furniture	600.00	0.00	99.00	0.00	0.00	99.00	-501.00	100
710	Equipment	250.00	716.70	0.00	0.00	0.00	716.70	466.70	100
SUB TOTAL		850.00	716.70	99.00	0.00	0.00	815.70	-34.30	200
Specific Projects		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
720	Longridge in Bloom	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500
730	Rental Festive lights	0.00	9,860.00	0.00	0.00	0.00	9,860.00	9,860.00	3,960
740	Community Well-Being Garden	2,000.00	1,612.00	0.00	200.00	0.00	1,812.00	-188.00	500
SUB TOTAL		2,000.00	11,472.00	0.00	200.00	0.00	11,672.00	9,672.00	5,960
Staff Costs		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
300	Clerk Salary (Gross)	37,500.00	26,152.00	2,860.80	2,860.80	2,860.80	34,734.40	-2,765.60	46,000
301	Deputy Clerk Salary (Gross)	0.00	505.00	345.72	345.72	345.72	1,542.16	1,542.16	5,200

302	HMRC payments relating to previous clerk	0.00	11,812.00	0.00	0.00	0.00	11,812.00	11,812.00	0
315	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600
310	Expenses and additional remunerations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
305	Payroll costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	560
	<b>SUB TOTAL</b>	<b>37,500.00</b>	<b>38,469.00</b>	<b>3,206.52</b>	<b>3,206.52</b>	<b>3,206.52</b>	<b>48,088.56</b>	<b>10,588.56</b>	<b>52,360</b>

		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
	<b>Telephone and Internet</b>								
750	Telephone - Landline	750	902.00	74.00	74.00	74.00	1,124.00	374.00	700
760	Telephone - Mobile	300	278.00	37.34	37.34	37.34	390.02	90.02	450
770	Website and web and email services	1,000	757.00	104.28	104.28	104.28	1,069.84	69.84	1,251
780	IT and Wifi Equipment	1,000	453.00	0.00	0.00	0.00	453.00	-547.00	100
	<b>SUB TOTAL</b>	<b>3,050</b>	<b>2,390.00</b>	<b>215.62</b>	<b>215.62</b>	<b>215.62</b>	<b>3,036.86</b>	<b>-13.14</b>	<b>2,501</b>

		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
	<b>Utilities</b>								
790	Electricity	20,000	2,530.46	490.00	1,225.00	1,225.00	5,470.46	-14,529.54	12,000
800	Gas	1,300	4,620.00	100.00	100.00	90.00	4,910.00	3,610.00	1,500
810	Water and Waste	3,500	2,116.00	270.00	270.00	270.00	2,926.00	-574.00	3,000
	<b>SUB TOTAL</b>	<b>24,800</b>	<b>9,266.46</b>	<b>860.00</b>	<b>1,595.00</b>	<b>1,585.00</b>	<b>13,306.46</b>	<b>-11,493.54</b>	<b>16,500</b>

		2025-26 Budget	2025-26 Apr-Dec. Actual	Forecast			2025-26 Projected Spend £	Variance. Projected vs Budget	2026-27 Agreed Budget £
				Jan	Feb	Mar			
	<b>TOTAL</b>	<b>140,840</b>	<b>122,695.33</b>	<b>7,033</b>	<b>6,600</b>	<b>5,840</b>	<b>142,169</b>	<b>1,329</b>	<b>133,556</b>



**Note:** Includes £11,812 payments to HMRC for previous Clerk. (302)



**Note:** The £133,556 Budget was agreed at the Full Council meeting held on 10-12-2025. Based on the recommendations of the 02-12-2025 Budget Committee.

## Reconciliation of Receipts and Payments at 07-01-26

£	
<b>Unity Trust: Balance carried forward 1 April 2025:</b>	<b>6,370.32</b>
Add total <b>receipts</b> to date:	174,722.42
Less total <b>payments</b> to date:	134,247.02
<b>System balance at 07-01-26:</b>	<b>46,845.72</b>
£	
<b>Unity Trust Bank balance at 07-01-26:</b>	<b>46,845.72</b>
Mayoral Ball Funds:	4,087.51
Unity Balance at 07-01-26 less Mayoral Funds:	<b>42,758.21</b>
NatWest Reserve Accounts at 28-11-25:	53,786
Latest Bank Statements	
<b>Total Available Funds:</b>	<b>96,544</b>

*Council's Accounting System*

*If these two figures are different an explanation is required.*

## NatWest - Account No. 1

£	
Balance carried forward April 2025:	88,202.46
Balance 31 October 2025:	68,684.92
<b>Balance 28 November 2025:</b>	<b>48,785.87</b>

£40,000 has been transferred to Unity Trust Bank.  
£20,000 on 22-09-25  
£20,000 on 12-11-25.

Latest Bank Statement

## NatWest Account No. 2

£	
Balance carried forward 1 April 2025:	£5,000.00
Balance 28 November 2025:	£5,000.00

Latest Bank Statement

# Agenda Item 7

## For Decision/Discussion



Longridge  
Town Council

<b>Meeting:</b>	<b>Full Council</b>
<b>Meeting Date:</b>	14 January 2026
<b>Title:</b>	Longridge Town Band – Annual Patron Fee
<b>Submitted by:</b>	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

For members to consider a request from the Longridge Band for renewal of their annual patron fee, which came to an end in December 2025.

### 2. Financial Considerations.

Members are reminded that in previous years the Council has paid a fee of £500 in 2019-2021 and £600 in 2022, 2023 and 2024.

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 table below shows the payments made by the Town Council to the Longridge Band from 19 December 2022 to the present day.

Date	Amount £	Comments
19/12/2022	150	Grant (request was for £300)
19/12/2022	600	Remembrance Sunday 2022
17/03/2023	600	Patrons fee 2023
26/07/2023	1,500	Refurbishment grant
16/01/2024	500	Grant
16/01/2024	600	Remembrance Sunday 2023
15/11/2024	600	Remembrance Sunday 2024
19/12/2024	600	Patrons fee 2024
19/05/2025	550	Mayoral Charity
20/06/2025	500	Tuba grant
14/11/2025	600	Remembrance Sunday 2025
<b>Total:</b>	<b>6,800</b>	

### 3. Members are recommended to:

- a. Consider the renewal of the Longridge Band Annual Patron Fee.
- b. If a fee is approved, agree the amount to be paid.

# Agenda Item 8

## For Decision/Discussion



Longridge  
Town Council

<b>Meeting:</b>	Full Council
<b>Meeting Date:</b>	14 January 2026
<b>Title:</b>	Committee Membership Appointments
<b>Submitted by:</b>	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

To provisionally appoint members to the Finance, Estates, and Staffing Committees for the 2026-27 civic year.

### 2 Introduction.

Members will recall that at the 10 December 2025 Full Council meeting, they agreed to provisionally appoint members to the Council's Standing Committees, as this would allow new committee members receive appropriate training before the committees become fully operational in mid-May 2026.

### 3 Current Standing Committees and Membership.

**Note:** Councillors Jameson, Gornall, Hindle and Wallbank are currently not on any Standing Committee.

Finance	Estates	Staffing	Cllr.	Committee
Cllr. Eccles	Cllr. Jackson	Cllr. Eccles	Eccles	Finance and Staffing
Cllr. Rainford	Cllr. Rogerson	Cllr. Jackson	Jackson	Estates and Staffing
Cllr. Rogerson	Cllr. Smith	Cllr. Rainford	Rainford	Finance and Staffing
Cllr. Smith	Cllr. Stubbs	Cllr. Spencer	Rogerson	Finance and Estates
Cllr. Stubbs	Cllr. Walker	Cllr. Walker	Smith	Finance and Estates
Cllr. Walker			Spencer	Staffing
			Stubbs	Finance and Estates
			Walker	Finance, Estates, Staffing

### 4 Members are recommended to:

Provisionally appoint members to the Finance, Estates, and Staffing Committees for the 2026-27 civic year.

# Agenda Item 9

## For Decision/Discussion



Longridge  
Town Council

<b>Meeting:</b>	<b>Full Council</b>
<b>Meeting Date:</b>	14 January 2026
<b>Title:</b>	Code of Conduct
<b>Submitted by:</b>	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

For members to consider adopting the Code of Conduct for Councillors based on the Local Government Association Model Code of Conduct, as shown in Appendix 1.

### 2 Introduction.

High standards of conduct are fundamental to effective local government and public confidence in decision-making. Councillors are elected representatives who exercise public authority and are therefore required to adhere to clear, transparent standards of behaviour.

This report explains:

- Why Longridge Town Council must have an adopted Code of Conduct; and
- Why the Council proposes to adopt the LGA Model Code of Conduct, rather than the alternative NALC version.

### 3 Statutory Requirement for a Code of Conduct.

Under **Section 27 of the Localism Act 2011**, every local authority, including parish and town councils, is required to adopt a Code of Conduct dealing with the conduct expected of members when they are acting in that capacity.

The Code must:

- Be consistent with the Nolan Principles of Public Life
- Set clear standards of behaviour
- Provide a framework for handling alleged breaches

Without an adopted Code of Conduct, the Council would be **non-compliant with statutory requirements** and exposed to governance and reputational risk.

### 4 Purpose and Benefits of a Code of Conduct

An adopted Code of Conduct:

- Sets clear expectations for councillors' behaviour.
- Protects councillors by providing clarity and consistency.
- Protects officers from inappropriate conduct or pressure.
- Supports respectful debate and decision-making.
- Helps maintain public trust and confidence.
- Provides a clear basis for handling complaints.

The Code applies equally to **online and offline conduct**, including the use of social media.

## 5 Available Model Codes of Conduct

There are two commonly used model codes available to parish and town councils:

- **The LGA Model Code of Conduct**, issued by the Local Government Association
- **The NALC Code of Conduct**, issued by the National Association of Local Councils

Both are lawful and compliant with the Localism Act 2011.

## 6 Relationship Between the LGA and NALC Codes

The **NALC Code of Conduct** is based directly on the **LGA Model Code of Conduct**. The two documents are substantively aligned and set out the same core principles, obligations, and standards.

The differences between them are primarily:

- Presentation and structure.
- Minor wording changes.
- Additional parish-specific explanatory text in the NALC version.

## 7 Reasons for Adopting the LGA Model Code of Conduct

Longridge Town Council proposes to adopt the **LGA Model Code of Conduct** for the following reasons:

### 7.1 National Consistency

The LGA Model Code is the **nationally recognised benchmark** for councillor conduct across all tiers of local government. Adoption ensures consistency with principal authorities and partner organisations.

### 7.2 Monitoring Officer Expectations

Monitoring Officers generally reference and apply the **LGA Model Code** when considering standards matters. Using the LGA version reduces ambiguity and aids effective complaint handling.

### 7.3 NALC Endorsement

NALC has confirmed that its Code is derived from and aligned with the LGA Model Code, and that parish and town councils may adopt the LGA version directly.

### 7.4 Future-Proofing

The LGA Model Code is updated in response to legislative and regulatory developments. Adoption reduces the risk of future amendments being required to maintain compliance.

### 7.5 Clarity and Simplicity

Adopting the LGA Model Code avoids duplication and ensures a single, clear standard applies to councillor conduct across all areas of council business.

## 8 Interaction with Other Council Policies

The Code of Conduct operates alongside, and is supported by:

- The Council's Social Media Policy
- The GDPR Social Media Privacy Statement
- Standing Orders (When renewed)
- Complaints and standards procedures. (When renewed)

Together, these documents form a coherent governance framework.

## **9 Risks of Not Adopting a Code or Using Inconsistent Standards**

Failure to adopt a clear and recognised Code of Conduct may result in:

- Non-compliance with statutory duties
- Increased risk of complaints and disputes
- Reputational damage
- Reduced public confidence
- Uncertainty for councillors and officers

The adopted Code of Conduct shall apply to all elected and co-opted members of Longridge Town Council and take effect immediately upon adoption.

## **10 Conclusion**

The adoption of a Code of Conduct is a statutory requirement and an essential element of good governance. The **LGA Model Code of Conduct** provides a clear, robust, and nationally recognised framework that is fully appropriate for Longridge Town Council.

The decision to adopt the LGA Model Code, rather than the NALC version, reflects best practice, Monitoring Officer expectations, and the need for clarity and consistency.

## **11 Members are recommended to:**

- a. Adopt the LGA Model Code of Conduct as the Code of Conduct for councillors; and
- b. Confirm that the Code applies to all elected and co-opted members; and
- c. Publish the adopted Code on the Council's website; and
- d. Require all councillors to acknowledge acceptance of the Code in writing.

## Appendix 1

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# For Information

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## Code of Conduct for Town Councillors

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Adopted: 14 January 2026

Chair: Cllr. L. Jameson

Minute Ref.:

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The policy is administered by the Town Clerk and will be reviewed in January 2027.

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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.

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## 1. Introduction and Purpose

This Code of Conduct sets out the standards of conduct expected of all elected and co-opted members of **Longridge Town Council**.

The Code is adopted in accordance with:

- Section 27 of the **Localism Act 2011**
- The **LGA Model Code of Conduct for Local Authorities**

Its purpose is to:

- Promote and maintain high standards of conduct.
- Protect the reputation of Longridge Town Council.
- Provide clarity for councillors, officers, and the public.
- Support transparency, accountability, and public confidence in local democracy.

## 2. Scope and Application

This Code applies to all councillors of Longridge Town Council when acting:

- In their official capacity.
- In any situation where they could reasonably be regarded as acting as a councillor.
- When using social media or other digital communication platforms in connection with council business.

This Code applies equally to online and offline conduct.

## 3. General Principles of Councillor Conduct

Councillors must observe the following principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

These principles underpin all obligations set out in this Code.

## 4. Respect and Courtesy

Councillors must:

- Treat others with respect.
- Not bully, harass, intimidate, or discriminate against any person.
- Promote equality and not act in a way that breaches the Equality Act 2010.
- Treat officers with political neutrality and respect their professional role.
- Avoid personal attacks, abusive language, or inflammatory behaviour.

This applies to interactions with:

- Other councillors.
- Council officers.
- Members of the public.
- Partner organisations.
- Online interactions and social media.

## 5. Bringing the Council into Disrepute

Councillors must not:

- Conduct themselves in a manner that could reasonably be regarded as bringing the Council into disrepute.
- Use their position improperly.
- Make misleading or false statements about the Council or its business.

## 6. Use of Council Resources and Position

Councillors must:

- Use council resources only for purposes directly connected with council business.
- Not use council facilities, branding, or information for political or personal gain.
- Not seek to improperly influence officers, contractors, or partners.

## 7. Confidentiality and Information

Councillors must:

- Not disclose confidential or exempt information without lawful authority.
- Respect the confidentiality of sensitive council matters.
- Only use information obtained in their role as a councillor for proper council purposes.

This duty continues after leaving office.

## 8. Interests

### 8.1 Register of Interests

Councillors must:

- Register their **Disclosable Pecuniary Interests** and other interests as required by law.
- Keep their register of interests up to date.
- Notify the Monitoring Officer of changes within the required timescale.

## 8.2 Participation in Meetings

Where a councillor has a relevant interest:

- They must declare the interest.
- They must not participate or vote where prohibited.
- They must leave the meeting where required by law or standing orders.

## 9. Bias, Predetermination and Decision Making

Councillors must:

- Approach decisions with an open mind.
- Not express fixed views that could give rise to bias or predetermination.
- Take particular care when commenting publicly on planning, licensing, or quasi-judicial matters.

## 10. Gifts and Hospitality

Councillors must:

- Register gifts or hospitality with an estimated value over the statutory threshold currently £50.
- Avoid accepting gifts or hospitality that could reasonably be perceived as influencing their role.

## 11. Social Media and Digital Communication

Councillors must:

- Conduct themselves online in accordance with this Code.
- Treat others with respect in digital communications.
- Avoid posting content that could reasonably be regarded as bringing the Council into disrepute.
- Not publish confidential information.
- Comply with the Council's Social Media Policy.

Disclaimers on personal social media accounts do not remove obligations under this Code.

## 12. Equality and Inclusion

Councillors must:

- Promote equality and inclusion.
- Not discriminate on the grounds of protected characteristics.
- Foster good relations within the community.

## 13. Complaints and Alleged Breaches

Complaints that a councillor has breached this Code:

- Will be handled in accordance with the Council's complaints and standards procedures.
- May be referred to the Monitoring Officer or relevant authority.
- May result in investigation or other appropriate action.

## 14. Sanctions

While sanctions for parish and town councils are limited in law, breaches may result in:

- Formal findings.
- Training requirements.
- Removal from committees or appointments.
- Public reporting of the outcome.

## 15. Review and Adoption

This Code will be:

- Reviewed periodically.
- Updated in line with legislative or LGA guidance changes.

# Agenda Item 10

## For Decision/Discussion



Longridge  
Town Council

<b>Meeting:</b>	Full Council
<b>Meeting Date:</b>	14 January 2026
<b>Title:</b>	Social Media Policies
<b>Submitted by:</b>	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

Report of the Clerk (enclosed) for members to note the need for Social Media policies and review and approve three policies and a Data Protection Statement.

### 2. Introduction.

Social media is now a primary means by which the public receives information, interacts with organisations, and forms opinions. Longridge Town Council currently operates, and councillors individually use, social media platforms that are visible to residents, partner organisations, and the wider public.

In the absence of clear policies, there is an increased risk of legal non-compliance, reputational damage, inconsistent communication, and breaches of the LGA Model Code of Conduct. This report explains why the adoption of formal social media policies is necessary, proportionate, and consistent with best practice in local government.

### 3. Legal and Regulatory Context

Town and parish councils are subject to the same legal framework online as offline. Social media activity can engage the following legislation and standards:

- LGA Model Code of Conduct
- Localism Act 2011. The Act 2011 was introduced to facilitate the devolution of decision-making powers from central government to local authorities and communities.
- Data Protection Act 2018 and UK GDPR. The Data Protection Act 2018 (DPA 2018) was enacted to modernise data protection laws in the UK, ensuring they are fit for purpose in a digital economy.
- Equality Act 2010. The Equality Act 2010 was enacted to simplify and unify various anti-discrimination laws into a single framework. It aims to provide clearer protections against discrimination, harassment, and victimisation in various areas, including employment, education, and the provision of services
- Freedom of Information Act 2000. The Act was enacted to ensure that the public has the right to access recorded information held by public authorities. This includes government departments and Town Councils
- Defamation, harassment, and communications legislation

Without clear policies, councillors and officers may inadvertently breach these obligations, exposing the Council to complaints, investigation, or legal challenge.

#### **4. Application of the Code of Conduct Online**

The LGA Model Code of Conduct applies equally to digital communication. Councillors may be considered to be acting in their official capacity when using social media, including when:

- Referring to themselves as a councillor
- Discussing council business or decisions
- Engaging with residents about council matters
- Using council branding or titles

A formal social media policy provides clarity on when the Code applies and protects councillors by setting clear expectations and boundaries.

#### **5. Governance and Reputational Risk**

Social media posts are:

- Public
- Permanent
- Shareable
- Capable of being taken out of context

Without agreed standards:

- Inconsistent or inaccurate information may be shared
- Officers or councillors may be subjected to online abuse
- The Council's reputation may be damaged
- Public trust in the Council may be undermined

Adopted policies ensure that communication is factual, neutral, respectful, and consistent with the Council's values.

#### **6. Protection of Councillors and Officers**

Clear social media policies:

- Protect councillors from inadvertent breaches of the Code of Conduct
- Protect officers from political pressure or public criticism
- Provide guidance on how to respond to criticism or abuse
- Reduce the likelihood of formal complaints or standards investigations

Policies act as a safeguard, not a restriction, on appropriate engagement.

#### **7. Data Protection and Privacy**

Social media activity frequently involves personal data, including:

- Names
- Images
- Comments
- Messages

Without policy guidance, there is a risk of:

- Publishing personal data without lawful basis
- Failing to obtain consent for photographs
- Mishandling messages or data subject requests

A social media policy ensures compliance with UK GDPR and supports the Council's data protection responsibilities.

## **8. Transparency and Fair Moderation**

Public bodies must balance freedom of expression with lawful moderation. A published moderation policy:

- Explains how comments are managed
- Prevents accusations of censorship or bias
- Ensures consistency and fairness
- Provides transparency to residents

This is particularly important where comments are removed or users are blocked.

## **9. Pre-Election Period (Purdah)**

During pre-election periods, councils must observe strict political neutrality. Social media presents a heightened risk of:

- Perceived political promotion
- Unequal treatment of candidates
- Breaches of statutory guidance

Clear policies ensure the Council remains compliant and avoids challenge during sensitive periods.

## **10. Alignment with Best Practice**

The adoption of social media policies aligns Longridge Town Council with:

- NALC guidance
- Standards for parish and town councils
- Audit and governance expectations
- Best practice adopted by principal authorities

Most councils of comparable size now operate formal social media policies.

## **11. Conclusion**

Social media policies are no longer optional for town councils. They are an essential part of modern governance, risk management, and public accountability.

Adopting clear, proportionate, and LGA-aligned social media policies will:

- Protect the Council legally and reputationally
- Support councillors and officers
- Improve transparency and consistency
- Enhance public confidence in Longridge Town Council

## **12. Members are recommended to:**

- a. Adopt the proposed Social Media Policy, Councillor Use of Social Media Policy, Moderation Policy; and GDPR Social Media Statement
- b. Request the Clerk to publish the policies on the Council's website
- c. Review the policies periodically in line with governance best practice.



# For Information

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## Social Media Policy

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Adopted: 14 January 2026

Chair: Cllr. L. Jameson

Minute Ref.:

---

The policy is administered by the Town Clerk and will be reviewed in January 2027.

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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.

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## 1. Purpose

This policy sets out how Longridge Town Council uses social media to communicate with residents, stakeholders, and partners in a transparent, lawful, and respectful manner.

The policy ensures compliance with:

- The LGA Model Code of Conduct
- NALC guidance
- UK GDPR and Data Protection Act 2018
- Equality Act 2010
- Freedom of Information Act 2000
- Defamation and harassment law

## 2. Scope

This policy applies to:

- All **official** Longridge Town Council social media accounts
- Councillors and officers when posting on behalf of the Council
- Any contractor or volunteer authorised to manage Council accounts

## 3. Council Social Media Accounts

The Council may operate official accounts on platforms such as Facebook, X (Twitter), Instagram, or others approved by Council resolution.

Official accounts are used to:

- Share information about Council services, decisions, and events.
- Promote community engagement.
- Provide timely public information.

They are **not** used for:

- Political campaigning.
- Individual councillor promotion.
- Handling formal complaints or service requests.

## 4. Standards of Content

All content posted must be:

- Accurate, factual, and non-political.
- Respectful and inclusive.
- Free from defamatory, discriminatory, or inflammatory language.
- Written in clear, plain English.
- Compliant with accessibility guidance where reasonably practicable.

## 5. Authorisation and Control

- The nominated officer (currently Cllr. Walker) is responsible for managing Council social media.
- Councillors may contribute content only with prior authorisation.
- Login credentials must be securely stored and never shared informally.

## 6. Record Keeping

Posts, messages, and comments may constitute Council records and will be retained in accordance with the Council's retention schedule and FOI obligations.

## 7. Pre-Election Period (Purdah)

During a pre-election period:

- Content will be strictly factual.
- No new initiatives or promotional material will be posted.
- Political neutrality will be maintained at all times.

## 8. Breaches

Any breach of this policy may result in:

- Removal of content.
- Withdrawal of posting privileges.
- Referral under the Code of Conduct or employment procedures.



# For Information

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## Councillor use of social media - Policy

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Adopted: 14 January 2026

Chair: Cllr. L. Jameson

Minute Ref.:

---

The policy is administered by the Town Clerk and will be reviewed in January 2027.

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### Mission Statement

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---

## 1. Purpose

This policy sets out expectations for councillors when using social media in any capacity and ensures alignment with the LGA Model Code of Conduct.

## 2. Application of the Code of Conduct

Councillors must comply with the Code of Conduct **when acting in their official capacity**, including when:

- Referring to themselves as a councillor.
- Discussing Council business.
- Using Council branding.
- Interacting with residents on Council-related matters.

Online conduct is treated the same as face-to-face conduct.

## 3. Personal vs Official Accounts

Councillors may maintain personal social media accounts. However:

- Disclaimers must be used (e.g. "Views are my own").
- Disclaimers do **not** remove Code of Conduct obligations.
- Council logos or insignia must not be used on personal pages.

## 4. Respect and Conduct

Councillors must:

- Treat others with respect and courtesy.
- Not bully, harass, or intimidate.
- Not bring the Council into disrepute.
- Not publish confidential or exempt information.
- Avoid personal attacks on officers, councillors, or the public.

## 5. Predetermination and Bias

Councillors must not:

- Express fixed views on planning or quasi-judicial matters.
- Engage in online debate that could give rise to predetermination.

## 6. Political Content

- Party-political content must not appear on Council platforms.
- Councillors must not imply Council endorsement of political views.

## 7. Complaints

Concerns relating to councillor social media conduct may be considered under the Council's Code of Conduct complaints procedure.



# For Information

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## Social Media Moderation Policy

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Adopted: 14 January 2026

Chair: Cllr. L. Jameson

Minute Ref.:

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The policy is administered by the Town Clerk and will be reviewed in January 2027.

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### Mission Statement

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---

## 1. Purpose

This policy explains how comments on Council social media accounts are moderated to balance free expression with lawful and respectful engagement.

## 2. Moderation Principles

The Council supports open discussion but will remove content that is:

- Abusive, threatening, or harassing.
- Discriminatory or hateful.
- Defamatory or knowingly false.
- Breaching confidentiality.
- Spam or promotional.
- Inciting illegal activity.
- In breach on the Council's Social Media Policies

Comments will not be removed solely because they are critical of the Council.

## 3. Blocking Users

Blocking will be used only as a last resort for persistent or serious breaches.

## 4. Transparency

This moderation policy will be published on the Council's website and referenced on social media profiles.



# For Information

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## GDPR Social Media Privacy Statement

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Adopted: 14 January 2026

Chair: Cllr. L. Jameson

Minute Ref.:

---

The policy is administered by the Town Clerk and will be reviewed in January 2027.

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### Mission Statement

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---

## 1. Introduction

Longridge Town Council uses social media platforms to share information and engage with the community. This statement explains how the Council processes personal data when using social media and how individuals' data protection rights are respected.

This statement should be read alongside the Council's **Privacy Notice, Social Media Policy, and Data Protection Policy**.

## 2. Data Controller

Longridge Town Council is the **Data Controller** for any personal data it processes through its official social media accounts.

## 3. Social Media Platforms

The Council may operate official accounts on platforms such as Facebook, X (Twitter), Instagram, or others as approved by Council resolution. Each platform operates under its own privacy policies and terms. Users are encouraged to review the privacy information provided by the relevant platform.

## 4. What Personal Data We Process

The Council may process the following types of personal data via social media:

- Names and usernames.
- Profile information made publicly available by users.
- Comments, messages, and replies sent to the Council.
- Images or videos where individuals are identifiable.
- Interaction data (e.g. likes, shares, replies).

The Council does **not** seek to collect excessive or unnecessary personal data via social media.

## 5. Lawful Basis for Processing

The Council processes personal data on social media under the following lawful bases:

- **Public Task** – where processing is necessary to perform the Council's statutory functions
- **Consent** – where required, for example when publishing identifiable images
- **Legal Obligation** – where records must be retained under FOI or audit requirements

## 6. How We Use Personal Data

Personal data may be used to:

- Respond to enquiries or comments.
- Provide information about Council services or activities.
- Promote events or community engagement.
- Meet transparency, record-keeping, or legal obligations.

Social media is **not** used to process formal complaints or service requests.

## 7. Images, Video and Children

- Images or video featuring children or vulnerable adults will not be published without appropriate consent.
- Where images are taken at public events, signage or notices will be used where reasonably practicable.

## 8. Moderation and Public Comments

Comments and messages posted on Council social media accounts are public.

The Council moderates' content in accordance with its **Social Media Moderation Policy**.

Content may be removed if it is abusive, discriminatory, defamatory, or otherwise unlawful.

## 9. Data Retention

Personal data processed via social media may be retained:

- In line with the Council's **Document Retention Schedule**
- Where required for audit, FOI, or legal purposes

Messages or comments may be captured and stored outside the social media platform where necessary.

## 10. Sharing of Data

The Council does not routinely share personal data obtained via social media with third parties, unless:

- Required by law.
- Necessary for the performance of statutory duties.

## 11. Your Data Protection Rights

Under UK GDPR, individuals have the right to:

- Access their personal data.
- Request rectification or erasure.
- Restrict or object to processing.
- Lodge a complaint with the Information Commissioner's Office (ICO).

Requests should be made to the Council via its published contact details.

## 12. Direct Messaging

Messages sent to the Council via social media may be:

- Monitored during normal office hours
- Redirected to email or other official channels where appropriate

Sensitive or confidential information should **not** be sent via social media.

## 13. Changes to This Statement

This statement will be reviewed periodically and updated to reflect changes in legislation, guidance, or Council practice.



<b>Meeting:</b>	Full Council
<b>Meeting Date:</b>	14 January 2026
<b>Title:</b>	Updated on UKSPF Applications
<b>Submitted by:</b>	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

To update members on the Council's latest round of submissions for UKSP funding.

### 2 Introduction.

Members will recall that the deadline for submissions for the latest round of UKSP funding was 5 January 2026. Members may also recall that they were asked to provide ideas and projects that might be considered for funding to the Clerk.

Based on members ideas and suggestions the following applications have been submitted:

#### 2.1 Speed Indicator Devices: £33,000 - £35,000

The grant is to fund the purchase and installation of solar-powered Speed Indicator Devices (SpIDs) on Lower Lane, Dilworth Lane, Kestor Lane, Mardale Road and Chipping Lane.

The purpose of the investment is to reduce vehicle speeds, improve road safety, protect vulnerable users, and support safer, more sustainable neighbourhoods.

Overall, the project delivers a practical and visible enhancement to public infrastructure, improving road safety, supporting sustainable transport objectives and providing modern equipment that benefits residents, pedestrians and road users across Longridge.

#### 2.2 Entrance to Recreation Ground. £30,000 - £40,000

The proposed works involve capital improvements to enhance vehicular access off Kestor Lane onto the Recreation Ground while preserving the recreation ground's recreational character.

Key elements include: a 4m. wide 15m. long tarmac road (with a sub base to allow wagons to use it) onto the site with a dropped kerb access off the road, depending on the exact location, it may also involve moving a bus stop and putting a gate at the bottom of the road to stop unauthorised access. Adding signage and minor landscaping to ensure safe integration with pedestrian and cyclist routes.

This infrastructure-focused project will make Longridge Recreation Ground more robust, accessible, and sustainable, protecting existing recreational assets and enabling greater community use without adding new structures. It represents a practical enhancement that maximises the value of recent and historic investments in Longridge's premier public space.

## **2.3 Play Area/Outside Gym. £27,000 - £30,000**

The grant is requested to fund the upgrade and improvement of the Town Council-managed playground at Kestor Lane Recreation Ground.

This will include the replacement of outdated equipment, improved layout, enhanced accessibility, and provision of more inclusive and engaging play features suitable for a wider age range.

The purpose of the investment is to ensure safe, high-quality, and inclusive play provision that complements the 2025 RVBC upgrade to the smaller playground and maximises the overall community benefit of the Recreation Ground.

## **2.4 Lighting on Footpath FP0302049. £65,000 - £75,000**

The grant is requested to fund the installation of new, consistent, energy-efficient lighting along Footpath FP 0302049 between Berry Lane and Stone Bridge.

The purpose of the investment is to address the current absence of lighting, improve safety and safeguarding, deter anti-social behaviour, and ensure inclusive access for all users, particularly children and older residents.

## **2.5 Improved Lighting on Drivers Walk. £17,500 - £20,500**

The grant is requested to fund improvements to public lighting along Drivers Walk (Public Footpath FP 0302048), which runs alongside the Recreation Ground between Barclay Road and Kestor Lane, Longridge.

The project will address existing dark and poorly lit sections of this well-used footpath by installing consistent, energy-efficient lighting. The purpose of the investment is to improve public safety, deter anti-social behaviour, and strengthen safeguarding for children, older residents, and other vulnerable users, while encouraging active travel and year-round use of the Recreation Ground.

The project will deliver a visible, low-carbon improvement to community infrastructure that supports wellbeing, accessibility, and community confidence in line with UK Shared Prosperity Fund objectives.

## **3 Anticipated Next Steps.**

1. Applications reviewed by the RVBC Working Group.
2. Working Group make recommendations to the Policy and Finance Committee. Next meeting 20 January, then 10 February.
3. RVBC notify applicants and funding agreements issued.
4. March 2026 projects expected to be underway.

## **4 Members are recommended to:**

To note the report.

# Agenda Item 13

## For Information/Discussion



Longridge  
Town Council

<b>Meeting:</b>	<b>Full Council</b>
<b>Meeting Date:</b>	14 January 2025
<b>Title:</b>	Planning Matters - Relating to Longridge
<b>Submitted by:</b>	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 considerations: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.

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

<b>Application:</b>	<b>3/2025/0973</b>
	Full Consent
<b>Proposal:</b>	Single storey extension to the rear.
<b>Location:</b>	<b>18 Parr Way Longridge PR3 3DR</b>
<b>Link:</b>	<a href="#">Planning Application - Ribble Valley Borough Council</a>
<b>Cllr. Walker's observations</b>	<p>It appears to be built up to or on the boundary with the next-door neighbours. The potential for neighbour boundary disputes is technically not a planning issue but might be a building regs issue.</p> <p>No other substantive comments received from members.</p>

<b>Application:</b>	<b>3/2025/0948</b>
<b>Proposal:</b>	Proposed single storey side extension to form gym and golf simulator room.
<b>Location:</b>	<b>Lower Yew Tree Farm Alston Lane Longridge PR3 3BN</b>
<b>Link:</b>	<a href="#"><b>Planning Application - Ribble Valley Borough Council</b></a>
<b>Submitted to</b> <b>RVBC</b>	Ensure that the Yews are fenced off in such a way as they prevent child visitors to the gym from reaching the trees' which have highly toxic berries?

<b>Application:</b>	<b>3/2025/0612</b>
<b>Proposal:</b>	Proposed change of use from vacant cinema (sui generis) to children's role play centre (use class E(d)) with ancillary cafe (use class E (b)). External alterations to the building to include alterations to fenestration and insertion of new first floor window.
<b>Location:</b>	<b>The Palace Market Place Longridge PR3 3RR</b>
<b>Link:</b>	<a href="#"><b>Planning Application - Ribble Valley Borough Council</b></a>
	Other than parking matters, no other substantive comments received from members.

<b>Application:</b>	<b>3/2025/0935</b>
	<b>Full Consent</b>
<b>Proposal:</b>	Regularisation for the proposed development of 3 No. holiday cottages following planning permission being granted for 10 No. holiday cottages (application reference 3/2017/0357).
<b>Location:</b>	<b>Lower Moss Farm Lower Lane Longridge PR3 2YH</b>
<b>Link:</b>	<a href="#"><u>Planning Application - Ribble Valley Borough Council</u></a>
<b>Cllr. Walker's observations</b>	<p><b>None</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           No other substantive comments received from members.         </div>

<b>Application:</b>	<b>3/2025/0935</b>
	<b>Full Consent</b>
<b>Proposal:</b>	Regularisation for the proposed development of 3 No. holiday cottages following planning permission being granted for 10 No. holiday cottages (application reference 3/2017/0357).
<b>Location:</b>	<b>Lower Moss Farm Lower Lane Longridge PR3 2YH</b>
<b>Link:</b>	<a href="#"><u>Planning Application - Ribble Valley Borough Council</u></a>
<b>Cllr. Walker's observations</b>	<p><b>None</b></p>

<b>Application:</b>	<b>3/2025/0981</b>
	Full Consent
<b>Proposal:</b>	Conversion of a Former Public House to provide 3.no Dwellings to include the creation of new access points, landscaping, demolition of single storey rear extensions and erection of new single storey rear extension and window/door alterations and additions.
<b>Location:</b>	Former White Bull Hotel 257 Preston Road Longridge PR3 3BJ
<b>Link:</b>	<a href="#">Planning Application - Ribble Valley Borough Council</a>
<b>Cllr. Walker's observations</b>	

**3. Members are recommended to:**

Note the report and any actions required.

# Agenda Item 14

## For Information



Longridge  
Town Council

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

### 1. Purpose of the report.

To update members on actions from recent meetings.

### 2. Update on Actions from 10/12/2025.

Minute 251210/	Action	Who	Update
7c.	Submit the Precept Demand to RVBC.	Clerk	Complete
8	Inform the Valley Singers of the Council's grant decision and make the necessary arrangement for payment.	Clerk	Complete
9	Draft a policy on requests relating to plaques being placed on Council assets and submit to a meeting of the Estates Committee for review and consideration.	Clerk	Noted
10	Submit the signed formal grant application for Solar Panels to RVBC	Clerk	Complete
11	Email a list of potential projects to all members requesting their views. Relates to EOI's	Clerk	Complete and EOI's submitted
14	Submit comments regarding planning application 3/2025/0910 to RVBC.	Clerk	Complete

### 3. 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
13a	Action 17a from 10/09/2025 meeting. Contact LCC Highways regarding missing road signs etc.	Clerk	Actioned by Cllr. Smith
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

#### 4. 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	Complete
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	Waiting response from RVBC
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

## 5. 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	Actioned by Cllr. Smith
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	Complete

## 6. 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
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

## 7. 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

## 8. 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	Complete
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

## 9. 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

## 10. 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	Complete
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

## 11. 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	Complete
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.*

## 12. Members are recommended:

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