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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town Council  Council Offices, The Station Building  Berry Lane, Longridge. PR3 3JP  Telephone: **01772 782461**  email: [clerk@longridge-tc.gov.uk](http://h)  website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment, and promote community pride.

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Proceedings of meeting held at Station Buildings, Longridge, 9th August 2023.

Present:

Cllr. J Rogerson

Cllr. S Rainford

Cllr. R Beacham

Cllr. R Walker

Cllr. D Little

Cllr. K Spencer

Cllr. R Ray

Cllr. T Jackson

Cllr. N Stubbs

Cllr. K Kaye

Miss J Dibble (Town Clerk)

+1 observer

**Min 0944 Mayor's Welcome**

*Meeting opened at 19:00*

Cllr. J Rogerson welcomed everyone to the meeting.

**Min 0945 To Receive Apologies**

Cllr. L Jameson

**Min 0946 Declarations of Interests**

Item 6e - Cllr. R Walker

Item 13 - Cllr. R Ray

Item 13 - Cllr. K Spencer

**Min 0947 Public Time**

No public speakers in attendance.

**Min 0948 Approval of Minutes**

Amendments were required to page 5 of the draft minutes.

Following the amendments, **it was resolved** to sign the minutes of the meeting held on the 12th July 2023 as a correct and accurate record.

Proposer: Cllr. S Rainford

Seconder: Cllr. R Walker

All members of Council present voted in favour to approve the minutes as a correct and accurate record.

**Min 0949 Consideration of Planning & Licence Applications**

Cllr. R Walker provided recommendations on the following planning applications:

1. 74 Higher Road Longridge PR3 3SY and land to the rear. -3/2023/0584 Application for outline consent for demolition of 74 Higher Road and construction of up to 123 houses on land to the rear, including access pursuant to variation of condition 12 (pedestrian and vehicular access) from planning permission 3/2016/1082 granted on appeal.

**Longridge Town Council Comment:**

No objections raised.

1. 74 Higher Road Longridge PR3 3SY and land to the rear. - 3/2023/0583 Approval of details reserved by conditions 13 (bird and bat boxes), 14 (ecological mitigation) and 15 (construction method statement) from planning permission 3/2016/1082 granted on appeal.

**Longridge Town Council Comment:**

No objections raised.

c) 74 Higher Road Longridge PR3 3SY and land to the rear. - 3/2023/0585 Application for outline consent for demolition of 74 Higher Road and construction of up to 123 houses on land to the rear, including access pursuant to variation of conditions 10 (boundary treatments) and 11 (play areas and play equipment) from planning permission 3/2016/1082 granted on appeal.

**Longridge Town Council Comment:**

No objections raised.

d) Land off Chapel Hill (Hall Barn Drive) Longridge PR3 2YB.- 3/2023/0540 Full planning permission for access, landscaping and the erection of 52 new build residential properties, the conversion of the former barn to one dwelling unit and refurbishment of existing residential unit (53 Chapel Hill). Pursuant to variation of condition 2 (approved plans) on planning permission 3/2015/0575 (a variation of 3/2014/0794 3/2011/1071) and involving removal of pond, realignment of estate road and footpath and alterations to parking.

**Longridge Town Council Comment:**

Concerns were raised in relation to the removal of open space given that the original application had a caveat to keep the open space.

Council felt that by reversing original decisions sets a precedent to developers.

Council agreed the comment by majority vote with one member of council abstaining.

e) Central Garage Warwick Street Longridge PR3 3EB. - 3/2023/0573 Proposed industrial unit.

*Cllr. Robert Walker left the room at 7:15pm*

**Longridge Town Council Comment:**

Longridge Town Council had no objections.

We would however, like assurances that the neighbours behind the unit have been consulted.

*Cllr. R Walker returned to the meeting 7:18pm*

f) Enforcement procedures - Chairman to comment

Cllr. Jim Rogerson gave Councillors an overview of enforcement procedures relating to planning applications.

Cllr. Rainford advised she had concerns surrounding enforcement. It was requested that our Borough Councillors create a table of information for all planning applications which are with the enforcement team at Ribble Valley Borough Council.

Cllr. J Rogerson, Cllr. R Ray and Cllr. K Spencer confirmed that no such list is available and that Ribble Valley have advised that they cannot provide a list due to the number of applications and the change in status of each application.

Cllr. Rainford felt that a table could be created so that should a member of Council be questioned on a planning application they have all relevant information to hand.

Councillors agreed that this would be helpful.

**Min 0950 Policies & Governance**

**Council agreed and ratified** the following policies:

Risk Management Policy

Social Media Policy

Grant Policy

CCTV Policy

Health and Safety Policy

Council requested amendments to the Co-option Policy. Any reference to education status / academia is to be removed for inclusivity. Council agreed to ratify the Co-option policy once the desirable specification had been amended.

Proposer: Cllr. S Rainford

Seconder: Cllr. R Walker

All members of Council present voted in favour to agree and ratify the draft policies.

**Min 0951 Asset Register**

Council agreed the latest version of the Asset Register.

Proposer: Cllr. D Little

Seconder: Cllr. S Rainford

It was **agreed** that Council would revisit the register and amend the same into an excel format for ease.

**Min 0952 Instruction of Thomas V Shaw Solicitors**

**Council discussed** the advice sought from Thomas V Shaw Solicitors in relation to an agreement between Longridge Town Council and The Heritage Centre.

It was noted that our instructed solicitor had recommended a license agreement rather than a lease agreement.

**Council agreed** the costs to draft the agreement in the sum of £500.00

*Observer left the meeting 19:45*

**Min 0953 Annual Meeting of Electors**

**Council reviewed and agreed** the proposed agenda.

Clerk is to proceed to advertise the annual meeting to encourage the electorate to attend.

Proposer: Cllr. K Spencer

Seconder: Cllr. S Rainford

**Min 0954 Remembrance Sunday**

**Council reviewed** two road management quotes for Remembrance Sunday.

**Quote 1**

Provider: Ventbrook

Cost: £1932.00 (exc VAT)

**Quote 2**

Provider:North West Traffic Management

Cost: £2455.00 (exc VAT)

Council felt that upon review of Ventbrook’s terms and conditions, Longridge Town Council were not effectively covered against liabilities which may arise on the day.

Furthermore, it was noted that although North West Traffic Management were more expensive, they were also more cost effective as we would have ten operatives acting as a road marshal for closures points instead of three.

On review the cost of each marshal from NWTM was £200.00 and Ventbrook £369.25

Council agreed unanimously to instruct North West Traffic Management for the Remembrance Sunday parade.

Proposer: Cllr. S Rainford

Seconder: Cllr. David Little

**Min 0955 Estates Committee**

In the absence of the Chairman Cllr. Lee Jameson, the Clerk provided Council with an update.

1. **Council to note** the Estates Committee draft minutes dated 26th July 2023

**Council noted** the draft minutes.

1. **Council to note** the update following the meeting with The Old Station Café.

**Council noted** the update and list of actions.

**Min 0956 Budget Committee**

1. **Council to note** the draft Budget Committee draft minutes dated 26th July 2023

**Council noted** the minutes.

1. **Council to note** the recommendation from the committee to approve the ‘Thursday Group’ (Autism group) grant request in the sum of £350.00

**Council agreed** with the budget committee’s recommendation.

All members of Council voted in favour of the grant award.

1. **Council to note** the recommendation from the committee to request additional information in support of ‘Longridge Youth Council’ grant request in the sum of £3000.00

Council noted the requirement for additional information.

The Clerk confirmed that the additional information had now been received and as such the grant would return to the Budget Committee for further review.

1. **Council to note** the financial position as at July 2023.

**Council noted** the financial position.

*Council was given a copy of the financial statement.*

**Min 0957 Staffing Committee**

**Council noted** thatthe Clerk is on annual leave from 22nd August 2023 and will return on 31st August 2023

**Council requested** that the Clerk does not respond to Council business during this period.

**Min 0958 Finance**

**The following were approved for payment:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council to Approve** | | **Company** | | **Amount** | | **Description** |
| a. | Resolve to Pay | | Rosemary Glen | | £498.92 | | Cleaning for month of July Station Buildings |
| b. | Resolve to Pay | | Terry Lewis | | £248.00 | | Maintenance and upkeep of Recreational Grounds, Memorial Garden, Millennium Cross and path to the side of Station Buildings and plants July 2023 |
| c. Resolve to Pay | | TPCS | | £44.10 | | Telephone line and internet services 25.07.2023 | |
| d. Resolve to Pay | | TPCS | | £24.20 | | Set up for CCTV | |

|  |  |  |  |
| --- | --- | --- | --- |
| e. Resolve to Pay | Lentech | £579.23 | Door entry system |
| f. Resolve to Pay | Shredit | £132.82 | Additional fees for shredding services |
| g. Resolve to Pay | Thursday Group | £350.00 | Grant award |

***Total: £1877.27***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | Shredit | £239.06 | Commercial waste shredding |
| b. Resolve to Pay | Viking | £57.26 | Stationary |
| c. Resolve to Pay | CSJ Windows | £60.00 | Window Cleaning X 2 months |

***Total: £356.32***

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

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| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1,556.97 | July 2023 |
| b. | Electric Bill | £907.10 | 10.06.2023 – 18.06.2023 |
| c. | Gas Bill | £32.32 | 23.06.2023-22.07.2023 |
| d. | Water | £212.52 | 22.06.2023- 21.07.2023 |
| e. | Hygiene Bins | £61.34 | July -2023 |
| e. | Easy Websites | £87.60 | July -2023 |

***Total: £2857.85***

All payments were authorised.

Proposer: Cllr. R Walker

Seconder: Cllr. D Little

All members of Council voted in favour to approve payments listed in the payment schedule.

**Min 0959 Communications Workshop**

**Council agreed** that the next communications workshop should take place in September or October.

This workshop will be for the remaining members of Council who were unable to attend the first session.

**Min 0960 Christmas Trees**

**Council agreed** that the unit price per tree was reasonable.

Cllr. K Kaye offered to speak with Gary Ward for support with the initiative.

**Councillors agreed** that a revised letter needs to be sent to the businesses and asked for the clerk to send last year’s letter for review.

**Min 0961 DATE OF NEXT MEETING**

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

*Meeting closed 20:34*

**By virtue of the confidential nature of the business to be transacted it was resolved that the public be excluded from the meeting at 20:35**

Motion made to extend the meeting to discuss Part 2

Proposer: Cllr. J Rogerson

Seconder: Cllr. D Little

**Min 0962 Confidential Items - Part 2**

**Council discussed and noted** the verbal update in relation to 'Confidential Items - Part 2’ of these minutes.