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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, 10th May 2023.

Present: Cllr. N Stubbs

Cllr. J Rogerson

Cllr. L Jameson

Cllr. R Beacham

Cllr. R Walker

Cllr. E Baines

Cllr. S Rainford

Cllr. K Spencer

Cllr. R Ray

Miss J Dibble (Town Clerk)

+1 Speaker

**Min 0887 Out-going Mayor's Welcome**

*Meeting opened at 19:00*

Cllr. N Stubbs welcomed all Councillors and members of the public to the meeting.

**Min 0888 Election of Mayor 2023/2024**

The outgoing Mayor Cllr. Nick Stubbs invited nominations for the office of Mayor for the municipal year 2023/2024.

Cllr. L Jameson Proposed Cllr. J Rogerson to be elected as Mayor.

Proposer: Cllr. L Jameson

Seconder: Cllr. S Rainford

Cllr. N Stubbs proceeded to hand the Mayoral chains to Cllr. J Rogerson.

Cllr. J Rogerson confirmed his consort as Mrs Mandy Rogerson.

**Min 0889 Elected Mayor Speech for 2023/2024**

Cllr. J Rogerson confirmed that he had been previously elected as Mayor 1998-1999, then 2004-2005 and 2010-2011.

He explained to the room that all we ever want to do is our best for Longridge. Following this, he thanked everyone for putting their trust in him and expressed his thanks to the outgoing Mayor and Clerk for the previous years’ work.

Cllr. L Jameson asked the chairman if he could explain his reasoning behind his nomination. Cllr. Jameson confirmed that he had nominated Cllr. Rogerson for Mayor because of his twenty-eight years of service to the Town and furthermore, during his twenty-eight years he has always been fair.

Cllr. Jameson wished Cllr. Rogerson well for his Mayoral year and for the next four years on the council.

Cllr. Rogerson then proceeded to complete the ‘Acceptance of Office’ and confirmed he would now chair the rest of the meeting.

**Min 0890 Election of Deputy Mayor for 2023/2024**

Cllr. J Rogerson invited nominations for the office of Deputy Mayor for the municipal year 2023/2024.

Cllr. N Stubbs proposed Cllr. S Rainford as Deputy Mayor 2023/2024.

Proposer: Cllr. N Stubbs

Seconder: Cllr. E Baines.

All members of Council were unanimously in favour of this proposal.

Cllr. S Rainford thanked the table for the nomination. She explained that herself and Cllr. Rogerson were now the two most long-standing members of Council.

Cllr. Rainford then expressed that it was now really important to be guiding the newer members of Council.

Cllr. Rainford confirmed her consort as Mr Andrew Fordham.

**Min 0891 To Receive Apologies**

All present.

**Min 0892 Declarations of Interests**

Cllr. L Jameson Item 9C

Cllr. R Ray Item 12

Cllr. K Spencer Item 12

**Min 0893 Public Time**

*Meeting closed 19:10*

Mr Little advised he wished to provide a little more context for Item 16 ‘*Communications Workshop’*.

Mr Little confirmed that the aim of the workshop is to help effective communication and to understand how ourselves and others behave.

Mr Little advised he is passionate to run the workshop to help us work together more effectively. He advised he has no doubt in the Councillors passion and commitment around the table.

The proposal from Mr little is to approve the workshop and to commit to personally attending.

Cllr. Rainford advised she would personally welcome the workshop.

*Meeting opened 19:14*

Cllr. J Rogerson formally put forward a motion to bring item 16 forward.

Cllr. Rogerson then proposed that Council agree to David’s offer and the Clerk is to circulate dates.

Proposer: Cllr. J Rogerson

Seconder: Cllr. K Spencer

Cllr. J Rogerson then, gave thanks to Mr Little and said he has been a credit to the Town during his time on the Town Council.

**Min 0894 Approval of Minutes**

**It was resolved** to sign the minutes of the meeting held on the 12th April 2023 as a correct and accurate record.

Proposer: Cllr. L Jameson

Seconder: Cllr. R Beacham

**Min 0895 Consideration of Planning & Licence Applications**

1. Unit 2 53 to 55 Berry Lane Longridge PR3 3NH**-** 3/2023/0092 Advertisement consent for one main fascia signage box, one projecting sign and one internal digital screen.

Longridge Town Council Comment:

Longridge Town Council wish to express their concerns regarding the illuminated sign.

The property on which the sign is located does lie within a conservation area; this is relevant in applying the provisions of the Town and Country Planning (Control of Advertisements) Regs 2007 as amended.

With reference made to Ribble Valley Borough Council’s guidance for outdoor advertisement and signs information ‘Advertisements must not be illuminated or displayed within one metre of any window or other external opening through which they can be seen from the outside of the building.

1. Unit 2 53 to 55 Berry Lane Longridge PR3 3NH**-** 3/2023/0055 Change of use of Unit 2 from retail unit (Class E) to a Hot Food Takeaway (Sui Generis) with installation of extraction equipment. Shop front alterations to units 1 and 2.

Longridge Town Council Comment:

Longridge Town Council have concerns regarding the extraction equipment and the subsequent noise and pollution they generate.

We have additional concerns surrounding the increase in litter to the area and would like an agreement in principle for additional bins to be provided.

We also feel that deliveries being made should be done so outside of peak hours to cause as little disruption to the residents and local businesses as possible.

We note that deliveries are expected to take place via Warwick Street, however consideration should be given to the challenges already faced with accessibility.

1. 36A Derby Road Longridge PR3 3JT**-** 3/2023/0240 Change of use from a Micropub (Sui Generis) to a tattoo studio (Sui Generis)

Longridge Town Council Comment:

No objections raised.

1. 36A Derby Road Longridge PR3 3JT**-** 3/2023/0239 Advertisement consent for three non-illuminated fascia signs on the front elevation.

Longridge Town Council Comment:

No objections raised.

VARIATION OF CONDITION

1. Land to the North of Beech House Alston Lane Longridge PR3 3BN **-** 3/2023/0257 Proposed construction of three holiday cottages with associated parking and amenity areas (variation of condition 2 (plans) of planning permission 3/2020/0498

Longridge Town Council Comment:

No objections raised.

1. 11 Copster Drive Longridge PR3 3SH**-** 3/2023/0230 Proposed rebuilding, extension and pitched roof added to existing garage.

Longridge Town Council Comment:

No objections raised.

1. 67 Higher Road Longridge PR3 3SY -3/2023/0159 Proposed two-storey and single-storey extension to rear (resubmission of 3/2022/0740).

Longridge Town Council Comment:

No objections raised.

1. 78 Hacking Drive Longridge PR3 3FP-3/2023/0150 Proposed two storey side extension, single storey rear extension and enlargement of front and rear dormers.

Longridge Town Council Comment:

No objections raised.

1. **57 Berry Lane Longridge PR3 3NH**-3/2023/0309 Proposed installation of external illuminated fascia sign and external illuminated hanging sign.

Longridge Town Council Comment:

No objections raised.

**Min 0896 Committee Membership**

Cllr. J Rogerson proposed that the Budget and Estates Committee meetings are held on the fourth Wednesday of the month.

The Clerk was asked her capacity for additional evening meetings and Cllr. R Walker requested to bring forward Item 17 the Clerks review.

The Chairman agreed to bring forward item 17.

Cllr. R Walker advised that he met with Cllr. Baines and Cllr Rainford to discuss extra hours for the Clerk each week/ month due to workload and the inability to take time owed back.

The Clerk advised that she was happy with the proposal for additional hours and would be happy to attend evening meetings for both Budget and Estate Committee meetings.

Other items discussed were;

The office hours and public time. It was agreed provisionally that and any requests to meet after noon would need to be via appointment only.

Cllr. Walker advised there were no concerns with the work the Clerk is doing and that good feedback had been received.

Council then reverted to discuss item 10 committee and working group membership.

It was then agreed unanimously that the following committees would be formed.

Staffing Committee - Cllr. S Rainford, Cllr. R Walker, Cllr. L Jameson & Cllr. R Ray.

Budget Committee - Cllr. S Rainford, Cllr. R Walker, Cllr J Rogerson & Cllr. N Stubbs

Estates Committee - Cllr. J Rogerson, Cllr. L Jameson, Cllr. E Baines, Cllr. K Spencer & Cllr. R Beacham.

Planning Group - Cllr. R Walker, Cllr. L Jameson, Cllr. N Stubbs & Cllr. J Rogerson

Website/ Media Group - Cllr. S Rainford, Cllr. N Stubbs, Cllr. R Walker & Cllr. K Spencer

Parish Council Liaison - Initial meeting will be attended by Cllr. L Jameson & Cllr. K Spencer on 22nd June 2023 at 6:30pm.

**Min 0897 Rural Market Town Membership**

Council were advised that the annual subscription for the Rural Town Market had now expired.

Cllr. S Rainford proposed we renew the subscription for £138.00 as the membership will be helpful to the Local Plan Group.

Proposer: Cllr. S Rainford

Seconder: Cllr. K Spencer

**Min 0898 Longridge Youth Council**

Cllr. R Ray advised Council it is no longer appropriate for her to lead the Youth Council but she is looking to recruit a sessional worker.

Clerk is to seek clarity regarding the Youth Council and if there is a conflict of interest with Cllr. R Ray running the group.

Cllr. J Rogerson thanked LCA and in particular Cllr. Ray for her contribution and help with the Youth Council.

**Min 0899 Coronation Event**

The Clerk provided a verbal update following the Coronation Event.

**Council noted the update.**

Cllr. R Beacham advised she had spoken with Radio Lancashire who aired thanks to the Council and local groups for their hard work in making the event a success.

**Min 0900 Longridge in Bloom / Britain in Bloom**

Cllr. S Rainford advised her objective was to reinitiate Longridge in Bloom, with the view to prepare for next year’s Britain in Bloom.

She explained that seven years ago Longridge Town Council supported a proposal to purchase 12 planter barrels in a bid to improve the physical appearance and ambience of our town centre.

The wooden barrels that were purchased have a life expectancy of approximately 7 years. Unfortunately, they have now began to rot and look unsightly.

Cllr. Rainford advised that she researched the newly installed planter outside Booths and found that the new barrels have a Life expectancy of 25 years.

Council were advised that these new planters are also self-watering and eco-friendly as they save water captured during periods of rainfall.

Cllr. Rainford began looking into the planters when It was mentioned that a member of the public who had previously attended a meeting felt that Berry Lane had no identity.

It was mutually agreed that the use of aesthetic planters which are branded with the local parish council name and coat of arms would create a look of consistency, local identity and community ownership.

A breakdown of associated costs of each planter was provided to Council but a revised quote would need to be sought due to inflation of material costs.

Cllr. S Rainford asked for Councils support with the initiative, she advised that a grant request had been submitted to RVBC but additional support from the Town Council would be helpful.

Cllr. Rainford proposed to purchase the twelve planters and confirmed that any money received from Ribble Valley Borough Council following the grant request submitted in April 2023 would be used to purchase the soil and plants.

Proposer: Cllr. S Rainford

Seconder: Cllr. N Stubbs

Council voted in favour of this initiative.

**Min 0901 National Speed Limit**

Cllr. S Rainford advised that she is concerned with the location of the speed limit signs at two locations in Longridge.

The first location being the road between the Stables and Rock house.

The second location was on Chipping Road (before the Cricket club).

It was noted that both roads have narrow or no pavement access. Pedestrians are therefore forced to walk in the road and being put at risk while some car users are breaking the speed limit.

Cllr. Rainford proposed that the speed signs should either be moved to remind drivers of the speed limit, or warning signs should be installed to notify drivers that there may be pedestrians in the road, (encouraging them to slow down) or the Town Council should look at working with Lancashire County Council to install additional SpIDs.

Proposer: Cllr. S Rainford

Seconder: Cllr. K Spencer

**Min 0902 Estates Committee**

1. **Council to note** the draft Estates Committee draft minutes dated 18th April 2023.

Cllr. J Rogerson provided Council with a verbal Estates Committee report.

Cllr. J Rogerson confirmed that the Insurance had now been renewed for three years as part of a discount offered by Zurich Insurance for a long-term agreement.

1. **Council to note** the proposed repair log.

**Council noted** the log and the Clerk advised this was with Easy Websites to implement.

1. **Council to note** the Fire Risk Assessment report which was completed on 4th May 2023.

Item deferred as the Fire Risk Assessment is now due to take place on 5th June 2023

**Min 0903 Budget Committee**

1. **Council to note** the verbal report from the Clerk

Council noted the update.

1. **Council to note** the AGAR submission deadline date is 30th June 2023

**Council noted** the same.

**Min 0904 Finance**

**The following were approved for payment:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council to Approve** | | **Company** | | **Amount** | | **Description** |
| a. | Resolve to Pay | | Rosemary Glen | | £463.08 | | Cleaning for month of April Station Buildings |
| b. | Resolve to Pay | | Terry Lewis | | £200.00 | | Maintenance and upkeep of Recreational Grounds, Memorial Garden, Millennium Cross and path to the side of Station Buildings. April 2023 |
| c. Resolve to Pay | | TPCS | | £44.10 | | Internet and Line 13.04.2023- 12.05.2023 | |
| d. Resolve to Pay | | CSJ Windows | | £30.00 | | Window Cleaners | |

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| --- | --- | --- | --- |
| e. Resolve to Pay | Lentech | £777.60 | EICR TESTING |
| f. Resolve to Pay | LALC | £898.33 | Lalc Subscription |
| g. Resolve to Pay | RVBC | £1701.65 | Works on Public Toilets following Vandalism |
| h. Resolve to Pay | Grimsargh Carpets | £400.00 | Floor Tiles Heritage |
| i. Resolve to Pay | Network CCTV | £101.10 | Emergency call out for Wifi access |
| j. Resolve to Pay | RTMG | £138.00 | Rural Town Market Group Membership |

***Total: £4753.86***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | E Baines | £150.00 | Mobile Phone |

|  |  |  |  |
| --- | --- | --- | --- |
| b. Resolve to Pay | E Baines | £10.00 | Credit |
| c. Resolve to Pay | RVBC | £275.59 | Emptying freestanding bin |
| b. Resolve to Pay | RVBC | £705.80 | Emptying commercial waste |

***Total: £1141.39***

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

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| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1,360.24 | April - 2023 |
| b. | Electric Bill | £1805.64 | 11.03.2023 10.04.2023 (Café Split £996.26) |
| c. | Gas Bill | £111.73 | 21.03.2023-20.04.2023 (Café split £70.39) |
| d. | Water | £214.28 | 22.03.2023- 21.04.2023 (Café split £100.99) |
| e. | Hygiene Bins | £61.34 | April -2023 |
| e. | Easy Websites | £80.40 | May -2023 |

***Total: £3633.63***

***(Minus Café 1167.64 = £2465.99)***

**Council to note the Coronation costs** (for information only)**:**

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| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Daisy First Aid | £400.00 | Paid Retro- First AID |
| b. | Jake O’Neil | £150.00 | Singer |
| c. | Charlie Whittam | £75.00 | Singer |
| d. | Gareth | £120.00 | Paid Retro - Singer |
| e. | Longridge Samba | £60.00 | Entertainer |

|  |  |  |  |
| --- | --- | --- | --- |
| f. | Taylors Entertainment | £600 | Paid Retro- Rides |
| g. | RM Stage Hire | £500.00 | Paid Retro- Stage |
| h. | Cups | £72.31 | Paid Retro- E Baines |
| i. | Bouncelona | £280.00 | Paid Retro- Inflatables |

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| --- | --- | --- | --- |
| j. | J Dibble | £49.50 | Paid Retro- Kids prizes |
| K. | Toilets on the Go | £399.60 | Paid Retro- Portaloos |
| l. | Photo Comp | £100.00 | 1st £50 2nd £30 and 3rd £20 |
| m. | Shop Window Display | £50 | Voucher to spend |
| n. | Decorations | £80 | Flags and blowers |

**Total outgoing for Coronation event: £2936.41**

**Total approx. income: £400**

**Budget: £2800**

**Remaining balance £263.59**

All payments were authorised.

Proposer: Cllr. S Rainford

Seconder: Cllr. N Stubbs

**Min 0905 Matters for Information**

A resident had queried why the blue plaques had been removed. It was noted that The Longridge History Society and Longridge Heritage Centre Trust had jointly arranged for them to be taken down to be refurbished and re painted.

**Min 0906 DATE OF NEXT MEETING**

The next Council Meeting will be held on Wednesday 14th June 2023 at 7pm

*Meeting closed 20:59*