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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, 12th April 2023.

Present: Cllr. N Stubbs

Cllr. J Rogerson *(Arrived 19:40)*

Cllr. D Little

Cllr. L Jameson

Cllr. S Ashcroft

Cllr. R Adamson

Cllr. R Beacham

Cllr. R Walker

Cllr. E Baines

Cllr. H Gee

Cllr. S Rainford

Cllr. K Spencer

Miss J Dibble (Town Clerk)

+1 Speaker

**Min 0869 Mayor's Welcome**

*Meeting opened at 19:00*

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

**Min 0870 Special thank you to all members of Council**

Cllr. N Stubbs gave special thanks to Cllr. R Adamson, Cllr. S Ashcroft, Cllr. H Gee and Cllr. D Little.

Cllr. S Rainford also thanked the above members of Council personally.

**Min 0871 Apologies Received**

None received.

Cllr. J Rogerson advised the Clerk that he will be attending late.

**Min 0872 Declarations of Interests**

Cllr. D Little Item 16g

Cllr. J Rogerson Item 17c

Cllr. K Spencer Item 10

**Min 0873 Public Time**

*Meeting closed 19:06*

The Youth Council leader Rachael Ray attended to provide an update on the Youth Council over the last twelve months.

It was explained that the funding for year 2022/2023 has now ended and the Council were asked to consider the funding element going forward.

It was explained that part of the funding was used to attend local schools, deliver projects and recruit for the youth council.

Alongside the funding provided by the Town Council it was noted that the Youth Council had organised their own fund-raising events as well as supporting other local groups and organisations in the Town.

Cllr. S Rainford asked if the supporting information, as per the terms of the grant had been sent. It was agreed these would be sent to the Clerk imminently.

Cllr. N Stubbs formally put forward a motion to bring item 10 forward.

Proposer: Cllr. N Stubbs

Seconder: Cllr. S Rainford

*Meeting opened 19:18*

The Clerk sought confirmation from Council in relation to the funding request. It was agreed that a new grant request for funding should be completed due to increased costs.

Cllr. Rainford asked which schools were taking part with the initiative, and it was confirmed that Alston Lane, St Cecilias and Longridge High were all keen to be involved.

Council discussed the need to support the Youth Council with a member of Council being present at each meeting. Cllr. L Jameson suggested we should have a meeting to outline the support and presence of Council moving forward.

Cllr. S Rainford advised we should defer the item until the new grant form has been received.

**Min 0874 Approval of Minutes**

**It was resolved** to sign the minutes of the meeting held on the 8th March 2023 as an accurate record.

Proposer: Cllr. S Rainford

Seconder: Cllr. H Gee

**Min 0875 UKSPF Funding**

A Copy of the UKSPF report had previously been circulated to all members of Council.

Cllr. S Ashcroft raised concerns regarding the lack of clarity in the report.

Cllr. H Gee advised he was very disappointed with the lack of financial commitment for the Town.

Cllr. L Jameson expressed his disappointment and felt there were a lot of anomalies in the report.

Cllr. Ashcroft explained that the Mardale pitch and changing room project had been the subject of discussion for many years and was always a project that would be in receipt of financial support from RVBC.

Concerns were raised by all present that Longridge Town Council had not been consulted about the proposed allocation of the UKSPF funding.

Cllr. S Ashcroft submitted a report to Councillors which listed development schemes for Longridge and funding opportunities. He explained that it is our job to push ideas and get things done for Longridge.

Cllr. K Spencer requested that the Town Council form a proposal and send the same to Ribble Valley Borough Council.

Cllr. D Little agreed and advised that we need to make a bold statement.

Cllr. S Ashcroft proposed that the Town council agrees to submit to Ribble Valley Borough Council a ‘Town Plan’ for Longridge with ideas of development schemes which will be supported by suggested funding streams.

Proposer: Cllr. S Ashcroft

Seconder: Cllr. R Adamson

Council unanimously voted in favour of this proposal.

**Min 0876 Succession of Mayor and Deputy Mayor 2023/2024**

Cllr. N Stubbs advised Council that at the last meeting it was proposed that Cllr. S Rainford would be appointed as Deputy Mayor 2023/2024.

It was noted that procedurally all Council members would need to vote in favour of this proposal. As no vote was made, Cllr N Stubbs confirmed it would form the agenda for Council to vote.

Cllr. R Beacham had registered her interest In Deputy Mayor 2023/2024 but advised she now wished for withdraw her interest.

Council unanimously voted in favour of Cllr. S Rainford acting as Deputy Mayor for 2023/2024.

*Cllr. K Spencer left the meeting 20:09*

**Min 0877 Consideration of Planning & Licence Applications**

1. **Land west of Preston Road, Longridge, PR3 3BE -** 3/2023/0100

**Council raised no objections.**

*Cllr. K Spencer returned to the meeting 20:11*

1. **Garages rear of 28 Coniston Close, Longridge, PR3 3AU** **-** 3/2023/0164

**Council raised no objections.**

1. **Cardwell House, Forty Acre Lane, Longridge, PR3 2TU** – 3/2023/0220

**Outside Longridge Town Council boundary.**

1. **6 Lodge View, Longridge, Pr3 3ET** – 3/2023/0238

**Council raised no objections.**

**Min 0878 SCAP**

1. Cllr. N Stubbs confirmed that the meeting on 5th April 2023 at 6pm was cancelled.
2. **Council proposed** the next SCAP meeting should be held with Hassan Ditta on 26th April 2023 at 6pm.

Clerk is to write to Hassan to ask his availability.

**Min 0879 Coronation Event**

The Clerk provided Council with a verbal update in relation to the Coronation event on 6th May 2023.

**Council noted** the update.

**Min 0880 Staffing Committee**

1. **Council to note** the draft Staffing Committee draft minutes dated 6th April 2023.

Cllr. R Walker provided Council with a verbal Staffing Committee report.

It was advised that the ‘Lone Worker Policy’ and ‘Terms of Reference’ were now with Council for ratification.

1. **Council to note** the verbal update.

**Council noted** the verbal update.

**Min 0881 Joint Staffing and Estates Committee Meeting**

1. **Council to note** the Staffing & Estates Committee Report

Cllr. R Walker provided Council with a verbal update of the joint meeting. It was agreed at the meeting that quotes would be sought for the Council to move from a bells service to a key responder service.

Council agreed this was in the best interests of Council and Cllr. R Walker formally proposed the change.

Proposer: Cllr. R Walker

Seconder: Cllr. S Rainford.

1. **Council to note** the revised version of the Caretaker specification.

Item deferred for the next Council meeting. Council noted that the specification had provisionally been agreed but the document was still in draft.

**Min 0882 Estates Committee**

1. **Council to note** the draft Estates Committee minutes dated 21st March 2023.

**Council noted** the draft minutes.

1. **Council to discuss agree** the recommended quote for the emergency lighting repairs.

**Council reviewed and agreed** the quote for emergency lighting repairs.

1. **Council to note** and agree works c.1 - c.3

**Council reviewed and agreed** the works recommended by the Estates Committee.

1. **Council to discuss and agree** the recommendation for litter picking duties for year 2023/2024 in the sum of £5457.16.

Clerk is to chase RVBC for a breakdown to show the standard clean and additional areas Council pay for.

The litter picking costs have increased by 13% for the year.

Council agreed to defer the item until the next meeting when we have all information necessary to form an agreement.

**Min 0883 Budget Committee**

1. **Council to note** the draft Budget Estate draft minutes dated 28th March 2023.

**Council noted** the draft minutes.

1. **Council to note** the renewal to the pitch side board with Longridge Town Football Club in the sum of £200.

**Council noted** the renewal of the pitch side board.

1. **Council to note** the agreed costs towards the replacement flag costs for Longridge Field Day.

**Council noted** the agreed costs towards the replacement flags.

1. Council to note the instruction of the Internal Auditor.

**Council noted** the update.

Clerk has written to Holdens enclosing a copy of the Financial Regulations Document.

1. Council to note the financial position to date.

Council noted the financial position using the cost centre report as displayed by the Clerk.

As we were trialling a projector screen, it was agreed the Clerk would distribute a hard copy to Council via email.

1. Council to note the support in principle for the Kings Coronation Event.

Council noted that the Committee had agreed to pay for the stage costs to support the event.

1. **Council to discuss and agree** the recommendation made by the budget committee in relation to the cleaning of the Station Building.

Cllr. D Little advised the recommendation is to remain with Rosemary Glen and work more collaboratively.

Cllr. L Jameson queried the quote and challenged the time paid v’s per hour.

Cllr. Little advised that the invoice is for job completed rather than hourly rate.

It was noted that we are working off a new specification which will allow us to monitor the contract effectively.

Cllr. D Little advised Council that he has a concern with the Budget Committee moving forward. Three members of Council who are standing down were Budget Committee members.

It was agreed that we would need two new signatories for banking.

Cllr. S Rainford and Cllr. L Jameson advised they would be happy to be the two acting signatories with neither of them being Budget Committee members.

Proposer: Cllr. E Baines

Seconder: Cllr. L Jameson.

**Min 0884 Finance**

**The following were approved for payment:**

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|  | **Council to Approve** | | **Company** | | **Amount** | | **Description** |
| a. | Resolve to Pay | | Rosemary Glen | | £429.14 | | Cleaning for month of March 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. Feb and March 2023 |
| c. Resolve to Pay | | TPCS | | £44.10 | | Internet and Line 13.03.2023- 12.04.2023 | |
| d. Resolve to Pay | | Amazon | | £249.99 | | Shredder | |

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| e. Resolve to Pay | CSJ Windows | £40.00 | Window Cleaning – month of April (internal and ext) |
| f. Resolve to Pay | Lentech | £1076.40 | Rewiring & Photocell |
| g. Resolve to Pay | Lentech | £2135.00 | Emergency Lighting Costs |
| h. Resolve to Pay | Yates | £558.00 | Zip wire and two end springs |
| i. Resolve to Pay | Robert Tomlinson | £186.00 | Dismantling large tree and spray 12 holders |
| j. Resolve to Pay | Touchline | £360.00 | Supply and paint 12 brackets black. |
| k. Resolve to Pay | Vuetek | £120.00 | Labour & CCTV call out |
| l. Resolve to Pay | PAYE | £835.25 | PAYE QTR 4 |

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| m. Resolve to Pay | Longridge FC | £200.00 | Pitch side Board |
| n. Resolve to Pay | LFD | £200.00 | Replacement of flags for FD |

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

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|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | E Baines | £25.00 | Console Table |

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| b. Resolve to Pay | GJ Harrison | £90.00 | Emergency Plumbing (Disabled Toilet) |
| c. Resolve to Pay | Audio Hire | £500.00 | Stage – Coronation event |
| b. Resolve to Pay | Bouncelona | £280.00 | 2x Manned Bouncy Castles |

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

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|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1,360.24 | March - 2023 |
| b. | Electric Bill | £1275.94 | 11.02.2023 – 10.03.2023 |
| c. | Gas Bill | £164.51 | 21.02.2023 – 20.03.2023 |
| d. | Water | £182.93 | 22.02.2022 – 21.03.2023 |
| e. | Hygiene Bins | £61.34 | March -2023 |

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| f. | Easy Websites | £80.40 | April - 2023 |

All payments were authorised.

Proposer: Cllr. S Rainford

Seconder: Cllr. L Jameson

**Min 0885 Matters for Information**

Cllr. L Jameson asked that all members remain mindful when volunteering occurs.

If Councillors decide to offer help in the Town such as removing vandalism, we must be mindful of any repercussions.

**Min 0886 DATE OF NEXT MEETING**

The next Council Meeting will be held on Wednesday 10th May 2023 at 7pm