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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 July 2023.

Present:

Cllr. S Raindford

Cllr. R Beacham

Cllr. R Walker

Cllr. D Little

Cllr. K Spencer

Cllr. R Ray

Miss J Dibble (Town Clerk)

+1 Speaker

**Min 0927 Mayor's Welcome**

*Meeting opened at 19:00*

Cllr. S Rainford welcomed everyone to the meeting.

**Min 0928 To Receive Apologies**

Cllr. N Stubbs

Cllr. J Rogerson

Cllr. L Jameson

Cllr. T Jackson

**Min 0929 Declarations of Interests**

None declared

**Min 0930 Public Time**

*Meeting closed 19:05*

A representative of Love Longridge – Soap Box Derby events attended to discuss the concerns raised by a member of the public.

Cllr. Rainford confirmed that the complainant was invited to the meeting to discuss their concerns at length.

The representative of Love Longridge advised that large scale events such as the Soap Box Derby are likely to receive complaints. This is not to discredit the concerns raised by the residents but to put the nature of the complaint in to perspective.

Council was then advised of the intention from Love Longridge to hand deliver a letter to the residents enclosing the TTRO and a proposal for the resident to alleviate the concerns raised last year.

*Meeting reopened 19:19*

Cllr Rainford proposed that as a Council we continue to support the event. We recognise that there have been teething issues following the event last year but we understand that Love Longridge have reflected on these and worked towards limiting these for the event this year. We also recognise that steps will be taken to make this year’s event more considerate to the residents of Longridge who are directly affected by the road closures.

Proposer: Cllr. S Rainford

Seconder: Cllr. K Spencer

**Min 0931 Approval of Minutes**

**It was resolved** to sign the minutes of the meeting held on the 14th June 2023 as a correct and accurate record.

Proposer: Cllr. R Walker

Seconder: Cllr. R Beacham

**Min 0932 Consideration of Planning & Licence Applications**

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

1. **25 Lindale Road, Longridge, PR3 3FT -** 3/2023/0432 Proposed single storey extension to rear.

**Longridge Town Council Comment:**

No objections raised.

1. **Inglenook, Alston Lane, Longridge, PR3 3BN -** 3/2023/0451 Proposed roof lift to existing dwelling, new porch to side, replacement of existing flat roof with pitched roof to existing rear extension and internal alterations.

**Longridge Town Council Comment:**

No objections raised.

**Min 0933 Towneley Gardens Picnic Benches**

Cllr. Rainford advised that this item should be deferred, pending an update from Ribble Valley Borough Council.

**Min 0934 War Memorial Benches**

Cllr. Rainford advised she felt the matter should be discussed at the next Estates meeting on 26th July 2023.

**Min 0935 Annual Meeting of Electors**

1. Council reviewed the proposed agenda. It was agreed that the mayor of 2022/2023 should give the electorate an update following their Mayoral year.

It was also agreed that the Clerk would confirm her job role and how to reach her.

Cllr. R Beacham advised that ‘The Little Green Bus’ would like to attend the meeting to discuss the service they offer. It was agreed that the Clerk would add this to the agenda allowing each community group five minutes to speak.

1. **Council agreed** The Meeting of the Electorate 2023/2024 will be held next year at an earlier time of May 2024.

**Min 0936 Citizens Advice – Meeting Room / Drop in Surgery**

**Council agreed** that they support the idea in principle for drop-in sessions to be held at The Station Buildings meeting room.

Clerk is to write to the representative of the CAB to ask for more information and seek clarity on the proposed frequency of use.

**Min 0937 Longridge Town Council – Priority List**

Cllr. S Rainford spoke with ex Councillor Steven Ashcroft regarding

the list of priorities he provided to Council in April 2023.

It was agreed that the Council would form a working which once officially formed would meet to go through the priorities and assign actions to Councillors.

The working group was agreed as:

Cllr. D Little

Cllr. K Spencer

Cllr. R Ray

Cllr. S Rainford

Clerk is to liaise with Mr Ashcroft and recirculate his draft development plan.

**Min 0938 Estates Committee**

1. **Council to note** the draft Estates Committee draft minutes dated 28th June 2023.

**Council noted** the minutes.

1. **Council to note** the recommendation for the gate lock at the back of the Station Building.

**Council noted** the recommended lock.

1. **Council to note** that the Estates Committee are meeting with the Allotment holders on Monday 17th July 2023 at 7pm

**Council noted** the update.

1. **Council to note** the repair quote for the playground in the sum of £755+ VAT.

**Council noted** the update.

**Min 0939 Budget Committee**

1. **Council to note** the draft Budget Committee draft minutes dated 28th June 2023

**Council noted** the minutes.

1. **Council to agree** the recommendation from the committee to approve the ‘Longridge Band’ grant request in the sum of £1500.00

Council agreed with the budget committee’s recommendation.

Proposer: Cllr. R Walker

Seconder: Cllr. N Stubbs

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

1. **Council to note** the recommendation from the committee to approve the ‘RAF Air Cadets’ grant request in the sum of £500.00
2. **Council to note** the financial position as at June 2023.

**Council noted** the financial position.

For contingency, Cllr Walker requested to shadow the Clerk when inputting transactions on to Scribe, in the event that the Clerk is away from office.

**Min 0940 Staffing Committee**

1. **Council to agree** the committee’s recommendation relating to the office hours.

**Council agreed** that the Clerks’ office will remain open Tuesday and Thursday 9:30am – 2:30pm.

Attendance outside of these times will now be via appointment only.

**Min 0941 Finance**

**Item a)**

**The following were approved for payment:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council to Approve** | | **Company** | | **Amount** | | **Description** |
| a. | Resolve to Pay | | Rosemary Glen | | £530.28 | | Cleaning for month of May Station Buildings |
| b. | Resolve to Pay | | Terry Lewis | | £260.00 | | Maintenance and upkeep of Recreational Grounds, Memorial Garden, Millennium Cross and path to the side of Station Buildings. June 2023 |
| c. Resolve to Pay | | TPCS | | £45.56 | | Internet and Line 13.06.2023- 12.07.2023 | |
| d. Resolve to Pay | | LCC | | £834.54 | | Road Closure Nov 2022 | |

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| e. Resolve to Pay | Holden & Co | £540.00 | AGAR |
| f. Resolve to Pay | Lentech | £120.00 | Coronation - Generator |
| g. Resolve to Pay | HMRC | £949.75 | PAYE |
| h. Resolve to Pay | Yates | £264.00 | Annual Inspection |

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| --- | --- | --- | --- |
| i. Resolve to Pay | Cartridge save | £258.14 | Printing Ink |
| i. Resolve to Pay | JD- Amazon | £24.65 | Fan |

***Total: £3826.92***

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

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| --- | --- | --- | --- |
|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | Gareth Harrison | £80.00 | Emergency plumbing works on disabled toilet |

***Total: £80.00***

**Council to note the following Grant Monies (**for information only)**:**

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| --- | --- | --- | --- | --- |
|  | **Grant Recipient** | **Amount** | | **Description** |
| a. | GLAS | £1500.00 | GLAS Event | |
| b. | Friends of Civic | £2500.00 | Men’s Toilet Refurbishment | |
| c. | Longridge Field Day | £1200.00 | | LFD Event |
| d. | Longridge Band | £1500.00 | | Towards the cost of refurbishment in the sum of £6600 |
| e. | RAF Cadet | £500.00 | | Towards the cost of three laptops |

***Total: £7200***

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

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| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1,520.04 | June 2023 |
| b. | Electric Bill | £6643.45 | 10.05.2023 - 23.06.2023 |
| c. | Gas Bill | £29.91 | 24.05.2023-23.06.2023 (Café split £27.81) |
| d. | Water | £219.71 | 22.05. 2023- 21.06.2023 (Café split £100.08) |
| e. | Hygiene Bins | £61.34 | June -2023 |
| e. | Easy Websites | £84.00 | July -2023 |

***Total: £8558.45***

All payments were authorised.

Proposer: Cllr. R Walker

Seconder: Cllr. D Little

**Item b)**

**Council to review and agree the** grant submission to payment process

**Council agreed** they support the review of the process in principle.

It was agreed for this to be referred to the Budget Committee for their comments.

**Min 0942 Communications Workshop**

**Council noted** the revised date of 19th July 2023 for the communications workshop.

It was further noted that Cllr. L Jameson and Cllr. N Stubbs are unable to attend.

**Min 0943 DATE OF NEXT MEETING**

The next Council Meeting will be held on Wednesday 9th August 2023 at 7pm

*Meeting closed 20:28*