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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town CouncilCouncil Offices, The Station BuildingBerry Lane, Longridge. PR3 3JPTelephone: **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, 13th September 2023.

Present:

Cllr. S Rainford

 Cllr. R Beacham

 Cllr. D Little

Cllr. L Jameson

Cllr. K Spencer

Cllr. R Ray

Cllr. N Stubbs

Cllr. K Kaye

Cllr. D Jackson

 Miss J Dibble (Town Clerk)

 +2 Public Speakers

**Min 0963 Mayor's Welcome**

*Meeting opened at 19:00*

Cllr. S Rainford welcomed everyone to the meeting.

**Min 0964 To Receive Apologies**

Cllr. J Rogerson

Cllr. T Jackson

Cllr. R Walker

**Min 0965 Declarations of Interests**

Item 14b - Cllr. K Kaye

Item 14b - Cllr. R Ray

Item 14b - Cllr. K Spencer

Item 7d - Cllr. L Jameson

*Meeting closed 19:02*

**Min 0966 Public Time**

Two members of ‘The Gathering’ (Thursday Group) attended to speak. They had recently submitted a request to deliver friendly sessions outside the Station Buildings for two hours every Thursday.

It was later confirmed that the friendly sessions were planned for Saturday mornings too.

The objective of these sessions would be to read stories and build relationships with the community.

*Meeting reopened 19:06*

**Min 0967 Thursday Group – Friendly Work**

Council discussed the proposal for ‘The Gathering’ to deliver friendly sessions outside the Station Buildings.

The Chair advised, if we are agreeable to the sessions, the dates would need to be passed to the Clerk in advance.

It was then agreed that a nominal fee of £5.00 would be charged and that this would be in addition to the room hire rate for the meeting room if used on a Thursday.

Council unanimously voted in favour of the Thursday group initiative.

*Two speakers left the meeting room 19:14*

**Min 0968 Approval of Minutes**

**It** **was resolved** to sign the minutes of the meeting held on the 9th August 2023 as a correct and accurate record.

Proposer: Cllr. N Stubbs

Seconder: Cllr. R Ray

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

**Min 0969 Consideration of Planning & Licence Applications**

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

1. Land off Preston Road Longridge -3/2023/0632 Proposed earth banked slurry lagoon 50m x 50m.

***Longridge Town Council Comment:***

No objections raised.

b) Dominos Unit 2 53 to 55 Berry Lane Longridge PR3 3NH-3/2023/0593 Advertisement consent for one externally illuminated fascia sign., one illuminated projecting sign and one internally illuminated poster sign in the front window. Resubmission of 3/2023/0092.

***Longridge Town Council Comment:***

Longridge Town Council support the application in principle, however, the Town Council raised concern with section D as it is a conservation area.

c) 1 Lower Lane Longridge PR3 3SL - 3/2023/0707 Application to regularise mixed building use permitting retail with associated bar serving alcohol, and occupational dwelling (sui generis).

***Longridge Town Council Comment:***

Application is invalid.

d) Land east of Chipping Lane Longridge- 3/2023/0701 Approval of details reserved by condition 15 (finished floor levels) of planning permission 3/2021/1134.

***Longridge Town Council Comment:***

No objections.

**Min 0970 Policies & Governance**

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

* Vexatious Requests Policy
* Reserves Policy

Proposer: Cllr. S Rainford

Seconder: Cllr. D Little

Cllr. S Rainford suggested additional training for the Clerk in support of further development.

Council unanimously agreed for the Clerk to enrol on additional webinar training.

**Min 0971 Christmas Trees 2023**

a) Council reviewed the Christmas tree quote submitted by Bolton Christmas Trees.

It was noted that the cost per (high street) tree had increased by £0.40 and the large tree outside the Council office had increased by £10.00 in comparison to last year.

Council deemed this increase as reasonable and agreed the quote in the sum of £1476.00 plus VAT £295.20

**Total: £1771.20**

Proposer: Cllr. D Little

Seconder: Cllr. N Stubbs

b) Cllr. K Kaye provided Council with a verbal update following discussions with Gary Ward (Love Longridge).

Cllr. Kaye intends on having a further discussion regarding the tree initiative with Gary Ward once the Love Longridge event (Soap Box Derby) has ended.

**Min 0972 Meeting Room**

**Council discussed** the use of the meeting room during the weekend.

**Council agreed** that any group / organisation wishing to use the room should proceed to book the room with the Clerk and as such will be billed the relevant rate.

Due to health and safety, it was agreed this room should not be used without prior booking through the Clerk.

**Min 0973 Planters – Longridge**

Longridge Town Council gave thanks to Cllr. D Jackson for volunteering to tidy the planter outside Longridge Library.

Cllr. S Rainford confirmed that a proposal had been passed by Council to fund the new planters up and down the high street. A revised quote will be sent to the Clerk for approval at the next Full Council meeting.

**Min 0974 SCAP Meeting**

**Council reviewed** the proposed meeting dates and unanimously agreed to meet with Ribble Valley Borough Council on Wednesday 20th September 2023 at 6pm.

Clerk is to contact Mr Ditta to confirm the same.

**Min 0975 Estates Committee**

**a) Review and agree** the quote for air fresheners to be installed in the Station Building toilets.

**Council voted against** organic air fresheners being installed in the Station Buildings toilets due to unknown risks to members of the public.

**Min 0976 Budget Committee**

1. **Council to note** the draft Budget Committee minutes dated 23rd August 2023

**Council noted** the minutes.

1. **Council to agree** the recommendation from the committee to approve in part the Youth Council Grant request in the sum of £2000.00

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

Proposer: Cllr. D Jackson

Seconder: Cllr. N Stubbs

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

*Cllr. K Kaye, Cllr. R Ray and Cllr. K Spencer were abstained from the vote.*

1. **Council to note** the recommendation from the committee to approve the sponsorship fee for the Cricket Club in the sum of £550.00

**Council noted** the budget committee’s recommendation

1. **Council to note** the recommendation from the committee to approve the grant request submitted by LEG in the sum of £900.00

**Council noted** the budget committee’s recommendation

**e) Council to discuss and agree** the recommendation for instruction of an independent third-party audit to review all of the Town Council’s procedures and processes.

Cllr. R Ray added that she felt it was good practice to have a full audit.

Proposer: Cllr. R Ray

Seconder: Cllr. L Jameson

All members of Council voted in favour of the recommendation.

**f) Council to note** the financial position as at August 2023.

**Council noted** the financial position.

*Councillors were given a copy of the financial statement.*

**Min 0977 Finance**

**The following were approved for payment:**

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|   | **Council to Approve** | **Company**  | **Amount**  | **Description**  |
| a. | Resolve to Pay  | Rosemary Glen | £1,174.26 | Cleaning for month of August Station Buildings & Public toilets  |
| 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. June 2022 |
| c. | Resolve to Pay  | TPCS | £52.98 | 12.08.2022 - 12.09.2022 |
| d. | Resolve to Pay  | Helping Hand  | £111.24 | 5X Childrens Litter Picks  |

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|   | **Council to Approve** | **Company**  | **Amount**  | **Description**  |
| a. | Resolve to Pay  | Rosemary Glen | £452.62 | Cleaning for month of August 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  |
| c. Resolve to Pay | TPCS  | £44.10 | Telephone line and internet services 25.08.2023 |
| d. Resolve to Pay | Viking  | £60.92 | Stationary order 11.08.2023  |

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| e. Resolve to Pay | Viking  | £57.96 | Stationary order 04.08.2023  |
| f. Resolve to Pay | Lentech | £120.00 | PAT Testing  |
| g. Resolve to Pay | Longridge Locksmith | £516.00 | Fire exit lock installation  |
| h. Resolve to Pay | Microsoft 365 | £59.99 | Microsoft 365 Subscription  |

***Total: £1,511.59***

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

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|   | **Payment Recipient**  | **Amount**  | **Description**  |
| a. Resolve to Pay | Bloom Room  |  £43.00 | Flowers to Mayors Consort  |
| b. Resolve to Pay | Energy Checkpoint  |  £250.00 | Broker fee for electrical supply |

***Total: £293.00***

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

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|   | **Direct Debit Recipient**  | **Amount**  | **Description**  |
| a. | Salary  | £1,556.97 | August 2023  |
| b. | Electric Bill  | £2520.50 | 19.06.2023 – 10.08.2023 |
| c. | Gas Bill  | £43.40 | 23.07.2023-22.08.2023 |
| d. | Water  | £219.71 | 22.07.2023- 21.08.2023 |
| e. | Hygiene Bins  | £61.34 | August -2023 |
| e. | Easy Websites  | £91.20 | August -2023 |

***Total: £4493.12***

All payments were authorised.

Proposer: Cllr. D Little

Seconder: Cllr. L Jameson

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

**Min 0978 Communications Workshop**

**Council noted** that the next communications workshop should take place on 18th September 2023.

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

**Min 0979 Public Toilets Berry Lane**

Cllr. L Jameson advised Councillors that Ribble Valley had three designs for the toilets and that once the design had been chosen it would take six weeks to complete the refurbishment and the public toilets would reopen.

**Min 0980 DATE OF NEXT MEETING**

The next Council Meeting will be held on Wednesday 11th October 2023 at 7pm

*Meeting closed 20:34*