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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, 14th June 2023.

Present: Cllr. N Stubbs

Cllr. J Rogerson

Cllr. L Jameson

Cllr. R Beacham

Cllr. R Walker

Cllr. E Baines

Cllr. K Spencer

Cllr. R Ray

Cllr. T Jackson

Miss J Dibble (Town Clerk)

**Min 0907 Mayor's Welcome**

*Meeting opened at 19:00*

Cllr. J Rogerson welcomed all members of Council to the meeting.

**Min 0908 To Receive Apologies**

Cllr. S Rainford

**Min 0909 Declarations of Interests**

Cllr. L Jameson Item 9C

Cllr. R Ray Item 12

Cllr. K Spencer Item 12

Cllr. J Rogerson Item 15C

Cllr. E Baines Item 15B

**Min 0910 Public Time**

None present.

**Min 0911 Approval of Minutes**

**It was resolved** to sign the minutes of the meeting held on the 10th May 2023 as a correct and accurate record.

Proposer: Cllr. L Jameson

Seconder: Cllr. N Stubbs

**Min 0912 Consideration of Planning & Licence Applications**

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

1. **Lane Side Farm Alston Lane Longridge Lancashire PR3 3BN-** 3/2023/0427 Prior notification for an agricultural building to provide storage for machinery and animal feed. Building to incorporate 150m² covered midden to reduce pollution.

**Longridge Town Council Comment:**

No objections raised.

1. **Land West of Preston Road Longridge PR3 3BE-** 3/2023/0415 Non material amendment to application 3/2021/0470 involving the change of brick choice to Plots 61, 71, 72, 73 from Ibstock Bristol Orange (now discontinued) to Forterra Arden Special Reserve

**Longridge Town Council Comment:**

No objections raised.

1. **32 Hollin Hall Drive Longridge PR3 3UF**-3/2023/0388 proposed single storey rear extension. (Resubmission of 3/2023/0111)

**Longridge Town Council Comment:**

No objections raised.

1. **Dilworth Coach House 41 Dilworth Lane Longridge PR3 3ST**-3/2023/0374 Conversion of existing garage into a two-bedroom dwelling including new front porch, new access and vehicular parking for 41 Dilworth Lane

**Longridge Town Council Comment:**

Concerns were raised regarding the tree. It was agreed that Longridge Town Council will put forward a request for a Tree Protection Order.

No other planning objections were made.

**Min 0913 NALC Civility and Respect Pledge**

The Chairman raised concerns regarding the pledge, as he was felt there was not enough supporting information to enable Councillors to take the pledge.

During discussion, Council agreed that the mission statement behind the pledge is something Councillors should be complying with day to day.

Councillor Little, Spencer, Ray and Jameson all gave their reasonings in favour of the pledge and a motion to agree to the pledge was proposed by Cllr. L Jameson.

The Chairman asked for a show of hands and the majority of council agreed to sign the pledge.

The motion was agreed by majority vote.

**Min 0914 The Annual Governance Statement and Approval of AGAR Form**

Council noted the verbal update from Cllr. D Little.

The accounting information had been audited by Holden Accountants.

Cllr. D Little then confirmed that we are now able to submit the ‘Annual Governance and Accountability Return’ once this has been signed by the Mayor.

Cllr. L Jameson reiterated his thanks to Cllr. D Little, Rose Adamson and the Clerk.

Proposer: Cllr. D Little

Seconder: Cllr. L Jameson

**Min 0915 Annual Meeting of Electors**

Council discussed the agenda for the ‘Annual Meeting of Electors’ and confirmed all matters listed on the agenda were in the public interest.

**Council noted** the proposed time and date and it was agreed that the Clerk would correspond with the Mayor and deputy for a final draft agenda ahead of the next full council meeting on 12th July 2023.

**Min 0916 Longridge Loop**

**Council agreed** to arrange a group meeting to discuss the Longridge Loop.

New members of the Longridge Loop Group:

Cllr. K Spencer

Cllr. R Walker

Cllr. N Stubbs

**Min 0917 Remembrance Sunday**

The Chairman opened discussions surrounding the terms and conditions relating to the use of the traffic management provider on the day.

**Council agreed** that the quote was considerably high with all liabilities linking to the Council.

Cllr. E Baines advised she would send a recommendation for an alternative provider.

**Council then agreed** the Remembrance Sunday Group as;

Cllr. J Rogerson, Cllr. N Stubbs, Cllr. D Little, Cllr. T Jackson, Cllr. Rosemary Beacham and Cllr. E Baines.

*19:54 meeting temporarily adjourned*

*9:55 meeting continued*

**Min 0918 Litter Pick Costs 2023/2024**

**Council agreed** to the quote in principle and subject to RVBC confirming if the increased costs relate to inflation and further confirmation on how often each area is cleaned.

**Min 0919 Staffing Committee**

**Council noted** the verbal update provided by Cllr. R Walker.

1. It was proposed that the Clerks weekly hours increase from 25 hours to 30 hours due to the workload.
2. The office hours will be open to the public between 9am – 12pm Monday, Tuesday, Thursday and Friday.

The office will remain closed on a Wednesday.

Councillors who need to meet with the Clerk can do so by a pre-arranged meeting.

Proposer: Cllr. L Jameson

Seconder: Cllr. J Rogerson

**Min 0920 Estates Committee**

1. **Council to note** the draft Estates Committee draft minutes dated 24th May 2023.

**Council noted** the minutes.

1. **Council to agree** the recommendation for the office furniture.

**Council agreed** for the Clerk to purchase the relevant office furniture to create a more sustainable working environment.

1. **Council to agree** the proposal to have an interactive screen and not a Smart Tv.

**Council agreed** that once the Clerk has found the correct specification, the Estates committee can approve the Smart Tv.

1. **Council to note** the Fire Risk Assessment report which was completed on 5th June 2023.

Council were given a brief update and advised that the Fire Risk Assessment report will be with us in the next two to three weeks for full review.

1. **Council to note** thatthe two insurance policies (Zurich- EL/PL and FIS- Property owners’ insurance) now been renewed.

Clerk to contact the café in relation to their insurance policy and further review of the property owner’s policy is required for discussion at the next Estates meeting on 28th June 2023.

**Min 0921 Budget Committee**

1. **Council to note** the draft Budget Committee draft minutes dated 24th May 2023

**Council noted** the minutes.

1. **Council to agree** the recommendation from the committee to approve the ‘Longridge Field Day’ grant request in the sum of £1200.00

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 agree** the recommendation from the committee to approve the ‘Goosnargh and Longridge Show’ grant request in the sum of £1500.00

Council agreed with the budget committee’s recommendation.

Proposer: Cllr. E Baines

Seconder: Cllr. R Walker

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

1. **Council to agree** the recommendation from the budget committee to approve the ‘Friends of the Civic Hall’ grant request in the sum of £2500.00

Council agreed with the budget committee’s recommendation.

Proposer: Cllr. R Walker

Seconder: Cllr. E Baines

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

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

**Council noted** the financial position.

**Min 0922 Longridge Town Council Website**

Cllr. J Rogerson advised that although our new website had improved, he felt that we needed an information page to help sign post the electorate to the relevant authority depending on their query.

It was agreed that the Clerk would speak to the website developers and look at adding an ‘information’ page.

**Min 0923 Councillor Contact Leaflet**

**Council reviewed** the contact leaflet and unanimously agreed that all groups and organisations which the council have supported and continue to support should be listed.

The Clerk is to circulate the revised Councillor leaflet for approval.

**Min 0923 Goosnargh and Longridge Agricultural Show**

Discussions were entered regarding the stall.

Councillors were given two-hour time slots to manage the stall and those who could not commit at present, confirmed that they would contact the Clerk directly with appropriate timings.

**Min 0924 Finance**

**The following were approved for payment:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council to Approve** | | **Company** | | **Amount** | | **Description** |
| a. | Resolve to Pay | | Rosemary Glen | | £536.24 | | Cleaning for month of May 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. May 2023 |
| c. Resolve to Pay | | TPCS | | £44.10 | | Internet and Line 13.05.2023- 12.06.2023 | |
| d. Resolve to Pay | | J Dibble | | £21.75 | | Stamps and envelopes | |

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| --- | --- | --- | --- |
| e. Resolve to Pay | Longridge Lock Smith | £1509.40 | Supply & Fit handles / door closers & digi lock |
| f. Resolve to Pay | Top Marks | £270.00 | Responder May 2023/ April 2024 |
| g. Resolve to Pay | Zurich | £1486.80 | EL/ PL Insurance |
| h. Resolve to Pay | FIS | £1439.98 | Property Owners Insurance |
| i. Resolve to Pay | Vuetek | £420.00 | Installation of additional camera |

***Total: £5928.27***

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

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| --- | --- | --- | --- |
|  | **Payment Recipient** | **Amount** | **Description** |
| a. Resolve to Pay | RVBC | £258.94 | Allotment Charges 2023/2024 |

|  |  |  |  |
| --- | --- | --- | --- |
| b. Resolve to Pay | RVBC | £90.10 | Bin bags for waste collection (Coronation) |
| c. Resolve to Pay | Longridge Lock Smith | £1290.00 | Roof extension (down pipe) and leaf guards |

***Total: £1639.04***

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Direct Debit Recipient** | **Amount** | **Description** |
| a. | Salary | £1,360.24 | May - 2023 |
| b. | Electric Bill | £2640.74 | 11.04.2023 10.05.2023 (Café Split £1488.37) |
| c. | Gas Bill | £111.73 | 20.04.2023-24.05.2023 (Café split £27.81) |
| d. | Water | £212.52 | 22.04. 2023- 21.04.2023 (Café split £100.08) |
| e. | Hygiene Bins | £61.34 | May -2023 |
| e. | Easy Websites | £84.00 | June -2023 |

***Total: £4470.57***

***(Minus Café £1616.26 = £2854.31)***

All payments were authorised.

Proposer: Cllr. D Little

Seconder: Cllr. N Stubbs

**Min 0925 Communications Workshop**

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

Cllr. L Jameson and Cllr. N Stubbs are unable to attend.

**Min 0926 DATE OF NEXT MEETING**

The next Council Meeting will be held on Wednesday 12th July 2023 at 7pm

*Meeting closed 21:04*