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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 Full Council Meeting held at Station Buildings, Longridge, 8th November 2023.

Present:

Cllr. J Rogerson

Cllr. S Rainford

Cllr. R Beacham

Cllr. L Jameson

Cllr. K Spencer

Cllr. R Ray

Cllr. K Kaye

Cllr. D Jackson

+1 Speaker and 5 members of the public

**Min 0999 Mayor's Welcome**

*Meeting opened at 19:00*

Cllr. J Rogerson welcomed everyone to the meeting.

**Min 1000 To Receive Apologies**

Cllr. N Stubbs

**Min 1001 Declarations of Interests**

Cllrs. K Kaye and R Walker expressed interest in the planning application 3/2023/0712

*Meeting closed 19:02*

**Min 1002 Public Time**

Representatives of Longridge Youth Council attended to provide feedback on progress.

A member of the public spoke with his objections to planning permission 3/2023/0707 (1 Lower Lane).

*Meeting reopened 19:15*

*Speakers left the meeting 19.16*

**Min 1003 Approval of Minutes**

**It** **was resolved** to sign the minutes of the meeting held on the 11th October 2023 as a correct and accurate record.

Proposer: Cllr. S Rainford

Seconder: Cllr. R Ray

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

**Min 1004 Consideration of Planning & Licence Applications**

Cllr. R Walker gave the Planning Committee notes on the following planning applications –

**3/2023/0719 - 29/09/2023**

Proposed demolition of existing garage and conservatory and erection of new side and rear extensions along with loft conversion to include dormer to rear elevation.

Resubmission of 3/2022/0192.

**Applications for full consent**

**Development Address:**

**11 Risedale Drive Longridge PR3 3SA**

***Longridge Town Council Comment:*** *No objections raised.*

**3/2023/0784 – 30/10/2023**

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 (pursuant to variation of condition 5 of 3/2023/0055 (delivery times) to allow deliveries between 7am and 11pm from Berry Lane)

**Variation of Condition**

**Development address**

**53 to 57 Berry Lane Longridge PR3 3NH**

***Longridge Town Council Comment:*** *Delivery times to avoid school times (8.30am to 9.00am) & 3.00pm to 3.30pm)*

**3/2023/0785 - 29/09/2023**

Approval of details reserved by condition 6 (refuse collection) of planning permission 3/2023/0055.

**Discharge of Conditions**

**Development Address:**

**53 to 57 Berry Lane Longridge PR3 3NH**

***Longridge Town Council Comment:*** *No objections raised*

**3/2023/0684 - 05/10/2023**

Proposed single-storey detached oak-framed annexe outbuilding.

**Applications for full consent**

**Development Address:**

**Rock House Higher Road Longridge PR3 2TW**

***Longridge Town Council Comment:*** *No objections raised.*

**3/2023/0761 - 03/10/2023**

Change of use of holiday let to permanent residential use (pursuant to the removal of condition 2 on permission

3/2011/0457 to enable the property to have permitted development rights.

**Removal of Condition**

**Development Address:**

**Gypsy Cottage Alston Lane Alston Longridge PR3 3BN**

***Longridge Town Council Comment:*** *Planning has been withdrawn.*

**3/2023/0786 – 02/10/2023**

Approval of details reserved by conditions 12 (SW drainage), 16 (FRA assessment), 17 (construction SW

management plan) and 18 (SW drainage operation and maintenance) of planning permission 3/2021/1134.

**Discharge of Conditions**

**Development Address:**

**Land east of Chipping Lane Longridge**

***Longridge Town Council Comment:*** *No objections raised.*

**Cllrs. K. Kaye and R. Walker left the meeting at 19:48**

**3/2023/0712 – 13/10/2023**

Lawful Development Certificate for proposed use as a home for up to two young people (no older than 18) with care provided 24 hours per day by up to two non-resident carers and one manager working in shifts (use class C2

**residential institutions).**

**Certificate of Lawfulness – Proposed**

**Development Address:**

**20 Preston Road Longridge PR3 3AN**

***Longridge Town Council Comment:*** *No objections raised.*

**Cllrs. K. Kaye and R. Walker returned to the meeting at 20:00**

**3/2023/0707 - 03/10/2023**

Application to regularise mixed building use permitting retail with associated bar serving alcohol, and occupational

dwelling (sui generis).

**Applications for full consent**

**Development Address:**

**1 Lower Lane Longridge PR3 3SL**

***Longridge Town Council Comment: Concerns with previous flagrance of planning rules and ask that this application, if passed, was closely monitored.***

**Min 1005 Remembrance Sunday**

1. **Council to agree update** from Cllr. L Jameson
2. **Council to agree** the catering arrangements for Remembrance Sunday.

Cllr. L Jameson informed Council that Friends of the Civic Hall will provide the catering for Remembrance Sunday in the Civic Hall following dismissal of the Parade.

Council to write to the Friends of The Civic Hall confirming the food and drinks budget of £150.00 and the donation of £100.00.

Proposer: Cllr. L Jameson

Seconder: Cllr. D Jackson

**Min 1006 Christmas Trees 2023**

**Council to note** that for continuity it was **agreed** this year to proceed to instruct our usual contractor but going forward, the Council will go to tender earlier next year for 2024.

Letters to the shops to be hand delivered by Cllr. L Jameson

Proposer: Cllr. L Jameson

Seconder: Cllr. R Ray

**Min 1007 Estates Committee**

**Council to note that the meeting to be held on October 25th was postponed.**

**Cllr. L Jameson** gave an update on the public toilets in Towneley Gardens**.**

**Min 1008 Budget Committee**

**Cllr. K Kaye** gave a report on the current financial situation and minutes of the last meeting were circulated. He stated the intention to revive the list of major projects to be discussed at the next full council meeting. **Cllr. K Kaye** to ask councillors for a list of spending priorities and projects they would like to see actioned.

**Min 1009 Staffing Committee**

**Council to note** a verbal report by Cllr. R Walker to update the situation on the search for a new Town Clerk.

Following discussion, it was agreed that any appointment of a new Assistant Clerk would be progressed once the new Town Clerk was in position.

**Council** agreed to Mrs Judith Kaye becoming bookkeeper for up to 6 months.

Proposer: Cllr. S Rainford

Seconder: Cllr. K Spencer

**Min 1010 Finance**

**Council** to agree payments as listed except for payment to Mr Terry Lewis, which is suspended until clarification of his duties was made.

**A meeting to be arranged with Mr Lewis by Estates Chair Cllr L Jameson.**

Proposer: Cllr. R Ray

Seconder: Cllr. K Spencer

**Min 1011 Reports from Councillors on Issues Raised by residents (For information only)**

**There were no issues raised.**

**Min 1012 Councillor Vacancies**

There are currently 2 vacancies to be filled and it was agreed to postpone any active recruitment until the new Town Clerk was in position.

Proposer: Cllr. S Rainford

Seconder: Cllr. K Spencer

**Min 1013 “Improving Motion Clarity and Effectiveness”**

**Cllr. K Spencer** presented a motion on this subject and following discussion it was unanimously

padded.

Proposer: Cllr. R Ray

Seconder: Cllr. R Walker

**Cllr L.Jameson** left the meeting at 20:40

**Cllr L.Jameson** returned at 20:42

**Min 0997 DATE OF NEXT MEETING**

The next Council Meeting will be held on Wednesday 13th December 2023 at 7pm