



Longridge Town Council

Full Council - Agenda

To the Mayor and Members of Longridge Town Council, you are summoned to attend a meeting of the Town Council on Wednesday 8 April 2026 at 19:00 in the Council Offices, Station Buildings, Berry Lane, Longridge.

WELCOME.

The Chair to welcome and open the meeting.

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTERESTS.

To receive any declarations of interest from Members **pertaining to matters on this agenda.**

3. PUBLIC PARTICIPATION

To receive declarations of pecuniary and non-pecuniary interests for items on the agenda.

4. TO CONSIDER AND APPROVE THE MINUTES OF THE 11 MARCH 2026, TOWN COUNCIL MEETING.

5. PUBLIC PARTICIPATION.

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

ITEMS for DECISION/DISCUSSION

6. FINANCIAL MATTERS.

Report of the Clerk (enclosed), for Members to approve the:

- Accounts to date.
- Schedule of Payments as set out in the Report.

7. SUPPORT AND PRESENCE OF COUNCIL MEMBERS AT PUBLIC SCREENINGS OF A PUBLIC INFORMATION FILM ON NATIONAL CLIMATE CHANGE.

Report of the Clerk (enclosed), for Members to consider whether Longridge Town Council wishes to support and attend local screenings of a public information film addressing the national implications of climate change.

8. PUBLICATION OF ENVIRONMENTAL COMMITMENT STATEMENT

Report of the Clerk (enclosed) for Members to consider whether the Town Council wishes to publish a statement on its website confirming the Council's environmental commitment.

9. APPOINTMENT OF AGAR AUDITOR FOR 2025/26 AND 2026/27

Report of the Clerk (enclosed) for Members to consider the appointment of Mr David Swift MCIAA as the Council's Internal Auditor for the 2025/26 and 2026/27 to carry out the Annual Governance and Accountability Returns (AGAR).

10. LITTER PICKING

Report of the Clerk (enclosed) for Members to consider whether the Town Council wishes to continue funding additional litter picking services provided by RVBC for the 2026/27 financial year.

11. CODE OF CONDUCT.

Report of the Clerk (enclosed) for Members to consider the comparative information provided and determine which Code of Conduct the Town Council should formally adopt.

ITEMS FOR INFORMATION/DISCUSSION**12. PLANNING APPLICATIONS.**

Report of the Clerk (enclosed), for Members to consider planning matters since the last meeting.

13. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

Report of the Clerk (enclosed), to update Members on actions from recent Full Council meetings.

14. COUNCILLOR REPORTS AND WORKING GROUP UPDATES.

Member reports and verbal updates.

15. FUTURE MEETINGS (2026).**Wednesday:**

13 May. Mayor Making (Civic Hall).

27 May. Annual Town Meeting (Meeting of Electors).

10 June. Full Council.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.



Longridge Town Council

Full Council – Draft Minutes

Meeting Date:	11 March 2026		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, J. Rogerson, S. Rainford, N. Eccles, N. Stubbs, A. Wallbank, K. Spencer, D. Jackson, and R. Walker.		
In attendance:	Town Clerk, and two members of the public.		
Meeting started:	19:00	Meeting closed:	20:05

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1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson), welcomed everyone to the meeting, and provided an update on his recent and forthcoming Mayoral duties.

2. APOLOGIES FOR ABSENCE.

Apologies from Cllrs. M. Gornall and D. Hindle were accepted.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION.

Cllrs. Rainford and Rogerson declared an interest in Agenda Item 8 - Grant Requests.

4. APPROVE THE MINUTES OF THE LAST COUNCIL MEETING.

The minutes of the meeting held on 11 February 2026, were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

Two members of the public were present as observers.

6. FINANCIAL MATTERS.

The Clerk submitted a report seeking approval for the accounts to date. Members were reminded that is several years since they have had an invoice from RVBC for lease of land at Windsor Avenue (allotments).

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Request the Clerk to enquire into the RVBC ‘allotment’ invoice.
- c. Approve the schedule of payments as set out in the Report and in the Table below.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	2773	RVBC	Annual Charge for lease of land on Windsor Avenue (Allotments)	319.25	-	319.25	17/03/2026	02/03/2026
				319.25	0.00	319.25		

7. CODE OF CONDUCT.

The Clerk reminded members that, at the meeting of the Town Council held on 11 February 2026, it had been resolved that the Clerk prepare and present a comparison between the current Code of Conduct and a proposed LGA Code of Conduct for consideration at the 11 March 2026 meeting.

The Clerk advised Members that a comparison document had been circulated and presented; however, it was noted by Cllr. Spencer that the comparison had been prepared using a different version of the LGA Code of Conduct, rather than the version that had been submitted to Council on 11 February 2026. Cllr. Spencer raised concerns regarding the alterations and queried the origin of the changes. The Clerk noted that the changes were due to an updated version of the LGA Model Code of Conduct being used as the comparison document and apologised to Members for the error.

RESOLVED THAT COUNCIL:

- a. Defer the comparison to the next meeting of the Council.
- b. Request the Clerk to prepare a revised comparison based specifically on the version of the proposed Code of Conduct submitted at the 11 February 2026 meeting and the existing Code.
- c. Request the Clerk to contact RVBC on matters relating to Code of Conduct for Town Councillors.

8. GRANT REQUESTS.

The Clerk submitted a report requesting members to consider a grant request of £1,765 from the Longridge Band who have been invited to perform at the British Band Open in May 2026. While the event had previously been held in Blackpool, it would now take place in Birmingham, resulting in significantly increased travel and accommodation costs. The Band were therefore seeking financial assistance to help fund the cost of travel and associated expenses.

The Report noted that this grant request was an agenda item at the Finance Committee meeting held on 4 March 2026 where the Clerk deferred the item to Full Council as two committee members declared an interest which meant the Committee was not quorate for the item.

During consideration of the application, Cllr Rainford requested that the £550 shown in the list of payments made to Longridge Band not be taken into account when assessing the grant request, on the basis that the payment related to a Mayoral Charity donation.

Cllrs Rainford and Rogerson, having previously declared an interest, withdrew from the meeting and took no part in the discussion or decision.

Cllr. Walker (Chair of the Finance Committee) reminded members that to date the Council had provided grants to the value of £18,580.

Cllrs. Rainford and Rogerson returned to the meeting following consideration of the item.

RESOLVED THAT COUNCIL:

- a. Agree that the £550 Mayoral Charity donation should not be considered as part of the grant request.
- b. Approve a grant of £935 to fund travel costs.
- c. Request the Clerk to inform the Longridge Band of the Council's decision and make the necessary payments.

9. COMMUNITY GARDEN – COMMITTEE TERMS OF REFERENCE

The Clerk submitted a report requesting members consider adopting a Terms of Reference and a Memorandum of Understanding for a Community Garden.

During discussion the following amendments to the documents were agreed:

- a. Strengthening safeguarding provisions relating to children and vulnerable adults.
- b. Include site safety as a separate item from tool safety.
- c. Incorporate shared financial responsibility arrangements.
- d. Introduce a register/sign-in system for attendees.

RESOLVED:

That the Community Garden Committee Terms of Reference and Memorandum of Understanding be approved, subject to the amendments discussed.

10. ASSET REGISTER

The Clerk submitted a report requesting members consider adopting an updated Asset Register attached as Appendix 1 to the Report

RESOLVED THAT COUNCIL:

Approve the adoption of the updated Asset Register.

11. CALL FOR NOMINATIONS FOR THE OFFICE OF DEPUTY MAYOR.

Members were advised that nominations were required for the office of Deputy Mayor for the 2026/27 municipal year.

RESOLVED:

It was resolved that the Chair would seek written nominations from councillors for the position of Deputy Mayor for 2026/27 with nominations to be submitted to the Town Clerk by 16:30 on 18 March.

12. RESIGNATION OF THE TOWN COUNCIL GARDENER.

Cllr. Rainford (Chair of Staffing) noted she was not aware of the resignation. The Clerk informed members that the gardener had withdrawn his resignation.

RESOLVED:

Members noted the update.

13. PLANNING APPLICATIONS

The Clerk submitted a report requesting members to consider recent planning matters.

Members considered a planning consultation relating to access arrangements for the proposed Longridge Sports Village. The Clerk advised that a request to Preston City Council had been made for the Town Council to be recognised as a consultee due to the council being a neighbouring authority. Members raised concerns regarding traffic speeds and road safety on Chipping Road, and discussed the need for traffic calming measures and speed limit reductions.

RESOLVED THAT COUNCIL:

- a. Note the Report.
- b. Request the Clerk to contact both Whittingham and Thornley-with-Wheatley Parish Councils seeking their views on contacting LCC regarding imposing a speed limit on Chipping Road.

14. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from recent Full Council meetings.

RESOLVED THAT COUNCIL:

Note the Report.

15. COUNCILLOR REPORTS AND UPDATE FROM THE CHAIRS OF WORKING GROUPS

Cllr. Rainford (Chair of the 'Banners' Working Group) provided an update stating that a report would be submitted to the April meeting of the Town Council.

Cllr. Jackson (Chair of the Longridge Loop Working Group) provided an update on the Loop noting that purchase orders for planters and furniture had been submitted and the Section 106 funds from RVBC had been received.

Regarding the Community Garden, Cllr. Walker noted that he was meeting with the LCC Volunteers Partnership Manager (Jo Latham) on 18 March.

RESOLVED THAT COUNCIL:

Thanked members for the updates.

16. FUTURE MEETINGS.

8 April 18:15 Full Council – *Select Deputy Mayor*

8 April 19:00 Full Council

SIGNED BY CHAIR FOR THE MEETING:

A 'wet' signed copy is on file.

DATE:

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Council Offices
The Station Building
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Longridge
PR3 3JP



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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

LONGRIDGE TOWN COUNCIL

Report For Decision

Meeting:	Full Council
Meeting Date:	8 April 2026
Report Title:	Finance Report
Submitted by:	Clerk and Responsible Financial Officer

Purpose of Report

To update members on the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations

1. Approve the Finance Report and the accounts to date.
2. Approve the Schedule of Payments.

Workbook Contents

Pay	Schedule of Payments – items requiring council approval
Receipts	Income summary for 2025/26 (actual and projected)
Spend	Expenditure by category: actual vs budget vs 2026/27
Recon	Bank reconciliation – Unity Trust and NatWest accounts
NatW	NatWest reserve account balances

LONGRIDGE TOWN COUNCIL — Income Summary 2025/26

1 April 2025 to 31 March 2026 | Presented to Full Council 8 April 2026

Code	Income Source	Actual £ (Apr–Mar)	Pending / Forecast £	Total Projected £	Notes
260	Allotment Rent	£436.50		£436.50	
205	RVBC and LCC Grants	£27,188.00		£27,188.00	Includes £23,261 S.106 grant
255	UK SPF Grant	£14,034.00		£14,034.00	
003	Bank Interest – NatWest	£495.00		£495.00	
220	Petty Cash	£0.00		£0.00	
290	Room Hire (Lettings)	£3,400.00		£3,400.00	
295	Café Rent	£8,484.00		£8,484.00	
296	Utilities Contribution from Café	£3,363.00	£4,262.17	£7,625.17	Incl. £2,173 due 31 Jan and £2,088 due 31 Mar
TOTAL		£57,400.50	£4,262.17	£61,662.67	

Note: For accounting purposes, income does not include Precept or VAT reclaim.

LONGRIDGE TOWN COUNCIL — Net Expenditure 2025/26

Actual and Projected | 1 April 2025 – 31 March 2026 | Version: 30/03/26

Community Purse

Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
450	Youth Council	£1,500	£0	£0	(£1,500)	£0
460	Allotments (incl. RVBC lease payment)	£100	£0	£0	(£100)	£100
470	Civic Events incl. Remembrance Services	£6,000	£6,332	£6,332	£332	£5,500
471	Chauffeur	£0	£568	£568	£568	£200
-	Mayoral Allowance 2025/26	£600	£1,265	£1,265	£665	£600
480	Mayoral Allowance 2024/25	£550	£550	£550	£0	£0
485	Mayor Fundraising	£0	£2,474	£2,474	£2,474	£0
500	Christmas Trees and Tree Lights	£5,000	£390	£390	(£4,610)	£500
490	Community Partnership	£500	£0	£0	(£500)	£0
510	Grants and Donations	£20,000	£17,770	£17,770	(£2,230)	£10,000
520	Community Sponsorship	£500	£850	£850	£350	£10,000
Sub-Total: Community Purse		£34,750	£30,199	£30,199	(£4,551)	£26,900

Amenity and Asset Maintenance

Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
530	Public Toilets (Towneley Gardens)	£500	£0	£0	(£500)	£0
415	Plants and Planters (purchases)	£1,000	£598	£598	(£402)	£0
420	Gardening Services (labour)	£2,000	£1,933	£1,933	(£67)	£2,400
410	Tree Works	£0	£400	£400	£400	£0
440	Caretaker/Lengthsman Services (labour)	£3,000	£5,321	£5,321	£2,321	£6,240
550	Play Area and Skatepark	£1,000	£3,020	£3,020	£2,020	£750
570	Litter and Waste Disposal – RVBC	£1,250	£6,244	£6,244	£4,994	£6,500
390	Asset Purchase	£0	£1,897	£1,897	£1,897	£0
395	Asset Replace and Refurbish	£2,000	£1,396	£1,396	(£604)	£100
540	Maintenance of Open Space and Miscellaneous	£0	£1,468	£1,468	£1,468	£0
560	Station Buildings (Maintenance Purchases)	£0	£482	£482	£482	£0
580	Defibrillators and Bleed Kits	£700	£0	£0	(£700)	£630
Sub-Total: Amenity and Asset Maintenance		£11,450	£22,759	£22,759	£11,309	£16,620

Insurance, Banking & Professional Services

Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
350	Insurance	£3,500	£3,250	£3,250	(£250)	£3,300
355	Bank Charges	£240	£125	£125	(£115)	£160

590	Memberships and Subscriptions	£1,500	£1,536	£1,536	£36	£1,425
600	Professional Services	£2,000	£2,806	£2,806	£806	£250
365	Auditor	£500	£550	£550	£50	£250
Sub-Total: Insurance, Banking & Prof. Services		£7,740	£8,267	£8,267	£527	£5,385

Station Building Maintenance and Cleaning

Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
610	Hygiene and Cleaning	£6,500	£7,392	£7,392	£892	£5,000
620	Security Alarm System	£400	£418	£418	£18	£380
630	Fire Alarm	£250	£965	£965	£715	£100
640	General Maintenance – External Contractors	£8,500	£1,372	£1,372	(£7,128)	£1,000
650	Internal CCTV	£500	£0	£0	(£500)	£0
660	IT Support	£350	£630	£630	£280	£200
Sub-Total: Station Building Maint. and Cleaning		£16,500	£10,777	£10,777	(£5,723)	£6,680

Miscellaneous Expenses

Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
670	Post, Stationery and Print Consumables	£1,000	£278	£278	(£722)	£300
680	Attendance at Conferences	£1,000	£0	£0	(£1,000)	£50
690	Councillor Expenses	£200	£0	£0	(£200)	£100

Sub-Total: Miscellaneous Expenses	£2,200	£278	£278	(£1,922)	£450
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Office						
Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
700	Furniture	£600	£79	£79	(£521)	£100
710	Equipment	£250	£717	£717	£467	£100
Sub-Total: Office		£850	£796	£796	(£54)	£200

Specific Projects						
Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
720	Longridge in Bloom	£0	£0	£0	£0	£1,500
730	Rental – Festive Lights	£0	£9,860	£9,860	£9,860	£3,960
740	Community Well-Being Garden	£2,000	£1,612	£1,612	(£388)	£500
Sub-Total: Specific Projects		£2,000	£11,472	£11,472	£9,472	£5,960

Staff Costs						
Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
300	Clerk Salary (Gross)	£37,500	£43,289	£43,289	£5,789	£46,000
301	Deputy Clerk Salary (Gross)	£0	£1,928	£1,928	£1,928	£5,200

302	HMRC Payments for Previous Clerk	£0	£15,877	£15,877	£15,877	£0
315	Staff Training	£0	£0	£0	£0	£600
310	Expenses and Additional Remunerations	£0	£106	£106	£106	£0
305	Payroll Costs	£0	£0	£0	£0	£560
Sub-Total: Staff Costs		£37,500	£61,200	£61,200	£23,700	£52,360

Telephone and Internet

Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
750	Telephone – Landline	£750	£984	£984	£234	£700
760	Telephone – Mobile	£300	£368	£368	£68	£450
770	Website, Web and Email Services	£1,000	£1,033	£1,033	£33	£1,251
780	IT and Wi-Fi Equipment	£1,000	£728	£728	(£272)	£100
Sub-Total: Telephone and Internet		£3,050	£3,113	£3,113	£63	£2,501

Utilities

Code	Description	2025/26 Budget £	2025/26 Actual £ (Apr–Mar)	2025/26 Projected Spend £	Variance (Projected vs Budget) £	2026/27 Agreed Budget £
790	Electricity	£20,000	£7,420	£7,420	(£12,580)	£12,000
800	Gas	£1,300	£3,952	£3,952	£2,652	£1,500
810	Water and Waste	£3,500	£2,918	£2,918	(£582)	£3,000
Sub-Total: Utilities		£24,800	£14,290	£14,290	(£10,510)	£16,500

GRAND TOTAL	£140,840	£163,151	£163,151	£22,311	£133,556
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Note: Includes £11,812 payments to HMRC for previous Clerk (Code 302).

Note: The £133,556 budget for 2025/26 was agreed at Full Council on 10 December 2025, based on the recommendations of the Budget Committee of 2 December 2025.

LONGRIDGE TOWN COUNCIL — Bank Reconciliation

Reconciliation of Receipts and Payments at 30 March 2026

Unity Trust Current Account

Balance carried forward 1 April 2025:	£6,370.32
Add: Total receipts to date:	£229,124.51
Less: Total payments to date:	(£205,490.86)
System balance at 30 March 2026:	£30,003.97

Bank Confirmation

Unity Trust bank balance at 30 March 2026:	£30,003.97
Less: Mayoral Ball Funds:	(£4,087.51)
Less: Mayor Charity Quiz:	(£219.21)
Unity balance (excl. Mayoral Funds) at 27 Feb 2026:	£25,697.25

NatWest Reserve Accounts

NatWest Reserve balance at 27 February 2026 (latest statement)	£53,902.00
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Total Available Funds

Total Available Funds (Unity excl. Mayoral + NatWest):	£79,599.25
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LONGRIDGE TOWN COUNCIL — NatWest Reserve Accounts

Reserve Account Balances — 2025/26

NatWest Account No. 1

Balance carried forward 1 April 2025:	£88,202.46	
Balance 31 October 2025:	£68,684.92	
Balance 27 February 2026:	£48,901.51	<i>Latest Bank Statement</i>

NatWest Account No. 2

Balance carried forward 1 April 2025:	£5,000.00	
Balance 30 January 2026:	£5,000.00	<i>Latest Bank Statement</i>

Combined NatWest Reserve Total

Combined NatWest balance (latest statements):	£53,901.51	
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Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	8 April 2026
Title:	Public Information Film – Attendance at Screenings
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

For Members to consider whether Longridge Town Council wishes to support and attend local screenings of a public information film addressing the national implications of climate change.

2. Background

A public information film examining the national implications of climate and environmental change in the United Kingdom will be released on 7 April 2026. The film is intended to present evidence and information in a format accessible to community audiences and to encourage public discussion on environmental issues. Local community screenings have been arranged in Longridge to allow residents and local organisations to view the film and consider its implications.

Note: *The 45-minute film has been produced by National Emergency Briefing (NEB) and is intended to be shown in village halls, cinemas, faith spaces and workplaces.*

3. Proposed Local Screenings

Date	Time	Venue
13 April 2026	19:00	Longridge Town Council Offices
3 June 2026	19:00	United Reformed Church, Berry Lane.

4. Considerations for Members

Members may wish to consider whether the Town Council wishes to:

- Express support for the local screenings.
- Attend the screenings in a representative capacity; and/or
- Promote the events through the Council's communication channels.

Note: The Town council frequently supports initiatives that encourage community awareness and discussion on matters affecting the environment and the wellbeing of residents for example the Community Garden project.

5. Financial Implications

None identified.

6. Recommendation

Members are requested to consider whether Longridge Town Council wishes to support and attend the local screenings of the public information film on climate change.

Agenda Item 8

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	8 April 2026
Title:	Publication of Environmental Commitment Statement
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

For Members to consider whether the Town Council should publish a statement on the Council’s website confirming its commitment to environmental responsibility, reflecting the resolution agreed by Council on 11 February 2026.

2. Background

At the meeting of Longridge Town Council held on 11 February 2026, Members considered a motion relating to environmental responsibility.

Following debate, the Council agreed the following resolution:

‘That the Town Council will take reasonable and proportionate steps within its powers to ameliorate environmental damage and its effects and to have due regard to environmental impact when making decisions.’

At the same meeting, the Town Clerk was requested to bring a report to a future meeting of the Council setting out how the Council might announce or publicise its commitment.

This report is presented in response to that request.

3. Proposal

Members may wish to consider publishing a short statement on the Town Council’s website confirming the Council’s commitment as agreed in the February resolution.

The purpose of such a statement would be to:

- Ensure the Council’s position is clearly communicated to residents.
- Demonstrate that environmental considerations form part of the Council’s decision-making framework; and
- Provide a public reference point for the Council’s environmental commitments.

4. Draft Website Statement (for consideration)

‘Longridge Town Council recognises the importance of protecting the environment for current and future generations. At its meeting held on 11 February 2026 the Council resolved that it will take reasonable and proportionate steps within its powers to ameliorate environmental damage and its effects and to have due regard to environmental impact when making decisions.’

The Council will continue to consider environmental impacts in its activities and support initiatives that contribute to the wellbeing and sustainability of the local community.’

5. Financial Implications

None identified.

6. Options for Members

Option A. Approve the publication of the statement on the Town Council website.

Option B. Approve the publication of the statement with amendments.

Option C. Determine that no website statement should be published at this time.

7. Recommendation

Members are requested to consider whether the Town Council wishes to publish a statement on its website confirming the Council's environmental commitment, reflecting the resolution agreed on 11 February 2026.

Agenda Item 9

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	8 April 2026
Title:	Appointment of Internal Auditor for 2025/26 and 2026/27.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

This report seeks Council approval for the appointment of Mr David Swift MCIAA as Internal Auditor to Longridge Town Council for the Annual Governance and Accountability Returns (AGAR) covering the financial years 2025/26 and 2026/27.

2. Background

Under the Accounts and Audit Regulations 2015 (as amended), local councils are required to appoint a suitably qualified and independent internal auditor to review their financial controls and governance arrangements each year. The internal auditor's findings are recorded in Section 4 of the AGAR and form a key part of the council's annual accountability return.

For the 2024/25 financial year, the Council engaged Holden and Company to undertake the internal audit function at a cost of £660. The Council is therefore invited to consider whether to continue with that arrangement or to appoint an alternative auditor for the forthcoming two-year period.

3. Proposed Auditor

The Town Clerk recommends the appointment of Mr David Swift MCIAA as Internal Auditor. Mr Swift is a Member of the Chartered Institute of Public Finance and Accountancy's affiliate body and holds the MCIAA designation (Member of the CIPFA Institute of Accountancy and Audit), demonstrating a high level of professional competence and commitment to continuing development in the field of local government audit.

Mr Swift currently acts as Internal Auditor for a number of parish and town councils in the Ribble Valley area. Including Whalley Parish Council and Simonstone Parish Council.

His breadth of experience with local councils in this area means he is well acquainted with the requirements of the Practitioners' Guide issued by JPAG, the regulatory framework applicable to smaller authorities, and the expectations of the Responsible Financial Officer and auditing body (PKF Littlejohn LLP as appointed by the Smaller Authorities' Audit Appointments body).

4. Financial Implications

Mr Swift's fee for the internal audit is approximately £250 per annum. This compares favourably with the Council's current arrangement, as set out in the table below:

Auditor	Year(s)	Fee
Holden and Company	2023/24	£570
Holden and Company	2024/25	£660
David Swift MCIAA (proposed)	2025/26 & 2026/27	~£250 per annum
Estimated saving (per annum)		~£410

The proposed appointment would therefore represent a saving of approximately £410 per annum compared to the 2024/25 audit fee, equating to a potential saving of around £820 over the two-year term. Audit costs are a revenue expenditure item and are met from the Council's general fund.

5. Risk Considerations

The Town Clerk is satisfied that the following matters have been addressed in making this recommendation:

- Independence — Mr Swift has no known conflict of interest with Longridge Town Council, its members, or its officers.
- Competence — Mr Swift holds the MCIAA professional designation and has demonstrable experience in auditing smaller local authorities.
- Continuity — a two-year appointment provides stability and allows the auditor to develop a thorough understanding of the Council's systems and controls.
- Regulatory compliance — the appointment is consistent with the requirements of the Accounts and Audit Regulations 2015 and the JPAG Practitioners' Guide for smaller authorities.

6. Recommendation

Full Council is recommended to RESOLVE that:

That Longridge Town Council appoints Mr David Swift MCIAA as Internal Auditor for the Annual Governance and Accountability Returns for the financial years 2025/26 and 2026/27, at an approximate annual fee of £250, and that the Town Clerk be authorised to confirm the appointment and agree the terms of engagement with Mr Swift.



Meeting:	Full Council
Meeting Date:	8 April 2026
Title:	Litter Picking
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the Report

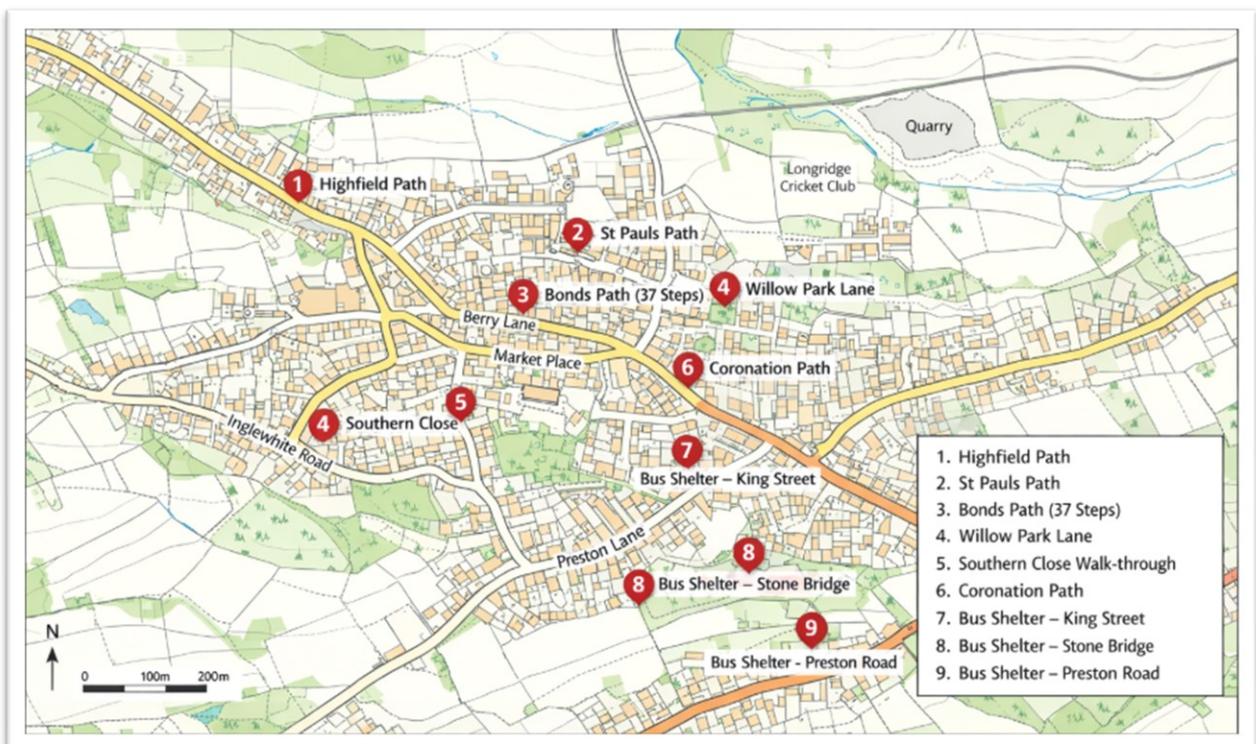
The purpose of this report is to ask Members to consider whether Longridge Town Council wishes to continue funding additional litter picking services provided by Ribble Valley Borough Council for the 2026/27 financial year.

Members are also asked to review the areas currently receiving additional litter picking, consider whether the list of locations remains appropriate, and explore potential alternative approaches to litter management within the town.

The annual cost of the additional service for 2026/27 is **£6,108**.

2 Background

Historically, Longridge Town Council agreed to fund additional litter picking following concerns raised by residents regarding litter accumulation in certain areas of the town. As a result, RVBC introduced a supplementary weekly litter-picking service in specific locations. These areas are currently cleaned by two operatives each Friday. The areas currently included in the enhanced service area are shown in the map below. Members are asked to consider whether this list still reflects the areas where litter accumulation is a significant concern.



3 Standard Cleaning Arrangements in Ribble Valley

RVBC already provides routine street cleaning across the borough under its general service arrangements. Typical cleaning frequencies are as follows:

Area Type	Cleaning Frequency
Town centres	Daily (365 days per year)
Main roads	Approximately every 4 weeks
Terraced housing streets	Weekly
Semi-detached housing streets	Every 6–8 weeks

If the Town Council does not fund the additional service, the areas currently covered may revert to approximately every 5–6 weeks or potentially not at all, depending on existing schedules and operational capacity.

4 Financial Considerations

The annual charge for the enhanced service is **£6,108**.

However, the Town Council benefits from financial offsets:

Item	Amount £
Total service charge	6,108
Concurrent grant refund (25%)	1,527
VAT reclaim	763.50
Approximate net cost to LTC	3,817.50

Members should therefore note that the effective cost to the Council is significantly lower than the headline charge.

5 Issues Raised by Members

Members have previously highlighted the importance of understanding:

- The exact level of service provided under the additional contract.
- What cleaning frequency would apply without the additional payment.
- Whether the current list of locations reflects actual problem areas.
- Whether better information could be obtained by liaising with RVBC street cleaning operatives.

It has also been noted that some of the areas included in the enhanced schedule may not otherwise receive routine litter picking.

6 Alternative Approaches to Litter Picking

The Council may also wish to consider complementary or alternative methods for addressing litter issues.

6.1 Council-Managed Provision

The Town Council could incorporate litter-picking duties into existing staff roles, such as:

- The Town Council gardener
- The caretaker/Lengthsman

Alternatively, the Council could employ cover for the Lengthsman and include litter picking or a part-time operative to undertake litter picking.

6.2 Community and Volunteer-Led Approaches

- **Schools, Cadet Units and Duke of Edinburgh Award Participants**

Young people undertaking volunteering programmes may participate in organised litter-picking sessions, providing environmental education and community engagement.

- **Community Volunteer Support Organisations**

Organisations such as Hyndburn and Ribble Valley CVS can help recruit volunteers for environmental projects.

- **Community Payback Schemes**

The Probation Service operates Community Payback schemes where supervised offenders undertake community improvement work such as litter picking and environmental maintenance.

- **Local Volunteer Groups**

Community clean-up events organised by residents, local groups, or businesses could complement formal services.

These approaches may reduce costs while strengthening community ownership of public spaces.

7 Considerations for Members

When determining the preferred approach, Members may wish to consider:

- Whether the current enhanced litter-picking service should continue.
- Whether the list of priority locations should be revised.
- Whether a hybrid approach combining RVBC services and community initiatives may be preferable.
- The visibility and expectations of residents regarding town cleanliness.
- The administrative and operational implications of managing volunteer programmes or council-led provision.

8 Options Available to Council

Members may wish to consider the following options:

Option A – Continue the RVBC additional litter picking service

Continue funding the enhanced weekly service for the listed locations.

Option B – Continue the service but revise locations

Retain the contract but amend the list of areas receiving additional cleaning.

Option C – Discontinue the service

Allow areas to revert to standard borough cleaning schedules.

Option D – Develop alternative arrangements

Reduce or discontinue the RVBC service and implement alternative approaches such as council-managed or volunteer-led litter picking.

9 Recommendation

Members are requested to:

1. Consider whether the Town Council wishes RVBC to continue the additional litter picking service for 2026/27.
2. Review and confirm whether the listed areas remain appropriate or should be amended.
3. Consider whether alternative or complementary litter-picking arrangements should be explored.



Meeting:	Full Council
Meeting Date:	8 April 2026
Title:	Code of Conduct
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

To enable Members to consider the comparative information provided and determine which Code of Conduct the Town Council should formally adopt.

2. Background

At the Full Council meeting held on 11 February 2026, Members considered a proposed alternative Code of Conduct and requested that the Town Clerk undertake a detailed comparison between the Town Council's current Code of Conduct and the alternative code presented at that meeting.

At the subsequent Full Council meeting held on 11 March 2026, the Town Clerk presented a comparison document; however, it was noted that the comparison had been prepared against an updated version of the alternative code rather than the version originally presented to Members on 11 February 2026. The Town Clerk apologised for this error and Members resolved that a corrected comparison should be prepared and presented to a future meeting.

Members also requested that the Town Clerk contact Ribble Valley Borough Council (RVBC) to obtain details of the Code of Conduct adopted by the Borough Council for comparison purposes.

3. Documents Provided

The following documents accompany this report and members are requested to review and compare them

- Appendix 1: The Ribble Valley Borough Council Code of Conduct.
- Appendix 2: The Longridge Town Council Current Code of Conduct.
- Appendix 3: Alternative Code of Conduct presented to 11-02-2026 meeting.

4. Considerations

The adoption of a Code of Conduct is a key component of the Council's governance framework and provides the standards expected of elected Members when carrying out their duties.

The Council has already devoted considerable discussion and debate to this matter at recent meetings. Members may therefore wish to consider whether adopting a Code of Conduct already used by the principal authority (RVBC) would provide clarity and alignment of standards across the borough.

Adopting the RVBC Code of Conduct may offer several practical advantages:

- Alignment with the standards framework used by the principal authority responsible for standards investigations.
- Consistency in interpretation of member conduct across local authorities within Ribble Valley.
- A tested and operational code already embedded within the borough's governance arrangements.

However, Members may also decide that the Town Council's current code or the alternative code previously presented better reflects the Council's preferences.

5. Options Available to Members

Members may resolve to:

1. Retain the existing Longridge Town Council Code of Conduct, or
2. Adopt the Alternative Code of Conduct previously presented to the Council, or
3. Adopt the Ribble Valley Borough Council Code of Conduct, aligning the Town Council with the borough-wide standards framework.

6. Recommendation

Members are requested to:

Consider the information provided in Appendices 1, 2 and 3 and determine which Code of Conduct Longridge Town Council should formally adopt.

Appendix 1



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Ribble Valley Borough Council Councillor Code of Conduct 2021

(Last revised April 2021)

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable, and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

This code of conduct was adopted by Ribble Valley Borough Council (“Council”) on 27 April 2021 and is based upon the Model Code of Conduct developed by the Local Government Association (LGA) in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The Council will therefore review this code annually following the LGA’s review.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of the Council. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, the Council’s officers, and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty;
- I act lawfully;
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community;
- I do not improperly seek to confer an advantage, or disadvantage, on any person;
- I avoid conflicts of interest;
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor;
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Council's Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat the Council's employees, employees and representatives of partner organisations and those volunteering for the Council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and Council employees, where concerns should be raised in line with the Council's - Member/Officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council

As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

Officers work for the Council as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try to force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the Council; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or the Council and may lower the public's confidence in you or the Council's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

You are able to hold the Council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the Council provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse Council resources.

7.2 I will, when using the resources of the Council authorising their use by others:

- a. act in accordance with the Council's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by the Council.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the Council's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the Council

9. Interests

As a Councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, Council employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Councillor any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, contact the Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion, or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by the Council
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix 2



LONGRIDGE TOWN COUNCIL

CODE OF CONDUCT

INTRODUCTION

Longridge Town Council will undertake an annual review of this code to ensure it continues to be fit-for-purpose, including advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a "Councillor" means a member of co-opted member of Longridge Town Council. A "co-opted member" is defined in the Localism Act 2011 Section 27 (4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors and the reputation of Longridge Town Council. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the code is to create and maintain public confidence in the role of Councillor and Longridge Town Council.

General Principles of Councillor Conduct

Everyone in public office at all levels; all serve the public or deliver public service should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with the Town Council's requirements and public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of office of Councillor or attend your first meeting as co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of the facts that you are acting as a Councillor.

The Code applies to all forms of communication and interaction including:

- face to face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

The Town Clerk has a statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Town Clerk on any matters that may relate to the Code of Conduct. The Town Clerk may refer matters onto the Monitoring Officer at Ribble Valley Borough Council.

Standards of Councillor Conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which will result in action taken.

Guidance is included to explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

- 1.1 Treat other Councillors and members of the public with respect.**
- 1.2 Treat other local authority employees, employees and representatives of partner organisations and those volunteering for Longridge Town Council with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in written word. Debate and different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If member of the public are being abusive, intimidatory or threatening you, you are entitled to stop any conversation or interaction in person or online and report the incident to the Town Clerk, and the relevant social media provider and/or the Police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct.

2. Bullying, harassment and discrimination

As a Councillor:

- 2.1 I do not bully any person**
- 2.2 I do not harass any person**

2.3 I promote equalities and do not discriminate unlawfully against any person

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face to face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on the local authorities. Councillors have a central role to play in ensuring that equality issues are integral to Longridge Town Council's performance and strategic aims, and that there is a strong vision and public commitment to quality across public services.

3. Impartiality of Officers of the Council

As a Councillor

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, Longridge Town Council or Ribble Valley Borough Council.

Officers work for both LTC & RVBC as a whole must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try to force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentially and Access to Information

As a Councillor

- 4.1 I do not disclose information**
- a. given to me in confidence by anyone**
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of the person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirement of Longridge Town Council;**
 - 3. I have consulted the Town Clerk prior to its release.**
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- 4.3 I do not prevent anyone from getting information that they are entitled to by law**

Longridge Town Council must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by Longridge Town Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor

- 5.1 I do not bring my role or Longridge Town Council into disrepute.**

As a Councillors, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or Longridge Town Council and may

lower the public's confidence in your or Longridge Town Council's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring Longridge Town Council into disrepute.

You are able to hold Longridge Town Council and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of Position

As a Councillor:

- 6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of Longridge Town Council provides you with certain opportunities, responsibilities and privileges, and you make choices at the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of Longridge Town Council Resources and Facilities

As a Councillor

- 7.1 I do not misuse Council resources**
- 7.2 I will, when using the resources of Longridge Town Council or authorising their use by others;**
- a. act in accordance with Longridge Town Council's requirements; and**
 - b. ensure that such resources are not used for political purposes unless that use could be reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of Longridge Town Council or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by Longridge Town Council to assist you in carrying your duties as a Councillor.

Examples include:

- office support
- access and use of Longridge Town Council's buildings and rooms.

These are given to you to help you carry out your role as Councillor more effectively and not be used for business or personal gain. They should be used in accordance

with the purpose for which they have been provided and Longridge Town Council's own policy regarding their use.

8. Complying with the Code of Conduct

As a Councillor

- 8.1 I undertake any Code of Conduct training provided by Longridge Town Council.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in Longridge Town Council or its governance. If you do not understand or are concerned about Longridge Town Council's processes in handling a complaint you should raise this with the Town Clerk.

Protecting your Reputation and the Reputation of Longridge Town Council

9. Interests

As a Councillor:

9.1 I register and disclose my interests

Section 29 of the Localism Act 2011 requires the Town Clerk and the Monitoring Officer at Ribble Valley Borough Council to establish and maintain a register of interests of members of Longridge Town Council.

You need to register your interests so that the public and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if other think that a potential conflict might arise. It is also important that the public know about any interest that might have been disclosed to you or other Councillors when making or taking part in decisions, so that decision

making is seen by the public as open and honest. This helps to ensure the public confidence in the integrity of Longridge Town Council is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Town Clerk.

10. Gifts and hospitality

As a Councillor

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or to do business with Longridge Town Council or from persons who may apply to Longridge Town Council for any permission or significant advantage.**
- 10.2 I register with the Town Clerk any gift or hospitality with an estimated value of at least £50 within 14 days of it's receipt.**
- 10.3 I register with the Town Clerk any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of Longridge Town Council, you should exercise caution in accepting gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness, in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact the Town Clerk for guidance.

Appendices

Appendix A - The Seven Principles of Public Life

The principles are:

Selflessness

Members of Longridge Town Council should act solely in the terms of public interest.

Integrity

Members of Longridge Town Council must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decision in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Members of Longridge Town Council must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Members of Longridge Town Council are accountable to the public for their decisions and action and must submit themselves to the scrutiny necessary to ensure this.

Openness

Members of Longridge Town Council should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Members of Longridge Town Council should be truthful.

Leadership

Members of Longridge Town Council should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviours wherever it occurs.

Appendix B Registering

Interests

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Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Town Clerk the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** and details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable pecuniary interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, of a change to a registered interest, notify the Town Clerk
2. A "sensitive interest" is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
3. When you have a "sensitive interest" you must notify the Town Clerk with the reasons why you believe it is a sensitive interest. If the Town Clerk agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a "sensitive interest", you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a member of Longridge Town Council in exercise of your executive function, you must notify the Town Clerk of the interest and must not take steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of

the public are allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a "sensitive interest", you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (an is not a Disclosable Pecuniary Interest as set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a "sensitive interest", you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects-**
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than if affects the financial interests of the majority of inhabitants of the ward affected by the decision and ;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a "sensitive interest", you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of Longridge Town Council and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records in the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the *Relevant Authorities (Discosable Pecuniary Interests) Regulation 2012*

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain (any unpaid directorship)
Sponsorship	Any payment or provision of any other financial benefit (other than for the Council) made to a Councillors during the previous 12 month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or toward his/her election expenses. This includes any payment or financial benefit from a Trade Union within the meaning of The Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated bodge of which such person is a director* or a body that such person has a beneficial interest in the securities of *) and the Council - (a) under which goods or services are to be provided or works are to executed; and (b)which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. 'Land' excludes easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate Tenancies	Any tenancy where (to the Councillor's knowledge)- (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of
Securities	Any beneficial interest in securities* of a body where-

	<p>(a) that body (to the Councillor's knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either-</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living with as if they were spouse/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of Longridge Town Council where it relates to or is likely to affect:</p> <p>(a) any body of which you are in general control or management and to which you are nominated or appointed by Longridge Town Council</p> <p>(b) any body</p> <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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For Information

Code of Conduct for Town Councillors

Adopted: 11 February 2026

Chair: Cllr. L. Jameson

Minute Ref.:

The policy is administered by the Town Clerk and will be reviewed in February 2028.

Longridge Town Council
Council Offices
The Station Building
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Longridge
PR3 3JP



 clerk@longridge-tc.gov.uk
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 www.longridge-tc.gov.uk

Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

1. Introduction and Purpose

This Code of Conduct sets out the standards of conduct expected of all elected and co-opted members of **Longridge Town Council**.

The Code is adopted in accordance with:

- Section 27 of the **Localism Act 2011**
- The **LGA Model Code of Conduct for Local Authorities**

Its purpose is to:

- Promote and maintain high standards of conduct.
- Protect the reputation of Longridge Town Council.
- Provide clarity for councillors, officers, and the public.
- Support transparency, accountability, and public confidence in local democracy.

2. Scope and Application

This Code applies to all councillors of Longridge Town Council when acting:

- In their official capacity.
- In any situation where they could reasonably be regarded as acting as a councillor.
- When using social media or other digital communication platforms in connection with council business.

This Code applies equally to online and offline conduct.

3. General Principles of Councillor Conduct

Councillors must observe the following principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

These principles underpin all obligations set out in this Code.

4. Respect and Courtesy

Councillors must:

- Treat others with respect.
- Not bully, harass, intimidate, or discriminate against any person.
- Promote equality and not act in a way that breaches the Equality Act 2010.
- Treat officers with political neutrality and respect their professional role.
- Avoid personal attacks, abusive language, or inflammatory behaviour.

This applies to interactions with:

- Other councillors.
- Council officers.
- Members of the public.
- Partner organisations.
- Online interactions and social media.

5. Bringing the Council into Disrepute

Councillors must not:

- Conduct themselves in a manner that could reasonably be regarded as bringing the Council into disrepute.
- Use their position improperly.
- Make misleading or false statements about the Council or its business.

6. Use of Council Resources and Position

Councillors must:

- Use council resources only for purposes directly connected with council business.
- Not use council facilities, branding, or information for political or personal gain.
- Not seek to improperly influence officers, contractors, or partners.

7. Confidentiality and Information

Councillors must:

- Not disclose confidential or exempt information without lawful authority.
- Respect the confidentiality of sensitive council matters.
- Only use information obtained in their role as a councillor for proper council purposes.

This duty continues after leaving office.

8. Interests

8.1 Register of Interests

Councillors must:

- Register their **Disclosable Pecuniary Interests** and other interests as required by law.
- Keep their register of interests up to date.
- Notify the Monitoring Officer of changes within the required timescale.

8.2 Participation in Meetings

Where a councillor has a relevant interest:

- They must declare the interest.
- They must not participate or vote where prohibited.
- They must leave the meeting where required by law or standing orders.

9. Bias, Predetermination and Decision Making

Councillors must:

- Approach decisions with an open mind.
- Not express fixed views that could give rise to bias or predetermination.
- Take particular care when commenting publicly on planning, licensing, or quasi-judicial matters.

10. Gifts and Hospitality

Councillors must:

- Register gifts or hospitality with an estimated value over the statutory threshold currently £50.
- Avoid accepting gifts or hospitality that could reasonably be perceived as influencing their role.

11. Social Media and Digital Communication

Councillors must:

- Conduct themselves online in accordance with this Code.
- Treat others with respect in digital communications.
- Avoid posting content that could reasonably be regarded as bringing the Council into disrepute.
- Not publish confidential information.
- Comply with the Council's Social Media Policy.

Disclaimers on personal social media accounts do not remove obligations under this Code.

12. Equality and Inclusion

Councillors must:

- Promote equality and inclusion.
- Not discriminate on the grounds of protected characteristics.
- Foster good relations within the community.

13. Complaints and Alleged Breaches

Complaints that a councillor has breached this Code:

- Will be handled in accordance with the Council’s complaints and standards procedures.
- May be referred to the Monitoring Officer or relevant authority.
- May result in investigation or other appropriate action.

14. Sanctions

While sanctions for parish and town councils are limited in law, breaches may result in:

- Formal findings.
- Training requirements.
- Removal from committees or appointments.
- Public reporting of the outcome.

15. Review and Adoption

This Code will be:

- Reviewed periodically.
- Updated in line with legislative or LGA guidance changes.

Agenda Item 12

For Information/Discussion



Meeting:	Full Council
Meeting Date:	08 April 2026
Title:	Planning Matters - Relating to Longridge
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

To inform members of planning applications submitted to Ribble Valley Borough Council (RVBC) relating to the Longridge area since the last meeting, and to enable the Council to consider whether it wishes to submit observations as a statutory consultee.

Members are reminded that the weekly lists of applications registered and decided are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

2 Notes.

- a. The following types of applications are not for consultation and maybe excluded from considerations: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, observations to another authority and Screening Options.
- b. The Town Council is consulted by RVBC on planning applications affecting the town. The Town Council's role is advisory; the determining authority is RVBC as the Local Planning Authority.

3 Recent Planning Applications

The following applications have been identified through the RVBC planning portal and weekly planning lists as being located within the Longridge parish area or immediately adjoining it.

3.1 Planning Application 3/2026/0120

Site Address:

39 Chaigley Road, Longridge, PR3 3TQ

Proposal:

Demolition of rear conservatory and side porch. Construction of a single-storey rear extension and associated external works including:

- Rear raised patio area and installation of bay windows.
- Lean-to canopy roof to the front elevation.
- External alterations including cut stone quoins and rendering of external walls

Application Type:

Full Planning Permission

Summary:

The proposal involves alterations and extension of an existing residential property. The works include demolition of existing structures and the addition of a rear extension with changes to the external appearance of the dwelling.

3.2 Planning Application 2026/0162

Site Address:

5 Darwen Close, Longridge, PR3 3TP

Type:

Removal of Condition

Proposal:

Removal of condition 4 (Window) on planning permission 3/2025/0369 for a proposed dormer extension to front and rear.

3.3 Application 3/2026/0165

Site Address:

1 Cockleach Cottages, Chipping Road, Longridge PR3 2NB

Proposal:

Erection of a detached garage / carport structure.

Summary:

The proposal relates to the construction of a detached garage or carport associated with an existing residential property located on the outskirts of Longridge.

3.4 Planning Application 3/2026/0169

Site Address:

Writtenstone Farm, Writtenstone Lane, Longridge, PR3 2ZN

Proposal:

Approval of details reserved by Condition 5 (Written Scheme of investigation) attached to planning permission 3/2025/0511.

Application Type:

Discharge of Planning Condition

Summary:

This application does not seek new development. It relates to approval of archaeological investigation details required by a previously approved planning permission.

Suggested Council Response:

Typically no objection as this is a technical discharge of condition.

3.5 Application 3/2026/0207

Location:

29–33 Berry Lane, Longridge PR3 3JA

Proposal:

Change of use from Taxi Office (Sui Generis) to:

- Children’s role-play centre (Use Class E(d))
- Ancillary café (Use Class E(b))

Summary:

This application proposes a change of use of premises in the Berry Lane town centre area to create a children's role-play centre with associated café.



4 Overall Observations

The planning applications affecting Longridge during this reporting period are predominantly small-scale residential proposals.

The Berry Lane change-of-use proposal may be of greater interest to Members due to its town centre location and potential economic and community impact.

5 Recommendation

Members are requested to:

- a. Note the planning applications listed in this report.
- b. Determine whether the Town Council wishes to submit any formal comments to Ribble Valley Borough Council in respect of these applications.

Agenda Item 13

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	08 April 2026
Title:	Update on Actions from Recent Meetings.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from recent meetings.

2. Update on Actions from 11/03/2026

Minute 251210/	Action	Who	Update
6b.	Enquire into the RVBC 'allotment' invoice.	Clerk	Complete The Lease had lapsed
7b.	Code of Conduct: Prepare a revised comparison based specifically on the version of the proposed Code of Conduct submitted at the 11 February 2026 meeting and the existing Code.	Clerk	Complete 8-04-2026 meeting
7c.	Contact RVBC on matters relating to Code of Conduct for Town Councillors.	Clerk	Complete
8a.	Request the Clerk to inform the Longridge Band of the Council's decision and make the necessary payments.	Clerk	complete
9a.	Community Garden ToR. Strengthen safeguarding provisions relating to children and vulnerable adults.	Clerk	Noted
9b.	Include site safety as a separate item from tool safety.	Clerk	Noted
9c.	Incorporate shared financial responsibility arrangements.	Clerk	Noted
9d.	Introduce a register/sign-in system for attendees.	Clerk	Noted
13	Contact both Whittingham and Thornley-with-Wheatley Parish Councils seeking their views on contacting LCC regarding imposing a speed limit on Chipping Road.	Clerk	Complete

3. Update on Actions from 11/02/2026

Minute 260211/	Action	Who	Update
7.b	Set up a Working Group including Town Councillors, local residents, members of the Pump Track Group and the local Police, to consider planning matters, costings, and the process of the Pump Track Group becoming a constituted body.	Clerk	Awaiting first meeting
8.d	Develop a framework for Councillor training.	Clerk	Noted
9	Set out the differences between the revised Code of Conduct and the existing Code of Conduct and bring back to a future meeting of the Town Council.	Clerk	08-04-26 FC Meeting
10.c	Publish the policies on the Council's website and review the policies periodically in line with governance best practice	Clerk	Available on website
10.d	Set up a Working Group to look at all aspects of the use of Social and Main Stream Media.	Clerk	Awaiting First meeting
11	Bring a report to a future meeting to the Council, setting out how the Town Council will announce/publicise its commitment to ameliorate environmental damage and its effects and to have due regard to environmental impact when making decisions.	Clerk	FC Meeting 08-04-2026
12	Submit a report to a future meeting of the Full Council regarding the engagements of a Lengthsman and Gardener	Clerk	Noted
14b.	Submit evidence to the RVBC CEO and the Planning Department showing violations of shop front illuminations in Longridge	Clerk	Awaiting photos
14.c	Provide the Clerk with photographic evidence of the above violations.	Members	None provided

4. Update on Actions from 10/12/2025.

Minute 251210/	Action	Who	Update
7c.	Submit the Precept Demand to RVBC.	Clerk	Complete
8	Inform the Valley Singers of the Council's grant decision and make the necessary arrangement for payment.	Clerk	Complete
9	Draft a policy on requests relating to plaques being placed on Council assets and submit to a meeting of the Estates Committee for review and consideration.	Clerk	Being prepared

10	Submit the signed formal grant application for Solar Panels to RVBC	Clerk	Complete
11	Email a list of potential projects to all members requesting their views. Relates to EOI's	Clerk	Complete and EOI's submitted
14	Submit comments regarding planning application 3/2025/0910 to RVBC.	Clerk	Complete

5. Update on Actions from 12/11/2025.

Minute 251112/	Action	Who	Update
5 and 10b	Setup a Working Group to develop a policy, a rate card and an application form, regarding the use of the Council's lamppost brackets for displaying third party banners.	Clerk	Complete
8b	Confirm to RVBC that the Town Council is able to comply with the requirements and that it wished to proceed. <i>Relates to UKSPF Grant for Solar Panels.</i>	Clerk	Complete
9b	Issue an offer letter and carry out onboarding arrangements. <i>Relates to appointment of Deputy Clerk</i>	Clerk	Complete
10a	Contact Cllr. Spencer to see if he still wishes to represent the Town Council at LALC meetings.	Clerk	Complete
13a	Action 17a from 10/09/2025 meeting. Contact LCC Highways regarding missing road signs etc.	Clerk	Actioned by Cllr. Smith
15a	Resolve the issue created by the overhanging hedges that are impacting use of the footpath on Thornfield Avenue.	Clerk	Partially Complete
15b	Contact RVBC regarding bins not being emptied.	Clerk	Complete
15c	Contact Cllr. Jackson regarding the presentation to crossing patrol officer.	Clerk	Complete

6. Update on Actions from 08/10/2025.

Minute 251008/	Action	Who	Update
7a	Pay £225 to the Longridge School of Samba.	Clerk	Complete
7b	Contact the Girl Guides and request copies of the quotes they had received for the roof repairs; information as to their plans for the current building and whether they had requested funds from other sources and for how much.	Clerk	Complete

8b	Arrange for the revised lease (HCT) to be signed.	Clerk	Complete
9b	Confirming (RVBC) the Town Council is able to comply with the requirements and that it wishes to proceed.	Clerk	Complete
9c	Set up a Working Group to take the project (Towneley Garden) forward	Clerk	Complete
14b	Convene a meeting of the Community Garden WG Group and co-opt additional members to the group.	Clerk	Complete
16	Submit a list of assets the Town Council may wish to be transferred and the estimated cost of maintaining them, to a future meeting of Full Council	Clerk	Mention to CEO on her Council Visit
17	Submit a report to the next meeting of the Full Council regarding conferring the Freedom of Longridge to a person who has retired after 56 years as a Longridge Town crossing patrol officer.	Clerk	Complete

7. Update on Actions from 10/09/2025.

Minute 250910/	Action	Who	Update
5	Facilitate the installation of a 'No Entry' sign at the entrance to Towneley Road.	Clerk	Complete
7a	Arrange the signing of the Community Garden Lease	Clerk	Complete
8a	Arrange the signing of the Heritage Centre Trust Lease	Clerk	Complete
9b	Inform RVBC of the new councillor appointment and submit the required paperwork.	Clerk	Complete
10c	Request additional information from Longridge School of Samba	Clerk	Complete
11	Inform the Halloween organisers that the Town Council request the judging be carried out at the Council Offices and that the mayor will require at least 10 days' notice of the judging date.	Clerk	Complete
14	Set up of a Working Group tasked with looking at changing the Council's Standing Orders to include the honorary role of Alderman.	Clerk	Noted
15	Provide regular updates on the UK Shared Prosperity Fund	Clerk	Ongoing
17a	Contact LCC Highways regarding road signs in Chipping that have not been reinstated and the	Clerk	Actioned by Cllr. Smith

	possibility of yellow road marking outside the Longridge Town Cricket Club		
17b	Formulate a policy and rate-card on the use of banners attached to the brackets on the street lighting columns.	Clerk and Cllr. Walker	Complete

8. Update on Actions from the 12/02/2025 Council Meeting

Minute 250212/	Action	Who	Update
7a	Make minor changes to the revised Grants Policy that address how the Council deals with requests for funds in appreciation of activities carried out on behalf of the Town Council.	Clerk	Complete
7b	Revise the Grant Application Form to accommodate applications for 'small' grants.	Clerk	Complete
7c	Submit the amended Grants Policy and application form to the next Budget Committee.	Clerk	Complete
8	Produce a Mayoral Handbook	Clerk	Noted
9	Submit a revised licence agreement to the next meeting of the Estates Committee.	Clerk	Complete
11	Setup a working group tasked with looking at VE Day activities.	Clerk	Complete
15	Add an agenda item on 'Local Government Devolution' for future Council meetings.	Clerk	Complete
18	Broaden the scope of the Environment Officer job specification and submit to the Staffing Committee for approval.	Clerk	Complete

9. Update on Actions from 11/12/2024 Council Meeting.

Minute 241211/	Action	Who	Update
7a	Contact Little Green Bus Company and ask to complete the Grant Application Form, explain their level of reserves and provide the benefits the residents of Longridge receive.	Clerk	Complete
7b	Re-draft the Council's current Grants Policy with particular reference to sponsorship and annual patron fees.	Clerk and Cllr. Spencer	Complete
8	Seek clarity on the Micro Woodland at John Smiths Recreation Ground.	Cllr. Jameson	Complete
9a	Work with LEG on improving the Longridge Town Centre for people and nature.	All members and Clerk	Complete
9b	Submit a report to the next meeting of the Estates Committee on the charging policy for users of the Council's Conference Room.	Clerk	Noted
10c	Prepare a report to the Budget Committee seeking approval of expenditure for the purchase and installation of a defibrillator for the adopted 'Kestor Lane' phone box.	Clerk	Complete
12.b	Inform RVBC of the Council's planning considerations.	Clerk	Complete

Note:

Actions from the Full Council meetings held on 09/07/25, 09/04/25, 17/07/24, 19/10/24, 14/08/24, 11/09/24, 13/11/24, 15/03/25, 15/05/25 and 11/06/2025 have been completed and removed from the list. Actions no longer required have also been removed from the lists.

10. Members are recommended:

To note the report, the ongoing actions and actions not yet completed.