



Longridge Town Council

Full Council – Minutes Draft

Date:	12 November 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, J. Rogerson, M. Gornall, S. Rainford, D. Hindle, N. Eccles and A. Wallbank.		
In attendance:	Town Clerk and one member of the public.		
Meeting started:	19:00	Meeting closed:	20:03

251112/

1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson) welcomed everyone to the meeting, and provided an update on the recent and forthcoming Mayoral duties and noted that RVBC had agreed to refund the professional fees the Town Council paid in regard to an EOI it had recently submitted and which had not been taken forward.

2. APOLOGIES FOR ABSENCE.

Members accepted apologies from Town Councillors Stubbs, Walker, Jackson and Spencer and County Councillor Duxbury.

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

None.

4. APPROVE THE MINUTES OF THE LAST COUNCIL MEETING.

The minutes of the meeting held on 8 October 2025 were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

The Chair granted permission for a member of the public to address the Council on the use of the Council's lamppost brackets by third party organisations, who may wish to install banners on the brackets.

RESOLVED THAT COUNCIL (see also Agenda Item 10):

Request the Clerk to set up a Working Group (to include Cllrs. Rainford, Wallbank and Hindle) 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.

6. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the Schedule of Payments as set out in the Report and in Table 1 below.

Schedule of Payments to be considered for approval.
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#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	1575	Lentech	50m of festoon lighting to one christmas tree and additional lighting to the larger tree. With ancillary kit and installation. <i>The lights on the smaller tree no longer work as they were broken last year.</i>	480.00	80.00	400.00	15/11/25	
2	3853	TV Sahaw Propery	Legal fees for the community garden	500.00	-	500.00		28/10/25
				980.00	80.00	900.00		

<p><small>Note: Approval is not usually sought for expenditure approved by Full Council, the Budget Committee, Direct Debits, and people or organisations where the Town Council has a contractual relationship.</small></p>
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7. FREEDOM OF LONGRIDGE

The Clerk submitted a report asking members to consider giving the Freedom of Longridge to a resident of Longridge.

RESOLVED THAT COUNCIL:

After discussions, no motion was proposed in respect of the recommendations.

8. UKSPF – GRANT AWARD FOR SOLAR PANELS.

The Clerk submitted a report asking members to consider the terms that will be set out in a Grant Agreement to be issued by RVBC and whether it still wishes to proceed with the Solar Panels Project.

RESOLVED THAT COUNCIL:

- a. Agree the Terms as set out in the Report.
- b. Authorise the Clerk to write to RVBC confirming that the Town Council is able to comply with the requirements and that it wished to proceed.

9. APPOINTMENT OF AN ADMIN. ASSISTANT /DEPUTY CLERK.

The Clerk submitted a report requesting members consider and approve the appointment of an Admin. Assistant/Deputy Clerk.

RESOLVED THAT COUNCIL:

- a. Approve the appointment of Kathryn Holmes to the role of Administrative Assistant and Deputy Clerk.
- b. Authorise the Clerk to issue an offer letter and carry out onboarding arrangements, with a start date of 17 November 2025.

10. MEMBERSHIP OF COMMITTEES AND WORKING GROUPS

The Clerk submitted a report requesting members re-consider the membership of committees, representatives on outside bodies and standing working groups.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to contact Cllr. Spencer to ascertain if he still wishes to represent the Town Council at LALC meetings. Cllr. Gornall is willing to take Cllr. Spencer's place if required.
- b. Request the Clerk to set up 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.

11. PLANNING MATTERS

The Clerk submitted a report requesting members to consider planning matters since the last meeting.

RESOLVED THAT COUNCIL:

Note the Report and comments (if any) submitted to RVBC since the last Full Council meeting.

12. CALL FOR SITES

Cllr. Rogerson reminded members that RVBC are preparing a new Local Plan which will guide future development on land use in the borough. RVBC have issued a new 'Call for Sites', which invites developers, community groups, members of the public and other interested parties to put forward land that they think has the potential for development.

Cllr. Rogerson requested members to consider if Longridge required more homes or additional business spaces.

RESOLVED THAT COUNCIL:

- a. Note Cllr. Rogerson's observations and comments.
- b. Request Cllrs. Smith and Gornall to liaise with Cllr. Rogerson on actions going forward.

13. UPDATE ON ACTIONS SINCE THE LAST MEETING

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

RESOLVED THAT COUNCIL:

- a. Action 17a from 10/09/2025 meeting. Request the Clerk to progress the matter. *Contact LCC Highways regarding missing road signs etc.*
- b. Action 11b from 09/07/2025 meeting. Request the Clerk to discuss the matter with the Chair with the aim of bringing it to a resolution. *Presentation to a former councillor.*

14. RVBC UK SHARED PROSPERITY FUND

The Clerk provided a verbal update on the latest situation regarding the EOI's submitted by the Town Council for UK Shared prosperity funds.

The Clerk noted that the EOI for upgrading the Sports and Social Club will not be taken forward by RVBC. However, the grant for solar panels for installation on the Station Building has been approved and EOI's for a new round of funding will be available from 17 November with submissions by 5 January 2026.

RESOLVED THAT COUNCIL:

Note the update.

15. COUNCILLOR REPORTS AND UPDATES.

Cllr. Rainford noted an issue created by the overhanging hedges that are impacting the footpath on Thornfield Avenue. Cllr. Eccles noted that the rubbish bins at Stonebridge and other areas had not been emptied. Members were reminded that they can use the 'Love Clean Streets' app to report a range of issues that are the responsibility of LCC.

Members discussed the presentation to a crossing patrol officer. It was suggested that the gift (already purchased) and a framed letter of thanks should be presentation by the Chair. It was also suggested that it should take place before the Council meeting on 10 December, however, it was noted that as Cllr. Jackson had been involved in this matter she should be consulted as to how and when the presentation takes place.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to look into resolving the issue created by the overhanging hedges that are impacting use of the footpath on Thornfield Avenue.
- b. Request the Clerk to contact RVBC regarding the bins not being emptied.
- c. Request the Clerk to contact Cllr. Jackson regarding the presentation.

16. DATES OF FUTURE MEETINGS.

2025: 10 December.

2026: 14 January, 11 February and 11 March.

SIGNED BY CHAIR FOR THE MEETING:

A wet signed copy is on file.

DATE:

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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.
