



Longridge Town Council

Full Council – *Draft* Minutes

Date:	12 February 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: J. Rogerson (Chair), P. Smith, R. Walker, K. Spencer, N. Stubbs and D. Jackson.		
In attendance:	Town Clerk.		
Meeting started:	19:00	Meeting closed:	21:10

250212/

Nomination of Chair for the meeting.

In the absence of both the Chair and Deputy Chair, Cllr. Jim Rogerson was nominated as Chair for the meeting.

1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Members accepted apologies from Cllrs. R. Beacham, L. Jameson and S. Rainford. The Chair wished Cllr. Beacham a speedy recovery.

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

Cllr. Rogerson declared interest in Agenda Item 12 – Planning Application: 3/2024/1039

4. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 DECEMBER 2024.

The minutes were agreed as a correct record.

5. PUBLIC PARTICIPATION.

Two members of the Longridge Heritage Centre Trust (LHCT) and former town councillor Stephen Ashcroft attended the meeting and stated that they wished to speak on Agenda Item 9, LHCT Licence Review.

A member of the public was also in attendance as an observer.

RESOLVED THAT COUNCIL:

Agreed to bring Agenda Item 9 forward.

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 the Table below.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	W/B 20 Jan	Zoe Ashcroft	Cleaning Services	120.00	-	120.00		29/01/25
2	2546	Lentech	Remove two Xmas trees and banners	372.00	62.00	310.00		29/01/25
3	5061	Rosemary Glenn	Cleaning services (last invoice)	298.73	49.79	248.94		29/01/25
4	INV-0604	Keighly plumber	Radiators and hot water not working	206.02	34.34	171.68		29/01/25
5	226703	Blakeys Keys	Key for side door. For new cleaner	36.00	6.00	30.00		29/01/25
6	12731	Computer Xpress (Blue Moon)	Council laptop service	59.50	9.92	49.58		23/01/25
7	INV-61023	TPCS	Landline services	57.59	9.60	47.99		23/01/25
8	1044	SY Maintenance	Station building maintenance	180.00	-	180.00		21/01/25
9	LHC001	CJB Group	Chemical indoor floor cleaning	300.00	50.00	250.00		14/01/25
10	12724	Blue Moon Computers	Replace fan in Clerk's laptop	180.00	30.00	150.00		14/01/25
11		High Access	Window cleaning	30.00	-	30.00		14/01/25
12	PRE/351522	C.E.F.	Civic Hall Heating (via LSEC grant)	2,032.94	338.82	1,694.12		14/01/25
13	97311	Clerk	Purchase of longstay parking permit.	103.10	-	103.10		13/01/25
14	INV-4991	Rosemary Glenn	Cleaning services	544.18	90.70	453.48		13/01/25
15	INC-60775	TPCS	Landline services	56.12	9.35	46.77		13/01/25
16	2526	Lentech	Install banner mounts to lamp posts	840.00	140.00	700.00		13/01/25
17	1049	SY Maintenance	Maintenance and gardening	721.00	-	721.00	28/02/25	
18	WB 27 Jan	Zoe Ashcroft	Cleaning Services	120.00	-	120.00	06/02/24	
19	Dec 24 Jan 25	Terry Lewis	Gardening Services	200.00	-	200.00	15/02/25	
20	INV-60607	TPCS	Phone system change	552.12	92.02	460.10	Due	
21	INV-60448	TPCS	Landline services	53.10	8.85	44.25	Due	
22	INV-60665	TPCS	Resolve issue	15.00	2.50	12.50	Due	
23	SINV-26091	Maxi Fire and Security	12 months cover	900.00	150.00	750.00	14/02/25	
Totals:				7,977.40	1,083.89	6,893.51		

Note: Approval is not usually sought for people or organisations where the Town Council has a contractual relationship.

7. GRANTS POLICY.

The Clerk submitted a report asking for members to consider implementing a revised Grants Policy that was attached as Appendix 1 to the Report.

The report reminded members that each year the Town Council makes funds available to local voluntary and community groups to support activities and projects of direct benefit to the community of Longridge.

RESOLVED THAT COUNCIL:

- a. Approve the revised Grants Policy, subject to minor changes that address how the Council deals with requests for funds in appreciation of activities carried out for, or on behalf of the Town Council.
- b. Request the Clerk to revise the Grant Application Form to accommodate applications for 'small' grants.
- c. Request the Clerk to submit both revised documents to the next Budget Committee for their consideration.

8. MAYORAL POLICY.

The Clerk submitted a report asking members to consider adopting the Policy as set out in Appendix 1 to the Report for the selection of a Town Council Mayor and Deputy Mayor.

Members were reminded that under the Local Government Act 1972, Longridge Town Council has the authority to appoint a Mayor and a Deputy Mayor from among its elected members and that the appointment must be made at the Annual Meeting of the Council (in May each year) or as soon as practicable thereafter.

RESOLVED THAT COUNCIL:

- a. Approve the Policy as set out in Appendix 1 to the report
- b. Agree to continue with the Town Council's custom, that the Deputy Mayor (Vice-Chair) succeeds the Mayor (Chair) as this provides continuity in leadership.
- c. Request the Clerk to produce a Mayoral Handbook

9. LONGRIDGE HERITAGE CENTRE TRUST (LHCT) – LICENSE REVIEW.

The Clerk submitted a report asking members to re-consider a draft licence agreement, which amongst other things sets out the terms by which the LHCT can occupy the Old Station Building.

Members were reminded that they discussed the LHCT licence at committee meetings held on 28 August 2024, 30 October 2024 and 27 November 2024.

RESOLVED THAT COUNCIL:

- a. Allow members of the public to address the meeting.
- b. Request the Clerk to take a revised licence agreement to the next meeting of the Estates Committee for their consideration.

10. GRANT APPLICATIONS – FURTHER CONSIDERATIONS

The Clerk submitted a report asking members to re-consider providing financial support to the Little Green Bus Company and to consider making a donation to the Friends of Civic Hall.

Little Green Bus:

Members were reminded that at their meeting in 11 December 2024 they requested the Clerk to contact the Little Green Bus Company and ask them to clarify their reserves, the benefits offered to residents of Longridge and to complete the Town Council's Grant Application Form.

Friends of Civic Hall:

Members were reminded that in January 2024 they agreed to donate £300 in appreciation of work undertaken for the 2023 Remembrance Sunday commemorations.

RESOLVED THAT COUNCIL:

- a. Approve a payment of £250 to the Little Green Bus Company
- b. Approve a payment of £300 to the Friends of the Civic Hall.

11. VE DAY 2025 COMMENEMORATIONS

The Clerk submitted a report asking members to consider activities to commemorate VE Day 2025.

The report noted that VE Day in 2025 marks the 80th anniversary of Victory in Europe.

Members were reminded that at their meeting on 13 November 2024, they approved a budget of £6,000 for civic events including remembrance services.

RESOLVED THAT COUNCIL:

Request the Clerk to setup a Working Group tasked with looking at possible activities and reporting back to the Council.

12. PLANNING APPLICATIONS.

The Clerk submitted a report requesting members to consider planning matters since the last meeting. Considerations were made on several applications see below.

Note. The following types of applications are not for consultation and are therefore excluded from the lists below: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.

Application:	3/2024/1039
Considerations:	RVBC are encourage to consider privacy issues that may impact neighbours.

13. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

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

RESOLVED THAT COUNCIL:

Note the Report.

14. COUNCILLOR REPORTS.

No reports were submitted.

The Clerk encouraged members (especially Borough Councillors) to provide summary reports of meetings and activities they had carried out or attended since the last Full Council meeting.

15. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

Members discussed the Government's White Paper on Devolution and the recent letter sent out by the Minister of State for Local Government requesting RVBC (and other Lancashire District Council's) to submit interim plans to the Government by 21 March 2025.

RESOLVED THAT COUNCIL:

Request the Clerk to add 'Local Government Devolution' as an Agenda item for future Full Council meetings.

16. DATES OF FULL COUNCIL MEETINGS.

Members agreed the following meeting dates for 2025:

- March 5
- April 9
- May 14

EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED THAT COUNCIL:

Approve that the public and press be excluded from the meeting for the next item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

17. APPLICATION TO BE A TOWN COUNCILLOR.

The Clerk provided details of two applicants who had put themselves forward as Town Councillors. The Clerk noted that he had met the applicants, that they met the criteria required to be a Longridge Town Councillor and that he had explained the role of a Town Councillor to them.

RESOLVED THAT COUNCIL:

Approve the appointment of Natalie Eccles and Lucas Pinder as Town Councillors.

18. APPLICATION FOR A PAID POSTION WITH LONGRIDGE TOWN COUNCIL.

The Clerk submitted an application for a post with the Town Council.

RESOLVED THAT COUNCIL:

Request the Clerk to broaden the scope of any job specification and submit it to the Staffing Committee for approval.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.