

## **CLITHEROE TOWN COUNCIL**

**Minutes of the meeting of the Town Council  
held on Monday 09 June 2025  
In the Council Chamber, Clitheroe Town Hall**

**PRESENT:-** The Town Mayor, Cllr Michael Graveston, in the Chair  
The Deputy Mayor, Cllr Mary Robinson  
Councillors Ian Brown, Ryan Corney, Mark French, Gaynor Hibbert,  
Jonathan Hill, Donna O'Rourke, Simon O'Rourke

### **15.25 APOLOGIES FOR ABSENCE**

None

### **16.25 PUBLIC PARTICIPATION**

Dave Heaton of Activate Clitheroe spoke about plans to encourage greater walking and cycling in and around Clitheroe and the possibility of an orbital path around the town.

### **17.25 DECLARATIONS OF INTEREST**

None

### **18.25 MINUTES**

The minutes of the Council meeting held on 06 May 2025 were signed and approved.

### **19.25 MAYORAL COMMUNICATIONS**

The Town Mayor updated the meeting on engagements since the previous Council meeting.

### **20.25 PLANNING APPLICATIONS**

Consideration was given to planning applications received for weeks ended 23 May, 30 May and 06 June 2025

### **RESOLVED:**

- (1) That no objections be raised to the following applications:-  
3/2025/0393, 0406 & 0436**
- 1. That Ribble Valley Borough Council be advised that the Town Council wishes to object to 3/2015/023 on the following grounds: concerns over its classification and occupancy numbers, concerns over bathroom provision compliance, the need for the development to be sympathetic to its conservation area surroundings.**

## **21.25 ANNUAL ACCOUNTS 2024/25**

The Clerk confirmed that the accounts and supporting paperwork had been subject to an internal audit and that the internal auditor had not found any issues to report.

The meeting considered the Annual Governance Statement and agreed that the following summarised matters could all be answered in the affirmative for the year under review, namely

1. the statement of accounts was prepared in accordance with appropriate regulations
2. an adequate system of internal control was maintained
3. there are no matters of actual or potential non-compliance which could have a significant effect on the ability of the council to conduct its affairs
4. there was proper opportunity during the year for the exercise of electors' rights under appropriate regulations
5. a risk assessment has been undertaken
6. an adequate system of internal audit of the council's records was maintained
7. appropriate action has been taken on matters raised in internal and external audit reports
8. the council has considered whether any litigation, liabilities or commitments could have a financial impact on the council

The Annual Governance Statement was accordingly approved by the meeting and Cllr Michael Graveston and Cathy Holmes proceeded to sign the Statement as Chair and Town Clerk respectively. The Accounting Statements for 2024/25 were considered and approved and Cllr Michael Graveston and Cathy Holmes signed the Statements as Chair and Town Clerk respectively.

## **22.25 ROEFIELD LEISURE CENTRE**

It was noted that Cllrs Michael Graveston and Simon O'Rourke had had to step down as Town Council representatives on the Board of Ribble Valley Sports & Recreation and that Cllr Donna O'Rourke had volunteered to be the representative.

**RESOLVED THAT:** Cllr Donna O'Rourke be and is hereby elected as the Town Council representative on the Board of Ribble Valley Sports & Recreation.

The background to the funding of Roefield Leisure Centre, in particular the loan from Ribble Valley Borough Council, was explained. It was agreed that the funding situation for the Leisure Centre should be discussed at Borough Council level with a view to ensuring its financial stability, especially in the light of the necessity for costly roof repairs. It was agreed that the Town Council's annual donation of £12,500 should continue to be given.

**RESOLVED THAT:** A donation of £12,500 be made for the financial year 2024/25 to Ribble Valley Sports & Recreation

#### **24.25 ACCOUNTS PAID MAY 2025**

Accounts paid in May 2025 were tabled. It was noted that there had been significant expenditure in the month due to payment of expenses for mayor-making, a one-off contribution, as agreed in March 2022, towards the payment of new floodlights for St Mary's Church and the annual membership subscription to LALC. It was confirmed that the monthly payment to E On Next for the crib was a standing charge as the power was only rarely used apart from at Christmas.

**RESOLVED: THAT the accounts for May 2025 be noted.**

#### **Part II**

**RESOLVED: That by virtue of the fact that the following items of business be exempt information under the Public Bodies (Admission to Meetings) Act 1960 the press and public be now excluded from the meeting**

#### **25.25 STAFF LEAVE AND ABSENCE REPORT**

The Town Clerk advised that there was no absence or leave to report.

#### **26.25 WAR MEMORIAL**

The Town Clerk advised that a recent inspection of the memorial had revealed significant damage to the rear bronze plaque, to such an extent that some of the names on the plaque were illegible. The damage appeared to have been caused by an attempt to clean the memorial with an unsuitable, abrasive substance. The matter had been reported to the police as criminal damage and a crime number subsequently received. The Town Clerk advised that a Heritage Officer of Lancashire Police had also called her about the matter and was awaiting information regarding a method of repair and costs of a repair. It was agreed that the damage needed to be repaired by Remembrance Sunday 2025 and that an insurance claim should be made, if necessary. It was also agreed that notices advising the public not to attempt to clean the memorial should be positioned around the war memorial.

**RESOLVED THAT: Appropriate repairs to the war memorial should be undertaken prior to Remembrance Sunday 2025 and that notices advising the public not to attempt to clean the memorial should be placed around the memorial.**

The meeting closed at 8.15 pm.

