

CLITHEROE TOWN COUNCIL

**Minutes of the Town Council meeting held on Monday 13 January 2025
In the Council Chamber, Clitheroe Town Hall**

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

01.25 APOLOGIES FOR ABSENCE

Cllrs Ryan Corney and Mary Robinson

02.25 PUBLIC PARTICIPATION

None

03.25 DECLARATIONS OF INTEREST

None

04.25 MINUTES

The minutes of the Town Council meeting held on 11 November 2024 were signed and approved.

05.25 MAYORAL COMMUNICATIONS

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

06.25 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ended 13, 20, 27 December 2024 and 03 & 10 January 2025

RESOLVED:

- (1) That no objections be raised to the following applications:-
3/2024/0812, 0827, 0840 & 0873**
- (2) That Ribble Valley BC be informed that the Town Council does not wish to object to 3/2024/**

07.25 TOWN COUNCIL WEBSITE

Cllr Sutcliffe advised that he was due to meet with an external organisation on 15 January 2025 to discuss the Town Council website. A suggestion was made that a page should be added describing what the Town Council had funded and it was agreed this should be implemented. It was also suggested that there be an electronic notice board advertising events in the town, although it was accepted further consideration was required as to how this would operate in practice. It was further suggested that allotment payments could be made via the website although Cllr Graveston cautioned that the introduction of e-commerce to a site would increase the costs considerably.

08.25 CHRISTMAS LIGHTING

The Town Clerk advised that the businesses affected by the power outage on Castle Street had all been offered a slight reduction in the cost of their Christmas tree for 2025 and the Town Council records had already been amended accordingly. It was suggested that a meeting of the Decorative Clitheroe Committee be held by the end of February 2025 to discuss the previously agreed expansion of the Christmas lighting scheme to other areas of the town.

09.25 ACCOUNTS PAID DECEMBER 2024

Accounts paid in December 2024 were tabled. It was noted that there had been expenditure for the mayoral visits in December 2024 and the annual stair lift service.

RESOLVED: THAT the accounts for December 2024 be noted.

10.25 PARISH LENGTHSMAN'S REPORTS

The parish lengthsmen's report was noted as was the playground inspection report. It was reported that there was regularly a problem with the litter bin at the Park St playground, which was often loose and it was suggested that RVBC be contacted to see if they could secure it in some way.

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

11.25 STAFF LEAVE AND ABSENCE REPORT

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

12.25 RECRUITMENT

It was reported that an initial draft of a job description and specification had been drawn up and circulated for comment. It was noted that four weeks would be given for applications to be submitted. It was stated that the job would be advertised online on the Town Council website and Facebook pages, in the notice board and on the RVBC website.

13.25 APPRAISALS

It was agreed that an appraisal would shortly be carried out for the Town Clerk but that the newly appointed administrative assistant would be appraised after a suitable length of time, to be determined. It was stressed that employees would not be able to specify who could or could not be involved with their appraisal.

14.25 TOWN COUNCIL AWARDS

It was suggested that the categories for Town Council awards had, over the years, become too specific and restrictive and this had created confusion for those wishing to nominate. It was agreed that the awards be simplified and that, going forward, there be only two categories – one for those over 18 and one for those under 18 and the emphasis would be on the person nominating to explain why they were nominating a particular person or organisation.

14.26 HONORARY BURGESS AWARDS

It was reported that two individuals who had served both the Town Council and the town for many years were looking to step back from their roles due to age and health related reasons. It was agreed that the two individuals – Keith Jackson and Roland Hailwood – be awarded the title of Honorary Burgess of the town of Clitheroe. It was agreed that arrangements should be made so that the awards could be presented at the mayor making ceremony on 06 May 2025.

Signed:
Chair

The meeting closed at 20.40 pm.

