

CLITHEROE TOWN COUNCIL

**Minutes of the General Purposes Committee meeting of the Town Council
held on Monday 19 May 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, Mark Sutcliffe**

16.25 APOLOGIES FOR ABSENCE

Cllrs Donna and Simon O'Rourke

17.25 PUBLIC PARTICIPATION

None

18.25 DECLARATIONS OF INTEREST

None

19.25 MINUTES

The minutes of the General Purposes Committee meeting held on 24 February 2025 were signed and approved.

20.25 MAYORAL COMMUNICATIONS

The Town Mayor updated the meeting on engagements since the previous Council meeting noting that April and early May 2025 had been busy months for the outgoing Mayor, Cllr Donna O'Rourke and then for himself due to VE Day commemorations.

21.25 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ended 02, 09 and 16 May 2025.

RESOLVED:

- (1) That no objections be raised to the following application:-
3/2025/0235**
- (2) That Ribble Valley BC be informed that the Town Council wishes to object to application 3/2024/0595 on the grounds of, as with previous applications for this site: over intensity of development, over occupancy, lack of parking**

provision/parking problems in the vicinity, impact on residential amenity and potential problems with siting of bins for waste disposal.

- (3) No objections provided the illuminated sign is in accordance with others permitted in a conservation area, is sympathetic to the townscape and is backlit.

22.25 HEALTH AND SAFETY AUDIT - CRONER

The Town Clerk advised that a representative of Croner had attended the building in mid-April and undertaken a comprehensive health and safety audit and a lengthy report, containing numerous recommendations, had subsequently been received. It was explained that production of various policies was required but that Croner had an extensive online library of policies which could be utilised. The Town Clerk explained that she would work her way through the report but full compliance was likely to take some time to achieve. It was acknowledged that years of insufficient attention to this area of compliance would take time to rectify.

23.25 WAR MEMORIAL CASTLE GROUNDS - MAINTENANCE

It was explained that a more pro-active approach needed to be taken towards the maintenance of the war memorial as currently no inspections took place, so the Town Council was reliant on observations being made by members of the public. It was further explained that the War Memorials Trust produced very helpful advice sheets which could be used to establish a procedure for inspection. It was explained that Town Hall staff could undertake inspections and could then contact appropriate experts/contractors if any work was considered necessary.

RESOLVED: THAT a procedure for regular inspection of the war memorial be established but that appropriate professional advice and support should be requested when necessary.

24.25 ACCOUNTS PAID MARCH 2025

Accounts paid in March 2025 were tabled. It was noted that there had been significant expenditure in the month due to payment for the Christmas lights 2024 and payment for ornamental scrolls to be given to two honorary burgesses in May 2025.

RESOLVED: THAT the accounts for March 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 HR MATTERS - CRONER

It was reported that extensive documentation had been received on HR issues from Croner and that the Town Clerk was working her way through the documentation in order to ensure compliance.

The meeting closed at 8.15 pm.