

**CLITHEROE TOWN COUNCIL**

**Minutes of the meeting of the Town Council  
held on Monday 24 March 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, Ryan Corney, Mark French, Gaynor Hibbert,  
Jonathan Hill, Simon O'Rourke, Mary Robinson

**15.25 APOLOGIES FOR ABSENCE**

Mark Sutcliffe

**16.25 PUBLIC PARTICIPATION**

None

**17.25 DECLARATIONS OF INTEREST**

None

**18.25 MINUTES**

The minutes of the Council meeting held on 13 January 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 28 February 2025 and 07, 14 & 21 March 2025

**RESOLVED:**

- (1) That no objections be raised to the following applications:-  
3/2025/0091, 0092, 0097 & 0127

**21.25 HAYHURST ST ALLOTMENTS – INSTALLATION OF WATER SUPPLY SYSTEM**

It was explained that the new water system had been installed and was now operational. Parts were still awaited in order to finalise the project. Letters containing the disclaimer

had been prepared but had not been sent but would be despatched upon arrival of the individual padlocks.

#### **22.25 SPEED INDICATOR DEVICES AND ROAD SAFETY MATTERS**

It was explained that Lancashire Highways had approved the intended locations for the posts for the solar powered SpIDs. It was noted that the solar powered SpIDs were potentially difficult to move and it was decided that the order should be amended, if possible, to SpIDs which could be placed on brackets on lighting columns. It was agreed that, if these mains powered SpIDs were cheaper than the solar powered option, that an additional SpID could be purchased so as to keep the overall expenditure at the same level for the manufacturer.

**RESOLVED: THAT** the order for two solar powered SpIDs be amended to mains powered SpIDs and that an additional SpID be purchased, if necessary, to keep the overall expenditure at the same level for the manufacturer.

#### **23.25 FINANCIAL ASSISTANCE REQUESTS**

A request for financial assistance of £250 had been received from Clitheroe Civic Society to be spent on the planting in various locations around town. It was noted that a donation had been made to the Society in previous years.

**RESOLVED: THAT** a donation of £250 be given to Clitheroe Civic Society

A request for financial assistance had been received from School of You CIC for a community arts project proposal which had cross-cultural links with the Ukrainian community in Clitheroe. It was explained that Ribble Valley BC (RVBC) had money set aside for projects involving the Ukrainian community in the town and that the applicants would be potentially better placed by approaching the Borough Council. It was suggested and agreed that a donation of £250 would be made towards the project, subject to funding being received from RVBC.

**RESOLVED: THAT** a donation of £250 be made towards the project subject to financial assistance also being granted by RVBC.

#### **24.25 ACCOUNTS PAID FEBRUARY 2025**

Accounts paid in February 2025 were tabled. It was noted that there had been significant expenditure in the month due to payment of the annual maintenance contract for the war memorial gardens and a donation to Ribblesdale Wanderers for an annual event.

**RESOLVED: THAT** the accounts for February 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 RECRUITMENT**

It was reported that the new administrative assistant would be starting work on 07 April 2025. Sessions with Croner had been scheduled for the preparation of appropriate employment contracts, including for the new employee.

## **27.25 HONORARY BURGESS AWARDS**

An update on progress on the preparation of the honorary burgess awards was provided. Proofs were expected by the end of the month.

A resolution confirming the decision to award the title of honorary burgess to both Keith Jackson and Roland Hailwood was required.

Accordingly, it was duly proposed by Cllr Donna O'Rourke and seconded by Cllr Mike Graveston, supported and RESOLVED THAT Keith Jackson and Roland Hailwood be awarded the title of Honorary Burgess of the town of Clitheroe.

Presentations would be made at the mayor making ceremony on 06 May 2025.

The meeting closed at 8.15 pm.