

CLITHEROE TOWN COUNCIL

**Minutes of the Town Council meeting held on Monday 25 September 2023
In the Council Chamber, Clitheroe Town Hall**

**PRESENT:- The Town Mayor, Cllr Jonathan Hill, in the Chair
Councillors Ian Brown, Ryan Corney, Stewart Fletcher, Mark French,
Gaynor Hibbert, Simon O'Rourke, Mary Robinson, Town Clerk
Three members of the public**

36.23 APOLOGIES FOR ABSENCE

The Deputy Town Mayor, Cllr Donna O'Rourke, Mike Graveston

37.23 PUBLIC PARTICIPATION

Marjan Wouda, a sculptress, provided information regarding a sculpture project intended for Clitheroe.

38.23 DECLARATIONS OF INTEREST

None

39.23 MINUTES

The minutes of the General Purposes Committee meeting held on 24 July 2023 were signed and approved.

40.23 MAYORAL COMMUNICATIONS

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

41.23 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ended 08, 15 and 22 September 2023

RESOLVED:

- (1) That no objections be raised to the following applications:-
3/2023/0641, 0667, 0674, 0680, 0715**

- (2) That Ribble Valley BC be informed that the Town Council wishes to object to 3/2023/0665. The reasons for objection are over-intensification of development in an area already populated by several take away establishments. There would be a negative effect on visual amenity. There are also parking concerns for customers and passers-by. The addition of another business of this type would also necessitate the installation of an extractor fan with a consequent increase in noise for local residents.

42.23 REMEMBRANCE SUNDAY 2023

The Town Clerk advised that arrangements for Remembrance Sunday 2023 would be in accordance with those of recent years. Rev Catherine Hale-Heighway would be leading services in church and at the war memorial. Traffic management remained to be finalised.

43.23 CHRISTMAS LIGHTS 2023

The Town Clerk advised that letters inviting businesses to apply for Christmas trees would be sent out in October 2023. It was agreed that the switching on of the Christmas lights should be on the same date as the crib dedication service.

44.23 SPIDS AND ROAD SAFETY ISSUES

The Town Clerk provided an update on the situation with a SpID on Henthorn Road, Clitheroe. It was noted that the procedure had been more complicated than first envisaged and that there were costs which had also not been made clear at the start. It was agreed that a letter should be sent from the Town Council to County Councillor Sue Hind advising of the Town Council's disappointment with the situation.

45.23 ACCOUNT BALANCES AND ACCOUNTS PAID – SEPTEMBER 2023 TO DATE

The account balances as of 31 August 2023 were noted as was expenditure to date incurred in September 2023.

RESOLVED: THAT the accounts paid in September 2023 be noted.

46.23 PARISH LENGTHSMAN

The report of the parish lengthsman was noted.

Part II

EXCLUSION OF PRESS AND PUBLIC

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

47.23 STAFF ABSENCE AND LEAVE REPORT

It was noted that a member of staff had recently taken two days' sick leave.

It was agreed that job profiles needed to be obtained in order to initiate the appraisal process.

It was further agreed that, due to the retirement or illness of certain longstanding members of Town Hall staff, written procedures regarding mayor making and other civic events needed to be drawn up so all involved now and in the future were aware of what was expected.

The meeting closed at 8.20 pm.