

## CLITHEROE TOWN COUNCIL

Minutes of the Town Council meeting held on Monday 10 June 2024  
In the Council Chamber, Clitheroe Town Hall

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

*At the start of the meeting three police officers spoke to the Council about local policing and their willingness to attend future meetings of the Council*

### **34.24 APOLOGIES FOR ABSENCE**

None

### **35.24 PUBLIC PARTICIPATION**

There was no public participation.

### **36.24 DECLARATIONS OF INTEREST**

None

### **37.24 CO-OPTION OF A TOWN COUNCILLOR**

It was noted that Councillor Stewart Fletcher had resigned with effect from 30 April 2024. A notice advertising the vacancy had been placed on the Town Council notice board and on the Town Council website on 30 April 2024 for the requisite number of days. It had come to light after the expiry of the notice period that, although visible to the website administrator, the vacancy notice had not been able to be seen by the public due to a technical mishap. No request for an election to fill the vacancy had been received by Ribble Valley Borough Council so the meeting was advised that the appropriate procedure to be followed was to co-opt an individual onto the Town Council.

There was considerable discussion regarding whether this was the most suitable procedure to be followed, given the lack of public visibility of the website notice and the consequential lack of a request for an election. It was agreed that a request should be made to RVBC Legal as to whether an election could in fact be held and, if so, how much this would cost.

**RESOLVED: THAT** a request be made to RVBC Legal as to whether an election to fill the vacancy on the Town Council could be held.

#### **38.24 MINUTES**

The minutes of the Town Council meetings held on 18 March 2024, 03 May 2024 and 21 May 2024 were signed and approved.

#### **39.24 MAYORAL COMMUNICATIONS**

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

#### **40.24 PLANNING APPLICATIONS**

Consideration was given to planning applications received for weeks ended 24 May & 31 May 2024 and 07 June 2024.

#### **RESOLVED:**

- (1) That no objections be raised to the following applications:-  
3/2024/0228, 0327, 0363, 0376 & 0399

#### **41.24 ANNUAL ACCOUNTS 2023/24**

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 Donna O'Rourke and Cathy Holmes proceeded to sign the Statement as Chair and Town Clerk respectively.

The Clerk advised that it was necessary for the meeting to approve the accounts for the period ended 31 March 2024. The accounts were duly approved and signed by Cllr Donna O'Rourke and Cathy Holmes as Chair and Town Clerk respectively.

#### **42.24 SPIDS AND ROAD SAFETY MATTERS**

The recent deployment of a hired SpID on Henthorn Road was discussed. The data gathered from the SpID had been previously circulated to all Councillors. It was noted that, over the course of its deployment, the average speeds along Henthorn Road had decreased so the SpID appeared to have had a positive effect. After the SpID's removal several residents had requested its return.

It was agreed that two moveable battery-powered SpIDs should be purchased by the Town Council. One of the SpIDs would be positioned on Henthorn Road and the other would be moved between locations on Chatburn Road and Waddington Road. The Town Clerk was asked to make enquiries about using existing SpID posts for the SpIDs to be purchased and lighting columns on Waddington Road would also need to be identified for approval for hosting the SpID.

It was reported that line markings in certain areas of town required re-painting and that LCC had advised these would be done when a programme of work was planned for Clitheroe.

**RESOLVED: THAT two SpIDs be purchased by the Town Council and appropriate enquires be made regarding suitable locations for their deployment.**

#### **43.24 BANK MANDATES**

The Town Clerk advised that Councillor Stewart Fletcher had been on various bank mandates and needed to be removed and replaced by another signatory. It was explained that, being pragmatic, the new signatory needed to be someone who was readily available to authorise transactions as and when required. It was noted that it would be easier if the intended signatory already banked with Barclays as this avoided the need for identity checks. After due consideration it was agreed that Councillor Ian Brown would be the new signatory on the accounts.

**RESOLVED: THAT Councillor Ian Brown be added as a signatory to the bank accounts as appropriate**

#### **44.24 ACCOUNTS PAID MAY 2024**

Accounts paid in May 2024 were tabled. It was noted that another repair bill for a leak at Hayhurst St allotments had been incurred and that the annual insurance premiums had been paid.

**RESOLVED: THAT the accounts for May 2024 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**

**45.24 STAFF LEAVE AND ABSENCE REPORT**

**The Town Clerk advised that both members of staff were using up leave over the course of summer so there would be weeks where one or other was absent.**

**Signed: .....**  
**Chair**

**The meeting closed at 20.10 pm.**