

## **CLITHEROE TOWN COUNCIL**

**Minutes of the Town Council meeting held on Monday 11 November 2024  
In the Council Chamber, Clitheroe Town Hall**

**PRESENT:-** The Town Mayor, Cllr Donna O'Rourke, in the Chair  
Councillors Ian Brown, Ryan Corney, Mark French, Gaynor Hibbert,  
Jonathan Hill, Simon O'Rourke, Mary Robinson Town Clerk and one member  
of the public (John Foley, Holden Clough Nurseries)

### **80.24 APOLOGIES FOR ABSENCE**

Cllr Michael Graveston

### **81.24 PUBLIC PARTICIPATION**

John Foley gave an overview of his ideas for the planting of various sites around Clitheroe and his plans for greater community involvement in gardening projects in the town.

### **82.24 DECLARATIONS OF INTEREST**

None

### **83.24 MINUTES**

The minutes of the Town Council meeting held on 14 October 2024 were signed and approved.

### **84.24 MAYORAL COMMUNICATIONS**

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

### **85.24 PLANNING APPLICATIONS**

Consideration was given to planning applications received for weeks ended 18 & 24 October 2024 and 01 November 2024

### **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 wishes to object to  
3/2024/0549 as it is submitted that more information is required, in particular  
relating to the intended number of occupants and whether appropriate fire safety  
assessments have been undertaken.**

#### **86.24 ACCOUNTS FOR PAYMENT OCTOBER 2024**

Accounts paid in October 2024 were tabled. It was noted that there had been significant expenditure in the month but that payments had been made to Gregory Audio for 2025 LNOP and Remembrance Sunday, Michael's Civic Robes for a new Deputy Mayor's robe, new cross street lighting displays and traffic management for Civic Sunday.

**RESOLVED: THAT the accounts for October 2024 be noted.**

#### **87.24 REMEMBRANCE SUNDAY 2024**

The Town Clerk gave a summary of Remembrance Sunday 2024. It was noted that the parade leader, Mr Duncan Phillips, had been excellent and it was confirmed that he had already been asked to perform the same role in 2025. The church service had been shorter than usual, which had involved some waiting time prior to starting the second procession and the Town Clerk agreed she would raise this with the church before 2025 Remembrance Sunday. It was reported that the live streaming of the service at the war memorial had involved some filming of the technicians setting up their equipment which was strange and had not occurred previously so the Town Clerk agreed to query this with the company concerned.

#### **88.24 APPLICATION FOR FINANCIAL ASSISTANCE**

An application for financial assistance had been received from The Grand at Clitheroe. The Grand were requesting a donation of £345 towards gazebos for their outdoor community events. It was noted that an annual donation of £200 was usually given for the Carols at the Castle event each December. After discussion it was agreed that a donation of £345 should be given to The Grand as the gazebos would be an asset to their community events, but that a request should be made that the Town Mayor be formally invited to such events.

**RESOLVED: THAT a donation of £345 be given to The Grand at Clitheroe**

#### **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**

#### **89.24 STAFF LEAVE AND ABSENCE REPORT**

The Town Clerk advised that a member of staff remained on sick leave and that the most recent fit note covered a period to 21 November 2024. The Town Clerk further advised that the member of staff concerned had submitted a notice of resignation which would be effective as of 28 November 2024.

## **90.24 RECRUITMENT**

**It was agreed that the job description and job specification for the role of administrative assistant, previously circulated, should be amended as suggested and a solicitor be requested to draw up an appropriate contract of employment.**

**It was agreed that the interview panel for the job should consist of Cllrs Graveston and Corney and the Town Clerk.**

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

**The meeting closed at 20.40 pm.**