

CLITHEROE TOWN COUNCIL

**Minutes of the General Purposes Committee meeting of the Town Council
held on Monday 24 February 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, Mark Sutcliffe**

01.25 APOLOGIES FOR ABSENCE

Mary Robinson

02.25 PUBLIC PARTICIPATION

None

03.25 DECLARATIONS OF INTEREST

Cllr Mark Sutcliffe declared an interest in item 11, Town Council website

04.25 MINUTES

The minutes of the General Purposes Committee meeting held on 09 December 2024 were signed and approved.

05.25 MAYORAL COMMUNICATIONS

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

06.25 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ended 17, 24 and 31 January and 07, 14 and 21 February 2025

RESOLVED:

- (1) That no objections be raised to the following application:-
3/2025/0028**
- (2) That Ribble Valley BC be informed that the Town Council wishes to object to application 3/2024/0595 on the grounds of a potential adverse impact on neighbouring occupiers due to an over-intensification of use of the property**

potentially resulting in increased noise, traffic and a negative impact on residential amenity.

07.25 EMPLOYMENT LAW/HR/HEALTH AND SAFETY MATTERS

It was explained that Cllr French and the Town Clerk had met with a representative of Croner who could provide a comprehensive law, HR and health and safety service for a period of one, two or five years with costs graded accordingly. It was noted that Croner provided their services to a variety of smaller public and private organisations throughout the North West. It was explained that, due to the lack of staff and appropriate knowledge, it was very difficult for the Town Council to remain up-to-date with relevant legislation and regulations and a contract with Croner should remedy this problem.

RESOLVED: THAT a 60 months' contract be taken with Croner at a cost of £264.55 per month.

08.25 HAYHURST ST ALLOTMENTS – INSTALLATION OF WATER SUPPLY SYSTEM

Cllr Simon O'Rourke explained that three quotations had been received for the installation of a new water supply system at the Hayhurst St allotment site and that work needed to commence as soon as practicable so allotment holders had a water supply for the warmer months. It was noted that quotes had been provided for a supply with a tap per plot and for a tap to share between two plots. It was agreed that it would be unnecessary for each plot to have individual taps and that this would increase the costs considerably. It was stressed that plot holders would be asked to sign an undertaking that they would not tap into the new water supply with additional piping and that, if they did, they would be evicted.

RESOLVED: THAT the contract for the installation of the water supply to the Hayhurst St allotment site be awarded to Craig Ryan

09.25 SPEED INDICATOR DEVICES AND ROAD SAFETY MATTERS

The Town Clerk explained that a decision had originally been made to purchase two battery-operated SpIDs for deployment in various locations across town but it was suggested this decision may need reconsidering as battery powered devices were labour intensive so fixed SpIDs may be a better option. Quotes for solar powered and electrically powered devices were provided and considered, as were potential locations.

RESOLVED: THAT two solar powered devices be purchased and that these be placed on Henthorn Road and Chatburn Road.

10.25 TOWN WELLS – UPDATE

The situation regarding applying to the Land Registry for legal title to the town wells was discussed. The Civic Society's preferred option was for RVBC to apply for legal title but it was suggested that the Town Council could apply as an alternative, if this was allowed. It was also suggested that if RVBC officers were not amenable to applying for full title that a motion be put to this effect to the full Council of RVBC.

RESOLVED: THAT Cllrs Ian Brown and Simon O'Rourke investigate the procedure for potentially calling in a notice of motion for full Council and that the situation regarding the Town Council potentially applying for legal title be explored further.

11.25 TOWN COUNCIL WEBSITE

An update on the updating of the Town Council website was considered. It was noted that a quote had been received from Creative Council for redevelopment but that the relatively low quote was based on a lot of the content work being done either in house or by another person. Cllr Mark Sutcliffe had quoted a price for undertaking the content work but it was explained that this could not be accepted as he was a serving Town Councillor so the content work would have to be undertaken by Creative Council.

RESOLVED: THAT up to £3,000 could be spent with Creative Council for them to also undertake the content work and that Cllrs Graveston and Sutcliffe would formulate a proposal to provide to Creative Council for content work.

12.25 FINANCIAL ASSISTANCE REQUEST

A request for financial assistance of £1,000 had been received from Ribblesdale Wanderers to be spent on the Ribblesdale Classic bowls tournament to be held in May 2025. It was noted that the Town Council had donated £1,000 to the event last year and that the Town Mayor and other councillors would be formally invited to the event.

RESOLVED: THAT a donation of £1,000 be given to Ribblesdale Wanderers for the Ribblesdale Classic and that a request be made that appropriate publicity is provided for the Town Council's donation.

13.25 ACCOUNTS PAID JANUARY 2025

Accounts paid in January 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 January 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

14.25 STAFF LEAVE AND ABSENCE REPORT

The Town Clerk advised that there was no absence or leave to report.

15.25 RECRUITMENT

It was reported that a shortlist of four candidates to be interviewed would be drawn up and that interviews would take place on Thursday 06 March 2025. The interview panel

would comprise Cllrs Corney and Graveston along with the Town Clerk. Cllr Robinson would talk to each candidate afterwards about the role of Town Mayor's Secretary. It was noted that there had been over 40 expressions of interest in the role but that less than 20 applications had actually been received.

The meeting closed at 8.15 pm.