

CLITHEROE TOWN COUNCIL

**Minutes of the Town Council meeting held on Monday 29 July 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**

46.24 APOLOGIES FOR ABSENCE

None

47.24 PUBLIC PARTICIPATION

There was no public participation.

48.24 DECLARATIONS OF INTEREST

None

49.24 CO-OPTION OF A TOWN COUNCILLOR

It was explained that the procedure to be followed for filling the vacancy on the Town Council was co-option and that an appropriate notice of vacancy had been placed on the website and notice board. By the specified deadline, three applications had been received which had been previously circulated to councillors.

In alphabetical order, each candidate was duly proposed and seconded and a vote was taken as to their co-option. The candidate with the majority of votes was Mark Sutcliffe who was duly co-opted onto the Town Council.

RESOLVED: THAT Mark Sutcliffe be and is hereby co-opted onto the Town Council with immediate effect

50.24 MINUTES

The minutes of the Town Council meetings held on 10 June 2024 were signed and approved.

51.24 MAYORAL COMMUNICATIONS

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

52.24 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:-
3/2024/0325, 0342 & 0343, 0372, 0500, 0504, 0512 0529, 0531, 0541, 0548
- (2) That Ribble Valley BC be informed that the Town Council wishes to object to
3/2024/0552 on the grounds previously specified in application 3/2024/0
- (3) That Ribble Valley BC be informed that the Town Council wishes to object to
3/2024/0344 on the grounds that it would involve the introduction of incongruous lighting into the town centre, a conservation area, where it is believed permission has not been given before for illuminated signs.

53.24 ANNUAL ACCOUNTS 2023/24

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.

54.24 MAYORAL ROBES

The Town Clerk had previously circulated a report received from the robe manufacturers who had undertaken a free survey of the existing Mayoral robes. It had been reported that the current Mayor's robe was in good condition but that the Deputy Mayor's robe was in poor condition and prices were given for replacements with various options available. It was agreed that the Deputy Mayor's robe should be replaced like for like so the doeskin option was chosen. It was also agreed that the halberdier robes should be sent for dry cleaning if the robe manufacturer offered this service.

RESOLVED: THAT the Deputy Mayor's robe be replaced and the halberdier cloaks be sent for dry cleaning

55.24 LAST NIGHT OF THE PROMS 2024

The meeting considered a report from the Town Clerk regarding the LNOP 2024. It was agreed that a definite date needed to be agreed for the event and it was suggested that it revert to a Saturday in August. The need for a card machine to accept card donations was also agreed. The meeting was advised that another organisation had offered to assist with volunteers for the event in addition to Rotary.

RESOLVED: THAT a date in August 2025 be agreed with relevant parties for LNOP and that a card machine be purchased for future events to enable cashless donations to be made

56.24 BANK MANDATES

The Town Clerk advised that Councillor Ian Brown had completed the necessary paperwork to be added as an online signatory but had not yet received the appropriate confirmation or card reader.

57.24 ACCOUNTS PAID JUNE 2024

Accounts paid in June 2024 were tabled. It was noted that the annual donation to Roefield Leisure had been paid as had the costs of the mayor making reception and traffic management.

RESOLVED: THAT the accounts for June 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

58.24 STAFF LEAVE AND ABSENCE REPORT

The Town Clerk advised that a member of staff had been absent since 19 July 2024 and had a sick note covering absence until 01 August 2024.

Signed:

Chair

The meeting closed at 20.10 pm.

