

CLITHEROE TOWN COUNCIL

**Minutes of the Town Council meeting held on Monday 17 January 2022
In the Council Chamber, Ribble Valley Borough Council**

**PRESENT:- The Town Mayor, Councillor Simon O'Rourke, in the Chair
Councillors Ian Brown, Kerry Fletcher, Stewart Fletcher, Mark French,
Gaynor Hibbert, Jonathan Hill, Donna O'Rourke, Town Clerk**

01.22 APOLOGIES FOR ABSENCE

Cllr Mary Robinson

02.22 PUBLIC PARTICIPATION

There was no public participation.

03.22 DECLARATIONS OF INTEREST

None

04.22 MINUTES

The minutes of the meeting held on 15 November 2021 were approved and signed.

05.22 MAYORAL COMMUNICATIONS

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

06.22 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ended 24 December 2021 and 07 January 2022

RESOLVED:

- (1) That no objections be raised to the following applications:-
3/2021/1148 & 1227**
- (2) That Ribble Valley Borough Council be made that the Town Council was not objecting to 3/2021/1263 but had concerns regarding access arrangements.**

07.22 METER BOX – CASTLE GATES

It was reported that the meter box at the Castle Gates was in a bad state of repair and there had been significant water ingress which was dangerous. Temporary measures had been put in place to enable the box to provide power to the Christmas crib but it was noted that the box needed replacing. Responsibility for replacing the box was discussed. The Town Council paid for the electricity but the box had historically been looked after by RVBC and was on their land. The Clerk was asked to liaise with RVBC about replacing the box.

RESOLVED: THAT discussions take place with RVBC with a view to replacing the box as soon as practicable.

08.22 PETTY CASH LIMIT

The Town Clerk reported that the £100 monthly petty cash limit was usually breached in months where significant numbers of postage stamps were bought, due to the increasing cost of stamps. The internal auditor had suggested the limit be raised to £150 per month which was agreed.

RESOLVED: THAT the petty cash limit be raised to £150 per month

09.22 ARCHIVE ACCESS POLICY

It was reported that a visitor from the Civic Society had turned up to access the archives without making an appointment and without the knowledge of the Civic Society. The Town Council and the Civic Society had been unhappy about the situation and an archive access policy had accordingly been devised to prevent a repetition of such a situation in the future. The devised policy was considered and approved.

RESOLVED: THAT the archive access policy be approved and adopted.

10.22 CHRISTMAS LIGHTING 2021

The Town Clerk reported that there had been an increased take-up of Christmas trees compared to 2020 and that the town's decorations had been well-received. Payment for trees had been prompt with only a couple of late payers. One of the large Christmas trees had been damaged but the culprit had come forward and had indicated he would pay for the damage. The police had been involved following the damage and the culprit was to meet with a PCSO and the Town Mayor in the near future.

It was noted that, following the removal of the lights for safety reasons from the trees at the Salford triangle, the area looked dark which was unfortunate as it was one of the main approaches to Clitheroe. It was suggested that lights be put on the fir tree in the middle of the grassed area as this would be unlikely to have any safety repercussions. The Town Clerk agreed to ascertain ownership of the tree.

It was suggested and agreed that the lighting contractor be asked to attend a Council meeting in the near future to meet Councillors and to discuss future requirements for Christmas lighting.

RESOLVED: THAT alternatives to lighting the Salford triangle area be considered for 2022 and the lighting contractor be invited to a meeting of the Council in the near future.

Signed:
Chair

The meeting closed at 19.50 pm.