

## **CLITHEROE TOWN COUNCIL**

**Minutes of the Town Council meeting held on Monday 18 June 2018**

**PRESENT:-** The Town Mayor, Councillor Pam Dowson in the Chair  
The Deputy Town Mayor, Councillor Stewart Fletcher  
Councillors Ian Brown, Maureen Fenton, Kerry Fletcher, Mark French,  
Allan Knox, Mary Robinson, Paul Robinson and the Town Clerk

### **34.18 APOLOGIES FOR ABSENCE**

An apology for absence, together with a reason, had been received from Cllr Sue Knox.

### **35.18 PUBLIC PARTICIPATION**

There was no public participation.

### **36.18 DECLARATIONS OF INTEREST**

Councillors Stewart and Kerry Fletcher declared an interest in Agenda item 6, Planning Applications, in respect of application 3/2018/0381.

Councillor Mary Robinson and Councillor Ian Brown also declared an interest in Agenda item 6, Planning Applications, in respect of applications 3/2018/0383 and 3/2018/0432 respectively.

### **37.18 MAYORAL COMMUNICATIONS**

Details of official duties undertaken by the Town Mayor and Deputy Town Mayor since the last Town Council meeting were submitted for information.

### **38.18 MINUTES**

The minutes of the Town Council meetings held on 20 April 2018 (Cockles and Mussels) and 1 May 2018 (Annual Meeting) were approved and signed by the Chairman.  
The minutes of the General Purposes Committee held on 22 May 2018 were noted.

### **39.18 PLANNING APPLICATIONS**

Consideration was given to planning applications received for weeks ending 25 May 2018, 01 June 2018, 08 June 2018 and 15 June 2018.

**RESOLVED:**

1. That no objections be raised to the following applications:-  
3/2018/0168, 0174, 0339, 0381, 0383, 0386, 0405, 0411, 0432, 0482, 0517, 0518, 0522 and 0535
2. That Ribble Valley Borough Council be informed that the Town Council objects to application 3/2018/0435 on the grounds of over-intensive development of the location. Access along Hall Street is already considered difficult at the best of times. The proposed layout would result in new properties up against the gardens of Copperfield Close and 30 Hall Street could lose access to the garage at the rear of the property.
3. That Ribble Valley Borough Council be informed that the Town Council objects to application 3/2018/0475 on the grounds that this application would be development beyond the settlement boundary which could lead to a proliferation of ribbon development from Low Moor to the Waddington Road. The access track is also deemed unsuitable to support residential development.
4. That Ribble Valley Borough Council be informed that the Town Council objects to application 3/2018/0510 on the grounds of over-intensive development of the site.

#### **40.18 ANNUAL RETURN 2017/18**

The Town Clerk submitted and reported on the Annual Governance and Accountability Return 2017/18 required by the Audit Commission in respect of the Town Council's accounts for the year ended 31 March 2018, together with the Internal Auditor's 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 Dowson as Chair and the Town Clerk proceeded to sign the Statement accordingly.

The accounts for the period ended 31 March 2018 were considered, duly approved and signed by the Chair and Town Clerk.

**RESOLVED:**

That Sections 1 and 2 contained in the Annual Governance and Accountability Return be approved together with the Internal Auditor's report and fee of £275.

#### **41.18 ASSET REGISTER AND INVENTORY**

The Town Clerk submitted and reported on the Town Council's Asset Register and Inventory as at June 2018. It was confirmed that the schedule had been updated with the insurance valuations as provided by Zurich in June 2018.

**RESOLVED:**

That the Asset Register and Inventory as submitted be approved.

#### **42.18 RISK MANAGEMENT POLICY STATEMENT**

The Town Clerk submitted a Risk Management Policy Statement for the Town Council as at June 2018, noting that the Policy had been reviewed and cross-checked with the latest Zurich insurance schedule received in June 2018. Matters relating to GDPR had also been included.

**RESOLVED:**

That the Risk Management Policy Statement for the Town Council be approved.

#### **43.18 TOWN WELLS, CLITHEROE**

Cllr Maureen Fenton advised that Clitheroe Civic Society had established a working group to improve the condition of the town's wells and raise awareness of their historical significance. Cllr Fenton has been asked to become a member of the working group. It was agreed that Cllr Fenton's membership of this working group was acceptable.

#### **44.18 MAYORAL ROBES**

Cllr Mary Robinson updated members on repairs recently undertaken by herself to both the Mayor's and Deputy Mayor's robes. It was explained that the Deputy Mayor's robe probably only had a future life expectancy of 3-4 years before a replacement would need to be purchased. It was agreed that quotes be obtained for replacing both robes but that any future design would not include fur. Cllr Robinson was thanked for her work in repairing the robes.

**RESOLVED:**

That the Town Clerk obtain quotes for replacements for both the Mayor's and Deputy Mayor's robes.

#### **45.18 CHRISTMAS LIGHTING CONTRACT 2018-21**

The Town Clerk explained that quotations had been received from three local lighting contractors for provision of the Town Council's Christmas lighting for the forthcoming three year period. It was noted that the most competitive quotation had been from the existing contractor and it was agreed that, subject to confirmation of costs for the three year period, the contract be awarded to the current contractor.

#### **RESOLVED:**

That, subject to confirmation of costs, the Christmas lighting contract for 2018-21 be awarded as recommended.

#### **46.18 ACCOUNTS PAID - MAY 2018**

The Town Clerk submitted details of accounts paid during May 2018 noting that the invoice from Precious Metals for mayoral medallions covered both 2017 and 2018.

#### **RESOLVED:**

That the accounts paid during May 2018, details of which were specified, be approved.

#### **47.18 PARISH LENGTHSMAN'S REPORTS**

##### **General Reports**

Members received a report detailing the work undertaken by the Parish Lengthsman during May 2018. It was noted that the amount of litter by the river after "stand down" day had not been as bad as the previous year.

##### **Allotment Report**

It was noted that the work undertaken on the Hayhurst St allotments by a contractor in early June 2018 had been of a high standard and very favourably received by allotment holders.

##### **Play Areas Report**

Members received a detailed report on the maintenance of the two Play Areas owned by the Town Council.

The meeting closed at 8.05 pm.