

Longton Parish Council

7 Bilsborough Meadow

Lea

Preston

PR2 1YY

Tel 01772 733829

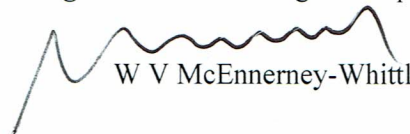
E-mail: clerk@longton-pc.gov.uk

14th September 2025

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on

Tuesday the 21st October 2025 at **New Longton Village Hall** commencing at 7.30pm.

 W V McEnerney-Whittle – Clerk and RFO

A G E N D A

1. To receive apologies
2. To consider and approve the Minutes of the Meeting held on the 2nd September 2025 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

Please note that no decisions can be lawfully made on any matter raised during this time.

5. To consider the following planning applications:

07/2025/00751/HOH – Extensions to rear @ 321 Chapel Lane New Longton PR4 4AB

07/2025/00755/HOH – Two storey side and single storey rear extensions @ 3 Royalty Lane New Longton PR4 4JD

07/2025/00742/HOH – Single storey front extension, two dormers to front and single dormer to rear @ 1 Lanedale Longton PR4 5AY

6. To approve the following payments:

08/08/2025	ICO	26	47.00
19/08/2025	GLASDEN NEW REPLACEMENT BENCHES	27	7344.00
19/08/2025	TRUNKS TREE CARE HEDGE REDUCTION LVMRG	28	480.00
19/08/2025	TREE CHECK LTD MANAGEMENT FEE	29	72.00
19/08/2025	PFK LITTLE JOHN EXTERNAL AUDIT	30	504.00
31/08/2025	BANK CHARGES	31	6.00
18/09/2025	NORTH WEST FURNITURE GRANT TO ST ANDREWS	32	2499.60
18/09/2025	W V WHITTLE GARDEN COMP ENGRAVING AND VOUCHERS	33	210.00
29/09/2025	HMRC 2ND QTR	34	1639.13
29/09/2025	W V MCWHITTLE SALARY 2ND QTR	35	2068.57
30/09/2025	BANK CHARGES	36	6.00

7. To approve the enclosed Financial Statement as of 30th September 2025
8. To consider the enclosed funding request and quotations from Longton Carnival Committee to vary the already approved 'in principle' application due to the need to amend their original scheme which could not be undertaken as provisionally planned. The revised request would need to meet the usual Council requirements in that the invoice for the works, if agreed, would need to be addressed to the Parish Council who would then reclaim Vat. Various supporting documentation (Event management Plan and Public Liability Insurance) has already been circulated to Members for their information.
9. To consider the attached quotation to undertake repairs to LVMRG Car Park which is used as a public car park and needs maintenance due to fading yellow lines and potholes at a cost of £2400 to be taken from CIL monies.
10. To note that the next meeting is scheduled for the 2nd December 2025

Longton Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on

Tuesday the 2nd September 2025 at **Longton Library** commencing at 7.30pm.

Present: Cllrs: Gooch, Fox, Turner, Porter, Sumner, Molder, Garside, Mather,

Riley and Alsop

There were ten members of the public present

60/25 To receive apologies

Cllr Barnes

61/25 To consider and approve the Minutes of the Meeting held on the 8th July 2025 (enclosed)

It was resolved that the minutes of the meeting held on the 8th July 2025 should be approved and signed by the Chairman as a true and accurate record.

62/25 To receive Declarations of Interest

Cllr Molder declared a personal and prejudicial interest relating to item 10 on the agenda, she left the room and did not take part in the debate or voting on this matter.

63/25 To adjourn the meeting for a period of public participation

The meeting was adjourned

A resident addressed the Council on behalf of a group of residents living in the area of The Croft who wished to express their objections to planning application 07/2025/00355/FUL which was to be discussed later in the meeting. They feel that the proposal is excessively large, higher than surrounding bungalows and therefore overbearing and due to its dormer windows is out of keeping with area which is made up of low level bungalows. The proposed dormer bungalow has windows which will allow visibility into neighbouring gardens, something that does not presently exist and is therefore detrimental to their local amenity and privacy. They also feel that a provision for 4 bedrooms is likely to significantly increase vehicular movements since it could house up to 8 people and whilst provision for 3 very tight parking spaces has been allocated, it is likely that on road parking would be needed on the narrow road and in a tight corner area which would be detrimental to road safety in the area. The residents do not object to a more sympathetic development and request support for the application to be substantially revised so as to align with the character of the area and the safety of their community.

Mention was made that some bus shelters and litter bins in the area are in poor condition, and could they be replaced by the Parish Council – this is something that is ongoing at the present time.

The meeting was reconvened

64/25 To consider the following planning applications:

07/2025/00498/FUL - Application for erection of 140 dwellings, with access, landscaping and other associated works on Land South of Chapel Lane Longton. Please note that this parcel of land is not within the existing Local Plan, however it has been included in the emerging Central Lancashire Local Plan which has been approved by SRBC, and which is due to take over from the existing plan probably in 2026 once it has been examined by the Central Govt Planning Inspectorate. Public consultation has already taken place on its inclusion in the CLLP prior to its inclusion covering the principle of inclusion.

It was resolved that this Council should support the comments of both LCC Highways in respect of All identified Highway Issues and United Utilities in respect of All Drainage issues raised.

07/2025/00606/HOH – Garage conversion to annex, side extension and alteration to front drive @ 4 Chapel Meadow Longton PR4 5NR

07/2025/00355/FUL – Demolition of existing dwelling, garage and outbuildings and replace with self-build dormer bungalow dwelling @ 1 The Croft Longton PR4 5DB

It was resolved that this Council should object to application 07/2025/00355/FUL in its present form along the lines of the comments received during public participation

65/25 To approve the following payments:

06/06/2025	C W BERRY LENGTHSMAN MATERIALS	12	20.10
06/06/2025	P HEISE LENGTHSMAN	13	1023.52
26/06/2025	JPP MEDIA NEWSLETTER DISTRIBUTION	14	360.00
26/06/2025	NEWGATE NURSERIES PLANTING	15	52.98
26/06/2025	W V MCWHITTE SALARY 1SR QTR	16	1918.37
26/06/2025	HMRC 1ST QTR	17	1531.87
26/06/2025	LEAVING PRESENT LENGTHSMAN	18	107.50
30/06/2025	BANK CHARGES	19	6.00
11/07/2025	1/3RD SHARE MICROSOFT 365 SOFTWARE	20	29.16
11/07/2025	VISION ICT WEB SUPPORT	21	240.00
11/07/2025	PRINTING WORLD NEWSLETTER	22	569.00
11/07/2025	P HEISE LENGTHSMAN	23	1146.88
11/07/2025	CW BERYY LENGTHSMAN MATERIALS	24	2.27
31/07/2025	BANK CHARGES	25	6.00

It was resolved that the payments referred to above should be approved

66/25 To appoint a member of this Council to act as our official representative at PACT meetings

It was resolved that Cllr Turner should be appointed as this Council's official representative at future PACT meetings.

67/25 To approve the enclosed Financial Statement as of 30th June 2025

It was resolved that the Financial Statement referred to above should be approved

68/25 To consider the use of CIL monies to further enhance the appearance and tidiness of the Parish by replacing 28 litter bins which are in varying degrees of fair to poor condition and for which SRBC do not have any allocated or available budget. The litter bins, if agreed, would be purchased by this Council for SRBC at a cost of approx £400 who would be able to install at a cost of £25 each (included in the previously mentioned figure) A budget will need to be provided from CIL of £11200. Full details will be sent out under separate cover.

It was resolved that all 28 litter bins identified in the area and as outlined above should be replaced at the expense of the Parish Council using CIL monies and that a budget of £11200.00 should be set. The purchase is to be made by this Council, installed by SRBC who would retain ownership since they are replacements of existing.

69/25 To consider a request from St Andrew's Church Longton to fund the purchase of essential furniture for their two new meeting rooms that have been created as part of their refurbishment plans at a cost of £2088.18 plus Vat (latter recoverable by Parish Council) from CIL funds. Full details will be sent out under separate cover.

It was resolved that the above mentioned request should be approved and the budget agreed from CIL funds as mentioned. The purchase orders will need to be made by the applicant in the name of the Parish Council and invoiced accordingly so that Vat can be reclaimed. They will then be 'gifted' to the applicant.

70/25 To note that the next meeting is scheduled for the 21st October 2025

It was noted that the next meeting is scheduled for the 21st October 2025

FINANCIAL STATEMENT 1ST APRIL 2025 TO 30TH SEPTEMBER 2025				
REVISED				
BUDGET	INCOME			
176925	Balance b/f 1st April 2025	179150.82		
20000	Precept	20000.00		
1000	Bank Interest	1802.77		
390	V A T Recovered	1548.48		
900	Trustee Admin Contribution			
450	New Longton Rovers FC	446.00		
	CIL	8648.22		
500	Advertising	300.00		
200165		211896.29		
	LESS EXPENDITURE			
180	Hire Hall			
1200	Subscriptions incl Web Site	536.16		
15000	Lengthsman	3280.17		
600	Insurance	493.95		
13500	Clerks salary	6387.02		
400	Mileage	155.35		
350	Postage Telephone & Stationery	23.37		
100	Donations incl Poppy Day			
600	Audit	555.00		
1800	Newsletter	869.00		
80	Bank charges	36.00		
40	Chairman's Allowance			
350	Competitions Xmas & Garden	205.00		
	Vat reclaimable	2866.93		
1000	Ground Maintenance / Repairs	292.81		
350	Xmas Trees			
1200	National Insurance Employer	592.20		
5000	Carnival Committee Xmas Lights			
328	St Oswalds Grant CIL	328.30		
4312	Tree Works CIL	4312.50		
8500	New Bus Shelter CIL			
8449	Longton Sports & Social Grant CIL			
2083	St Andrews Furniture Grant CIL	2083.00		
6120	New Benches Project CIL	6120.00		
11200	Litter Bin Project CIL			
82742	Total	29136.76		
117423	Balance in hand	182759.53		
	Bank Balances	24923.84		
		157835.69		
	Total	182759.53		
	LESS RESTRICTED FUNDS CIL	113605.74		
	UNRESTRICTED FUNDS	69153.79		

CIL MONIES

DATE	RECEIPTS	PAYMENTS	PURPOSE	BALANCE
01/04/2022	11871.67			
06/12/2022	1642.55			
02/06/2023	5664.78			
08/12/2023	18279.34			
10/05/2024	57325.94			94784.28
08/11/2024	27667.49			122451.77
25/11/2024		998.00	NEW NOTICE BOARDS	
10/12/2024		451.00	NEW BENCH NEW LONGTON	121002.77
11/12/2024		180.40	NEW GATE LVMRG	
28/02/2025		2381.67	ST OSWALDS REFURBISH GRANT	
28/03/2025		640.00	TREE INSPECTION	117800.70
23/05/2025		3852.50	TREE WORKS	113948.82
29/05/2025		328.30	ST OSWALDS REFURBISH GRANT	113620.52
19/08/2025		6120.00	NEW BENCHES PROJECT	
19/08/2025		460.00	TREE WORKS	
18/09/2025		2083.00	ST ANDREWS FURNITURE GRANT	
19/09/2025	8648.22			113605.74

Business Case for Longton Carnival Committee – October 2025

1. Longton Carnival Committee are requesting a grant from the Longton Parish Council, for the proposed Christmas lighting scheme to be located in Longton village.

The lighting scheme is planned to be switched on by the Mayor of South Ribble Borough Council, as part of our Longton Winter Wonderland event, on the 30th of November 2025. We are seeking formal approval and funding of £4981.91 (Ex VAT), from the Parish Council to purchase, install, maintain, and manage the Christmas lights display for Longton for the 2025 festive season. The project offers significant social, economic, and community benefits, including a boost in community spirit and an increase in community pride, supporting our local businesses, and attracting visitors.

2.1 This is an amendment to the grant application originally submitted to Longton Parish Council in March 2025, which requested funding for the purchase of Christmas lights to be installed on the street columns throughout Longton for Christmas 2025. This amendment is required due to Lancashire County Council (LCC) confirming in September 2025, that only 10 of the 28 street columns are structurally suitable to support Christmas lights.

Due to the lack of progress with the Lancashire County Council throughout the year, we had been preparing a backup plan should this scenario arise. As such this amendment presents our alternative plan, now that it has been confirmed that our original plan cannot go ahead.

2.2 Project Vision and Scope

The alternative plan proposes to include new lighting for the Christmas Tree, string lights to illuminate two trees in the church yard to match the existing two trees (either side of the entrance), lights for the archway over the entrance to the church yard and 14 uplighters to light some of the remaining trees in the church yard (overlooking Liverpool Rd). In addition to the purchase of lights, we would like to request funding for the installation charges for these lights and necessary amendments to the current electrical infrastructure, incorporating these into the new scope of requirements for our revised application. **Without the adapted infrastructure, the proposed lighting scheme cannot go ahead.**

All electrical upgrades and installations are to be carried out by a fully qualified electrician, provided by ADS Electrical, who have provided the quote.

3. The Growth and Highlights of Longton Carnival Committee (LCCo)

- Core Committee roles all filled.
- 30+ volunteers.
- Won Soup Dragons Den funding £1000 for Longton Winter Wonderland by Progress Housing
- Awarded £2000 grant by South Ribble Borough Council (Western Parishes)
- Currently hold over £5000 cash in the bank, acquired via fundraising activities by the committee and local businesses on our behalf.
- £2010 held by Trybooking (ticket platform) for Santa's Grotto at Longton Winter Wonderland – this part of the event sold out in 14 hours, providing 149 visits to Santa.

- Garnered the support of many local businesses such as the SPAR shop, including all 12 venues participating in the Winter Wonderland including St Andrews Church.
- All components of The Winter Wonderland are confirmed and proceeding as scheduled. Please see the final page of this application where the full itinerary of the day has been provided.

3.1 The financial breakdown is as follows (ex vat):

Purchase of lights:

Tree wraps: £345.98

Romanos tree: £430.38

Up-lighters: £550

Archway lighting: £39.99

Total: £1366.35

Upgrade of electrical infrastructure:

Supply that feeds the Christmas tree: £163

New supply required to feed the other Christmas lights: £465.56

Total: £628.56

Installation of lights and cabling: £2987

Total: £2987

Combined Total (Ex VAT) £4981.91

3.2 Funding Strategy

* Parish Council Funding Request: £4981.91

* Other Secured/Potential Funding:

Progress Housing (Soup Dragon's Den funding) £1000 – Secured & Awaiting payment

South Ribble Borough Council (Western Parishes) £2000 – Secured & Awaiting payment

Longton Carnival Ghost Trail £300-£600 - Planned

Elf Trail sponsorship (From local businesses) upto £825

4. Commercial/Procurement Case

* Procurement: A single contractor has provided a quote. They are local and as way of their contribution and donation would be providing the lights and installation at cost.

* Contractor Details: ADS Electrical and Mechanical Ltd (Named contact – Leigh Disley (Electrical Contracts Manager))

* Safety & Compliance: The lights will be low-energy and all installation and electrical work will comply with current health and safety regulations.

5. Management Case (The Delivery)

* Project Lead: Longton Carnival Committee

* Timeline:

Longton Parish Council consideration – 21st October 2025

Procurement (by Longton Parish Council) - before the 28th of October 2025

Ordering (by ADS Electrical and Mechanical Ltd) - before the 28th of October 2025

Installation – Date to be confirmed by ADS Electrical and Mechanical Ltd

Switch on event date – 30th November 2025

Removal – 5th / 6th January 2026

Storage – By Lindsay Industrial Shop

Event Management Plan: Appendix 1

Longton Carnival Public Liability Insurance: Appendix 2

ADS quote: Appendix 3

6. We would like to request that Longton Parish Council formally consider the Longton Carnival Christmas Lights project (year 1) for 2025, during the Longton Parish Council meeting on the 21st October 2025. The total being requested is £4981.91, with a decision to be made by the 22nd of October. This will allow procurement and planning to begin immediately, to ensure a successful Longton Winter Wonderland event.

Itinerary:

11-5 Road closure

11-12 Brass Band @ Park Gate

11-4 5-7 Santa's Grotto (pre booked tickets)

11-3 Elf Hunt

11-3.30 Market stalls

11-5 (Central) Market stalls

11-? Small children's fairground rides

12-4 Live singing on stage

4-4.30 Community sing along

4.30 – 4.45 Speeches from Longton Carnival & The Mayor of SRBC. RAFFLE winners announced

4.45 – Christmas Tree light switch on by The Mayor of SRBC

QUOTATION NO. 1821

Longton Carnival
St Andrews
Longton
Preston
Lancashire

Site: St Andrews Longton Preston
Lancashire
Site Address: St Andrews
Longton
Preston
Lancashire
Date: 14/10/2025
Project Mngr: Leigh Disley-Jones
Valid For: 90 Day(s)
Valid Until: 03/11/2025

Winter wonderland Christmas lights

This quote is for the following:

- Supply of all Christmas lights
- Installation of all Christmas lights
- SRBC works
- Electrical pillar upgrades from the Parish Hall

These have been broken down into subsections below.

Supply of Christmas Lights & 20 x Wall mounted trees/brackets with solar powered lights

Tree Wraps: £345.98

Ice white LED 24v (40m on either column)

Romano's Tree: £430.38

120m Multicoloured static string lights 24v (1200 bulbs)

Up-lighters: £550

14 x 100W 230w Uplighters - Multicoloured (Choice of colour can be changed via a remote)

Archway Lighting: £39.99

10m White static string lights 24v



QUOTATION NO. 1821

Sub-Total ex VAT £1,366.35

SRBC Works

- Install a new IP65 double socket and outdoor gland pack in order to maintain the water ingress level of the socket within the power pillar.
- Drill a drainage hole at the bottom of the metal pillar, in order for a drain off in case of any water ingress within the winter.

Sub-Total ex VAT £163.00

Installation of all Christmas lights and cabling:

Christmas tree:
Coloured, static LED lights

Churchyard:
14 coloured uplighters
Ice white LEDs wrapped around the archway
Ice white LEDs wrapped around 2 other trees

Romano's - Christmas tree
Coloured, static LED lights

Sub-Total ex VAT £2,987.00

Electrical pillar upgrades

New supply to be installed from the socket circuit within the parish hall. This is to be wired in PVC trunking from the closest socket location and protected by a 13A fused spur.

This is to be wired potentially from the landing socket, through the store room and exit the building. This will then run down the external wall in black PVC conduit and into an adaptable box low level / double socket (re use



QUOTATION NO. 1821

the one that's already in place currently - disconnect the redundant feed from the lighting circuit downstairs).

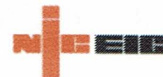
This will then run around the wall and across to the Electrical pillar.

Sub-Total ex VAT £465.56

Terms & Conditions:

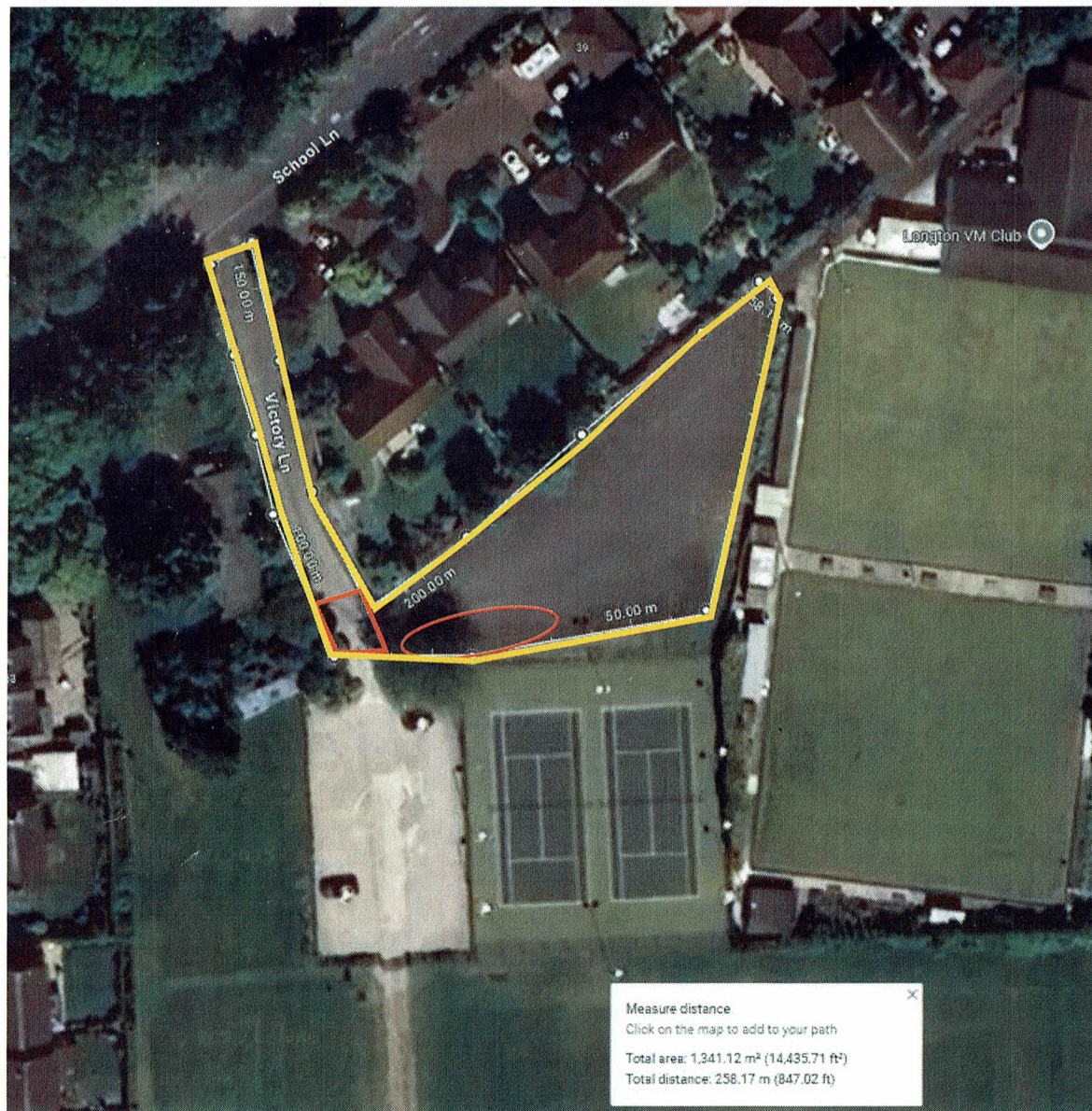
Quotation valid for **30 days** from date of Quotation
If Quotation is accepted and subsequently cancelled a 5%
administration charge will be applied
In addition if materials have been ordered a restocking fee will be
charged

Sub-Total ex VAT	£4,981.91
VAT	£996.38
Total inc VAT	£5,978.29



2684/LCR Longton Car Park Repairs

Site address – Longton Victory Memorial Recreation Ground, Off Victory Ln, School Ln, Longton, Preston PR4 5DL



Line markings

Renew all line markings to the car park and entrance lane (Victory Lane).

2no. Disabled bays

Yellow hatching to the car park

Double yellow lines on both sides of the entrance lane.

£850.00



Pothole repairs to the red areas

Area 1 – 3.5m x 5m

Area 2 – 7m x 1m

£1550.00



WADE

www.wadegroup.org



2684/LCR Longton Car Park Repairs

Site address – Longton Victory Memorial Recreation
Ground, Off Victory Ln, School Ln, Longton, Preston
PR4 5DL



Areas:

7m x 1m

3m x 5m

- Saw cut problem areas.
- Break out and remove.
- Supply, lay and roll a total depth of 100mm AC10. Laid in two layers.



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