

## MELLOR PARISH COUNCIL MINUTES

Local Government Act 1972

Thursday July 6th 2023, 7pm St Mary's C of E Primary School, Brundhurst Fold, Mellor.

In attendance - Cllrs Venables- Chair, Barnes-Vice Chair, Colborn, O'Grady, Mellor , Brunskill, Walsh , Fletcher & six members of the public.

LCC – Cllr Alan Schofield

1. To receive apologies for absence  
None received
2. To receive declarations of pecuniary or personal interest  
  
Cllr Venables-declared interest as MPC paying LCC Mellor school for room hire.
3. Adjournment for Public Session (max 5 minutes per person) Members of the public are reminded that this is the only time allocated allowing them to speak at the meeting.
  - Resident sympathetic to nesting birds etc brought to councils' attention – overgrown hedges on north side of Mellor Lane between Methodist Church causing danger to pedestrians forced to walk in the road.

Action – Cllr Venables to contact tenants.

  - Resident participating in the Licensing review of Stanley House informed council of limitations on business operating times.
4. To resolve and confirm the Minutes of the Mellor Parish Council meeting held on the 1st June 2023.  
Resolved.
5. Matters arising not covered in the agenda (for information only)  
Cllr Venables contacted Onward Homes reference to items below & met with their representative to discuss-  
  
Complaint about grass verges not cut – this has now been done .  
  
Complaint received about hedges on the path behind 28/34 St Mary's Gardens needing trimming.  
  
Footpath leading from Brookfield / Glendale Drive to rear of Carter Fold shops- Onward Homes representative state this isn't their responsibility – Cllr Walsh to investigate .  
  
Action – Cllr Venables to obtain report from Onward Homes, email to LCC Alan Schofield regarding inaccuracy of footpath/ boundary on Mario Maps & establish ownership with responsibility for upkeep.  
  
Grass near to Kissing gate on Mellor Lane needs strimming  
Action – Cllr Venables to contact Alvingham & Yorke  
  
Non -agenda item –Reoccurring Grants Letter Application form for 25% contribution to costs of various expenses received from RVBC ,  
  
Action - MPC to claim where appropriate. Cllr Walsh to contact St Mary's regarding burial ground upkeep grant .  
  
Invitation from Agent for Causeway Farm development .  
Action- To decline.  
  
To consider and approve any arrangements with regarding two casual vacancies.  
Emma Dickinson- Gaiter and Jennifer Proctor unanimously co-opted & welcomed.
6. Bank mandate update Cllr Venables  
Cllr O Grady and Cllr Mellor verified as additional signatories.
7. To consider and approve any response to be made to Planning Applications.
  - I. Stanley House AF Events noise nuisance update Cllr Brunskill  
Business and residents must consider each other to live in harmony; restriction on operating hours. Licensing and Planning are separate matters.
  - II. Planning Application
    - 3/2023/0294 70 Mellor Brow Mellor- No observations

- 3/2023/0390 Victoria Terrace Mellor- Consultation period expired
- 3/2023/0991 Homefield Long Row Mellor- No observations
- 3/2023/0385 Millstone ( as no meeting in August this has been included as raised by resident )

Action – MPC to raise concerns over noise & light pollution/ parking issues / licensing condition restrictions.

8. To consider and approve any updates from the grassed area WP  
Selected quote to be extended to include repair to the gate closing mechanism & a need to deal with moles currently on site in a humane way noted.
  9. To consider and approve any updates regarding the installation of SPids Cllr Venables  
Invitation confirmed for Rennie Pinder from Altham Parish Council to attend for installation of SPID for a two week period - £150 .
  10. To discuss the changes to school bus services for local school children travelling to Clitheroe High Schools  
Cllr Schofield explained reasons and finance/ logistics – Final decisions on new operator or cessation of services to be confirmed. Cllr Fletcher suggested a Ride Share scheme.
  11. Update on our Policies and Procedure's  
Action - Up to date list to be re-circulated, new H&S ,Website Housekeeping policy to be included . Cllr Barnes to provide terms of reference for preferred supplier list .
  12. Footpath Project and the remaining Kissing Gate installation PNFS improvements.  
Cllrs Barnes & Fletcher to pick up & move forward these projects.
  13. Approve any actions on the development of the Parish Website.  
Cllr O Grady to contact Easy Website and open up discussion for updating the website landing page & management etc .
  14. Finance Matters
    - a) Bank Balance £84,366.87 at end of June .
    - b) A CHQ 01808 £17400.94
    - c) Resubmit the cheque to Shared Energy Scheme
    - d) B CHQ 01809 £1906.54
    - e) RVBC Grass Cutting
    - f) C CHQ 01810 £4109.26
    - g) BHIB Insurance Broker
    - h) MVH Buildings insurance Playground Equipment Public Liability etc
    - i) D CHQ 01811 £275
    - j) LCC Mellor School Room Hire
    - k) E CHQ 01812 £359.50
    - l) Mr K Baldwin Internal Audit inc extra work carried out regarding reconciliation of account etc  
All above resolved.
    - m) G 365 Subscription Update Cllr O Grady  
Payment by credit card needed.Cllr O Grady to be re-imbursed. Account changed to Business.
    - n) H Finance and Assets Update including AGAR Internal Audit and the addition of a third member onto the FA committee  
Exercise of public rights period open 15.07.23 , Chairman to be PKIJ point of contact. 4<sup>th</sup> member to Finance Committee deferred until September .
    - o) F Online banking update  
Online banking already set up –application underway to change access to Chairman.
    - p) G To consider a grant application of £500 to Mellor Community Association (Mellor Village Hall) with regards to the Kings Coronation Celebrations.
- Action – The form is missing content, a request made to re-submit.
- q) H HMRC P11d Forms  
Completed by Cllr Venables
  - r) I VAT claim
- Action -To be completed by Cllr Venables
16. To consider CCTV for Mellor Area update Cllr Venables Sarah Wells RVBC  
Sarah Wells to visit in September
  17. Approve actions to establish the ownership of triangle of land on the SW corner of Mellor Br.-Church Ln.  
Defer to September
  18. To receive reports of meetings
  19. LCC report- New housing development on Mellor Parish Boundary- South Ribble & Samesbury .
  20. RVBC Report by Cllr Brunskill  
Family Support of £200 a one off payment from RVBC -see MPC website for further details.

and Cllr Walsh-Parish Liaison Meeting – New Policy Model , New Economic Plan & Road Safety Officer .

21. C Mellor Community Association update Also to consider a second MPC representative for MCA

Social Committee Member informed the current and pending vacancies. Second MPC representative for MCA – Jennifer Proctor

22. To review defibrillator leaflet Cllr Mellor  
Cllr Colborn to review information to be published

To consider and approve any arrangements for staff recruitment, the process and responsibility for recruitment.  
Interviews to commence

Including the General Power of Competence

This is a staff matter to be discussed excluding members of the press and public.

Action – K Baldwin – internal audition to be approached to provide interim services.

Note that the next schedule meeting of the Parish Council Will be held on Thursday 7th September 2023. 7.00 pm at Mellor St Mary Primary School Brundhurst Fold Mellor BB2 7JT

Meeting closed at 8.37 pm

The Chairman thanked everyone for all there efforts in keeping the council up & running .

APPROVED & SIGNED