

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR METHODIST CHURCH ON THE 4th AUGUST 2016 AT 7.00PM**

Present: Cllr. B. Murtagh (Chairman), Cllrs. Mrs. Stella Brunskill, Mrs. Dot Crooks , Mrs. Margaret Johnson, Mrs. Pat Young, Messrs. Alan Upton, Nick Marsden, Ian Moss , Noel Walsh

Also in attendance: Canon C.A. Dorrان, Clerk and 1 resident (Mr. Hymas from Mellor Community Association)

Chairman welcomed all to the meeting.

1. Apologies for Absence

Cllrs. Mrs. Margaret Young,

1a. Canon Dorrان lead all in prayers

2. Public Session

2.1 Clerk had received a resident's complaint via the website regarding overgrown hedges in both Whinney Lane and Methodist Church areas of Mellor Lane. It was

RESOLVED – Clerk to contact Mr. Eckersley of Higher Brundhurst Farm who has responsibility for the hedge.

AGREED – By agreement, Chairman closed the public session and brought forward Item 14 for discussion

14 To consider Mellor Community Association request for permission to carry out landscape and car park works

14.1 Details of the request from Mr. Hymas on behalf of Mellor Community Association had been circulated by email. Mr Hymas explained the reasoning & following discussion it was

RESOLVED that the suggested works be approved, all in favour.

3 Declarations of Pecuniary Interest There were no declarations of pecuniary or personal interest.

Cllr. Walsh brought to Council attention the possible requirement to consider a future Freedom of Information request and that a Related Party Relationship Form (such as that used by Ribble Valley Borough Council) be considered at a future meeting.

RESOLVED – Clerk to circulate the form for consideration and this to be a future agenda item.

4. Minutes of the Previous Meeting

4.1 The minutes of the meeting held on 7th July 2016 were unanimously approved and signed by the Chairman as a correct record. Cllr. Mrs. Pat Young has not been receiving emails – Clerk understood she had no email reception, this to be remedied by the Clerk as a matter of urgency.

5 Matters Arising from Those Minutes There were no Matters arising

6. Planning

6.1 Planning applications received since July meeting

3/2016/0660 Watery Lane Farm-enlargement & extension to existing garage - No material objections

3/2016/0619 – Public Conveniences, Mellor Lane to a dwelling – Members had material objections due to size (previous conversion application had to keep to footprint), therefore disproportionate, visual amenity to neighbours and no provision for on site parking – Mellor Lane already has considerable issues re. parking around the shops.

3/2016/0690, consultation by South Ribble 3/07/0552 – Windmill Hotel, to petrol station with convenience store – Councillors had material objections, wished to support Samlesbury & Cuerdale Parish Council objections, since Branch Road (exit for application) is parish boundary, already a significant traffic hazard, application against any reasoned flow of traffic, 24 hour opening is unsuitable, with visual impact & amenity, on residents. Members appreciated that there being good petrol provision in place was not a reason for material objection, but the site should be used for residential development, especially affordable.

RESOLVED : Clerk to object as discussed to Ribble Valley and to South Ribble Borough Councils.

7 To consider any action re drainage & blocked culvert 22 St. Marys Gardens

7.1 Chairman updated Council that he was having difficulty getting contractors to meet on site, most will not come without charge. Mark Anderson was to view site 3rd August to clear foliage at lower end without charge in order to gain access for further investigation. It was suggested that previous problems in Glendale Drive had been caused by broken land drain, which may be the case again. Ribble Valley Homes (owners of shared accommodation on Brookfield) have been contacted as they may have some responsibility.

RESOLVED - £500 from LCC is to go through Parish Council account. Chairman to let Clerk have details

8. To consider Finance Working Party 21st July meeting suggestions

8.1 Notes from the meeting had been circulated. Cllrs. Marsden & Upton explained the need for aims & objectives, with a plan to finalise initiatives started (Benches, War Memorial) and a timeframe for further work e.g. Play Area improvements. Recommended that £1005 be utilised for War Memorial clearing and planting, a further £4000 is in 2016.17 Budget for Village Improvements – this to be used for re-siting old notice board, fixing 3 benches purchased under Ribble Valley Parish Grant Scheme and the balance to be earmarked for drainage works, should this be needed. Working Party suggested that Standing Orders be considered by the Working Party, with recommendations brought to Council. Clerk's contract and salary had been briefly discussed, however salary structure is complex.

RESOLVED – Finance Working Party's notes were approved, Clerk to circulate salary guidance to all councillors, with her hours. Cllr Moss to speak to Steven Lucas to ask for quote for re-siting notice board, including new metal posts & possible new plastic, as well as other works, if less than £250, Clerk delegated to instruct him to proceed. Clerk's salary and contract to be discussed with Play Area matters at the Working Party Meeting.

9. To consider further application to RVBC Parish Grants Scheme

9.1 Councillors had inspected the new Notice Board, which was felt to have problems. Following June Minutes, a further discussion took place and planting for War Memorial was discussed

RESOLVED. Clerk to contact Evabel to make good all issues highlighted with Notice Board, also to apply for Parish Grant for planting at War Memorial – further quotes to be sought.

10. To consider improvements and repairs to the War Memorial

10.1 Clerk had met with Griffiths & Griffin (Landscape Contractors) who suggested strimming and clearing lower areas surrounding the Memorial, then bringing in soil at £200 approx. with low level planting to make a feature, approx. 40 – 60 square metres at £25.00 per sq. Metre. Strimmed areas could be kept trimmed twice a year. However, Chairman had personally strimmed lower areas that day, as a voluntary residential effort, for which he was thanked. Councillors were concerned about the slippery surface to the rear of the Memorial and the missing mortar between some flags.

RESOLVED Clerk to instruct Ribble Valley Borough Council to clean the flags to the rear, as a matter of urgency, since this is a hazard. Future consideration to be given to other contractor to carry this work out. Two further quotes for planting to be sought by Clerk. Cllr. Moss to speak with Steven Lucas for quote to point flagged area, after cleaning has been done.

11. To consider the implications of engaging a Parish Lengthman

11.1 Clerk had circulated outline suggestions used by Ilkley Parish Council, kindly provided by Cllr. Mrs. Johnson, which were deemed to be useful. Councillors were in broad agreement this should be fully considered, but Job Description, Hours, Salary, Equipment & Insurance all to be considered before a decision could be made. **RESOLVED – Cllr. Marsden will research further and report to Council as soon as possible.**

12. To consider and approve a contractor to fix replacement benches, re-furbish and re-site the Notice Board.

12.1 Further to Item 8.1 of this meeting, Councillors suggested Steven Lucas to be contacted by Clerk, as Clerk is storing notice board & liaising with Solway Direct for benches.

RESOLVED : Clerk to obtain a quote for this work, which Council will determine best value on.

13. To consider any further major signage for Mellor Village to highlight site of village overall

13.1 This matter was felt desirable, siting to be an issue, simple, large & clear sign preferred.

RESOLVED – Clerk to research and report to September meeting

14. To consider Mellor Community Association request for permission to carry out landscape and car park works.

14.1 This matter had been dealt with early in the meeting.

15 To consider how to progress improvements to the Play Area and a timeframe for this, also to ensure Play Area inspections are carried out fully, in a timely manner, and records signed off.

15.1 Members discussed this but felt the matter required a Working Party to dedicate more time to it. Council also considered that, in Cllr. Mrs. Margaret Young's absence, a Deputy Play Area Inspector was needed in order to ensure Council's obligations.

RESOLVED Clerk to circulate drawings for the Play Area to Councillors. Cllr. Mrs. Crooks agreed to carry out inspections, to liaise with Clerk (who has been on training course) Working Party to meet Thursday 11 August 7.00pm. NOTE – this date was changed, following Parish Meeting closure, to TUESDAY 16 August 7.00pm – ALL Councillors may attend as a Working Party

16. To consider any resolutions to be put to Lancashire Association of Local Councils AGM

16.1 No resolutions were put forward by members.

17. Accounts

17.1	Balances –	Business Account reconciled to end July	£12,507.15
		Business Deposit Account	£11,062.56
		Scholarship Fund	£1,178.41

17.2 The following payments were requested:

M. Popadiuk (Scholarship 2016 unde Sect. 137)	£60.00	1398
Solway Direct – 3 replacement benches (RVBC Parish Grant)	£918.00	1399
RVBC Grounds maintenance	£1,193.34	1400
John Herdman 3 hrs IT Training (LALC Transparency Fund)	£30.00	1401
Teresa Taylor – July net salary	£361.80	1402

RESOLVED- All disbursements were approved for payment. Cllr. Mrs. P. Young left the meeting at 9.03pm

18. To receive Reports from meetings

18.1 Borough Councillors Brunskill & Walsh updated Council regarding Electoral Review and a complaint re weed spraying at top of Mellor, which is being investigated by Ribble Valley Borough Council.

ACTION – Clerk to circulate Electoral Review Update from Ribble Valley Borough Council.

19. Matters brought forward by Members FOR INFORMATION ONLY

19.1 Several Councillors reported recent episodes of speeding by Darwen Coaches drivers in the last week, particularly in Whitecroft Lane area. Whilst this was not an agenda item, it was considered to be urgent and therefore

RESOLVED – Clerk to contact Darwen Coaches as a matter of urgency and to request that speeding be curtailed.

20. To report any matters requiring attention to the Tree Warden

There were no matters, other than the complaint dealt with under Public Session

21. To receive Mellor Community Association and Minutes of July Meeting

Minutes of July meeting had been circulated and there was no other report.

The date of the next meeting was agreed for **Thursday 1st September 2016, at the Methodist Church at 7pm. The Chairman closed the Meeting at 9.25 pm, thanking all for their participation.**