

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL  
HELD AT MELLOR METHODIST CHURCH ON 1<sup>st</sup> SEPTEMBER 2016 AT 7.00PM**

---

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

Also in attendance: County Councillor Alan Schofield (for part of the meeting) and 5 residents (inc. Mr. Hymas from Mellor Community Association) and Parish Clerk

**Chairman** welcomed all to the meeting.

**1. Apologies for Absence**

Cllrs. Mrs. Margaret Young, Mrs. Stella Brunskill, Mrs. Pat Young

**2. Public Session**

Several residents wished to have an update on the Flooding Issues in St. Mary's Gardens / Glendale Drive area.

**RESOLVED – By agreement, Chairman closed the public session and brought forward Item 7 for discussion**

**7. To further consider any action re drainage & blocked culvert St. Mary's Gardens (Chairman was delegated to organise preliminary investigation works)**

7.1 Chairman explained that this is a longer term problem, with different facets & ownership, but no miracle cure. He then explained details of the current investigation being undertaken and his planned meeting with Dixon's Drainage Contractors. Members agreed that water from Weavers Fold cannot enter the drains on Mellor Lane due to blockages, is therefore flowing down through Mellor Village Hall grounds, onto the football pitch and there are problems with egress from there. Some of the properties on Brookfield also have a problem.

**RESOLVED – Chairman to meet with Dixons to investigate using £250 budget to clear footpath, with additional £500 approved by Chris Dunderdale of County Council at earlier site meeting. Cllr. Moss to look at all drains on Mellor Lane, noting nearest lamppost as reference, and to then contact County Highways team requesting clearance.**

**Chairman then closed the Meeting and re-convened Public Session**

A Saccary Lane resident wished to update members on the unauthorised road widening on Saccary Lane, as previously notified. He has been in contact with Cllr. Schofield & Nigel Evans M.P. who are following this up. He is also concerned about the unauthorised signs which are to be removed from Bridleway adjacent to Throstle Nest. Mr. Hymas (representing Mellor Community Association) requested a reply to the email (circulated by Clerk) regarding insurance premia to be paid. He also wished to update Council on findings of a recent tree inspection, and several trees will need removal, others may require pruning. There have been several complaints regarding car parking which are being dealt with, but support via Parish Newsletter would be appreciated.

Clerk had received an email from a resident requesting more involvement for Mellor Brook area. The resident had been invited to Parish Council meetings to discuss this, but declined. Members wished the resident to come forward with any specific requests she may have. Clerk has also had notice that new Methodist Minister, Rev. Smith has taken up the post.

**RESOLVED – Clerk to contact Rev. Smith & Canon Dorrان to re-instate prayers. All agreed this should be at 6.55pm in order that meeting starts on time.**

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

Cllr. Walsh had duly considered Related Party Relationship Form (which had been circulated) and all members

**RESOLVED this form was not necessary for Mellor Parish Council**

**4. Minutes of the Previous Meeting**

4.1 The minutes of the meeting held on 4<sup>th</sup> August 2016 had a minor spelling corrected, it was unanimously **RESOLVED that these were approved and signed by the Chairman as a correct record.**

**5. Matters Arising from Those Minutes** There were no Matters arising

**6. Planning**

**6.1 Planning applications received for discussion**

**3/2016/0690 Windmill Hotel** – consultation from South Ribble BC for petrol station with convenience store following demolition of existing public house – to consider any further response or attendance at the next South Ribble Borough Council Planning meeting – members were informed that this will in all probability be on

Wednesday 14 September, 6pm, Civic Centre, Leyland. Clerk has sent objection to both Ribble Valley & South Ribble Borough Councils.

**Blackburn with Darwen Planning update re. Blackburn North development** (update had been circulated)

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

7.1 This item was dealt with earlier in the meeting, whilst residents were present, however Chairman wished to further update members. County Councillor Alan Schofield had contacted Neil Yates of Ribble Valley Borough Council, who confirmed earlier findings. Following discussions and explanation it was

**RESOLVED Chairman to meet Dixons, Jason Shaw and Mark Andrews to obtain quotes for clearing between Village Store and Glendale Drive, quotes to come to Clerk for circulation. It was further resolved (as had been previously resolved) that if quotes are comparable & reasonable Chairman is authorised to instruct the works to go ahead, within agreed budget of £750**

**8. To consider Play Area Working Party 16<sup>th</sup> August meeting suggestions**

8.1 Notes from the meeting had been circulated. Chairman has had discussions with residents immediately adjacent to the Play Area regarding fencing. Consensus of opinion is to match the existing metal fencing type & colour. Coloured equipment, roundabout type of equipment and a picnic area are desirable. Chairman has spoken to his contact at BAe Systems and a future joint meeting is to be arranged, with several members & possibly Clerk. A local business has offered to donate towards village amenities, but would like acknowledgement of this. Members expressed concern regarding wet areas in Play Area. Chairman will meet Dixons on site to obtain a professional opinion and ball park figure for necessary work, in order to ascertain grant funding needed.

**RESOLVED a further Play Area Working Party meeting (all members are welcome to attend) to discuss how to progress, dependent on drainage report from Dixons. Meeting to be held on Thursday 15<sup>th</sup> September, 7.00pm at Mellor Methodist Church. Chairman requested all members to look for ideas on line prior to the meeting.**

**9. To consider further application to RVBC Parish Grants Scheme**

9.1 Following previous suggestion regarding planting, Clerk had approached local contractor who was not willing to quote. Cllr. Moss passed on details of another gardener who might be willing to quote.

**RESOLVED. Clerk to contact Josh Childs to ask for quote for planting. Chairman to pass on details for 2 gardeners (One from Feniscowles, the other person does work at St. Mary's Court) for Clerk to follow up.**

**10. To consider improvements and repairs to the War Memorial**

10.1 Cllr Moss has passed on quote from Josh Childs to carry out fortnightly maintenance on banked areas which was noted, however no decision to be made until Parish Lengthsman decided. Ribble Valley Borough Council have cleaned flagged area & are to quote for re-pointing, however following discussion it was

**RESOLVED a local resident (who is known to have considerable experience in this type of work) be allowed to do the work without charge to carry out the re-pointing with materials which Chairman will source.**

**11. To consider the implications of engaging a Parish Lengthsman**

11.1 Cllr. Walsh had attended Balderstone Parish Council (as private citizen) and reported that they were also considering this matter. Members felt it would be too complex to jointly manage a Lengthsman, unless the person was self employed. Following Minutes of meeting held on 4<sup>th</sup> August it was again.

**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 August meeting, Clerk had contacted Steven Lucas who is unable to carry out this work due to work and personal commitments, however Clerk had spoken to Danny Green at Ribble Valley Borough Council.

**RESOLVED : Chairman to meet Danny Green on site 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 Clerk had circulated ideas, however future further consideration was deemed necessary, due to site constraints for both materials and safety aspects. It was therefore

**RESOLVED – To defer this matter to a future agenda.**

**14. To consider any Councillor Training (Chairmanship, Finance & Community Engagement courses timetabled)**

14.1 Information had been circulated, no training requested.

**15. Accounts**

15.1	<b>Balances –</b>	Business Account reconciled to 15 August	£9,964.01
		Business Deposit Account	£11,062.56
		Scholarship Fund	£1,178.41
15.2	<b>The following payments were requested:</b>		
		One.com Domain name renewal	£24.96 1403
		Mellor Methodist Church (Room Hire April '16 to 31 July '16)	£110.40 1404
		AM Gerrard Ltd (Internal Audit to 31.03.16)	£120.00 1405
		EON electric to War Memorial lights 11.04 to 27.07.16	£54.96 1406
		BDO LLP – Audit to 31.03.16	£120.00 1407
		Teresa Taylor – August net salary + £29.90 expenses	£391.70 1408
		Bernard Murtagh re Smiths Hire of strimmer	£36.02 1409

**RESOLVED- All disbursements were approved for payment.**

**15.3 Clerk's Salary & review**

This matter had been discussed by those members present, in closed session, on 16<sup>th</sup> August, following Play Area Working Party meeting. Various details need further clarification and it was

**RESOLVED Further consideration be given to Clerk's Review at Working Party Meeting 15<sup>th</sup> September for all councillors, following Play Area Working Party, to then put considerations to the Clerk**

**15.4 External Audit Report**

This was a supplementary item as BDO LLP had sent Audit Pack to Clerk after Agenda for this meeting had been posted. Following guidance from the Clerk, it was

**RESOLVED that Conclusion of Notice of Audit 2015/16, with Annual Governance Statement, Accounting Statements and External Auditor Certificate and Report be all accepted and approved. Notice of Conclusion of Audit Notice was resolved to be posted on the Notice Board and Parish Website, with all supplementary documents on the website, but available for inspection or copy by contact with the Clerk (who may request assistance for hard copy access from members)**

**16. To receive Reports from Borough Council Meetings**

16.1 Borough Councillor Walsh reported on the Electoral Review which had been circulated, and the Proposed Development Plan (also circulated). Both of these documents implied little impact on Mellor, but were noted. It was further noted that the next Ribble Valley Parish Liaison Meeting will be held on Thursday 27<sup>th</sup> October 2016.

**17 Matters brought forward by Members FOR INFORMATION ONLY**

17.1 Members requested that a new Meter Cupboard for the War Memorial be considered on a future agenda.

**18 To report any matters requiring attention to the Tree Warden**

There were no matters brought forward following July meeting. Clerk had written to the local farmer concerned.

**19. To receive Mellor Community Association and Minutes of August Meeting**

Minutes of August meeting had been circulated and members then discussed Mr. Hymas request re. Insurance. Following discussion and reading of clause in 1967 Lease, it was

**RESOLVED UNANIMOUSLY – Clerk to write to Mr. Hymas, with copy of lease, explaining that Mellor Community Association are responsible for the building and for all insurance and request that a copy of payment is provided for Parish Council files**

The date of the next meeting was agreed for **Thursday 6<sup>th</sup> October 2016, at the Methodist Church at 7pm. The Chairman closed the Meeting at 9.08 pm, thanking all for their participation.**