

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL  
HELD AT MELLOR METHODIST CHURCH ON THURSDAY 1<sup>st</sup> NOVEMBER 2018 AT 7.00 PM**

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**Present:** Cllrs. Nick Marsden (Vice Chairman, in absence of Chairman), Cllrs. Mesdames. Stella Brunskill (part of meeting) Dot Crooks, Pat Young, Messrs. Ian Moss, Michael O'Grady  
Also in attendance Rev. Smith, LCC Cllr. A. Schofield, Parish Clerk

**Chairman** welcomed all to the meeting and Rev. Smith lead the meeting with prayers

**1. To receive and approve apologies for absence (Apologies received from Cllrs. Brunskill, Upton & Walsh)**

1.1 Apologies had been received from Cllr. Walsh, both due to Borough Council meetings & from Cllr. Upton. Cllr. Brunskill had sent apologies for the meeting, but hoped to attend following RVBC Planning meeting, which she did, joining the meeting at 7.35pm It was

**RESOLVED that these apologies be accepted and approved.**

**2. Adjournment for Public Session (Max 5 minutes per person) **Public****

2.1 Clerk informed members that she had been contacted by a Mellor resident who may be interested in setting up a Friends of Mellor Library Group, which is also of interest to St. Mary's Primary School.

**3. To resolve to confirm the Minutes of the Meeting held on 4<sup>th</sup> October 2018**

3.1 The Minutes of the meeting held on 4<sup>th</sup> October 2018 had been circulated and it was

**RESOLVED that those Minutes be approved and signed.**

**4. Any Matters arising from the minutes not covered on this Agenda FOR INFORMATION ONLY**

4.1 Clerk informed members that a local electrical contractor had replaced the defective fittings at War Memorial Lights and altered the timer to 7.00pm to 12 Midnight, without charge. Thanks were expressed.

4.2 A local plant hire firm had removed the unsafe log beam from the Play Area, again thanked for this.

**5. To receive declarations of pecuniary or personal interest**

5.1 There were no Declarations made.

**6. To consider any response to be made to Planning Applications**

- **3/2018/0852/0882 - Shackerley House Farm, Preston New Rd - amendments to approved 3/2017/0918**
- **3/2018/0929 Tree works at 2 Huntsman's Cottages, Woodfold Park**

6.1 Details of the above planning applications had been circulated and no objections were to be sent.

**7. To consider and approve any actions for Mellor Community Association : to consider possible future joint meetings with Mellor Community Association and to consider any update for improvements at Mellor Village Hall, including security camera; to note that MCA Minutes are on their website**

7.1 Members were informed that Chairman of MCA had recently resigned. It was appreciated that he had done a great deal for the Village Hall and new liaison will be needed to continue the good relationship established. Members noted that MCA needs to recruit new Trustees & perhaps some younger Mellor residents may wish to become involved.

7.2 An invoice had been received for less than the agreed amount for security cameras, however due to recent changes, clarification was to be obtained by Clerk regarding exact work done. Payment is not to be sent until assurance has been received that the actual works are complete & working properly. Members discussed the ownership of the footage from the cameras: Clerk was to investigate a written understanding of agreement and draft a procedure for retention of footage in case any prosecution was considered to be necessary.

7.3 Following the ceiling damage during the recent storms, Clerk was liaising with Vice Chairman of MCA & Insurers regarding the claim. An estimate of £950 had been submitted, mainly due to need for scaffold for working at height. Members noted that an excess of £125 applied to the policy.

**8. To consider and approve any further update for Play Area improvements including finances & contingency allowance; to further consider and approve arrangements for any Opening Ceremony**

8.1 Members expressed thanks to Cllr. Moss for taking down the Herras fencing panels, ready for collection, for treating the timber uprights with a proprietary product and for cleaning the swings and wetpour, assisted by Cllr. Crooks.

8.2 Members expressed disappointment that, following the initial impressive work to the play area, the snagging had not been carried out. There was particular concern regarding the bad design of the single gate & amended post, which was not acceptable. The double gate still needs concrete base for insertion of bolts. It was

**RESOLVED - Clerk to email Playquest, highlight the defects, confirm that an appointment must be made to meet on site & fully rectify problems. Retention payment not to be made till this has been completed & a time limit of 30 days be given, or another contractor to be brought in to rectify at Playquest's charge.**

8.3 Clerk had received and banked £14,997.00 from Lancashire Environmental Fund, with a plaque, following submission of Final Grant Report with photos and had claimed £4,550 in VAT.

8.4 Members also noted that there was abuse of some play equipment by older children overloading the Basket Swing & youngsters congregating in early hours of the morning. Police have been asked to monitor.

8.5 Members noted that an Opening Ceremony was to be held as a condition of the Grant & Cllr. Brunskill as Deputy Mayor had agreed to officially open the Play Area, however this should be deferred until Spring.

**9. To consider and approve any further actions for Remembrance Day: following the Meeting held on 10<sup>th</sup> October**

9.1 Members were updated on arrangements for the day & evening as far as possible. Cllr. Moss agreed to lay the wreath on behalf of Parish Council. Posters were being put up around the Parish. The Beacon had been located, however in Chairman's absence, detailed arrangements for lighting the Beacon were unknown. Cllr. Brunskill emphasised the need for safety, particularly as attendees moved between Church & War Memorial, then to School. Members were asked to themselves act as Marshalls, but to ask other contacts also. Hi Vis jackets were being sourced. Millstone Hotel and Balderstone WI, with Cllr. Brunskill & others were thanked for the provision of refreshments.

9.2 Cllrs. O'Grady & Crooks were thanked for spraying & clearing leaves from the flagged area, however the steep banking with brambles & nettles was to be considered for future action, possibly with repairs to the low wall and possible refurbishment of the Memorial itself.

**10. To consider and approve future defined objectives for the Parish Council, including the future of Parish Council website and communication methods.**

10.1 Finance Working Party had met & suggested some objectives for Parish Council.

10.2 Parish website was under consideration by Cllr. O'Grady in discussion with Clerk & webmaster. Clerk explained some of the difficulties encountered on a practical basis, particularly with One.com

10.3 Members reiterated previous discussion that social media is not appropriate for Mellor Parish Council

**11. To consider and approve any actions following the Clerk's Annual Appraisal, including salary structure**

11.1 Clerk left the meeting whilst members discussed this item. Following discussion it was **RESOLVED Clerk to have hours amended to 9 hours per week, salary increased to £11.00 per hour, with immediate effect. Clerk thanked members, agreed to the terms, acknowledging her to be a Qualified Clerk.**

**12. To consider and approve any actions to be taken regarding the gully at Glendale Drive; to consider arrangements for skip hire & contractor for such work**

12.1 Following previous verbal quote for skip hire received, Vice Chairman had met with a local contractor who asked for £1850 to do the work. Vice Chairman was to meet another local contractor the following day, however a skip would be needed in addition to approximately £700 - £800 he had suggested. Cllr. Moss would pass on details of another contractor. Members considered this work to be now a priority, but could await a decision at December meeting.

**13. To consider and approve any arrangements for new signage / information board at Viewpoint**

13.1 Following approval of the artwork, new plaque was now ready for collection, and Mr. Whittaker (previous Parish Councillor) had kindly agreed to fix this in place. Clerk would collect plaque & liaise.

**14. To consider the Report including finances and practical aspects for any installation of Speed Indicator Device in Mellor**

14.1 Due to other commitments, Clerk had not been able to research this further & the matter was deferred.

**15. To consider and approve the Budget & Precept for financial year 2019/20**

15.1 Finance Working Party had met, discussed details and recommended the Budget & Precept as circulated. Following discussion, without any alterations to the recommendations, but allowing for further improvements, it was

**RESOLVED that Chairman & Clerk sign the Precept Order for 2019.20 for £18,168.00**

**16. Financial Matters and Accounts To approve : Bank balances**

a. To consider & approve ; Invoices for payment

b. To consider & approve the purchase of Charles Arnold Baker 11<sup>th</sup> Edition

c. To consider and approve publication of Newsletter 116 (circulated)

- 16.1 Bank Balances were reported as :
- |                    |            |                                     |
|--------------------|------------|-------------------------------------|
| Current Account    | £21,119.37 | (including ££14,997 grant received) |
| Investment Account | £74.05     |                                     |
| Scholarship Fund   | £1171.08   |                                     |

- 16.2 Invoices for payment had been received as follows:

EON - War Memorial Lights	£47.51	Cheque No. 001527
Hitchens Engraving (Plaque)	£414.00	Cheque No 001528
S.P. Moses Inv. 226 (War Memorial)	£80.00	Cheque No. 001529
Blackburn Alarms (Village Hall)	£2,856.00	Cheque No. 001530
Parish Clerk (net salary October)	£375.00	Cheque No. 001531
Blackburn College (newsletter 115)	£160.00	Cheque No. 001532

**RESOLVED that the above invoices be approved for payment. Cheques signed by Cllrs. Brunskill & Marsden. Clerk had completed Concurrent Functions Grant Application for £2,685.41 and it was RESOLVED that the Grant Application be signed by Chairman & Clerk, then duly submitted.**

- 16.3 Members considered the purchase of 11<sup>th</sup> Edition of Charles Arnold Baker at a cost of £110.99 and approved this in principle, with suggestion that cost be split between 2 Parish Councils for which Clerk acts.

16.4 Clerk suggested that, following Remembrance Day she would circulate a draft of the newsletter for approval, in readiness for circulation in December. Cllr. Crooks agreed to arrange photos for inclusion.

**17 To consider and approve any different format for Parish Council Minutes**

17.1 Members were aware that Chairman had suggested, following September meeting that "Actions List" become part of Minutes: no further details had been brought forward. Following discussion it was **RESOLVED unanimously that no different format for Parish Council Minutes was required.**

**18 To receive reports from meetings**

- RVBC Report by Borough - Councillors Brunskill & Walsh**
- RV Parish Liaison Meeting 27<sup>th</sup> September 2018 - Councillors Murtagh & Marsden**
- BAe Liaison Meeting (Cllr. Brunskill)**

18.1 Cllr. Brunskill reported particularly on the Planning Committee meeting, when 10 bungalows for over 55's had been approved in Barrow, but 110 additional houses in Henthorn had been deferred due to Highways concerns expressed at the meeting. She reported that concern had also been expressed about poor broadband in parts of Clitheroe, and lack of additional infrastructure, which was considered incompatible in current climate.

18.2 RVBC Parish Council Liaison Meeting was due to meet prior to December Parish Council meeting.

18.3 Cllr. Brunskill had been at recent BAe Liaison meeting when a new appointee was introduced. Clerk was asked to circulate the Minutes.

**19 Matters brought forward by members FOR INFORMATION ONLY**

19.1 Cllr. Crooks had been asked to request double yellow lines for the lower part of Mellor Brow, on the blind bend, however concern was expressed that some residents would then be unable to park vehicles.

**20 To report any matters requiring attention to the Tree Warden; to consider and approve any Tree Inspection which members require for insurance purposes.**

20.1 In Cllr. Johnson's absence, this item was deferred.

**21 Date of next meeting - scheduled for Thursday 6<sup>th</sup> December 2018**

21.1 Vice Chairman thanked all for their input and closed the meeting at 9.10pm.