

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR METHODIST CHURCH ON
THURSDAY 6th JUNE 2019 COMMENCING AT 7.30 PM**

Present: Cllrs. Bernard Murtagh (Chairman) Stella Brunskill, Dot Crooks, John Hymas, Margaret Johnson, Nick Marsden, Ian Moss, Dani Murtagh, Mick Venables, Noel Walsh

Also in attendance :Parish Clerk

1. To receive and approve apologies for absence

1.1 Apologies had been received from LCC Cllr. Schofield & Rev. S. Smith and it was **RESOLVED that these apologies be accepted & approved**

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

2.1 No members of the Public were in attendance

3. To resolve to confirm the Minutes of the Annual Parish Council Meeting & the Parish Council Meeting held on 20th May 2019 (circulated with this agenda)

3.1 Minutes of the Annual Parish Council Meeting and the Parish Council Meeting both held on 20th May 2019 had been circulated. Some detailed amendments were requested for the Minutes of the Parish Council Meeting. It was then

RESOLVED that the Minutes of the Annual Parish Council Meeting held on 29th May 2019 be approved, and that the details of amendments requested for the Minutes of Parish Council Meeting also held on 20th May 2019 be submitted to Chairman for approval at July Parish Council Meeting.

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

- *Members to note no full response yet regarding Books of Remembrance in Churches*

4.1 Individual members who are associated with each Church were asked to liaise at Parish level. Clerk to look into potential funding for this.

- **To receive any update regarding complaint of litter & fly tipping at rear of Elswick Terrace**

4.2 Members also noted that there were issues regarding the garages to the rear of Mellor Lane and Clerk was asked to contact Messrs Ingham & Yorke regarding the site.

5. To receive declarations of pecuniary or personal interest

5.1 Clerk informed Members that she now had all Declarations of Members' Interests completed and would update Parish Council website and submit forms to Ribble Valley Borough Council Officers

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

- 3/2019/0358 - 87 Mellor Brow & 2/3 Victoria Terrace - alterations and extensions
- 3/2019/0421 - Camberley, Branch Road - amendments to previously approved application 3/2017/1014

6.1 The above applications had been circulated and there were no objections to be submitted.

7. To consider and approve any actions for Mellor Community Association :

- a. To consider possible future joint meetings with Mellor Community Association
- b. To consider and approve the further quotes for Building Valuation Survey
- c. To consider and approve any actions regarding extension of MCA Lease
- d. To consider and approve any actions following a resident's complaint regarding lighting *Members to note that MCA Minutes are on their website*

7.1 Cllrs. B. Murtagh & N. Marsden had met with MCA members and wished, pending July MCA AGM to continue with informal discussions, as a new committee may then be in place.

7.2 Clerk had two written and one verbal quote for valuation. Members then

RESOLVED that Trevor Dawson quote be accepted, Clerk to liaise with the company.

7.3 Cllr. Marsden was thanked for his work & preliminary discussions with MCA members. This matter was deferred pending MCA July meeting.

7.4 Cllrs. B. Murtagh & N. Marsden had met on site, with Mr. Dean from MCA to consider the resident's complaint. Further consideration to be given to lighting various areas at the Hall. It was then

RESOLVED Clerk to send a letter to the resident concerned, copy to Mr. Dean & Ms. J. Foster at MCA

8. To consider and approve any actions following any report from the Play Area Working Party

8.1 Cllr. Crooks reported on the recent meeting, particularly regarding litter, antisocial behaviour & the need to provide the "Jigsaw Table & Bench" as originally planned. Working Party were asked to obtain prices & to further consider gate alteration.

9. To consider and approve any Parish Council policies including General Data Protection Rules, Privacy Policy and Retention Policy

9.1 Cllrs. D. Murtagh & J. Hymas had met to discuss this item. Numerous documents had been circulated. It was then

RESOLVED - Mellor Privacy Policy be approved and to be published on Parish Council website

RESOLVED - Mellor Retention Policy be approved and to be published on Parish Council website, with this item as a standard matter on agenda, for review, particularly hard copy considerations

RESOLVED - all Planning Application hard copy over 12 months old may be disposed of.

10. To confirm and approve arrangements for a Councillors' Induction Event

10.1 Members had not had the opportunity to meet, however Clerk had uploaded most PC documents to individual memory sticks which were circulated.

11. To consider the Report including finances and practical aspects for any installation of Speed Indicator Device in Mellor (including any update from LCC)

11.1 Members considered some alternatives, including previous considerations and it was then

RESOLVED that a Working Party be set up (Cllrs. N. Marsden, I. Moss & J. Hymas) for Road Issues in Mellor

12. To consider and approve any actions regarding wagons on Mellor Brow.

12.1 This matter was to be considered by Road Issues Working Party.

13. To consider and approve any actions regarding the recruitment of a Parish Lengthsman

13.1 New Members were updated on previous discussions regarding the work, recruitment & management of a Parish Lengthsman. It was noted that there is no longer any grant available for a Lengthsman. It was then **RESOLVED that a Working Party (Cllrs. B. Murtagh, J. Hymas & M. Johnson) research this item**

14. To consider and approve any action following the Tree Inspection Survey including any quotes for tree removal

14.1 Clerk reported that she had contacted 3 qualified tree surgeons from RVBC list, to date without response & she was asked to chase this up.

15. To further consider communication methods for the less able of the Parish and to consider the setting up of a series of village meetings, agreeing a timetable and responsibilities for delivery

15.1 Members discussed communication generally and it was

RESOLVED that a Communications Working Party (Cllrs. D. Murtagh, M. Venables & J. Hymas) look into this & report to Council.

16. To consider and approve any action plan in preparation for Lancs. Best Kept Village Competition judging including the procurement and distribution of equipment

16.1 Members considered that a formal plan would be too late for this year's Best Kept Village judging. Clerk has consulted with Ribble Valley Borough Council regarding suppliers, but had no quote. Cllr. Venables offered to obtain equipment prices for July meeting. Clerk reminded all that Insurance Policy would need to be checked for cover for any volunteers acting on Parish Council's behalf.

17. To consider and approve copy and the price for printing Newsletter 117

17.1 Clerk had circulated draft copy of the Newsletter 117, however members considered that a complete new template & copy was needed. Chairman requested each member submit a half page & it was agreed that Communications Working Party would look into this, awaiting approval at July Meeting. Chairman reminded members that Clerk must advise on legal compliance of content prior to printing & publishing.

RESOLVED that Ribble Valley Borough Council quote for printing be accepted, Clerk has contact.

18. To consider and approve any future event for a Community Awards Ceremony

18.1 This item was deferred to be discussed at a Parish Open Meeting, details not yet determined.

19. Financial Matters and Accounts To approve : Bank balances

a. To consider & approve Bank signatories for Lloyds Bank Accounts & NS & I (Scholarship Account)

b. To consider & approve ; Invoices for payment since April meeting

19.1 Bank Accounts were reported as : Current Account £39,917.79

Investment Acc £74.52

Scholarship Acc. £1,199.72

19.2 Invoices submitted for approval were:

Bowland Tree Consultancy

£478.56

Cheque No. 1559

Parish Clerk (net salary May)

£421.60

Cheque No. 1560

RESOLVED that these payments be approved

19.3 Contract quotes for 2019/20 grass cutting & grounds maintenance had been received from Ribble Valley Borough Council at a 2% increase on 2018/19 prices and it was

RESOLVED that Clerk sign the contracts in agreement.

19.4 A letter had been received from Citizens Advice Bureau, Clitheroe, requesting financial support. This item was deferred, pending further information regarding uptake of the service by Mellor residents. Cllr Hymas requested that members give future consideration to a Grants Policy. He offered to look into this & report to July meeting.

20. To receive reports from meetings

- a. RVBC Report by Borough - Councillors Brunskill & Walsh - No report was given
- b. Report from BAe Liaison Committee Meeting - this Committee had not recently met.

21. Matters brought forward by members FOR INFORMATION ONLY

- 21.1 Members were informed of a recent incident where a person carrying out gardening work was blowing grass & weed debris into the road, which would block gullies. Members were asked to report any repeats.
- 21.2 Three blocked gullies on Brundhurst Fold had been reported to LCC Highways.
- 21.3 Members were reminded of Mellor Rose Queen Festival to be held on Saturday 8th June.
- 21.4 Clerk was asked to send collated Parish Council response to Thwaites Brewery Invitation.

22. To report any matters requiring attention to the Tree Warden - There were No Matters of note**23. Date of next meeting - scheduled for Thursday 4th July 2019**

Chairman thanked all for attending and closed the meeting at 9.55pm