

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT St. MARY'S PRIMARY SCHOOL  
ON THURSDAY 04 FEBRUARY 2022 COMMENCING AT 7.00 PM**

**Present:** Cllrs. Nick Marsden (Chairman), Stella Brunskill, Quentin Colborn, Dot Crooks, John Hymas, Margaret Johnson, Anne Mellor, Michael O'Grady, Mick Venables,. Also in attendance, 3 Members of the public and the Parish Clerk: also LCC Cllr. Alan Schofield from Item 8.2 of agenda

**Chairman opened the meeting and welcomed all**

**1. To receive and approve apologies for absence**

1.1 Apologies had been received from RVBC Cllr. Walsh (self isolating) & PCSO Aimee Jarrett (not on duty)

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

2.1 There were No Declarations made, except that Cllr. Crooks had changed her address.

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

3.1 There were no matters addressed by Members of the Public

**4. To consider and approve any actions for co-option to fill Casual Vacancy 1 nomination received**

4.1 Members were informed that due process had been followed, within specified time & only 1 candidate had completed the application form. RVBC Legal team had confirmed that a Member may be co-opted in absentia, if due cause of absence was approved. It was then

**RESOLVED that Robin Walsh be duly appointed as a Member of Mellor Parish Council.** Clerk was to liaise with Cllr. Walsh & ensure all Declarations were duly completed & submitted.

**5. To resolve to confirm the Minutes of the Parish Council Meeting held on 02 December 2021**

451 Minutes of the Parish Council Meeting held on 02 December 2021 had been published and it was **RESOLVED that the Minutes of the Parish Council Meeting held on 02 December 2021 be accepted and approved.**

**6. Any Matters Arising from those Minutes not covered on this Agenda**

6.1 There were no Matters Arising

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

**3/2021/1285 Stanley House retrospective application for temporary marquee for 2 years**

**3/2021/1127 Pack Horse Garage Mellor Brow amendments to approved 3/2016/0282**

**3/2021/1168 Tanner House Farm Ramsgreave, access from Saccary Lane – letter sent**

**3/2021/1235 Cunliffe Moss Farm Dog walking area, grooming area & shelter**

**3/2021/1253 Tamarisk House, Bosburn Drive fell Sycamore Tree REFUSED**

**3/2021/1091 Cockerham Hall Farm- major extension, no objection by Parish Council**

**3/2021/1273 The Rann – amendments to approved 3/2021/0554 change of materials for roof 2**

**3/2021/1280 Pennine View – Wellness Centre resubmission of 3/2021/0788 – objection sent**

**3/2022/0015 Victoria Terrace – amendments to previous approved 3/2016/0092 change of house type**

**New access adjacent to The Rann – Planning Enforcement update**

**3/2022/0057 – Ravenswing Fm Further Lane, amends to approved 3/2021/0539 to add more skylights**

**–3/2022/0031 extensions Tanner House Fm, Ramsgreave re-submission of 3/2021/1168**

7.1 The above applications had all been circulated to Members and there were no comments to be submitted.

7.2 – Members had been informed that the new access adjacent to The Rann had not had any Planning

Approval & Enforcement Actions were being undertaken by Ribble Valley Borough Council officers.

7.3 Members noted that Planning Application regarding former Windmill Hotel is planned for South Ribble Borough Council Planning Committee Meeting on 03.03.2022

**8. Financial Matters and Accounts To approve: Bank balances £49,962.00 + £26,094.41 MVH Floor fund + £1,199.72 Scholarship Fund + £74.52 investment Account**

**a) To consider & approve; Invoices for payment since 02.12.21**

- EDF War Mem lights DD 2 months                   **£28.29**
- Parish Clerk salary December & January       **£881.40** (detail TBC)
- Envirocare Gate at Play Area                       **£468.00** (invoice not as quote)
- St Mary's School to March 2022                   **£140.00**
- Charge My Street – MCA car park, previous cheque not sent **£600.00**       within agreed budget 2020/21

• **RVBC re previous newsletters AMOUNT TBC**

• **No further invoices beyond schedule at time of agenda**

8.1 Members considered the above invoices, noting that car park work by Charge My Street was incomplete. Members discussed Envirocare invoice which did not equate with quote. It was **RESOLVED that EDF, Parish Clerk, Envirocare & St. Mary's School invoices be paid**

**b) To consider any actions regarding reserves held against MVH floor damage**

8.2 By agreement, Chairman brought forward Item 11 and invited Chairman of Mellor Community Association to address the meeting. He explained further issues with Sports Hall floor, an investigation had taken place & he was in discussion with installers of the floor to consider any liability or repairs necessary. Various grants have been applied for, to include kitchen refurbishment. Committee has had 3 quotes for car park resurfacing & Chairman asked Parish Council for support towards cost of this. Chairmen of both organisations were agreed to meet with Parish Council Vice Chairman & Clerk to discuss potential assistance.

**9. To consider and approve any actions following The Report from the Play Area Working Party including update on grassed area and monitoring of antisocial behaviour**

9.1 The Play Area & Grassed Area Working Party report had been circulated and more work was needed on this. Members noted that a phased approach would be possible, but grant applications should consider an overall scheme & include some match funding by Parish Council & others. It was agreed that trees for Queen's Jubilee needed planting soon, and that a firm proposal from Councillors. on the Working Party should be put before March meeting. Clerk would update Members with background.

**10. To consider and approve any further actions for Mellor 2020 Footpath Project including any budget for the Project**

10.1 Cllr. Hymas updated Members on the project, utilizing the existing Public Rights of Way & £500 from Lancashire County Council. LCC Cllr. Schofield offered to follow up on reported repairs / blockages which have not been carried out. Clerk was asked to work with Cllr. Hymas & LCC team regarding assistance.

**11. To consider and approve any actions for Mellor Community Association: and to accept any report regarding the floor at Mellor Village Hall. *Members to note that MCA Minutes are on their website* <https://e-voice.org.uk/mellorvillagehall/minutes-of-last-mca-meeting/>**

11.1 This Item had been dealt with earlier in the meeting

**12. To consider and approve any actions from the Working Party Report with budget to commemorate HM Queen's Platinum Jubilee**

12.1 Report from the Working Party had been circulated. Mellor Community Association has asked for £1500.00 in financial support towards the free community events. This support was approved in principle, for proposal at March Meeting. Members noted various events are planned, however the main event for Parish Council will be Beacon Lighting on Mellor Moor. Members were reminded that clarity of responsibility for events is needed, to ensure compliance with Health & Safety and Insurance requirements. Parish Council agreed to carry out publicity for all events, including printing of flyers.

**13. To consider and approve any actions for use of the former BT phone box on Mellor Lane and to approve any budget for this work. To consider any action for the phone box on Branch Road**

13.1 Members agreed in principle that a Defibrillator be installed in the phone box on Mellor Lane, with costs to be investigated. Comment was made regarding the need for cleaning, especially glass.

13.2 Chairman informed that he was still in discussion with One Stop for a further Defibrillator at the Carter Fold shop.

13.3 It was noted that Ribble Valley Borough Council had objected to removal of the phone box on Branch Road, which was still in service.

**14. To consider and approve any appropriate actions to address speeding throughout the Parish**

14.1 Chairman reminded the meeting of his report at December Parish Council Meeting, including his site meeting with Assistant Crime Commissioner Andy Pratt. He had not yet been able to meet with Balderstone & Ramsgrave Parish Council Chairmen due to other commitments. LCC Cllr. Schofield was to follow up on trailer for speed checks to be sited in Mellor, if possible. Members were reminded of the Highways Event to be held via Zoom on Saturday 19.03.2022: details had been circulated

14.2 Clerk was asked to obtain updated details regarding suitable SPID devices with type & cost

**15. To consider and approve any Working Party for Village Enhancements**

15.1 Members agreed that, due to its sensitivity, this Item was deferred until later in the Meeting

**16. To receive an update from the Working Party regarding Social Media presence for Mellor Parish Council**

16.1 Several Members of the Social Media Working Party had met with Clerk via Zoom to discuss issues where there were potential conflicts between Communications Policy & Standing Orders against the need to consider Social Media presence. Members indicated that there was a wish to use social media as a notice board, providing it can be managed within resources: possibly a task for an Assistant Clerk. Cllr. O'Grady had circulated a report he had compiled of Google Analytics data from the existing Parish Council website. Working Party was asked to look at existing Standing Orders & Communication Policy, recommending changes to take forward to a future agenda the inclusion of social media.

**17. To receive update reports regarding:**

- a) **RVBC Code of Conduct Training Event** (*deferred from Dec meeting*)
- b) **Road subsidence Saccary Lane** (Temporary Closure Notice circulated & on website)
- c) **Signpost fallen on Footpath between Glendale Drive & Brookfield – Cllr. Marsden**
- d) **Potential for CCTV in the Parish – Cllr. Mellor**
- e) **Replacement perspex for Notice Board at Carter Fold – Cllr. Venables**
- f) **Books of Remembrance – Cllr. Crooks / Clerk**
- g) **Potential for defibrillator at One Stop shop – Cllr. Marsden**

17.1 Members who had attended found the Training to be of use and recommended it.

17.2 Noted that this work is ongoing & road closures have been put in place

17.3 Since the footpath is short, well known & visible, no action was deemed necessary

17.4 CCTV was deferred

17.5 There was no progress on notice board: Cllrs. Marsden & Venables to investigate further

17.5 Remembrance project on website was considered difficult to access without prior knowledge.

It was agreed that Cllr. O'Grady would liaise with Easywebsites to improve this.

17.7 This item had been discussed earlier in the Meeting

**18 . To receive reports from meetings**

a. **LCC Report – any matters of note regarding Mellor – LCC Cllr. Schofield**

b. **RVBC Report by Borough – Cllrs. Brunskill & Walsh**

c. **RV Parish Council Liaison Committee – 27 January 2022**

18.1 LCC Cllr. Schofield updated all on recent & upcoming Cabinet Budget Programme.

LCC wished, with neighbouring Unitary Authorities to work towards a Greater Lancashire Authority, with devolved powers, but no desire for Mayors. Discussions were ongoing

18.2RVBC Cllr. Brunskill updated on Community aspects, commenting that Borough Council has continued to carry out service provision, despite staff issues & Christmas break. She noted the improvements to local policing, with concentration on rural areas and more PCSO's in place: however this suggests an increase in Council Tax charges for police aspect. Cllr. Brunskill also informed that Planning Department was extremely busy.

18.3 Cllrs. Hymas & Marsden reported on Parish Councils Liaison Committee, including a report on Haweswater Improvements to water pipeline. Members were asked to note that the next tier of Planning Framework will be at Consultation stage soon.

#### **19. Matters brought forward by members and Staff FOR INFORMATION ONLY**

##### **a) Reports in social media regarding vehicles damaging grass verges**

##### **b) HGVs Accessing One Stop shop**

- 19.1 Chairman had spoken to One Stop regarding verge damage: staff there were clarifying routes with all drivers, as some had followed sat nav, hence the issue.
- 19.2 Clerk had circulated details for Lancashire Best Kept Village ; to be an agenda item for March meeting
- 19.3 Lancashire Association of Local Councils e-newsletter had been circulated, including training events, noting cost at £35.00 per person per course, non refundable. Members were asked to register interest with Clerk.
- 19.4 Clerk asked that Members follow approved guidance for email categories in order to minimize excess email traffic.
- 19.5 Clerk was asked to investigate ownership of land opposite 29 Mellor Brow, where a bench owned by Parish Council is sited, including use of Land Registry if necessary
- 19.6 A query was raised regarding the state of Noticeboard at War Memorial. Cllr. Mellor agreed to supply photos for future consideration

#### **20. To consider and approve any actions for Working Party Report regarding the Resident's Complaint against the Parish Clerk** *Members should consider this, as a Staff Matter, to be Sensitive & Confidential and therefore to resolve to remove the press & public*

20.1 Due to the Sensitive & Confidential matters to be raised in the following two Items, it was **RESOLVED that press & public be excluded from the meeting at this point.**

**RESOLVED that Meeting time be extended beyond two hours to finalise the agenda items**

20.2 Public duly left, no press were in attendance

20.3 This Item referred to Item 15 regarding initial confidential discussion following an approach made to Parish Council. Following clarification it was

**RESOLVED that a Working Party of Cllrs. Marsden, Hymas, Venables and Parish Clerk consider this and create a proposal for Council to consider. Reasons for strict confidentiality to Parish Council only were understood and approved.**

20.4 A Working Party had met to consider a complaint made against Clerk. They had considered the evidence & circulated a Report to Councillors. A question was raised on the Report and it was then

**RESOLVED that the Working Party Report be accepted and approved. The Report was approved to be sent to the Complainant.**

#### **21. To consider and approve dates and venues for future meetings, noting March & April meetings are set**

21.1 Members noted at Minute 7.3 of this meeting that some residents may wish to attend South Ribble Planning Committee on 03.03.2022, however Mellor Parish Council will meet on that date. Members to note this will also be Annual Parish Meeting.

21.2 Chairman then thanked all for their attendance & input, closing the meeting at 9.18p.m.