

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT St. MARY'S PRIMARY SCHOOL
ON THURSDAY 07 APRIL 2022 COMMENCING AT 7.00 PM**

Present: Cllrs. Nick Marsden (Chairman), , Dot Crooks, John Hymas, Margaret Johnson, , Robin Walsh

Also in attendance, Parish Clerk: and 6 Members of the public for the public session

Chairman opened the meeting and welcomed all

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs. Stella Brunskill (RVBC Planning meeting), Quentin Colborn (sickness), Anne Mellor(work commitment), Michael O'Grady, (Sickness) Mick Venables (Family occasion), also LCC Cllr. Schofield & PCSO Aimee Jarrett (not on duty)

RESOLVED that these apologies be approved & accepted

1. To receive declarations of pecuniary or personal interest

2.1 There were No Declarations made

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

3.1 A number of residents expressed concerns regarding the proposed developments of the grassed area , including their stated lack of consultation & their understanding that the land could not be developed in any way.- The residents reported numerous anti social events occurring into early hours. Chairman explained that Parish Council had consulted via December 2020 newsletter and direct letters to those closest to the area in November 2021 & that 7 trees were to be planted as part of HM Queen's Green Canopy as part of Jubilee celebrations. There was no clear consensus from residents as to what type of enhancements they would find appropriate, and some of whom did not wish any other work to go ahead. Cllr. Hymas suggested that comments he was hearing were that main concerns were not with enhancements per se, but rather that residents believed the works being planned would lead to an increase in "nuisance". This summary was not refuted. The residents were reminded to ring the police when anti social events were occurring in order to deal with the situation. Further residents' comments included concerns about noise & potential damage to trees and improvements, meaning a waste of resources.

3.2 A member of Wilpshire Parish Council wished to be involved in Mellor 2020 to improve local footpaths and it was agreed that he and Cllr. Hymas should share details as this project moves forward.

Public session then was closed at 7.26pm, all but one Members of the Public left

1. To resolve to confirm the Minutes of the Annual Parish Meeting and the Parish Council Meeting both held on 03 March 2022

4.1 The Minutes of the Annual Parish Meeting and the Parish Council Meeting held on 03 March 2022 had been circulated and published and it was

RESOLVED that both of those Minutes be approved and signed

1. Any Matters Arising from those minutes not covered on this Agenda

5.1 There were no Matters Arising

2. To consider and approve any response to be made to Planning Applications

- **3/2022/0198 Spread Eagle Hotel – new signage – Objection sent by Clerk**
- **3/2021/1235 Cunliffe Moss Farm – outdoor exercise area for dogs, change of use, Ramsgreave PC ward, access via Saccary Lane**
- **3/2022/0142 – Abbot Quarry, Abbot Brow – conversion of former smithy to 1 bed dwelling** emailed to Members 24.03.2022
- **3/2022/0267 – Woodfold Park Stud – change of occupancy & resident consent from 3/2007/0252** emailed to Members 28.03.2022
- **Any update on Ribble Valley Local Plan Consultation**

6.1 There were no comments made regarding Applications 3/2022/0198, as an objection had been submitted against this application & 3/2022/0132 it was noted that application 3/2022/0132 at the site had already been refused.

6.2 There were no observations made on the other applications which had been circulated

6.3 No further information had been supplied regarding Ribble Valley Local Plan – Clerk & Cllr. Walsh agreed to follow this up with Head of Strategic Planning.

6.4 Cuerdale Garden Village Project was noted

3. Financial Matters and Accounts To approve: Bank balances £42,394.76 + £26,094.41 MVH Floor fund + £1,199.72 Scholarship Fund + £74.52 investment Account

To consider & approve; Invoices for payment since 03.03.22

- **EDF War Mem lights DD 1 month** £12.06
- **Parish Clerk salary March** £440.70
- **Lancs Ass of Local Councils subs 2022/23** £424.52
- **Easywebsites monthly DD for support** £32.40
- **Wallace Landscaping Ltd – play area** £320.00 invoice awaited
- **Charge My Street – MCA car park, previous cheque not sent £600.00** Members to note Credit Note received £600.00, **consider and approve to write off the outstanding debt**

No further invoices beyond schedule at time of agenda

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

7.1 Bank balances were approved as per agenda.

7.2 Invoices for approval were:

Lancs Ass of Local Councils subs 2022.23	£424.53	Cheque No 1742
Wallace Landscapes Ltd (cleaning play equipment)	£320.00	Cheque No 1743
Parish Clerk net salary March	£440.70	Cheque No 1744
RV Borough Council (grass cutting to 31.03.2022)	£1050.49	Cheque No 1745
EDF War Memorial lights to 08.03.2022	£12.06	Direct Debit
Easywebsites monthly support	£33.60	Direct Debit

RESOLVED that those payments be approved and made

7.3 Members noted that Charge My Street had not completed the work to Village Hall car park, despite a payment made March 2021. Following correspondence, a full Credit Note had been received and it was therefore

RESOLVED that the previous payment made be written off & VAT adjusted accordingly.

7.4 Members were informed that a £60.00 cheque sent to Mellor Village Hall Association dated 23.06.2021 had not been cashed, despite chase up and it was therefore

RESOLVED that cheque no 1707 for £60.00 be cancelled & the amount written off in the accounts.

- 4. To consider and approve Financial Regulations for Mellor Parish Council** Finance Working Party will recommend their Report on this item
- 8.1 Financial Regulations using National Association model had been circulated to all Members. Chairman thanked Vice Chairman for all his input, noting that future amendments could be made as required and it was then
RESOLVED that Mellor Parish Council adopt the Financial Regulations as circulated.
- 5. To consider and approve members of Finance Committee for Mellor Parish Council** Finance Committee Terms of Reference approved June 2021
- 9.1 Members noted that whilst Terms of Reference had been approved for Mellor Finance Committee in June 2021, no Members had been appointed (Chairman, Vice Chairman & Clerk / RFO being ex-officio). It was then
RESOLVED that Cllr. Walsh (having financial experience) be appointed to Finance Committee)
- 6. To consider and approve Expenses Payments to Cllrs. & Staff and to approve homeworking allowance for Clerk**
- 10.1 Chairman requested that Members consider the ability for expenses claim for travel when a Member is attending meetings & functions as an approved representative of the Parish Council, in line with current HMRC guidance (currently £0.45p per mile) & that this should be rate for staff's essential travel. It was
RESOLVED that approval for Member's representative & Staff essential travel be reimbursed in line with HMRC guidance.
- 10.2 Clerk explained that Parish Clerk's home working allowance is currently £6.00 per week to cover storage, additional heating, telephone / internet etc. As she had been working for 2 Parish Councils, she had only claimed 50% of allowance per Council, but wished to increase this to the full allowance. It was
RESOLVED that Clerk's home working allowance be claimed in full at £6.00 per week
- 7. To consider and approve Standing Orders for Mellor Parish Council** Chairman, Vice Chairman & Clerk will recommend a Report on this item
- 11.1 Standing Orders using National Association Model as template had been circulated and it was
RESOLVED that Mellor Parish Council adopt the Standing Orders as circulated with immediate effect & the Parish Council's website be updated to reflect those new Standing Orders.
- 8. To consider and approve a publication scheme for Mellor Parish Council – Draft circulated**
- 12.1 Draft Publication Scheme for Mellor Parish Council had been circulated and it was
RESOLVED that Publication Scheme for Mellor Parish Council be adopted
- 9. To consider and approve an Equality Policy for Mellor Parish Council** Draft Policy circulated
- 13.1 Draft Equality Policy for Mellor Parish Council had been circulated and it was
RESOLVED that Equality Policy for Mellor Parish Council be adopted
- 10. To consider and approve any actions following any Report from the Play Area Working Party including update on monitoring of antisocial behaviour and to consider request for additional surfacing to enable use by less able children**
- 14.1 Members noted resident's comments at March meeting regarding the need for surface between equipment to allow access for less able children, in line with Equality policy. Agreed that quotes be obtained for <http://www.nu-flex.co.uk/> as used by Lancs. Environmental Fund to also link picnic bench to lower gate.
- 14.2 Antisocial behaviour was discussed, noting that this was a police matter. Clerk was to discuss with PCSO Aimee Jarrett.
- 11. To consider and approve any actions for the Grassed Area Project & grant applications for this** Members to note that Lancashire Environmental Fund Green Grant application may be known at date of meeting
- a. To approve any changes to the outline draft plans recommended by the Working Party for improvements to the area and to consider and approve any estimates**
- 15.1 Members had taken note of comments made by those residents who had attended. It was noted that £1000 Green Grant award had been made and it was
RESOLVED that Messrs Griffiths & Griffin be asked to proceed with Queen's Canopy tree planting as soon

as possible, given the time sensitive nature of tree planting for the Jubilee..

15.2 RESOLVED that, as previously approved (Item 9.3 of March 2022 Minutes) the Expression of Interest for Lancs Environmental Fund be applied for.

15.3 Discussion took place regarding residents' concerns expressed, but members noted that, whilst some residents were against the proposals so far put forward, others were in favour & the grassed area was for the benefit of all Mellor residents. Further dialogue with some amendments was agreed to take place, and it was noted that consultation had taken place, albeit that few residents had engaged in discussions to date. Clerk was asked to invite PCSO or colleague to next meeting, as anti social aspects seemed to be greatest concern.

12. To consider and approve any actions for recruitment of an Assistant Clerk Members to note that applications closed 25.03.2022, Clerk to update the meeting

16.1 Clerk informed Members that she had 2 telephone calls & sent out application packs to each. She had received one application and was asked to re-advertise with an open date for submissions. Balderstone Parish Council were interviewing and their Acting Clerk agreed to inform their applicants.

13. A) 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/>

B) To consider and approve permission for the erection of a flagpole at Mellor Village Hall (details awaited) Members to note that a grant was approved and paid to MCA, but flagpole was not permitted until details have been approved

17.1 Cllr. Crooks had attended the latest meeting, when discussion centred on Jubilee celebrations, the floor was not mentioned. No Minutes were again available.

17.2 An email from Community Association Chairman had been circulated, which Members discussed. Clerk was to email a response noting that Parish Council was in support in principle however could not give consent until satisfied that full design statement was in place for fixing and that Community Association insurance would cover for any accident or injury.

14. To consider and approve any actions from the Jubilee Working Party to commemorate HM Queen's Platinum Jubilee

18.1 Members noted that Lord Alvingham's Estate had given permission for lighting of Beacon by Edwin Booth at Viewpoint. Invitations had been approved & were at printing, for delivery. Noted that Risk Assessment had been carried out. Chairman was to contact several residents who had previously been involved with beacon lighting & marshall duties & Cllr. Hymas emphasized the need for someone to take ownership for the Beacon Lighting event..

15. A) To consider and approve any actions for installation of a defibrillator inside the former BT phone box on Mellor Lane and to approve any budget for this work, including type of equipment

B) To receive any update regarding potential for defibrillator at One Stop shop – Cllr. Marsden
Cllr. Venables circulated a discussion document on this item

19.1 Numerous options were available for defibrillators both inside phone box & One Stop: however One Stop would determine the type they were prepared to support & this must be inside the store.

19.2 Chairman informed Members of his recent meeting with One Stop staff & owner & manager of shop, including funding approved. Since details of financial support were not finalized, it was **RESOLVED that a budget of £500 + VAT be allocated to this project.**

At this point (8.58pm) Members **RESOLVED that meeting time be extended in order to cover the agenda**

16. To consider and approve any appropriate actions to address speeding throughout the Parish and to receive any report LCC Highways Conference 19.03.2022 also update from LCC Officers regarding latest Speed Indicator Devices (circulated to Members 24.03.2022).

20.1 Chairman & Cllr. Walsh had attended the Conference: Cllr. Walsh circulated slides for Members' information.

17. To consider and approve any collated response to LCC Walking & Cycling Survey Circulated to Members 25.03.2022

21.1 The Survey was noted

18. To consider and approve any requests for cost & budget for grit bins, small signs etc from Lancashire County Council Highways, (Order for items on offer sent 28.03.22)

22.1 Clerk informed that she had ordered the only options available & awaited delivery.

19. To consider and approve any actions and responsibilities following the Open Meeting regarding Green Energy 02.04.2022 –

23.1 Cllr. Hymas reported on a positive meeting, with 17 attendees. Lancashire County Council Community Energy Fund will work to address scoping exercise for a feasibility study on any Green Energy potential for Mellor. On that basis, it was

RESOLVED that Clerk sign the agreement on behalf of Parish Council, Chairman & Vice Chairman to sign as additional signatories

20. To consider and receive any Report from the Working Party for Village Enhancements

24.1 There was no report as the Working Party had not met.

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

25.1 There was no report as the Working Party had not met.

22. To consider and approve any response to Mellor Methodist Church regarding future room hire

26.1 This item was deferred due to time constraints

23. To receive update reports regarding:

- a) **Ownership of land at bench opposite 29 MellorBrow**
- b) **Road subsidence Saccary Lane (Clerk has chased up with LCC Highways)**
- c) **Potential for CCTV in the Parish – Cllr. Mellor**
- d) **Replacement perspex for Notice Board at Carter Fold – Cllr. Venables**
- e) **Mellor 2020 Footpath Project including any update from LCC Rights of Way Team regarding publicity & maps**

27.1 There was no update on land

27.2 Saccary Lane work was incomplete

27.3 Cllr. Mellor was not present & no update had been received

27.4 Cllr. Venables was not present & no update had been received

27.5 Cllr. Hymas would liaise further e=regarding potential kissing gates

28 . 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**

28.1 Cllr. Schofield had sent apologies & there was no report

28.2 Cllr. Walsh updated the meeting on Ribble Valley matters, including housing for Ukraine refugees

29.Matters brought forward by members and Staff FOR INFORMATION ONLY

29.1 Chairman informed Members that he was investigating replacement of signage with post warning of fly tipping & dog faeces at top of Whinney Lane.

23. To note the next Meeting will be held 05 May 2022, together with Annual Parish Council Meeting, then Thursday 09 June 2022 (a week later than usual due to Jubilee Celebrations)

Chairman thanked all for their input & closed the meeting at 9.10pm