# MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT St. MARY’S PRIMARY SCHOOL ON THURSDAY 05 MAY 2022 COMMENCING AT 7.20 PM, following the Annual Parish Council Meeting

**Present:** Cllrs. Stella Brunskill, Quentin Colborn, Dot Crooks, Margaret Johnson, Anne Mellor, Michael O’Grady, Mick Venables, Robin Walsh

**Also in attendance**, Parish Clerk: and 13 Members of the public for the public session

1. **To Elect a Chairman of the Meeting**

1.1 As Chairman & Vice Chairman had given apologies for the Annual Parish Council Meeting and this following Parish Council Meeting, Cllr. Colborn was chosen by Members present to Chair the Meeting.

1. **To receive and approve apologies for absence**
   1. Apologies had been received from Cllrs. Hymas (family occasion) & Marsden (delayed return from holiday) & PCSO Aimee Jarrett (not on duty)

**RESOLVED that these apologies be approved & accepted**

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

3.1 There were No Declarations made

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

**4.1** A number of residentsconsidered that their concerns previously expressed in April public session had been ignored. It was pointed out that consultation had taken place but only a few residents had engaged with the process. There was confusion regarding the terms of the Conveyances when the land had been transferred & residents requested an Open Meeting before any more work was carried out. It was noted that at least 2 of the trees had been deliberately damaged and bulbs uprooted, which had been reported to Police as antisocial, criminal damage. Residents considered that a newsletter was their preferred form of communication for a week night meeting, 7.00pm start. They were asked to draw up actual points of concern which could be discussed.

Public Session was then closed at 7.50pm

**Item 10 To consider & approve holding an Open Meeting for Mellor residents to discuss the Open Area adjacent to the Play Area and the antisocial behaviour with damage to Jubilee trees**

10.1 Chairman asked for approval that this item of the agenda be brought forward; all agreed.

10.2 An amendment to the motion was put that **“No work was to be carried out at the Play Area prior to the Open Meeting”** Discussion took place on alternatives for publicity.

**RESOLVED that the amendment be carried, and that an Open Meeting for all Mellor residents be held, Clerk to organize, potentially at School Hall or an alternative, suitable venue**

The residents except 2 then left the Meeting

**5. To resolve to confirm the Minutes of the Parish Council Meeting held on 07 April 2022**

5.1 Minutes of the Parish Council held on 07 April 2022 had been circulated & published. It was

**RESOLVED that those Minutes be confirmed & approved**

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

6.1 There were no Matters Arising from those Minutes.

1. **To consider and approve any response to be made to Planning Applications** 
   * + - **CS126143 Cunliffe Fold Farm Amendments to phone mast** emailed 08.04.22
       - **Variation to Premises Licence Spread Eagle to allow alcohol sales from 8.00am** objection sent
       - **3/2021/0788 Appeal Notification Wellness Centre, Pendle View, Primrose Lane**

* **No other applications relevant to Mellor at date of agenda**
* **Any update on Ribble Valley Local Plan Consultation – due to be published by end of May**

7.1 There were no comments made regarding the phone mast at Cunliffe Fold Farm

7.2 A letter of objection had been sent regarding Variation of Premises Licence at Spread Eagle It was noted that, should a Hearing be necessary, Chairman of Parish Council be nominated to attend on Council’s behalf.

7.3 Clarification had been sought from Planning Officers regarding various planning applications & appeal at Wellness Centre: no response had been received at date of meeting.

7.4 Ribble Valley Planning Committee had a meeting planned for 12 May 2022 and details for consultation by Parish Councils were to follow.

1. **Financial Matters and Accounts To approve: Bank balances £68,070.91 + £26,094.41 MVH Floor fund + £1,199.72 Scholarship Fund + £74.52 investment Account**

**To consider & approve; Invoices for payment since 07.04.22**

1. **EDF War Mem lights DD 1 month £13.23 DIRECT DEBIT**
2. **Parish Clerk salary April £440.70**
3. **AM Gerrard Ltd – Internal audit to 31.03.22 £144.00**
4. **Easywebsites monthly DD for support £32.40 DIRECT DEBIT**

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

1. **To consider any actions regarding reserves held against MVH floor damage**
2. **To note that Precept for 2022/23 £25,000 has been received & VAT £329.87 has been reclaimed**

8.1 Bank account balances were noted, including that precept (£25,000) for 2022/23 had been received and £329.87 VAT had been reclaimed.

Invoices for approval were presented:

EDF lights at War Memorial £13.23 Direct Debit

Easywebsites monthly support £32.40 Direct Debit

AMGerrard Ltd Internal Audit £144.00 Cheque No 1746

T Taylor Clerk net salary April £440.70 Cheque No 1747

J Whelan delivery of Jubilee invites £95.00 Cheque No 1748

Griffiths & Griffin tree planting £2084.40 MAX as per quote, once invoice received

**RESOLVED that all above payments be made**

Following comments made in public session regarding lack of consultation, Mr Whelan was to be asked if all previous newsletters had been delivered.

8.2 No motion was put forward regarding reserves held against previous insurance claim regarding the Hall floor. It was understood that quotes were being obtained for a number of improvements at the Hall, but details were unknown

1. **To consider and approve Annual Governance & Accountability Return f(AGAR)or the year to 31 March 2022** circulated to Members prior to the meeting
2. **Annual Internal Audit Report 2021/22**
3. **Annual Governance Statement 2021/22**
4. **Annual Accounting Statements 2021/22**
5. **Clerk / Responsible Finance Officer be authorized to complete Audit procedures** Members to note dates for the Exercise of Public Rights will be Monday 13 June 2022 to Friday 22 July 2022 inclusive

9.1 All Annual Governance & Accountability forms had been circulated to Members prior to the meeting, including prior completion of the Accounting figures & the Internal Auditor’s Report. It was then

**RESOLVED that Internal Auditor’s Report 2021/22 be accepted and approved, noting there were no issues of concern.**

**9.2 RESOLVED that, following due consideration of each point, the Annual Governance Statement 2021/22 be accepted and approved**

**9.3 RESOLVED that Annual Accounting Statements for 2021/22 be accepted and approved**

**9.4 RESOLVED that Clerk / Responsible Finance Officer be authorized to complete Audit procedures for 2021/22, noting that the dates for the Exercise of Public Rights be between Monday 13 June 2022 and Friday 22 July 2022 inclusive.**

1. **To consider & approve holding an Open Meeting for Mellor residents to discuss the Open Area adjacent to the Play Area and the antisocial behaviour with damage to Jubilee trees**

10.1 This item had been dealt with brought forward during the meeting

1. **To consider and approve any actions following the Report from the Play Area Working Party including update on monitoring of antisocial behaviour with Police response**

11.1 Members noted that despite a report by Clerk to Police, no action had been taken at the date of meeting. Members were informed that Chipping had CCTV installed as a deterrent & would host a visit by Council to discuss. Anti-social behaviour episodes were noted to have taken place at various sites around the Parish.

1. **To consider and approve any actions for the Open Grassed Area Project & grant applications for this**
2. **To consider and approve any actions for tree replacement following police involvement**
3. **To consider & approve arrangements for completion of Queen’s Canopy project including commemorative plaque.**
4. **To consider and 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**

12.1 Members considered options for replacing the damaged trees & Clerk was asked to discuss best options with contractor

12.2 Members wished to consider a suitable plaque in stainless steel explaining the project, but not naming individual trees, in case of necessary replacement. Clerk was asked to investigate.

12.3 Following the amendment at Item 10.this matter was deferred & Lancashire Environmental Fund officers to be updated.

1. **To consider request for additional surfacing to enable use by less able children**

13.1 There was no report on this matter, however Members had been circulated with photos of damage to surface below main swings: Clerk had sought quote for repair & due to Health & Safety it was

**RESOLVED that repair costs could be approved by email by majority**

1. **To consider and approve any actions for recruitment of an Assistant Clerk** Members to note that the post had been re-advertised, Clerk to update the meeting

14.1 Clerk informed that 2 applicants had come forward and it was

**RESOLVED that an Interview Panel of Cllrs. Colborn, Marsden & Mellor be asked to consider the applicants and provide recommendations to Council: Clerk to contact applicants & liaise with Panel for date & venue for interviews**

1. **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 email 25.04.22

**B) To consider and approve permission for the erection of a flagpole at Mellor Village Hall (**furtherdetails circulated 25.04.2022 & Members to note that flagpole was not permitted until details have been approved)

15.1 Cllrs. Crooks & Venables had sent apologies for the last Community Association meeting. It was understood that plans were proceeding with improvements to kitchen & balcony room.

15.2 Further details for installing a flag pole had been circulated to Councillors, of 4.6m high, 2m from car park: however Mellor Community Association wished Parish Council to cover public liability insurance. It was

**RESOLVED : Clerk respond to Community Association that Parish Council approve flag pole installation in principle, but that insurance must be covered by Community Association**

1. **To consider and approve any actions from the Jubilee Working Party to commemorate HM Queen’s Platinum Jubilee**

16.1 Invitations had been delivered. Arrangements for Beacon Lighting were discussed, Cllr. Marsden is liaising with residents & Mellor Methodist Church for beacon itself, with gas: Cllr. Venables will liaise with Community Association for toilets to be available

1. **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 a defibrillator at One Stop shop – Cllr. Marsden**

17.1 Cllr. Venables had circulated some information regarding types of defibrillator, however need for electricity & any strip out was unknown. He was asked to prepare a specific report for further consideration by Members

17.2 Cllr. Marsden was thanked for his diligence in securing funding and agreement for the defibrillator to be installed inside One Stop shop.

1. **To consider and approve motion from Cllr. Hymas**
2. **“That Mellor Parish Council allocates an amount each year (suggested £2000) for a rolling programme of footpath improvements.**
3. **That the 2 dangerous stiles mentioned in his email on footpaths 24 and 25 are replaced with kissing gates as soon as practical**
4. **That MPC fully adopts the powers open to it for footpath management;”** email circulated by Cllr. Hymas to Members 20.04.22

18.1 Members noted the amount of work Cllr. Hymas had put into the motion, for which he was thanked. It was then

**RESOLVED that the motion from Cllr. Hymas as detailed be approved in full.**

1. **To consider and approve any Working Party to create a draft Newsletter for approval by Council**

19.1 Members noted that Cllr. Hymas had led on the Parish Council’s newsletter for several years and was willing to assist another Councillor in taking this role on. Members considered the need for a written newsletter, including the requirements of all residents, not just those who use internet & social media. Cllr. Colborn agreed to look at overall Communications for Mellor Parish Council. It was noted that local church has a newsletter which is in virtual format, with paper format by request.

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

20.1 This item was deferred to a future meeting

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

21.1 The Working Party had not had the opportunity to meet

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

22.1 This item was deferred, to potentially have inclusion within Cllr. Colborn’s Report (Item 19.1)

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

23.1 Members had considered Meeting venue in Annual Parish Council Meeting & Clerk was asked to contact Mellor Methodist Church to explain change of venue, thank them for the earlier usage & return the key.

1. **To receive update reports regarding:**
2. **Potential for CCTV in the Parish – Cllr. Mellor**
3. **Replacement perspex for Notice Board at Carter Fold – Cllr. Venables**
4. **Mellor 2020 Footpath Project including any update from LCC Rights of Way Team**

24.1 Cllr. Mellor had sent an email after agenda had been published stating her wish to no longer be involved with this item.

24.2 There was no update on this item

24.3 Cllr. Hymas had exchanged contact details with Cllr. Gaffney (Wilpshire PC) & hoped to work with him to develop Mellor 2020 project

**25 . To receive reports from meetings**

1. **LCC Report – any matters of note regarding Mellor – LCC Cllr. Schofield**
2. **RVBC Report by Borough – Cllrs. Brunskill & Walsh**

25.1 LCC Cllr Schofield was not present and there was no report

25.2 Cllrs. Brunskill & Walsh would report at following meeting, there being no matters of urgency to currently report

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

26.1 It was noted that some residents had asked for additional litter bins, but even if supplied by Parish Council, emptying of additional bins would not be carried out by Ribble Valley Borough Council’s team.

26.2 A Recovery Truck was being parked on Glendale Drive, causing potential obstruction. Details were to be sent to Clerk for possible action.

**27. To note the next scheduled Meeting will be held 09 June 2022, then Thursday 07 July 2022**

**Cllr. Colborn, acting as Chairman thanked all for their input & closed the meeting at 9.47pm**