

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

Present: Cllr. Nick Marsden (Chairman) Cllrs. Stella Brunskill, Quentin Colborn, Dot Crooks, John Hymas, Margaret Johnson, Anne Mellor, Michael O'Grady, Mick Venables, Robin Walsh

Also in attendance, 10 Members of the public, LCC Cllr. Alan Schofield & Parish Clerk

1. To receive and approve apologies for absence

1.1 There were no Apologies for absence

2. To receive declarations of pecuniary or personal interest

2.1 Cllr. Marsden declared an interest in Item 7 re Planning Application 3/2022/0508

3. Mr. Sproule (NW Ambulance Service) will address the Meeting & answer questions regarding Item 16 of this agenda (Defibrillators & Training)

3.1 Mr Sproule (NW Ambulance Head of Chain of Survival) addressed the meeting, explained the importance of training in addition to the presence of numerous defibrillators. This gave confidence to use a CPR and a defibrillator, meaning that lives would be saved in crucial first minutes following an episode. He informed on options for types of defibrillators & cabinets & would follow this up by email. Training could be arranged for up to 100 at a time, without charge. Defibrillators need to be registered with North West Ambulance & regularly checked. It was agreed that dates were to be arranged for training at Mellor Village Hall, publicised to residents, but also to Hall users & One Stop staff at least. Mr Sproule was thanked for all his assistance & left the meeting at 7.20pm.

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

4.1 A resident from Birley Fold area had been in contact with Clerk & Ribble Valley Planning & Enforcement Officers regarding damage to the protected trees at The Rann woodland. He stated that there were wagons, cranes & trailers at the site, sometimes blocking residents' access, with fuel & water storage on site. He considered the site was being used as a commercial business. An Enforcement notice from RVBC had been applied, but was being ignored. He asked for Parish Council support and objection to the planning application 3/2022/0574

4.2 A resident from Woodfold Park spoke regarding the perceived creeping development of the area & residents' concerns regarding the scale & size of approved planning applications. The residents wish to improve communication between themselves & Council, with an invitation for Council to visit the Park. Cllr. Brunskill (as RVBC Cllr) explained the process for RV Cllrs. To call in an application & that residents may attend RVBC Planning Committee to express their views

5. To resolve to confirm the Minutes of the Parish Council Meeting held on 09 June 2022

The Minutes of Mellor Parish Council held on 09 June 2022 had been circulated & published. It was **RESOLVED** that those Minutes be accepted and approved.

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

6.1 There were no Matters arising from those Minutes

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

- **3/2022/0322 – Deer House, Woodfold Park, extension & alterations to provide additional living accommodation** circulated 08.06.22
- **3/2022/0481 – Proposed 5 new dwellings on former Pack Horse Garage site** No details given
- **3/2022/0508 10 Glendale Drive – Conservatory to rear** circulated 17.06.22
- **3/2022/0509 – 102 Branch Road Cert of Lawfulness for single storey extension** circulated 27.06.22
- **3/2022/0574 Rann Woodland - Retention of storage containers, vehicle parking and turning area. Reduction in the width of the track to an average width 2.9m. Proposed cladding and roofing over storage containers and the construction of a welfare unit.** Circulated 27.06.22
- **Ribble Valley Local Plan Consultation – following RVBC Meeting 06 June 2022,** document circulated 26.05.22, reminder for comments 27.06.22

- **3/2022/0586 / South Ribble Planning Ref 07/2022/00451** Outline application with access for the mixed-use development at Cuerdale Garden Village, Environmental Impact Assessment (EIA) development, comprising up to 1,300 dwellinghouses, up to 164,000 sq m of employment floorspace and ancillary uses, a park and ride facility, outdoor recreational facilities and publicly accessible open space, a local centre and two from entry primary school. Cuerdale Garden Village Cuerdale Lane Samlesbury Preston Lancashire PR5 OXA circulated 27.06.2022

7.1 Application 3/2022/0322 – No observations made

Application 3/2022/0481 – Members were informed that this was not yet at Consultation stage

Application 3/2022/0508 – Following his earlier Declaration of Interest, Cllr. Marsden left the meeting for this Item. There were no observations made & Cllr. Marsden resumed the Chair.

Application 3/2022/0509 No observations made: Members were reminded that this was a matter of information, rather than consultation.

Application 3/2022/0574 – This application was discussed, noting that detailed plans were not as yet available. Concern was expressed regarding the blocking of access, impact on wildlife, the potential for fire or leak if fuel is stored on site, with little access for emergency services Tree Preservation Orders had been approved on trees which have been removed. Members considered that the actions taken on site, without planning approval & in disregard of enforcement action by Ribble Valley Borough Council to be of grave concern and it was

RESOLVED that Clerk object in the strongest terms to this retrospective application 3/2022/0574

7.2 Ribble Valley Local Plan Consultation – Members noted that Clerk had submitted Parish Council's comments within the time period for Consultation. Cllr. Hymas was thanked for his input.

7.3 Application 3/2022/0586 / South Ribble BC Reference 07/2022/00451 – Members noted this outline application with some concern, expressing the view that this was information gathering at present. Members were reminded that spurious telephone calls had been previously received, any response must reflect Council view, rather than any personal opinion.

8. Financial Matters and Accounts To approve: Bank balances £60,449.14 + £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

a) EDF War Mem lights DD 1 month	£12.76	DIRECT DEBIT
b) Parish Clerk salary June	£428.90	TBC
c) HMRC PAYE to 05.08.2022	£11.80	TBC Clerk will update
d) Easywebsites monthly DD for support	£32.40	DIRECT DEBIT
e) J Whelan survey delivery	£95.00	
f) O'Callaghan Civil Engineering Ltd		TO BE CONFIRMED
g) RVBC Printing survey		TO BE CONFIRMED
h) Scholarship Prize		TO BE CONFIRMED

No further invoices beyond schedule at time of agenda

8.1 Finance balances were noted & approved

8.2 Invoices for approval were as follows:

EDF War Memorial lights	£12.76	Direct Debit
Easywebsites monthly support	£32.40	Direct Debit
J Whelan survey delivery	£95.00	Cheque No 1754
T Taylor net salary June	£428.90	Cheque No 1755
HMRC PAYE to 05.07.22	£11.80	Cheque No 1756

Clerk explained that discrepancy in net pay & PAYE to date was due to errors by HMRC, now resolved It was

RESOLVED that the detailed payments be made & that £60.00 cheque be raised and approved once Scholarship Prize winner was identified. Clerk would update Members on this.

9. To further consider any grant to be awarded to Mellor Junior Football Club Finance Committee to hold site meeting at 6.00pm 07.07.2022 prior to PC Meeting & report to September Parish Council Meeting

9.1 Finance Committee Members (Cllrs Hymas, Marsden, Venables, Walsh & Clerk) had met Chairman of Mellor Juniors just prior to Parish Council meeting. Facilities & work done were inspected, noting that at least 50 youngsters were training during the visit. Members agreed this to be a worthy cause & wished to give what support Council could do, providing security of tenure was confirmed in a written format. Since Parish Council had no scheduled meeting, it was

RESOLVED that Finance Committee approve any grant to Mellor Junior Football Club, providing there was no opposition from other Members when grant amount was emailed to all Council.

10. To consider and approve any actions for Mellor Community Association: and to accept any report regarding the floor at Mellor Village Hall then to consider and approve any actions regarding reserves held against MVH floor damage

10.1 Members noted that reserves were held by Parish Council following insurance claim, but these were being eroded by the rise in cost of materials. Council was informed that a resident had passed details of a specialist flooring company to Community Association Chairman. Since Community Association was not registered for VAT, care would be needed to ensure VAT compliance was followed. Community Association Chairman was to be contacted & asked for progress report.

11. To consider & approve any final arrangements for an Open Meeting for Mellor residents on Saturday 09 July 2022 10.00am at St. Mary's School to discuss the Open Area adjacent to the Play Area and the antisocial behaviour Police Sgt. Kevin Day hopes to attend the Open Meeting

a) To arrange to collate responses from the survey delivered to residents

11.1 It was noted that Police Sgt Kevin Day hoped to attend the Open Meeting, which could take place for 2 hours. Cllr. Colborn agreed to lead discussions, with reasons for views to be sought.

11.2 Clerk had received a number of survey responses by post. Boxes from collection points were now in her possession & she would analyse all responses, reporting to Council.

12. To consider and approve any actions from the Play Area Working Party including update on CCTV at Chipping & other Village Halls.

a) To gain names for a visit by 3 / 4 Cllrs to Chipping 7.30pm on 11.07.22 or 18.07.22

12.1 Clerk reported on discussion with RVBC Partnership Officer, noting that whilst funding may be available for CCTV, if reports of antisocial behaviour are not logged by Police, it is unlikely that applications would be successful. RVBC Concurrent Function at 25% would apply, with other potential funding by Safer Lancashire Community Fund & Lancashire Partnership Against Crime, which had been part of RV Parish Council Liaison Meeting discussions.

12.2 Cllrs. Crooks & Marsden agreed to represent Mellor Parish Council on a visit to Chipping.

13. To consider and approve the Play Area regular inspection framework, and rota for carrying this out

13.1 The Play Area monthly inspection document had been circulated: Cllr. Crooks agreed to set up a file & Members were asked to joining the rota, noting the document would be signed & dated. Clerk was to check whether this would reduce insurance premia & it was then

RESOLVED that the Play Area Monthly Inspection document be approved for use.

14. To consider and approve each Cllr. carry out a review of all Policies & a timeframe for this

• To consider and approve Health & Safety Policy for Mellor Parish Council

14.1 Schedule for review of all policies had been circulated: Cllr. O'Grady recommended minor amendment to update GDPR to be UK GDPR in Privacy Policy, other than that & Accessibility Statement were **RESOLVED to be approved as reviewed, with minor amendments.**

14.2 Clerk was asked to update schedule including author of Policy, with others to then review

14.3 Draft Health & Safety Policy had been circulated. This was to be checked with insurers before any approval be given. Cllr. Hymas agreed to review Complaints Policy & Vexatious Complaints Policy

15. To consider and approve a Motion regarding overall Communications for Mellor Parish Council

15a To consider and approve arrangements for drop in sessions & responses to any issues raised

Members are reminded that any response to residents must reflect MPC resolutions made

15.1 Cllr. Colborn had circulated a Motion regarding overall Communications. It was noted that social media provision was included in the Policy. Clerk had suggested comments which were to be included: also that this be termed "Policy" and it was

RESOLVED that the Communications Policy for Mellor Parish Council be approved and adopted

15.2 Members agreed that drop in sessions at Mellor Village Hall Pop In Café (first Saturday of the month) would be a pro active method of face to face communication with residents on a trial basis.

16. 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

- a) To receive any update regarding financial support for a defibrillator at One Stop shop
- b) To consider and approve training in use of defibrillators & any budget for this

16.1 Members appreciated input from Mr. Sproule. Whilst research was needed on types of defibrillator & cabinet, it was agreed that training could start in September, following summer holidays. Mellor Village Hall was considered the most suitable location, Saturday afternoon preferred, 2 sessions to be booked., noting that there was no fee for training. Residents, Hall user groups and One Stop staff were to be invited to attend. Clerk to arrange.

16.2 Chairman informed Council that there may be £204.00 deposited in Parish Council's account: if so, this should be re-imbursed to Tesco / One Stop as bag support for defibrillator. He was not aware of any financial support requirement from Parish Council for the defibrillator. It was

RESOLVED that Clerk & Chairman reimburse Tesco / One Stop if, as & when details be verified.

17 To consider and approve requesting support from Nigel Evans MP for the Early Day Motion on Civility & Respect in Public Life project

17.1 Clerk had circulated details from Society of Local Council Clerks requesting Councils seek their MP's support for an Early Day Motion on this topic. It was

RESOLVED – Clerk to send a letter in support

18 To consider and approve any appropriate actions to address speeding throughout the Parish

18.1 Chairman agreed to again contact Assistant Police & Crime Commissioner to follow up. Cllr. Hymas reported on RV Parish Council Liaison Meeting where he had put forward that Ribble Valley purchase a stock of Speed Indicator Devices for use by Parish Councils. Siting would need agreement by LCC Highways & it was noted that additional poles may be possible.

19. To consider and approve installation of a kissing gate at Footpath 24, opposite 89 Mellor Lane

19.1 Cllr. Hymas had circulated costs & the reasoning for a kissing gate. It was noted that LCC Local Delivery funding of £500 for years to 31.03.21 & 31.03.22 had been marked for this project. Permission for the work had been given by the farmer involved and by Land Agent for Lord Alvingham's Estate & it was **RESOLVED that Cllr. Hymas liaise with approved contractor to install a kissing gate at the site.** Cllr. Hymas was thanked for taking this project forward.

20. To consider and approve any actions from LCC Parish & Town Council Newsletter including any grant support requests

20.1 LCC Parish Newsletter had been circulated. Members noted potential grants including Local Delivery for the coming year. It was

RESOLVED Clerk to apply for Parish Champion Grant towards defibrillator & LCC Local Delivery Scheme, including Biodiversity Grant

21. To receive update reports

- a) Replacement perspex for Notice Board at Carter Fold – Cllr. Venables

21.1 There was no update on this matter

22. 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. RVBC Parish Council Liaison Meeting held 30.06.22 – Cllr. Hymas

22.1 Cllr. Schofield updated Council on County Council matters, including grants as detailed in LCC Newsletter. He further informed of the re instatement of LCC Members Grants which were available for local groups, but not Parish Councils. He was asked for details which could be passed on

22.2 Cllr. Brunskill updated Council regarding the dangers for younger people resulting from spiking of drinks & by injection. She explained the need for much greater awareness & penalties of 5 years imprisonment for possession of such substances, more severe penalty for those found guilty of use.

22.3 Following a motion, it was

RESOLVED that the Meeting continue beyond two hours in order to finish the agenda

22.4 Cllr. Hymas further reported on RV Parish Council Liaison Meeting, including Climate Action Network, the slides for which had been circulated. Any Members who wanted details for the following meeting were asked to contact Cllr. Hymas.

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

23.1 Cllr. Crooks had been approached by a gardener who had been asked to tidy the ground opposite 29 Mellor Brow, to be paid by a local resident. Members noted that a previous Parish Councillor recalled the land & bench being donated to Parish Council, but LCC were to maintain this. Whilst the request was appreciated, no precedent for potential claim of ownership was to be allowed. It was

RESOLVED – Clerk write to the resident in agreement with the request, but emphasise the permission to be a “one off” event. Meanwhile further research was to be carried out to seek proof of ownership. Cllr. Schofield agreed to follow up

23.2 Following Jubilee Beacon Lighting Members noted the assistance from the local farmer. It was **RESOLVED a letter of thanks be sent to Lord Alvingham’s Agent & Clerk source a suitable gift for the farmer.**

24. To note the next Meeting will be held Thursday 01 September 2022 then 06 October 2022

24.1 Dates for the next scheduled Meetings were noted, however Chairman informed that an additional Meeting may prove necessary due to any urgent business.

25. To resolve that the following item , as a Staff Matter be considered to be Confidential & Sensitive & therefore to exclude Press & Public for this Item to be discussed.

25.1 Due to the following item, as a Staff Matter being considered to be Confidential & Sensitive, it was **RESOLVED that Press & Public be excluded for this item.** LCC Cllr. Schofield, & Members of the Public were thanked for their attendance & input & they then left the Meeting

26. To consider and approve any actions for recruitment of an Assistant Clerk

26.1 Cllr. Colborn updated Members following the last Parish Council Meeting. and answered various queries. It was then

RESOLVED that Ms. Moon be appointed as Assistant Clerk / Clerk Designate with initial contract hours up to 8 hours per week. Hourly rate to be set within NALC parameters. Cllr. Colborn be approved to devise contract, based on NALC template

RESOLVED that SLCC Webinar Training be used initially with this & further training to be paid by Parish Council.

RESOLVED that Ms. Taylor continue as Clerk on a handing over / training basis until May 2023 at the latest, with a salary increase to reflect supervisory role.

26.2 Chairman brought to Members’ attention a post on local social media which included untruths regarding Parish Council & Councillors. It was noted that comments could be clarified at the Open Meeting. Clerk was asked to email the Conveyances for the land to Cllr. Colborn as background for leading the Meeting.

Chairman thanked all for their input & closed the meeting at 9.48 pm