

MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL

HELD AT St. MARY'S PRIMARY SCHOOL ON THURSDAY 01 SEPTEMBER 2022 COMMENCING AT 7.00 PM

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

Also in attendance, 12 Members of the public, LCC Cllr. Alan Schofield, (Not during Public Session) Parish Clerk & Assistant Parish Clerk

1. To receive and approve apologies for absence

1.1 Apologies for absence received and approved Michael O'Grady

2. To receive declarations of pecuniary or personal interest

2.1 None received

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

3.1 Sarah Wells from Ribble Valley Borough Council will address the meeting about Road Safety and Anti-Social Behaviour/CCTV concerns within the Parish

Ms Wells addressed the meeting and explained funding may be available for CCTV in the area where antisocial behaviour has been reported to 101 (children's play area). She stressed that reporting all incidents of antisocial behaviour is vital, recognising that something may not necessarily be done but the report will go into the system for analysis which would lead to securing funding and further action by agencies, every three months there is an inter-agency review of reports where action can be taken. RVBC are looking at buying three SPIDs which could be lent out to parishes. They are also looking at young people's services to engage with youths and discourage issues. She stated residents can contact her by email sarah.wells@ribblevalley.gov.uk, her working days Wednesday PM, all day Thursday and Friday

3.2 The applicant for planning permission on Pack Horse Garage wished to address the council about concerns referencing the application. He explained the recent application is to alter the existing approved plans of 9 apartments to five family houses.

3.3 A resident from The Willows asked the Parish Council to support the objection to planning on Pack Horse Garage site. He considered that his property would be adversely affected, and would lead to loss of privacy, loss of light, the noise from the increase of traffic would also affect the residents

3.4 Another resident spoke of their support for the change to houses, believing it would be better for the community and noise levels.

3.5 Chairman then closed Public Session

4. To resolve to confirm the Minutes of the Parish Council Meeting held on 07 July 2022

The Minutes of Mellor Parish Council held on 07 July 2022 had been circulated & published. It was **RESOLVED** that those Minutes be accepted and approved by all except Cllr Mellor.

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

There were no Matters arising from those Minutes

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

- **3/2022/0623–Woodfold Park Stud alterations to existing buildings to provide additional living accommodation circulated 11.08.22.**

Members discussed the application, noting that the original ethos was to bring the site to its former glory. The application was deemed inappropriate, excessive & not in keeping with the rural nature of the site. Footpath alterations were not included in the application. Members were again asked for their availability for a joint site visit.

RESOLVED Clerk to write observations and queries to RVBC

- **3/2022/0481 – Proposed 5 new dwellings on former Pack Horse Garage site** Cllr Colborn asked what the status of the existing approved planning on the site is, Clerk to contact RVBC Officers & circulate their response. 3 Members of the public left the meeting

RESOLVED Members are neutral on planning application

- **3/2022/727/729 Listed Building & application Lower Reaps Farm, Whinney Lane, refurbishment of farmhouse, conversion of 2 barns to provide 3 new dwellings, also conversion of existing buildings.** The property has been empty for a long period of time, concern was expressed that there is no carbon offset within the application and that RVBC should encourage it.

RESOLVED Clerk to write to RVBC with concerns about carbon off set

- **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** Cllr Marsden attended a meeting at Church House Farm as a resident and has viewed the plans. It was recognised there are strong feelings against the application, concerns about the increase of vehicles and the effect on highways especially A59. RVBC are the consultees, not MPC. Cllr Brunskill stated RVBC are against it.

RESOLVED – Clerk to send an objection to application in writing to RVBC, South Ribble Council and surrounding Parishes.

- 3/2022/0574 Rann Woodland Clerk reported that this was an Appeal with Planning Inspectorate & Mellor Parish Council's comments had been submitted
- **To consider and approve any actions regarding noise complaints emanating from Stanley House** Members noted residents and animals of Mellor and Mellor Brook are affected by high levels of noise from events held in the marquee, noise that comes from the music/DJ and also fireworks. It was also noted that the marquee roof changes stipulated in the Planning Approval had not been met. It was commented that the lighting around the marquee does not appear to be low level nor in keeping with the surrounding area. It was understood that a meeting with Stanley House management and RVBC informed that they would no longer offer fireworks in event packages however all existing bookings would be honoured. RVBC Cllr Brunskill said decibels can be restricted and that RVBC Environmental Health Dept would need to be contacted to follow up. Although the marquee is temporary it is due to be erected for at least two years

RESOLVED – Clerk to write to Stanley House copy in RVBC, Environmental Health and Sarah Wells.

Correspondence from Stanley House is to be posted on the Mellor Parish website

7. Financial Matters and Accounts To approve Bank balances £54,737.21 + £26,094.41 MVH Floor fund + £1,199.72 Scholarship Fund + £74.52 investment Account. To consider & approve; Invoices for payment since 07.07.22

a) EDF War Mem lights DD 2months	£12.27 & £13.02	DIRECT DEBIT
b) Easywebsites monthly DD for support	£32.40	DIRECT DEBIT
c) Scholarship Grant	£60.00	PAID
d) SLCC Training webinar	£24.00	PAID
e) Mellor Juniors Football Club Grant	£5000.00	PAID
f) Parish Clerk & Assistant's salary July & August £1041.80 Assistant Clerk August only £332.80	Clerk £520.80 July + £521.00 August =	
g) RVBC Printing	£160.00	
h) P Mollart – kissing gate installation	£880.00	
i) PKF Littlejohn (external Audit 2021.22)	£240.00	
j) Mellor Methodist Church room hire 25.08.22	£20.00	
k) O'Callaghan Civil Engineering Ltd	£720.00	
l) Perspex for Notice board – Evabel	£162.00	
m) Microsoft 365 annual update £59.99 for 1 user, £79.99 for 5 users		
n) LANPAC Membership	£60.00	

o) Clerks & office expenses 08.03.22 to date £315.11

p) ILCA Course for Assistant Clerk £132

No further invoices beyond schedule at time of agenda

7.1 Finance balances were noted & approved

7.2 Invoices for approval were as follows:

EDF War Mem lights DD 2months	£12.27 & £13.02	DIRECT DEBIT
Easywebsites monthly DD for support	£32.40	DIRECT DEBIT
Scholarship Grant	£60.00	PAID Cheque 1757
SLCC Training webinar	£24.00	PAID Cheque 1758
Mellor Juniors Football Club Grant	£5000.00	PAID Cheque 1759
RVBC Printing	£160.00	Cheque 1760
P Mollart – kissing gate installation	£880.00	Cheque 1761
PKF Littlejohn (external Audit 2021.22)	£240.00	Cheque 1762
Mellor Methodist Church room hire 25.08.22	£20.00	Cheque 1763
O’Callaghan Civil Engineering Ltd	£720.00	Cheque 1764
Perspex for Notice board – Evabel	£162.00	Cheque 1765
ILCA Course for Assistant Clerk	£132.00	Cheque 1766
Parish Clerk’s salary July & August	£520.80 July + £521.00 August =	£1041.80 Cheque 1767
Assistant Clerk August only	£332.80	Cheque 1768
Clerks & office expenses 08.03.22 to date	£315.11	Cheque 1769
CANCELLED Cheque 1770		
Donation to NW Ambulance Charity (per Item 14)	£500.00	Cheque 1771

RESOLVED that the detailed payments be made

7.3 Clerk reported that the External Audit for 2021/22 had been completed with no issues raised. The External Auditor’s Report had been published.

8. To consider and approve any Report with recommendations from Mellor Parish Council Finance Committee, including EDF Electricity contract

8.1 Minutes of Finance Committee Meeting-held on 12 July 2022 & Draft Minutes of Finance Committee held on 25 August had been circulated to Council. Cllr. Hymas as Chairman of Finance Committee reported that the Finance committee wished to recommend that due to the threefold price increase of electricity for the War Memorial that the contract with EDF should not be renewed.

RESOLVED Council agreed to cancel the contract and look at greener alternative

Internet banking – Cllr Hymas has spoken with Lloyds and has been assured the migration to internet banking will be straightforward.

RESOLVED – Council to delegate powers for all responsibility of implementing internet banking to Finance Committee, with an expected completion date of 01 January 2023

RESOLVED Members approved that Investment Account be closed, the balance to be transferred to Current Account but that Finance Committee to continually review the need for an investment account

a) To consider and approve any actions & a budget for future Public Rights of Way and general maintenance works, including a budget for surface from Mellor Lane at new kissing gate.

8.a.1 Members noted that greater access to the kissing gate would be beneficial, but concern was expressed that no impact be created for the farm access. It was noted that LCC Highways had been contacted previously regarding water / ice across the footway. A suggested budget of £300 was discussed.

RESOLVED – Cllr Hymas be approved to liaise with LCC in the first instance and to obtain quotes for the work

b) To consider and approve RVBC Grass cutting contract 2022/23 3% increase over 2021/22

8.b.1 RESOLVED –that the Grasscutting contract for 2022/23 with RVBC be approved

9. To receive & accept any report regarding the floor at Mellor Village Hall

9.1 Cllr Marsden gave update, MPC are still holding the funds, MVH are looking at alternative flooring solutions however there has been a delay. They should have a suggestion by the end of September 2022.

10. To consider & approve the responses from Open Meeting and survey results for the Open Area adjacent to the Play Area and the antisocial behaviour

10.1 Clerk was thanked for work done on the survey. It was noted that there are surveys which were not on the paper sent by the council, these "other" papers had extreme answers on compared to originals. It was suggested address could have been included but not disclosed to enable a clearer overview. Members noted that the council had held an open meeting about the area and the survey went to every house. It was agreed that all results be published on the website however the different paper results should be reported separately to show the differences. UK GDPR must be observed when publishing. It was suggested public meet with council to move forward in a positive way and open manner.

RESOLVED that Survey summary be published on the Parish website with a copy delivered to each household once Members had approved summary report

11. To consider and approve any actions from the Play Area Working Party including additional Members for the Working Party, & update on potential CCTV

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

a) There are currently two members on the working party. An initial plan was circulated for paths in the play area designed to help wheelchairs and pushchairs. It was recognised further advice and quotes are required. A CCTV assessment from Black Box Security had been received & circulated to Members. Lancashire County Council needs to be contacted concerning access to the library and electricity. Cameras can be set to restricted views for the privacy of surrounding houses, cameras can have infrared and could be turned on at times when antisocial behaviour occurs. Funding may be available from RVBC. The hope is to act as a deterrent however information can be for evidence

RESOLVED –Play Area Working Party to carry out detailed measurements & obtain full quotes. Clerk to circulate the Black Box assessment to Cllr Schofield and Sarah Wells.

b) **To consider contract for Annual Playground Inspection**

Cllr Crooks carried out new regular inspection at beginning of August, Cllr Venables is to do the next in September, the inspection will be carried out once a month & records held. Clerk informed members annual inspection was done in October 2021. Clerk informed members the inspection will not reduce the insurance premium.

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

a)To consider and approve Health & Safety Policy for Mellor Parish Council, following response from BHIB Insurers

12.1 The Schedule had again been circulated & several Members agreed to review policies, noting that this would be a reviewer who was not the author. Clerk noted offers & would update schedule, then circulate to Council.

12.2 Draft Health & Safety Policy had been circulated. Members had been informed that Insurers considered this to be an internal matter and gave no guidance on this. It was then

RESOLVED that Mellor Parish Council adopt the Health & Safety Policy

13. To consider and approve arrangements for drop-in sessions & responses to any issues raised

13.1 Members were reminded that when speaking to public must reflect MPC resolution made and not their personal opinions when discussing council matters.

~~13.2~~ It is suggested to use Mellor Village Hall as a "warm hub" for residents who are having difficulties heating homes during the winter and energy crisis. All were reminded that dignity and respect for residents is important, and the service is open to all. It was suggested involving the local businesses and MPC could contribute-

14. To consider and approve any actions for the 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

Definition on the recommended model was required for an order to be placed.

Signage for around the village including a map of the parish showing locations. It was discussed, to be considered when quotes have been obtained and exact sites clarified.

14.1

a) **To receive any report regarding financial support for a defibrillator at One Stop shop**

RESOLVED – Budget for signage at One Stop approved up to £100, ideas to be circulated for installation externally at One Stop.

b) **To consider and approve training in use of defibrillators & any budget for this**

Members were reminded of training 10 September 12.30pm, since there was no charge from NW Ambulance, it was

RESOLVED that a donation of £500 be sent to NW Ambulance Charity

Members RESOLVED that the meeting could continue beyond 2 hours in order to complete the agenda

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

15.1 RVBC are looking at buying SPIDs which could be borrowed by the Parish. Cllr Marsden has been in communication with the Deputy Police Commissioner who has referred back to LCC to put wires on the road. Clerk asked for members to identify where SPIDs are most needed by 9th September. Chairman & Vice Chairman will research this matter & report findings for LCC Officers to consider & advise

16. To consider and approve any follow up with MP Nigel Evans following his recent visit to Mellor.

16.1 Cllr Brunskill and Mr Evans had a walk around Mellor, and spoke about road plan, antisocial behaviour, speeding, planning and CCTV at the play area. Westminster has written to Cllr Brunskill asking if there are any further concerns which need further assistance to add from MPC.

Members asked for the violation of HGV on the parish roads to be addressed and the need for high-speed broadband be included in any request.

RESOLVED – Clerk to write to Nigel Evans with the issues given

17 To consider and approve any response to be submitted for the Lancashire Fire & Rescue Survey

17.1 Contents of the survey were noted, observation it is not clear if new appliances be introduced will reduce fires. A full response was deferred

18 To receive update reports

Replacement Perspex for Notice Board at Carter Fold – Cllr. Venables

18.1 Cllr Venables was thanked for his assistance in replacing the perspex.

19. To receive reports from meetings

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

19.a.1 Cllr Schofield advised the HGV problem through the village should be reported to the Police. Clerk was asked to request more “Slow Down, Save Lives” banners.

RESOLVED - Clerk to contact Road Safety Team for further signage.

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

19.b.1 RVBC is only just back from summer. Taxi Licensing Authority have stated taxi prices are likely to rise given the current cost of fuel.

c. Climate Action Network – Cllr. Hymas

There was no report given

20. Matters brought forward by Members and Staff FOR INFORMATION ONLY

20.1 It was noted hedge cutting on Mellor Lane has improved outside Methodist Church

20.2 Members noted the area of fire to the rear of St. Mary’s Gardens has been cleared.

20.3 Freedom of Information requests –

Clerk dealing with a number of freedom of information requests to be dealt with within statutory 20-day limit

20.4 War Memorial clearing brambles & cleaning flags –

It was suggested a working party should be created to deal with brambles.

Clerk has spoken to the usual contractor regarding this & St Mary’s Gate, if the work is beyond him Clerk will contact another recommended contractor for a quote.

It was suggested white vinegar be used on the slippery flags to clean.

RESOLVED – Clerk to ask contractor to use an environmentally friendly way of cleaning flags.

a) Civility & Respect Project –

Several emails had been circulated between Members & the Clerk. Members noted that any motion would need to be submitted if this was to be a future agenda item.

21. To note the next Meeting will be held on Thursday 06 October 2022

Clerk requested proposals for any budget requirements, as Budget will be an agenda item: and all noted that Finance Committee meets on 29 September.

Chairman thanked all for their input & closed the meeting at 9.20 pm