

MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR St. MARY C of E PRIMARY SCHOOL ON THURSDAY 03 NOVEMBER 2022 COMMENCING
AT 7.00 PM

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

Also in attendance, Assistant Parish Clerk & 13 Members of the public

1. To receive and approve apologies for absence

1.1 Apologies for absence received and approved Walsh (RVBC commitment)

2. To receive declarations of pecuniary or personal interest

2.1.1 None received

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

3.1 Matthew Hutchings the representative on behalf of Leaf Hospitality the management company of Stanley House addressed the Members and the public regarding the complaints about noise raised by residents and the Parish Council. Stanley House is committed to working with the community, they continue to investigate complaints, and have found on occasion that events were not being held at Stanley House at the time of complaints. Council Members and members of the public were invited to ask Mr Hutchins further relevant questions. It was confirmed that Stanley House would not take further bookings of events to include fireworks as of 02 November 2022 (with the option to have fireworks on 05 November and 31 December). In addition, Members raised concerns about the temporary structure and noise level of music at events, Mr Hutchins would look into the matter further. A member of the public asked when the roadside sign will be removed.

3.2 A resident of Woodfold Park spoke of their concern for the planning application 3/2022/0988, the resident recognised they and the council cannot raise official objections at this time.

3.3 A resident from Saccary Lane addressed the council querying information on the agenda item for the meeting.

3.4 A resident asked the Council for advice how to find out who owns a culvert at the rear of their property.

3.6 A resident of Saccary Lane queried part of the minutes from the previous meeting.

3.7 The Chair then closed Public Session

4. To resolve to confirm the Minutes of the Parish Council Meeting held on 06 October 2022

The Minutes of Mellor Parish Council held on 06 October 2022 had been circulated & published. It was **RESOLVED** that those Minutes be accepted and approved with the exception of Cllr Mellor who objected that an action which was carried out after the meeting had not been minuted.

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

No matters arose.

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

- **Meadow Brook, Saccary Lane** – Members were informed enforcement proceedings have commenced, via email received from the planning office, Council has no further comments or action at that time.
- **3/2022/0988 : Land adjacent to Further Lane & Woodfold Park Mellor BB2 7QA** – proposed erection of 1 private dwelling with landscaping. No further action or comment can be taken at this time, Council is awaiting further details.

7. To consider and approve any action regarding the deployment and siting of speed awareness banners provided by Lancashire County Council SLOW DOWN SAVE LIVES banners provided by LCC Highways. Item deferred due to awaiting further information from RVBC regarding permission required for banners.

8. Financial Matters and Accounts To approve: Bank balances £48,960.05 + £26,094.41 MVH Floor fund + £1,218.15 Scholarship Fund

To consider & approve; Invoices for payment since 01.09.22

- | | | |
|----|--|----------------------------|
| a. | EDF War Mem lights DD 1months | £12.27 DIRECT DEBIT |
| b. | Easywebsites monthly DD for support | £32.40 DIRECT DEBIT |
| c. | Net salary Clerk & Assistant Clerk - | £937.00 |
| d. | HMRC PAYE for September – None due, as refund to balance in November | |
| e. | P Moses – Work at War Memorial | TBC |
| f. | To consider and approve any quotations for repairs to Playground equipment | |
| g. | To consider and approve any actions regarding ordering a replacement floor at Mellor Village Hall | |
| h. | To consider and approve any quotations for electrical installation & other alterations to the former Phone Box for the defibrillator installation | |
| i. | To receive an update from Cllr Marsden regarding the provision of signage indicating the location of a defibrillator at the One Stop Store on Carter Fold | |

Invoice from Mellor Methodist for room hire was received after the agenda was circulated

8.1 Finance balances were noted & approved

EDF War Mem lights DD 1months	£12.27	DIRECT DEBIT
Easywebsites monthly DD for support	£32.40	DIRECT DEBIT
Net salary Clerk & Assistant Clerk -	£937.00	CHQ 1781 & 1782
HMRC PAYE for September – None due, as refund to balance in November		
P Moses – Work at War Memorial		
Royal British Legion donation for wreath	£50.00	Cheque 1779
Mellor Methodists	£20.00	Cheque 1780

RESOLVED that the detailed payments be made

- 8.f Quotations have not been received for consideration
- 8.g It was confirmed Finance Committee has ordered the flooring for MVH
- 8.h Quotation has not been obtained for electrical installation at the time of the meeting
- 8.g Cllr Marsden updated Members that it has been agreed at Finance Committee that One Stop Shop will purchase the signage within the budget then the Parish Council will reimburse when proper paperwork is received.

9. **To consider & approve any budget recommendations from Members for the Financial Year 2023/24 and to approve any recommendations from Finance Committee (Meeting held 27th October 2022)**
- 9.1 The Chair of the Finance Committee updated Members with the recommended options to keep the precept at £25,000.00 or increase the precept by 5%. Due to the expected loss of services from the County and Borough councils from to possible cuts Members proposed an increase of 5% of the precept.
RESOLVED - Vote 7 Members for an increase of 5% of precept, 2 Members Against
- 9.2 The Chair of the Finance Committee gave a summary of the Finance Committee meeting as per the draft minutes.
10. **To consider & approve a proposal from Cllr Mellor re: Marketing and Communication Plan outlining how the Parish Council will communicate the locations of defibrillators within the Parish to the local community and those living in the wider local area.**
- 10.1 The Chair thanked Cllr Mellor for her work on the proposal. Member discussed the appropriate budget required for the implementation of the plan.
RESOLVED – Proposal approved, the budget set to not exceed £500 + VAT, Cllrs Mellor, Hymas and Venables to carry out proposal moving forward.
11. **To consider & approve**
- a) Any recommendations from the Play Area Working Party re: repairs/paths.
b) Any recommendations regarding the installation of CCTV overlooking the Play Area and Open Space (taking into consideration the comments from Paul Bond Head of Legal, Governance & Registration Services, LCC with any response to be made to Mr. Bond.
c) The terms of reference drafted by Cllr Hymas re: St Mary’s Gardens Open Space Working Party.
- 11.a Working party has not met to measure the area, to be done for the next meeting.
- 11.b Cllr Marsden explained there are delays in any decisions or moving forward from quote as MPC is awaiting communication from LCC regarding access to power and Wi-Fi in the area for the CCTV. Item was deferred. Residents were encouraged to keep reporting any antisocial behaviour in the area to the police.
- 11.c Terms of Reference for St Mary’s Open Space Working Party had been circulated to Members before the meeting. Members proposed that terms were amended removing Chair and Vice Chair as sitting members of the party to allow any other Members to volunteer. Members were reminded that the Chair and Vice Chair are allowed to attend any meeting as per Standing Orders
RESOLVED – Terms of Reference to be amended that any three Members of the Parish Council can be involved in the Working Party. Cllrs. Brunskill, Mellor and Venables volunteered to represent the Council. The next stage is to publicise the set-up of the Working Party and advertise for residents to join.
12. **To consider and approve any actions for use of LCC Local Delivery Fund support including Biodiversity.**
Cllrs Hymas and Marsden to consider and submit ideas to Members on how to use the funding on the local footpaths.
13. **To consider any response from LCC Highways regarding FP51**
Response from LCC was circulated to Members prior to meeting, the assessment has concluded the removed barrier will not be replaced and suggested the Parish Council could place a warning sign at the exit. Members discussed whether the Parish Council could fund a self-closing gate.
RESOLVED – Letter to LCC to be sent enquiring whether a self-closing gate can be installed due to concerns for safeguarding, stating that MPC could pay for the gate.
14. **To consider and approve each Cllr. carry out a review of all Policies update (attached for Members).**
The Chair called for an Extraordinary Meeting be held with the agenda to review and agree all policies.
RESOLVED – Members agreed Extraordinary Meeting to be held on 12 January 2023
15. **To consider and approve arrangements for drop-in sessions & responses to any issues raised**

- a) **Members' rota for Parish Council attendance of coffee morning at MVH.**
- b) **Cllr Mellor to update about suitable events at Mellor Brook.**
- c) **Assistant Clerk to update on signage**

- 15.a Next coffee morning at MVH will be held on Saturday 07 January 2023. Members discussed whether there would be the availability of a private area at MVH if a resident wanted to speak to a Member privately.
RESOLVED - Cllrs. O'Grady, Hymas and Brunskill to attend on 07 January 2023. Parish Council Surgeries to be advertised in Village notice boards – Clerk to email signage to Chair to put in notice boards, also to be posted onto website
- 15.b Item deferred, information not available
- 15.c **RESOLVED – Assistant Clerk to purchase 2 x A4 Acrylic menu holders which members can use when attending events with up-to-date information of the Members at each event.**

16. **To consider & approve any actions following any comments made by representatives of Stanley House in Open session and written exchanges with Stanley House.**
Members noted that the list for when any fireworks are due to be used has yet to be supplied, it was also noted the option for fireworks has been deleted from the brochure. It was observed that the marquee is leased to another company, and they hold events.
RESOLVED – Clerk to write to Stanley House to thank them for attending and ask for the fireworks list to be supplied by 30 November 2022.

17. **To receive update reports**

- a) Distribution of survey results around the Parish
- b) Land Registry update for Parish Council Assets

- 17.a Members are satisfied that the survey distribution has now been completed
- 17.b The Assistant Clerk informed Members that a new online account for Land Registry will need to be created.
RESOLVED – Member agreed and approved all nominal payments for Land Registry searches to ascertain the information for the Asset Registry.

18. **To receive reports from meetings**

- a. **LCC Report – any matters of note regarding Mellor**
Nothing to report – Cllr Schofield was not in attendance
- b. **RVBC Report by Borough – Cllrs. Brunskill**
RVBC have a reserve in the budget, Cllr Brunskill encouraged Members to consider ideas for spending for areas within the Parish targeting facilities for young people in addition to a Community Centre.

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

Funding for the "Keep Warm" initiative such as meals for the elderly is also being considered. Cllr Brunskill asked Members to consider whether any additional electric car charge points were required.

- c. **Online Road Safety Event – 30 October 2022**
No one attended
- d. **Climate Action Network – Cllr. Hymas**
Cllr Hymas distributed 800 invitation leaflets around the Parish to gain interest in an electric "Car Club". He reported that he had not received any interest from residents to join the scheme from to date. There was an online survey link on the leaflet which did receive some replies.
- e. **BAe Liaison Meeting – any dates & which MPC representative to attend**

No dates or information has been received to date.

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

Cllrs. Crooks and Mellor are to visit Woodfold Park for a tour on 12 November 2022, Members were encouraged to attend if they wish too to contact Cllr Crooks.

20. **To note the next Meeting will be held on Thursday 01 December 2022**

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