

MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL

HELD AT MELLOR St. MARY C of E PRIMARY SCHOOL ON THURSDAY 01 DECEMBER 2022

COMMENCING AT 7.00 PM

Present: Cllr. Nick Marsden (Chairman), Quentin Colborn, Dot Crooks, Anne Mellor, Michael O’Grady, and Mick Venables

Also in attendance, Parish Clerk & 3 Members of the public

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs. Brunskill (illness), Johnson (illness), Walsh (RVBC commitment) & Hymas (resignation)

Resolved that those apologies be accepted & approved

1.2 Clerk then read email received from former Cllr. Hymas explaining the reasons for his resignation

2. To receive declarations of pecuniary or personal interest

2.1 Cllr. Crooks declared that she would take no part in discussions regarding Item 6, Ref 3/2022/1055

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

3.1 Members of the public did not wish to raise any matter at this stage. However procedure on the difference between Public Session & Parish Council Meeting was clarified to them

Following the adjournment, Chairman then closed the Public Session.

4 To resolve to confirm the Minutes of the Parish Council Meeting held on 03 November 2022

4.1 Minutes of the meeting held on 03 November 2022 had been published & circulated. It was

RESOLVED that the Minutes of Mellor Parish Council held on 03 November 2022 be approved.

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

5.1 There were no Matters Arising from those Minutes

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

3/2022/0988 - Land adjacent to Further Lane & Woodfold Park Mellor BB2 7QA – proposed erection of 1 private dwelling with landscaping.

3/2022/1040: Whitecroft Barn Whitecroft Lane Mellor BB2 7HA - Reconfiguration of internal layout of previously converted barn including insertion of new openings.

3/2022/1055 – 59 Mellor Brow Proposed front porch and front dormers. Two storey rear extension and material changes.

APP /F2360/W/22/3306243 Windmill Hotel Appeal Hearing 13. December 2022 10.00am at Civic Centre, Leyland

3/2022/1095 Land adjacent to Throstle Nest & The Rann – tree works

3/2022/1053 83 Mellor Brow Proposed single storey extension to rear, new roof & extending internally into 81 Mellor Brow. Removal of existing single storey side extension, garage & garden outbuilding

6.1 All the above applications had been circulated to Members: however 3/2022/1095 & 3/2022/1053 were sent following agenda publication. Members were therefore asked to consider these two applications & circulate comments to Clerk in order that any submission could be resolved.

6.2 Members noted there was no further update regarding 3/2022/0988

6.3 3/2022/1040 – Concern was expressed regarding PROW which had a temporary diversion due to presence of asbestos, but it was noted there had been issues with blocked access by a previous owner. Clerk was instructed to send in comments requesting that PROW would be re-opened and so maintained as soon as possible and to forward response comments received from LCC PROW officer to RVBC Planning.

6.4 3/2022/1055 – Cllr. Crooks had declared an interest in this application & took no part in discussions. Members noted the views submitted by a resident, considered the application to be overbearing and expressed concerns over the proposed parking arrangements. Clerk was instructed to submit a suitably worded letter requesting refusal

6.5 APP /F2360/W/22/3306243 Members noted the Appeal Hearing was to take place, but no further submissions would be accepted. Members did not plan to attend, due to other commitments.

7 To consider and approve any action regarding the deployment and siting of speed awareness banners provided by Lancashire County Council

7.1 Members noted RVBC have confirmed that planning permission is not required.

8. Financial Matters and Accounts To approve: Bank balances £49,949.18 + £26,094.41 MVH Floor fund + £1,218.15 Scholarship Fund

To consider & approve; Invoices for payment since 03.11.22

EDF War Mem lights	£25.41, but DIRECT DEBIT CANCELLED
Easywebsites monthly DD for support	£32.40 DIRECT DEBIT
Net salary Clerk & Assistant Clerk -	£937.00 exact details TBC
HMRC PAYE for November	TBC
P Moses – Work at War Memorial	TBC
Society of Local Council Clerks subs 2023	£139.00

To confirm the approval in November of Budget 2023/24 at £25,000 + 5% therefore Precept Order to be approved and signed for £26,250.00

- a) **To consider and approve any quotations for repairs to Playground equipment**
- b) **To consider and approve any actions regarding purchase of a Speed Indicator Device for Mellor**
- c) **To consider and approve any quotations for electrical installation & other alterations to the former Phone Box for the defibrillator installation**

8.1 Bank balances were approved as £48,908.58, £26,094.41 & £1,215.15

8.2 Invoices for approval were as follows:

Easywebsites monthly support	£32.40	Direct Debit
EDF War Memorial lights, note DD cancelled	£25.41	Cheque 1783
Assistant Clerk salary, with adjustments	£312.89	Cheque 1784
Clerk net Salary November	£520.80	Cheque 1785
Society of Local Council Clerks 2023 subscription	£139.00	Cheque 1786
Clerk's expenses to meeting date	£116.70	Cheque 1787

HMRC PAYE – Members to note there was an accrual of £8.00 due to earlier Tax Code changes

RESOLVED that the above payments be approved, noting that No further invoices were due

8.3 No written quotations had been obtained for Play Equipment repairs

8.4 Members considered potential purchase of a Speed Indicator, but appreciated this was not within its Budget

8.5 No written quotations had been obtained for any necessary works for installation of the defibrillator

8.6 Members had considered and resolved the Budget for 2023/24 and it was therefore

RESOLVED that Precept Order for £26,250.00 be submitted to Ribble Valley Borough Council, duly signed.

9. 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) Any Recommendations from the Open Area Working Party Meeting held on 23 November 2022

9.1 Play Area Working Party Meeting Report had been circulated and Item 8.3 noted findings.

9.2 CCTV – Chairman had made contact with LCC Officer who was investigating possible use of Mellor Library to host server requirements.

9.3 Open Area Working Party; the Working Party had met 24 November 2022 & Report circulated. Working Party would seek to advertise for volunteer residents to join the Working Party & recommend a shortlist to January Parish Council Meeting, following Terms of Reference resolved for the Working Party.

10. To consider and approve any actions for use of LCC Local Delivery Fund support including Biodiversity.

10.1 Members suggested that Clerk contact local groups, including schools to seek their involvement in the project.

11. To consider any response from LCC Highways regarding FP51

11.1 Members noted that LCC has refused permission for a barrier, even if paid for by Parish Council.

RESOLVED Clerk to again write to LCC Officers & Cllr. Schofield, seeking permission for an easy close gate, on safety grounds

11.2 All three residents left the Meeting

12 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.

12.1 Members to note that Cllrs Brunskill, OGrady & Walsh will attend on 07 January 2023, using menu holders & titles supplied

12.2. There were no particular suitable events for Mellor Brook area

13. To consider and approve any action regarding the email from Sarah Wells about PS Kevin Day's offer to attend a future council meeting and topics to be raised.

13.1 Members noted potential attendance by Police Sgt. Day & were asked to forward topics to Clerk who would send an invitation to Sgt. Day for February Parish Council meeting

14. To consider and approve any actions to be taken regarding the Warm Space grant on offer from RVBC.

14.1 Members noted that grant of £500 is actually available, from LCC, there is no closing date at the

time of agenda & the information has been shared with Community Association & Churches.

15. To consider & approve any actions following any written exchanges with Stanley House

15.1 It was noted that email exchange between Clerk & RVBC Director of Planning had been circulated. Members again discussed the concerns at length & further investigations were to take place with RVBC Licensing, particularly regarding noise levels of music and fireworks, with suggested responsibility by a third party on site. It was

RESOLVED Clerk to write in strongest terms to Directors of Monte Blackburn Ltd at their Head Office, commenting on the nuisance complaints particularly noise levels from fireworks & music on part of the site.

16. To receive update reports

- **SLCC / LALC Conference 12 November 2022 – Cllrs. Hymas & Marsden**
- **Marketing & Communications Plan update – Cllr. Mellor**
- **Visit to Woodfold Park – Cllrs Crooks & Mellor**
- **Land Registry update – Assistant Clerk**

16.1 Chairman had referred to the Conference earlier in the meeting as relevant topics had arisen.

16.2 Cllr. Mellor updated the meeting on progress. Other parishes were to be contacted only after the project was completed. It was considered that other defibrillators may be held in the Parish, but not registered on Circuit system. It was

RESOLVED Clerk to be emailed if further budget was required for this initiative

16.3 Members were informed of a very instructive site visit.

16.4 Due to Assistant Clerk's absence, this item was deferred

17. To receive reports from meetings

- **LCC Report – any matters of note regarding Mellor – LCC Cllr. Schofield**
- **RVBC Report by Borough – Cllrs. Brunskill & Walsh**
- **RVBC Parish Council Liaison Meeting 10 November 2022 – Cllrs. Hymas & Marsden**
- **Climate Action Network – Cllr. Hymas**
- **BAe Liaison Meeting – any dates & which MPC representative to attend. Cllr Brunskill**

18. No Reports were received for the above events, however it was note that Mellor Car Club had not been set up & would probably not form, due to insufficient interest

Matters brought forward by Members and Staff FOR INFORMATION ONLY

18.1 Members were informed that a Christmas Fair was to take place in Mellor Village Hall & the Community Association planned to have the new floor installed as soon as possible after the Christmas & New Year period.

18.2 Members resolved to continue the meeting beyond the 2 hour period

- **Chairman to bring an urgent matter to Members' attention. As this is a Staff matter, Members need to resolve to exclude Press & Public for this item**

18.3 Whilst it was noted that no Press & Public were then in attendance, it was RESOLVED that Press & Public be excluded from this item of the agenda.

18.4 Members were then informed that the Assistant Clerk had resigned, effective 30 November 2022

The Council noted the Assistant Clerk's resignation. Chairman had carried out an exit interview as required by agreement over the phone prior to her final day and provided feedback on that discussion. Assistant Clerk had since written to Clerk outlining her reasons for resignation, which were read to Members. Clerk gave advice to Council, regarding behavioural matters, voicing her own concerns & Members were asked to consider a way forward. There will of necessity be a Parish Council Meeting in January, with a short agenda.

To note an Extra Meeting will be held on Thursday 12 January 2023 Venue TBA

The Chair thanked all for their input & closed the meeting at 9.35 pm