

**MINUTES OF MEETING OF MELLOR PARISH COUNCIL HELD AT
MELLOR St. MARY C of E PRIMARY SCHOOL ON
THURSDAY 02 FEBRUARY 2023 COMMENCING AT 7.00 PM.**

Present: Cllrs Venables, Colborn, Brunskill, Crooks, O'Grady, Johnson and Mellor
Also in attendance: 8 Members of the public

1. Election of Chairman for Mellor Parish Council

1.1 Cllr Venables, being proposed and seconded, was duly elected as Chairman of Mellor Parish Council.

2. To receive and approve apologies for absence.

2.1 Apologies had been received from Cllr Walsh (away) and Police Sgt. Kevin Day (unavailable).

3. To receive declarations of pecuniary or personal interest.

3.1 There were no declarations made.

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

4.1 A member of the public raised a query regarding item 11f on the agenda - Potentially Invoice x 2 for Share Energy.

Following the adjournment the Chairman then closed the Public Session.

5. To resolve to confirm the Minutes of the Parish Council Meeting held on 12 January 2023.

5.1 Minutes of the meeting held on 12 January 2023 had been published and circulated it was

RESOLVED that the minutes of Mellor Parish Council held on 12 January 2023 be approved.

6. Matters arising from the minutes not covered on this agenda - for information only.

6.1 There were no matters arising.

7. To consider and approve any urgent actions following Councillor resignations.

7a. To consider and approve any arrangements for the Casual Vacancy on Mellor Parish Council (Cllr Marsden).

7.1 The Casual Vacancy Notice has been published and submitted to RVBC.

7b. To consider and approve the report and any actions from the Finance Committee.

7.2 The Finance Committee met on 26 January 2023, draft minutes of the meeting have been circulated to Council - all payments were agreed by the Finance Committee.

7c. To consider and approve any amendments to Mellor Parish Council's bank mandates.

7.3 Signatories are Cllr Venables and Cllr Brunskill - it was resolved on 12 January 2023 that Cllrs Mellor and O'Grady replace former Cllrs Hymas and Marsden as bank signatories.

RESOLVED that Cllr Venables contact the bank in order to amend the mandate.

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

* **3/2022/1165 & 1156 - Lower Reaps Farm, Whinney Lane** - refurbishment of existing farmhouse, conversion of existing attached and detached barns to create three new dwellings, conversion of outbuildings for associated residential use and external works. Resubmission of 3/2022/0727 and 3/2022/0729 - circulated to members 16.01.23.

* **3/2023/0073 - 61 Mellor Brow** - proposed single storey rear extension, replacement of external cladding, proposed car port, porch alterations and change of windows. Circulated to Members on 02.02.23. Members noted the closing date for comments would be prior to the next Mellor Parish Council meeting.

8.1 Application 3/2022/1165 & 1156 - No observations made.

Application 3/2023/0073 - No observations made.

9. To consider and approve any Report and recommendations from the Open Space Working Party meeting on 30.01.23.

9.1 The Working Party met on 30.01.23 and reported that the current trees remain in situ and may be fenced off with gated access to create a wildlife garden and self contained area. The Queens Green Canopy to be registered and a plaque to be sited within the area. A possible footpath to the Churchyard gate proposed, an outline drawing was circulated to Members.

The Working Party was thanked and it was

RESOLVED that the Working Party continue with their investigations, costings and obtain quotes. It was also

RESOLVED that Cllr Colborn will update the Terms of Reference of the Open Space Working Party and present it to the next Mellor Parish Council meeting on 02.03.23.

10. To consider and approve any actions for Internal Audit and AGAR process at year end 31.03.23.

RESOLVED Cllr Venables will action , following advice from the former Clerk and the Finance Committee.

11. Financial Matters and Accounts to approve: Bank balances £45,601.60 + £26,094.41 MVH floor fund + £1218.15 Scholarship Fund.

To consider and approve; Invoices for payment since 12.01.23.

a) Easywebsites monthly DD for support	£33.60	Direct Debit
b) Net salary for Clerk January incl backpay	£837.80	#
c) HMRC PAYE & NIC E'ers for January	£129.59	#
d) Clerks expenses to date	£146.16	#

all Finance Committee approved.

RESOLVED that all the above payments be made.

e) To consider and approve any quotations for electrical installation and other alterations to the former Phone Box for the defibrillator installation.

11.1 Cllr Venables informed Members that the defibrillator pads were missing, once the pads are obtained a quotation will be obtained from the electrician. Budget will be required for signage.

f) Invoices for Share Energy

11.2 Share Energy invoices deferred to the next Mellor Parish Council meeting.

g) MVH Floor Invoice

11.3 MVH floor is currently being fitted and an invoice is expected to be presented at the next Mellor Parish Council meeting.

12. To consider and approve any actions for installation following the SPID report.

12.1 Cllr Mellor queried locations in Mellor Brook. No decision made regarding locations.

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

13.1 No sessions yet attended. Cllrs not available for February. Cllrs Brunskill and Walsh to attend March session on 04.03.23.

14. Matters brought forward by Members - FOR INFORMATION ONLY.

14.1 The possibility of a newsletter was discussed.

15. To consider and approve any arrangements for Staff recruitment, the process for this and delegating responsibility for recruitment.

15.1 Members considered staff matters to be confidential and sensitive and it was therefore

RESOLVED that Press and Public be excluded from this item of the meeting.

Press and public left the meeting.

15.2 Following the Clerk's resignation the post of Parish Clerk and Responsible Financial Officer has been advertised with a closing date for applications of 17.02.23. Currently there are 8 applicants.

15.3 Members discussed the possible recruitment process and it was

RESOLVED that the Staffing Working Party will consist of Cllrs Colborn, Venables and Mellor and

RESOLVED that, in view of the urgency, Cllr Colborn will draw up a shortlist with a view to arranging interviews prior to the Mellor Parish Council meeting on 02.03.23.

15.4 Cllr O'Grady informed Members of a meeting arranged with the former Clerk to enable him to access Mellor Parish Council emails.

15.5 Members agreed they wished to continue holding Parish Council meetings in St Mary's C of E Primary School.

The next Parish Council meeting will be held on Thursday 2 March 2023.

The Chair thanked all and closed the meeting at 9.00 PM.