

MINUTES OF THE ANNUAL MEETING OF THE PARISH OF MELLOR HELD IN  
ST. MARY'S PRIMARY SCHOOL ON 2<sup>nd</sup> MARCH 2023 AT 7.00 PM

**Present:** Cllrs Venables , Colborn, Brunskill, O'Grady, and Mellor

**Also in attendance:** 11 Members of the public representing various organisations.

**Welcome :** The new Chairman Cllr M Venables extended a warm welcome to all attending the meeting.

**1. To receive and approve apologies for absence.**

1.1 Apologies received & accepted from Cllr Walsh, Crooks and Police Sgt. Kevin Day , Mrs Thompson (School) Cllr Johnson absent.

**2. Minutes of the previous meeting**

The minutes of the meeting held 03.03.2022 had been circulated to Parish Council and were available on the Parish Council website for the public approved & signed as a correct record.

**3. To receive declarations of pecuniary or personal interest.**

3.1 No declarations made.

**MPC Chairman's Report.**

Although I've only been chair for a few weeks it's my duty to tell you what the Parish Council have been doing over the last twelve months or so, however most of these events took place under the chairmanship of Cllr. Nick Marsden who decided recently to resign from the Parish Council, more on that later.

In April, with grant aid from the Lancashire Environmental Fund, we planted seven trees on the open space adjacent to the playground. This was to celebrate Her Majesty The Queen's 70 years as our Queen. A tremendous achievement, though the planting didn't suit everyone therefore we arranged a village open meeting and a village survey, obviously there were mixed views therefore a final working party was arranged consisting of three Parish Councillors and four members of our community. We've had a meeting and hopefully agreed a way forward. We hope to create a garden around the trees along with a fence and possibly a path from the existing play equipment to the church gate. This will give better access to the church yard. We must leave an open space for everyone, young and old, to enjoy, perhaps it's not used every day but that doesn't mean we over develop the grassed area. We're hoping that this could be a community project.

May was the month of celebrating the Queens Diamond Jubilee with an excellent community event held at the Village Hall which we supported financially, I think you'll agree it was a superb day with lots of activities enjoyed by all. A proper village community event. We also walked to the view point and lit a beacon, again a well supported community event.

Talking about grants and helping our community the Parish Council have supported Mellor Juniors Football teams with a £5000 grant towards the completion of changing room refurbishments. Cllr. Hymas also took the lead in our 2020 pathways project and you've all probably noticed the new kissing gate on the path from Mellor Lane towards the view point. We have funds available for a second gate to be installed on the path from the view point towards Abbot Brow.

We've also completed the Remembrance Project a fitting tribute to all who served and paid the ultimate sacrifice during the conflicts.

The Green Energy project facilitated by Cllr Hymas and LCC also took place. We've seen the electric charging points located on the Village Hall car park in regular use, but the survey allowed some residents to take part in home energy surveys details of the report can be found on our webpage. This project was carried out without major cost to our residents.

We continue to support the village hall and the committee who do a tremendous job in ensuring the hall is a dry warm safe building for all our community to enjoy, a French Drain was installed with funding from the Ribble Valley Flood Relief Grant facilitated by the Parish Council. Lots of other projects have recently been completed including a new hall floor, new windows and air conditioning unit.

The parish council continue to deal with everyday events such as road safety issues, speeding traffic, litter, dog fouling, noise nuisance etc. All are a concern for our community. We will of course be keeping a watchful eye on developments close to our village, and we do receive notification of planning applications in our area. We aren't part of the planning process though we do put forward comments where we feel justified.

Some time ago we purchased the old telephone box in Mellor Lane with the intention to install a defibrillator in there. There were some issues with the power supply which have now been resolved. The defibrillator has now been installed by a local electrician Garth Warner at no charge to the parish. A defibrillator has also been installed in the One Stop Shop on Carter Fold thanks to the owners and Cllr. Marsden another important addition to our community. Some residents have also attended Defibrillator training at the village hall. Hopefully these defibrillators won't be needed but they could save a life.

Our clerk Mrs Taylor expressed a wish to retire over the next few months therefore we advertised and employed an assistant clerk. Unfortunately she decided to resign

just before Christmas we wish her well. Cllr. John Hymas also tendered his resignation from council along with our Chairman Cllr. Nick Marsden and our clerk Mrs Taylor who both stood down in January. Obviously this leaves us in a challenging position losing these staff members and councillors isn't ideal though we thank them all for their efforts over many years and of course wish them well.

This means we are currently without a clerk/RFO for the Parish Council. We have advertised and interviewed, unfortunately we are re advertising the role. Also being a number of councillors down effected us and I know one of two councillors may not stand for re-election in the forthcoming May local elections. Again we offer our thanks to everyone involved with the Parish Council. If you feel you could contribute, and we have lots to do, then please consider becoming a parish councillor all the details will be available shortly, and remember please you must have identification to vote.

Finally a big thank you to everyone involved with Mellor Parish Council, our local Borough Councillors and District Cllr. Alan Schofield for his continued support. It's good too see the continued improvements of the village hall and the reports from local groups in our community is evident we've lots going on in and around our village

Many thanks,

Mick Venables

Chair, Mellor Parish Council

A full report will be published on the Parish Council's website  
<https://www.mellorparishcouncil.org.uk/latest-news>

**Reports from village organisations – where possible these will be on the Parish Council website**

**Balderstone and District WI short report for Mellor Parish Council AGM on 2<sup>nd</sup> March 2023**

Balderstone & District hold regular monthly meetings at Mellor Brook Community Centre, and we hold a number of other activities, such as our craft and chat and wreath making there as well. We also have sub groups for active walkers, and for those who prefer a quiet stroll; in addition we have theatre trips and social occasions, such as our recent murder mystery dinner, and in 2022 organised coach trips to the National Arboretum, and to Saltaire.

In 2023 we are planning to go by coach to Jodrell Bank Observatory, and to Port Sunlight, as well as more local car trips out to Dora's Field in Grassmere, and to Lancashire Regional WI fun quiz at West Bradford.

We believe that our WI is an important community asset, allowing a safe space for women to meet, socialise, learn, make new friends and helps to alleviate loneliness. We welcome enquiries and visits to our meetings from prospective members, but are currently full at 50 plus members.

### **MELLOR VILLAGE SHOW Report for Mellor Parish Meeting on 2 March 2023**

Our Show last year was on Sunday 4 September and was a great success - it was so good to return to normality following the Covid restrictions of the previous couple of years - it was so lovely to welcome the cafe back!

As always there were some amazing entries from garden produce and flowers to home baking, photography, art and crafts in addition to children's classes.

On behalf of our small committee I would like to thank everyone who entered, volunteered, baked cakes or simply came to enjoy looking at the exhibits. Thank you also to Mrs Embley-Peers (Headteacher at Mellor St Mary's Primary School) who presented the prizes and to the talented Judges who have such difficult decisions to make.

The Show for 2023 will take place on Sunday 3rd September. For the photographers - advance notice of the categories, they will be -

Rows of things!!

Cobwebs

Leaves

Vegetables

Umbrella(s)

If you haven't previously visited the Show do come along, lots to see and tea and cake to enjoy!

Finally, if you would like to help in any way or have any queries please contact M Nicholson on 814121 or D Crooks on 812021.

D Crooks

Find us on Facebook at [www.facebook.com/mellorvillageshow](http://www.facebook.com/mellorvillageshow)

### **Mellor Methodist Church - Annual Report 22/23**

Following the pandemic when our services were maintained on zoom, the church is overjoyed to be meeting again in person for all our Sunday mornings at 10.30am.

However, due to the benefits of meeting online a weekly evening service on a Sunday and a prayer meeting on a Wednesday morning are also available to those who may struggle to attend church, but wish to keep in touch online. If anyone would like to join our zoom meetings, please contact our minister on his email at the end of the report.

It has also been a pleasure to re-start so many of the activities that were in place before lockdown which are open to all:

Music Night on the first Monday of the month for an hour from 7-8pm. This is simply an opportunity for musicians to practice playing their instruments and singersto sing along with them. All that is needed is enthusiasm!

Tuesday Fellowship meet together from 10am for an hour, with local speakers each week who share an encouraging message, and time available for refreshmentsand fellowship.

Toddlers on a Thursday resumed for a while following an online presence during lockdown, but as most of our little ones had graduated to primary school, we realised last Autumn our season had sadly come to an end after running for over a decade. We are thankful for t he opportunity we had to be a part of the families livesduring that time and the many relationships that blossomed over the years.

Coffee and Cake on the last Saturday of the month from 10.30am to 12noon, isthe time to come and taste the delicious cakes of our many bakers and to chat withold and new friends over tea and coffee.

Sunday School meet on the first Sunday of each month at 10.30am. Our young families are a joy to us and we love the energy of the children as we have fun learning about Jesus together.

Something new taking place this Spring is Alpha which begins on Tuesday

18<sup>th</sup> April from 6 - 8pm. A series of evenings to explore the Christian faith for those who may have questions or are simply curious to learn more and just want to listen. Each evening will start with a meal and then a short film to watch. The evenings are all free of charge.

The church continues to pray for our community and for God's love to be in and around each home. Should anyone have a prayer request please feel free to contact our minister Rev Stuart Smith ([revstu@outlook.com](mailto:revstu@outlook.com)).

The Church Stewards

**Chairman of Mellor Parish Council** expressed disappointment at the lack of response from many groups, particularly those having benefitted from the generosity of MPC during the past 12 months. However, it was noted that none of these could continue without willing volunteers to organise the groups and events. Tremendous thanks were due to all of them.

Thanking all for their attendance and input, closed the meeting at 7.30 pm warmly inviting all who wished to stay for the Parish Council Meeting which followed.

DRAFT UNTIL SIGNED AND APPROVED

MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT St. MARY'S  
PRIMARY SCHOOL ON THURSDAY 02.03.23 2022 COMMENCING AT 7.30 PM,  
following the Annual Parish Council Meeting

**Welcome :** The new Chairman Cllr M Venables extended a warm welcome to all attending the meeting and residents that wished to stay for the Parish Meeting .

**1. To receive and approve apologies for absence.**

1.1 Apologies received & accepted from Cllr Walsh, Crooks, Police Sgt. Kevin Day & Mrs Embley Peers (School) , Cllr Johnson absent.

**2. To receive declarations of pecuniary or personal interest.**

2.1 No declarations made.

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

Residents shared their experiences & concerns about regarding

- Speeding traffic on Mellor Lane – action needed before a fatality. Parking turns into a single-track road.
- Parking at the corner of Millstone & the school.
- Traffic coming up the hill (from Mellor Brook) is overtaking parked cars – has right of way.
- Moveable speed bumps
- Resident involved in incident – contacted the Police whose response was no policy on drivers fleeing the scene if no personal injury.
- Residents have contacted Cllr Schofield who in -turn contacted Highways.  
Residents are asked to continue contacting Cllr Schofield.

MPC to send letters expressing concerns & suggestions to Cllr Schofield, the Police asking PCSO to attend with speed gun and address poor parking  
Contact Sarah Wells at RVBC for help  
Contact Bae – ask not to use a rat run.

A resident from Woodfold Park gave feedback from neighbour attending the meeting at Stanley House.

- Acoustic dampening measures suggested by a resident
- The owners & operators of Stanley House were very hospitable and amenable to suggestions put forward to become good neighbours.

**4. To resolve to confirm the Minutes of the Parish Council Meeting held on 02 February 2023.**

4.1 Minutes of the meeting held on 02. February 2023 had been published and circulated it was

RESOLVED that the minutes of Mellor Parish Council held on 02.02.2023 be approved.

**5. Any matters arising from the Minutes not covered on this agenda - FOR INFORMATION ONLY.**

5.1 No matters arising.

**6. To consider and approve the election of a Vice Chairman for Mellor Parish Council. Members to note this is advisory rather than a legal requirement.**

RESOLVED- No proposals for VC.

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

7.1 None arising since publication of agenda.

Query raised over planning permission needed for mobile homes – Cllr Brunskill to report back.

**a). To consider and approve a report regarding a Premises License in respect of the Stanley House Marquee.**

The Licensing Sub Committee met on 3 February 2023 and was adjourned until Friday 17 March 2023 pending a noise impact assessment.

7.a 1. Cllr Brunskill to report back following meeting 28.03.23

Possible report from meeting at Stanley House on Tuesday 28 February 2023 regarding the Noise Issue.

7.a 2 – Cllrs Venables & O’Grady attended the meeting at Stanley House on Tuesday 28 February 2023 – reporting that the applicants were welcoming and put forward many measures.

Summary of the points discussed and actions being taken:

- AF Events will not be serving alcohol in the marquee and has also reduced the event closing time from 2 AM to 11PM



- Fire work has been prohibited strictly for future events  
Additional mitigatory measures taken recently:.
- Car revving has been banned.
- Music and sound levels are actively monitored for each Marquee event with a sound meter.
- A variety of steps have been taken to insulate, reduce sound level & implement acoustic barriers .
- Additional signage to be added on main road to avoid customers missing the hotel entrance and driving up Further Lane and a designated security guard at the entrance until signage is put on during events
- An Acoustic Engineer has already been assigned to carryout noise risk assessment during an event to gauge the impact and report will be shared
- Direct mobile numbers of Bilal the Events manager and Marc the hotel manager shared

**7.a 3 Cllr Brunskill** to report back on queries with Planning Department over planning conditions.

**b) To receive report regarding the Premises License in respect of The Everything Retreat, Primrose Lane.**

The Sub Committee resolved to grant the license.

7.b No response

**8. To consider and approve any urgent actions following Councillor resignations.**

**a) To consider and approve any arrangements for the Casual Vacancy on Mellor Parish Council, following the resignation of former Cllr Marsden.**

8.a Resolved No action under 6 month rule before an election.

**9. To consider and approve the Asset Committee be merged with the Finance Committee.**

9.1 - RESOLVED - Asset Committee be merged with the Finance Committee.

**10. To consider and approve an updated Grass Area Working Party Terms of Reference.**

10.1 - RESOLVED - updated Grass Area Working Party Terms of Reference submitted by Cllr Colborne 08.02.23 accepted .

*“Following acceptance of the initial general proposals put to the Parish Council in February 2023, develop detailed proposals for the Parish Council to consider. These detailed proposals are to include work specifications, quotations, plans for delivering the proposed changes and details of the likely funding required from MPC along with details of possible external grant funding. These detailed proposals to be submitted in time to be discussed at the May Council meeting. “*

**11. To consider and approve any actions following a report from the Grass Area Working Party.**

11.1 Following a letter addressed to the WP – Chairman of MPC & WP assured members of the WP that no action would be taken without their input & that a further meeting with all would be arranged in due course.

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

12.1 RESOLVED -Finance Committees proposal to appoint an internal auditor accepted.

**13. To consider and approve any actions regarding Share Energy.**

13.1 RESOLVED that invoices will only be paid on receipt of grant money.

**14. Financial Matters and Accounts to approve : Bank balances:**

As at 31st January the balance was £71,784.44 unfortunately the FC Committee don't currently have a later statement than that.

**£26,094.41 MVH Floor Fund + £1218.15 Scholarship Fund.**

**To consider and approve Invoices for payment since 02.02.23**

a) Easywebsites monthly DD for support **£33.60** Direct Debit

Approved

b) Invoice 2802 - MVH floor replacement **£28,706.22 (Includes VAT of £4784.37)**

Approved subject to receipt of a copy of guarantee / warranty.

c) RVBC grounds maint. (Grass) 01.04.22 to 31.03.23 **£1546.54**

Approved

d) Installation of defibrillator = **£52.80 (inc £8.80 VAT)**

Approved

- e) Potentially Invoice X 2 for Share Energy £4,199.06 (inc £699.84 VAT)  
£17,400.94 (inc £2,900.16 VAT)**

Members to note that LCC has issued a Purchase Order for Share Energy £21,669.95 (VAT is to be reclaimed by MPC once payment made to Share Energy when funds rec'd from LCC.

**The Chairman assured concerned residents that no payments would be made until grant money received.**

No further invoices beyond schedule at time of agenda brought forward on the 03.03.23

**15. To consider and approve proposed location of defibrillator following a report regarding electricity supply to the phone box.**

15.1- Issues with electrical supply resolved -defibrillator now installed in the phone box .

**16, To consider and approve any update regarding the Bank Mandate.**

16.1 – All paperwork submitted to the bank for new signatories, Cllrs O Grady & Mellor

**17. To consider and approve any entry for Lancashire Best Kept Village Competition**

17.1 Prepare to enter next year/ allocate funds/ village project – Agenda October.

**18. To consider and approve any actions for installation following the Speed Indicator Report.**

18.1 – No evidence brought to light that consideration given to other areas within the Parish beyond the Millstone and Traders. To move this matter forward contact with Sarah Wells & neighbouring Parishes will be made.

**19. To receive reports of Meetings**

**a) LCC Report - any matters of note regarding Mellor - LCC Cllr Schofield.** LCC Cllr Schofield not in attendance.

**b) RVBC Report by Borough Cllrs Brunskill and Walsh**

Cllr Walsh not in attendance

Cllr Brunskill attended Bae meeting – grants available to aid community involvement and apprentice can help with projects.

**c) Mellor Community Association.**

E- mail sent by P. Wallace confirming queries with the floor installation resolved.

**20. To consider and approve dates and venues for future meetings, noting March and April meetings are set.**

20.1 – Resolved – No change to venue - April Meeting changes to 13<sup>th</sup> April owing to Maundy Thursday 5<sup>th</sup> April.

**21. Matters brought forward by Members FOR INFORMATION ONLY.**

Request by Methodist Church for £300 contribution for grass cutting – Agenda April under Finance

**22. To consider and approve any arrangements for Staff Recruitment following update from the Staffing Working Party.**

Members to note that, as a Staff Matter, they must by resolution exclude Press and Public for this item of the agenda.

Members resolved the WP could appoint the recommended applicant without further recourse to council if deemed suitable following interview.

**To note, the next Parish Council Meeting will be on Thursday 13<sup>th</sup> April 2023.**

DRAFT UNTIL SIGNED AND APPROVED