

Local Government Act 1972

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF MELLOR PARISH COUNCIL

which took place on 9th May 2024 at Mellor Village Hall, Mellor Lane commenced at 7.00pm

Present Cllrs: Stella Brunskill, Emma Dickinson-Gater, Ian Flaherty, John Fletcher, Sharon Hughes, Bernard Murtagh, Susan Outhwaite, Robin Walsh, Jennifer Proctor (Acting Clerk) 4 Members of the Public and LCC Cllr Alan Schofield.

1.	<p>Election of CHAIRMAN for Mellor Parish Council</p> <p>1.1 Cllr Bernard Murtagh was proposed by Cllr Flaherty and seconded by Cllr Dickinson-Gater as Chairman, with no other nominations, a unanimous vote was recorded.</p> <p>RESOLVED that Cllr Murtagh be elected Chairman of Mellor Parish Council. Cllr Murtagh duly signed the Declaration of Office as Chairman.</p>
2.	<p>To receive and approve any apologies for absence.</p> <p>2.1 None Received.</p>
3.	<p>To receive declarations of pecuniary or personal interest.</p> <p>3.1 None received.</p>
4.	<p>Adjournment for Public session (max 5 mins per person) Two Public spoke.</p> <p>4.1 One raised concerns about the footpath between St Mary's Gardens and the Parade of shops. Cllr Walsh explained it was Onwards responsibility.</p> <p>4.2 The other resident from Woodfold Park was seeking Council support in the opposition to the planning appeal for application 3/2022/0988 and hoped the new Council would continue to support their concerns and to make further comments on the Appeal. Cllr Brunskill advised she was a Borough Cllr on Planning and it was ostentatious and not in keeping with the heritage of the area and it was like a mansion and about the settlement boundary and core strategy.</p>
5.	<p>To discuss and move to resolve to fill the vacancy by way of co-option following the resignation of Cllr O'Grady.</p> <p>5.1 There was one interested party but they failed to be co-opted. The position will be on the June Agenda.</p>
6.	<p>To note the Minutes of the Previous Annual Parish Council Meeting, last held on 18th May 2023 were duly approved and signed on 2nd June 2023.</p> <p>6.1 The meeting noted that the Minutes from the Annual Parish Council Meeting held on 18th May 2023 had been accepted and approved.</p>
7.	<p>To resolve to confirm the Minutes of the Parish Council Meeting held on 4th April</p> <p>7.1 The Minutes from the April Parish Council Meeting held on 4th April 2024 had been circulated and were duly approved and signed by the Chairman.</p>
8.	<p>Any Matters arising from the minutes not covered on this Agenda <i>FOR INFORMATION ONLY</i></p> <p>The Acting Clerk on the night informed Council that:-</p> <p>8.1 She had secured an extension for the AGAR with PK Littlejohn Accountants until 30th June 2024. This is the deadline date for signing.</p> <p>8.2 She had contacted the Monitoring Officer at Ribble Valley for advice, after being unable to secure an Auditor despite contacting over 4. She had contacted another PC for suggestions. An Auditor has agreed but the Audit must be signed by 30th June and needs to be compiled.</p> <p>8.3 The HMRC had been updated online and it should be noted the previous Clerk had not done this. It took over 4 hours because the account had been locked. The figures for November to January will not input and this needs to be progressed.</p>

	<p>8.4 The business banking mandates and updates to the current addresses and a covering letter had been sent to Lloyds and an email response had been received on 9th May 2024 stating they required more information and had received no response. The Acting Clerk advised she had received no previous request by email. The Bank statements were still being send to Ex Chair Cllr Venables. This needs to be progressed with the current and previous Chair.</p> <p>8.5 The advice in relation to the Village Hall Lease from Taylor’s solicitors was due to be received to the Clerk’s email address shortly.</p> <p>8.6 RV had been contacted in relation to the grass cutting of the play area and the verges, which seemed to have been missed. They promptly attended.</p> <p>8.7 She had raised a query with LCC Cllr Schofield in relation to the bus stop on A677 Preston New Road with regard to safety. Cllr Schofield updated full Council at Item 17.1.</p> <p>8.8 She advised the Finance Committee Meeting would need to be scheduled asap and the most important Agenda Item would be to set the Budget for 2024/2025 to allow the Audit to be conducted. She advised the first available clear date would be Tuesday 21st to allow for the Agenda to be set and posted on Wednesday 15th May 2024.</p> <p>8.9 The Freedom of Information request had been completed which took 18 hours and was posted by the Signed For service on 9th April.</p> <p>8.10 Contact had been made with Thwaites who informed the Acting Clerk that the trees were in much better health and could remain with Thwaites until a new location could be found.</p> <p>8.11 She advised that Cllr Fletcher informed her by email that he was not able to save a copy of the Application to note an Expression of Interest in the RPEF UK Shared Prosperity Fund for the benefit of the Mellor Village Hall. The link attached to the email appeared incomplete and was signed as the Acting Clerk Jennifer Proctor. The Acting Clerk expressed her dismay at this. Upon contacting RV on 9th May, she was informed that no application had been received. <i>Cllr Fletcher stated he received a receipt for the application and he would follow this up with Hassan Ditta at Ribble Valley.</i></p> <p>8.12 Cllr Proctor advised Council that she would no longer be holding the role of Acting Clerk as there was a new Chair in Office who would now resume the role of Acting Clerk and submitted her resignation with immediate effect following the meeting stating that she wished to take up another position within the Council and Committees. However she stated that she would circulate the draft Minutes the following morning and update the website, Noticeboards and hand over the Clerk laptop, printer and current files to the Chair.</p>
9.	<p>Election of Officers – note that Chairman & Vice Chairman are ex-officio members of all Committees & Working Parties</p> <p>9.1 Cllr Proctor was nominated by Cllrs Flaherty and Brunskill and Cllr Dickinson-Gater was nominated by Cllrs Walsh and Outhwaite for the position of Vice Chair. Following nominations and a vote it was Resolved that Cllr Proctor be elected as Vice Chair with 8 votes in favour and 1 abstention.</p> <p>9.2 Finance Asset Working Party/Committee minimum 4 Members Resolved Cllrs Brunskill, Fletcher, Hughes and Outhwaite be appointed to the Finance Committee. Continue under the existing terms of reference adopted in 2021.</p>

	<p>9.3 Play Area Working Party / Committee (including the Playground Officer). Resolved that Cllrs Hughes, Flaherty and Proctor be appointed. And Cllr Sharon Hughes would be the Playground Officer.</p> <p>9.4 RVBC Liaison Representatives – 2 Representatives Resolved Cllrs Walsh and Murtagh be appointed.</p> <p>9.5 MCA Representative- <i>note that 2 representatives are allowed</i> Resolved Cllrs Dickinson-Gater and Proctor be appointed.</p> <p>9.6 RV LALC Area Liaison Committee (3 voting members are allowed) Resolved Cllrs Dickinson-Gater and Murtagh be appointed.</p> <p>9.7 Staffing Committee (the terms of reference had been circulated prior to the meeting and a unanimous Vote to adopt those terms of reference on 9th May 2024 took place) Resolved Cllrs Brunskill, Hughes, Proctor and Walsh be appointed.</p> <p>9.8 BAE Liaison Resolved Cllr Murtagh be appointed to attend.</p>
10.	<p>Financial Matters and Accounts Bank balance £86,600.65. Easy websites for support £36.86 DD Precept received £27,250 on 2nd April 2024 from RVBC BACS Balances were agreed.</p>
11.	<p>To consider the arrangements for the Beacon Lighting for the 80th anniversary of the D-Day landings on 6th June 2024 11.1 Resolved that Cllrs Flaherty and Murtagh to organise the arrangements for collecting the Beacon.</p>
12.	<p>Update and consideration on LEF Grant repayment. 12.1 Chair read out the previously circulated email received from the LEF Grant Officer. The LEF Grant was required to be repaid as it had failed to meet the criteria for which it was granted originally. Although a previous rolling agenda item full information had now been ascertained to enable Council to conclude the matter. Cllr Proctor proposed a vote to repay the grant and Cllr Outhwaite seconded the motion. Resolved by a vote for Council to repay the £1000 grant following the updated information which had been received from LCC. The vote was unanimous.</p>
13.	<p>Update on the progression from Cllr Fletcher on Community Engagement. 13.1 Cllr Fletcher updated that he had re-thought the position which was given to him in the November 2023 Finance Committee Meeting. He explained a carrot and stick approach to entice the community to bid into it to host or run an event. To use social media and leaflets. A4 Contact sheet. Cllr Proctor would prepare an up to date Contact Sheet following the many council changes as it was not on display currently.</p>
14.	<p>To set the date for the next Finance Committee Meeting last held on 21/03/2024 Resolved that the next meeting be on Thursday 23rd May 2024 at the Village Hall.</p>
15.	<p>To consider any response to be made to planning applications: 3/2024/0297 Proposed single-storey extension to rear 99 Mellor Lane, Mellor, BB2 7EN No comments made or received.</p>
16.	<p>To consider the grant funding application for Mellor Juniors Football Club. 16.1 The Chair read out the Grant application. Cllr Flaherty proposed Council grant the money and Cllr Dickinson-Gater seconded the motion a vote was taken which was unanimous. RESOLVED that Council were in Favour and that the request would be an agenda item for the finance committee.</p>

17.	<p>To receive reports from meetings</p> <p>17.1 LCC Report – any matters of note regarding Mellor – LCC Cllr Schofield advised he was awaiting a substantive response on the issue of the bus stop on the A677 and agreed the present bus stop was unsuitable given the nature of vegetation and area in which to wait. He advised that LCC had a fund available to deal with potholes from reserves and government funding to repair potholes. To do works to Lines and signage and for resurface patching. He urged all to report any potholes to either himself or the Love Clean Streets app available to download at Lancashire.gov.uk/report or by telephoning 0300 123 6780</p> <p>17.1 RVBC Report by Borough – Cllrs. Brunskill & Walsh Cllr Brunskill advised that there were many Grants open for MPC to apply for Rural, UK Prosperity. Finance Committee to research.</p> <p>17.3 Items for RVBC Parish Council Liaison Meeting No Meeting had been held</p> <p>17.4 BAE Liaison No Meeting</p>
18.	<p>Matters brought forward by Members <i>FOR INFORMATION ONLY</i></p> <p>18.1 Cllr Proctor advised there should be a Staffing Committee arranged as soon as possible to discuss and advertise the Clerk role. This Committee was not one where the Public could attend following the adoption of the terms of Reference by Council. Date set for Monday 13th May 2024.</p> <p>18.2 Cllr Walsh advised the Mayor was Borough Cllr Louise Edge and we should be asking for her assistance in matters and inviting her to events as she lives locally. Possibly to the Beacon Lighting Ceremony.</p>
<p>Note the next meeting of Mellor Parish Council will be held on Wednesday 5th June 2024 at 7.00pm at the Methodist Church as the scheduled meeting would clash with the Beacon Lighting Ceremony.</p>	

The meeting closed at 8.45 pm

Dated 10th May 2024

Bernard Murtagh Chairman/Acting Clerk