

## Local Government Act 1972

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL**

which took place on 11<sup>th</sup> July 2024 at Mellor Methodist Church, Mellor Lane commenced at 7.00pm

Present Cllrs: Ian Flaherty, John Fletcher, Sharon Hughes, Bernard Murtagh (Chairman), Susan Outhwaite, Jennifer Proctor, Clerk and 2 Members of the Public

1. To receive and approve any apologies for absence.  
**Apologies received and accepted from Robin Walsh and Emma Dickinson-Gater**
2. To receive declarations of pecuniary or personal interest.  
**None received**
3. Adjournment for Public session (max 5 mins per person) maximum 15 minutes.  
**One member of Public enquired about the upkeep of the War Memorial and then left the Meeting.**
4. To discuss and move to resolve to fill the vacancy by way of co-option following the resignation of Michael O'Grady from interested parties.  
**No interested Parties present.**
5. To resolve to confirm the Minutes of the Parish Council Meeting held on 5<sup>th</sup> June 2024 circulated to Members and the EGM held on 27<sup>th</sup> June 2024.  
**Proposed JP Seconded JR the Minutes of 5<sup>th</sup> June and 27<sup>th</sup> June were both duly approved by a unanimous vote and signed by the Chairman.**
6. Any Matters arising from the minutes not covered on this Agenda *FOR INFORMATION ONLY*  
**Clerk advised contact had been received about the Bus Shelter on Preston New Road as being an asset held by the Council. This is still unclear and the Clerk is investigating the matter.**
7. To consider appointing members to Committees following resignations.
  - 7.1 Finance Committee **JP expressed an interest and was appointed to the Finance Committee as no other Councillor wished to be considered.**
  - 7.2 Staffing Committee **JF expressed an interest and was appointed to the Staffing Committee as no other Councillors wished to be considered.**
8. To consider and appoint a Member to bring a report and strategy for the Footpaths 2020 initiative to the September meeting including applying for any and all grants available. **JF expressed an interest and as no other Councillors wished to be considered he was tasked with bringing a report back to Council in September and the Clerk was Actioned to submit grant applications. Proposed JP seconded by SAH and voted unanimously by Council.**
9. Financial Matters and Accounts were considered and approved.  
**Current Bank balances £81,862.97 and NS&I account the exact figure was not known but the Clerk will update in September.**
  - 9.1 Payments approved by Council
    - a. Easy websites for £36.96 DD
    - b. Jennifer Proctor - postage & stationery & travel £105.60 chq 001836
    - c. Bernard Murtagh (stamps £19.00), paper and envelopes £29.95 chq 001837
    - d. Internal Auditor Diane Harvey £400 chq 001838
    - e. Ian Flaherty Gas bottle & Padlock £ 54.50 chq 001839
    - f. Clerk Training M Russell FiLCA £144.00 chq 001840
    - g. Room Hire Mellor Methodist Church Room Hire June £19.50 chq 001841
    - h. Mellor Methodist Church Graveyard Maintenance £450 chq 001842  
**brought forward with approval from BM from item 9.6 Council debated Proposed JP seconded SO unanimous vote in favour by full Council**
    - i. Bernard Murtagh for Vouchers for the Margaret Burgess Award £60.00 chq 001843  
**This item had come in after the Agenda was posted debated Proposed JP seconded SO unanimous vote in favour by full Council to approve an Amazon Voucher as requested**
  - 9.2 HMRC Update on the current position for the Clerk's employment.  
**The Clerk advised she was unable to log in and was awaiting an updated password**
  - 9.3 Move to resolve a replacement bank signature for Stella Brunskill.  
**Debated and approved to add BM by full Council.**

- 9.4 Council resolved a motion for John Fletcher & Emma Dickinson-Gater to sign the Lloyds Bank Resolution witnessed by the Chairman Bernard Murtagh to add the Clerk Melanie Russell as able to access the account and the contact for MPC and update the correspondence address details. To add Jennifer C. Proctor as a bank signatory and remove as the contact, previously resolved at the Meeting held on 5<sup>th</sup> June 2024 Item 8.2.  
**Proposed by SAH and seconded by SO and a unanimous vote by Council**
- 9.5 Clerk to arrange for the Council to progress to full Internet/Online Business Banking by signed Resolution JF and ED-G witnessed by BM Chair.  
**Agreed as part of item 9.4 Proposed by SAH and seconded by SO and a unanimous vote by Council**
- 9.6 To approve the annual grant for the graveyard upkeep/grass cutting for Mellor Methodist Church who have had rising costs, in the sum of £450.00. chq 001842  
**Moved forward to item 9.1h by agreement of Chair BM**
- 9.7 To approve submission of any application to the RV Concurrent Grant Fund.  
**Chair advised the purpose of the Grant. Debated and resolved for the Clerk to submit.**  
**Proposed by JP and seconded by IF resolved by a unanimous vote.**
10. To consider any response to Planning Applications (circulated to members prior by email.)  
**3/2024/0474 Brigadoon Saccary Lane Mellor BB1 9DW**  
Proposed house entrance alterations, balcony to north elevation and replacement windows and doors. **No responses or objections.**
11. 11.1 To discuss and resolve to update the Council's Financial Regulations to the NALC 2024 version.  
**Following the circulation of the updated Financial Regulations to Council it was resolved to adopt the new Financial Regulations and the Clerk to update the website proposed by JP seconded by JF and voted unanimously by Council to adopt.**
- 11.2 To update and adopt the previously circulated Communication and Vexatious Communication Policy.  
**Following the circulation of the updated Communication and Vexatious Communication Policy to Council it was resolved to adopt and the Clerk to update the website proposed by SAH seconded by JP and voted unanimously by Council to adopt.**
12. To resolve that Council will be required to make a Resolution to suspend Mellor Parish Council's Financial Regulation 5.7.  
**Resolved to suspend 5.7 of the Financial Regulations adopted on 11<sup>th</sup> July 2024 at Agenda Item 11.1. The Contractor listed in Agenda item 13.1 was not obtained from the Contract Finder List. The contract is in excess of £30,000 therefore the Contractor chosen is named publicly as Playdale Playgrounds Ltd. Proposed by IF and seconded by JP and voted unanimously by Council to resolve the motion.**
13. Update from the Play Area Committee Chair:  
**Following our meetings with the three Contractors and several telephone calls, and Meeting today, we have chosen between two designs.**  
**We have suggested not only a more accessible play area for children of ages up to 12 but of all needs. We have suggested removing some equipment to allow better access and adding extensively with a climbing wall, new toddler swings, as the current ones have not worn particularly well. An accessible roundabout, and a climbing frame which is going to be suitable for engaging more with children. We are proposing to also assist residents who are in close proximity that the Play Area has designated times of being open from 8.00 in the morning until 8.30 pm at night. We hope this will address any issues previously encountered. If Council votes for this recommendation, we will be displaying the design on the Noticeboards if we are accepted for the funding from Ribble Valley Borough Council upon which the project relies.**
- 13.1 To discuss, debate and resolve the recommendation by the Play Area Committee to Council the quotation from the supplier Playdale Playgrounds Ltd  
**Council debated and discussed the design and removal of some equipment. IF mentioned a volunteer had offered to remove the equipment for no charge to assist. Councillors made reference to the new swing design. Several Councillors expressed they had received feedback from residents how important the swings were and that queues sometimes formed due to their popularity. There was discussion on the possibility to add or change the swing. It was resolved to accept the quotation from Playdale by a motion proposed by JF and seconded by IF and was resolved by a vote of a majority of 4 and 2 abstentions.**

- 13.2 Update on the alterations to the equipment which has been the source of resident complaints.  
**The Clerk had circulated a quote to the Committee from Playquest on the works to remove the roof on the Toddler Play Town equipment from November 2023 and the gate which had been reported as a concern by residents. The Committee had advised the Clerk this was not part of the enhancements budget.**  
**After discussion resolved for the Clerk to contact Playquest and organise for both to be actioned proposed by JF and seconded by BM and unanimously voted by Council for the Clerk to Action.**
14. To discuss and debate any updates to the Asset Register.  
**The Clerk to action and update the list and asset values and add the Phone Box on Branch Road.**
- 14.1 To discuss and debate the assets upkeep within the Parish and resolve any necessary actions which may arise.  
**The Clerk had contacted more than three Arborists off the MPC list for quotes to carry out emergency tree pruning at the War Memorial. A verbal quote of up to £1000 was advised to Council who resolved that the Clerk follow up and action the work given the urgency and payment would be made by BACs in accordance with MPC regulations if possible.**  
**Resolved the Clerk to source quotes for the tidying of the War Memorial including cleaning of the paths and gardening.**  
**Resolved the Clerk to source quotes for the overgrown area outside 50 Mellor Brow and Bench attention.**  
**Resolved for the Clerk to source quotes to cut back St Mary's Gate which was overgrown. Proposed by JP seconded by JF and Council voted unanimously.**
- 14.2 To discuss and debate and resolve any motion in relation to the BT phone box on Branch Road in Mellor Brook, including risk assessment and cleaning prior to the sourcing of a suitable defibrillator.  
**Resolved after discussion for the Clerk to organise a risk assessment to be conducted and associated costs, publicise on social media for volunteers to clean the box and for the Clerk to source a free defibrillator or a suitable one for the type of kiosk. To update at the Finance Committee and Council at the next Meeting.**
15. To consider and resolve any actions in relation to the War Memorial
- 15.1 Update and further discuss the electricity supply/supplier and resolve for the Clerk to progress with the reconnection.  
**After debate it was resolved not to proceed with the reconnection of the unmetered box following a report and quote from Electricity Northwest in the sum of £2437.49 but to wait until the enhancements of the War Memorial quotations were received and brought back to Council in September.**
- a. Update on benches and any grant funding available.  
**Deferred until the enhancements had progressed.**
  - b. Update on the maintenance of paths and plants and Trees.  
**Clerk to obtain quotes for the September Meeting and possibility of regular maintenance upkeep e.g. a lengthsman.**
  - c. Update on cleaning of the area H&S in readiness for the Remembrance Day Service.  
**Clerk to obtain quotes for jet washing for the September Meeting and possibility of regular maintenance upkeep e.g. a lengthsman and enquire and obtain possibilities.**
  - d. Forward planning for the Remembrance Day Service to possibly extend invitations.  
**Clerk to send out invitations and liaise with St Mary's Church regarding the Service.**
  - e. Update on grant funding for Christmas lights and further discuss Christmas tree arrangements for the War Memorial.  
**Acting Clerk had submitted an application for grant funding from RVBC for lights. After discussion it was resolved to place the Christmas Tree on the Play Area for 2024.**  
**All actions were proposed by JP and seconded by JF and voted unanimously by Council.**
- 15.2 Debate and discuss and move to resolve any and all actions in relation to submitting an expression of interest application to the LEF and to RVBC for the REPF and any other bodies. To strive to obtain three quotes to secure grant funding to create an accessible pathway to the War Memorial and improve the floor level lighting and any other accessible needs as identified.

**Resolved Clerk to submit Expression of Interest applications and obtain quotes and progress to a full application if invited to RBVC the LEF and any other grant funding bodies. To contact LCC about dropping kerbs, explore the unadopted land in front of the War Memorial with a view to access for the project to make the War Memorial accessible to all residents and visitors. To bring back an update to Council in September to resolve to progress the project. Proposed by JP seconded by IF and voted unanimously by Council for the Clerk to Action.**

16. To discuss and debate and resolve any actions in relation to social media and updating of the website and format, including updating any Policies associated with these.  
**Following a discussion on using social media to engage with the Residents, updating the website it was resolved the Clerk would liaise with Easyweb and make some format changes to the website and enhancements. Clerk would update any related Policies and circulate to Council for the September Meeting. Proposed by JF seconded by IF and voted unanimously by Council for the Clerk to progress.**
  17. To move to resolve to update the adopted Standing Orders of 7<sup>th</sup> April 2022 circulation of new draft Standing Orders by the Clerk prior to the September meeting.  
**Following an update from the Chair on the review of Council documents it was resolved for the Clerk to research and circulate prior to the next meeting by a proposal from JP seconded by JF and voted in favour by a unanimous vote by Council.**
  18. To discuss, debate and resolve any motion in relation to the purchase and installation of a new kissing gate next to Jenny Springs Cottage on Abbott Brow.  
**Following a discussion on the priorities of PROWs in Mellor Parish it was resolved by a proposal by JP seconded by IF and voted unanimously by Council not to install a new kissing gate.**
  19. To discuss and debate and to resolve any motion or actions from the legal advice received in relation the Lease, all subsequent amendments relating to the Village Hall and also in relation to the tenant Mellor & District Community Association.  
**Deferred until September pending update. Proposed JF Seconded IF Voted in favour unanimous vote.**
  20. To receive reports from meetings  
20.1 LCC Report **No report received**  
20.2 RVBC Report **No report received**
  21. The next Finance Committee Meeting was set for 3<sup>rd</sup> September at 7pm at Mellor Methodist Church, Mellor Lane.
  22. Matters brought forward by Members **None**
- Mellor Parish Council will next meet on 5<sup>th</sup> September 2024 at 7.00 pm at Mellor Methodist Church  
The Chair closed the Meeting at 8.58