

**MINUTES OF THE ANNUAL MEETING OF MELLOR PARISH COUNCIL HELD  
AT MELLOR VILLAGE HALL ON 20th MAY 2021 AT 7.00 P.M.**

**Present:**

Cllrs. S. Brunskill (late), Q. Colborn, D. Crooks, J. Hymas, M. Johnson, N. Marsden, A. Mellor (late), M. O'Grady, M. Venables, M. Walmsley

In attendance: Borough Cllr. R. Walsh & Parish Clerk

**Welcome:**

Chairman, Cllr. Marsden welcomed all to the Meeting, in particular he welcomed newly elected Borough Cllr. Robin Walsh.

**1. To approve to lift the Emergency Powers currently delegated to Parish Clerk under Covid regulations.**

1.1 Members **RESOLVED** that the Emergency Powers currently delegated to Parish Clerk under Covid regulations be lifted and therefore the meeting was duly convened.

**2. Opening Prayers (Rev. Stuart Smith, Mellor Methodist Church)**

2.1 Rev. Smith led all in reflections of the past year, those lost and moving forward to the future. He was thanked for his words and left the meeting, due to other commitments

**3. Election of CHAIRMAN who will then sign Acceptance of Office of Chairman**

3.1 There was a single nomination for the Office of Chairman and it was **RESOLVED** that Cllr. Nicholas Marsden be duly elected as Chairman of Mellor Parish Council. Cllr. Marsden then signed the Declaration of Office.

**4. To accept and approve any apologies for absence**

4.1 Cllr. Brunskill joined the Meeting and apologised for her lateness; there were no apologies received.

**5. To note the Minutes of the Previous Annual Parish Council Meeting, last held on 20 May 2019. The Minutes of the Annual Parish Council Meeting held on 20 May 2019 were duly approved and signed on 04 July 2019. No Annual Parish Council Meeting was held in 2020, following Coronavirus Regulations 2020. All Parish Council Minutes are on Mellor Parish Council's website**

5.1 The previous Minutes from Annual Parish Council Meeting 2019 were noted.

5.2 Chairman then presented his Report for the last year and Members approved that this be published on Parish Council's website.

5.3 Chairman reminded all of the lost lives during the past year, due to Covid but also other reasons; in particular he paid tribute to Cllr. Noel Walsh, a Member of Mellor Parish Council for over 25 years & the longest serving Borough Cllr. on Ribble Valley Borough Council. All partook in a Minute's Silence for those who had died.

**6. To consider and approve (including any amendments) to Mellor Parish Council policies (on Parish Council website)**

- **Standing Orders**
- **Code of Conduct**
- **Accessibility Statement**
- **Grievance Policy**

- Privacy Policy
- Complaints Policy
- Anonymous Complaints Policy
- Vexatious Complaints Policy
- Protection of Councillors & Staff
- Retention Policy
- Grants Policy
- Fixed Asset Register
- Financial Regulations

6.1 Members had been asked to review all policies and consider any amendments. Several amendments were requested for minor matters within Standing Orders. Clerk was asked to deal with these, for resolution by Parish Council at the next Parish Council meeting.

Cllr. Mellor joined the meeting at 7.28p.m.

Members noted that Cllr. Colborn had started work on a policy to amend Recording at Meetings, which would soon be put before Members for consideration & resolution.

**6.2 RESOLVED that no amendments were required for Code of Conduct**

**6.3 RESOLVED that no amendments were required for Accessibility Statement**

**6.4 RESOLVED that no amendments were required for Grievance Policy**

**6.5 RESOLVED that no amendments were required for Privacy Policy**

**6.6 RESOLVED that, subject to contact details being updated, no further amendments be required for Complaints Policy.** Members noted that it would be prudent to have a central location for contact details, in order to ensure ease of updates.

**6.5 RESOLVED that no amendments were required for Anonymous Complaints Policy**

**6.6 RESOLVED that no amendments were required for Vexatious Complaints Policy**

**6.7 RESOLVED that no amendments were required for Protection of Councillors & Staff**

**6.8 RESOLVED that, subject to Employee payroll information being retained for 6 years following the employee leaving, but personal details being retained for a year only, no further amendments be required for Retention Policy**

**6.9 RESOLVED that no amendments were required for Grants Policy**

6.10 Fixed Assets Register was reviewed and anomalies of detail noted. Clerk was asked to investigate whether Community or Commercial valuation of Mellor Village Hall field and Tennis Court would be the appropriate valuation. An amendment was noted for the detail of Viewpoint with a further review of Asset Register to be made at a future Parish Council meeting.

6.11 Members considered that Financial Regulations should be more fully reviewed by a Finance Committee, and then considered for resolution by Parish Council.

## **7. To consider and approve Annual Governance & Accounts Statements**

**Bank balances and any payments to be made since 01 April 2021 (in addition to any approved under Emergency Powers)**

7.1 Current bank balance (including precept for 2021.22 & contingency fund held for potential repairs to Mellor Village Hall floor) was noted as £84,495.01. Clerk informed Members that any payments due would be put before Meeting on 27 May 2021.

### **a) Internal Audit Report to 31 March 2021**

7.2 All AGAR documents in draft form had been circulated to Members prior to the Meeting. It was **RESOLVED that Internal Report to 31 March 2021 be accepted and approved. No matters of significance were in the Report.** Clerk confirmed that full explanations regarding insurance claims and flood resilience measures for Mellor Village Hall had been given to and accepted by Mrs. Gerrard, the

Internal Auditor, a qualified accountant.

**b) Annual Governance Statement to 31 March 2021**

7.3 Annual Governance Statement was fully confirmed and it was then

**RESOLVED that Annual Governance Statement to 31 March 2021 be approved, with no negative responses.** Chairman & Clerk duly signed the Governance Statement.

**c) Annual Accounting Statements to 31 March 2021**

7.4 The Annual Accounting Statement, including figures had been circulated to Members and it was

**RESOLVED that Annual Accounting Statements to 31 March 2021 be approved** Chairman & Responsible Finance Officer duly signed the Governance Statement.

**d) Period for the Exercise of Public Rights (recommended to be 14 June 2021 to 23 July 2021 inclusive)**

7.5 **RESOLVED that the Period for the Exercise of Public Rights be 14 June 2021 to 23 July 2021 inclusive.** Proper Officer was instructed to then deal with External Auditors & subsequent requirements.

**8. Election of Officers – note that Chairman & Vice Chairman are ex-officio members of all Committees)**

- **Vice Chairman (if required, since this is not a legal requirement).**
- **Finance Committee with defined remit & powers**
- **Asset Working Party / Committee with defined remit & powers**
- **Play Area Working Party / Committee (including the Playground Officer) with defined remit & powers**
- **Planning Applications are now considered by all Parish Councillors on email**
- **RVBC Liaison Representatives – 2 Representatives**
- **MCA Representative- *note that 2 representatives are allowed, but they do not have a vote and a Deputy is to be elected.***
- **RV LALC Area Liaison Committee (3 voting members are allowed)**
- **Media Responsibility Officer (Note that no Councillor may act alone, but Delegated Powers may be given to Clerk)**
- **Staff Appraisal Committee (Note that this should be no more than 2 Councillors who have the relevant experience)**

8.1 There being one nomination, it was **RESOLVED that Cllr. John Hymas be elected as Vice Chairman**

8.2 Finance & Assets, with Play Area: Members considered previous arrangements where Working Parties had been created, but considered that a new structure would be an improvement, including a Finance Committee. However, in order to facilitate a clearer view, Members agreed that Chairman, Vice Chairman & Clerk should put forward firm proposals with defined terms of reference for Members to consider and resolve in the near future, noting that Standing Orders would need amendment once structures were resolved. Cllr. Crooks kindly agreed to continue the weekly checks at Play Area.

8.3 Members were informed that initial outline discussions had taken place with Ribble Valley Strategic Planning to seek training on Parish Council outcomes & considerations following the White Paper on Planning Reforms for wider potential development with diminished controls.

8.4 **RESOLVED that Cllrs. Marsden & Hymas be Mellor representatives to RVBC Parish Council Liaison Committee, with Clerk to deputise.** Members noted that RVBC Cllr. Walsh is a Member of that Committee.

8.5 Cllr. Crooks agreed to continue to represent Mellor Parish Council at Mellor Community Association meetings. Due to other commitments, Cllr. O'Grady could no longer attend and no other Cllrs. agreed to be representatives. Members were reminded that it had been resolved two Cllrs. to attend, or none.

8.6 **RESOLVED that Cllrs. Marsden & Hymas be Mellor representatives to RV Local Councils Liaison**

**Committee, and Mellor Parish Clerk currently acts as Secretary to that Committee.**

**8.7 RESOLVED that Clerk be given Delegated Powers for Media Responsibility, noting that any contentious issues regarding press to be approved by at least Chairman & Vice Chairman.** Cllr. Hymas kindly agreed to compose & collate the regular Parish Council newsletter.

8.8 Staff Appraisal; Following consideration and clarification that an Appraisee may object to the presence of a particular Appraiser it was agreed that Chairman be approved to discuss this item with Clerk and bring a proposal to a future meeting.

**9. To confirm suggested dates for Parish Council meetings in the year 2021/22 including venue & frequency**

9.1 A discussion took place on the suitability of venues, noting that, due to Covid restrictions on social distancing whilst allowing public access, there remained issues for members in the Sports Hall because of acoustics when face masks were in place. Clerk was instructed to research another venue, with details for compliance with Covid, including Government Roadmap alterations planned for 21 June.

9.2 Members noted that the next Parish Council Meeting would be held on Thursday 27 May 2021, and a following Meeting would then be held in the last week of June at a venue to be determined.

9.3 Members wished as soon as feasible to revert to meetings held on the first Thursday of each month, excluding January & August at a regular venue.

**10. Any Other Annual Parish Council Meeting Business**

10.1 Cllr. Hymas proposed and was supported in a Vote of Thanks to Parish Clerk for all her additional work during the past year.

**Chairman then thanked all for their input and closed the Annual Meeting of the Parish Council 2021 at 8.31pm**