

Local Government Act 1972
MELLOR PARISH COUNCIL AGENDA

Thursday 4th September 2025 at the Methodist Church, Mellor Lane, Mellor at 7pm

1. Apologies for absence.
2. To receive declarations of pecuniary or personal interest.
3. Adjournment for Public session (max 5 mins per person) maximum 15 minutes.
Members of the public are welcome to attend and may address the Council during the formal meeting under public participation.
4. Approve Minutes
 - 4.1 To resolve to approve the Minutes of the Parish Council Meeting held on 6th May 2025 circulated to Members.
 - 4.2 To resolve to approve the Minutes of the Extraordinary Council Meeting held on 29th July 2025 circulated to Members.
5. Governance
 - 5.1 Approve information regarding Trust Funds required by the External Auditor following the approval of the AGAR at the Extraordinary Meeting of 29th July, item 4.
 - 5.1.1 Internal Control Objective O from the internal auditor report
 - 5.1.2 Assertion 9 of the Governance Statement
 - 5.1.3 Boxes 11a and 11b of the Accounting Statements
 - 5.2 Agree bank signatories following the resignation of Cllrs Proctor and Fletcher
 - 5.3 Agree update of Asset Register
6. Update on matters arising since the last minutes not covered on this agenda
7. War Memorial Update including preparation for Remembrance Day 2025
8. To consider/confirm any Planning Applications (circulated to Council prior) since the last meeting:
3/2025/0292 Mellor House Primrose Lane Mellor BB1 9DN
Proposed replacement self-build dwelling, annexe and garage to include link extension and pergola above garage. Creation of new vehicular access. **No Comments**
3/2025/0346 Dowsons Dairies Ltd Hawkshaw Farm Longsight Road Clayton le Dale BB2 7JA Change of use of agricultural land to create an additional 95 car parking spaces. **No Comments**
3/2025/0391 22 St Marys Gardens Mellor Lancashire BB2 7JW
Proposed replacement of existing conservatory with single storey rear extension with mono-pitched tiled roof and alteration to existing window to front elevation. **No Comments**
3/2025/0464 BAE Systems Samlesbury Aerodrome Myerscough Smithy Road Balderstone BB2 7LF
External raised platform to facilitate the relocation of existing plant equipment as part of an enabling works package to facilitate the future development of a manufacturing facility. **No Comments**
3/2025/0275 Clementina Barker Lane Mellor BB2 7EE
Proposed conservatory to side. **No Comments**
3/2025/0508 Lower Reaps Farm Whinney Lane Mellor BB2 7EL
Listed Building Consent for conversion of an existing barn to create a dwelling. Internal and external alterations to include creation of first floor, insertion of rooflights, doors and windows. **No Comments**
3/2025/0507 Lower Reaps Farm Whinney Lane Mellor BB2 7EL
Application for Planning Permission for conversion of barn to create new dwelling. Construction of garage block. Demolition of existing farm block. **No Comments**
3/2025/0607 Glendene Barker Lane Mellor BB2 7EE
Proposed replacement dwelling following demolition of existing house and garage plus extension of the residential curtilage. **Circulated**
9. Election of Officers
Deferred from the Annual Parish Meeting (6th May 2025) due to becoming inquorate:
 - a. Ribble Valley LALC Liaison – maximum of 2 representatives
 - b. Ribble Valley Parish Liaison – maximum of 2 representatives
 - c. Mellor and District Community Association (MCA) Liaison – 2 representatives
 - d. BAE Liaison – 1 representative or Clerk
 - e. Defibrillator Monitor – monthly check and update to the circuit

- f. Noticeboard Monitor and key holder for the War Memorial, Carter Fold and Spread-Eagle Bus Shelter
- g. Footpaths 2020 Initiative Officer – minimum of 1 councillor
- h. Staffing Committee – 3 councillors to be appointed in line with the Terms of Reference
- i. Play Area Officer
- j. Key holder for Mellor Methodist Church meetings - Clerk

10. Finance

Resolve to approve bank balance Lloyds Bank £50,371.16 amount on 28th May 2025, including the Precept received 7th April 2025 of £28,154

10.1 To approve payments made by bank transfer:

- a. Easy websites April 36.96 DD
- b. Easy websites May 36.96 DD
- c. Former Clerk salary – standing order 2nd of the month April M Russell £925.08 in line NALC Local Government Services Pay Agreement and Model Contract
- d. Former Clerk Final salary – standing order 28th May 2025 M Russell £851.58 approved by Staffing Committee
- e. Handyman Standing Order 2nd of the month April T Sturgess £188.00
- f. Handyman Standing Order 2nd of the month May T Sturgess £188.00
- g. Bank Service Charges £5.25 Community Banking 22nd April 2025
- h. Bank Service Charges £4.25 Community Banking 19th May 2025
- i. Clear Councils Ecclesiastical Insurance Parish Council Insurance £5096.40 made under Financial Regulations 6.9 iii on 26th May 2025 including discount obtained by former clerk.

10.2 Payments to approve by bank transfer and cheque:

- a. Reimburse the former clerk M Russell VE Day Flag, Gas Cylinder, Envelopes, Clerk Handbook and CiLCA Portfolio £134.44 chq no 00187
- b. Room Hire Mellor Methodist Church 28th March 2025 Staffing Committee £13.00
- c. Room Hire Mellor Methodist Church 3rd April 2025 £26.00
- d. Room Hire Mellor Methodist Church 6th May 2025 £19.50 (total by transfer £58.50)
- e. LALC & NALC subscription £446.59 by transfer
- f. Mellor Methodist Church donation burial and graveyard maintenance under LGA 1972 S214 £500.00 chq no 00188. Circulated prior.
- g. VE Day Grant from RVBC to MCA £500.00 resolved item 11 May meeting by transfer
- h. St Mary's C of E Church Mellor donation burial and graveyard maintenance under LGA 1972 S214 £500.00 chq no 00189. Circulated prior.

- 11. Consider and debate the request from MCA for permission to instal parcel lockers from council as the Landlord of Mellor Village Hall. Contract previously circulated to Councillors.
- 12. Consider remedial work to reinstall the Toddler bench quote and information previously circulated to council from the original contractor Playquest.
- 13. Consider and progress on the mirror on Mellor Brow for the benefit of residents on Elswick Gardens.
- 14. Consider and progress the installation of the defibrillator in the kiosk on Branch Road. Kiosk is ready confirmed by BT, Defibrillator and fixings along with instructions in place, but the suggested contractor has not been available to fit it.
- 15. Reports
 - 15.1 County Council
 - 15.2 Borough Council

Mellor Parish Council will next meet on 2nd October 2025 at Mellor Methodist Church, Mellor Lane, Mellor at 7pm

Dated 29th August 2025

Bernard Murtagh Acting Clerk