



MELLOR PARISH COUNCIL

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in the Methodist Church, Mellor Lane, Mellor on Thursday 5th June 2025 for the purpose of transacting the business itemised below: -

1. Apologies for absence.
2. To receive declarations of pecuniary or personal interest.
3. Adjournment for the 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
To resolve to approve the Minutes of the meeting held on 6th May 2025 previously circulated. Chair to sign.
5. Governance
 - 5.1 Update the Financial Regulations adopted July 2024
 - 5.2 Officially appoint the RFO following the Clerk resignation 29th April 2025 last day in post 28th May 2025 – Chair Bernard Murtagh and note the Acting Clerk is the Chair of Mellor Parish Council see Minute note p. 1620 Item 1 of the Minutes dated 6th May 2025.
 - 5.3.1 Agree the AGAR returned by the Internal Auditor to the Chair's address – unaudited draft figures circulated to Council prior.
 - 5.3.2 Chair to sign the AGAR.
 - 5.3.3 Make arrangements for inspection of the unaudited accounts.
 - 5.3.4 Arrange to post notices, explanation of variances and documentation to the website.
 - 5.3.5 Arrange to send the AGAR to the external auditor.
 - 5.4 Add bank signatories following resignation of ex Cllrs Proctor and Fletcher.
 - 5.5 Agree update of Asset Register.
6. War Memorial accessibility upgrade to consider the UK Prosperity Grant from RVBC to consider appointing a working party and apply for the grant. Funding in reserved budget.
7. Update on matters arising since the last Minutes not covered on this Agenda
8. To consider any Planning Applications: circulated to Council prior.
3/2025/0292 Mellor House Primrose Lane Mellor BB1 9DN
Proposed replacement dwelling, annexe and garage to include link extension and pergola above garage. Creation of new vehicular access.

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.

3/2025/0346 Dowson's Dairies Ltd Hawkshaw Farm Longsight Road Clayton le Dale BB2 7JA
Change of use of agricultural land to create car parking.
9. Election of Officers
Following the Annual Parish Council Meeting becoming inquorate automatically deferred:
 - a. Ribble Valley LALC Liaison maximum of 2 representatives.
 - b. Ribble Valley Parish Liaison has a maximum of 2 representatives.
 - c. Mellor & District Community Association Liaison - 2 representatives
 - d. BAE Liaison – 1 representative or Clerk
 - e. Defibrillator Monitor monthly check and update of to the Circuit.
 - f. Noticeboard Monitor and hold the keys situated at the War Memorial and Carter Fold and Spread Eagle Bus Shelter.
 - g. Footpaths 2020 Initiative Officer minimum of 1 councillor.
 - h. The Staffing Committee to appoint 3 more councillors following the resignations of ex councillors Proctor, Walsh and Fletcher in line with the Terms of Reference.
 - i. Key holder for Mellor Methodist Church Meetings following Clerk resignation.
 - j. Play Area Officer

10. Finance

Resolve to approve bank balance Lloyds Bank £50,371.16 amount 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. 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. 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 ex Clerk.

10.2 Payments to approve by bank transfer and cheque.

- a. Reimburse the ex-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 resolved Item 11 May Meeting by transfer
- i. 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. Clerk Vacancy – requested by Bernard Murtagh.

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 Rd. 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. To consider and debate the request from MCA for permission to install lockers from Council as the Landlord of Mellor Village Hall. Contract previously circulated to Councillors.

16. Reports

16.1 County Council

16.2 Borough Council

The next meeting of Mellor Parish Council will be held on Thursday 3rd July 2025 at Mellor Methodist Church, Mellor Lane, Mellor at 7pm.

Dated 28th May 2025

Melanie Russell Clerk