

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL  
HELD AT MELLOR METHODIST CHURCH ON 6<sup>th</sup> OCTOBER 2016 AT 7.00PM**

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**Present:** Cllr. B. Murtagh (Chairman ), Cllrs. Mrs. Dot Crooks , Mrs. Margaret Johnson, Mrs. Pat Young  
Messrs. Alan Upton, Nick Marsden , Noel Walsh

Also in attendance: County Councillor Alan Schofield (for part of the meeting), Rev. Stuart Smith (Mellor Methodist Church, for prayers), 2 residents ( Mr. Hymas & a colleague from Mellor Community Association) and Parish Clerk

**Chairman** welcomed all to the meeting.

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**Rev. Stuart Smith welcomed all, introducing himself as the new Methodist Minister for Mellor. He then lead prayers to open the meeting, but apologised as he needed to leave for another meeting.**

**1. To Receive and Approve Apologies for Absence**

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1.1 Apologies for absence had been received from Cllrs. Mrs. Margaret Young, Mrs. Stella Brunskill , Ian Moss  
**RESOLVED – the apologies were accepted for approval**

**2. Public Session**

2.1 Mr. Hymas (representing Mellor Community Association) had submitted a report by email to Clerk (circulated) requested permission to carry out various improvements, some of which were structural: to alter the layout of the kitchen, a plant room for the proposed ground source heating, a toilet for the disabled with cloakroom in a new entrance hall at the lower end of the Sports Hall, a toilet for the disabled with foyer improvements on the upper floor. He apologised for the short notice, but would appreciate an urgent response in order that grant funding application dates can be met. He also asked for support regarding evergreen trees & shrubs from an adjoining residential property to the Tennis Courts which are causing damage to the small retaining wall. The report also informed that Tennis Court and Sports Hall floor also need improvements. He explained that Mellor Community Association did not agree with the email regarding insurance payments sent by the Clerk following September meeting, however, without prejudice, the Community Association were prepared to pay one year's insurance.

2.2 **Chairman then closed Public Session in order that members could discuss permission for improvements, bringing forward Item 7 of Agenda**

7.1 Members discussed the suggested improvements. In response to a technical query, reassurance was given that any structural alterations were of a minor nature, with absolutely no danger of collapse. It was then  
**RESOLVED – Permission for structural improvements, to proceed was given to Mellor Community Association**

**3 Declarations of Pecuniary Interest** There were no declarations of pecuniary or personal interest.

**4. Minutes of the Previous Meeting**

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4.1 The minutes of the meeting held on 1<sup>st</sup> September 2016 : it was unanimously  
**RESOLVED that these were approved and signed by the Chairman as a correct record.**

**5 Matters Arising from Those Minutes** There were no Matters arising

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**6. Planning**

**6.1 Planning applications received for discussion**

3/2016/0869 – Tree works, Leaside, Mire Ash

3/2016/0843 – proposed new dwelling, Whalley Road, Balderstone

**RESOLVED – No objections were to be submitted regarding either of these applications.**

**7.To consider Mellor Community Association Report on future plans**

7.2 This item had been discussed earlier in the meeting. The offer from Mellor Community Association to pay one year's insurance without prejudice was noted, members were reminded that renewal date is June 2017. Members noted that considerable costs would be incurred in order to carry out alterations and improvements, grants were being sought, and it was

**RESOLVED – since future financial support for the improvements may be required, Chairman to speak to Mr. Hymas as a matter of urgency in order to consider this with budget discussions at November meeting. All Members to research actual property with evergreens, inform Clerk, who will write to residents.**

**8 To consider any action re drainage & blocked culvert St. Marys Gardens**

8.1 Chairman wished to further update members. The drain covers on the football pitch have been lifted to inspect and seem to have reasonable flow. The next option seems to be to put in land drains on the football pitch if they are not found when a trench is dug. County Councillor Alan Schofield queried the actual responsibility for

the flooding and he will email Chris Dunderdale at County Council to enquire about progress. Chairman has not had a response from Dixons.

**RESOLVED Cllr. P. Young will chase Dixons for quote / advice**

**9. To consider Play Area Working Party 15<sup>th</sup> September meeting suggestions**

9.1 The Play Area Inspection Company has carried out their Annual Inspection, report had been circulated by email. No urgent matters require attention, however the report noted some general maintenance was desirable.

9.2 Notes from the Play Area meeting had been circulated. Members agreed no decisions can be made until drainage matters are sorted. Liaison with BAE Systems was discussed, and the need for Mellor to again be involved in regular meetings. Cllr. Brunskill has offered to take a formal letter to the meeting on 11<sup>th</sup> October she will be having with David Coates.

**RESOLVED No action needed currently regarding the Play Area, this to be considered as part of ongoing improvements. Clerk to provide a formal letter for request for Cllr. Brunskill to take to her meeting 11<sup>th</sup> Oct.**

**10. To consider improvements and repairs to the War Memorial**

10.1 Clerk informed members that, despite 2 emails to Josh Childs requesting a breakdown of quote, she has had no response. Clerk apologised, she had submitted Parish Grant application for benches & notice board including VAT, however this has been adjusted by officer at Ribble Valley. The balance which could be claimed is £1390. Members were reminded that bulb planting had been carried out £200 under budget and an additional grant of £100 from Ribble Valley In Bloom had been received. Following September Minutes, Chairman will liaise with local resident to ensure pointing is done before Remembrance Day. Discussion followed and it was

**RESOLVED Clerk to contact Josh Childs and Griffiths & Griffin for a breakdown of planting costs, within 7 days**

**11. To consider the arrangements for the Remembrance Sunday Service**

11.1 Members discussed previous arrangements and were reminded that residents wished to hold a service at the War Memorial at 11.00am, which St. Mary's P.C.C. had agreed to in principle, however it was noted that there is still no Vicar. County Cllr. Schofield Mellor Methodist Church and it was therefore

**RESOLVED – Clerk to contact St. Mary's Treasurer, then liaise with Cllrs. Schofield & Upton (Methodist Church)**

**12. To consider the provision of a new Meter Cupboard at the War Memorial**

12.1 Members had discussed this earlier in the year & were reminded that the cupboard itself is Parish Council's responsibility, but fixing must be by Electricity North West engineers. It was

**RESOLVED – Clerk to enquire whether metal cupboard can be purchased and fitted by Electricity North West.**

**13. To consider the implications of engaging a Parish Lengthman**

13.1 Members considered the feasibility of this, however management, control of actual work with accountability were considered to be obstacles to the employment. Members felt that it would be a more efficient arrangement if a list be compiled of Parish Council trusted and approved local trades people to expedite minor works in future. This must be considered as part of Standing Orders amendments.

**RESOLVED – All to research local contractors, who could be used by Parish Council, with contact details, to then supply details to Clerk for a combined list.**

**14. To consider and approve a contractor to fix benches, re-furbish and re-site the Notice Board.**

14.1 Further to August & September meetings, Cllr. Crooks had spoken with shop owner regarding positioning of the notice board. Whilst he was not opposed to the board, he had concerns about fixing to posts in the grassed area and felt wall fixing, subject to Landlord's consent would be preferable. Clerk informed members that Perspex needs replacing, however this seems to be integral to the frame. Clerk had spoken to Will Guilfoyle (no details supplied for Tom Hindle) for a quote to fix the benches at Whinney Lane & Mire Ash. Members discussed alternatives for the other benches, and

**RESOLVED : Chairman to offer the third bench to be donated to the Village Hall for fixing in the newly planted area, and Clerk & officers to investigate repairs, and, if feasible, to then contact Landlords again**

**15. Accounts**

15.1	<b>Balances –</b>	Business Account reconciled	£9,858.72
		Business Deposit Account	£11,063.00
		Scholarship Fund	£1,178.41

## 15.2 The following payments were requested:

One.com Domain name change to Clerk	£12.25	1410
Play Inspection Company – annual inspection	£ 75.00	1411
Teresa Taylor – September net salary	£361.80	1412
HMRC – PAYE qtr to 05.10.16	£39.60	1413
CPRE – subscription (Sect 137)	£36.00	1414
Citizens Advice Bureau Ribble Valley – donation (Sect. 137)	£40.00	1415
War Memorials Trust – donation	£40.00	1416
Royal British Legion for wreath	£50.00	1417

Members discussed levels of donation which were felt appropriate. Clerk informed that Section 137 payment is currently £7.42 per resident on Electoral Roll per annum.

**RESOLVED- All disbursements were approved for payment, alterations to Standing Orders to be considered with donations policy.**

**15.3 EON contract** – Clerk had received quote of 27p per day, and 15.97p per unit – **This was approved, but notice to cancel contract 60 days prior to end to be sent in 2017.**

### 15.3 Clerk's Salary & review

This matter had been discussed by those members present, in closed session, then with Clerk on 15<sup>th</sup> September, following Play Area Working Party meeting. Current remuneration of £4,500 gross per annum was noted. Clerk was not expected to attend future Working Party meetings and emails for circulation were to be minimised in order to concentrate expected 8 hours per week for Mellor, prioritising work. Options had been discussed for the Newsletter, which was felt necessary, Clerk to remain as Editor, with greater content input from all Councillors, including Chairman's update letter. Various details need further clarification and it was

**RESOLVED – Current salary of £4,500 to remain, further details of contract to be determined by a meeting between Chairman, Vice Chairman & Clerk, full decision by Parish Council.**

## 16. To receive Reports from Borough Council Meetings

16.1 Borough Councillor Walsh reported on the Constituency Boundary Review which, if implemented would mean Clitheroe and Colne joining in a constituency and parts of Ribble Valley Constituency joining with North Lancashire. Following discussion it was

**RESOLVED – Clerk to write to The Boundary Commission expressing the wish that Ribble Valley Constituency remain as it is, particularly keeping Clitheroe & Colne separate.**

16.2 Borough Councillor Walsh reported on the Parish Liaison Meeting held 8<sup>th</sup> September including the Ward boundary review, suggesting that Councillor numbers will remain static, but ward boundaries may alter.

## 17 Matters brought forward by Members FOR INFORMATION ONLY

17.1 Members had been informed that in some parts of the Parish, particularly Victoria Terrace, bins were being left by the roadside, which was causing a potential traffic hazard. Clerk to include this in Newsletter

17.2 Several members highlighted serious driving hazards they had encountered at the new BAe junction on A677 near KFC. Whilst it was agreed this is outside the Parish, it is a major road used by many Mellor residents.

17.3 Members were informed that Ribble Valley LALC Parish Liaison Meeting will take place at Council Chambers, Clitheroe on Tuesday 8<sup>th</sup> November, 7.00pm. **Chairman will attend.**

## 18 To report any matters requiring attention to the Tree Warden

18.1 Cllr. Johnson reported that the hedges on Mellor Lane, previously notified, had now been cut.

18.2 She also reported a dead tree standing on Play Area, and concern was expressed about the tree stump on Lancashire County Council land by the library, which is considered to be a serious trip hazard. It was

**RESOLVED – Clerk to contact Griffiths & Griffin for quote to fell & remove dead tree, and to contact LCC regarding stump by the library.**

## 19. To receive Mellor Community Association and Minutes of August Meeting

Minutes of September meeting had been circulated and members noted the resignation of the Manager.

20. The date of the next meeting was agreed for **Thursday 3<sup>rd</sup> November 2016, at the Methodist Church at 7pm.**  
**The Chairman closed the Meeting at 9.15 pm, thanking all for their participation.**