

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR METHODIST CHURCH ON THURSDAY 5th OCTOBER 2017 AT 7.00PM**

Present: Cllrs. Mesdames. Stella Brunskill, Dot Crooks, Margaret Johnson, Messrs. Ian Moss, Nick Marsden, Michael O'Grady, Noel Walsh
Also in attendance: Rev. Charles Jefferson, & the Parish Clerk

Cllr. Marsden Vice Chairman took the chair and welcomed all to the meeting

Rev. Jefferson (St. Mary's Church, Mellor) opened the meeting with prayers.

1. To receive and approve apologies for absence

1.1 Apologies had been received from Chairman, Cllr. Bernard Murtagh, and from Cllrs. Pat Young & Alan Upton and it was

RESOLVED that these apologies be approved.

10. To consider and approve any further action regarding pointing of flags at War Memorial and update on other works, also to consider arrangements for Remembrance Day.

10.1 Chairman asked and members agreed that Item 10 be brought forward to this part of the meeting, whilst Rev. Jefferson was in attendance.

10.2 A discussion then took place regarding Remembrance Day service, following which Clerk was instructed to liaise with Rev. Jefferson, who agreed to ensure that Remembrance Day Service would take place at the War Memorial at 11.00am, following the Sunday Service at St. Mary's.

10.3 Clerk updated members that repointing work to the flags will be carried out, following power washing in the next couple of weeks. Following previous discussions regarding maintenance of the planted areas, Messrs Griffiths & Griffin offered to maintain these areas without charge to the end of November & then to submit a price for ongoing work. Members thanked them for this generous offer, which was warmly accepted.

Clerk will again contact Ribble Valley Borough Council to follow up their free offer of a large compost bin.

2. Adjournment for Public Session (Max 5 minutes per person)

2.1 Rev. Jefferson reported that the gate to the rear of St. Mary's Churchyard, adjoining the Play Area has now been re-hung, enabling the exclusion of dogs. He was thanked for this and duly left the meeting.

3. To resolve to confirm the Minutes of the Meeting held on 3rd August 2017

3.1 The Minutes had been circulated and it was

RESOLVED that the Minutes of 3rd August 2017 be approved and these were signed by Cllr. Marsden.

4. Any Matters arising from the minutes not covered on this Agenda FOR INFORMATION ONLY

4.1 Members had been informed that, following Minute 7 of Minutes 03 August 2017, the joint meeting for Parish, Borough and County Councillors proposed for 14 September was cancelled.

4.2 Cllr. O'Grady reported that a resident of Glendale Drive had apparently been notified to cut his hedge by "the Council", which was unusual without notice to the Parish Clerk. He would follow this up for further information & report to a future meeting.

4.3 Members expressed concern that a number of trees between Elswick Gardens & Elswick Terrace had been severely cut back by a private individual, seemingly without permission and Clerk was asked to contact land owner and Ribble Valley Borough Council tree officers for clarification and advice.

5. To receive declarations of pecuniary or personal interest

5.1 There were no Declarations

6. To consider any response to be made to Planning Applications

- 3/2017/0829 - Rear of 62 Branch Road, Mellor Brook - amendment to approved 3/2017/0399
- 3/2017/0820 - Wards Fold Farm, Abbott Brow - resubmission re 3/2017/0596, change to annexe
- 3/2017/0918/940 - Shackerley House Farm, Preston New Road - change from thatch to slate roof on listed building, following fire

6.1 Members noted the above applications but no objections were raised.

6.2 Cllr. Walsh updated members that Application 3/2017/0797 had been called in to be determined by Ribble Valley Planning Committee at the next meeting on 26th October 2017. Members expressed concern that this application included the requirement for agreement with neighbours regarding a party wall : also that the area of the application was incongruously intrusive on the street scene, and the visual impact on neighbours would be substantial. Members further noted & agreed with objections & comments from Highways regarding the perceived need for on street parking, which would be hazardous adjacent to the primary school and church. It was therefore

RESOLVED Clerk to draft a letter of concern which was to be discussed with Cllrs. Marsden & Walsh prior to sending as a matter of urgency to Ribble Valley Planning Committee.

7. To consider and approve further matters for Play Area drainage & improvements, any actions and a timeframe for this; to approve the regular Play Area Inspections in order to comply with insurance cover To consider and approve detailed order for the contract.

7.1 Clerk had updated members with full quote from Playquest Ltd. She circulated costings for the total project of £43,170.70 + VAT including a 10% contingency sum. VAT of over £100 can be reclaimed monthly as soon as paid. Playquest require 30% as deposit with order and therefore some funds would need to be transferred from Instant Access Account to Current Account when needed for cash flow. Members discussed the costings, bearing in mind that the Parish Precept had been increased to ensure the project could proceed, and an allowance made for village improvements. Clerk clarified that double gates will be in the upper area to allow access for mowers, with a single pedestrian access gate by the library. Members were also asked to note that repairs to the wetpour under the swings was quoted at £1575.00 + VAT whilst Playquest were on site, but this was a separate item from the main project. Following further discussion it was

RESOLVED - Clerk to place order with Playquest for all works as itemised, including additional repairs, and 30% deposit to be paid with order. Clerk to contact insurers to ensure additional financial risks cover in case of default by Playquest ; to also seek a quote for additional cover when the equipment is in place.

7.2 Cllr. Crooks had that day accompanied Play Inspection Company during the annual inspection. She had found this most informative and useful, particularly regarding her future regular inspections. The Report will be sent to Clerk for circulation. Members wished to express thanks to Play Area Working Party for all their efforts.

8. To further consider any action re. drainage & blocked culvert Glendale Drive area following meeting with Lancashire County Council 02.03.17 and subsequent correspondence from LCC Cllr. Schofield

8.1 Since Cllr. Schofield was not in attendance, no formal update was available, however it was noted that Cllr. Schofield had circulated emails, and that drains on Mellor Lane near Weavers Fold had been marked in preparation for investigative works.

9. To consider any update and any further actions regarding Mellor Library; including condition of the building, tree stump causing a hazard and whether any additional opening hours be requested.

9.1 Members were informed that those interested may vote on line regarding increased library opening hours. Members again were disappointed that still no action had been taken regarding the tree stump.

10. Financial Matters and Accounts

a. Balances

Current Account : £19,249.46 Instant Access : £11,069.02 Scholarship Fund : £1,178.41

b. To approve : Disbursements, including any payments sanctioned as urgent, since last meeting

Philip Dixon (replacement of manhole cover)	£162.00	Cheque No 001465
Griffiths & Griffin (planting at War Memorial)	£1,440.00	Cheque No 001466
Parish Clerk (August Salary)	£374.40	Cheque No 001467
CANCELLED CHEQUE	£0.00	Cheque No 001468
One.com (website & domain name)	£31.15	Cheque No 001469
Parish Clerk (September salary)	£372.60	Cheque No 001470
HMRC (PAYE to 05.10.17)	£3.60	Cheque No 001471
British Legion (donation for wreath)	£50.00	Cheque No 001472
Playquest Play Equipment Ltd (30% deposit)	£10,881.75	Cheque No 001473
BDO (External Audit Fees to 31.03.17)	£192.00	Cheque No 001474

Members were asked to note that £1200.00 claim to Ribble Valley for planting has been submitted by the Clerk.
RESOLVED : all the above invoices were approved for payment

c. To receive and approve External Auditor's Report (Note that Clerk had not received this 25.09.17)

Clerk reported this had now been received and circulated to members. There were several minor issues of transposition error, for which she apologised, noting that these had incurred additional costs. Members then **RESOLVED** that External Audit, with Conclusion of Audit Notice and income & expenditure over £100 be approved and published on notice boards and parish website.

d. To consider any future planned expenditure in preparation for 2018.19 Budget at November meeting

Members discussed future expenditure in general terms. The view was expressed that the precept had been increased for current year in order to make improvements to the Parish and consideration be given to continuing with further improvements. Consideration also needs to be given to a budget for Play Area regular maintenance and possible development, and for the future protection of the War Memorial. Ideas were to be brought to November meeting.

e. **To consider the de-registration of the War Memorial Scholarship Fund with the Charity Commission**
Members discussed without conclusion the need for registration with Charity Commission. It was noted that one individual benefits annually from this fund, which would not be possible without the General Power of Competence. Clerk was asked to investigate further.

11. **To receive reports from meetings**

a. **RVBC Report by Borough - Councillors Brunskill & Walsh**

Councillors reported the concerns expressed regarding lack of services, particularly for young people, and for health services in rural areas. It was noted that Mellor is fortunate, having a Doctor's surgery and Podiatry at the Village Hall, with the provision of flu vaccinations also available in the Parish. Ribble Valley is becoming a Dementia Friendly Area.

b. **RVBC Parish Liaison Meeting**

Councillor Murtagh was not able to attend, but Cllr. Walsh had attended this meeting as Borough Council when there had been a presentation by Neil Stevens on Planning. Clerk read from the minutes a resolution made highlighting concerns about the lack of response or action by County Council Highways. Next meeting of this committee will be 9th November.

c. **RV LALC Liaison Meeting**

Cllr. Walsh explained to members that this committee had been suggested as the reason for cancellation of joint meeting at Minute 4.1, however this was deemed unfortunate, since Samlesbury & Cuerdale, being a Parish Council in South Ribble, could not be part of Ribble Valley Association of Local Councils. The next meeting will be held on 28th November, 7.00pm, Council Office, Church Street, Clitheroe. Cllr. Walsh expressed a wish to attend in future ; Cllr. Brunskill will attend, with Cllr. Marsden

d. **BaE Liaison Meeting** Cllr. Brunskill reported that this important meeting will take place 9th November. Another may attend, however identity checks must be complied with pre-meeting for security.

12. **Matters brought forward by members FOR INFORMATION ONLY**

12.1 Members discussed a private joint Christmas Meal. This was agreed to be held on Friday 15th December, at Traders Arms. Cllr. Brunskill kindly agreed to coordinate.

13. **To report any matters requiring attention to the Tree Warden**

13.1 Members noted the hedges along Mellor Lane had not been cut back ; Clerk was asked to contact the farmer at Higher Brundhurst Farm. The hedges at the farm adjacent to Mellor Methodist Church were considered to be a hazard and advice was to be sought by Clerk from Ribble Valley Tree Officers.

14. **To note Mellor Community Association Minutes (now on Mellor Village Hall website).**

14.1 Members were asked to note this matter.

15. **Date of next meeting - scheduled for Thursday 2nd November 2017**

The Chairman closed the Meeting at 9.05 pm, thanking all for their participation.