

MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL

HELD AT St. MARY'S PRIMARY SCHOOL ON THURSDAY 09 JUNE 2022 COMMENCING AT 7.00 PM

Present: Cllr. Nick Marsden (Chairman) Cllrs. Stella Brunskill, Quentin Colborn, Dot Crooks, , Margaret Johnson, Anne Mellor, , Mick Venables, Robin Walsh

Also in attendance, Parish Clerk: and 12 Members of the public

All were informed that 2 persons were recording the Meeting. None present objected to being recorded.

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs. Hymas & O'Grady who were both away & it was **RESOLVED that those apologies be accepted & approved**

2. To receive declarations of pecuniary or personal interest

2.1 Cllr. Marsden Declared an Interest in Item 6 relating to 10 Glendale Drive & would withdraw from participation in the meeting at that point of the agenda.

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

3.1 A Resident asked that Council carefully consider options for the grassed area in St. Mary's Gardens.

4. To resolve to confirm the Minutes of the Parish Council Meeting held on 05 May 2022 & the Extraordinary Parish Council Meeting held on 19 May 2022

4.1 The Minutes of Parish Council Meeting held on 05 May 2022 & the Extraordinary Parish Council Meeting held on 19 May 2022 had been circulated and published. It was therefore **RESOLVED that those Minutes for Meetings held on 05 May 2022 & 19 May 2022 be approved and signed as correct.**

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

5.1 There were no Matters Arising

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

- **3/2022/0322 – Deer House, Woodfold Park, extension & alterations to provide additional living accommodation**
- **3/2022/0481 – Proposed 5 new dwellings on former Pack Horse Garage site**
- **3/2022/0508 10 Glendale Drive – Conservatory to rear**
- **3/2022/0509 – 102 Branch Road Cert of Lawfulness for single storey extension**
- **Ribble Valley Local Plan Consultation – following RVBC Meeting 06 June 2022, document circulated 26.05.22**

6.1 Members had been notified of potential planning applications as detailed., however not all of those applications were at Consultation stage at date of the meeting.

6.2 3/2022/0322 Deer House details had just been circulated & Members were asked to contact Clerk with any observations by 20.06.22 if any submission was to be made

6.3 3/2022/0481, 3/2022/0508, 3/2022/0509 were not at Consultation stage at date of this Meeting.

6.4 Ribble Valley Local Plan Consultation – this document had been emailed to all Members who were asked to fully consider its contents as any response needed to be submitted to RVBC by 07.07.2022 (date of next Parish Council meeting) & therefore Clerk to be informed of any comments before that date.

7. Financial Matters and Accounts To approve: Bank balances £62,942.84 + £26,094.41 MVH Floor fund + £1,199.72 Scholarship Fund + £74.52 investment Account To consider & approve; Invoices for payment since 07.04.22

- a) EDF War Mem lights DD 1 month **£13.49 DIRECT DEBIT**
- b) Parish Clerk salary May **£440.70**
- c) Easywebsites monthly DD for support **£32.40 DIRECT DEBIT**
- d) BHIB Insurance 01.06.22 to 31.05.23 **£3,953.39 PREVIOUSLY APPROVED 19.05.22**
- e) O'Callaghan Civil Engineering Ltd **TO BE CONFIRMED**

No further invoices beyond schedule at time of agenda

- f) **To consider any actions regarding reserves held against MVH floor damage**

7.1 Bank balances were noted and approved as per agenda

7.2 Invoices for approval were:

| | | |
|-----------------------------------|---------------------|----------------------------|
| Griffiths & Griffin tree planting | £1964.40 | Cheque 1749 (Below budget) |
| EDF for War Memorial Lights | £13.49 Direct Debit | |
| Easywebsites monthly support | £32.40 Direct Debit | |
| BHIB Insurance from 01.06.22 | £3953.39 | Cheque 1750 (Pre approved) |
| Mellor Methodist Church room hire | £40.00 | Cheque 1751 |
| Parish Clerk net salary May | £440.70 | Cheque 1752 |
| N Marsden reimbursement re Beacon | £35.00 | Cheque 1753 |

RESOLVED that approval be given to all the payments detailed

7.3 Members were informed that discussions were ongoing regarding flooring at Mellor Village Hall & Mellor Community Association Community Association Chairman had been asked to inform Clerk when specification & quotes were known, which would be promptly circulated to Members.

8. To consider and approve any grant to be awarded to Mellor Junior Football Club Email circulated 15.05.22, further info on membership from Mellor circulated 16.05.22

8.1 The application for grant funding to Mellor Junior Football Club had been circulated to Members, with supporting information that of 112 active members, 86 were Mellor residents, the rest from neighbouring areas. Members noted this worthy cause, but considered that further consideration was needed. It was therefore

RESOLVED that Finance Committee consider the application within the context of overall Parish Council finances & report to Council with recommendations. Football Club Chairman was present & was informed that Ribble Valley Borough Council awards Sporting Grants

9. To consider and approve any actions for Mellor Community Association: and to accept any report regarding the floor at Mellor Village Hall

9.1 This matter had been considered at Item 7.3 of the agenda

10. To consider and approve the arrangements regarding Country Fried Van at Mellor Village Hall
Variation to lease granted November 2021 to be reviewed after 6 months

10.1 Members were reminded that the Variation to Mellor Community Association Lease dated 19 November 2022 was for an initial 6 month trial period. There had been no concerns expressed & it was **RESOLVED that the Variation of the Lease between Mellor Parish Council & Mellor Community Association dated 19 November 2021 to allow Country Fried to use the car park be extended for a further 12 month period. Clerk to inform MCA Chairman**

11. To consider & approve arrangements for an Open Meeting for Mellor residents to discuss the Open Area adjacent to the Play Area and the antisocial behaviour: Meeting to be held on Saturday 09 July 2022 10.00am at St. Mary's School

- **To arrange to collate responses from the survey delivered to residents**

11.1 All were reminded that the Open Meeting for residents would be held on Saturday 09 July 2022, starting at 10.00am in St. Mary's School Hall.

11.2 Cllrs Hymas & Walsh with Parish Clerk had created the survey to be delivered to all Mellor households. The distributor had his instructions & Members agreed to deliver to outlying areas, also to put response boxes in local shops & Mellor Library. These were to be collected on 05 July 2022, but not collated prior to Open Meeting. It was re-iterated that no actions would take place until both survey & meeting consultation results had been collated & considered.

12. To consider and approve any actions following a Report from the Play Area Working Party including update on monitoring of antisocial behaviour with Police response, noting that Ribble Valley Community Partnership operates CCTV at Chipping & other Village Halls

- a) **To consider and approve any actions for completion of Queen's Canopy project including commemorative plaque**
 - b) **To consider and approve any actions for tree replacement**
- 12.1 Play Area Working Party had not formally met. Further discussion took place regarding potential CCTV & Clerk was asked to contact RVBC Cllr. Simon Hore to arrange a visit to Chipping Village Hall and look at their CCTV system. Clerk had been in contact with RVBC Community Partnership Officer Sarah Wells who was on leave. Members noted that there are 4 CCTV cameras at Mellor Village Hall, paid for by Parish Council. Monitoring of the cameras was Mellor Community Association responsibility.
- 12.2 Consideration of completion of Queens Canopy project was deferred until after full Consultation.
- 12.3 Consideration for any tree replacement was deferred until after full Consultation

13. To consider and approve each Cllr. Review of all Policies & a timeframe for this

- a) **To receive the Report regarding overall Communications for Mellor Parish Council** attached
- 13.1 A full schedule for review of all Parish Council policies had been circulated. To date Cllr. O'Grady had agreed to review Accessibility Statement & Privacy Policy, Cllr. Colborn was looking at overall Communications. Cllr. Crooks agreed to look at Grievance Policy. Clerk was asked to circulate updated schedule, noting that Standing Orders, Code of Conduct & Financial Regulations had all been recently reviewed & approved. Members were again asked to review another Policy, liaising with Clerk.
- 13.2 Cllr. Colborn was thanked for his paper on overall Communications. He would take on board Members' comments prior to putting forward a motion to July Meeting. There was strong support for monthly drop in sessions on a trial basis & emphasis that newsletter / 1 page newsheet must go to all households, especially for those who do not have or wish to use internet & may not attend meetings. Members considered that a regular newsheet may be the way forward, but needs collation. If this was to be circulated to some residents via email, GDPR must be maintained via Clerk as Data Controller.

14. To consider and approve any actions for installation of a defibrillator inside the former BT phone box on Mellor Lane and to approve any budget for this work, including type of equipment – Cllr. Venables Report attached

- a) **To receive any update regarding a defibrillator at One Stop shop – Cllr. Marsden**
 - b) **To consider and approve training in use of defibrillators & any budget for this**
- 14.1 Cllr. Marsden updated all that the defibrillator is now installed inside One Stop shop, which is open 7.00am till 10.00pm daily. He was thanked for the 9 months work he had put into this project, which is mainly grant funded by Tesco / One Stop, with possible support from Parish Council, as previously approved. Publicity may be required with One Stop & Cllr. Marsden will liaise on this. Registration with North West Ambulance will be dealt with by One Stop.
- 14.2 Cllr. Venables had circulated further information regarding defibrillator for the former phone box on Mellor Lane. Finance Committee was asked to budget for approximately £2000 for installation, and allow for future maintenance costs. Clerk was to invite Mr. Sproule of NW Ambulance to attend July Parish Council Meeting.
- 14.3 Members were informed that there is a defibrillator inside Mellor Doctors' Surgery, which has not been open since March 2020. It is understood that the Surgery is planned to re-open 2 days a week in the near future. Clerk was asked to investigate & report to Council.

15. To consider and approve any appropriate actions to address speeding throughout the Parish

- 15.1 Members noted with concern the recent Road Traffic Incident when a vehicle was on top of the wall on Mellor Lane adjacent to Football Club. Chairman had sent photo to Lancashire Deputy Crime Commissioner & LCC Lead for Highways, Cllr. Charlie Edwards. It was noted that lamp posts on upper Mellor Lane are within 85 metres of one another & therefore speed limit should be 30, rather than current National Speed Limit. Members were asked to consider asking parishioners to support a campaign to get speed limit reduced.

16. To receive update reports

- a) **Regarding: the Jubilee to commemorate HM Queen's Platinum Jubilee**
- b) **Replacement perspex for Notice Board at Carter Fold – Cllr. Venables**

- 16.1 Members all noted with pleasure the support for all Jubilee events – over 200 had attended the Beacon Lighting, all events at Mellor Village Hall had been well supported, and much enjoyed. Thanks were expressed to all those who had organized and volunteered to assist, but also to all those attending such a momentous occasion.
- 16.2 There was no update on the repairs to the Notice Board

17. To receive reports from meetings

- a. **LCC Report – any matters of note regarding Mellor – LCC Cllr. Schofield**
 - b. **RVBC Report by Borough – Cllrs. Brunskill & Walsh**
 - c. **Items for RVBC Parish Council Liaison Meeting to be held 30.06.22** Cllr. Marsden has given apologies, another representative requested
- 17.1 There was no Report regarding Lancashire County Council
- 17.2 Cllr. Walsh reported that Ribble Valley Borough Council is to receive £2,000,000 over 3 years under UK Shared Prosperity Fund. Committees will be set up to manage this Fund, which can only be spent on capital items.
- 17.3 RVBC Parish Council Liaison Committee meeting – no items were put forward for the agenda. Cllr. Hymas would represent Mellor Parish Council & Cllr. Walsh is a Member of the Committee.

18. Matters brought forward by members and Staff FOR INFORMATION ONLY

- 18.1 Clerk had circulated details of LALC courses but no interest was expressed
- 18.2 Members noted that Variation of Premises Licence at Spread Eagle had been agreed with Greene King, noting this had taken some time to obtain response from Greene King. Opening time for Saturdays & Sundays only had been agreed to be 9.30am, Monday to Friday at 10.00am.

19. To note the next Meeting will be held Thursday 07 July 2022 then Thursday 01 September 2022

- 19.1 Dates for the forthcoming meetings were noted

20. To resolve that the following items be considered to be Confidential & Sensitive & therefore to exclude Press & Public for these Items to be discussed.

- 20.1 The motion was put that the following items of the agenda were considered to be confidential & sensitive and it was therefore

RESOLVED that press & public be excluded from the Meeting and no recording to take place. Public then left the meeting & any recording ceased.

21. To consider and approve any actions for recruitment of an Assistant Clerk following interviews held on 30 May 2022

- 21.1 Members were updated that 2 candidates had been interviewed: one candidate was considered unsuitable due to lack of experience or partial match to job specification. The candidate had asked for feedback & travel expenses, but following consideration of Standing Orders it was

RESOLVED that feedback be given, but no travel expenses be approved

- 21.2 Interview Panel considered (by majority) that the other candidate had the potential to fulfil the role. She had been invited to attend the Meeting & was to meet with Clerk informally. It was agreed to continue with the suggested course of action.

22. To consider and approve any response to MP Nigel Evans following his correspondence with Clerk

- 22.1 Clerk reported on the correspondence with MP Nigel Evans regarding recent events.

Chairman thanked all for their input & closed the meeting at 8.50 pm