

MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL

HELD AT St. MARY'S PRIMARY SCHOOL ON THURSDAY 06 OCTOBER 2022 COMMENCING AT 7.00 PM

Present: Cllr. John Hymas (Chairman) Cllrs. Stella Brunskill, Quentin Colborn, Dot Crooks, Anne Mellor, Mick Venables, Michael O'Grady

Also in attendance, 9 Members of the public, LCC Cllr. Alan Schofield, Parish Clerk & Assistant Parish Clerk

**Proclamation of King Charles III as Monarch read by Chairman
A moment of silence in memory of the late Queen Elizabeth II was held**

1. To receive and approve apologies for absence

1.1 Apologies for absence received and approved Cllrs Marsden (away), Walsh (other commitment) and Johnson (illness)

2. To receive declarations of pecuniary or personal interest

2.1 None received

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

3.1 A resident from Mellor Brook queried parts of the previous meeting's minutes.

3.2 A resident from Mellor spoke of their concern about the delay in resolving the matter of the trees and installation of CCTV in the play area and open space.

3.3 A resident of Mellor question whether all the survey results had been hand delivered as they had not received them.

3.5 Chairman then closed Public Session

4. To resolve to confirm the Minutes of the Parish Council Meeting held on 07 July 2022

The Minutes of Mellor Parish Council held on 01 September 2022 had been circulated & published. It was **RESOLVED that those Minutes be accepted and approved.**

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

The clerk informed Members the investment account has been closed and the balance transferred to the current account.

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

- **3/2022/0574 Rann Woodland off Saccary Lane – retention of storage units etc, roof over storage units, welfare unit**

Members were informed that the appeal against the enforcement order is still awaiting a decision. The application remains on the determination list. It has been noted that most of the storage units have recently been removed. No further action can be taken at this time.

- **3/2022/0907 Pendle View Primrose Lane – erection of a stone building & change of use from stable building to a wellbeing centre Circulated 03.10.22**

Cllr Brunskill informed Members that to date RVBC has not received an application for a license for public consumption of alcohol. Cllr Colborn requested clarification of current planning application plans.

RESOLVED – Clerk to obtain clarification of how current application differs from previous applications and circulate to Members before next meeting.

- **Meadow Brook, Saccary Lane** – enforcement officer report has been received.
 - **Windmill** – Members noted the planning application has again gone to appeal; no further action can be taken at this time.
- 7. Financial Matters and Accounts To approve Bank balances £ 51,928.00 + £26,094.41 MVH Floor fund + £1,218.15 Scholarship Fund + £0.00 investment Account.
To consider & approve; Invoices for payment since 01.09.22**
- | | |
|---|----------------------------|
| a) EDF War Mem lights DD 1months | TBC DIRECT DEBIT |
| b) Easywebsites monthly DD for support | £32.40 DIRECT DEBIT |
| c) HMRC PAYE July & August | £133.40 PAID |
| d) Net salary Clerk & Assistant Clerk – | £1,020.20 (inc tax refund) |
| e) HMRC PAYE for September – None due, as refund to balance in November | |
| f) One year Microsoft 365 renewal (re-imburse Clerk) | £79.99 |
- No further invoices beyond schedule at time of agenda
- 7.1 Finance balances were noted & approved**
- 7.2**
- | | |
|---|------------------------------|
| EDF War Mem lights DD 1months | TBC DIRECT DEBIT |
| Easywebsites monthly DD for support | £32.40 DIRECT DEBIT |
| HMRC PAYE July & August | £133.40 PAID cheque 1772 |
| Playquest Adventure Play Ltd – annual inspection | £360.00 Cheque 1773 |
| J Whelan delivery survey results | £95.00 Cheque 1774 |
| NWAS Charity Fund (Defibrillator for phone box) | £1350.00 Cheque 1775 |
| One year Microsoft 365 renewal (re-imburse Clerk) | £79.99 Cheque 1776 |
| Net salary Clerk & Assistant Clerk (inc tax refund) – | £1,020.20 Cheque 1777 & 1778 |
| Royal British Legion donation for wreath | £50.00 Cheque 1779 |
- RESOLVED that the detailed payments be made**
- 8. To consider & approve any motion regarding the floor at Mellor Village Hall Cllr. Hymas motion on behalf of Finance Committee**
Meeting was held MCA on 22nd September, MCA committee have selected their preferred flooring and supplier, quote cost is within the monies held by MPC.
RESOLVED Council to delegate to Finance Committee the handling of the process and MPC will keep the remaining balance until the work has been completed in full.
- 9. To consider & approve any recommendations from Members for plans for year 2023/24 budget. Finance Committee meeting was cancelled on 29 September 2022**
- 9.1 Cllr. Crooks recommended the play area equipment be included, measurements for quote have not yet been carried out. Members recommended repairs to the play equipment from the recent survey should also be accounted for. Chair requested Members send other recommendations to the Clerks by email before next Finance Committee meeting.
- 10. To consider & approve order for defibrillator & equipment in former phone box, with signage at One Stop**
- 10.1 **RESOLVED – Signage costs of up to £80 including VAT approved, Cllr Marsden delegated to order**
- 10.2 The box required has been ordered and requires collecting, Cllr Venables to collect and obtain quotes for electrical works in the phone box for installation. External signage will be required, Assistant Clerk was asked to confirm whether planning permission was required.
- 10.3 Cllr. O’Grady confirmed the interactive map is under construction and has circulated the link to Members and will be able to be viewed on web browsers. Members suggested that the information of the defibrillators should be distributed and published to the wider community. Chair thanked Cllr O’Grady for his work on the interactive map.

RESOLVED - Chairman asked Cllr Mellor to draft a marketing and communication plan to communicate the locations of defibrillators within the Parish to the community and wider area as a proposal to be added to the agenda and discuss at the next meeting on 3rd November 2022

11. To consider and approve any actions following the survey results on the Grassed Area.

11.1 Members recognised the possibility that not all households had received paper copies of the results, this will be followed up by the Clerk. Members discussed the requirement of a working party to move forward on the subject of the trees in the grassed area. Members were reminded that there is already two Working Parties for the area so it was decided that the existing should be opened up and expanded further. a terms of reference should be decided upon which would be discussed openly.

RESOLVED - Members were asked to encourage residents to join the Working Party. Terms of reference should be written by 22 October in preparation to be discussed and approved in the meeting on 3 November 2022.

12. To consider & approve any actions following Play Area Working Party meeting and considerations for any installation of CCTV equipment.

12.1 Cllr Schofield has forwarded an email from LCC re legality aspects of CCTV to the Clerk shortly before the meeting which had not been received due to timings. Play Area Working Party has not met.

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

13.1 The schedule has been circulated to Members again.

RESOLVED – Policy review to be completed by Members for approval at meeting 1 December 2022

14. To consider any approve any actions for further improvements to footpaths & biodiversity initiatives.

14.1 Members were informed that the Biodiversity Grant of £300 has been received although there are no plans of how to use it yet. Suggestions were given to approach Balderstone Primary School and use the grant to involve the younger generation, Members also suggested installing “green roofs” on Parish bus shelters.

14.2 Cllr Hymas suggested the step at the new kissing gate is not as urgent as initially thought and further enquires are required, he encouraged other Members to visit and give their conclusions. Members were reminded of the water issue running onto the road which has been previously reported by residents. Cllr Schofield to report to LCC for further investigation.

15. To consider any response to Lancashire Fire Consultation Survey.

15.1 Members agreed there appears to be no impact on the Parish and that no further action was required.

16. To consider and approve arrangements for drop-in sessions & responses to any issues raised.

16.1 Cllr Hymas suggested Members attend the monthly coffee mornings held at the Village Hall, treating it as a surgery and as a way of introducing the councillors to the residents of the Parish.

RESOLVED – Members to communicate their availability for a rota to attend the coffee mornings, two Members are to attend each time and give regular feedback at Parish Council Meetings. Clerk and Assistant Clerk to look into simple signage for the table so that visiting residents are aware of the Member’s presence at the event. Cllr Mellor was asked to find out what events held at Mellor Brook Community Centre would also be suitable for Members to attend by the next meeting.

17. To consider & approve any actions following correspondence with Stanley House.

17.1 Email from Matthew Hutchings – Group Operation Director from Leaf Hospitality has been circulated to Members Member noted signage which has not received planning permission is still in situ.

RESOLVED – Clerk to email Mr. Hutchings with Council meeting dates and invite him again to attend a public meeting and speak at the session.

18. To receive update reports

Cancellation of electricity contract with EDF

Clerk confirmed this has been done and a letter confirming has been received.

Distribution of survey results around the Parish

Clerk to confirm all surveys delivered by contractor after comments made in Public Session, Members confirmed the batches they were given have been.

Repairs and improvements to path 3-25 FP51

Cllr Schofield was asked to report concerns about the removal of barriers at the exit of the pathway onto the road, it was Member's view this is a matter of urgency due to safety.

19. To receive reports from meetings

a. LCC Report – any matters of note regarding Mellor – LCC Cllr. Schofield

Cllr Schofield informed Members of the issue of a Warm and Welcome Places report by LCC. There are 64 Libraries becoming available as a warm place for those struggling due to the current economic and fuel crisis in the coming winter. LCC are looking for suggestions for other locations, there is a budget available to assist. Members voiced concern Mellor Library has been forced to shut on several occasions due to staff shortages.

Cllr Schofield informed Members there is limited funding available for the creation of new bus stops and shelters and improvements to existing shelters. Cllr Schofield to send link for the report by LCC. Members stated a letter had been received by residents that bus service 617 Pleckgate-Knowles Arms – Ribblesdale is being cancelled in July 23. Cllr Schofield explained it is LCC policy to cancel routes which are making an economic loss. Council would support any objections.

RESOLVED – Clerk to publish the letter on the Mellor Parish Council website.

Himalayan Balsam complaint from a resident has been referred back to LCC

b. RVBC Report by Borough – Cllrs. Brunskill

LCC and Police were both in attendance at Practical Solutions to Road Safety Meeting at Chipping attended by Cllr Brunskill and Parish Clerk, the matter of wagons above weight limit on Branch Road is now being dealt with by the Police and Parish Council cannot act further. Residents are encouraged to keep reporting and supplying evidence to the Police. Details for reporting had been circulated by Clerk earlier that day 18.b.2 The Community meetings held at BAE which stopped due to the pandemic are due to resume. Members are invited to attend, Cllr Brunskill to supply dates and contact details.

c. Practical Solutions to Road Safety Meeting – Chipping 29 September 2022

18.c.1 Meeting attended by Clerk and Cllr Brunskill. The emphasis is now on prevention, there may have another meeting in the future. The Clerk will keep Council informed.

Suggested locations for SPIDs has now been compiled by Members and is to be sent to Clerk.

Climate Action Network – Cllr. Hymas

There was no report given

9pm - Members RESOLVED that the meeting could continue beyond 2 hours in order to complete the agenda

20. Matters brought forward by Members and Staff FOR INFORMATION ONLY

20.1 Information of the Remembrance Day Service at St Mary's Church was read out, Sunday 13 November 10.15am at the Church and then 11am at War Memorial.

RESOLVED – Cllrs Crooks to organise a wreath, Council to supply cheque for £50

20.2 The contractor has cleared the brambles around the paved area at the War Memorial, brambles further up the slope to be left to die back naturally. Contractor will clean the paved area closer to Remembrance Service with Algon.

20.3 Cllrs. Marsden and Colborn will undertake the review of the Assistant Clerk

20.4 Assistant Clerk and Clerk to update account details on Land Registry and look into land registry details of Parish owned land as discussed at Finance Committee 25 August 2022.

20.5 Lancashire Parish & Town Councils Conference – 12 November 2022 at County Hall 9.30 start, LALC AGM in person after lunch Cllrs. Marsden and Hymas will attend.

20.6 Cllr Colborn volunteered to join the Finance Committee after the resignation of Cllr Walsh

20.7 An additional LCC reduce speed banner and bin stickers were distributed to Members to be put up about around the Parish. Members asked to consider whether more personalised to Mellor Parish signs

could be created.

21. To note the next Meeting will be held on Thursday 03 November 2022

Chairman thanked all for their input & closed the meeting at 9.13 pm