# MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL

# HELD AT MELLOR St. MARY C of E PRIMARY SCHOOL ON THURSDAY 12 JANUARY 2023

#  COMMENCING AT 7.00 PM

**Present:** Cllr. Nick Marsden (Chairman), Stella Brunskill, Quentin Colborn, Dot Crooks, Margaret Johnson, Anne Mellor, Michael O’Grady, Mick Venables and Robin Walsh

**Also in attendance**, LCC Cllr. Schofield (for later part of the Meeting), Parish Clerk & 9 Members of the public

1. **To receive and approve apologies for absence**

1.1 There were no apologies received

**2. To receive declarations of pecuniary or personal interest**

* 1. There were No Declarations made at this point

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

3.1 A resident of Woodfold Park followed up on the reasons for objection to Planning Application 3/2022/0988 which had been previously circulated to Members.

Following the adjournment, Chairman then closed the Public Session.

**4 To resolve to confirm the Minutes of the Parish Council Meeting held on 01 December 2022**

4.1 Minutes of the meeting held on 01 December 2022 had been published & circulated. It was

**RESOLVED that the Minutes of Mellor Parish Council held on 01 December 2022 be approved.**

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

* 1. Members were informed that the Appeal against Planning Decision to demolish the former Windmill Hotel and erect a fuel filling station had been lost & this could therefore not go ahead.

5.2 Cllr. Marsden informed Council that he planned to resign as Councillor, effective 30 January 2023, which would be submitted in written format. He noted with pride the numerous achievements Mellor Parish Council had made since he joined the Council in 2015, then expressed sadness which had caused his decision to be made.

**6. Election of Vice Chairman for Mellor Parish Council**

6.1 Cllr. Venables, being proposed and seconded was duly Elected as Vice Chairman of Mellor Parish Council

1. **To consider and approve any arrangements for the Casual Vacancy on Mellor Parish Council**
2. **To consider and approve a further Member of Finance Committee** next meeting 26.01.2023
3. **To consider and approve any amendments to Mellor Parish Council’s bank mandates** Members to note that any two of four signatories are required, with internet access. Correspondence address is currently Clerk’s home address. Currently 4 signatories are Cllrs. Brunskill, Marsden & Venables, also Mr Hymas6.2Members were informed that, following Casual Vacancy Notice publication, no Call for Election had been submitted. Since there were less than six months prior to Local Council Elections, Members

**RESOLVED to take no action to co-opt a Councillor following resignation of John Hymas**

6.3 Cllr. Mellor offered and was approved to join Finance Committee

6.4 Members were advised that a mandate amendment would be necessary to remove Clerk & correspondence address in addition to removal of John Hymas (& potentially Cllr. Marsden) from the bank mandate. New signatories would be advisable & existing signatories would need to contact the bank to facilitate the changes. Members then

**RESOLVED that Cllrs. Anne Mellor & Michael O’Grady be added to the bank mandate.**

1. **To consider and approve any response to be made to Planning Applications**
* **3/2022/0988 - Land adjacent to Further Lane & Woodfold Park Mellor BB2 7QA –** proposed erection of 1 private dwelling with landscaping. Circulated to Members 19.12.22, delay for submission by MPC till 19.01.23
* **3/2022/1053 83 Mellor Brow** Proposed single storey extension to rear, new roof and extending internally into 81 Mellor Brow. Removal of existing single storey side extension, garage and garden outbuilding Circulated to Members 06.12.22, requested response for any comments by 22.12.22
* **To consider and approve any representation by Mellor Parish Council at Ribble Valley Licensing Hearings regarding Stanley House Marquee & Everything Retreat** Letter of objection to Premises Licence at Stanley House Marquee & at Every Retreat submitted 20.12.22
* **To consider and approve any actions regarding further complaint regarding Meadow Brook Barn, received anonymously**
	1. Application 3/2022/0988 Land adjacent to Further Lane & Woodfold Park – Members discussed the application & considered the proposal to be incongruous & inappropriate to Woodfold Park. They then

**RESOLVED that a strong letter requesting refusal be sent by Clerk, following text from residents.**

* 1. Application 3/2022/1053 was noted
	2. Members noted that letters of objection had been submitted against Licence Applications at Everything Retreat & Stanley House Marquee . Details for the Hearings had been circulated.
	3. Members had received copy of the latest anonymous letter sent to 2 individual Cllrs. However as Mellor Parish Council has an Anonymous Communications Policy in place, it was

**RESOLVED that no action should be taken & for obvious reasons the sender could not be given a response.**

1. **To consider and approve any Report & recommendations from Open Space Working Party**
	1. Members noted the Report of WP Meeting 06.12.22 & poster circulated 16.12.22. Working Party had only received 4 volunteers and it was therefore

**RESOLVED that those 4 named residents join the Open Space Working Party**

* 1. **Financial Matters and Accounts To approve: Bank balances £47,726.58** **+ £26,094.41 MVH Floor fund + £1,218.15 Scholarship Fund**

 **To consider & approve; Invoices for payment since 01.12.22**

1. **EDF removal of meter TBA**
2. **Easywebsites monthly DD for support £33.60 DIRECT DEBIT**
3. **Net salary Clerk December - £521.00**
4. **HMRC PAYE for December £17.00**
5. **SLCC New Cllrs Course X 3 £105.00**
6. **P Moses – Work at War Memorial to date £520.00**
7. **To consider and approve any quotations for electrical installation & other alterations to the former Phone Box for the defibrillator installation**

9.1 Members noted Bank Account balances, Current Account at £47,751.99 due to £25.41 refund from EDF. It was noted that EDF account was closed with no outstanding balance & the meter had been removed. Direct Debit had been cancelled earlier

9.2 Invoices for approval were:

 Easywebsites monthly support £33.80 Direct Debit

 SP Moses for work at War Memorial £520.00 Cheque 1788

 T Taylor net salary December £521.00 Cheque 1789

 HMRC PAYE to 05.01.23 £17.00 Cheque 1790

 Mellor Methodist Church room hire 2601.23 £20.00 Cheque 1791

 LALC New Cllr Training 28.02.23 QC / AM / MV £105.00 Cheque 1792

**RESOLVED that the above payments be approved**

9.3 Members were informed that the work on the phone box was not yet complete & no quote for electrical work was available.

9.4 LCC Cllr. Schofield joined the Meeting at this point

* 1. **To consider and approve any amendments to Mellor Parish Council Policies**

10.1 The Policy schedule had been circulated and a number of slight amendments had been made by emails. Following further discussion it was

**RESOLVED that amended version of Retention Policy be approved**

**RESOLVED that amended Grievance Policy be approved**

**RESOLVED that Grants Policy be approved without amendments**

**RESOLVED that Privacy Policy & Accessibility Statement be approved with minor amendments**

Clerk was asked to update then circulate the schedule and to update Parish Council website

* 1. **To consider & approve any actions following any written exchanges with Stanley House**

11.1 Members accepted that no letter to the owners of Stanley House was needed due to the Licence application under consideration. It was noted that the Marquee was to be a temporary structure, without sound proofing . It was not known whether any works had started on the main house. Concern was again expressed about the lack of overall management controls at the site.

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

12.1 Due to a misunderstanding, no Cllr. Had attended drop in session on 07 January 2023, Cllrs. Brunskill & O’Grady would attend on 04 February 2023 **a) Members’ rota for Parish Council attendance of coffee morning at MVH.** No rota was arranged for March onwards.

* + 1. **Matters brought forward by Members and Staff FOR INFORMATION ONLY**

13.1 LCC Cllr. Schofield updated the meeting on County Council budget plans.

* 1. Grit bins were then discussed, responsibility & refilling. Cllr. Schofield agreed to look into this.

**14 To consider and approve any arrangements for Staff recruitment**

**Members to note that, as a Staff Matter they should by resolution exclude Press & Public for this item of the agenda**

14.1 Members considered Staff Matters to be Confidential & Sensitive & it was therefore

**RESOLVED that Press & Public be excluded from this item of the Meeting.**

Cllr. Schofield, any Press and Public left the Meeting

14.2 Members noted that Clerk had tendered her resignation with her leaving date 31 January 2023. She had circulated a list of urgent matters to all Members.

14.3 Members discussed the issues raised at length, particularly following other resignations. Consideration was given to potentially hiring a Locum Clerk, and the need for a Finance Officer in addition to a new Internal Auditor was of concern.

**RESOLVED that Clerk seeks a potential Internal Auditor via her contacts**

**RESOLVED that Clerk will deal with VAT aspects of Village Hall floor (possibly after her leaving date)**

**RESOLVED that Meeting continue beyond 2 hours to finalise agenda.**

**RESOLVED that Cllr. Colborn draft an advertisement, once agreed by Members this will be sent by Clerk to Parish Magazine / SLCC / LALC / RVBC in order that no initial costs be required**

**RESOLVED that Finance Committee be approved on 26 January 2023 to make urgent payments including Clerk’s gross backpay (£396.00) with full report to February Council meeting Clerk will finalise payroll.**

14.4 Members had considered calling for an Extraordinary Meeting prior to 02 February 2023, but considered this would not be necessary.

14.4 It was noted that, following Item 5.2, Cllr. Marsden offered to give assistance in future if requested.

14.5 Clerk gave a similar assurance, since her 8 years service had generated a deal of information & contacts. She was thanked for her work.

**To note the next Parish Council Meeting will be held on Thursday 02 February 2023**

**The Chair thanked all for their input & closed the meeting at 9.17 pm**