

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR METHODIST CHURCH ON THE 5th MAY 2016 AT 7.15PM
FOLLOWING THE ANNUAL PARISH COUNCIL MEETING**

Present: Cllr. B. Murtagh (Chairman **BM**), Cllrs. Noel Walsh(**NW**), Mrs. S. Brunskill (**SB**), Mrs. P. Young (**PY**), Mrs. Dot Crooks (**DC**), Ian Moss (**IM**), Mrs. M. Johnson(**MJ**), Mr. Alan Upton(**AU**)

Also in attendance: LCC Cllr. Alan Schofield (**AS**), Clerk (T. Taylor **TT**) and 4 residents

Chairman welcomed all to the meeting, Canon Dorran had previously lead all in prayer at the start of the AGM.

1. Apologies for Absence

Cllrs. N. Marsden (**NM** (attending family funeral)), Mrs. Margaret Young, (ill)

Public Session

Mr. Hymas attended on behalf of MCA. He thanked MPC for positive reaction to request for TENS licences. He brought various matters of anti-social behaviour at MCA to MPC's attention. Police have been requested to visit. There is also a problem with dog fouling & therefore MCA are considering limiting access to the car park areas. Several residents expressed concern about the development proposed adjacent to Mellor, in BwD area – in particular proposed ingress / egress on Whinney Lane, the scale of the development & the principle of building in green belt type of area, rather than brown belt. Support was both offered and requested. AS informed that he was in contact with BwD, a meeting is planned with Traffic Consultants & would ensure all on email were updated. SB has had email contact with Sue Bibby (RVBC Head of Planning) who will support residents & is aware of concerns re. Whinney Lane, however clarification is needed of exact intentions of developers for full response.

2. Declarations of Pecuniary Interest There were no declarations of pecuniary or personal interest. Following discussion, members were reminded to be aware of personal interests & declare they have such interest (& possibly withdraw) but that no written record is to be kept by MPC.

3. Minutes of the Previous Meeting

3.1 The minutes of the meeting held on 7th March 2016 were unanimously approved and signed by the Chairman as a correct record. The Minutes of Annual Parish Meeting held on 5th March 2015 (not available at April 2016 meeting) were also unanimously agreed & signed.

4. Matters Arising from Those Minutes

4.1 There were no Matters Arising but following discussion it was **RESOLVED** that this item was to be kept as part of MPC future agendas.

5. Planning

5.1 Planning applications received since April meeting

3/2016/0113 -Middle Warble Hey Farm – conversion of existing outbuilding to ancillary residential

3/2016/0310 – Clouds Hill, Whitecroft Lane – fell sycamore tree APPROVED PRIOR TO MEETING

3/2016/0318 – Kirkstone, 80 Mellor Brow – first floor extension to a bungalow

3/2016/0329 – Cornerways, Church Lane – **Certificate of Lawfulness** – rear dormer extension lapping to side APPROVED PRIOR TO MEETING

3/2016/0346 – 30 Barker Lane – Erection of 2 new detached houses following demolition of existing house

ACTION : Members had no material objections at this stage to the above applications but were reminded that **ALL should respond to emails asking for comments in a timely manner**. Supplementary document with decisions on earlier applications, was circulated for Cllrs' information

5.2 **Blackburn with Darwen Housing Development Plan (Lammack)**. This was discussed in Public Session.

Since the proposed development is outside RVBC and at an early stage, no material objection was to be made, more details was required for fuller consideration but it was noted that Gill Finlay (BwD Strategic Planning) had been in touch & will continue to do so.

6. MCA request for TENS licences

6.1 BM lead the discussion following advice he had been given that MPC should have awaited a proposed amended lease from MCA in order to avoid a possible suggestion of collusion. TT read the letter she had sent to Mr. Hymas 24.04.16, with the draft amended lease, and his reply dated 28.04.16, however Council **RESOLVED (BM proposed, NW seconded, all agreed) that all documents requested must be received (including valuation for contents, which should be part of MCA accounts) and that Taylors Solicitors need to check and agree the suitability of the proposed amended lease which must come from MCA to MPC. Taylors Fees to be met by MCA, and Insurance will be paid by MPC, but this is to be reimbursed by MCA. The insurance paid in the past is to be left, as a goodwill contribution towards MCA.**

Further discussion followed concerning the points raised in Public Session by Mr Hymas. These had been part of TT's letter to Mr. Hymas of 24.04.16, and members re-iterated that MCA have the responsibility for the car park area, in addition to the Hall Buildings and they have the power to fundraise to improve security.

RESOLVED – TT to write to Mr. Hymas asking MCA to put MCA's suggested Amended Lease to MPC and that timetable suggested by Mr. Hymas may not be possible to meet.

7. To consider drainage & blocked culvert 22 St. Mary's Gardens

7.1 AS updated members of the investigative work he had done, and that the flooding seemed to also be affecting other properties. PY explained there is a drain at the bottom corner of Village Hall field, which had been thoroughly cleared by LCC some years ago, but the drain lower down had smaller aperture.

ACTIONS – BM will speak to Land Drainage contractor, seemingly drainage work was done some years ago

8. Consider LCC Gateway Project for speed limitation, Mellor Lane & Mellor Brow

8.1 Discussion took place, following Public Session, AS has requested speed monitoring following the re-surfacing work on Mellor Brow.

9. To consider response to lack of LCC support for inspection of footpaths in Mellor

9.1 Members were reminded that specific concerns need to be requested, rather than a blanket approach

10. To consider any further response to Royal Mail re. Church Lane post box

10.1 Petition had been circulated, TT has had a letter of support from a wheelchair bound resident. Petitions to be collected in several weeks and further consideration given to a response at June meeting. DC has offered to speak with residents of the sheltered accommodation on Brookfield.

11. To consider street signage in Mellor with recommendations to RVBC

11.1 Again, due to a full agenda, this matter was deferred. DC brought forward several sites for improvement.

RESOLVED ALL to consider this, viewing Mellor as a stranger, to send all details to Clerk, who will compile for June meeting

12. To consider further application to RVBC Parish Grants Scheme

12.1 TT updated members on 2 applications already submitted. Members discussed further possibilities, dog proof fencing for play area to be considered by **Play Area Working Party (BM, SB, IM & TT to meet at Play Area Sunday 8th May 12.30pm)**

13. To consider response to RVBC Draft Licensing Policy

13.1 This had been circulated to members & was noted

14. To consider response to RVBC response to Lancashire Combined Authority proposal

14.1 This had been circulated to members. NW reported that this looked like moving ahead, so far just being discussed at very senior level between all County, Local & Unitary Authorities. Members noted this.

15 Accounts

15.1 **Annual Governance Statement, then Accounting Statements were all approved, TT explained that Finance Working Party had gone through figures, all as agreed with Internal Auditor who has completed her approval, and that all standards have been met.**

RESOLVED as approved, NW proposed, AU seconded, all in favour. Chairman & Clerk signed all documents as approved.

15.2	Balances –	Business Account reconciled to end April	£18,379.44
		Business Deposit Account	£11,061.19
		Scholarship Fund	£1,178.41

15.3 **The following payments were all approved:**

St. Mary's PCC – Churchyard support	£300.00	1386
Lancs Training Partnership – TT CiLCA Training	£150.00	1387
Teresa Taylor April salary (Tax code change)	£362.00	1388
EON – lighting War Memorial 07.01.16 to 11.04.16	£44.17	1389

VAT Refund of £708.83 has been received for period to 31.03.16, Precept £14,506 has been received

15.4 **To Consider Finance Working Party meeting Thursday 14th April.**

Risk Register had been considered for updating, as circulated, AU, seconded by IM, all agreed to accept amended Risk Register. A discussion had taken place regarding Clerk's contract amendment, but no recommendation as yet.

15.5 **Insurance** TT had received new schedule, had sought advice through LALC, however members **RESOLVED to accept AON quote, but consider change for 2017.18 year**

- 15.6 NS & I Account – Following amended signatory agreement, 4 signatories (PY, SB, AU & NM) signed mandate form, 3 further councillors signed to confirm all as correct.**

16. To receive reports from meetings

- 16.1 RV LALC Area Meeting** – Following MPC April Minute 10.1, BM had written to RV LALC Clerk to ask for Minutes amendment. Members expressed no wish to attend further meeting.

17. Correspondence

- 17.1 LCC – footway works to Mellor Lane** – NOTED
17.2 St. Mary’s PCC – letter of thanks received for graveyard support
17.3 SLCC – Notice of EGM - meeting 10.06.16 re changes to constitution – NOTED
17.4 CPRE – Newsletter & AGM invitation 20th May 10.30am, County Hall – NOTED
17.5 LCC Notice of Resurfacing Mellor Brow 16.05.16 to 17.06.16 – NOTED
17.6 Jane Coar note re siting of noticeboard on Carter Fold – TT informed members that she has Ms. Coar has no objection, but that she just wished members to note grass cutting & requested a notice regarding Dog Fouling. Members

AGREED A Notice warning about Dog Fouling can be part of notices on the board when erected.

18. Matters from Members

- 18.1 Time limit on Agenda Items:** Members discussed this suggestion, however it was felt to be impractical. ALL to consider ensuring discussion not to be longer than necessary, enabling meetings to finish at a reasonable time. Members have had information for meetings circulated, therefore discussion rather than clarification at meetings should limit time spent.

BM reminded members to read circulated documents, prior to meetings.

- 18.2 Calendar of Working Party Meetings** – Members felt this should be drawn up to ensure greater efficiency of the Council, agreed to this being an Agenda Item for June.
18.3 Dug Out Area on Abbott Brow - SB reported that, following concerns expressed to her, RVBC Environmental Health are investigating where the bank has been dug out, large builders bag are on site and debris is washing down Abbott Brow blocking drains.
18.4 Topics from Members Members were reminded that a topic can be brought forward to a meeting, but unless Clerk has had this in writing 7 clear days prior to the meeting, no resolution can be passed, and the matter must legally go on to the following meeting’s agenda for a decision.

- 19. Website & Newsletter.** TT reported that these are taking up considerable amounts of her time, and she lacks experience: she has not been able to access management of website for several weeks, however there is some training funding available. Newsletter is almost ready for approval, just awaiting photo of medal presentation, however conversion to pdf corrupts data. It was therefore

RESOLVED TT to have contact details for John Herdman, look into some website training with him, supported by funding, DC to proof read hard copy of Newsletter 110 to go to print if she approves.

- 20. RVBC Report** : NW informed members of the recent meeting, including control of Japanese Knotweed, which had been circulated. The new Municipal Year starts on 10th May 2016.

21. Tree Warden

- 21.1** Hedge outside Mellor Methodist Church was being dealt with. There were no other matters of concern.

22. War Memorial

- 22.1** Members were pleased to record how well the planted areas look. An appeal to go in November Newsletter asking for further community involvement to ensure enhanced effect, following work done by Guerilla & Memorial Gardeners. Shrub planting is to be considered, due to the large garden area to cover.

23. MCA Report

- 23.1** April Minutes had been circulated, a full discussion had occurred earlier in the meeting

24. Play Area

- 24.1** Since MY had given apologies, the log book was not signed and there were no urgent matters for discussion.

Working Party of BM, SB, IM & TT to further consider how to move forward with major improvements.

Agreed to meet on Sunday 8th May, 12.30pm.

The date of the next meeting was agreed for **Thursday 2nd June 2016, at the Methodist Church at 7pm.**

The Chairman closed the Meeting at 9.52 pm, thanking all for their participation.