

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR METHODIST CHURCH ON 3rd NOVEMBER 2016 AT 7.00PM**

Present: Cllr. B. Murtagh (Chairman), Cllrs. Mrs. Dot Crooks , Mrs. Stella Brunskill, Mrs. Pat Young, Messrs. Nick Marsden , Noel Walsh

Also in attendance: County Councillor Alan Schofield (for part of the meeting), Canon Dorran (St. Mary's RC Church, for prayers), 6 residents and 3 representatives on behalf of Thwaites Brewery

Chairman welcomed all to the meeting. Canon Dorran lead prayers to open the meeting, but needed to leave for another meeting.

1. To Receive and Approve Apologies for Absence

1.1 Apologies for absence had been received from Cllrs. Messrs. Alan Upton, Ian Moss

RESOLVED – the apologies were accepted for approval

2. Public Session

2.1 Representatives from Thwaites Brewery explained the Planning Application submitted to Ribble Valley Borough Council for Sykes Holt (Balderstone Parish) and responded positively to traffic concerns, particularly regarding Branch Road. A copy of the plans was left with Parish Clerk and all documents are on Ribble Valley Borough Council website's Planning section.

2.2 Several residents expressed concerns regarding the long term flooding issues in the Parish. They appreciated all efforts by Parish Council but wished to know, if investigation demonstrates a solution, what powers Parish Council has to implement. Chairman explained that no one body has responsibility and Parish Council funds and powers are limited. LCC Cllr. Schofield was minded that Public Rights of Way Team at County Council has responsibility, with Flooding Team if property is flooded, but that land owner has responsibility for their own land. If a road drain is blocked with silt, this needs to be reported to Lancashire County Council Highways. The water table is known to be very high throughout Mellor and that there were formerly "sleeping policemen" at the entrance to the Village Hall, so diverting runoff away from the building. Chairman informed Council that Village Hall drains are being considered as part of the planned refurbishments. Residents thanked Parish Council for all their efforts and left the meeting.

2.3 Chairman then closed Public Session

3 Declarations of Pecuniary Interest There were no declarations of pecuniary or personal interest.

4. Minutes of the Previous Meeting

4.1 The minutes of the meeting held on 6th October 2016 : it was unanimously

RESOLVED that these were approved and signed by the Chairman as a correct record.

5 Matters Arising from Those Minutes There were no Matters Arising

6. Planning

6.1 Planning applications received for discussion

3/2016/0954 – The Glass House – members were unsure of exactly what was planned. Clerk to seek advice and circulate for comments to then be sent to Ribble Valley Planning

3/2016/0962/0963 – Sykes Holt, Balderstone – following travel plans explained in Public Session by applicants, no objections were to be submitted regarding this application.

Clerk updated members regarding BT intention to remove Telephone Box near Spread Eagle.

RESOLVED – Objections to be submitted regarding Telephone Box due to low population density.

7 To consider any action re drainage & blocked culvert St. Marys Gardens

7.1 Chairman updated members, explaining the quote he had circulated from Dixons for £500 to investigate drains. It was therefore

RESOLVED Clerk to email Chris Dunderdale at Lancashire County Council to apply for £500 for initial investigation as agreed at 28.06.16 meeting, with a report to be submitted to him, and to request the further £500 offered by him for follow up work. Chairman to email Dixons, a copy of their report to be sent to Clerk.

8. To consider any response to the planned Highways Scheme, Branch Road

8.1 LCC Cllr. Schofield summarised the scheme, clarifying that the mini roundabout at Feildens Arms will stay. Residents in the area were mostly in favour, however concerns were expressed that HGV's which will be prohibited from Branch Road in future may start to use Mellor Brow – this to be discussed with Neil Stevens at County Council Highways. Exact positioning of the soft speed limiting cushions is yet to be finalised.

8.2 In response to a query regarding the timeframe for Mellor Lane and Hob Green improvements, Cllr. Schofield explained that, due to a few objections having been lodged, this matter is now to be decided at Cabinet Level, by Cllr. Fillis (LCC Cabinet Lead for Highways) in the following week.

9. To consider Play Area drainage and improvements to the Play Area

9.1 Chairman explained his discussions with Dixons and the quote he had circulated for £700 for investigative works.

9.2 Clerk reported that she had only obtained one quote from S. Thornley of £300 to remove & stump grind the dead tree sited on the Play Area.

RESOLVED Chairman to email Dixons to carry out the work & send report to Clerk.

Clerk to instruct S. Thornley to remove the dead tree

10. To further consider improvements and repairs to the War Memorial

10.1 It was reported that the resident is still prepared to carry out the re-pointing, without charge.

10.2 Clerk informed members that, despite 3 emails to Josh Childs and a phone call requesting a breakdown of quote, she has had no response. Clerk has obtained a quote from Griffiths & Griffin for planting at £1200 + VAT, within Parish Grant application amount

RESOLVED Chairman to liaise with Cllr. Moss and the resident to get the re-pointing works done.

Clerk to instruct Griffiths & Griffin to carry out planting at the most suitable time

11. To consider the arrangements for the Remembrance Sunday Service

11.1 Members were informed that the service at St. Mary's Church will be held at 9.30a.m. in order to allow time to assemble at the War Memorial at 11.00am County Cllr. Schofield & Mellor Methodist Church had been informed. It was then

RESOLVED – Cllr. Crooks to place the wreath at the War Memorial this year, Cllr. Moss in 2017

12. To consider the provision of a new Meter Cupboard at the War Memorial

12.1 Clerk had tried to obtain a quote for replacement (without success as yet) however Chairman had inspected the cupboard & felt it to be unsightly rather than hazardous.

RESOLVED – This matter to be deferred for the present time.

13. To consider and approve a contractor to fix benches, re-furbish and re-site the Notice Board.

13.1 Further to October meeting, Chairman had spoken to Mr. Hymas and Mellor Community Association were in favour of the donation of a bench. Clerk had obtained one quote for fixing benches at both Mire Ash and Whinney Lane (£500 in total) Members wished to have confidence that there was adequate insurance in place for a bench at the Village Hall as this would be in a public area.

RESOLVED : Clerk to contact Mr. Hymas regarding arrangements and insurance for the bench

Clerk to instruct Will Guilfoyle to replace the two benches.

13.2 Members had been approached by the shop tenants who were concerned about the siting of the notice board. Consideration was to be given to fixing it to the gable end wall, if refurbishment is feasible and subject to shop owners further consent.

RESOLVED : Clerk to take notice board to Higher Walton Glass and ask them to refurbish, subject to Clerk's judgement, best value at approximately £100 to £150, then to approach shop owner for permission to fix.

14. To consider the possibility of a Social Meeting for Council, to be held in December

14.1 Members discussed this item, considering this to be positive, to get to know one another better in a social framework. Members were aware that there are no powers for this event and so this would be at members' own expense. A provisional date of Friday 2nd December 6.30pm for 7.00pm, Millstone was suggested, to include Councillors, Clerk and each may bring a guest. It was then

RESOLVED : Cllr. Brunskill's kind offer to co-ordinate arrangements was gladly accepted.

15. To approve publication of Newsletter 111 for November

15.1 Clerk had circulated the Newsletter in draft form and noted minor amendments. Following the sad recent death of Cllr. Margaret Young it was

RESOLVED : Chairman to write a notice for front page, to be approved by Cllrs. by email,

Clerk to then arrange publishing, then distribution to Cllrs. for delivery

16. Accounts

16.1	Balances –	Business Account reconciled	£10,062.15	
		Business Deposit Account	£11,063.00	
		Scholarship Fund	£1,178.41	
16.2	The following payments were requested:			
	Teresa Taylor – October	net salary	£364.20	1418
	SLCC (Clerk’s Cert. In Local Council Administration fees)		£250.00	1419

RESOLVED- All disbursements were approved for payment.

16.3 Clerk’s Salary & review

Meeting between Chairman, Vice Chairman & Clerk, had not yet been arranged. **It was**

RESOLVED : Vice Chairman to arrange this meeting as soon as possible.

16.4 Half yearly figures : Clerk circulated actual figures up to 30 September. Members were again asked to consider expenditure anticipated for the 2017/18 financial year, as Precept Order will need to be decided at December meeting. A discussion followed regarding major works e.g. Play Area, which could be part of a contingency figure spread over several years, however a sum should reflect the ongoing need for Play Area Drain Clearing and general repairs to equipment.

17. To receive Reports from Borough Council Meetings

17.1 Cllr. Walsh reported that several matters of significance for Mellor had been considered earlier in the meeting. Parish Poll to alter the precept notes had been circulated. He reported that Borough Councillor Joyce Holgate(Ribble Valley Mayor) has broken her leg and Clerk agreed to send a Get Well card on Parish Council’s behalf.

17.2 Borough Councillor Brunskill had circulated the notes from the recent Liaison Meeting at BAe Systems. There is to be an official Academy Opening Ceremony. She had given the Parish Council’s letter to David Coates ; seemingly the approach needs specificity, with outline costings, for a full response.

17.3 Chairman was reminded that Ribble Valley Local Association of Local Councils meeting will be held in Council Offices at Clitheroe, 8th November.

18 Matters brought forward by Members FOR INFORMATION ONLY

18.1 Cllr. Brunskill requested that The Little Green Bus should be an item for December meeting, members to consider a donation to this worthy cause.

18.2 Clerk informed members that she had recently attended an SLCC course, in part regarding Freedom of Information and members agreed that a draft Complaints Procedure be circulated for consideration.

18.3 Clerk had circulated new street signage to members ; the work will be carried out by Ribble Valley Borough Council, but currently no timeframe is known.

18.4 Cllr. Crooks had seen correspondence from Royal Mail to a resident regarding non resolution of post box re-instatement. Clerk has not had a reply to the petition sent, but will follow up.

19 To report any matters requiring attention to the Tree Warden

19.1 Cllr. Johnson reported conifers at Mellor Village Hall are causing damage and a possible hazard. These are in a resident’s garden, but are pushing a single block wall out, in the area adjacent to the Tennis Court.

RESOLVED – Members to ascertain exact property concerned, then Clerk to contact Ribble Valley legal team for advice.

20. To receive Mellor Community Association and Minutes of October Meeting

20.1 Minutes of October meeting had been circulated.

21. The date of the next meeting : **Thursday 1st December 2016, at the Methodist Church at 7pm.**

The Chairman closed the Meeting at 9.57pm, thanking all for their participation.