

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR METHODIST CHURCH ON THURSDAY 1st FEBRUARY 2018 AT 7.00PM**

Present: Cllrs. Bernard Murtagh (Chairman), Cllrs. Mesdames. Stella Brunskill, Dot Crooks, Margaret Johnson, Messrs. Ian Moss, Nick Marsden, Michael O’Grady, Alan Upton & Noel Walsh
Also in attendance: Rev. Stuart Smith, 4 residents, & the Parish Clerk

Chairman welcomed all to the meeting

Rev. Smith (Mellor Methodist Church) opened the meeting with prayers.

1. To receive and approve apologies for absence

1.1 Apologies were received from Cllr. Pat Young & County Councillor Alan Schofield and it was **RESOLVED** that these apologies be accepted and approved

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

2.1 A resident from Barker Lane expressed particular concerns regarding speed and volume of traffic. She requested support for white line & “road narrows” signage. She confirmed that she had contacted LCC Cllr Schofield & was reminded that Highways is a matter for County Council, but members agreed to support her, not least as the bus had crashed that morning on the stretch of Barker Lane. Clerk was asked to email support.

2.2 A resident, on behalf of Mellor Community Association expressed thanks to Cllr. Marsden for the pragmatic resolution of the insurance situation. His colleague updated members on the works planned for about 4 months to ensure carbon neutrality, drawing on £85,000 grants for £110,000 expenditure

2.3 Concern was expressed that gritting is not taking place on Barker Lane or Whitecroft Lane, both of which are on the bus route. Further comments were made concerning the speed at which the bus (under Preston Bus) is being driven & Clerk was asked to contact LCC Highways & Preston Bus on these matters.

3. To resolve to confirm the Minutes of the Meeting held on 7th December 2017 (circulated)

3.1 Minutes of the Meeting held on 7th December 2017 had been circulated and it was **RESOLVED** that the Minutes be approved and the Minutes were duly signed by the Chairman.

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

4.1 There were no matters arising not covered elsewhere on the agenda

5. To receive declarations of pecuniary or personal interest

5.1 There were no Declarations made

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

- 3/2017/1011 - Windmill Hotel NO OBJECTIONS from RVBC to SRBC Planning Ref 07/2017/3283/FUL - fuel station inc. tanks, convenience food store with car parking, access etc following demolition of existing public house **NOTE - this application is on agenda for South Ribble Planning Committee Wed. 7th February**
- 3/2017/1219 & 3/2018/0002 Shackerley House Farm - amendments to roofing materials
- 3/2017/1212 - Sykes Holt BALDERSTONE - totem signage
- 3/2017/1004 & 1216 - Monks Contractors BALDERSTONE - unit to store plant & machinery & 3 bay extension to existing

6.1 Clerk had circulated a request from Samlesbury Residents Forum for a notice of support to go on Mellor website, to which members agreed. Cllr. Walsh wished it to be recorded that he would not be able to attend South Ribble Planning Meeting, due to another official engagement. Members discussed the application for the Windmill site, a major issue for objection was felt to be exit from the site for vehicles (including HGV’s) onto Branch Road, despite the planned speed and weight restrictions on this road.

6.2 Cllr. Brunskill informed members that she had called in Monks applications, following requests from residents. Concerns were expressed regarding footpaths and safeguarding of residents due to continual works. Members wished to record their disagreement with the lack of access to Frederick Page Way from Monks Contractors & the adjacent sites on Myerscough Smithy Road.

7. To consider and approve any actions for Mellor Community Association : Insurance matters, Retaining wall to Tennis Courts, Recent Flooding : to consider possible future joint meetings with Mellor Community Association

7.1 Cllr. Marsden reported that he had now agreed and signed with Mellor Community Association, on Parish Council’s behalf, the arrangements for Insurance Matters viz. Parish Council is responsible for Buildings, Property & Land, with Community Association responsible for Contents, Public Liability & Employers Liability (to include Staff & Volunteers). The Community Association will deal with Hirer’s Insurance as necessary. This agreement is held in hard & soft copy by Clerk. Cllr. Marsden was thanked for all his efforts.

- 7.2 Retaining wall - this continues to cause concern, as the roots of tall Leylandii trees are pushing the wall out. Land Registry plan is vague on the boundary. Members agreed to investigate exact property, and it was **RESOLVED - Clerk to seek advice from Ribble Valley regarding height of Leylandii, then write to resident**
- 7.3 Future joint meeting- Members were in favour of dialogue to further the common good. No dates have been finalised.
8. **To consider and approve any further update for Play Area drainage & improvements, including RVBC Recreation Grant to receive & approve the regular Play Area Inspection ; to consider future Annual Inspection cost.** Note that Clerk has updated Lancs. Environmental Fund of delay
- 8.1 Clerk reported that, following contact with LEF Finance Officer, she has submitted Interim Grant Request for £9165.62. Due to continued wet weather, no work had started on drainage.
9. **To consider the changes due to the General Data Protection Regulations effective 25th May 2018**
- 9.1 Clerk had attended an SLCC webinar & circulated a brief report she had compiled. The Regulations will impact on all public authorities and consideration is needed for all records, and an archiving policy as well as use of personal email addresses. Cllr. O'Grady reminded members that, in order to maintain security, all should email using "Blind Copy" in order that email addresses are not circulated inappropriately. It was then **RESOLVED a Working Party comprising Cllrs. Murtagh, Crooks & O'Grady with Clerk research this & report to Council.**
- 9.2 Clerk explained that as a further consideration of GDPR, she currently holds 4 large boxes of records ; however due to her impending house removal, she will no longer have room for these. She has found secure storage and it was **RESOLVED :Mellor Parish Council will meet one third of the cost of such storage (currently total £18 / wk)**
10. **To consider any actions as part of GB Spring Clean 2nd to 4th March 2018**
- 10.1 This notice had been circulated and was noted.
11. **To consider any response to University of Exeter "Preparing for an Emergency" survey**
- 11.1 Members noted that this is dealt with by Lancashire County Council and Clerk will email to that effect.
12. **To consider any entry to Lancashire Best Kept Village Competition 2018**
- 12.1 Members discussed this matter, which was agreed to be a positive initiative and it was **RESOLVED that Clerk submit an entry, under Schedule 137, noting that the Library is currently closed**
13. **Financial Matters and Accounts**
- a. **Balances were reported as :**
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|------------------|------------|--|
| Current Account | £5,672.14 | |
| Instant Access | £11,069.91 | |
| Scholarship Acc. | £1,191.08 | |
- b. **To approve : Invoices for payment**
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|---------------------------------------|---------|---------------|
| HMRC PAYE to 05.01.18 | £2.60 | Cheque 001485 |
| Parish Clerk Dec & Jan net salary | £748.40 | Cheque 001486 |
| Blackburn College Newsletter 113 | £210.00 | Cheque 001487 |
| Lancs. Training P'ship - Chairmanship | £25.00 | Cheque 001488 |
| Lancs. Best Kept Village (Sch 137) | £25.00 | Cheque 001489 |
- RESOLVED that all these invoices be approved for payment**
14. **To receive reports from meetings**
- a. **RVBC Report by Borough - Councillors Brunskill & Walsh**
Cllr. Brunskill reported on the serious issue of Dog Fouling and ideas being discussed to deter this. Ribble Valley Borough Council is supportive of the possible extension of passenger railway service from Clitheroe & Hellifield, possibly also to Skipton. Members were informed that Clitheroe Ticket Station is closing.
- b. **RV Parish Council Liaison Meeting held 25th January - Councillor Murtagh**
This meeting had discussed representation on the new Parish Structure (no change for Mellor) Cllr. Walsh explained that Borough Councils are encouraging local elections to be contested (last contested election in Mellor was 4th May 1995)
The possibility of a Parish Lengthsman was also discussed, as changes will be brought in. Clerk explained that funding for this is changing in Ribble Valley, without support from County Council and no allowance had been made in Mellor Budget 2018/19. Chairman wished consideration to be given to some works being carried out by him, for expenses only ; however the implied contractual obligations of such an arrangement were agreed vital to consideration. It was therefore agreed that Clerk would seek definitive advice on the matter & report to March meeting. Members were made aware that a local contractor has recently obtained a smaller sized road sweeper, which may also need consideration.

c. **BAe Liaison Meeting (Cllr. Brunskill)**

Cllr. Brunskill reported on a recent meeting, when the focus had been on Frederick Page Way and possible installation of an Average Speed Camera.

15. Matters brought forward by members & a staff matter FOR INFORMATION ONLY

15.1 Clerk had circulated an email from School Head at St. Mary's Primary School, Osbaldeston, who was seeking support for an extended barrier on A59 outside school. This had been highlighted due to damage to the school hedge on the previous day when a car had been involved in a serious accident with a lorry during play time. Members agreed that Clerk should support this request, liaising with County Cllr. Schofield.

15.2 Members were informed that only 3 wreaths had been laid on Remembrance Day and very poor support had been noted by Mellor Village : as 2018 is Centenary of Armistice Day, plans were agreed to be necessary to ensure improved participation for an appropriate commemoration. This is to be discussed in March, as part of the Annual Parish Meeting, when all local groups could be invited to participate.

15.3 Members reported that the white lines at both ends of Brookfield are dotted across, and elderly residents are having difficulty due to vehicles not giving way appropriately for the type of properties. Following discussion, Clerk was asked to contact LCC Highways in order to safeguard the elderly residents.

15.4 Thanks were recorded to Cllr. Brunskill for once again organising a Christmas Meal, with the suggestion that this type of informal event be repeated, possibly in Summer.

15.5 Members noted that the drain across from the Traders Arms has now been dug up, after a long delay with new pipe installed and it is hoped this will solve the flooding issues, particularly for Mellor Village Hall.

15.6 Cllr. Moss was thanked for his continued efforts in reporting and chasing up with LCC Highways regarding blocked drains & potholes, keeping a log of these.

16. To report any matters requiring attention to the Tree Warden

16.1 No matters were reported

17. To note Mellor Community Association Minutes (now on Mellor Village Hall website).

17.1 Clerk had spoken with Chair of Mellor Community Association, who will look into the absence of current Minutes on their website.

18. To consider and approve any response to further correspondence from a resident *Due to the sensitive and /or confidential nature of this item, members may wish to exclude the Press & Public for this item*

18.1 Members were informed that, following 4 letters from a resident, she had emailed the Mellor Parish Council Complaints Procedure to the resident on 8th January 2018, but had heard nothing further. Chairman confirmed that he had not been contacted.

19. Date of next meeting - scheduled for Thursday 1st March 2018

Members were reminded that this will be Annual Parish Meeting, when local groups are invited to participate & give their Reports.

The Chairman closed the Meeting at 9.14 pm, thanking all for their participation.