

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR METHODIST CHURCH ON THURSDAY 3rd MAY 2018 AT 7.15 PM**

Present: Cllrs. Bernard Murtagh (Chairman), Cllrs. Mesdames. Stella Brunskill, Margaret Johnson, Pat Young, Messrs. Ian Moss, Michael O'Grady Alan Upton & Noel Walsh
Also in attendance Parish Clerk

Chairman took the Chair & welcomed all to the meeting

1. To receive and approve apologies for absence Apologies had been received from Cllrs. Marsden, & Crooks, also from LCC Cllr. Schofield and it was

1.1 **RESOLVED** that these apologies be accepted and approved.

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

2.1 There were no members of the public present

3. To resolve to confirm the Minutes of the Meeting held on 1st March 2018 (circulated)

3.1 The Minutes of the meeting held on 5th April 2018 had been circulated and it was then **RESOLVED** that the minutes be approved and signed

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

4.1 Members noted that there had been no marked improvements following the clearing of the blocked drain on Mellor Lane, adjacent to Elswick Gardens, previously reported by Cllr. Moss & Clerk. Clerk was asked to report this fault again.

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

- **None notified at agenda date.**

6.1 Members were updated regarding planning applications in neighbouring parishes of Ramsgreave & Balderstone. And of the Application3/2018/0320 for non-material amendment to previously approved application on land to the rear of 24 & 30 Bosburn Drive, Mellor Brook

6.2 Clerk informed members that, following her query to Planning, the residents at Brundhurst Farm would be invited to make a retrospective Planning Application for the erected timber building

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

7.1 Since Cllr. Marsden had sent apologies, this matter was again left in abeyance

8. To consider and approve any further update for Play Area drainage & improvements to receive & approve the regular Play Area Inspection; to consider future Annual Inspection cost

8.1 Clerk updated members that she had been in contact with contractors, who continue to monitor ground conditions. The view was expressed that, due to outside circumstances, residents were naturally concerned that the Play Area is unusable, with summer holidays in the near future. An update is in Newsletter 114.

9. To consider the changes due to the General Data Protection Regulations effective 25th May 2018 and any report from the Working Party and from LALC Annual Conference held 28th April 2018

9.1 Working Party had not met prior to the Parish Council meeting. Clerk had spoken with Lancs. Association of Local Councils who informed that there may be changes in legislation for Parish Councils. It is recommended that each Parish Clerk register as a Data Controller and that Councillors do not use personal email addresses. It was therefore

RESOLVED - Clerk to register as a Data Controller

10. To consider any Report from the War Memorial Remembrance Day Working Party

10.1 the Working Party had not met, but members felt this should happen soon. In addition to Cllrs. Murtagh, Brunskill, Johnson & Clerk, it was agreed that Rev. Jefferson & Rev. Smith be asked to join the Working Party, also Ms. Embley-Peers, in order to involve the school. Meeting date suggested (to be confirmed by Clerk) **Thursday 17th May, 7.00pm at Mellor Methodist Fellowship Room.**

11. To consider and approve any response to the consultation on Community Transport

11.1 the Consultation was noted

12. To consider and approve any response to the consultation on Street Lighting Maintenance

12.1 the Consultation was noted

13. To consider and approve any actions regarding the problem of Dog Fouling in the Parish and to approve the contents of Newsletter 114

13.1 Draft Newsletter had been circulated, which had included the article regarding Dog Fouling. Following a few minor alterations, it was

RESOLVED that Newsletter 114 be approved for printing & circulation

14. Financial Matters and Accounts including Internal Audit Matters

a. To consider and approve or amend Risk Register, Non-Current Assets Register & publication of Information

14.1 The Risk Register had been slightly amended to reflect General Data Protection Regulations, prior to any possible changes. There were no changes to the Non Current Assets Register, nor to the Publication of Information and it was

RESOLVED that the Risk Register, Non Current Assets Register & Publication of Information be approved

b. To consider and approve the Internal Auditor's Report

14.2 Clerk reported that she had met with Internal Auditor who had examined books & records. She had then completed her Report, with no queries raised. It was therefore

RESOLVED that the Internal Auditor's Report be approved and she be thanked.

c. To consider and approve the Annual Governance Statement to 31.03.18

14.3 Clerk explained the details of each section of Annual Governance Statement, and no queries were raised. Clerk informed members that the Dates for Exercise of Public Rights will be 4th June to 13th July 2018 and it was therefore

RESOLVED that the Annual Governance Statement to 31.03.18 be approved and signed by Chairman & Clerk

d. To consider and approve the Accounting Statements 2017.18

14.4 Clerk detailed the figures in the Accounting Statements, highlighting that these had been reconciled to bank, confirmed by Internal Auditor, with no discrepancies It was therefore

RESOLVED that the Accounting Statements 2017.18 be approved and signed by Chairman & Responsible Financial Officer who is to deal with External Audit appropriately, ensuring Exercise of Public Rights compliance.

e. Balances

Clerk reported Balances as

Current Account	£12,130.51
Instant Access	£11,071.73
Scholarship	£1,191.08

f. To approve : Invoices for payment

AMG Ltd.Internal Audit	£120.00	Cheque No 001497
EON - War Memorial Lights	£38.01	Cheque No 001498
Parish Clerk April salary	£375.00	Cheque No 001499
Citizens Advice Bureau Donation(Sect 137)	£100.00	Cheque No 001500
Mellor St. Mary's PCC for Churchyard support	£300.00	Cheque No 001501

RESOLVED that the above invoices & donations be approved for payment

g. Members approved the Grass Cutting Contract for the year 2018.19, at a 2% increase in costs

15. To receive reports from meetings

a. RVBC Report by Borough - Councillors Brunskill & Walsh Members had no relevant matters to report

b. RV Parish Council Liaison Meeting held 22nd March - Councillor No meeting

c. BAe Liaison Meeting (Cllr. Brunskill)

Cllr. Brunskill updated members on the forthcoming RAF Baton event, which will be attended at BAe Systems on 15th June by several Parish Councillors

16. Matters brought forward by members FOR INFORMATION ONLY

16.1 Cllr. Moss had reported a number of potholes, to LCC Highways particular concern was expressed regarding those on Whitecroft Lane & Glendale Drive.

16.2 Cllr. Moss was thanked for painting the legs of the notice board, and the meter cupboard at the War Memorial, also for planting poppy seeds at the War Memorial. He had also washed the road signs around the Parish, for all of which members expressed their gratitude

16.3 Members noted that the bus shelters are in need of urgent maintenance, especially as Perspex has deteriorated, leading to loss of vision through the wall of the shelters. Clerk was asked to contact LCC Highways.

16.4 Members expressed the wish that grass cuttings be removed off site following grass cutting. Clerk was asked to seek guidance from Ribble Valley Community Services, but to possibly consider another contract for future years.

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

17.1 Tree Warden was made aware that the hedge on Mellor Lane, adjoining Mellor Methodist Church grounds is overhanging and likely to cause an accident to pedestrians. Clerk was asked to write to the resident concerned.

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

18.1 Members noted that Minutes are on the Village Hall website, but none since February.

19. To receive and approve any amended arrangements for Parish Clerk's change of address

19.1 Clerk updated members that she has had an issue with the bank, as she had not received statements. Cllr. Upton was thanked for kindly going in to the bank at short notice & sorting matters out. This had allowed Internal Audit to complete on time

20. Date of next meeting - scheduled for Thursday 7th June 2018

Chairman thanked all for their attendance & closed the meeting at 8.00pm