

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL  
HELD AT MELLOR METHODIST CHURCH ON THURSDAY 7<sup>th</sup> JUNE 2018 AT 7.00 PM**

---

**Present:** Cllrs. Bernard Murtagh (Chairman), Cllrs. Mesdames. Margaret Johnson, Dot Crooks, Messrs. Nick Marsden, Ian Moss, Michael O'Grady, Alan Upton & Noel Walsh, and 5 members of the public  
Also in attendance Parish Clerk

**Chairman** welcomed all to the meeting

1. **To receive and approve apologies for absence** Apologies had been received from Cllrs. Brunskill, & Young, 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 Members of the public raised their concerns about the grounds and view across Elswick Lodge following the removal of trees & shrubbery. Particular concerns were that they had not known of the planned works, the results are significant & in their view a safety issue since access is now possible for accidental falls into the Lodge.

2.2 Members had already been made aware of the concerns & Clerk & Borough Councillor had spoken with Ribble Valley officers. The only tree with a Preservation Order was diseased & dangerous, seemingly all other works are on private property & were within the approved scheme, carried out by a reliable contractor. Clerk was asked to contact Ribble Valley Officer to request a site visit, preferably to meet with residents on site. The residents thanked Council and left the meeting at 7.27pm

3. **To resolve to confirm the Minutes of the Meeting held on 3rd May 2018 (circulated)**

3.1 The Minutes of the meeting held on 3<sup>rd</sup> May 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 There were no Matters Arising

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**

- 3/2018/0452 - Aintree House, 12 Whalley Road, Mellor Brook - materials amendment to approved 3/2013/0568
- 3/2018/0334 - Stones Farm, Barker Lane - demolition & replacement of agricultural storage building

6.1 Members were informed that the above applications relate to Balderstone & Ramsgreave respectively and are therefore for information only. Members noted that the Weekly List no longer includes the Parish, causing confusion near Parish boundaries.

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 Clerk reported that she has had no response to the letter sent to the resident regarding Leylandii adjacent to the Tennis Courts. She informed members that MCA Minutes refer to some trees in that area falling, but not the Leylandii.

7.2 Cllr. Marsden informed that he has been in contact with MCA Chairman, but due to personal reasons they have not yet agreed a meeting

8. **To consider and approve any further update for Play Area drainage & improvements & approve timeframe: to approve the regular Play Area Inspection; to consider future Annual Inspection cost: to consider and approve exact style of Toddler Town (all circulated)**

8.1 Clerk updated members on the drainage work which had started on 4<sup>th</sup> June; no issues had arisen so far, except to notify 1 concrete post was damaged and cracks were noted in boundary walls of 2 properties facing Play Area, prior to start of work; photos of this will be supplied. The lower area work is planned for the following week, to tie in new and existing drains. Contractors recommend that new equipment is installed at a slightly higher level than main surface, in order to allow run off. Playquest Ltd. have been informed & will start installation of new equipment at the end of school holidays. They will carry out Annual Inspection of all equipment free of charge, whilst on site. Thwaites Brewery had requested an invoice for their contribution, which Clerk has sent.

8.2 Chairman signed Play Area Inspection log

8.3 The Toddler Town with the climbing wall was the preferred option - Clerk to notify Playquest Ltd.

**9. To consider and approve any actions regarding Grass Cutting throughout Mellor, following discussions between Ribble Valley Borough Council & Onward Ltd (formerly RV Homes)**

9.1 Clerk updated members that grass between tarmac path & road is the responsibility of LCC Highways; this grass is cut by Ribble Valley on LCC's behalf. However the grass between the tarmac path & each property, possibly the corner plots also was the responsibility originally of Ribble Valley Borough Council, who passed this on to Ribble Valley Homes (although RVBC have continued to cut the grass, without payment) RV Homes is now managed by Onward Ltd. Clerk has had correspondence with RVBC officers & Onward. Onward have offered to cut the grass this year as a gesture of goodwill, but maps & agreement are currently with Onward's legal team. It is hoped that the matter will be resolved within a week.

**10. To consider any Report from the War Memorial Remembrance Day Working Party Meeting 17<sup>th</sup> May : to consider and approve whether a short additional newsletter should be produced**

10.1 Working Party had met to initially suggest a format for Remembrance Day. St. Mary's School pupils wish to each create a ceramic poppy, similar in style to those displayed at Tower of London at a cost of £300 approximately. Balderstone Parish Council has offered £100 towards this cost and members agreed to match Balderstone's offer.

10.2 Working Party wished to involve as many as possible and it was then

**RESOLVED** Clerk was approved to edit a 4 page additional newsletter for circulation, detailing progress, listing all names found and seeking involvement.

**11. To consider and approve any actions regarding the War Memorial pointing : Cllr. Marsden will update**

11.1 Several members had met at the War Memorial and expressed concerns about the workmanship. Cllr. Marsden had spoken to the contractor, who agreed it was not acceptable. He had agreed to carry out the work to Council's satisfaction, although members agreed that the actual work involved on an old flagged area is difficult to assess. Following discussion it was

**RESOLVED** - Clerk to write to contractor in confirmation that he accepts the work to be sub-standard, and will do the work again in approximately 2 - 3 weeks. He is to notify Cllr. Marsden / Clerk of his start date in order that a site meeting may be arranged to agree terms of reference. Members are to then agree that work is correct before any payment is made.

**12. To consider and approve the process for Clerk's Annual Appraisal, including salary structure**

12.1 Members discussed this item; Clerk pointed out that there has been no salary adjustment since she started & she is now a Qualified Clerk. Cllr. O'Grady explained that he carried out the appraisal in 2017, and was willing to do so again, if no other came forward. He pointed out that appraisee has a right to refuse to accept the appointment of appraiser, however Clerk has no issue with Cllr. O'Grady's appointment & each had found the process to be of use. It was therefore agreed that Cllr. O'Grady & Clerk will meet & report to Council.

**13. To consider and approve any actions regarding fixing of Bench Plaques purchased June 2017**

13.1 Chairman has fixed plaques to benches except Abbott Brow, Mire Ash & Whinney Lane, however he reported that several had been damaged and therefore replaced. Chairman brought to members attention several other acts of vandalism in the village at approximately the same time. Members discussed procedure and **RESOLVED** Chairman to obtain 3 more plaques + 3 spare as soon as possible and complete installation Chairman to let Clerk have details of acts of vandalism which she will report to East Lancs. Police HQ

**14. To consider and approve any actions to be taken regarding the gully at Glendale Drive**

14.1 Members were pleased to note that although the shrubbery is again overgrown, water is trickling down the gully, even after a long dry spell. It was accepted that late Autumn would be the time to hire a skip & get full clearance. Clerk was asked to ensure that this matter be allocated an allowance in the budget as a recurring annual maintenance charge.

**15. To consider and approve any actions regarding the pothole at lower end of Abbott Brow**

15.1 Members particularly noted that, although it had recently been repaired again, the large, deep pothole across the lower part of Abbott Brow should not have needed any work and the standard of work carried out whilst Abbott Brow had been closed was a disgrace. Members noted that the sides of Abbott Brow were again deteriorating

**16. Financial Matters and Accounts To approve : Bank balances**

16.1 Current Account Balance ; £25,853.50 Investment Account ; £11,072.66, Scholarship Fund £1,191.08

**a. To approve ; Invoices for payment**

16.2 Insurance renewal had been circulated and Clerk suggested a Working Party to consider the actual cover, but as cover is from 1<sup>st</sup> June, to pay in the interim. Play Area equipment will need to be specified and added when installed. Members then

**RESOLVED - Cllrs. O'Grady & Upton meet with Clerk to consider all Insurance Policy, but pay as invoice.**

Invoices for approval:

BHIB Insurance from 01.06.18 to 31.05.19	£2,586.92	Cheque 001502
SP Moses inv 217 War Memorial maintenance	£60.00	Cheque 001503
Blackburn College newsletter 114	£210.00	Cheque 001504
RVBC Grasscutting	£1,414.89	Cheque 001505
CANCELLED Cheque	£0.00	Cheque 001506
Parish Clerk - May net salary	£375.00	Cheque 001507
J. Whelan newsletter 114 delivery	£75.00	Cheque 001508

It was

**RESOLVED that all the above invoices be paid, and £100 support be given for Poppies, when details be known**

**17. To receive reports from meetings**

**a. RVBC Report by Borough - Councillors Brunskill & Walsh**

17.1 Cllr. Walsh reported the new municipal year was progressing. Members sent their best wishes to Ribble Valley Mayor, Cllr. Carefoot for his impending hip surgery.

**b. RV LALC Liaison Meeting Councillor Murtagh There had been no meeting**

**c. BAe Liaison Meeting (Cllr. Brunskill) In Cllr. Brunskill's absence, there was no Report**

**18. Matters brought forward by members FOR INFORMATION ONLY**

18.1 Members were made aware of 2 further serious traffic incidents at Glendale Drive corner, due to lack of sight lines or white line markings. Clerk was asked to follow up previous complaint for appropriate white lines in all areas of the Parish.

18.2 Members again noted that vehicles are exceeding 20mph limit, particularly along Hob Green

18.3 Members were informed that Ribble Valley team are in the process of inspecting bus shelters for cleaning / replacement of Perspex.

18.4 Clerk was asked to contact clergy to enquire about continuing the prayers at the start of meetings

18.5 Members were informed that Carter Fold shops are advertised for sale on a local Estate Agent's website

**19. To report any matters requiring attention to the Tree Warden including any changes to the hedge on Mellor Lane, adjacent to Methodist Church**

19.1 Members noted that the hedge on Mellor Lane adjacent to Mellor Methodist Church has now been cut back and there were no other Tree matters to report

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

**21. Date of next meeting - scheduled for Thursday 5<sup>th</sup> July 2018**

21.1 Cllrs. Upton & Walsh gave apologies for July meeting

**Chairman thanked all for their attendance & closed the meeting at 8.47pm**