

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR METHODIST CHURCH ON THURSDAY 6TH SEPTEMBER 2018 AT 7.00 PM**

Present: Cllrs. Bernard Murtagh (Chairman), Cllrs. Mesdames. Dot Crooks, Margaret Johnson, Messrs. Nick Marsden, Ian Moss
Also in attendance 3 members of the public, Parish Clerk

Chairman welcomed all to the meeting and Clerk lead the meeting with prayers

1. To receive and approve apologies for absence

1.1 Apologies were received from Cllrs. Brunskill, O'Grady, Upton, Walsh & Young, also from Rev. Jefferson & LCC Cllr. Schofield and it was

RESOLVED that these apologies be received and approved

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

2.1 2 residents again put forward requests with background information that members consider the use of social media, particularly to communicate with the younger residents. Members expressed the view that, whilst they understood benefit of this type of communication, Parish Council needs to follow democratic process, rather than instant response. The residents were informed that the matter is on the agenda for this meeting.

2.2 A representative from Mellor Community Association updated members on major developments. Phase 1 has been almost completed and Phase 2 has just been awarded funding from Sport England. Over the past 18 months the projects have an overall spend of £110,000, much of which has been grant funded. He pointed out that it costs £1000 per month just to keep the hall open. Phase 2 of the upgrade will force the Main Hall to be closed for 2 months whilst work is done, hopefully starting in January 2019. Anti social use of the car park is still a serious issue and quotes have been sought for security cameras. He concluded by congratulating all the Village Show team on the fantastic day they had organised. Council congratulated MCA Chairman on all that MCA Committee had achieved.

All 3 residents then thanked Council and left.

3. To resolve to confirm the Minutes of the Meeting held on 5th July 2018 & Extraordinary Meeting held on 16th August 2018(circulated)

3.1 The Minutes of the Meeting held on 5th July 2018 and the Extraordinary Meeting held on 16th August 2018 had been circulated and, following a minor amendment to the Extraordinary Meeting Minutes, it was **RESOLVED that the Minutes of both the above noted minutes be accepted and approved.**

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

4.1 Clerk reported that, following the Extraordinary Meeting she had sent the approved report to Ribble Valley Planning Officers, to Colin Hirst and to Borough Councillors Atkinson & Brown, also thanked the Councillors for their input at the Meeting.

4.2 Clerk had contacted Audley Lighting to ask for the timing of the lights at the War Memorial to be altered to 7pm to 12 midnight and they were investigating whether any remedial works would be necessary.

4.3 Members noted that the pointing at the War Memorial had been re-done and seemed to be satisfactory.

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

- No applications received since July meeting - *Members may wish to note that retrospective application 3.2018.0581 Hr. Brundhurst Farm has been approved, with conditions*

6.1 Clerk had that day circulated an application 3/2018/0755 Meadow Brook Barn, Saccary Lane BB1 9DW to convert a barn to a dwelling. Members had not had an opportunity to fully consider the application, but were supportive in principle at this stage.

7. To consider and approve any actions for Mellor Community Association : to consider possible future joint meetings with Mellor Community Association and to consider any financial support towards improvements at Mellor Village Hall; to note that MCA Minutes are on their website

7.1 Cllr. Marsden reported on the informal discussions he had recently had with Chairman of MCA, including the need for security cameras, which both felt could benefit the community, providing care was taken in siting, and the reasoning was openly communicated to all residents and users. 1 quote (£2,500 to £3,000, exact specification to be determined) had been obtained from a competent source, with a much higher verbal one from elsewhere. Members were informed that a grant exists through Police Community Support Officers for such works. Clerk informed that, due to Play Area there is a current cash flow problem. Following discussion it was **RESOLVED that Parish Council support in principle up to £3,000 for installation of security equipment at Mellor Village Hall, and Clerk to investigate PCSO Grants to finance this. Clerk was instructed to inform**

Parish Council's insurers of the current £55,000 increase in value at the Hall currently, and notify them that a valuation will be carried out following completion of Phase 2.

8. To consider and approve any further update for Play Area drainage & improvements; to receive & approve the regular Play Area Inspection; Clerk will update regarding grant(s); to consider and approve the addition of an annual budgetary sum for drainage maintenance

8.1 Clerk had informed members of the delay and that play equipment installation is scheduled to start Monday 10th September. She had advised Library & Doctors Surgery. Work will take approximately 2 weeks.

8.2 Finance report showing the cash flow issue was circulated and it was explained that RVBC grant could be claimed as soon as works were complete. Clerk was to discuss phased payment with Playquest, to request interim payment from Lancashire Environmental Fund and to reclaim VAT to date. Members then **RESOLVED** that £11,000 be transferred from Business Bank Instant Account to Treasurer's Account with immediate effect, with a transfer back to be considered in due course.

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 Members noted that the grass had been cut again, however due to the delay the grass had grown long, was cut wet & had therefore spread around. Clerk had again requested an update from both RVBC & Onward, but had no response. Chairman informed that he had also been in contact, without response. It was then **RESOLVED** - Clerk to pursue the ownership of the land more strongly with RVBC and Onward and to ascertain the past frequency of grass cutting

10. To consider and approve any further actions for Remembrance Day: Members are reminded that a Meeting is scheduled for 12th September

10.1 Members were informed that a structure is coming into place, further meetings will be necessary. Following Church Service, there will be Last Post, names read, Silence, Reveille & Prayers at War Memorial, then Readings and Music with memorabilia in School. The Millstone have agreed to provide soup. Order of Service leaflets were felt to be a suitable memento, and Clerk was asked to investigate a budget for printing these.

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

11.1 Members were informed that Cllr. O'Grady and Clerk had met for the appraisal and a report for Council had been agreed. Due to Cllr. O'Grady's absence, this was to be on October agenda.

12. To consider and approve any actions regarding fixing of additional Bench Plaques

12.1 Chairman informed members that he now had obtained 7 further plaques and would fix these on the benches at Whinney Lane, Abbott Brow, Mire Ash & Top of Mellor Lane by the coming weekend, leaving 3 spares.

13. To consider and approve any actions to be taken regarding the gully at Glendale Drive; to consider arrangements for skip hire & contractor for such work

13.1 No quote had been obtained for skip and contractor, however the work was to be left until after leaf fall. Cllr. Marsden had clarified with a Glendale Drive resident that the skip may be sighted in that area. Chairman agreed to supply quotes for this at October Meeting.

14. To consider and approve any arrangements for new signage / information board at Viewpoint

14.1 No quote had been obtained as yet, Clerk awaited further contacts through RVBC. She was given a further possible contact at Sabden to follow up.

15. To consider future communication methods for Mellor Parish Council, including social media

15.1 Members discussed this item at length. Clerk explained that she had asked Cllr. O'Grady to look at Parish Council's website, which might be considered to need updating. Members were informed that a Mellor Residents Group wished to set up a community website and sought permission. Since Parish Council has no powers regarding this, no permission was necessary. Members considered that social media has its place in society, but due to the instant response possible, this is contrary to Parish Council, which must follow due, legal process, through regular meetings. However members were supportive of a Residents Group website, which could either have links to Parish Council website, or that approved documents be published on both websites.

16. Financial Matters and Accounts To approve : Bank balances

a. To approve ; Invoices for payment

b. To consider and approve External Audit Report (awaited) and any actions arising from the Report

c. To consider & approve Annual Membership of Campaign for Rural England

16.1 Bank Balances were reported at

Current Account: £11,951.30
 Investment Acc. £11,074.05
 Scholarship Fund £1,191.08

Clerk reported that a claim for VAT to date for £2,213.90 was to be submitted
 £11,000 was requested to be transferred to Treasurer's (Current Bank Account)

16.2 Invoices for approval since July meeting were:

Parish Clerk net July salary	£375.00	Cheque No 001517
PKF Littlejohn LLP external audit	£240.00	Cheque No 001518
Parish Clerk net salary August	£375.00	Cheque No 001519
SP Moses REPLACE 1514 & inv 224	£150.00	Cheque No 001520
Lancs Training Finance - Cllr. O'Grady	£25.00	Cheque No 001521

RESOLVED that all the above payments be made and funds transferred between accounts.

16.3 Clerk informed members that External Audit Report had raised no issues and it was

RESOLVED that external Audit Report be accepted and approved for publication

16.3 Members discussed potential benefit of membership of Campaign for Protection of Rural England and agreed not to renew membership.

17. To receive reports from meetingsa. RVBC Report by Borough - Councillors Brunskill & Walsh

17.1 Due to Borough Councillors absence at RVBC Planning Committee, no report was received.

b. RV LALC Liaison Meeting 16 August 2018 - Councillors Murtagh & Marsden

17.2 Chairman reported that he is the new Vice Chairman of this Committee, Cllr. Marsden was present & Mellor Parish Clerk is new Secretary. Concern was expressed that only one person may speak to object to a Planning Application. Explanation had been given regarding the work involved and the benefits and downfalls of a Neighbourhood Plan. The possibility of further informal discussions between a group of councillors from adjacent Parish Councils was suggested once more, emphasising that decisions would be made by Council.

c. BAe Liaison Meeting (Cllr. Brunskill)

17.3 Due to Councillor Brunskill's absence at RVBC Planning Committee, no report was received

18. Matters brought forward by members FOR INFORMATION ONLY

18.1 Cllr. Moss had previously requested that Speed Indicators be added to the agenda, for which Clerk apologised. She was then asked to research this topic and ensure inclusion in October agenda

18.2 Clerk notified members that meeting scheduled for 2nd February 2019 will clash with Election Date and members agreed to postpone that meeting till **Thursday 9th February 2019**

18.3 Members were reminded that October Meeting is the time for Budget Calculation and they were therefore asked for suggestions, with rough costings, for consideration.

18.4 Since July meeting members had been made aware of the disappearance of manhole covers between Brookfield & St. Mary's Gardens. These have not yet been replaced & Clerk was asked to chase this up.

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

19.1 There were no matters brought forward for the Tree Warden's attention.

20. Date of next meeting - scheduled for Thursday 4th October 2018

Chairman thanked all for their attendance & closed the meeting at 8.35 pm