

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL
HELD AT MELLOR METHODIST CHURCH ON THURSDAY 4th OCTOBER 2018 AT 7.00 PM**

Present: Cllrs. Bernard Murtagh (Chairman), Cllrs. Mesdames. Dot Crooks, Margaret Johnson, Pat Young
Messrs. Nick Marsden, Ian Moss, Michael O'Grady
Also in attendance 4 members of the public, Rev. Smith, LCC Cllr. A. Schofield (for part of the meeting), Parish Clerk

Chairman welcomed all to the meeting and Rev. Smith lead the meeting with prayers

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs. Brunskill & Walsh, both due to Borough Council meetings & from Cllr. Upton. 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 expressed serious concerns regarding Abbott Brow, in terms of road surface deterioration, potholes, speed of traffic, multiple use by vehicles, including buses, horse riders, cyclists and walkers; no footpaths meant that the hazard was increased and he sought assistance from Parish Council in addressing the issues with County Council, who are responsible for Highways. Clerk was asked to follow this up.

2.2 The resident also had concerns regarding an additional gate to the parcel of land adjacent to Abbott Brow which is now on the market, particulars stating possible future planning potential. Clerk had been in contact with Ribble Valley Planning team & was asked to update the resident.

2.3 Another resident expressed concerns about the speed on both Abbott Brow & Mellor Lane, suggesting a 20mph speed limitation to be taken forward however enforcement was noted to be a police matter.

2.4 Chairman of Mellor Community Association expressed thanks to Parish Council for support in principle towards security cameras as the Association Committee aims to avoid further anti-social behaviour. He explained options under consideration.

2.5 Clerk informed members that she had followed up a complaint from a resident regarding the overhanging hedges on Mellor Lane. These have now been cut, however members were dissatisfied that debris was now likely to block the drains and were concerned about potential flooding.

Residents and Rev. Smith then thanked Parish Council & left the meeting

3. To resolve to confirm the Minutes of the Meeting held on 6th September 2018

3.1 Minutes from the meeting held on 6th September 2018 had been circulated & it was

RESOLVED that the Minutes of the Meeting held on 6th September 2018 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

- 3/2018/0823, BwD Application 10/18/0895 for 155 dwellings at Roe Lee, off Ramsgreave Drive

Members were informed of 3 other Planning Applications, which had come in after the date of Agenda. These had been circulated and were read out as:

- 3/2018/0827 - 38 Glendale Drive - alterations to allow accessible accommodation
- 3/2018/0856 - 56 Glendale Drive - addition of a front porch
- 3/2018/0864 - 40 Carter Fold - side & rear extensions

6.1 Members raised no objections to the above applications 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, including security camera; to note that MCA Minutes are on their website

7.1 Vice Chairman reported on his informal meeting with Chairman of Mellor Community Association; that 2 quotes for the installation of security equipment had been received, details had been sought to ensure that equipment would give sufficient definition & recording for use as legal evidence. It was suggested that Police may be able to advise on siting etc. Members were informed that although Lanpac funding was a possibility, this could cause delays. Members felt that, particularly following recent incidents, speed was of the essence.

RESOLVED that Vice Chairman proceed to work with MCA for installation of camera equipment, financial support previously approved in principle, to the value of £3000.

8. To consider and approve any further update for Play Area improvements including finances & contingency allowance: to receive & approve the Annual Play Area Inspection; to consider and approve the addition of an annual budgetary sum for drainage maintenance

8.1 Clerk updated members and apologised that the lack of picnic bench was her misunderstanding. Annual Inspection had been carried out & circulated. The rotating log roll which was classed as unsafe would be removed by a local contractor, without charge or delay. Dixons Drainage had sent suggestions and prices for anticipated maintenance which were to be included in Annual Budget & Precept calculations. She had obtained prices for the jigsaw picnic table, replacement of uprights for the swings etc, for future consideration. Finances were tight, but she was now to submit the final grant form, releasing nearly £15,000.

8.2 Members expressed concerns that the single "self closing" gate was not operating correctly, and that the double gate had been opened and left so. Members felt the bolts on this should go into concrete and a padlock be applied. Clerk was asked to contact contractors regarding these snagging issues, to try to liaise with them for work being done with removal of Herras fencing on Thursday 11th October. If this could not be agreed, members had volunteered to take down the fencing. Clerk was to follow up with contractors.

8.3 Cllr. Moss and the resident involved were thanked for painting the gate between St. Mary's Churchyard & the Play Area.

8.4 Although the time of year was not of the best, members felt that an Opening Ceremony should take place, and publicity to thank all who had supported. It was agreed that RV Cllr. Stella Brunskill, as Deputy Mayor, be asked to open the playground, details to be clarified at a future meeting.

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 were informed that Onward have now acknowledged ownership of land parcels & will ensure grass cutting is carried out.

10. To consider and approve any further actions for Remembrance Day: following the Meeting held on 12th September

10.1 Members were updated on arrangements, an Order of Service has been compiled by Revs. Jefferson & Smith, wreaths have been promised, music is being rehearsed, memorabilia exhibition is being organised by the school, refreshments being provided by Millstone Hotel & Balderstone WI, with others to assist. Working Party is to meet again on Wednesday 10th October.

10.2 Members then discussed cleaning the flagged area at the War Memorial, however concern was expressed that power washing would erode the re-pointing done. Cllrs. Marsden & O'Grady agreed to carry out a test patch using a proprietary product and report to November meeting.

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

11.1 Cllr. O'Grady had prepared a report on the appraisal, which had been agreed by the Clerk. This was circulated to members as a Confidential document, subsequently collected in. Members considered that further time needed to be spent on this matter, possibly without Clerk's presence initially and deferred any decision on contractual hours and salary rate until a later meeting. Cllr. O'Grady was sincerely thanked for carrying out the difficult process, but he felt this role should be carried out by others in future. Consideration is to be given to Council defining objectives, rather than just the necessary, routine matters e.g. Dog Fouling & Planning.

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

12.1 Chairman had not had the opportunity to fix the plaques, but would do so before the following weekend, without charge to Parish Council.

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 Chairman had obtained verbal quotes for mini, midi & maxi skips, but not for contractors, which he agreed to do. Clerk was asked to contact RVBC to obtain further quotes.

13.2 Chairman agreed to bring forward any County Council matters for LCC Cllr. Schofield to discuss. As he had not been present in the Public Session, he was informed of the residents' complaints, agreed to follow up and asked for copy of any correspondence sent in from Parish Council. He had followed up concerns expressed about the bus shelters, however this is a matter for RVBC, not LCC.

13.3 Cllr. Schofield was thanked for his input and support and he then left the meeting at 8.55pm.

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

14.1 Clerk had obtained only 1 quote for the work, despite considerable effort to source others. Members **RESOLVED** to proceed with the quote for £250 + VAT for the new plaque & to contact the resident concerned to seek assistance with fixing the plaque.

15. To consider & approve any response to Section 349 Gambling Act 2005 consultation (circulated)

15.1 The Consultation had been circulated & the contents were noted.

16. To consider the Report including finances and practical aspects for any installation of Speed Indicator Device in Mellor Report circulated

16.1 Members discussed options for a SPID, however more information was required, including the feasibility of a solar powered device. Clerk was asked to research this further, possibly allowing for a sum in the budget.

17. To consider and approve the Draft Budget 2019/20 in preparation for Precept

17.1 A Draft document had been circulated, however it was considered that further consideration would be needed. It was therefore

RESOLVED that Chairman, Vice Chairman & Clerk meet on Tuesday 16th October 7.30pm at Clerk's house, to discuss this further, then circulate recommendations to members prior to November Council meeting.

18. Financial Matters and Accounts To approve : Bank balances

a. To approve ; Invoices for payment

18.1 Bank balances were reported as

Current Account	£22,161.30	(including £11,000 transfer in)
Investment Account	£74.05	(following £11,000 transfer out)
Scholarship Fund	£1171.08	

18.2 Invoices brought forward for approval:

One.com (domain name)	£31.15	Cheque No. 001522
Playquest Adventure Play Ltd	£25,390.68	Cheque No. 001523
Playquest Adventure Play Ltd	£1,890.00	Cheque No. 001524 ***
Parish Clerk (Sept net salary)	£375.00	Cheque No. 001525
Royal British Legion (wreath)	£50.00	Cheque No. 001526

RESOLVED all the above invoices were approved for payment, however* Cheque No. 001524 was not to be sent until Council agreed that snagging was fully completed.**

19. To consider and approve any different format for Parish Council Minutes

19.1 Chairman asked that this matter be deferred to a future meeting, to which members agreed.

20. To receive reports from meetings

a. RVBC Report by Borough - Councillors Brunskill & Walsh

20.1 Since Cllrs. Brunskill & Walsh were at RVBC meetings, no report had been received

b. RV Parish Liaison Meeting 27th September 2018 - Councillors Murtagh & Marsden

20.2 Cllrs. Murtagh & Marsden had been unable to attend, however Cllr. Young had attended as representative for another Parish Council, informing members that LCC Highways Team had made a presentation explaining that potholes had been repaired this summer using a new, hired machine. The hire has been terminated, but will commence next year. Cllr. Young then apologised & left the meeting at 9.25pm

c. BAe Liaison Meeting (Cllr. Brunskill)

20.3 No report had been received.

21. Matters brought forward by members FOR INFORMATION ONLY

21.1 Members expressed concerns that the scheduled Bus Shelter repairs had not taken place, that bus shelter at the top of Primrose Lane had 3 broken panes, which were a hazard to all users. Clerk was asked to seek urgent assistance from RVBC.

21.2 Members considered and gave support to the view that the Parish Newsletter incorporate more details of events occurring in Mellor and celebrate all that has been and is being achieved in the parish, in particular all the Parish Council has done, but also to ask Mellor Community Association for more details of the improvements made and the funding / fundraising sourced to enable this. It was considered that the current links with the Community Association were to be further encouraged. Clerk suggested that, due to current workload, the Newsletter should be drafted for approval for publishing in early December, which would include Christmas & New Year events and services. She reminded Council that they had previously agreed to submit articles to her for inclusion.

21.3 Council was informed that Mellor Residents now have a social media profile, posts to this will not be published till approved. The media profile is called MAD Voices.

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

22.1 There were no matters brought to Tree Warden's attention.

23. Date of next meeting - scheduled for Thursday 1st November 2018

23.1 Chairman thanked all for their input and closed the meeting at 9.32pm.