

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR METHODIST CHURCH ON  
THURSDAY 5<sup>th</sup> MARCH 2020 COMMENCING AT 7.45 PM, following the Annual Parish Meeting**

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**Present:** Cllrs. Nick Marsden (Vice Chairman, in the Chair), Quentin Colborn, Dot Crooks, John Hymas, Margaret Johnson, Mick Venables. Also in attendance: LCC Cllr. A.Schofield (part of the meeting), 4 residents and Parish Clerk

Vice Chairman opened the meeting and welcomed all.

**1. To receive and approve apologies for absence**

1.1 Apologies had been received from Cllrs. Brunskill, O'Grady & Walsh and it was **RESOLVED** that those apologies be received and approved.

**2. To consider and approve to Elect a Chairman for the current year up to and including the Annual Parish Council Meeting in May 2020**

**a. Election of Vice Chairman for the current year (if that post becomes vacant)**

2.1 Cllr. Nicholas Marsden was proposed to be elected as Chairman of Mellor Parish Council and it was **RESOLVED** unanimously, with no other nominations, that Cllr. Nicholas Marsden be appointed Chairman of Mellor Parish Council. Cllr. Marsden duly signed Declaration of Office, which Clerk will submit to Ribble Valley Borough Council.

2.2 Cllr. John Hymas was proposed to be elected as Vice Chairman of Mellor Parish Council and it was **RESOLVED** unanimously, with no other nominations, that Cllr. John Hymas be appointed Vice Chairman of Mellor Parish Council.

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

3.1 A resident from Abbott Brow again brought to members' notice the concerns which had been expressed at February meeting regarding speeding and erosion of the road surface from Abbott Brow. His comments were supported by another resident and details were given of recent issues following the storms. LCC Cllr. Schofield had been in touch with the residents and would enquire about speed monitoring. Chairman asked that this be an agenda item for Parish Council in April

**4. To resolve to confirm the Minutes of the Parish Council Meeting held on 27 February 2020**

4.1 The Minutes of the Parish Council Meeting held on 27<sup>th</sup> February 2020 had been circulated and it was **RESOLVED** that those Minutes be confirmed and approved.

**5. Any Matters arising from the minutes not covered on this Agenda**

5.1 There were No Matters Arising for the Minutes

**6. To receive declarations of pecuniary or personal interest**

6.1 Cllr. Colborn had duly completed his Declarations of Interest and signed his Declaration of Office. He was therefore formally welcomed to the Parish Council; Clerk was to submit his Declarations to Ribble Valley Officers and publish them on Parish Council website.

6.2 There were no other Declarations made.

**7. To consider any response to be made to Planning Applications**

7.1 3/2020/0171 - 2 Huntsmans Cottages, Woodfold Park - major tree works - Clerk informed members of a new application which she had circulated to members that day. The work was on older trees which had not been maintained, some of which were considered dangerous. She had spoken to the Tree Officer who would be inspecting the trees. Members considered at this stage that the professional Tree Officer would take a view.

**8. Financial Matters and Accounts To approve: Bank balances £27,834.01 + £1,199.72 + £74.52**

**a. To consider & approve; Invoices for payment since February meeting**

8.1 Members noted the bank balances as

Current Account	£27,834.01
Investment Account	£74.52
Scholarship Fund	£1,199.72

8.2 Invoices for approval & detailed from approval at 27<sup>th</sup> February meeting were:

RVBC printing newsletter & flyers	£228.00	Cheque 1599 (PAID)
EON War Memorial Lights 20.01 to 20.02	£14.58	Cheque 1600 (PAID)
Parish Clerk net salary February	£421.60	Cheque 1601 (PAID)
Mellor Methodist Church room hire up to date	£110.40	Cheque 1602
St. Mary's Mellor Churchyard support	£300.00	Cheque 1603
Parish Clerk expenses to date	£137.55	Cheque 1604

**RESOLVED** that the above payments be approved. Clerk was to liaise with Cllr. Brunskill for signature.

**9. To consider and approve any actions following any report from the Play Area Working Party, including signage, antisocial behaviour, & further developments to grassed area**

**a. To consider and approve any actions regarding drainage at the Play Area**

9.1 Cllr. Crooks reported on the recent short meetings held by the Working Party. Following circulation to all Parish Council members of Dixons Drainage recommendations it was

**RESOLVED that Dixons be approved to carry out the work to a limit of £1040.00 + VAT.**

9.2 Various contacts were put forward to seek quotes for the improvements to the gate area; Clerk was to follow the suggestions up.

9.3 Members had been made aware of a recent accident when a vehicle had damaged the perimeter fencing. An insurance claim had been submitted and it was noted that an excess of £125.00 would apply to this claim, however insurers had agreed the claim, based on estimate submitted. It was **RESOLVED that Clerk contact insurers to seek refund of the policy excess from the vehicle driver's insurers. Gary Paul's estimate of £880.00 + VAT was approved and Clerk was instructed to ask for the work to be done as soon as possible.**

9.4 Gary Paul had highlighted another area of damage and following discussion it was **RESOLVED that he be instructed to proceed with this work, Clerk to apply for a further insurance claim, noting that a further £125.00 excess would apply.**

9.5 Clerk explained to members that LCC Asset Manager had informed her, with photos of the damage & vehicle details. She therefore had a contact and it was

**RESOLVED Clerk to ask for repairs and re-painting railings at the left front of Mellor Library, owned by LCC**

**10. To consider and approve any actions for Mellor Community Association :**

**a. To consider and approve any response to be made to request for 50 year extension to the current lease**

**b. To consider and approve any actions to use reserves in the current financial year budget to alleviate drainage and damp issues at Mellor Village Hall**

10.1 Chairman of Mellor Community Association informed that, as there were new Trustees now in place, the application for a lease extension was to be re-visited.

10.2 Following a recent site meeting at Mellor Village Hall, Chairman sought possible support for financial assistance onwards drainage at the Hall. Philip Dixon Drainage had been on site and a report was awaited, however without clarification members felt unable to make any resolution at this stage.

**11. To confirm and approve any actions following meeting re. Mellor Lane Garages Site, including the possible provision of electrical charging points**

11.1 Members noted that there had unfortunately been no progress on discussions.

**12. To further consider and approve any actions for the provision and siting of grit bins at specified locations**

12.1 Members had previously suggested grit bins at Carter Fold shops & outside Mellor Library. Clerk had asked for guidance from LCC and would follow LCC Cllr. Schofield's advice to seek permission at those sites.

**16. To consider and approve any appropriate actions to address speeding throughout the Parish**

16.1 Chairman brought forward this item and members noted that the survey carried out by a resident had been circulated. Clerk was asked to seek permission to publish the findings and ensure speeding across the Parish was an item on a future agenda. LCC Cllr. Schofield was then thanked and he left the meeting

**13. To consider and approve any further actions from the Communications Working Party including setting a date for the next Parish Open Meeting and to approve any report from the Communications Working Party**

13.1 Cllr. Hymas had circulated the first draft of the newsletter & would again circulate once the various annual reports had been incorporated. He would seek approval for the final copy at April meeting to arrange printing and distribution in mid April. Clerk was asked to copy distributor volunteer list to Cllr. Hymas, maintaining GDPR privacy. Members considered that a further Village Meeting would be useful, to be determined following the Annual Parish Council Meeting.

**14. To further consider and approve any support (including any additional financial budget) for a community initiative enabling litter picking in the Parish**

14.1 Members noted that a volunteer group had carried out a litter pick the previous weekend. They were congratulated on the collection of 8 sacks. Members noted that Mellor Guides were considering carrying out a litter pick & may wish to borrow any available equipment. Cllr. Brunskill had agreed to contact Ribble Valley Health & Housing about the provision of additional items for the basic packs & her update was awaited.

**15 To consider and approve purchase and siting of Dog Waste Bins at specified locations in the Parish**

15.1 The consideration of Dog Waste bins was deferred until April meeting.

**16 To consider and approve any appropriate actions to address speeding throughout the Parish**

16.1 This item had been addressed earlier in the meeting.

**17 To consider and approve any entry to Lancashire Best Kept Village Competition**

17.1 Members discussed the details for the competition, which had been circulated. Consideration was given to entering the competition, however it was felt that without due preparation, this was not worth entering for this year, however local groups may wish to work towards a future entry in a community effort.

**18 To consider and approve a report from Cllr Marsden regarding MPC Policies and Procedures in advance of the first meeting of a Working Party to consider further Policies for Mellor Parish Council, including Health & Safety, Finance Regulations, Vexatious Claims, Environmental & Equality Policies**

18.1 Chairman had been looking at various draft documents in conjunction with Clerk. These needed further work before circulation for full consideration. Cllr. Colborn agreed to join a Working Party for discussion on these draft policies.

**19. To receive reports from meetings**

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

b. **Report from RV LALC Liaison Committee Meeting 12 February - Cllr. Marsden**

c. **Report from BAe Liaison Committee Meeting, if any**

19.1 Cllr. Brunskill had informed that a Joint Council encompassing Lancashire Borough Councils was again under consideration; however this was being resisted by Ribble Valley Borough Council since any urban bias would be detrimental to rural communities.

19.2 Clerk as Secretary of RV LALC Committee reported on the meeting, highlighting the Approved Contractors List which is being compiled for circulation to members.

19.3 Cllr. Brunskill had sent apologies for the recent BAe Liaison meeting and would circulate minutes when available.

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

20.1 Chairman asked for an agenda item to consider clearing the debris from the gully at Whitecroft Lane.

20.2 Members noted the issues regarding water ingress at the new entrance to Mellor Village Hall -this was requested to be an agenda item in April.

**21. Date of next meeting -Thursday 2<sup>nd</sup> April 2020**

Chairman then thanked all for their attendance and input before closing the meeting at 9.20pm, the lateness being due to the preceding Annual Parish Meeting.