

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR VILLAGE HALL
ON THURSDAY 15th OCTOBER 2020 COMMENCING AT 7.00 PM**

Present: Cllrs. Nick Marsden (Chairman), Stella Brunskill, Quentin Colborn, Dot Crooks, John Hymas, Anne Mellor, Michael O’Grady, Mick Venables. Also in attendance: Parish Clerk
Chairman opened the meeting and welcomed all, noting that social distancing was in place, and face masks were worn.

1. To receive and approve apologies for absence

1.1 No Apologies had been received

2. To consider and approve the lifting of the Emergency Powers enacted for the period of Covid 19.

2.1 Chairman asked all to keep discussion brief and to the point due to the lengthy agenda and to speak as clearly as possible, due to the wearing of face masks & it was **RESOLVED that Emergency Powers enacted 26 March & extended 01 July & 01 October be lifted for the duration of this Meeting.**

3. To receive declarations of pecuniary or personal interest

3.1 There were No Declarations made

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

Public

4.1 There were no Members of the Public present

5. To resolve to confirm the Minutes of the Parish Council Meeting held 13 August 2020

5.1 The Minutes of the Parish Council held on 13 August 2020 had been published & it was **RESOLVED that those Minutes be accepted & approved.**

6. To consider and approve to adopt the General Power of Competence for Mellor Parish Council, noting that Mellor Parish Council meets the Prescribed Conditions of the Parish Council (General Power of Competence) Order 2012

6.1 Details of the benefits of the General Power of Competence had been circulated to Members, noting that the current Clerk has obtained the appropriate qualifications and that all Members had been elected at the latest Parish Council Election in May 2019. It was then **RESOLVED that Mellor Parish Council adopt the General Power of Competence.**

7. To resolve to receive and approve the actions carried out under Emergency Powers during the Covid Pandemic period and any Extension of those Powers effective from 01 October 2020

7.1 Members noted that Emergency Powers had again been extended from 01 October 2020 and all payments had been approved under those Powers, with an Audit Trial maintained.

8. Any Matters arising from the minutes not covered on this Agenda and any update on the Casual Vacancy caused by the death of Cllr. Walsh

8.1 There had been no application for the Casual Vacancy caused by the death of Cllr. Walsh. Members were asked to circulate the vacancy, but were reminded that no canvassing may take place. Publication again to be carried out including School, Library & Shops.

9. To consider and approve any actions regarding the Planning White Paper

9.1 Members noted and some had attended virtually Ribble Valley Borough Council Special Meeting & concern was expressed on the possible lack of protection for a rural area and that full training would be necessary if Councillors were to have greater involvement in the decision process. Clerk was asked to write to Ribble Valley Borough Council in support of the objections they

had raised against the White Paper.

10. To consider any response to be made to Planning Applications and to consider and approve the membership of and any powers for a Planning Committee or Working Party
3.2020.0785 Throstle Nest, Saccary Lane - tree works
3.2020.0790 Former Windmill Hotel - demolish hotel, install 6 fuel pumps, EV charging points etc

10.1 The above applications had been circulated. No objections had been raised against Application 3.2020.0785

10.2 Application 3.2020.0790 had been considered by email and a strong letter of objection had been submitted to Ribble Valley & South Ribble Borough Council Members & Officers.

10.3 Application 3.2020.0802 May Cottage, Mellor Lane - demolition of existing porch & replacement - there were no objections raised.

10.4 Members discussed options for consideration of Planning Applications and preferred to continue with circulation to and consideration by all Parish Council Members. However Members also expressed concerns that, if they were physically considering applications, a challenge might be made and it would therefore be beneficial to have a Council business card and Clerk was asked to source supply & distribution of these.

11. Financial Matters and Accounts To approve: Bank balances £66,352.53 + £1,199.72 + £74.52

To consider & approve; Invoices for payment since 13 August approved under Emergency Powers and any further invoices to date

Invoices presented for approval:

11.1 Members noted and approved the bank balances as reported

11.2 Invoices presented since 13 August meeting, including those already paid were:

EON War Memorial lights 20.07 to 20.08.20	£14.30	Cheque 1629
Parish Clerk net salary August	£429.00	Cheque 1630
Mellor Community Ass. Room hire 13.08.20	£30.00	Cheque 1631
Royal British Legion wreath donation	£50.00	Cheque 1632
Parish Clerk net salary Sept	£429.00	Cheque 1633
Playquest Adventure Play (Annual Inspection)	£360.00	Cheque 1634
DAC Beachcroft (VAT aspect only of fees)	£160.00	Cheque 1635
RS Bookbinders - Books of Remembrance	£576.00	Cheque 1636
Cllr. Venables- for 2 hand sprayers	£27.90	Cheque 1637
Easywebsites DD increased for email storage	£33.60	Direct Debit

RESOLVED that the above payments be approved. Cheques were duly signed.

12. To consider and approve any actions following any report from the Play Area Working Party and including acceptance and approval of the Play Area Annual Inspection Report
To seek quotations to supply & install a ground protection mat and reinforcement system at the entrance to Mellor Play Area, Budget £300.00 + VAT

12.1 Play Area Annual Inspection Report had been circulated and only very minor matters were noted in the Report for future attention. Members noted that, whilst the equipment had passed safety tasks, deep cleaning would enhance the Area and should be considered after Winter. It was then

RESOLVED to accept and approve the Annual Play Area Inspection Report

12.2 Cllr. Venables was thanked for carrying out monitoring of the Play Area and ensuring sanitisation was carried out. However it was noted that the single gate was often propped open & bins were overflowing. Members again sought quotes for ground protection for the single gate and Cllr. Marsden offered to again circulate a schedule for contractors.

12.3 Members then considered whether the Play Area should again be closed, due to the increasingly serious situation regarding Covid in Lancashire. It was agreed to monitor the situation, with a preference to keep the Area open if reasonable to do so.

13. To consider and approve the formation of a Working Party to examine the utilization of the existing Parish owned green spaces & how these can be developed for the benefit of the whole of the residents of the Parish.

13.1 Members noted recent events and Planning White Paper with caution and wished to avoid any potential future land grab. Ribble Valley Borough Council officers advised that any land parcel with defined use would not be considered for development. Members considered possible options for the grassed area adjacent to Play Area and then **RESOLVED to set up a Working Party for further investigation.**

14. To consider and approve any response to be made to the proposed Devolved Authority Consultation.

14.1 Draft proposals for a Devolved Authority had been circulated. Members expressed concern regarding the implications whereby Ribble Valley could become part of a Devolved Authority with urban neighbours, which was considered detrimental to rural areas. It was noted that Ribble Valley Borough Council had unanimously objected and Clerk was asked to send a letter of support to Ribble Valley Borough Council.

15. To consider and approve any actions for a Footpath Booklet in commemoration of Covid 19

15.1 Cllr. Hymas circulated a draft document for consideration. The purpose was to create a positive commemoration of this year by linking some of the numerous footpaths around Mellor to create a 20km circular walk, possibly named Mellor 2020. The path could link to local pubs, local businesses, but also nearby walks. This would be a longer term project, as capital would be needed to repair and enhance the footpaths, stiles etc, by working with Lancashire County Council Footpaths Officer Team. This may enable a guide book to be printed, bespoke signage and additional bins sourced. Alternative access may be needed in order to avoid busy or narrow roads. Members were very supportive and Cllr. Hymas was thanked for the initiative, for further consideration at a future meeting.

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

To appoint 2 representatives from MPC to MCA Committee

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, noting that a Loss Assessor has settled the insurance claim

To confirm and approve the decision made under Emergency Powers to repair the tiles to the storeroom roof at Mellor Village Hall.

To consider and approve any application to be made to Flood Defence Grant scheme

16.1 Members considered 2 representatives from Mellor Parish Council and it was **RESOLVED that Cllrs. Marsden and O'Grady be representatives to Mellor Community Association, with Cllr. Crooks as reserve and that two representatives would attend or apologies would be sent.**

16.2 Further to Minute 13.2 of 13 August Minutes, Loss Assessor had settled the claim with insurers and further discussions were taking place with Chairman & Vice Chairman of Mellor Community Association. Quotes and alternatives for the floor were under discussion but no decisions had been made.

16.3 Members were informed of the recent leak to the storeroom roof and, since approval in principle to give financial assistance had been given, also that Mellor Community Association was not registered for VAT, Chairman, Vice Chairman & Clerk has considered this urgent matter under Emergency Powers. Three quotes had been considered to re-roof the section and a local contractor had been appointed to carry out the work as soon as possible. It was **RESOLVED to approve the actions taken to replace the Store Room roof as quoted.**

16.4 Members were informed of a possible grant from DEFRA via Ribble Valley Borough Council to provide for flood avoidance measures. The grant is limited at £5000 and Members agreed that options to work with Community Association for the good of the village were advantageous, however no final decision had been made and rumours should be avoided. **RESOLVED that Flood Relief Grant application be proceeded with.**

17. To confirm and approve any actions following meeting re. the possible provision of electrical charging points and consideration of any application for Renewable Energy Feasibility Study Grants

17.1 Further to Minute 14.1 of 13 August 2020 Minutes, Members were updated on the recent survey for the suitability of Electric Charging Points outside Mellor Village Hall, the costs of which would be borne by the installer.

17.2 Further to Minute 14.2 of 13 August 2020 Minutes, Members were informed that an application for Renewable Energy Feasibility Study was slowly progressing, part of which would include full consultation with residents. It was

RESOLVED that Working Party continue to proceed with this Grant Application

18. To consider and approve the structure, membership of and any Delegated Powers to any Committees or Working Parties

18.1 It was noted that numerous previously set up Working Parties had not met and were now considered superfluous. A discussion document with suggestions had been circulated, however due to lack of time at this meeting the further consideration of this was deferred.

19. To consider and approve any actions and report regarding Books of Remembrance for each of four Churches

19.1 Members were informed that this project was progressing well. Ring binders had been sourced and the calligrapher was consulting regularly with the Working Party in order that Books could be completed by Remembrance Sunday. Clerk was to contact Churches & deliver Books.

19.2 Cllr. O'Grady had agreed to create a section in Parish Council website for each person named, with all known details linked. It was noted that this would include 101 names and Cllr. O'Grady was thanked for all the work this would entail. It was confirmed that no additional charges would arise for the website for this additional section.

19.3 All were updated on current arrangements for Remembrance Sunday, noting that changes may be necessary, at short notice, due to Covid. A short service would be held in St. Mary's Church when Books & wreaths would be blessed, social distancing was to be observed with wreaths then laid at War Memorial, but no service.

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

20.1 Members noted that a resident had complained about speeding in the Parish, all noting this to be a matter for Lancashire County Council and Police, who had been informed.

21. To receive reports from meetings

LCC Report - any matters of note regarding Mellor - LCC Cllr. Schofield

RVBC Report by Borough - Councillor Brunskill

21.1 No Report had been received from LCC Cllr. Schofield

21.2 Cllr. Brunskill had reported on various matters during the Meeting

22. To consider and approve future use for the former BT phone box, once purchased

22.1 Members put forward suggestions for future use of the BT box, and the decision was deferred to a future meeting

23. Matters brought forward by members FOR INFORMATION ONLY

23.1 Members noted the newer type phone box on Branch Road was signed for removal.

23.2 A query was raised regarding painting of kerbs on Hob Green, Clerk was to investigate.

23.3 It was noted that, further to a resident's complaints regarding rubbish and flytipping between Brookfield & St. Mary's Gardens, the rubbish was still there. Cllr. Brunskill informed that Ribble Valley Borough Council Officers were dealing with this matter.

RESOLVED that under Standing Orders, an extension of 5 minutes be allowed in order to complete urgent business.

23.4 Lancashire & Merseyside Training Finance Course details had been circulated & Clerk was asked to book Cllr. Mellor on the course.

24. Clerk's salary review (Confidential matter)

24.1 Under Mellor Parish Council's Standing Orders, Members noted this item to be confidential and sensitive and therefore would resolve to exclude Press & Public, had they been present for this item of the agenda.

24.2 Members had received the Staff Appraisal Report, noted that the current Clerk is a Qualified Clerk. The Salary Review had taken place and a salary increase was recommended by Appraisal Working Party. It had been agreed in principle that Clerk was allowed a Home Working Allowance, under Nationally agreed terms which was to be split between this Parish Council and Bolton by Bowland, Gisburn Forest & Sawley Parish Council, at Clerk's suggestion. It was

RESOLVED that Clerk Salary increase as recommended and 50% of Homeworking Allowance be paid, both backdated to 01 April 2020.

24.3 Several Members noted that Clerk's work was inevitably taking more time than her contractual hours. Following discussion it was

RESOLVED that Clerk take note of her hours, particularly in relation to various projects & report to Parish Council for future consideration.

25. Dates of future meetings, with frequency & venue to be determined

25.1 It was of concern to Members that Covid restrictions were probably to increase again in the near future, when physical meetings would not be possible. It was therefore

RESOLVED to enact Mellor Parish Council Emergency Powers with immediate effect.

Chairman then thanked all for their attendance and input, noting the amount of business resolved, before closing the meeting at 9.05pm.