

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR VILLAGE HALL
ON THURSDAY 17th DECEMBER 2020 COMMENCING AT 7.00 PM**

Present: Cllrs. Nick Marsden (Chairman), Stella Brunskill, Quentin Colborn, John Hymas, Margaret Johnson, Anne Mellor, Michael O’Grady, Mick Venables. Also in attendance: Candidate for Mellor Parish Council Casual Vacancy, The Chairman of Mellor Community Association and the 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 Apologies had been received from Cllr. Dot Crooks & Rev. Stuart Smith and it was **RESOLVED** that those apologies be accepted and approved.

2. To consider and approve the lifting of the Emergency Powers enacted 15.10.20 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, then extended 01 July, 01 October & 15 October 2020 be lifted for the duration of this Meeting.

3. To receive declarations of pecuniary or personal interest

3.1 There were No Declarations made at this point of the Meeting.

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

Public

4.1 There were no matters raised by Members of the Public present

5. To resolve to confirm the Minutes of the Parish Council Meeting held 15 October 2020

5.1 The Minutes of the Parish Council held on 15 October 2020 had been published & it was **RESOLVED** that those Minutes be accepted & approved.

6. To resolve to receive and approve the actions carried out under Emergency Powers during the Covid Pandemic period effective from 15 October 2020

6.1 Details of the actions taken under Emergency Powers since 13 August 2020 meeting had been circulated to Members, and it was then

RESOLVED that Mellor Parish Council adopt the actions carried out under Emergency Powers.

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

7a To consider a presentation by any Candidate(s) for the Casual Vacancy caused by the death of Cllr. Walsh

7.1 There were no Matters arising other than matters on the Agenda

7.2 The matter of the presentation for the Casual Vacancy was deferred at this point of the meeting, as the Candidate was not yet in attendance.

8. To consider any response to be made to Planning

8.1 Clerk had updated Members on recent decisions and also circulated a document regarding Planning Reasons for Objection in order to give clarification. Recent applications:

- 3/2020/1047 Briarwood, Mellor Lane - resubmission 0312 new window obscure glass fire escape in proposed bedroom *Cllr. Venables declared a personal interest in this application*

- 3/2020/1065 Ryecroft 10 Woodfold Close Mellor Brook BB2 7NZ flat roof to pitched roof
These applications were brought to members' attention and details had been circulated due to date of applications being after date of agenda. Members discussed the applications, and were asked to contact Clerk with any specific reasons for objection.

8.2 Members had expressed some concerns regarding actual details supplied as part of planning applications. Cllr. Mellor agreed to draft a letter to be sent to RVBC following members' approval.

7a To consider a presentation by any Candidate(s) for the Casual Vacancy caused by the death of Cllr. Walsh

7.1 This item had been delayed and a presentation was made by the sole Candidate for the Casual Vacancy. Members were informed that due legal process had been followed for a sole candidate but that another potential candidate had withdrawn from the application process.

10. To consider and approve any Co-option of a Member to Mellor Parish Council

10.1 Following members' approval, Chairman brought this item of the agenda forward. Due to the sensitive nature of the item, the Candidate & the Chairman of Mellor Community Association withdrew from the meeting for this item.

10.2 Members then considered the Candidate and *Cllr. O'Grady declared a personal interest as the Candidate was known to him and whilst he had no reservations regarding the Candidate, he would abstain from any vote.* Members then

RESOLVED that Michael Walmsley be co-opted as a Member of Mellor Parish Council.

10.3 Chairman of Mellor Community Association & Cllr. Walmsley returned to the Meeting.

10.4 Cllr. Michael Walmsley signed his Declaration of Interests & of Office and was welcomed to Mellor Parish Council. Clerk was to supply Induction Pack & submit Declarations.

9. Financial Matters and Accounts To approve: Bank balances £35,670.28 + £26,094.41 MVH Floor fund + £1,199.72 Scholarship Fund + £74.52 investment Account

a. **To consider & approve; Invoices for payment since 15 October approved under Emergency Powers**

b. **To consider & approve the Budget & Parish Precept Order for year to 31 March 2022 (recommendation report attached)**

- *Members to note that a full schedule of any current invoices for approval will be sent pre-meeting,*

- **Invoices presented for approval:**

No further invoices beyond attached schedule at time of agenda

9.1 Members had been circulated with updated expenditure since 13 August 2020 and **RESOLVED that the detailed expenditure made under Emergency Powers be approved.**

9.2 Chairman, Vice Chairman & Clerk had drawn up a Draft Budget & Precept Calculation for the year to 31 March 2022 which had been circulated, showing a recommended Parish Precept of £25,000 as an increase of £1,000 over the current year. It was then

RESOLVED that the Parish Precept for the year to 31 March 2022 be set at £25,000 and this was duly signed by Chairman & Clerk to be submitted to Ribble Valley Borough Council.

9.3 Invoice for subscription to Society of Local Council Clerks at 50% of £144.00 had been received and it was

RESOLVED that the invoice be approved for payment of £72.00

11. To consider and approve any actions following any report from the Play Area Working Party including acceptance and approval of improvements to the single gate area

11.1 Details for a recommended method of surface for the gate area had been circulated. Concern was expressed about the suitability of a hard surface, and Clerk was asked to confirm with insurers and Playquest that this would cause no issues. Clerk was also asked to seek a quote for installation from Playquest & a local contractor known to her & Chairman.

12. To consider and approve any actions for improvements to the grassed area at Mellor Play Area

12.1 Members noted that residents have been asked to suggest ideas for their preferred options. A number of views were expressed, but no firm plan had been determined.

13 To consider and approve any actions for Mellor2020 Footpath Project

13.1 A draft document explaining the possibility of a 20km circular walk had been circulated, with some details included in the Parish Council newsletter. Several residents had made contact to offer assistance and it was

RESOLVED Cllr. Hymas to draft Terms of Reference and makeup of a Working Party, which could include volunteers for desk based and physical involvement. Clerk was instructed to research possible funding, including work with LCC Public Rights of Way Officers

14.To consider and approve any actions for Mellor Community Association: and to accept any report from Mellor Parish Council representatives to Mellor Community Association To receive an update on the repairs carried out to the Sports Hall floor.

To consider and approve any response and further actions following the application to Flood Defence Grant scheme

14.1 Chairman reported that he, Vice Chairman and a local retired joiner had inspected the Sports Hall Floor and carried out temporary repairs to ensure a level floor whilst awaiting the outcome of Flood Relief works. The net funds received from insurers were therefore ring fenced, pending any future necessary works.

14.2 Chairman then updated members that the store room ceiling had been damaged and inspection showed replacement of the store room roof would be necessary, rather than a short term temporary repair. He reminded members that this action had been circulated and members had given approval. A local contractor had carried out the work, at a competitive rate, with other quotes received.

14.3 Advice from the Loss Assessor had been that a Flood Relief Grant might be applicable for work to avoid a repeat of flood water ingress. This Grant application to DEFRA via Ribble Valley Borough Council and Dixons had been approved to carry out the work as soon as possible, with another higher quote received. Chairman hoped that members agreed these actions to be the use of funds well used to enhance the Community Asset at a time when the Community Association had no income source, due to Covid.

14.4 Chairman of Mellor Community Association expressed thanks and asked that a formal letter detailing the support given, and confirming that money for floor was ring fenced be sent to the Trustees. Clerk was instructed to deal with this.

15. To consider and approve any actions following the registration by Mellor Parish Council for the right to bid for purchase of The Rann Woodland

15.1 Members were reminded that Mellor Parish Council had resolved to approve the registration of Asset of Community Value for the Rann Woodland. The parcel of land had been put forward for possible sale and under Emergency Powers the right to bid had secured Mellor Parish Council's position for a six month period, whilst no decision to purchase had been made. Cllr. Hymas had prepared a one page document to explain possible options, which each had long term implications. Clerk was asked to obtain particulars and ensure this was an agenda item, including a feasibility report for Parish Council taking out a loan for purchase of the land.

16. To confirm and approve any actions following application for Renewable Energy Feasibility Study Grants and the tendering process for this Grant

16.1 Members had received a summary of the 3 tenders received for the Feasibility Study Grant, noting that there was no cost implication for Parish Council. The evaluation process was clarified and it was then

RESOLVED to approve Working Party's recommended Tender Company, (Locogen) subject to acceptable references.

17. To consider and approve any actions following the installation of electrical charging points

17.1 Members noted that work had commenced on the installation. Commissioning, training and publicity were to be carried out in the near future, working with Charge My Street. Congratulations were expressed that Mellor Parish Council appeared to be the first Parish Council in Lancashire, possibly in England to install Electric Vehicle Charging Points.

18. To consider and approve any actions for use of the former BT phone box and to approve any budget for this work.

18.1 Members noted that a Lease had been signed to take over the former BT phone box and residents had been asked for suggested future use. Any resolution was deferred to a future meeting.

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

19.1 A draft document had been circulated for Members' consideration, however it was considered that detailed discussion would be needed and the item was deferred.

20. To consider and approve any additions to Mellor Parish Council's Policies, including Website Accessibility Policy

20.1 Members considered the Draft Accessibility Statement for Mellor Parish Council which had been circulated and it was

RESOLVED that Accessibility Statement for Mellor Parish Council be approved and published on the Parish Council's website.

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

21.1 Members again expressed concerns regarding speeding throughout the Parish; both local Police & Lancashire County Council were aware of those concerns. It was noted that a recent monitoring device used by LCC had been placed on Mellor Lane adjacent to the pinch point of the chicane, where traffic had to slow down. Clerk was asked to make a formal complaint & ask for additional, appropriate monitoring to be carried out.

22. To receive reports from meetings

- a. **LCC Report - any matters of note regarding Mellor - LCC Cllr. Schofield**
- b. **RVBC Report by Borough - Councillor Brunskill**

22.1 There was no Report from LCC Cllr. Schofield, who was not present at the meeting.

22.2 Cllr. Brunskill informed that Ribble Valley Borough Council had received significant funding for Covid initiatives and were seeking to provide support to those in need, whilst not supporting failing businesses. She reported that some areas of the Borough were experiencing frequent water shortages & Planning were asked to consider future utilities provision as part of the Planning Conditions. She updated members on the new, much needed primary school which was to be built in Barrow. Chairman thanked Cllr. Brunskill for her report.

23. Matters brought forward by members and Staff FOR INFORMATION ONLY

23.1 Concern was expressed regarding LCC Highways "Report It" website facility where a further instance of the facility stating works had been completed in Primrose Lane area was noted, despite evidence to the contrary. Clerk was asked to formally request this be addressed.

23.2 Note was made that hedge cutting debris had been left on Mire Ash following cutting back. It was appreciated that Mellor Lane debris had been cleared up & Clerk was asked to liaise with farmer tenants for next year.

23.3 A resident had asked to give financial support to improvements to the bench on Abbott Brow in memory of his late Father. Cllr. Hymas had discussed detail with the resident & would feed back suggestions. The existing bench is a Mellor Parish Council asset and therefore Clerk was to seek any necessary permissions from LCC, as presumed landowner.

23.4 A request was made for the installation of a bench at Viewpoint on Mellor Moor. Since this is on private land, Clerk was asked to seek permission from The Alvingham Estate.

24. To consider and approve the extension of Emergency Powers or to determine the dates of future meetings, with frequency & venue to be determined

24.1 Members noted that latest Government guidance on Covid suggested that greater restrictions would be imminent and it was therefore

RESOLVED that Emergency Powers be again extended, by the document dated 15 October 2020 and reviewed as necessary, with no physical meetings scheduled currently.

Chairman then thanked all for their attendance and input, noting the amount of business resolved on very lengthy agenda, and he expressed good wishes to all for Christmas & New Year before closing the meeting at 8.59pm.