

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT St. MARY'S PRIMARY SCHOOL
ON THURSDAY 02 DECEMBER 2021 COMMENCING AT 7.00 PM**

Present: Cllrs. Nick Marsden (Chairman), Quentin Colborn, Dot Crooks, John Hymas, Margaret Johnson, Anne Mellor, Michael O'Grady, Mick Venables,. Also in attendance, RVBC Cllr. Walsh, 2 Members of the public and the Parish Clerk

Chairman opened the meeting and welcomed all, particularly the Parish Clerk following her recent illness.

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllr. Brunskill (at RVBC Planning Committee) & it was **RESOLVED that those apologies be accepted and approved**

2. To receive declarations of pecuniary or personal interest

2.1 There were No Declarations made.

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

3.1 A resident informed that the Phone Box on Branch Road had a removal notice within. Clerk to investigate potential purchase, noting that this was not a traditional red box, so may not be possible. Chairman updated on progress on defibrillator installation in the Parish.

A resident asked for a list to be published of those responsible for land adjacent to roads in the Parish.

Concern was again expressed regarding time of work at Mill Cottage area. Noted that such matters need to comply with Planning Conditions and are not a matter for Parish Council. The resident was asked to supply specific details of any possible breach of Planning to Parish Clerk.

4. To resolve to confirm the Minutes of the Parish Council Meeting held on 04 November 2021

4.1 Minutes of the Annual Parish Council Meeting held on 04 November 2021 had been circulated to Members and it was

RESOLVED that the Minutes of the Parish Council Meeting held on 04 November 2021 be accepted and approved.

5. Any Matters Arising from those Minutes not covered on this Agenda

5.1 There were no Matters Arising

6. To consider any response to be made to Planning Applications

3/2021/1064 – 11 Elswick Gardens – demolish conservatory, create extension & widen access drive

3/2021/1/1086 – Woodfold Park Stud – removal of occupancy & residency status as approved

3/2007/0252

3/2021/1090 – 43 St. Mary's Gardens – First floor side extension & single storey rear extension

3/2021/1126 – 38 Branch Road – single storey extension with infill

6.1 The above applications had all been circulated to Members and there were no comments to be submitted.

6.2 – Members had been informed of a later application 3/2021/1091 – Cockerham Hall, Saccary Lane – multiple extension & garage. Members were asked to review the application & notify Clerk of any concerns by 13.12.2021

6.3 Mill Cottage area of Mellor Brook – Members noted that whilst the resident might have grounds to report issues to Environmental Health Dept., without specific details this was not a matter for Parish Council. Cllr. Walsh offered to take the issue up with Ribbles Valley Borough Council officers.

Financial Matters and Accounts To approve:

**Bank balances £50,867.50 + £26,094.41 MVH Floor fund
£1,199.72 Scholarship Fund
£74.52 investment Account**

a. To consider & approve; Invoices for payment since 04.11.20.21

- Reimbursement to Clerk for new printer £219.99 Cheque 1729
- Society of Local Council Clerks subscription £112.00 Cheque 1730
- Parish Clerk salary November £440.70 Cheque 1731
- Direct Debit payments to EDF & Easywebsites

RESOLVED Bank balances were noted and all payments detailed were approved

b. RVBC Grasscutting contract 01.04.21 to 31.03.2022 £1251.24 + VAT (increase of 2%)

RESOLVED that this contract for work partially done be approved & signed.

c. To consider and approve Budget & Precept for year to 31.03.2023

Chairman, Vice Chairman & Clerk / Finance Officer had met to discuss a draft Budget & Precept which was circulated to all Members prior to the meeting. Members noted that considerable improvements & projects were anticipated during the next year & grants should be applied for, but no grant funding was included in the figures. Members also noted that £26,000 was held in reserves following the flood at Mellor Village Hall. If the reserves were drawn upon, without grant funding available, the final bank balance would be £3,000, much less than recommended £11,000. It was then

RESOLVED that Budget to 31.03.2023 be approved and Precept for the year to 31.03.2023 be set at £25,000. Chairman & Finance Officer duly signed the request for submission.

- d.** Following recent problems when cheques were not acceptable, Members approved that Cllrs. Marsden, Hymas & Clerk investigate options for moving to on line banking
- e.** Concern was expressed regarding the funds held in reserve following flooding at Mellor Village Hall. Clerk was asked to discuss this with Loss Assessor & report to February meeting.

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

11.1 Chairman requested & Members agreed that this item be brought forward.

11.2 Members noted that defibrillators cost between £800 and £2500 (type dependent) and training for as many as possible would greatly increase the benefit. Noted that replacement pads & batteries would be required. It was pointed out that dummies for use in training may be available of loan from Sabden Parish Council.

11.3 Chairman informed Members that he was investigating a further site in Mellor for another defibrillator, in addition to School, Mellor Village Hall & Millstone Hotel (not available 24 hrs)

7. To consider and approve any actions for co-option to fill Casual Vacancy

7.1 Notice of Vacancy had been duly posted & Ribble Valley Borough Council had informed that no Call for Election had been submitted. It was then

RESOLVED that Notice for Applicants be published, final date for application 14 January, for consideration at February Meeting.

8. 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, update on grassed area at Mellor Play Area and monitoring of antisocial behaviour.

8.1 Work to improve the gated area has been delayed but is ongoing.

8.2 Letter has been sent to nearest residents, 2 have asked to be involved with developments. Working Party will meet in New Year with residents & report to February Meeting. Clerk recommended that all residents be consulted in order to ensure compliance with grant applications. Members noted that a single gate to the grassed area would be needed to allow full access.

9. To consider and approve any actions for Mellor 2020 Footpath Project including any budget for the Project

9.1 Cllr. Hymas informed that £500 grant had been approved by LCC for footpath work

9.2 Chairman informed that footpath between Village Store & St. Mary's Gardens including fallen Footpath sign appeared to be responsibility of Onward Homes

9a. To consider and approve any actions for Mellor Community Association: and to accept any report from Mellor Parish Council representatives to Mellor Community Association including the Lease for use of the Car Park

9a.1 Cllr. Crooks reported that numerous grants were under investigation by a consultant for major improvements to kitchen, heating and car park. One quote had been obtained for re-surfacing the car park. Cllrs. Marsden & Venables were approved to have an informal chat with Community Association Chairman.

9a.2 Members were reminded that Mellor Community Association is not registered for VAT & therefore could not reclaim that element of any expenditure.

9a.3 Complaints regarding lighting: Chairman would raise this with MCA Chairman.

9a.4 The Lease between Mellor Parish Council and Mellor Community Association to allow use of the Car Park had been duly signed. Cllr. Hymas in particular was thanked for this.

10. To confirm and approve any actions including any Working Party with budget to commemorate HM Queen's Platinum Jubilee

10.1 Members were informed that Ribble Valley Borough Council had approved £500 per Parish for a grant towards expenditure for this commemorative event. Clerk was asked to apply. Members recalled previous celebrations involving the Beacon at Viewpoint & the possibility of including planting trees to follow the initiative for the Queen

RESOLVED – A Working Party be set up to consider all arrangements as soon as possible. Cllr. Mellor to chair, also to include Cllrs. Venables & Hymas

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

11.1 This item was dealt with earlier in the agenda.

11.2 Phone Box on Branch Road had a notice to remove. This was not a Red Box. Clerk was asked to investigate purchase of this Phone Box.

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

12.1 Members were updated on the recent meeting held between Cllrs. Marsden, Hymas & LCC Cllr. Schofield, who agreed to escalate matters with LCC Cllr. Edwards (Cabinet Member, Highways). Cllrs. Marsden & Colborn had met with MP Nigel Evans and notes had been circulated.

12.2 Following an approach by Deputy Crime Commissioner, Mr. Pratt. Cllr. Marsden had met with him at short notice when speed & volume of traffic were noted at Whinney Lane. Mr. Pratt will follow up

12.3 Cllr. Hymas informed that he has raw data from the speed survey & will share, if requested. Members approved that Chairman contact Chairmen of Balderstone & Ramsgreave Parish Councils to work together on this issue.

12.4 A query was raised regarding enforcement of weight restriction in Mellor Brook area.

13. To receive update reports regarding:

a) Chairman & Cllr. Colborn's meeting with Nigel Evans MP

13.1 A Report had been circulated to all Members. and any updates would be circulated

b) RVBC Code of Conduct Training Event

13.2 Cllrs. Marsden, Mellor & Venables had attended, other Members were reminded that this was provided to give training to all Councillors.

c) Ownership of land on Mellor Brow

13.3 This item was deferred

d) Road subsidence, Saccary Lane

13.4 Cllrs. Colborn & Marsden have been dealing with this. LCC Cllr. Schofield had emailed & will update

e) Flooding on Whitcroft Lane

13.5 Noted that this area naturally floods in autumn, leaves have been swept & flooding has ceased

f) Himalayan Balsam on Nickey Lane

13.6 Noted that Himalayan Balsam is not covered by the Weeds Act, therefore is landowner's responsibility

g) Signpost fallen on footpath

13.7 This had been discussed earlier in agenda

h) Potential for CCTV in Parish

13.8 No report was presented

i) Future for Social Media platform

RESOLVED that Meeting time be extended, due to business to be discussed.

13.9 Discussion document had been circulated. Working Party was asked to seek further dialogue with Clerk, noting that any proposal would need to include changes to Standing Orders. Members approved that Cllr. O'Grady have access to Google Analytics & he was asked to prepare a report for February meeting on the use of Parish Council website

j) Replacement Perspex for Notice Board at Carter Fold

13.10 This item was deferred

k) Books of Remembrance

13.11 Clerk was asked to investigate better links on the Parish Council website to the Remembrance Project.

14. To receive reports from meetings

a. LCC Report – any matters of note regarding Mellor – LCC Cllr. Schofield

b. RVBC Report by Borough – Cllrs. Brunskill & New Borough Cllr. Walsh

c. RV Parish Council Liaison Meeting held 11 November 2021

20.1 No report had been received.

20.2 RVBC Cllr. Walsh had left the meeting earlier, due to other commitments

20.3 No report was given

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

15.1 There were no Matters brought forward by Members or Staff

16. To consider and approve the dates of future meetings, with frequency & venue to be determined

16.1 Members approved that the next Parish Council Meeting be held on Thursday 03 February 2022 at St. Mary's Primary School, Mellor, commencing at 7.00pm. Clerk was asked to contact PCSO Aimee Jarrett with dates for future meetings.

17. To consider and approve any actions for the Clerk's Return to Work & meeting to discuss Resident's Complaint against the Parish Clerk.

17.1 Members were reminded that Staff Matters were sensitive & confidential & it was **RESOLVED that Press & Public be removed from the Meeting for this item.** Public duly left.

17.2 Members received a report from the Return to Work meeting held with Clerk and it was **RESOLVED to approve the Report**

Members were reminded that Chairman holds keys to notice boards for publishing information.

17.3 A Working Party report on the complaint was given.

Chairman thanked all for their involvement and open discussion, then closed the Meeting at 9.36pm.