

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR METHODIST CHURCH ON  
THURSDAY 4<sup>th</sup> JULY 2019 COMMENCING AT 7.30 PM**

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**Present:** Cllrs. Bernard Murtagh (Chairman) Stella Brunskill, John Hymas, Margaret Johnson, Nick Marsden, Ian Moss, Dani Murtagh, Mick Venables, Noel Walsh

Also in attendance : Rev. S. Smith, LCC Cllr. A. Schofield, 1 resident & Parish Clerk

**Rev. Smith opened the meeting with prayers**

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

1.1 Apologies had been received from Cllr. D. Crooks and it was

**RESOLVED that these apologies be accepted and approved.**

1.2 Chairman addressed all, expressing concerns regarding the length of meetings. He asked that members consider an addition to Standing Orders to limit meetings to 2 hours. This was to be an item for September agenda.

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

2.1 The resident wished to bring attention to LCC Highways reporting, explaining the lack of continuity of records. Cllr. Schofield agreed to look into this matter and would liaise with the resident. The resident thanked members and left the meeting.

**3. To resolve to confirm the Minutes of the Parish Council Meeting held on 20<sup>th</sup> May 2019 (Draft as per June meeting, awaiting details for amendments) and 6<sup>th</sup> June 2019 (circulated with this agenda)**

3.1 Minutes of the Parish Council Meeting held on 20<sup>th</sup> May 2019 (amended) and the Meeting held on 6<sup>th</sup> June had been circulated and it was then

**RESOLVED that those Minutes be accepted, approved and signed.**

Rev. Smith had other matters to attend to and he therefore left the meeting.

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

- *Members to note no full response yet regarding Books of Remembrance in Churches*

4.1 Members had been in touch with three churches who all wished to participate in this initiative. Clerk circulated a possible book quote and has names of all The Fallen for inclusion in the Books.

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

5.1 Chairman had completed a new Declaration of Interests, which Clerk was to upload to Parish Council website & submit to Ribble Valley Officers.

5.2 There were No Declarations made regarding items on this agenda.

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

- **3/2019/0483 - Land adjacent to Woodfold Hall, Further Lane (Temporary equine worker's dwelling, resubmission of 3/2019/0229) (circulated)**

6.1 The above application had been circulated. Members were informed that it was a complex matter, however there were no objections to be submitted.

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

- a. To receive any report regarding future joint meetings with Mellor Community Association
- b. To consider and approve Terms of Engagement for Building Valuation Survey (circulated)
- c. To consider and approve any actions regarding extension of MCA Lease

*Members to note that MCA Minutes are on their website*

7.1 Members were reminded of the decision to defer joint meetings between Mellor Parish Council & Mellor Community Association until MCA Annual General Meeting on 10<sup>th</sup> July 2019 had taken place.

7.2 Clerk had circulated the Terms of Engagement from Mr. Conroy at Trevor Dawson Surveyors. It was **RESOLVED Clerk approved to sign the Terms of Engagement and instruct Mr. Conroy to carry out the Valuation Survey.**

7.3 Any discussions regarding Lease Extension were deferred until after 10<sup>th</sup> July. Members had previously agreed that a letter requesting any Extension must be signed by all MCA Trustees & received prior to any discussions.

**8. To consider and approve any actions following any report from the Play Area Working Party, including further developments, antisocial behaviour, littering & damage to Basket Swing**

8.1 Due to Cllr. Crooks' absence, a decision on further developments was deferred, awaiting more information from Play Area Working Party regarding prices for a simple table.

8.2 Cllr. Hymas offered to look into Ribble Valley Community Safety Partnership (highlighted at Parish Council Liaison Committee Meeting) regarding antisocial behaviour.

8.3 Members discussed the recent damage to the basket swing, noted that Playquest were to replace the cross bar and agreed to review necessary actions if there was any further damage found.

8.4 Clerk explained that the emptying of the litter bin was part of Ribble Valley Litter Picking contract, which members had reviewed and cancelled. She was looking into ways to ensure litter was removed.

8.5 The grassed area within the Play Area was discussed; Play Area Working Party was to look into options for use of the area, within Mellor Parish Council's Village Enhancements Budget.

8.6 A number of members had attempted to obtain quotes for welding work to the gate closure, without any satisfaction.

**9. To consider and approve any Parish Council policies including Retention Policy**

9.1 Cllr. D. Murtagh had created a suggested template for retention of quotes for 6 years which she would forward to Clerk.

9.2 Clerk had not yet compiled a list of hard copy held, but would do so & circulate. She confirmed that any hard copy of Planning Applications older than 1 year was destroyed.

**10. To confirm and approve any actions regarding response received from Messrs Ingham & Yorke re. Mellor Lane Garages Site**

10.1 Correspondence regarding this from Messrs Ingham & Yorke, and Ribble Valley Officers had been circulated. Members again expressed concern, but in view of the letter from Messrs Ingham & Yorke, it was **RESOLVED** that Clerk write to Ingham & Yorke, politely asking if Lord Alvingham might consider donation of the land to Parish Council for future use as car parking.

**11. To consider and approve any report from Mellor Roads Working Party**

11.1 Due to members' holidays, the Working Party had not met and this matter was deferred.

**12. To consider and approve any report from Parish Lengthsman Working Party**

12.1.1 Due to members' holidays, the Working Party had not met and this matter was deferred.

**13. To consider and approve any action following the Tree Inspection Survey including any quotes for tree removal (Deferred from June, awaiting quotes)**

13.1 Clerk reported that no quotes had been received, but she would chase up again.

**14. To consider and approve any report and actions from the Communications Working Party including Parish Open Meetings. *Members are reminded that there may not be insurance cover for volunteers carrying out deliveries.***

14.1 A Draft document had been circulated, which members discussed at length. Clerk had been asked to comment and she advised that the document be fully reconsidered and deferred to September meeting. Members were all asked to submit any comments to the Communications Working Party for further discussion. Vice Chairman Cllr. Marsden offered to join the Working Party to try to find a solution, which was accepted.

14.2 Clerk read details (and would circulate) of the email she had received from Insurers giving guidance for volunteers in order to ensure there was cover for any involvement they had with newsletter distribution, litter picking etc.

14.3 Clerk advised members that all Working Parties should at least note dates, time, venue & attendees of all meetings, with notes made for circulation to ensure Transparency is complied with.

**14A At this point, Chairman allowed LCC Cllr. Schofield to address the meeting**

14A.1 Cllr. Schofield explained that School Transport Service 623 consultation would report to Cabinet on 11<sup>th</sup> July 2019 for consideration of transport subsidy and possible removal from July 2020.

14A.2 In response to a query, Cllr. Schofield explained that any possible pedestrian crossing for Church Lane would need to be financially justifiable within budget constraints

14A.3 Cllr. Schofield would follow up the issues regarding the road surface on Abbott Brow

14A.4 Cllr. Schofield was thanked for his support & input and then left the meeting at 8.53pm

**15. To consider and approve any quotes for equipment to be used for litter picking & community activities.**

15.1 Cllr. Venable had sent Clerk an email with prices for equipment. She apologised for the oversight & would circulate the information.

**16. To consider and approve copy, format (B/W or colour) and confirm the price for printing & publishing Newsletter 117, with details of distributors subject to insurance cover for volunteers**

16.1 Draft newsletter had been circulated. References to both Mellor Village Hall & Mellor Show facebook pages were to be included. Options were discussed for using white paper, and it was **RESOLVED** that pages 1,2, 11 & 12 be colour printed on white paper, remainder in black print.

**RESOLVED** that following amendments, Newsletter 117 be published. Cllr. Hymas agreed to liaise with Ribble Valley Print Room, copying Clerk in to all correspondence.

16.2 Cllr. D. Murtagh agreed to contact the photographer & request photos to be copied to Clerk for website.

**17. To consider and approve any arrangements for future event for a Community Awards Ceremony**  
*Members will note date of 28<sup>th</sup> September is in Draft Newsletter - this will need approval by Parish Council if it is Parish Council organised meeting*

17.1 Cllr. Hymas had looked into the possibility of such an event. Mellor Community Association could be used, without charge.

**18. To consider and approve setting up and terms of reference for a Personnel Sub-Committee**  
*Members are reminded that any Committee or Sub-Committee must be open, advertised & full Minutes recorded*

18.1 Members were reminded that there is one employee, on a small Parish Council. Clerk's contract (signed April 2017) is with Parish Council overall, not with any Sub-Committee. She reminded all that Annual Appraisal was overdue, noting that this had been previously carried out by a former Parish Councillor. Members then **RESOLVED** that Vice Chairman, Cllr. Marsden & Cllr. Brunskill who both had experience, be delegated to meet with Clerk to carry out her Annual Appraisal.

**19. Financial Matters and Accounts To approve : Bank balances**

a. **To receive any update regarding Bank signatories for Lloyds Bank Accounts & NS & I (Scholarship Account)**

b. **To consider & approve ; Invoices for payment since June meeting**

c. **To consider and approve Mellor Parish Grants Policy & form (suggested format attached)**

d. **To consider and approve any Report from Finance Working Party regarding current year budget**

19.1 Bank Balances were reported as

Current Account £36,255.94

Investment Acc. £74.52

Scholarship Acc. £1199.72

19.2 Invoices presented for payments were as follows:

Ribble Valley Borough Council grass cutting 2019.20	£1,443.19	Cheque No 001561
HMRC PAYE 06.04.19 to 05.07.19	£22.40	Cheque No 001562
Parish Clerk net salary June	£421.40	Cheque No 001563
Clerk's expenses to 04.07.19	£172.49	Cheque No 001564
John Evans Evolutions - notice board repairs	£34.01	Cheque No 001565

Clerk was asked to circulate invoice details prior to the meeting in future & it was then

**RESOLVED** that the above payments be approved.

19.3 Cllr. Hymas had drafted a suggested Grants Policy, which was to include Section 137 funding. Clerk informed that a somewhat simpler policy & grant form were used by another Parish Council. She was asked to circulate this for further consideration at September meeting.

19.4 Due to members' holidays, the Finance Working Party had not met and this matter was deferred. Cllr. B. Murtagh wished to no longer be a member of Finance Working Party, however it was subsequently

**RESOLVED** that Finance Working Party now comprise Cllrs. Marsden, Hymas, D. Murtagh, Venables & Clerk

19.5 Clerk had not been able to sort bank mandate forms but would liaise with Cllrs. B. Murtagh & M. Venables to do so.

**20. To receive reports from meetings**

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

b. **Report from BAe Liaison Committee Meeting**

20.1 Cllr. Brunskill has no Ribble Valley Committee responsibilities this year, due to her duties as Mayor.

20.2 Members were informed that, whilst 280 bus service has been reinstated, this is in part due to £10,000 subsidy for one year only from Ribble Valley Borough Council. Members may wish to consider contingency planning for the forthcoming year.

20.3 Cllr. Walsh had attended the extra BAe Liaison Meeting, since Cllr. Brunskill was absent on Mayoral duties. Matters related only to South Ribble area, other than a planning matter in Balderstone Parish. Attendance is by restricted invitation only.

20.4 Cllrs. B. Murtagh & Cllr. Hymas (deputising in Cllr. Marsden's absence) attended Ribble Valley Parish Liaison Committee. Cllr. Hymas gave a report, including Community Safety Partnership, LCC Highways Reporting System, RVBC Recycling initiatives, and the next meeting will be held on 26<sup>th</sup> September.

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

a. **To consider any further Policies for Mellor Parish Council, including at least Health & Safety, Environmental & Equality Policies**

21.1 No further policies were discussed as part of this agenda.

21.2 Members expressed concern regarding the grass which had not been cut at the rear of 36/37/38 St.

Mary's Gardens. Clerk was asked to look into ownership of the land, following previous issues with contract.

21.3 Members asked for the shrubbery at St. Mary's Gate to be cut back as it was causing lack of sight lines. Clerk was instructed to contact landscaper who carries out trimming at Mellor War Memorial.

21.4 Members were informed of further antisocial behaviour at Mellor Village Hall. All were reminded of police request that all incidents be reported to them in order to build a log and possibly therefore obtain greater police presence and possible financial support for security measures.

21.5 A member reported that the footpath between Fouracre & St. Mary's Gardens had become overgrown with brambles. Clerk was asked to report this to Lancashire County Council Public Rights of Way Team.

21.6 An item was requested for September Parish Council Meeting Agenda; that a Christmas Tree, with lights, be in place at Mellor War Memorial.

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

22.1 There were no matters for the Tree Warden to investigate.

**Date of next meeting -Thursday 5<sup>th</sup> September 2019**

Chairman thanked all for attending and closed the meeting at 9.49 pm