

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR METHODIST CHURCH ON
THURSDAY 5th SEPTEMBER 2019 COMMENCING AT 7.00 PM**

Present: Cllrs. Bernard Murtagh (Chairman) Dot Crooks, John Hymas, Margaret Johnson, Nick Marsden, Dani Murtagh, Mick Venables,

Also in attendance: 4 residents & Parish Clerk

Chairman opened the meeting with prayers

1. To receive and approve apologies for absence

1.1 Apologies were received from Cllrs. Brunskill, Moss & Walsh and it was **RESOLVED** that these apologies be accepted and approved.

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

2.1 A resident reported that he had personally been lobbying for action to clear up the site of the former Greenwoods Quarry. He informed Council that some work was in progress with another day's work expected & he sought Council's support in ensuring the Landlord takes the full clear up forward.

2.2 A resident from Barker Lane had submitted her concerns by email regarding traffic on Barker Lane, exacerbated due to the housing development. Her email had been circulated and Clerk was asked to contact LCC Cllr. Schofield to ask for his advice and assistance.

2.3 Mellor Community Association Chairman reported on the recurring issues with misuse of the car park. She was asked to put forward firm proposals for Parish Council to give consideration in future.

2.4 Two residents thanked Council & left the meeting, the other residents remained.

3. To resolve to confirm the Minutes of the Parish Council Meeting held on 04 July (circulated with this agenda)

3.1 The Minutes of the Meeting held on 4th July 2019 had been circulated and it was **RESOLVED** that those Minutes be accepted and approved. They were then signed by Chairman.

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

4.1 There were no Matters Arising other than those covered on the agenda

5. To receive declarations of pecuniary or personal interest

5.1 There were No Declarations made.

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

- 3/2019/0190 - Victoria Terrace, Mellor Brow - amendments submitted
- 3/2019/0578 - Pigeon Hall, Saccary Lane - conservatory alterations
- 3/2019/0586 - Birley Fold Farm - Garage, terracing with hot tub
- 3/2019/0669 - The Hey Moo - extension of curtilage & garden room
- 3/2019/0715 - 50 Mellor Brow - single storey extension

6.1 Clerk informed members of a further application (in addition to those listed on the agenda) This was 3/2019/0650 - 65 St. Mary's Gardens & had been circulated prior to the meeting. She also informed members of Application 3/2019/0808 Thurstons Farm in Balderstone Parish, for information. It was **RESOLVED** that no objections be submitted for any of the above applications.

7. To consider and approve any actions to seek the registration of Woodland at The Rann as an Asset of Community Value

7.1 Clerk had circulated details of the meaning of Asset of Community Value. Cllr. Hymas had then produced and circulated background information on the specifics for his proposal. Following discussion it was **RESOLVED** that Mellor Parish Council seeks to register the entire Woodland at The Rann as an Asset of Community Value. Cllr. Hymas agreed to assist Clerk with the application.

8. To consider and approve amendments to Standing Orders to limit Parish Council Meetings to 2 hours (Draft Amended Standing Orders circulated)

8.1 Draft Standing Order to limit Parish Council meetings to 2 hours had been circulated. Members were reminded that this Standing Order, if approved, may be moved to be suspended without prior notice. It was therefore

RESOLVED that Mellor Standing Orders be amended at point 17 to read:

Time Limit on Meetings

All meetings must end at or before 2 hours after the time at which the meeting commenced. The council or a committee will only suspend this Standing Order on rare occasions when circumstances justify doing so. The Motion to suspend this Standing Order must be seconded and then put to the vote without discussion.

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

To consider and approve any actions following the Building Valuation Survey (hard copy with Clerk)

Members to note that MCA Minutes are on their website

9.1 Vice Chairman had seen copy of the original Valuation Survey and the error regarding main source of heat had been amended. He agreed to read the amended survey & would report to October meeting with recommendations. Clerk asked that members note the current valuation in the survey of £850,000 replacement cost and £950,000 recommended insurance valuation.

9.2 Cllr. Johnson was informed that, as a member of Mellor Community Association Committee, she is a Trustee under the Charities Act. Chairman of MCA informed that the Charity Commission website needed updating.

10. To consider and approve any actions following any report from the Play Area Working Party, including further developments to grassed area, antisocial behaviour, littering & gate alterations

10.1 Cllr. Crooks informed members that Play Area Working Party had not actually met, however various email discussions had taken place. A quote for a recycled table with one bench, fitted by suppliers had been circulated, with a comparative of a table and 2 benches (only one bench needed). Members considered that, due to speciality of the equipment, the submitted alternatives would ensure transparency. It was then **RESOLVED Clerk to contact AMV to accept their quote to supply & fit 1 table with 1 bench.**

10.2 Members again discussed the problems with altering the gate. Vice Chairman had met a further contact working in Mellor by chance on the day of the meeting who suggested verbal prices significantly lower than the previous verbal quote. He is on RVBC approved contractor list and, due to the difficulties surrounding the alterations to the gate, members again considered that due diligence had been followed. It was therefore **RESOLVED that Vice Chairman liaise with Gary Paul to proceed with gate fixing at an approved budget of no more than £330.00 + VAT**

10.3 Cllr. Crooks informed members that a resident had asked about the possibility of the double gate being left unlocked. Due to safety considerations in addition to the recent antisocial behaviour issues, this was considered to be inappropriate.

10.4 A discussion took place regarding future use of the upper, grassed area. The Open Meeting on 28th September was suggested for the appropriate forum to gauge residents' views.

10.5 Clerk reminded members that Annual Play Inspection was due, but no contract for this had been agreed with Playquest. Clarification on specifics of repairs & parts included in Playquest terms were to be clarified, with a quote to be requested by Clerk. Members were reminded that Playquest guarantee was void if another person carried out any repairs to equipment supplied by them.

11. To consider and approve any further action regarding Parish Council Retention Policy (schedule of hard copy documents will be circulated pre-meeting)

11.1 Clerk apologised that she had not completed the hard copy schedule of documents held due to the scope & quantity, but was progressing. She confirmed that planning documents older than 12 months (other than those of current relevance, including maps) had been destroyed. She recommended amendments to the approved Retention Policy to extend the period of retention of cheque and paying in stubs, as well as bank statements to 7 years, as per standard accounting practice. It was then **RESOLVED that the Retention Policy be amended to state that cheque and paying in stubs, also bank statements were to be retained for 7 years.**

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

12.1 Clerk had been in correspondence with Messrs Ingham & Yorke and awaited further response. Members noted that 3 days work to clear the site had been approved, but was not yet complete. Members then noted and congratulated the resident who had tenaciously followed up his complaints. County, Borough & MP support was to be sought. It was

RESOLVED that members would email photos of the completed work to Clerk. She was then instructed to write a letter to Landlord's Agents, thanking them for the work done, again suggesting a meeting and updating LCC Cllr. Schofield, in addition to Ribble Valley Environmental Health Dept.

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 Despite follow ups, Clerk reported that she still awaited any quotes.

14. To consider and approve a revised proposal for a Parish Council Communications Plan

14.1 Vice Chairman had circulated a Parish Council Communications Plan, which had been revised from the original draft. Various amendments had been put forward prior to this final proposal and it was **RESOLVED that the Mellor Parish Council Communications Plan be approved and adopted.**

15. To consider and approve any report and actions from the Communications Working Party including Parish Open Meetings and any flyers with printing costs. To consider and approve any quotes for equipment to be used for litter picking & community activities and to consider and approve arrangements for volunteers including documentation. Members are reminded that there may not be insurance cover for volunteers carrying out deliveries.

15.1 Vice Chairman reported that, although considerable work had been done, matters were not yet ready to put a proposal forward for a full Communications Policy at this meeting. Documents would be circulated to members prior to October meeting & all were asked to consider these carefully, to respond with their considered views in order that progress may be made as easily as possible, by Communications Working Party with full proposal in place for October meeting.

15.2 Draft flyer & poster for Open Meeting had been circulated. It was confirmed that this would include "Saturday" as well as the date. The arrangements for the meeting were discussed and all members were asked to attend & support, if possible. Data collected is to be retained under GDPR by Clerk. Distribution of flyers would hopefully be done by Newsletter volunteers. No printing costs were itemised. In order to proceed it was **RESOLVED that a budget of £120 be approved for printing of flyers for the meeting on 28th September**

15.3 Members considered that the issue of litter picking would be addressed at the Open Meeting, but agreed that a Leader for this would need to be a Parish Council Member, to ensure compliance with GDPR.

16. To consider and approve any report from Finance Working Party inc. current year budget & any update regarding Bank signatories for Lloyds Bank Accounts & NS & I (Scholarship Account)

16.1 Clerk was asked to circulate provisional dates for Finance Working Party to meet.

17. To consider and approve any response regarding the Police & Crime Commissioner / Community Champion Volunteer Role

17.1 This had been circulated, however without Delegated Powers and no meeting, the deadline had passed.

18. Financial Matters and Accounts To approve : Bank balances

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

- Members to note that a full schedule of invoices to date will be sent pre- meeting

b. **To consider and approve any donation to Ribble Valley Citizens Advice Bureau**

c. **To receive, approve and act upon the External Auditor report (circulated)**

d. **To consider and approve any Training requirement through Lancs. & Merseyside Training (details previously circulated - Cllrs. J. Hymas & D. Murtagh have expressed wish to attend Finance Training)**

18.1 Clerk had informed members that Bank Account balances were:

Current Account	£34,074.85
Investment Acc.	£74.52
Scholarship Account	£1,199.72

Invoices submitted for approval were:

EON War Memorial lights 20.04.19 to 20.07.19	£44.37	Cheque No 001566
Parish Clerk net salary July	£421.60	Cheque No 001567
CANCELLED CHEQUE	£0.00	Cheque No 001568
CANCELLED CHEQUE	£0.00	Cheque No 001569
EON War Memorial Lights to 20.08.19	£15.84	Cheque No 001570
RVBC printing newsletter 117	£228.00	Cheque No 001571
Trevor Dawson Ltd (Village Hall valuation)	£420.00	Cheque No 001572
PKF Littlejohn LLP (external audit)	£360.00	Cheque No 001573
SP Moses inv 249 re War Memorial & hedge	£140.00	Cheque No 001574
Parish Clerk net salary August	£421.40	Cheque No 001575

RESOLVED that the above detailed invoices be approved for payment.

18.2 Citizens' Advice Bureau Donation Sect. 137 £100.00 Cheque No 001576.

Clerk had circulated supporting statistics regarding uptake of services by Mellor residents and it was then **RESOLVED that a donation of £100 be sent to Citizens' Advice Bureau, under Section 137.**

18.3 The External Auditor's Report had been circulated and no significant comments were made in the Report. it was

RESOLVED that the External Auditor's report be accepted and approved.

18.4 Clerk had circulated details for Chairmanship & Finance Courses ; several members had expressed interest in Finance Course, however November course was full. A further course may be held in February at a cost of £25 per attendee. Cllrs. Hymas, Marsden, D. Murtagh & Venables wished to attend and it was therefore **RESOLVED that £100 be approved in order that Clerk may confirm booking for 4 attendees, subject to suitability of date & venue.**

19. To receive reports from meetings

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

b. Report from BAe Liaison Committee Meeting

c. To consider any motions for and attendance at Lancs, Ass. Of Local Councils AGM (Cllr. Walsh, as Mellor Parish Council representative, wishes to attend)

- 19.1 No report due to Borough Councillors' absence
 19.2 No report in Cllr. Brunskill's absence
 19.3 No motions were put forward for the Annual General Meeting.

20. Matters brought forward by members FOR INFORMATION ONLY

a. To consider that a Working Party be set up by Vice Chairman to review & consider further Policies for Mellor Parish Council, including Health & Safety, Environmental & Equality Policies

b. Members to note that RV LALC Liaison Meeting will be held on Wednesday 11th September & RVBC Parish Council Meeting will be held on Thursday 26th September

20.1 Members noted that Parish Council should approve various policies. Vice Chairman had been in contact with Thakeham Parish Council who had given written approval to the use of their documents as templates for policies. Vice Chairman agreed that could members ring him to discuss future policies with a view to bringing forward proposals to a future meeting.

20.2 Members were made aware that BT may again be considering removal of phone boxes, but that, if County & Borough Councils were minded to refuse permission to remove, this could not take place. This is an agenda item for Ribble Valley Lancs. Association of Local Councils Meeting, to ascertain LCC & RVBC position.

20.3 Cllr. Moss had asked Clerk to bring various matters to Council's attention, namely Christmas Tree at War Memorial (research in progress), very poor state of Abbott Brow (LCC Highways matter), state of road surface Hob Green junction with Mellor Lane (LCC Highways matter) & a mirror required opposite exit from Hob Green to Mellor Lane (LCC Highways matter). These matters were noted, deferred to Cllr. Moss's return

20.4 Cllr. Brunskill in her role as Mayor wished members to urgently consider arrangements for Remembrance Sunday. Members felt that, if three churches could work together, as in 2018, this would be useful.

20.5 Cllr. D. Murtagh had verbal quote for loose leaf (preferred option by Calligraphers) pages & calligraphy work for Books of Remembrance. Finance Working Party was asked to look into this & report to a future Council meeting.

21 To consider and approve any report following Clerk's Annual Appraisal (Cllrs. Brunskill & Marsden)

Members will note that as this is an item regarding Staff, it must (under Standing Orders) be declared Confidential & sensitive and therefore Press & Public to be instructed to leave

21.1 Due to the sensitive & confidential nature of staff matters, it was

RESOLVED that Press & Public be instructed to leave the room. In order to facilitate open discussion, Clerk also left for this item.

21.2 Vice Chairman reported on the recent Clerk's Appraisal carried out by Cllrs. Brunskill & Marsden with Clerk and members discussed this. The Report had been seen and agreed by both Councillors & Clerk, all had signed in agreement.

22 Date of next meeting -Thursday 3rd October 2019

Chairman thanked all for attending and closed the meeting at 9.10 pm