

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR METHODIST CHURCH ON  
THURSDAY 3<sup>rd</sup> OCTOBER 2019 COMMENCING AT 7.00 PM**

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**Present:** Cllrs. Bernard Murtagh (Chairman) Stella Brunskill, Dot Crooks, John Hymas, Margaret Johnson, Ian Moss, Dani Murtagh, Mick Venables,

Also in attendance: LCC Cllr. A. Schofield, 3 residents & Parish Clerk

**Chairman opened the meeting with prayers**

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

1.1 Apologies were received from Cllrs. Marsden & Walsh, also Rev. Smith and it was **RESOLVED** that these apologies be accepted and approved.

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

2.1 Mellor Community Association Chairman had accepted a booking for an outdoor Artisan Food event and asked for guidance from Parish Council regarding licensing. She was informed that a Temporary Event Notice would be needed for any use of the Hall which was not already covered by the Premises Licence and, if a Temporary Event Notice was to be applied for, consent for such an event was to be requested from Parish Council, with a copy of the application to be sent to Parish Council. She informed Council that the booking form had been amended to include such a clause, and Parish Council had no objections to the event going ahead.

Chairman of Mellor Community Association also informed Council that there had been a misunderstanding in the process for an application to extend the Lease and she would attempt to sort this in the near future.

2.2 A resident asked about progress on the Christmas Tree as St. Mary's Church wished to hold a service. She was informed that this was a matter on the meeting's agenda & she would be contacted with details as soon as these were resolved.

2.3 A resident complained about the circular light at the Village Hall, facing the bottom of the field, which was causing him problems. Chairman deferred this item, pending further investigation.

2.4 Two residents thanked Council & left the meeting, the other resident 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 5<sup>th</sup> September 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 Cllr. Hymas & Clerk had been in contact regarding the application for designation of Asset of Community Value at The Rann and, following finalisation, this would be submitted, as previously approved.

4.2 Chairman then, with Council approval, agreed that any matters for LCC attention be addressed at this point, since Cllr. Schofield had other commitments.

4.3 Following the recent very heavy rain and floods in December 2015 and in response to a query, Cllr. Schofield informed that if rainwater was the cause of the issue, any may report to LCC Highways 0300 123 6701 or online during office hours, but report urgent matters out of hours to Police. If the issue concerned sewage, United Utilities or Police, hour dependent. He will circulate explanatory leaflets.

4.4 Cllr. Moss had again cleared a number of blocked drains, some with chippings & he would report those he had not been able to unblock to LCC Highways.

4.5 Cllr. Hymas had reported two matters to Public Rights of Way Team on 10<sup>th</sup> & 17<sup>th</sup> July, however there had been no action. Cllr. Schofield informed that LCC had 20 working days to issue a response, but he would follow up if details were forwarded to him. Cllr. Schofield was thanked for his continued support and left the meeting at 7.25pm

**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**

- 3/2019/0815 Cooks Farm, Further Lane, Mellor BB2 7QB - alterations & extension, with triple garage (details circulated previously)

6.1 The above application had been circulated to members and there were no objections to be submitted.

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

- a. To consider and approve any actions following the Building Valuation Survey (hard copy with Clerk & Cllr. Marsden to review)

b. **To consider and approve any financial support for new lighting outside the Hall (details circulated)**

c. **To consider and approve any response to be made to request for 50 year extension to the current lease (letter circulated with this agenda). Members to note that MCA Minutes are on their website**

7.1 Due to Cllr. Marsden's absence, the Building Survey was deferred until November meeting agenda.

7.2 The details for a new light had been circulated to members, however members considered that three comparable quotes were necessary before any motion could be put forward for approval.

7.3 Chairman of Mellor Community Association had received a further copy of the requirements for any Lease Extension request and, as she did not consider this matter to be urgent, it would receive attention in due course. She thanked Council and left the meeting.

**8. 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**

8.1 Cllr. Crooks reported that Play Area Working Party had not met and it had been understood that several residents who had expressed concerns at the Open Meeting would attend Parish Council. The residents had been concerned about antisocial behaviour, and had given suggestions, however it was not clear if the incidents had been reported to the police. Working Party agreed to shortly meet and report to November Parish Council. Cllr. Marsden was dealing with the gate and, following the recent Annual Inspection, the Working Party would also address the minor issues raised in the Report. Members had been circulated with the Annual Inspection Report and this had been approved for acceptance.

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

9.1 Clerk had been away and therefore not completed a schedule of hard copy held. This item was again deferred.

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

10.1 Cllrs. B. Murtagh & Venables had previously agreed to meet with the Land Agent and Clerk. Clerk was awaiting dates from Ribble Valley Head of Legal who was away. This item was therefore deferred.

**11. To consider and approve any actions regarding Remembrance Day Service (including Parish Council involvement, purchase and laying of wreath)**

11.1 Cllr. Brunskill, as Mayor, had held a meeting with ladies from St. Mary's Church. The Service will be in Church at 9.30am with High Sheriff, Lord Lieutenant, M.P., Ribble Valley Chief Executive & Mayor in leading roles. There will be a procession from Church to the War Memorial for the Silence & Prayers at 11.00am prompt. Balderstone Parish Council will lay a wreath, as will various organisations. Cllr. Venables will supply tannoy.

**RESOLVED that Chairman lay a wreath supplied by and on behalf of Mellor Parish Council**

**RESOLVED that a donation of £50 under Section 137 be approved to be sent to Royal British Legion for a wreath.**

11.2 Clerk informed Council that Balderstone Parish Council wished to support a further Book of Remembrance, to be placed in St. Leonard's Church, Balderstone, to commemorate The Fallen.

**12. To consider and approve any actions regarding erection of a Christmas Tree at Mellor War Memorial**

12.1 Members of Finance Working Party had discussed suggestions for this item at their recent meeting. Chairman had obtained prices for a 20ft tree from 4 local suppliers. Supply, including erection & subsequent removal of tree could be £270+VAT, with solar lights at cost of £150+VAT. Quotes to install a long term base in the flagged area were to be sought and Chairman agreed to look into this. Cllr. Brunskill agreed to seek possible funding from Ribble Valley Borough Council and Clerk was instructed to look into insurance implications and costs, with an item for November agenda.

**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 had still not heard from approved Tree Surgeons and this item was again deferred.

**14. To consider and approve a revised proposal for a Parish Council Communications Policy (circulated prior to agenda by Vice Chairman)**

14.1 Following the earlier Communications Plan which had been approved, Vice Chairman had circulated an overall Communications Policy and a motion that this be approved, since all had considered the content. It was **RESOLVED that the Mellor Communications Policy be approved.**

**15. To consider and approve a Grants Policy for Parish Council (circulated with this agenda)**

15.1 A Grants Policy, including the process for Grant Applications under £500 and those over £500, with application forms had been circulated and Clerk recommended that the inclusion of requirement for 3 quotes to be beneficial. Following discussion it was

**RESOLVED that, subject to inclusion of 3 quotes requirement, the Mellor Parish Council Grants Policy be approved.**

**16. To consider and approve any report and actions from the Communications Working Party including Parish Open Meeting held on 28<sup>th</sup> September.**

16.1 Members considered that the meeting had been excellent and handled well. In particular Cllrs. Hymas & D. Murtagh were thanked. It was noted that there had been useful input from Councillors and residents & the importance of communicating with younger residents was considered vital. Members then considered how best to achieve this, and the possibility of a page in the next newsletter for youth involvement. Communications Working Party would again meet to bring forward recommendations for action to Parish Council for approval.

16.2 Members considered ideas for the next Open Meeting and Newsletter, to emphasise younger residents.

**17. To consider and approve any quotes for equipment to be used for litter picking & community activities and to consider and approve arrangements including documentation for volunteers including appointment of Volunteer Leader from Parish Council membership.**

*Members are reminded that there may not be insurance cover for volunteers carrying out deliveries.*

17.1 Quotes for equipment had again been deferred. Clerk confirmed her previous advice to Parish Councillors that volunteers would not be covered for insurance and therefore must not be organised by any Councillors as individuals to take part in such activities without full protocols being set up.

**18. 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)**

*Members are reminded that Parish Council precept must be set at November meeting and therefore any major items for consideration in 2020/21 expenditure will need to be brought forward prior to November meeting.*

*Members to note that Finance Working Party notes from meeting 19<sup>th</sup> Sept. are attached - notes from meeting 30 Sept will be circulated prior to PC meeting*

18.1 Members were informed that Finance Working Party had met on two occasions, the second meeting with Clerk. Various discussions had taken place with suggested first draft for budget calculations for financial year 2020/2021 and these were circulated. Cllr. D. Murtagh explained figures, with comments made. Members were asked to look at the figures in detail and give further consideration as part of November agenda, when Parish Precept would need to be set. It was considered that, with current figures suggested, a precept of £24,000 would be necessary in order to maintain £12,000 reserves at year end 31<sup>st</sup> March 2021.

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

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

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

19.1 Clerk Reported bank balances at  
 Current Account: £32,146.04  
 Instant Access Account: £74.52  
 Scholarship Fund: £1,199.72

19.2 Invoices for approval were:

Mellor Methodist room hire x7	£128.80	Cheque No 1577
Playquest inspection	£360.00	Cheque No 1578
EON WM lights 27.08 to 20.09.19	£10.91	Cheque No 1579
Clerk net salary September	£421.60	Cheque No 1580
PAYE qtr to 05.10.19	£22.40	Cheque No 1581
Easywebsites DD	£27.60	Direct Debit previously approved
Royal British Legion wreath (Sect 137)	£50.00	Cheque No 1582

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

20.1 Due to Vice Chairman (Cllr. Marsden) being absent, this item was deferred to November agenda.

**21. To receive reports from meetings**

- a. **RVBC Report by Borough - Councillors Brunskill & Walsh**
- b. **Report from BAe Liaison Committee Meeting**

- c. Report from RV LALC Meeting held 11 September (Cllrs. J. Hymas, B. Murtagh & N. Walsh)
- d. Report from RVBC Parish Council Liaison Meeting held 26 September (Cllrs. N. Marsden & B. Murtagh) *Members to note that this may include an update regarding BT phone box, report re. BT phone boxes circulated)*

21.1 Due to Cllr. Walsh's absence at Parish Council as he was attending Ribble Valley Planning meeting, Cllr. Brunskill reported on Ribble Valley matters, including her Mayoral duties. There is a new Hub in Billington, supported by Veterans in the Communities to assist with mental health issues, initially for veterans, but a link to be set up with National Health Service. There is a new wildlife area at Primrose Lodge, Clitheroe, working with Ribble Rivers Trust. A Christmas Craft Market is to be held in Clitheroe. An External Assessment had taken place for Ribble Valley Officers and Councillors. Her Mayoral duties have included a recent visit to a new cookery school at The Sidings in Whalley and an International Trades Award for a company in Clitheroe.

21.2 BAe Liaison now only meets twice a year & had not recently met.

21.3 At this point members were asked to note that it was 9.00pm but Chairman moved, with approval that the meeting be completed.

21.4 Cllr. Hymas reported on the meeting RV LALC meeting held on 11<sup>th</sup> September, highlighting the development of a former mill in Sabden.

21.5 Members received a report on RV Parish Council Liaison meeting, including that £200 grant support for a Christmas meal for Luncheon clubs was available upon application. BT were once again wishing to remove phone boxes and Clerk was asked to object to removal of the box in Mellor, due to nearby Housing Association properties, a greater number of elderly residents, recent refurbishment work by Councillors painting the exterior and a new floor had been installed, and in addition that the box is equidistant between two defibrillator stations in an area of poor mobile reception.

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

21.1 Since the two hour meeting time following amended Standing Orders had been overtaken, there were no matters brought forward by members.

## 22. Date of next meeting -Thursday 7<sup>th</sup> November 2019

Chairman then closed the meeting at 9.12pm