

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR METHODIST CHURCH ON
THURSDAY 7th NOVEMBER 2019 COMMENCING AT 7.00 PM**

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

Also in attendance: Rev. Smith, 10 residents & Parish Clerk

Chairman opened the meeting and thanked Rev. Smith, who lead all in prayers

1. To receive and approve apologies for absence

1.1 Apologies were received from LCC Cllr. Schofield and it was

RESOLVED that these apologies be accepted and approved.

1.2 Clerk informed members that she had received the written resignation from Cllr. Moss and had published a Casual Vacancy Notice. Members expressed thanks for all Cllr. Moss had done whilst a Parish Councillor & Clerk was asked to write to express those thanks.

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

2.1 Several residents addressed the Council to seek support for their objections to Planning Application 3/2019/0894. Their objections included highway & access safety, sustainability at the proposed site, condition of the wet woodland, tree felling, all types of pollution, impact on wildlife & visual impact across a wide area.

2.2 Chairman then, with members agreement brought forward Item 6 of this agenda. Members were in support of all points raised by residents and it was

RESOLVED that Clerk draft a letter of objection, based on the planning points raised and submit this as soon as possible, due to the extension date for comments already granted by Ribble Valley Planning Officers.

2.3 The residents thanked Council members and left the meeting at 7.35pm. One resident remained in the meeting.

3. To resolve to confirm the Minutes of the Parish Council Meeting held on 03 October 2019 (circulated)

3.1 The Minutes of the Parish Council Meeting held on 03 October 2019 had been circulated and, as there were no issues raised, it was

RESOLVED that those Minutes be accepted and approved. The Minutes were duly signed.

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

Cllr. Hymas & Clerk will update members regarding registration of woodland at The Rann as an Asset of Community Value

4.1 Clerk informed members that the application for an Asset of Community Value had been submitted to Ribble Valley Borough Council Legal Team, who had acknowledged receipt and would contact her with any queries. She was asked to write to the landowners if addresses were known, to inform them.

5. To receive declarations of pecuniary or personal interest

5.1 The were No Declarations made.

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

• **3/2019/0894 Pennine View, Primrose Lane Mellor BB2 7EQ - change of use from agricultural land to siting 12 holiday lodges with office, reception & car parking area (details circulated previously)**

6.1 Members had discussed this application at the end of Public Session.

6.2 Clerk informed members of two new applications which were shown on Ribble Valley Planning portal but of which she had not had formal notice, viz:

- 3/2019 /0985 29 Glendale extend garage to include new bedroom & double garage
- 3/2019 /0992 2 Church Lane - rear extension & internal works

Clerk will update members as soon as she has notice, since 21 days may fall prior to December meeting.

7. To consider and approve any actions following any report from the Play Area Working Party, including antisocial behaviour, littering, gate alterations & further developments to grassed area (Draft Open Letter circulated with this agenda)

7.1 Members were informed that the gate closure had been completed, well under budget, with insulation on the inner post. It was noted that the gate is being propped open and Clerk was asked to look for signage.

7.2 A Draft Open Letter to residents, which addressed antisocial behaviour issues had been circulated and was discussed. It was agreed that, following further email discussion and possible amendment, the letter would be included within the Final Draft of the Newsletter, for approval at December Parish Council Meeting.

7.3 Chairman had looked into fencing the grassed area, no figures were available as yet.

7.4 Following the resignation of Cllr. Moss it was

RESOLVED that Cllr. Venables join the Play Area Working Party.

8. To consider and approve any actions for Mellor Community Association: following the Building Valuation Survey (hard copy with Clerk & Cllr. Marsden to review)

- a. **To consider and approve any financial support for new lighting outside the Hall (details circulated)**
 b. **To consider and approve any response to be made to request for 50 year extension to the current lease (signed form not received at time of agenda)** *Members to note that MCA Minutes are on their website*

8.1 The Building Valuation Survey had been carried out & amended to reflect the changes to the heating. Members were reminded that the re-instatement valuation was £850,000, with the Insurance Valuation at £950,000. It was then

RESOLVED that Clerk contact Parish Council insurers, quoting the valuation figures and ask for premium quotation.

8.2 Members had been circulated with one quote for additional lighting at Mellor Village Hall, which was considered to possibly be excessive. Members noted the need to justify best value when spending public money and that Parish Council seeks three quotes for work, and three quotes are a stipulation in Parish Council grants application as per policy. Mellor Village Hall Chairman was present during this item of the agenda. It was then **RESOLVED that Clerk email Mellor Community Association Chairman & Vice Chairman to explain the current situation, that no financial support was to be made without sight of three quotes.**

8.3 Clerk informed members that she had not received any Lease Extension application, or a list of current Trustees. Chairman of Mellor Community Association noted this, thanked members and left the meeting.

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 circulated a list of documents, however there were additions to be made to the list, particularly the amount of older insurance documents held & she sought assistance with consideration of these.

10. To confirm and approve any actions following meeting 30 October with Messrs Ingham & Yorke re. Mellor Lane Garages Site.

10.1 Chairman informed members that a meeting had taken place, but, with members agreement, it was **RESOLVED that, due to the sensitive and confidential nature of the meeting, the Press & Public be removed from the meeting for this agenda.**

There were no Press & Public still in attendance, and Chairman therefore directed that members note the confidential nature of this item. A site meeting had taken place on 30 October, when Mr. Bell had represented Lord Alvingham's Estate. Also present were Cllrs. B. Murtagh, Marsden, Venables & Parish Clerk. The meeting had been open & informative as a preliminary discussion. Clerk was asked to write to Mr. Bell with photographs.

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

11.1 Members were informed of the timings for Remembrance Sunday. Chairman was to place the wreath on Parish Council's behalf.

12. To consider and approve any actions regarding erection of a Christmas Tree at Mellor War Memorial *Chairman agreed to source quotes for long term tree placement & alternative lighting options. Members to note that RVBC Grants application deadline was 31 October 2019.*

12.1 Members were informed of various costs for a Christmas Tree. Due to the costs involved, the lack of planning time and the expiry of Christmas Lights grant, members agreed not to pursue a Christmas Tree for the current year. Discussion then centred on Christmas lights to be installed in the trees around Mellor War Memorial. It was then

RESOLVED that Chairman would seek assistance to erect lights in the trees and a budget of £300 + VAT was approved for this project.

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

13.1 Yet again Clerk had no quotes to report, due to lack of response. This item was again deferred.

14. To consider and approve any response to be made to Ribble Valley Strategic Housing & Economic Needs Assessment *Details of link to Ribble Valley website circulated once more with this agenda*

14.1 The links to Ribble Valley Borough Council website for the documents had been circulated. Cllr. Brunskill passed 2 hard copies to members and asked them to circulate around after reading. Members were then asked to send comments to Parish Clerk for circulation & collation of Parish Council response by 18th November.

15. To consider and approve any further actions from the Communications Working Party including Parish Open Meeting held on 28th September and any request for grit bins at sites around the Parish, also to

consider and approve copy & printing Newsletter 118 Newsletter may not be complete at time of meeting

15.1 Members were informed of the recent email from LCC Cllr. Schofield regarding grit bins, which she would circulate to members.

15.2 A first draft of the Newsletter had been circulated; further copy was needed and members were again asked for articles. It was confirmed that a "printing slot" had been agreed with Ribble Valley Borough Council to follow Parish Council December meeting, in time for newsletter circulation in the pre-Christmas period.

15.3 It was anticipated that a further Open Meeting would be held in the New Year, no date was finalised.

16. 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.

16.1 Members noted that this item was still not resolved. Clerk reminded members of the need to ensure protocols were in place and adhered to, particularly due to insurance needs for volunteers. It was then **RESOLVED** that Cllrs. B. Murtagh & Venables would lead the volunteers, following protocols which included full list & details for volunteers, including when, where and tasks undertaken, signed by them; Clerk to hold this information under GDPR compliance. Equipment was to be sourced, with a budget of £200 + VAT agreed.

16.3 Chairman directed that, with members' approval, the meeting continue past 9.00pm in order to avoid deferment of urgent business.

17. To consider and approve any update regarding Bank signatories for Lloyds Bank Accounts & NS & I (Scholarship Account)

17.1 Clerk reminded Chairman that she still needed his Date of Birth, current mobile phone number & Residency details in order to prepare the forms on line, in readiness for signatures.

18. To consider and approve the setting of Parish Precept for financial year to 31st March 2021

Members to note that Precept calculation base for the year is 981 a Precept of £24,000 (as per Finance Working Party draft budget attached) means Parish element of Council Tax would be £24.46 (currently £18.26)

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

18.1 Members discussed the previously circulated Budget & Precept spreadsheet, recommended by Finance Working Party. Confirmation was sought and given that up to date finances were in line with budget. It was then **RESOLVED** that the Parish Precept for Financial Year to 31 March 2021 be set at £24,000. Chairman & Clerk duly signed the Precept Order.

19. Financial Matters and Accounts To approve : Bank balances

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

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

19.1 Members were informed that bank balances were:

Current Account:	£32,390.13
Investments Account :	£74.52
Scholarship Account	£1,199.72

19.2 Invoices presented for approval were:

Gary Paul Engineering Ltd	£280.80	Cheque 1583
S.P. Moses Invoice 253	£144.00	Cheque 1584
EON War Memorial lights	£14.06	Cheque 1585
Parish Clerk net salary October	£421.60	Cheque 1586
Clerk's expenses to 07.11.19	£116.60	Cheque 1586

RESOLVED that the above invoices be approved for payment.

19.3 Members of Finance Working Party were asked to meet to consider the annual budget in detail. Clerk was asked to circulate suggested dates.

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 Members considered that such a Working Party would have merit. Clerk informed members of the recent Information Commission Council Resource Pack which she would circulate. It was then

RESOLVED that a Working Party be set up by Vice Chairman to include Cllrs. D. Murtagh & Hymas to consider other policies and report to Parish Council.

21. To receive reports from meetings

a. RVBC Report by Borough - Councillors Brunskill & Walsh

b. Report from BAe Liaison Committee Meeting

21.1 Cllrs. Brunskill & Walsh informed members of recent meetings and noted that Ribble Valley had been designated as the Happiest Place to Live.

21.2 Cllr. Brunskill informed members of the initiative by Wincanton Logistics, taking HGV to primary schools to explain hazards of such vehicles.

22. Matters brought forward by members FOR INFORMATION ONLY

22.1 Members were informed of a further complaint by a resident regarding the lights at Mellor Village Hall shining into his property at night. Clerk was asked to send a letter to the resident, informing him of the recent test carried out, with the results and copy in the response to Mellor Village Hall Chairman & Vice Chairman.

22.2 A verbal complaint had been received about parking at the War Memorial. Since the off road area used for parking is not within Parish Council's control, members agreed that no action could be taken.

22.3 A letter of complaint from a resident had been received at the Open Meeting and it had now been circulated to members. It was noted that there were various matters which were not under Parish Council's control. Clerk was asked to send a detailed response to the resident, copying in Cllr. Schofield, since the complaint included County Council matters.

Chairman thanked all for their attendance & input, then closed the meeting at 9.35pm