

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR METHODIST CHURCH ON  
THURSDAY 6<sup>th</sup> DECEMBER 2019 COMMENCING AT 7.00 PM**

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**Present:** Cllrs. Bernard Murtagh (Chairman) Stella Brunskill, Dot Crooks, Margaret Johnson, Nick Marsden, Mick Venables.

Also in attendance: Rev. Smith, 6 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 Cllrs. John Hymas, Dani Murtagh, Noel Walsh LCC Cllr. Schofield and it was **RESOLVED that these apologies be accepted and approved.**

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

2.1 Residents from several areas of the Parish asked for greater support for action against dog fouling. Additional signs were handed out to be displayed & Clerk was asked to contact Environmental Health at Ribble Valley for additional support.

2.2 A resident asked for any update regarding the recent planning application 3/2019/0894 & concerns were expressed regarding the type of lodges proposed. Residents were informed of how to ascertain Planning Committee agenda for the meeting scheduled for 09 January 2020. Members were asked to note that there had been 4 vehicle accidents near the application site in the previous 4 weeks.

Residents informed Council that there was raw sewage running from the top of the hill below The Finches. This has been reported to Environmental Health and may have been caused by a fence post rupturing a drainage pipe. Residents have asked for a contamination report to be submitted as part of planning process. The residents then thanked Council and left the meeting.

**3. To resolve to confirm the Minutes of the Parish Council Meeting held on 04 November 2019 (circulated)**

3.1 The Minutes of the Parish Council meeting held on 04 November 2019 had been circulated & it was **RESOLVED that those Minutes be approved and signed.**

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

4.1 Clerk informed members that No Request for Election had been received at Ribble Valley following the Casual Vacancy for Membership of Mellor Parish Council publication. She had therefore published on the Parish website and notice boards that forms for candidates may be obtained from Clerk or Members, for submission to Clerk by 20 November. She had sent out 2 Candidate Forms to residents who had expressed an interest & she reminded Members to avoid any conflicts of interest during the Co-option process. Members asked Clerk to update all following 20 November & possibly to set a short additional Parish Council meeting when any candidates could address full Parish Council prior to invitation to be co-opted to Mellor Parish Council.

4.2 Chairman informed members of a letter dated 12 November which he had recently received. The letter was from Environmental Health Dept. at Ribble Valley Borough Council regarding a complaint relating to security light at Mellor Village Hall, and enclosing an information leaflet. Members considered that the letter may have arisen due to the earlier complaint by a resident, which had been addressed. Clerk was asked to contact Head of Environmental Health, copying in the correspondence with the resident to her, explaining that Parish Council would be happy for a re-test if she considered that to be necessary.

**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**

- **3/2019/1021 Birley Fold Farm, Saccary Lane - proposed attached double garage, hot tub, terrace over feed & log store with glass balustrading (details circulated previously)**

6.1 The above Planning Application had been circulated to Members and there was no objection to be submitted.

**7. To consider and approve any actions following any report from the Play Area Working Party, including signage, antisocial behaviour, & further developments to grassed area**

7.1 Play Area Working Party had not met. Members considered that age limit & dog exclusion signage, including keeping the gate closed was urgent and necessary. The signage needed to be solid & fixed using bolts. It was then

**RESOLVED that a budget of £110.00 + VAT be approved for such signage.**

7.2 Members noted that the ground around the access gate was very muddy & the provision of a base structure was again discussed. Details and costs were to be determined by Finance Working Party, with an approximate cost of £138.00 for materials noted. Cllr. Crooks informed that the bench and table installation had been delayed & she agreed to telephone Members with an update as soon as possible.

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

**a. To consider and approve any actions regarding new lighting outside the Hall**

**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)**

**c. To consider and approve the Additional Premium for Building Insurance following Valuation.**

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

8.1 Members noted that the necessity for 3 quotes for financially supported works had been explained to Mellor Community Association Chairman. Cllr. Marsden had investigated the Lease and confirmed that it was a full repairing lease (by the Tenants), therefore whilst Parish Council wish to support the Community Association, due diligence meant that, as for Parish Council contracts, 3 quotes were needed for approval of work to be done.

8.2 Members noted that the signed request for a 50 year Lease Extension had not been received.

8.3 The additional premium of £289.22 effective date 15.11.2019 for Mellor Village Hall had been received. The accompanying letter suggested a partial refund would apply following full payment & Clerk was asked to monitor this.

**9. To consider and approve any further action regarding Parish Council Retention Policy (This item has previously been requested to remain on the agenda each meeting)**

9.1 This item was deferred.

**10. To confirm and approve any actions following meeting re. Mellor Lane Garages Site.**

10.1 Clerk informed that sadly Lord Alvingham is unwell and there was therefore no update on this item.

**11. To consider and approve any actions regarding Christmas Lights at Mellor War Memorial**

11.1 Members agreed to defer this item. Clerk was asked to ensure this was an agenda item for July 2020.

11.2 Members noted that a social media post stated that a resident had planted 500 bulbs at Mellor War Memorial. It was understood that the bulbs had been donated by The Millstone & whilst supportive acts were appreciated, no permission had been sought on land under the Parish Council's control. Members noted that such actions might conflict with other work & Clerk was asked to write to explain the situation to the resident & to the Manager at The Millstone.

**12. To consider and approve any action following the Tree Inspection Survey including any quotes for tree removal (Deferred from June, two quotes received, awaiting further quote, hopefully pre meeting)**

12.1 A written quote and a written estimate for the work had been circulated. Despite numerous attempts, no other quotes had been obtained. It was pointed out that both contractors were on Ribble Valley approved list and it was then

**RESOLVED that Andrew Piercy be approved to carry out felling and removal of the tree, without stump grinding.**

**13. To consider and approve any actions for the provision and siting of grit bins at locations specified**

*Email received from LCC Cllr. Schofield who will assist with any applications to LCC, if specific details supplied*

13.1 Members noted LCC Cllr. Schofield's kind offer with thanks, however following LCC criteria for grit bins, it was considered that these could not be met for the locations previously considered. Members were informed that Ribble Valley Borough Council will deliver bags of grit to elderly residents for their own use, without charge.

**14. To consider and approve any further actions from the Communications Working Party including setting a date for the next Parish Open Meeting also to consider and approve copy & printing Newsletter 118 and to receive and approve any report from the Communications Working Party Meeting held Thursday 21<sup>st</sup> November 2019 Newsletter is not complete at time of agenda**

14.1 Latest draft of the Newsletter had been circulated on the day of the meeting in an 8 page edition. Communications Working Party had met on 21 November and Meeting Notes had been circulated to Parish Council members. Members expressed some concerns regarding editorial control of the Newsletter and agreed that more information for grit delivery needed to be added to the front page. Since Cllr. Hymas was not in attendance, members asked that a full discussion of newsletter be an agenda item for February Parish Due to the deadline for printing it was

**RESOLVED that, subject to the additional item for the front page, Newsletter be approved. Clerk to urgently contact Cllr. Hymas to arrange this.**

**15. 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 Members are reminded that there may not be insurance cover for volunteers carrying out deliveries, Clerk will circulate**

*draft forms prior to meeting, for approval.*

15.1 This item was deferred until February meeting.

**16. To consider and approve purchase and siting of Dog Waste Bins at specified locations in the Parish**  
*Prices for supply of and emptying Dog Waste Bins awaited currently from RVBC*

16.1 Clerk updated Members on the email just received that still gave no prices for emptying dog waste bins. She would follow this up with Head of Environmental Health.

**17. To consider and approve any update regarding Bank signatories for Lloyds Bank Accounts & NS & I (Scholarship Account)**  
*Personal details still awaited, as per Minutes 07 November 2019*

17.1 Clerk still awaited details from Chairman in order to raise the appropriate forms on line.

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

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

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

18.1 Bank Account Balances were noted as:

Current Account	£31,363.07
Investment Acc	£74.52
Scholarship Acc	£1,199.72

18.2 Invoices submitted were: Request for Churchyard support at Mellor Methodist Church - £300.00 previously paid each year to each of Mellor Methodist & St. Mary's Church for churchyard maintenance

Mellor Methodist Church	£300.00	Cheque No 1587
BHIB(Additional premium Village Hall)	£298.22	Cheque No 1588
SLCC subscription 67% of £126.00	£ 84.00	Cheque No 1589
EON War Memorial Lights 20.10 to 20.11	£14.58	Cheque No 1590
Parish Clerk net November salary	£421.40	Cheque No 1591

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

18.3 Clerk was asked to amend future agendas, with Financial Matters earlier in the agenda.

**19. To consider and approve any report from Working Party set up by Vice Chairman to consider further Policies for Mellor Parish Council, including Grants, Health & Safety, Environmental & Equality Policies**

19.1 Vice Chairman informed Members that, whilst Working Party had not met, he was researching Draft Policies in order to meet with greater efficiency & he would call a Working Party Meeting in due course.

**20. To receive reports from meetings**

- a. RVBC Report by Borough - Councillors Brunskill & Walsh
- b. Report from BAe Liaison Committee Meeting, if any
- c. Report from RV LALC Liaison Meeting Wednesday 20<sup>th</sup> November 2019- Clerk
- d. Report from RVBC Parish Council Liaison Meeting Thursday 24<sup>th</sup> November 2019- Clerk

20.1 Cllr. Brunskill updated Members regarding Borough Council matters, which were mainly geared towards the General Election. She informed of the recent initiative by Wincanton Logistics who are visiting local primary schools (starting with St. Mary's, Mellor) with a large Heavy Goods Vehicle to highlight the dangers such vehicles pose to road users, especially small children and Clerk was asked to write to Mr Wigley at Wincanton, expressing Parish Council's thanks. Cllr. Brunskill, in her role as Ribble Valley Mayor had opened the Christmas Fair at school & was especially pleased with the community spirit demonstrated at this & on Remembrance Sunday.

20.2 There had been no meeting of BAe Liaison Committee since the last Parish Council meeting.

20.3 Clerk reported on RV LALC Liaison Meeting, which had been poorly attended. Members had discussed the lack of road sign cleaning & vegetation clearance, causing poor road guidance. All were asked to report on LCC website. It was also noted that Holiday Lets could by default become permanent residencies if planning conditions were not carefully monitored. Members had been reminded of forthcoming training opportunities.

20.4 Clerk had attended this meeting due to Communications Working Party also meeting that evening. Several items were deferred, as Head of Strategic Planning was absent. Homewise had given a useful presentation on services provided by the charity for vulnerable residents. The recent Government initiative on Website Accessibility was noted. Pendle Hill Lottery Fund had carried out work & financial support to parishes to the East of Pendle Hill. A Consultation is being undertaken on Substance Misuse across the Borough & specific examples are sought of this by Chief Executive, Marshall Scott, who also updated on General Election plans.

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

21.1 Members were made aware of recent flooding issues, particularly on Mellor Brow in Broadtrees Close area and were reminded that LCC website now includes reporting facility to report & monitor such issues.

21.2 It was noted that a number of comments had been received regarding general maintenance issues at Mellor Village Hall. Members again hoped to give support to Mellor Community Association, appreciating the

amount of commitment involved by that Committee.

**22. Date of next meeting -Thursday 6<sup>th</sup> February 2020**

Chairman thanked all for their attendance & input, then closed the meeting at 9.10pm, with best wishes to all for Christmas & the New Year.