

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL HELD AT MELLOR METHODIST CHURCH ON  
THURSDAY 6<sup>th</sup> FEBRUARY 2020 COMMENCING AT 7.00 PM**

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**Present:** Cllrs. Nick Marsden (Vice Chairman, in the Chair), Stella Brunskill, Dot Crooks, John Hymas, Margaret Johnson, Michael O'Grady.

Also in attendance: 3 residents & Parish Clerk

**Vice Chairman opened the meeting and Clerk read a short prayer.**

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

1.1 Apologies were received from Cllrs. Mick Venables & Noel Walsh also from Rev. Smith, PC Duncan Park and LCC Cllr. Schofield; 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 from Abbott Brow expressed thanks to LCC Cllr. Schofield, however he also sought urgent support for measures to limit both speed and volume of traffic on Abbott Brow, explaining that some HGV traffic was due to misdirection of sat nav systems. The resident agreed to note details of speeding vehicles and, if appropriate to pass those details on to Balderstone school and the Police.

2.2 A resident from Mellor Brook area brought to members' attention another application for amendments to Mill Cottage site, emphasising that some work had been carried out in contravention of a previous Secretary of State decision. She asked that Parish Council be mindful of the complex and continuing history of work at the overall site, including the threat to woodland. It was suggested that an application for Asset of Community Value could be considered by a group.

**3. To resolve to confirm the Minutes of the Parish Council Meeting held on 16 January 2020 (circulated)**

3.1 The Minutes of the Parish Council Meeting held on 16<sup>th</sup> January had been circulated and it was **RESOLVED that those Minutes be accepted and approved.**

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

4.1 Members noted that Bernard Murtagh had resigned as a Member of Mellor Parish Council.

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

5.1 Members noted that Cllr. O'Grady, having signed Acceptance of Office & Declaration of Interest Forms is now a co-opted Member of Mellor PC. Clerk had submitted Declarations to Ribble Valley Borough Council.

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

- 3/2020/0011 Woodfold Stables & Forge - erection of steel portal equine building & temporary dwelling
- 3/2020/0046 - Mill Cottage, Victoria Terrace, Mellor Brook BB2 7PL - variation of conditions, no details shown at time of agenda
- Strategic Housing Assessment for South Ribble (Central Lancashire) adjacent to Mellor Parish

*Site appraisal for numerous sites adjacent to Ribble Valley for Housing & Employment, all sites may be viewed at <https://www.samlesbury.org.uk/central-lancashire-local-plan-november-2019/>*

6.1 The above applications had been circulated. Members had no objections to Application 3/2020/0011

6.2 Members discussed Application 3/2020/0046 when concerns were expressed regarding site access, changes to approved application, and possible extension outside the agreed site limitation. Parking for site vehicles was a further consideration and it was then

**RESOLVED that Cllrs. Marsden & Hymas be approved to contact Planning Officers for a meeting to discuss the site in its entirety.**

6.3 Members had seen the Strategic Housing Assessment documents for South Ribble as they would affect the boundary with Ribble Valley. It was noted that the Assessment is for a neighbouring Authority and members wished to be supportive, however this stage is just site requests. Members were asked to contact Clerk with any further information.

**7. Financial Matters and Accounts To approve: Bank balances £28,269.25 + £1,199.72 + £74.52**

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

**b. To consider and approve the budget for the purchase of a Dictaphone machine to be used with computer, at an approximate cost of £50**

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

7.1 Members were informed of bank balances at:

Current Account	£28,269.25
Investment Account	£74.52
Scholarship Fund	£1,199.72

7.2 Vice Chairman informed members that the request for approval for a Dictaphone machine was not currently needed and he therefore withdrew this item of the agenda

7.3 Invoices presented for approval were:

EON (War Memorial lights 20.12 to 20.01.2020)	£14.34	Cheque 1597
Parish Clerk (net salary January)	£421.40	Cheque 1598

**RESOLVED that the two invoices presented be approved and cheques were signed by Cllrs. Brunskill & Marsden.**

7.4 A query was raised regarding an additional invoice for flyers and December edition of Newsletter. Clerk was asked to liaise with Ms. Bolton at Ribble Valley Borough Council.

7.5 Members agreed that Cash Flow projection with actual figures was an improved presentation for financial figures. It was anticipated that Finance Working Party would meet prior to financial year end.

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

8.1 Cllr. Crooks informed members that the Play Area had not met, due to timetable issues and resignations. All noted that the Play Area has improved, but the access at the gate needs a more hardwearing surface to avoid mud. Cllr. Crooks agreed to arrange a meeting and report back to Parish Council. It was then **RESOLVED that Cllr. O'Grady join the Play Area Working Party** (Cllrs. Crooks, Johnson & Venables, Chairman & Vice Chairman are automatically members of the Working Party)

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

**a. 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 <https://e-voice.org.uk/mellorvillagehall/minutes-of-last-mca-meeting/>**

9.1 Members were aware that Mellor Community Association Vice Chairman had resigned. Concern was expressed regarding the car park surface, which area may be utilised for a VE Day Party. It was considered that community involvement, with possible financial support from Parish Council may be appropriate.

9.2 Clerk had still received no formal request for an extension to the Lease.

**10. To consider and approve any further action regarding Parish Council Retention Policy**

10.1 Members considered this item to be a lower priority at present and deferred the item until May meeting.

**11. To confirm and approve any actions following meeting re. Mellor Lane Garages Site, including the possible provision of electrical charging points**

11.1 Clerk had been in contact with the Estate Agent, however there was no change in circumstances. **RESOLVED that Vice Chairman & Clerk be delegated to discuss this item in a confidential manner with the Agent and others, as appropriate.**

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

*Previous Email received from LCC Cllr. Schofield however this was requested to be retained on agenda although members are aware that Mellor sites do not meet LCC criteria*

12.1 Members noted quotes from Broxap dependent on size of bin, acknowledging that grit would also need to be purchased and LCC Highways consent would be needed to place bins adjacent to highways. It was considered that local businesses may wish to be involved in the purchase of and spreading of grit. Following discussion it was

**RESOLVED that a budget of £400.00 + VAT be approved for the purchase of 2 x 169 Litre bins, with grit. Clerk was delegated to research prices & contact LCC Highways regarding permissions**

**13. To consider and approve any further actions from the Communications Working Party including setting a date for the next Parish Open Meeting and to approve any report from the Communications Working Party**

13.1 Members noted that, following resignations, the Communications Working party had fewer members (now consisting of Cllrs. Hymas, Marsden & Venables) but once the co-option process had been completed, newer councillors may wish to join the Working Party. Cllr. Hymas explained that the March edition of the newsletter would include various reports from organisations, however he hoped that members would also supply copy in order that a 12 page document could be achieved. The ongoing theme was agreed to be more environmental, including that Ribble Valley residents are less effective at true recycling and more education may assist with that initiative. It was therefore agreed that the next edition should be in draft form by Friday 13<sup>th</sup> March, for approval at April Parish Council meeting.

**14. To consider and approve any support (including a financial budget) for a community initiative enabling litter picking in the Parish (Explanatory document from Cllr. Hymas attached) Members are reminded that there may not be insurance cover for volunteers carrying out duties on behalf of Parish Council.**

14.1 A draft document had been submitted by Cllr. Hymas whereby Parish Council could support a volunteer initiative, but would in no way manage any litter picking work. He informed members that he had obtained a comprehensive pack from Blackburn with Darwen Council and had contacted Ribble Valley Borough Council, who agreed to supply a quantity of packs, which might need supplementation. Following discussion it was **RESOLVED** that a budget of up to £250.00 +VAT be approved for the purchase of additional equipment, particularly small First Aid Kits, with Mellor Pharmacy asked for support.

**RESOLVED** that Clerk investigate costs and that Cllr. Hymas be thanked for all the work he had done.

**15. To consider and approve purchase and siting of Dog Waste Bins at specified locations in the Parish Supply of and emptying Dog Waste Bins not currently available from RVBC**

15.1 Members noted with regret that Dog Waste Bins are not currently available from Ribble Valley Borough Council. However it was not understood who emptied the bins, nor the frequency of this. Clerk was asked to contact Ribble Valley officers for the current contract arrangements, with a view to purchasing additional bins. Members were also informed that Dog Waste was an increasing problem in Mellor Brook and that RVBC Cllr. Edge may have a contact for a private contractor.

**16. To consider and approve any appropriate actions to address speeding throughout the Parish (It is hoped that PC Duncan Park & LCC Cllr. Schofield will be attendance for this item)**

16.1 A resident had carried out a major survey on traffic along Mellor Lane / Mellor Brow which had been circulated to Parish Council, P.C. Park & LCC Cllr. Schofield. Cllr. Schofield had responded with comments. Vice Chairman had compiled a spreadsheet from the data supplied by the resident, which showed an average of 222 vehicles per hour. Since P.C. Park, LCC Cllr. Schofield & the resident were not present, Vice Chairman sought agreement to defer further discussion to March meeting and Clerk was to invite P.C. Park, Sgt. Day & Cllr. Schofield to attend when a longer time period could be allowed to suggest resolutions to the issue. Clerk was asked to contact the resident to congratulate him on the excellent document and invite him to March meeting.

**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 Following Bernard Murtagh's recent resignation, this item was deferred until May meeting.

**18. To consider and approve a report from Cllr Marsden regarding MPC Policies and Procedures in advance of the first meeting of a Working Party to consider further Policies for Mellor Parish Council, including Health & Safety, Finance, Vexatious Claims, Environmental & Equality Policies**

18.1 Members were asked to note that all current, approved policies are now on the PC website, in the Governance Section. Vice Chairman had done further work on draft policies and suggested that, once new Councillors had been co-opted, a Working Party meet to finalise details for Parish Council to approve and subsequently to ensure updates be regularly carried out.

**19. To receive reports from meetings**

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

**b. Report from BAe Liaison Committee Meeting, if any**

19.1 Cllr. Brunskill informed members that Ribble Valley Grants Programme was still available, with a closing date of 21<sup>st</sup> February. Clerk was asked to circulate the information to local groups and to urgently add an article to the website. Cllr. Richard Sherras is RVBC Armed Forces Champion and wished to have details of any VE Day Commemorations. Clerk was asked to inform Mellor Community Association Trustees.

19.2 Clerk informed members of some pertinent items from the recent RVBC Parish Council Liaison Meeting and she would circulate Minutes from the meeting.

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

20.1 Vice Chairman advised members of a late matter of sensitivity and confidentiality and it was therefore **RESOLVED**, due to the sensitive and confidential nature of this item, that **Press & Public be excluded from this item of the agenda**. Vice Chairman thanked the residents for their attendance and input and they left the meeting.

20.2 Clerk then updated members on procedure for the second and third casual vacancies, with the number of candidate applications received.

**21. Date of next meeting -Thursday 4<sup>h</sup> March 2020, preceded by the Annual Parish Meeting**

Vice Chairman then closed the meeting at 9.00 pm, thanking all for their input.