

**MELLING PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 19<sup>th</sup> JANUARY 2021 BY TELEPHONE CONFERENCE  
(accessed by calling 0330 606 1118, entering Room Number 786951)**

**Present:** Cllrs: Andrew Kyle (in the chair), Baker, Clatworthy, Harrison, Sharon Kyle, Ledgerton, Christine Rogers, Colin Rogers and Todd.

**2810: Apologies for Absence**  
None.

**2811: Minutes of the Ordinary Meeting held on 10<sup>th</sup> November 2020**  
RESOLVED that the minutes of the ordinary meeting held on 10<sup>th</sup> November 2020 be approved as a correct record subject to amendments made.

**2812: Declarations of Interest**  
None.

**2813: Public Participation**  
None.

**2814: Casual Vacancies**  
RESOLVED that:  
1. Sue Ledgerton be co-opted as a member of the Parish Council and the time for delivery of her Declaration of Acceptance of Office be extended to on or before 11<sup>th</sup> May 2021.  
2. The remaining two casual vacancies were noted.

**2815: Cash flow report**  
The content of the cashflow report and current financial position to the end of December 2020 was noted.

**2816: Christmas lamp post lights survey and budget for lights in 2021**  
The survey results were noted.  
RESOLVED that the budget for Christmas lights in 2021 be set at £6,000.

**2817: Budget and precept 2021/22**  
RESOLVED that:  
1. The proposed budget be agreed;  
2. The precept for 2021/22 be set at £36,050.

**2818: Reports of Meetings**  
None.

**2819: Correspondence**  
Cllr Harrison reported that he has been in touch with the Canal and Rivers Trust regarding the canal gate and been advised this is the responsibility of Sefton MBC.

Cllr Andrew Kyle reported that he has spoken to Sefton MBC regarding speed signs on Rock Lane and this is being looked into and also regarding the faded zebra crossings on Waddicar Lane.

Cllr Andrew Kyle has also been in touch with Melling in Bloom regarding ideas for the development of the village green/roundabout at the end of Waddicar Lane and will contact them for further information.

The clerk reported on comments received from a resident in Chestnut Walk about the quality of the re-surfacing work carried out by United Utilities. Cllr Andrew Kyle will contact United Utilities to pass these comments along.

The clerk also reported on the publication of a new model code of conduct and provided an update in respect of the position with the Christmas tree on the village green.

Cllr Sharon Kyle reported on several referrals to the Street Champions for assistance from residents required to self isolate.

**2820: Social media**

RESOLVED that the following paragraph was agreed for use by members wishing to respond to social media postings:

'Comments have been posted on this page about the work of Melling Parish Council by people who are not involved with the Council. If you would like accurate information about the work of Melling Parish Council please visit their website at [www.mellingparishcouncil.uk](http://www.mellingparishcouncil.uk) or contact the Council by email at [clerk@mellingparishcouncil.uk](mailto:clerk@mellingparishcouncil.uk)'.

**2821: Planning Applications**

The applications in the schedule circulated were noted. Correspondence relating to appeals lodged in respect of land west of Rock Lane was also noted.

**2822: SLCC membership**

RESOLVED that membership of the SLCC be renewed for 2021 at a cost of £185 and membership to continue to be renewed in subsequent years until further resolution.

**2823: Accounts paid and for payment**

RESOLVED that the amounts listed on the schedule be paid.

It was agreed following the meeting that unless any new matters arose a meeting in February would not be required and also that the start time of meetings would be brought forward to 7pm.

**Miss J Farrar – Clerk to the Council.**

**Date and time of next meeting: 9<sup>th</sup> March 2021 at 19.00.**

**Deadline for Agenda Items: 1<sup>st</sup> March 2021 at 09.00.**

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12-10-21

**MELLING PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 9<sup>th</sup> MARCH 2021 BY TELEPHONE CONFERENCE  
(accessed by calling 0330 606 1118, entering Room Number 786951)**

**Present:** Cllrs: Andrew Kyle (in the chair), Baker, Clatworthy, Harrison, Ledgerton, Christine Rogers, Colin Rogers and Todd.

**2824: Apologies for Absence**  
Cllr Sharon Kyle.

**2825: Minutes of the Ordinary Meeting held on 19<sup>th</sup> January 2021**  
RESOLVED that the minutes of the ordinary meeting held on 19<sup>th</sup> January 2021 be approved as a correct record.

**2826: Declarations of Interest**  
None.

**2827: Public Participation**  
None.

**2828: Casual Vacancies**  
RESOLVED that the two casual vacancies be advertised on the website and notice boards.

**2829: Reports of Meetings**  
Cllr Andrew Kyle reported on meeting with United Utilities regarding flooding in Chestnut Walk caused by heavy rain, on the recent meeting with MALC and also the recent meeting of the finance working group.  
Cllr Harrison reported on meeting with Sefton MBC regarding bins in need of emptying and fly tipping on Brewery Lane.  
Cllrs Andrew Kyle and Todd reported on discussions with a resident about issues arising in Rainbow Park and confirmed that the resident had been referred to the ward councillors.

**2830: Correspondence**  
Cllr Colin Rogers reported on previous correspondence with Sefton MBC about the amount of litter within the parish and advised that he would contact them again about this.  
The clerk reported on correspondence with Sefton about replacing the bin that has been removed from the entrance to the canal and also on the position regarding the proposed football pitch on Waddicar Lane.

**2831: Planning Applications**  
The applications in the schedule circulated were noted.

**2832: Insurance**  
RESOLVED that the renewal of the Parish Council's insurance policy be agreed at a cost of £1,004.43.

- 2833: Accounts paid and for payment**  
RESOLVED that the amounts listed on the schedule be paid.
- 2834: Financial Regulations**  
RESOLVED that the amendment to clause 8.1 of the financial regulations be approved.
- 2835: Porta cabin repairs**  
RESOLVED that:
1. The requirement at clause 8.1 of the financial regulations to obtain 3 quotes in respect of the porta cabin repairs be waived in view of the fact that it has not been possible to obtain more than 1 quote;
  2. The quote received in the sum of £8,500 plus vat be agreed.
- 2836: Exclusion of the press and public**  
RESOLVED that the press and public be excluded.
- 2837: Review of lease agreement with playgroup**  
RESOLVED that the clerk would discuss the position regarding the repairs with the tenant of the porta cabin and open discussions about rental payments for next year in line with the market rent assessment once the repairs are completed.

**Miss J Farrar – Clerk to the Council.**

**Date and time of next meeting: 12<sup>th</sup> April 2021 at 19.00.**

**Deadline for Agenda Items: 6<sup>th</sup> April 2021 at 09.00.**

**MELLING PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 13<sup>th</sup> April 2021 BY TELEPHONE CONFERENCE  
(accessed by calling 0330 606 1118, entering Room Number 786951)**

**Present:** Cllrs: Andrew Kyle (in the chair), Baker, Clatworthy, Harrison, Sharon Kyle, Ledgerton, Christine Rogers, Colin Rogers and Todd.

*To pay our respects to His Royal Highness The Duke of Edinburgh a minutes silence was observed before the meeting began.*

**2838: Apologies for Absence**

None.

**2839: Minutes of the Ordinary Meeting held on 9<sup>th</sup> March 2021**

RESOLVED that the minutes of the ordinary meeting held on 9<sup>th</sup> March 2021 be approved as a correct record.

**2840: Declarations of Interest**

None.

**2841: Public Participation**

None.

**2842: Casual Vacancies**

The two casual vacancies were noted.

**2843: Community newsletter**

RESOLVED that a summer newsletter be published and distributed through the Parish with a budget of up to £400.

**2844: Training**

RESOLVED that a bespoke training session on the subjects of roles and responsibilities within the Parish Council and agendas be booked through LALC at a cost of £250 for all Councillors to attend on a date to be arranged once the training can be delivered face to face.

**2845: Grant applications**

RESOLVED that:

1. A grant of £150 be paid to the Oliver King Foundation to cover the cost of replacing the pads and batteries in the defibrillators located at the Horse & Jockey and the MRCA;
2. A grant of £1,601 be paid to Melling in Bloom to cover the cost of the maintenance of the village green and the purchase of additional planters;
3. A grant of £300 be paid to St Thomas' church towards the cost of the removal of green waste.

**2846: Reports of Meetings**

Cllrs Andrew & Sharon Kyle reported on part 1 of the Safer Roads Watch training and confirmed that part 2 of the training would be arranged at a later date.

**2847: Correspondence**

Cllr Todd reported on a discussion with a resident about a potential development on Woodland Road, Cllr Andrew Kyle advised that this piece of land had been included for development in Sefton's local plan. The clerk also reported on a similar query from a resident relating to property in the vicinity of St Kentigerns Church. The clerk reported on correspondence from the auditors confirming that the Council has been selected for intermediate audit this year as part of a random 5% sampling exercise, on correspondence from Sefton regarding the closure and re-direction of part of footpath number 3; correspondence from a resident about speeding through the village and also correspondence submitted to Sefton planners about difficulties being caused by mud and large vehicles parking outside the development on Spencers Lane.

**2848: Planning Applications**

The applications in the schedule circulated were noted.

**2849: Accounts paid and for payment**

RESOLVED that the amounts listed on the schedule be paid.

**2850: Exclusion of the press and public**

RESOLVED that the press and public be excluded.

**2851: Review of lease agreement with playgroup**

RESOLVED that:

1. The porta cabin was found to be beyond economic repair once the recent works had commenced and that the building should be removed and the site cleared;
2. The clerk would give notice to terminate lease agreements with the school and the current tenant of the porta cabin on the last day of the school term and that no rent would be charged to the tenant for the summer term.

**2852: Review quotes for building work in relation to the portacabin**

RESOLVED that:

1. The surveyors fee of £120 be approved for payment;
2. The builders fee of £3,084 be approved for payment.

**2853: Clerk's delegated authority**

This item was deferred to a later meeting if needed.

**Miss J Farrar – Clerk to the Council.**

**Date and time of next meeting: 4<sup>th</sup> May 2021 at 19.00.**

**Deadline for Agenda Items: 26<sup>th</sup> April 2021 at 09.00.**

**MELLING PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 4<sup>th</sup> MAY 2021 BY TELEPHONE CONFERENCE  
(accessed by calling 0330 606 1118 and entering Room Number 786951)**

**Present:** Cllrs: Alan Todd (in the chair), Ron Baker, Pat Clatworthy, Gordon Harrison, Andrew Kyle, Sharon Kyle, Sue Ledgerton, Christine Rogers and Colin Rogers.

**2854:** **Election of Chairman**

RESOLVED that Cllr Todd be elected as Chairman.

**2855:** **Chairman's Declaration of Acceptance of Office**

RESOLVED that the time for delivery of the Chairman's Declaration of Acceptance of Office be extended to before or on 13<sup>th</sup> July 2021.

**2856:** **Other Declarations of Acceptance of Office**

RESOLVED that the time for delivery of the Declaration of Acceptance of Office of all Councillors co-opted in the last 12 months be extended to before or on 13<sup>th</sup> July 2021.

**2857:** **Election of Deputy Chairman**

RESOLVED that Cllr Andrew Kyle be elected as Deputy Chairman.

**2858:** **Apologies for absence**

None.

**2859:** **Declarations of interest**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Melling Parish Council Code of Conduct for Members and by the Localism Act 2011.

None.

**2860:** **Minutes of the Ordinary Meeting held on 13<sup>th</sup> April 2021.**

RESOLVED that the Minutes of the Ordinary meeting held on 13<sup>th</sup> April 2021 be approved as a correct record.

**2861:** **Public participation**

None

**2862:** **Casual vacancies**

The two casual vacancies were noted.

**2863:** **Standing Orders**

RESOLVED that the Standing Orders be approved subject to the amendment of the usual start time of meetings to 7pm.

**2864:** **Financial Regulations**

RESOLVED that the Financial Regulations be approved.

**2865:** Delegated authority  
RESOLVED that this item be deferred to a later time.

**2866:** Appointment of Internal Auditor  
RESOLVED that Batten Hughes be appointed as internal auditor to complete the Annual Internal Audit Report for the financial years 2020/21 and 2021/22 and that their fee of £144 (inc VAT) for each year be approved.

**2867:** Asset register  
RESOLVED that the Asset Register be approved.

Cllr Ron Baker left the meeting.

**2868:** Appointment of Representatives  
RESOLVED that Cllrs Clatworthy and Harrison be appointed as representatives to LALC and MALC and Cllr Andrew Kyle be appointed as a reserve representative in the event that either Cllr Clatworthy or Harrison is unable to attend any meeting.

**2869:** Working Groups  
RESOLVED that:

1. Cllrs Andrew Kyle, Christine Rogers, Colin Rogers and Alan Todd be appointed to the open spaces working group.
2. Cllrs Ron Baker, Andrew Kyle, Colin Rogers and Alan Todd be appointed to the finance working group.
3. Cllrs Pat Clatworthy, Sharon Kyle, Sue Ledgerton, Christine Rogers and Alan Todd be appointed to the events working group.
4. Cllrs Sharon Kyle, Sue Ledgerton, Christine Rogers and Colin Rogers be appointed to the communications working group.

**2870:** Reports of meetings  
Cllrs Andrew Kyle and Sharon Kyle reported on attendance at the first session of the safer roads watch training with the police and advised that the second session was due next week.  
Cllr Andrew Kyle reported on meeting with the school and nursery.

**2871:** Correspondence  
The clerk reported on correspondence with Sefton MBC about replacing the Christmas tree, on correspondence from Melling in Bloom requesting a letter of support in respect of the planned statue and also on correspondence received from a resident about fires being set on the site of the development on Spencers Lane.

**2872:** Planning applications  
RESOLVED that the applications be noted.

**2873:** Lease of playing field  
RESOLVED that the ongoing lease of the playing field on Wheeler Drive be approved at a cost of £5.00 per year.

**2874:** Storage and correspondence address at Maghull Town Hall  
RESOLVED that the annual cost of storage and provision of a correspondence address at Maghull Town Hall be approved in the sum of £519.88 (inc VAT).

**2875: Call charges for remote meetings**

RESOLVED that call charges incurred by Cllr Ron Baker in the sum of £10.00 and by Cllr Andrew Kyle in the sum of £11.22 in respect of the remote meeting held on 13<sup>th</sup> April 2021 be agreed.

**2876: Accounts paid and for payment**

RESOLVED that the amounts listed on the schedule be paid.

**2877: Exclusion of the press and public**

RESOLVED that the press and public be excluded.

**2878: Review quotes for building work in relation to the portacabin**

RESOLVED that:

1. The fee of £500 plus VAT in respect of the commissioning of an asbestos report be approved for payment;
2. Ongoing fees to be reviewed again at a later meeting.

**Miss J Farrar – Clerk to the Council.**

AJ  
23/6/21

MELLING PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 26<sup>th</sup> MAY 2021 AT CAUNCE HALL, WADDICAR LANE, MELLING

**Present:** Cllrs: Alan Todd (in the chair), Ron Baker, Pat Clatworthy, Gordon Harrison, Andrew Kyle, Sharon Kyle and Sue Ledgerton.

**2879:** Apologies for Absence  
None.

**2880:** Minutes of the Annual Meeting held on 4<sup>th</sup> May 2021  
RESOLVED that the Minutes of the Annual meeting held on 4<sup>th</sup> May 2021 be approved as a correct record.

**2881:** Declarations of Interest - Members are requested to give notice of any interest relating to any item on the agenda.  
None.

**2882:** Public Participation  
None.

**2883:** Quotes for porta cabin building work  
RESOLVED that a budget of up to £15,000 plus VAT be agreed for the required building work in relation to the porta cabin.

J Farrar – Clerk to the Council.

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23/6/21

MELLING PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 23<sup>rd</sup> JUNE 2021 AT CAUNCE HALL, WADDICAR LANE, MELLING

**Present:** Cllrs: Alan Todd (in the chair), Ron Baker, Gordon Harrison, Sue Ledgerton and Colin Rogers.

**2884:** Apologies for Absence

Cllrs Pat Clatworthy, Andrew Kyle, Sharon Kyle and Christine Rogers.

**2885:** Minutes of the Ordinary Meeting held on 26<sup>th</sup> May 2021

RESOLVED that the Minutes of the ordinary meeting held on 26<sup>th</sup> May 2021 be approved as a correct record.

**2886:** Declarations of Interest - Members are requested to give notice of any interest relating to any item on the agenda.

None.

**2887:** Public Participation

None.

**2888:** Casual Vacancies

The two casual vacancies were noted.

**2889:** Annual Governance and Accountability Returns 2020/21.

RESOLVED that:

1. The Annual Internal Audit Report 2020/21 be received;
2. Section 1 - The Annual Governance Statement 2020/21 be approved; and
3. Section 2 – Accounting Statements 2020/21 be approved.

**2890:** Audit and Governance Standards Sub-Committees.

RESOLVED that Cllr Baker be nominated to serve as a co-opted voting member of Sefton's Audit and Governance Standards Sub-Committees.

**2891:** Newsletter Content.

RESOLVED that the content of the draft newsletter be approved subject to the addition of an update relating to future development on land already identified in Sefton's Local Plan.

**2892:** CPRE Membership.

RESOLVED that the Parish Council's membership of the CPRE be continued at a cost of £36 for the year.

**2893:** Document Shredding.

RESOLVED that the cost of confidential document destruction in the sum of £12.50 plus VAT be approved.

**2894:** Call Charges for Remote Meetings.

RESOLVED that postage costs and call charges incurred by Cllr Clatworthy at the last remote meeting be approved in the sum of £12.04.

**2895: Reports of Meetings**

None.

**2896: Correspondence**

The clerk reported on correspondence from residents regarding the potential for development on land at Wadacre Farm. It was noted that an update would be included in the newsletter.

Cllr Todd reported on concerns raised by residents about the level of service provided by the GP surgery. It was noted that residents should be referred to the Patient Participation Group to express their concerns and to report any complaints to the surgery directly or to the CCG.

**2897: Planning Applications**

The applications in the schedule circulated were noted.

**2898: Accounts paid and for payment**

RESOLVED that the amounts listed on the schedule be paid.

J Farrar – Clerk to the Council.

AF J

12 October 2021

MELLING PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 14<sup>th</sup> SEPTEMBER 2021 AT CAUNCE HALL, WADDICAR LANE, MELLING

Present: Cllrs: Alan Todd (in the chair), Ron Baker, Pat Clatworthy, Gordon Harrison, Andrew Kyle, Sharon Kyle, Sue Ledgerton, Christine Rogers and Colin Rogers.

2899: Apologies for Absence.  
None.

2900: Minutes of the Ordinary Meeting held on 23<sup>rd</sup> June 2021.  
RESOLVED that the Minutes of the ordinary meeting held on 23<sup>rd</sup> June 2021 be approved as a correct record.

2901: Declarations of Interest - Members are requested to give notice of any interest relating to any item on the agenda.  
None.

2902: Public Participation.  
A resident attended regarding the need for an Environmental Impact Assessment in respect of the proposed development at Wadacre Farm.  
A resident attended to inform the Parish Council that the youth club was unable to resume as no youth worker could be provided by Sefton MBC at present and also to comment on the Parish Council minutes.  
A resident attended to discuss Rainbow Park and was referred to the Friends of Rainbow Park Group that liaises with Sefton MBC about issues relating to the park.

2903: Casual Vacancies.  
The two casual vacancies were noted and consideration of the application received was deferred until the applicant is able to attend the meeting.

2904: Tree cutting at the Delph.  
RESOLVED that:  
1. The approval of a quote to prune trees along the boundary of the Delph next to the road in the sum of £450.00 under the clerk's delegated authority was noted;  
2. The attendance of Sefton Wood Allotment Association to remove the smaller dead trees within the Delph was approved; and  
3. The quote received for the removal of larger dead trees within the Delph in the sum of £360.00 was approved.

2905: Reports of meetings.  
Cllr Baker reported on meeting with the planning department regarding the proposed one way system to be introduced on Angers Lane which has now been approved and introduced and also on the appeal hearing regarding the Travellers site on Rock Lane which has now been concluded and the reserved judgment is expected next week.  
Cllrs Andrew and Sharon Kyle reported on the most recent Community Speedwatch session which recorded 40 cars speeding along Waddicar Lane in 41 minutes and confirmed that each driver will receive a formal warning letter from the police.  
Cllr Andrew Kyle reported on meetings with the builders removing the nursery portacabin from the school site and advised that the nursery had been moved off site while Sefton

MBC considered replacing the building on site.

Cllr Todd reported on his attendance at the Celebration of Age Service at St Andrew's Church.

**2906: Correspondence.**

None.

**2907: NALC Subscription.**

RESOLVED that:

1. The NALC subscription for the current year be approved in the sum of £544.36; and
2. The subscription be continued in subsequent years until further resolution.

**2908: Youth club hall hire.**

RESOLVED that:

1. The charges for the hall hire continue to be paid until the end of 2021 in order to secure the Wednesday evening slot for the youth club;
2. The position regarding the continued payment for the hall be reviewed in November.

**2909: Accounts paid and for payment.**

RESOLVED that the amounts listed on the schedule be paid.

**2910: Christmas event and lights.**

RESOLVED that:

1. Cllr Sharon Kyle would contact the Horse & Jockey pub to enquire about dates for the Christmas event;
2. Cllrs Harrison, Andrew Kyle and Colin Rogers will review possible locations for Christmas lights;
3. The setting of a budget for the Christmas event and lights be deferred to the next meeting.

**2911: Planning Applications**

RESOLVED that:

1. A response would be submitted by the clerk to Sefton MBC in respect of planning application DC/2021/02120 reflecting the comments made by a resident during the public participation part of the meeting;
2. The remaining applications in the schedule circulated were noted.

**J Farrar – Clerk to the Council.**

A J 12 October  
2021

MELLING PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL

HELD ON 12<sup>th</sup> OCTOBER 2021 AT MELLING PRIMARY SCHOOL, WHEELER DRIVE, MELLING

**Present:** Cllrs: Alan Todd (in the chair), Linda Ashburner, Ron Baker, Pat Clatworthy, Gordon Harrison, Andrew Kyle, Sharon Kyle, Sue Ledgerton, Christine Rogers and Colin Rogers.

**2912:** Apologies for Absence.  
None.

**2913:** Minutes of the Ordinary Meeting held on 14<sup>th</sup> September 2021.  
RESOLVED that the Minutes of the ordinary meeting held on 14<sup>th</sup> September 2021 be approved as a correct record.

**2914:** Declarations of Interest - Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Melling Parish Council Code of Conduct for Members and by the Localism Act 2011.  
No declarations made.

**2915:** Public Participation.  
None.

**2916:** Wadacre Farm Development.  
Members received an update from Rowland about their proposals for the Wadacre Farm site following which at the invitation of the developers there was an opportunity for members of the public attending the meeting to make comments or ask questions about the presentation.

**2917:** Casual Vacancies.  
RESOLVED that:  
1. Linda Ashburner be co-opted to one of the vacancies; and  
2. The remaining casual vacancy be noted.

**2918:** Christmas event and lights.  
RESOLVED that:  
1. A budget of up to £600 exclusive of VAT be set to provide Christmas gifts for the children attending Melling Primary School, Melling and Wadacre Nurseries, the Scout groups and also for the pensioners attending the Pensioners Club at the Ratepayers;  
2. A budget of up to £7,500 exclusive of VAT be set to install Christmas lamp post lights along Spencers Lane, Waddicar Lane, Prescott Road (by the Peartree roundabout), Prescott Road (leading up to the Parish Council notice board) and to provide a tree for Rock Lane if possible as the lamp posts in that area are not suitable for the lamp post trees;  
3. The clerk would contact Sefton MBC again about providing a replacement tree for the village green and, in the meantime, had arranged for the dead tree to be removed.

**2919:** Remembrance wreath and service.  
RESOLVED that a donation of £50 be made to the Royal British Legion in respect of a remembrance wreath.

A Todd  
Chair  
A. J. G. Rogers

2920: Reports of meetings.  
None.

2921: Correspondence.  
The clerk reported on discussions with a resident regarding the re-opening of the youth club a week on Wednesday and also on correspondence received from United Utilities regarding the Dapple Heath estate.  
Cllr Clatworthy reported on correspondence from a resident about the possibility of the Parish Council hosting a celebration for the Queen's upcoming Jubilee.

2922: Planning Applications.  
RESOLVED that applications in the schedule circulated were noted.

2923: Accounts paid and for payment.  
RESOLVED that the amounts listed on the schedule be paid.

J Farrar – Clerk to the Council.

7th December

A Sodd  
Clerk

MELLING PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 9<sup>th</sup> NOVEMBER 2021 AT MELLING PRIMARY SCHOOL, WHEELER DRIVE, MELLING

**Present:** Cllrs: Alan Todd (in the chair), Linda Ashburner, Ron Baker, Pat Clatworthy, Gordon Harrison, Andrew Kyle, Sharon Kyle, Sue Ledgerton, Christine Rogers and Colin Rogers.

**2924:** Apologies for Absence.  
None.

**2925:** Minutes of the Ordinary Meeting held on 12<sup>th</sup> October 2021.  
RESOLVED that the Minutes of the ordinary meeting held on 14<sup>th</sup> September 2021 be approved as a correct record.

**2926:** Declarations of Interest - Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Melling Parish Council Code of Conduct for Members and by the Localism Act 2011.  
Cllr Todd declared an interest in item 7 as a scout leader.  
Cllr A Kyle declared an interest in item 8 as a school governor.

**2927:** Public Participation.  
A resident attended to advise that additional volunteers had been recruited for the youth club, an insurance policy was in place and the youth would be opening again from tomorrow evening, Weds 10<sup>th</sup> November 2021.

**2928:** Casual Vacancies.  
The remaining casual vacancy was noted.

**2929:** Youth club.  
RESOLVED that the payments in respect of the hire of the scout hut for the youth club be continued until further resolution.

**2930:** Wheeler Drive field.  
RESOLVED that the request received from Sefton MBC to utilise part of the field to provide access to the school to enable planned works to be carried out be approved.

**2931:** FILCA training.  
RESOLVED that the cost of the clerk's attendance on the new FILCA qualification relating to Council finances provided through the SLCC at a cost of £120 plus VAT be approved.

**2932:** Name badges.  
RESOLVED that:  
1. The cost obtaining name badges for new members and replacing badges that have been lost or damaged be approved at an approximate cost of £7.50 plus VAT each; and  
2. It is agreed that the clerk may order replacement badges or new badges as required in the future until further resolution.

*AT Todd*  
*Chair*  
*7 on December*

- 2933: Reports of meetings.**  
Cllrs Clatworthy and Todd reported on their attendance at the Aintree Parish Council's Civic Service.  
Cllr Baker reported on his attendance at a meeting of Sefton planners relating to the appeal submitted in respect of the proposed Travellers site on Rock Lane
- 2934: Correspondence.**  
The clerk reported on communications regarding the xmas lights and confirmed that the lights would be installed on 7<sup>th</sup> December 2021.  
Cllr Sharon Kyle reported on correspondence from a resident requesting that PSPO information leaflets were put up in Melling. The clerk confirmed that a request would be submitted to Sefton MBC to request this.
- 2935: Planning Applications.**  
RESOLVED that applications in the schedule circulated were noted.
- 2936: Accounts paid and for payment.**  
RESOLVED that the amounts listed on the schedule be paid.
- 2937: Exclusion of the press and public**  
RESOLVED that the press and public be excluded.
- 2938: Review of complaint.**  
RESOLVED that:
1. The draft response letter be approved and sent to the complainant;
  2. In accordance with advice received from NALC lawyers the complaint be referred to the Parish Council's insurers on the basis that it contains a threat of legal action;
  3. A complaints procedure and a vexatious complainants policy be put in place at the next available opportunity.

**J Farrar – Clerk to the Council.**

MELLING PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF  
MELLING PARISH COUNCIL  
HELD ON 7<sup>th</sup> DECEMBER 2021 AT MELLING PRIMARY SCHOOL, WHEELER DRIVE, MELLING

**Present:** Cllrs: Alan Todd (in the chair), Linda Ashburner, Ron Baker, Gordon Harrison, Andrew Kyle, Sharon Kyle, Sue Ledgerton, Christine Rogers and Colin Rogers.

**2939:** Apologies for Absence.

Cllr Pat Clatworthy sent apologies for the full meeting and Cllr Andrew Kyle sent apologies advising that he would be late arriving.

**2940:** Minutes of the Ordinary Meeting held on 9<sup>th</sup> November 2021.

RESOLVED that the Minutes of the ordinary meeting held on 9<sup>th</sup> November 2021 be approved as a correct record.

**2941:** Declarations of Interest - Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Melling Parish Council Code of Conduct for Members and by the Localism Act 2011.

**2942:** Public Participation.

A resident attended to discuss safety issues arising outside the primary school as a result of cars parking on the pavement. Two police officers attended to discuss these concerns with the resident after the public comments were concluded.

A number of residents attended to comment on the planning application submitted in respect of the Wadacre Farm site. The draft letter prepared in advance of the meeting was read out section by section so residents comments could be added to it prior to submission to Sefton MBC.

A resident requested that it be minuted that comments made on Sefton MBCs planning portal are not being made visible as they are submitted as has been the case with previous applications.

Cllr Andrew Kyle joined the meeting.

**2943:** Planning Application ref: DC/2021/02497 at Wadacre Farm.

RESOLVED that the draft letter be amended to include comments raised by residents during the public participation section of the meeting and submitted to Sefton MBC in response to the planning application ref: DC/2021/02497.

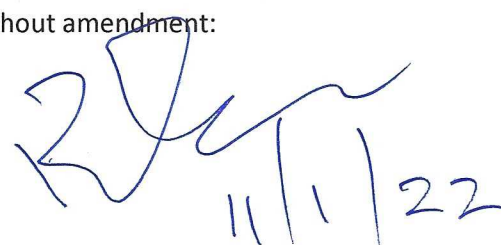
**2944:** Casual Vacancies.

The remaining casual vacancy was noted.

**2945:** Policies and Procedures.

RESOLVED that:

1. the policies and procedures listed below be approved without amendment:
  - i. Standing Orders
  - ii. Financial Regulations
  - iii. Grant Awarding Policy
  - iv. Scheme of Delegation
  - v. Recording of Meetings Policy



A handwritten signature in blue ink is written over the list of policies. To the right of the signature, the date '11/1/22' is written in blue ink.

vi. Disruption at Meetings Policy; and

2. the policies listed below be introduced as drafted:

- i. Complaints Procedure
- ii. Habitual or Vexatious Complaints, Correspondence and Data Request Policy.

**2946: News.**

RESOLVED that no newsletter would be circulated and instead the Communications Working Group would add news items onto the Parish Council website.

**2947: Community awards event.**

RESOLVED that the Events Working Group would review the arrangements and budget needed for the community awards event.

**2948: Christmas lights 2022.**

RESOLVED that consideration of the budget needed for the Christmas lights in 2022 be deferred to the next meeting.

**2949: Reports of meetings.**

Cllr Harrison reported on his meeting with LALC.

Cllr Todd reported that Christmas gifts had been delivered to the scout groups.

Cllr Andrew Kyle reported that Christmas gifts had been delivered to the school and the playgroup.

Cllrs Sharon Kyle and Christine Rogers reported that Christmas gifts had been delivered to the pensioners club.

Cllr Christine Rogers reported that Christmas gifts had been delivered to Wadacre Nursery in the near future

**2950: Correspondence.**

The clerk reported on correspondence with the Road Safety team regarding the safety issues raised about pavement parking outside the Primary school and advised that a representative would be attending the next meeting.

Cllr Andrew Kyle reported on correspondence with the Road Safety team about the same safety issues and advised that he had received stickers and documents to be placed on cars causing an obstruction outside the school. He also reported that the school would be reminding parents about these safety issues in its newsletter.

The clerk reported on correspondence with Sefton's tree department with regard to planting a tree on the village green to celebrate the Queen's Platinum Jubilee and advised that the tree and a suitable plaque would be arranged under the clerk's delegated authority at an estimated cost of £260 for the tree and £112 for the plaque.

Cllr Linda Ashburner raised an issue relating to speeding along Station Road.

**2951: Planning Applications.**

RESOLVED that the applications in the schedule (other than the application addressed at minute number 2943) circulated were noted.

**2952: Accounts paid and for payment.**

RESOLVED that the amounts listed on the schedule be paid.

**2953: Budget and Precept 2022/2023.**

RESOLVED that this item be deferred until the next meeting for further consideration.

**J Farrar – Clerk to the Council.**

RS  
11/1/22