

**MANCETTER PARISH COUNCIL**  
**Minutes of the Parish Council Meeting, held on**  
**Tuesday 26<sup>th</sup> March 2013, commencing at 7 p.m.**  
**In the School Room, St. Peter's Church, Mancetter.**

**Present:**

**Chairman**

Mr T Hopkins

**Parish Councillors**

Mrs J Marshall, Mr H Blackburn, Mr B Hamson  
Mrs J Mawson, Mrs S Healy, Mr C Tooby.

**Parish Clerk**

Mrs K Meads

**Public**

Mr T Benham, Mr J Arrowsmith, Mrs M Harris, Mrs J Vero.

**Item 1-Apologies**

PCSA A Wynder

**Item 2 -Welcome**

The Chairman opened the meeting and thanked everyone for their attendance.

The Chairman also welcomed Mr T Benham, who had expressed an interest in the vacancy for a Parish Councillor, and Mrs J Vero and Mrs M Harris representing The Boudica Project.

**Item 3 – Signing of Declaration Book**

It was proposed by Mr T Hopkins that Mr C Tooby be co-opted as a Parish Councillor. This decision was accepted unanimously.

**Item 4-Declaration of Interest**

Both Mr T Hopkins and Mrs J Mawson declared an interest in Item 15-Allotments.

**Item 5a-Approval of minutes of the Parish Council Meeting of 22<sup>nd</sup> January 2013**

The minutes of the Parish Council Meeting were approved and signed by Mr T Hopkins.

**Item 5b- Matters arising from the Parish Council Meeting of 22<sup>nd</sup> January 2013**

All matters would be discussed separately as part of the meeting.

**Item 6 – Boudica Trail**

Mr T Hopkins welcomed members of the project team and requested that the Planning Application for Boudica Trail signboards be brought forward.

Mrs J Vero and Mrs M Harris gave an update of the project so far.

This is a Civic Society Roman Walk Project. The route is a circular walk, all owners have been consulted, but the Planning consultation period is not yet finished.

Discussions then took place about the sign boards. The Parish Council supports the project and will be named on the boards. After discussion it was agreed that the typeface Baskerville Old in purple be used. **Mancetter Parish Council.**

Mrs M Harris advised members of two events planned to promote the project.

- Saturday 18<sup>th</sup> May 2013 at Mancetter Scout Headquarters from 2pm to 5pm. Attractions will include a Roman Re-enactment, display of items found in the area and The Plough may have a Roman themed menu.
- Saturday 29<sup>th</sup> June 2013. A conference at Warwick University.

Mr T Hopkins confirmed support from the Parish Council and Mr J Arrowsmith confirmed support from the Volunteer Footpath Partnership for way marking the route.

Signed By Chairman

Date:

Mr Trevor Hopkins

### **Item 7 – Footpaths and Public Rights of Way**

- **7a Footpath AE96.** Mr T Hopkins thanked Mrs C Fox for providing funding for a dog bin to be placed at the start of footpath AE96.
- **7b Collapsed culvert on Footpath AE 108.** Mr T Hopkins advised that WCC would need to go to tender for the work to complete this job and therefore, the footpath would be closed for a further six months.

### **Item 8 – Reports from Borough and County Councillors**

Mrs C Fox and Mr M Davis had no specific issues to report.

Mrs L Freer reported that the area around the radio masts in Ridge Lane had been tampered with; this had been reported to the owners. The drains in Ridge Lane had been blocked but this had also been reported.

Mr M Davis said that although progress was slow on the Manor Road Extra Care Scheme the Planning Application should soon be ready.

Mrs C Fox advised that she will allocate some of her budget to help alleviate the problems of parking at Outwoods Primary School. Although this is just outside the Parish, the majority of children from Mancetter do attend this school.

Mrs S Healy asked if any money was available to fill pot holes. Mr H Blackburn confirmed that some of the pot holes in the Parish had been inspected that week.

Mr H Blackburn advised that Whetstone Brothers are still burning materials at their premises in Manor Road. Mr M Davis said that these incidents must be reported immediately and the Borough Council would take action if necessary.

### **Item 9 – Other Parish Information**

Mr J Arrowsmith asked that if anyone had any information for the Parish Website they should pass it to him.

Mrs J Mawson advised that she had attended the area Neighbourhood Watch meeting and advised that incidents must be logged otherwise reported figures will be incorrect.

Mr T Benham said that when a shop shed was broken into the Police were not very interested. Mrs S Healy advised that when incidents are reported members of the public must insist on an incident number.

- **Item 9a- WALC Annual meeting.** Mr T Hopkins reported that he, Mrs J Marshall and Mr B Hamson had attended the WALC Annual meeting on Saturday 2<sup>nd</sup> March 2013. This was held in Wellesbourne and although this was a long journey, overall it was a good day. They were pleased with the presentation from the new Police Commissioner, who advised that Police Ambassadors were soon to be appointed and these people would be available to attend Parish Council meetings. Comments from Mrs J Marshall and Mr B Hamson were that it was a very informative day, but there were limitations and that the experts didn't have all the answers.
- **Item 9b- STWA work in Ridge Lane.** Mr T Hopkins reported that he and Mrs K Meads had a very positive meeting with two representatives from Morgan Sindall the Contractors doing the work in Ridge Lane, on behalf of STWA. As a gesture of goodwill they will plant additional bulbs in the area. Mr T Hopkins advised that at the time the work was being undertaken, the grit bin at the junction of Purley Chase Lane and Ridge Lane had been stolen and there had been an incident of fly tipping. The fly tipping was reported to NWBC who were very quick to clear the area. Mr T Hopkins suggested that all grit bins be marked. Mrs K Meads to liaise with the Parish Handyman to do this.

All members of the public, except Mr T Benham left the meeting.

Signed By Chairman

Date:

Mr Trevor Hopkins

### **Item 10 - Correspondence Received**

A list of correspondence received was issued to all Councillors.

- **Item 10a – Waste Core Strategy Consultation.** Mr T Hopkins advised that the final consultation documents had been received.
- **Item 10b – MVCA Annual Fun Day.** A letter had been received from MVCA advising of their Annual Fun Day on Saturday 25<sup>th</sup> May 2103 at Brook Walk Recreation Ground. The letter invited the Parish Council to put on a presentation or stall, of their work. This was discussed, but as the Clerk is away on holiday at that time, she will prepare a display board, leaflets and a suggestion book to be used on the day.
- **Item 10c – Community Right to Bid.** Mr T Hopkins raised the matter, that as part of the Localism Act 2011, Parish Councils were given the right to nominate an asset of community value to be added to a list maintained by their principal authority. If any item on the list comes up for sale, Parish Councils will be given a window of opportunity to express an interest in purchasing the asset. It was felt that there are two such assets within the Parish.
  1. Mancetter Memorial Hall. This is currently held in trust, but a private nursery currently meets there.
  2. Chapel and Community Room in Ridge Lane.  
It was proposed by Mr H Blackburn and agreed unanimously that Mrs K Meads should investigate the process for adding these two buildings to the list.
- **Item 10d – Parish Council bank accounts.** Mrs K Meads had details of a Community Bank account operated by The Co-Operative Bank. After discussion Mrs K Meads advised that she would make an appointment at HSBC to see if there was a short term bond available, with a better rate of interest. This item will be discussed at the next meeting.
- **Item 10e – Area Parish Council meeting.** Mr T Hopkins advised that he had attended the recent meeting and was in the Chair. The meeting included a presentation by Dorothy Barratt of NWBC concerning the Preferred Options Site Allocation Plans. This document is out for consultation until 23<sup>rd</sup> May 2013.

### **Item 11-Cheques, Accounts and Finance**

The Parish Clerk, Mrs K Meads issued a Financial Statement up to 25<sup>th</sup> March 2013

All cheques and bank payments were signed in accordance with the bank mandate.

### **Item 12 – Information from the Parish Clerk**

- **Item 12a- Precept.** Mrs K Meads advised that the annual precept request had been forwarded to NWBC. Due to the changes in the tax base arising from Council Tax Reforms, after the transition grant to be paid by NWBC, the Precept increase will be 2.1%
- **Item 12b- Annual accounts.** Mrs K Meads confirmed that all accounts and documents would be available for the Internal Auditor, once the final bank statements had been received.
- **Item 12c – CiLCA Progress.** Mr T Hopkins advised that Mrs K Meads had been working on modules for her CiLCA portfolio since February 2012 and the portfolio had been lodged with the assessors on 7<sup>th</sup> March 2013. He was pleased to announce that notification had been received that Mrs K Meads had been awarded a PASS on 22<sup>nd</sup> March 2013. Everyone congratulated Mrs K Meads on her hard work and commitment to the Parish Council.

### **Item 13 – Review of Statutory Documents**

- **13a-Pecuniary Interests.** All members confirmed that there was no change to the pecuniary interests previously declared. Mr C Tooby will meet with Mrs K Meads to complete his declaration form for submission to NWBC

Signed By Chairman

Date:

Mr Trevor Hopkins

The following documents were reviewed and no amendments were required:

**Standing Orders; the Complaints Procedure; the Freedom of Information Procedure; the Grant Making Policy; the Risk Assessments – Financial Regulations, Allotments and Cemetery.** It was proposed by Mr H Blackburn, Seconded by Mrs J Marshall and agreed unanimously that these items be accepted.

**Insurance** – Mrs K Meads had obtained a new quote from Zurich for insurance cover from 1<sup>st</sup> June 2013. These details and comparisons to AON had been distributed before the meeting. The schedules had been checked and additional cover for some items was included in the Zurich quote. The Zurich quote shows a saving of over £300 per year. This was discussed in detail and it was proposed by Mr H Blackburn, Seconded by Mrs J Marshall and agreed unanimously that the Zurich quote be accepted for the three year period.

#### **Item 14 – Cemetery and Maintenance**

- **Cemetery.** Discussion took place on the work to be done in the cemetery over the coming year. This included, replacing the hand rail on the centre steps, inspection of monuments for safety, reinforcing the cemetery rules on grassing of all graves in the new burial area. It was unanimously agreed that work in this area should be continued.
- **Maintenance.** Mr T Hopkins confirmed that the manhole cover on the green been replaced by the Parish Council.

#### **Item 15-Allotments**

Mrs K Meads confirmed that all allotments were let. Rent had been collected in full and banked.

#### **Item 16 – Draft Core Strategy and Neighbourhood Plan**

This item had already been discussed in item 10e

#### **Item 17 – Publicity**

##### **17a-Summary minutes**

Mrs K Meads had previously circulated Summary Minutes for 22<sup>nd</sup> January 2013. These were agreed and signed by Mr T Hopkins. Mrs K Meads will pass these to Mr J Arrowsmith for inclusion on the website.

##### **17b- Newsletter**

Mr T Hopkins signed a paper copy of the April report for the files.

#### **Item 18 – Grants and Donations**

A donation to The Blue Lamp Foundation was discussed and it was unanimously agreed that this did not fit in with the current Grant Making Policy adopted by the Parish Council.

#### **Item 19-Planning Applications**

The following planning items were discussed:

- **Civic Society – Boudica Roman Walk.** Discussed in item 6 – no objection.
- **Delamere, Purley Chase Lane-** extension to house. No objection.
- **Oak Tree Farm, Quarry Lane** – change of use. **Objection.**

#### **Item 20 - Date of next meeting-** Tuesday 21<sup>st</sup> May 2013

- The Annual Parish meeting will commence at 7pm
- The Annual Parish Council meeting will commence at 8.30pm

Mrs K Meads had distributed a list of meeting dates for July 2013 to May 2014.

General discussion was undertaken between Councillors and Mr T Benham about whether he would like to be considered for co-option to the Council and also what he had to offer.

Mr T Benham confirmed that he would like to be co-opted and it was agreed that these formalities would be concluded at the next meeting.

Signed By Chairman

Date:

Mr Trevor Hopkins

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There being no further business Mr T Hopkins closed the meeting at 9.32pm

Signed By Chairman

Date:

Mr Trevor Hopkins