

ANNUAL PARISH COUNCIL MEETING OF THE PARISH OF MANCETTER

Minutes of the Annual Parish Council Meeting of the Parish of Mancetter, held on Tuesday 21st May 2013 commencing at 8.45pm in the School Room, St. Peter's Church, Mancetter.

Present:

Chairman Mr T Hopkins

Parish Councillors Mrs J Marshall, Mr H Blackburn, Mrs S Healy
Mr C Tooby

Public Mr A Benham

Parish Clerk Mrs K Meads

Item1-Appointment of Chair and Vice Chair

Mrs J Marshall, Vice Chair conducted the meeting.

It was proposed by Mr H Blackburn and seconded by Mrs S Healy that Mr T Hopkins be appointed Chairman. This decision was unanimous.

Mr T Hopkins returned to the chair. It was proposed by Mrs S Healy and seconded by Mr H Blackburn that Mrs J Marshall be appointed Vice Chair. This decision was unanimous.

Item 2-Apologies

Mrs J Mawson and Mr B Hamson.

Item 3a – Signing of the Declaration Book Chair and Vice Chair

Mr T Hopkins signed the Declaration Book, which was then passed to Mrs J Marshall for signature.

Item 3b – Signing of the Declaration Book - Vacancy for Councillor

It was proposed by Mr T Hopkins that Mr A Benham was co-opted as a Parish Councillor. This decision was accepted unanimously. Mr A Benham signed the declaration book.

Item 4 – Notice of Interest

Mr T Hopkins declared an interest in Item 12-Allotments.

Item 5a-Approval of minutes of the Parish Council Meeting of 26th March 2013

It was proposed by Mrs S Healy and seconded by Mr H Blackburn that the minutes be accepted.

Item 5b-Any other Parish Business

The new County Councillor, Mrs Ann McLauchlan reported to the Councillors that she had attended her first County Council meeting and that no overall party was in control. She also advised that she is still picking up on local issues. She wishes to focus on young people and intends to visit local schools. She does not intend to hold surgeries, but would welcome visiting people to discuss any issues they may have. Mrs McLauchlan intends to focus on health issues and is the Labour spokesperson on health, carers and disabilities.

Mr T Hopkins advised Mrs A McLaughlan of the Quarry and DeMulder Liaison Groups in which the Parish Council take an active role. Mrs McLaughlan advised that she would be pleased to attend these meetings and will chase the outstanding 106 monies.

Before leaving the meeting Mrs McLaughlan said that she was very pleased with the turnout at the Annual Parish meeting and that the members should be very proud.

Item 6a – Formal receipt of the Accounts for 2012/2013

Mrs K Meads had sent a copy of the accounts for 2012/13 to all councillors before the meeting. It was proposed by Mr H Blackburn and seconded by Mrs S Healy that these be accepted.

Item 6b – Formal signing of the Annual return for 2012/2013

Signed By Chairman

Date:

Mr Trevor Hopkins

Mrs K Meads confirmed that the Internal Auditor had completed all checks and had no issues to report. Mr T Hopkins and Mrs K Meads formally signed the Annual Return in line with statutory requirements.

Item 8 – Correspondence

A full list of correspondence received had been passed to councillors.

The following items were discussed in detail:

- Morgan Sindall / STWA. Mrs K Meads confirmed that she had not received any further correspondence from the contractors who had completed the work at Ridge Lane. Mrs Meads confirmed that she would contact them again as they had not fulfilled their promise of planting bulbs and levelling off the ground when their works were completed.
- Mr T Hopkins advised that the Emergency Planning Group will meet on Tuesday 4th June 2013.

Item 8 – Clerk’s Salary

Mr T Hopkins recommended that Mrs K Meads receive a salary increase of one increment on the pay scale. This was proposed by Mr H Blackburn and seconded by Mrs J Marshall and was unanimously accepted.

Item 9a – WALC Annual membership

It was proposed by Mr H Blackburn and seconded by Mr C Tooby that the Parish Council renews their Annual membership to WALC for 2013/14.

Item 9b- Local Council Administration 9th Edition

It was proposed by Mr H Blackburn and seconded by Mrs S Healy that the Parish Council purchases a copy of the latest edition of the publication. This was agreed unanimously.

Item 10a – Cheques and Accounts

Mrs K Meads issued a full statement of all accounts up to 20th May 2013.

Item 10b – High Interest Deposit Bond

At the meeting on 26th March 2013 discussion took place on opening a High Interest Deposit Bond. Mrs K Meads had prepared a letter to HSBC instructing them to open a Bond for a three month period, to start on 1st June 2013. It was unanimously agreed that this would go ahead and the authority letter was signed by Mrs J Marshall and Mrs S Healy.

Item 11 – Cemetery and Maintenance

- **A) Fallen Tree** –Mrs K Meads reported that on 17th April 2013 a tree had fallen in the cemetery causing damage to a headstone. The family had been contacted and MG Evans & Sons Funeral Directors had been asked for a quote to repair the headstone. It was proposed by Mrs S Healy and seconded by Mr H Blackburn that the work is carried out. Mrs K Meads confirmed that the tree had been removed on the same day.
- **B) Gardens at Gramer Cottages, within the closed churchyard** – Mr T Hopkins reported that Mrs K Meads had had a meeting with Mrs S Drakeford of Gramer Cottages and Mrs J Dawson, former Parish Clerk and Chair of Gramer Cottages, to discuss the responsibility for certain walls and areas within the closed churchyard. It was agreed that the Parish Handyman be asked to maintain the garden area within the closed churchyard.

Mr T Hopkins advised Councillors that the Parish Clerk would include the updating of the cemetery plan in her list of jobs to do.

Item 12 – Allotment Update

Mr T Hopkins advised that the three warning letters sent out by the Parish Clerk had been successful in reminding allotment holders of their responsibilities to maintain the allotments.

Signed By Chairman

Date:

Mr Trevor Hopkins

Unfortunately, one tenant had relinquished their allotment . There is one name on the waiting list and the Parish Clerk will advise them that there is a vacant allotment on which the rent for 2013/14 has been paid.

Item 13 – Core Strategy and Neighbourhood Plans

- **A) Preliminary Hearing Date** –This was confirmed as 15th June 2013
- **B) Confirmation of Preferred Site Plan.** The details of the sites had been distributed before the meeting and there was no change to the sites discussed previously.

Item 13 – Publicity

- **A) Summary Minutes** of the meeting held on 26th March were agreed as correct and signed by Mr T Hopkins.
- **B) Mrs K Meads** advised that a report for the May edition of Mancetter Matters had been sent in. Mr T Hopkins signed a paper copy of the report for the files.
- **C) Mrs S Healy** suggested that it would be worthwhile to produce a list of contacts for groups and associations who meet in the Parish. Mrs K Meads will investigate this and obtain information and permission from groups to do this.

Item 15 – MVCA Fun Day

As discussed at the previous meeting, Mrs K Meads had produced a number of display boards containing Parish Council information. Mrs Meads had met with Mrs L Hamson of MVCA and confirmed that these would be on display at the Fun Day on 25th May 2013.

Item 16 – Planning Applications

The following Planning Applications were discussed:

- **A) Outwoods Farm, Monks Park Lane.** All weather equestrian centre for private use. The Parish Council have no objections to this application.
- **B) Mancetter Manor.** Works to trees in conservation area. The Parish Council have no object to this work.
- **C) 19 The Coppice.** Single storey extension to the rear. The Parish Council have no objections to this work.
- **D) Whitegate Farm, Quarry Lane.** Outline application for Rural Worker Dwelling. This application was discussed in detail. Mr I Rothen had explained at the Annual Parish Council meeting why this dwelling was required and the report which accompanied the application was analysed. In principle the Parish Council do not have an objection to this application, but the Parish Clerk was instructed to comment to the Borough Council that conditions relating to the size of the dwelling, the position of the dwelling and the materials must be enforced. A covenant must also be in place to ensure that the dwelling would only be occupied by a rural agricultural worker.

Item 17 - Date of next meeting-Tuesday 23rd July 2013

There being no further business Mr T Hopkins closed the meeting at 10.00pm

Signed By Chairman

Date:

Mr Trevor Hopkins