

**ANNUAL PARISH COUNCIL MEETING  
OF THE PARISH OF MANCETTER**

Summary Minutes of the Annual Parish Council Meeting of the Parish of Mancetter, held on Tuesday 20th May 2014 commencing at 9.00pm 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 B Hamson,  
Mrs J Mawson, Mr C Tooby, Mr T Benham

**Parish Clerk** Mrs K Meads

**Public** Mr J Arrowsmith

**Item1-Appointment of Chair and Vice Chair**

Mrs J Marshall, Vice Chair conducted the meeting.

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

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

**Item 2-Apologies**

There were no apologies as all Councillors were present. Mr T Hopkins stated how lovely it was to see Mr B Hamson back after his illness.

**Item 3 – 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. The Clerk countersigned the Declaration Book.

**Item 4 – Notice of Interest**

Mr T Hopkins and Mrs J Mawson declared an interest in Item 10-Allotments.

Mr B Hamson declared an interest in item 12 – Grant Applications.

**Item 5-Approval of minutes of the Parish Council Meeting of 18th March 2014**

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

**Item 5b-Any other Parish Business**

- **Website** – Mr J Arrowsmith reported that he had met with The Clerk to discuss the transfer of the Parish Website. He advised that various options for programming had been considered and that he would progress with this. Mr T Hopkins asked if Mr Arrowsmith thought that a budget of £200 would be enough for the transfer. Mr Arrowsmith confirmed that this should be enough. This budget was proposed by Mrs S Healy and seconded by Mrs J Mawson. Mr Arrowsmith added that although he would not be continuing with the Footpath programme he will continue on an ad hoc basis offering advice on matters including the Quarry Plan.
- **Manor Road Extra Care** – Mr T Hopkins reported that the Planners had taken note of our comments concerning parking and that this area of the project was still being considered. Mr T Benham reported that a meeting had been set for 2<sup>nd</sup> June to discuss a start date.
- **Boundary Changes** – Mr T Hopkins reported that it did not seem from the information received so far that Mancetter Parish would be affected by the proposed boundary changes.

Signed By Chairman

Date:

Mr Trevor Hopkins

- **Bus Stop by The Plough Inn** – The Clerk reported that she had passed details of the resident's fall, when getting off a bus at the stop, to Warwickshire County Council. The response was that work could not be carried out under the Section 106 funding.  
Mrs S Healy had also reported this to WCC and to RNIB who would take this matter further.
- **Whetstone Brothers** – Further complaints have been received regarding the alleged burning of materials at the factory. Mr H Blackburn and Mr B Hamson will take up this matter with the Borough Council again.
- **Planning concerns.** Please see item 14 below.

#### **Item 6 – Correspondence**

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

The following items were discussed in detail:

- **Freedom of Information request-** before the meeting, The Clerk had passed details to Councillors of a request for information under The Freedom of Information Act. The request was for information pertaining to how Mancetter Parish Council had applied the Support Grant and copies of the agreed budgets for the previous three years. The Clerk had dealt swiftly with this matter sending copies of the agreed budgets and details of the support grant received. The applicant had agreed that the request had been fulfilled.

#### **Item 7a – Formal receipt of the Accounts for 2013/2014**

Mrs K Meads had sent a copy of the accounts for 2013/14 to all councillors before the meeting. It was proposed by Mr H Blackburn and seconded by Mrs S Healy that these be accepted.

#### **Item 7b – Formal signing of the Annual return for 2013/2014**

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 – Cheques and Accounts**

Mrs K Meads issued a full statement of all accounts up to 16th May 2014. All cheques and bank payments were signed in accordance with the bank mandate.

#### **Item 9 – Cemetery and Maintenance**

- **Planting to commemorate WW1** Mr T Hopkins reported that work had started and that 6foot high numerals had been cut out and placed in the spare field in the cemetery, these have been edged and will be planted with wild flower and poppy seeds. Sincere thanks were passed to Mr Hopkins for his hard work and a letter had been sent to Mr R Smith to thank him for the materials for this project.
- **Trees** – The Clerk reported that she had carried out an assessment of some of the trees in the cemetery and has consulted with a tree surgeon on how these should be treated. The report has not yet been received.
- **New Cremation area** – The Clerk reported that she had been contacted regarding memorial tablets in the new cremation area. The request was to ask if the Parish Council would consider allowing a sunken metal flower vase in a memorial tablet. After much discussion it was decided that the Councillors would not accept this.

#### **Item 10 – Allotment Update**

Mr T Hopkins reported that the waste tarmac from the path in the cemetery had been laid at the entrance to the allotments and this had tidied up the area.

#### **Item 11 – Core Strategy and Neighbourhood Plans**

There is no more to report at this time as the consultation period has not yet ended.

Signed By Chairman

Date:

Mr Trevor Hopkins

### **Item 12 – Grant applications**

- Details of one grant application had been passed to Councillors before the meeting. The application was from Mancetter Village Community Association who had requested funding towards their birthday celebrations which will be a Field Day in Mancetter Recreation ground on Saturday 10<sup>th</sup> August 2014. The application met the Grant criteria and it was proposed by Mrs S Healy and seconded by Mr H Blackburn that a grant of £175 be made.
- The Chairman, Mr T Hopkins exercised his right to issue a grant to the local Brownies and Guides for providing the refreshments at the Annual Parish meeting. Thanks were also passed to Mr D Meads for making the bread and refreshments to World War One recipes.

### **Item 13 – Publicity**

- Summary Minutes of the meeting held on 18<sup>th</sup> March 2014 were agreed as correct and signed by Mr T Hopkins.
- 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.

### **Item 14 – Planning Applications**

The following Planning Applications were discussed:

- **Little Stars Nursery** – Erection of Play Shelter and Storage Shed – No objection
- **50 Harpers Lane, Mancetter** – Two storey side extension – No objection
- **Little Close, Whitegate Farm** – New application for agricultural workers dwelling – Comment on this application is that the covenant be upheld that it can only be used for one agricultural worker and family.
- **1-7 Church Walk Mancetter** – Demolition of shops and garage and construction of 14 flats and 6 houses. – No objection. Comment that turning area must be kept clear.

**Other planning matters** – Mr H Blackburn raised issues of possible breach of planning conditions at: Stoneleigh Quarry Farm – A building has been erected within the grounds of the farm for which there does not appear to be planning permission.

Workshop Manor Road, Mancetter – Perimeter fencing above the permitted height, next to the highway has been erected.

After discussion it was agreed that the Clerk would raise these matters with the Planning Department of North Warwickshire Borough Council.

### **Item 15 - Date of next meeting-Tuesday 22nd July 2014**

There being no further business Mr T Hopkins closed the meeting at 10.10pm

Signed By Chairman

Date:

Mr Trevor Hopkins