

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

Minutes of the Parish Council Meeting of the Parish of Mancetter, held on  
Tuesday 26<sup>th</sup> January 2016 commencing at 7.00pm in the School Room, St. Peter's Church, Mancetter.

**Present:**

<b>Chairman</b>	Mr T Hopkins
<b>Parish Councillors</b>	Mr T Benham, Mrs S Healy, Mr H Blackburn, Mr J Everitt, Mrs G Forknall, Mr C Tooby, Mr J Arrowsmith
<b>County and Borough Councillors</b>	Borough Councillor Mrs D Clews
<b>Parish Clerk</b>	Mrs K Meads
<b>Public</b>	Mrs E Higgins

**Item 1-Apologies**

County Councillor Mr C Clark and Borough Councillor Mr M Davis gave their apologies.

**Item 2 – Recording of the meeting**

The Chairman, Mr T Hopkins welcomed everyone to the meeting and asked if anyone recording the meeting could make themselves known. There was no recording of the meeting.

**Item 3 – Notice of Interest**

Mr T Hopkins and Mrs G Forknall declared an interest in Item 15-Allotments.

**Item 4-Approval of draft minutes of the Meeting of 24<sup>th</sup> November 2015**

It was unanimously agreed that the draft minutes of the Parish Council meeting of 24<sup>th</sup> November 2015 be accepted.

**Item 5 – Matters arising from the meeting of 24<sup>th</sup> November 2015**

- **Crown Waste Management – Chicken Broiler application.**  
The Environment Agency has now issued a permit for this application. Confirmation has been received from NWBC that this application will be determined at the Planning & Development Board meeting to be held on Monday 8<sup>th</sup> February 2016. Initially we were advised that the meeting would be at 5.30pm, but due to complaints from some residents it will now be at 6.30pm. Flyers have been printed and distributed to every household in the Parish to encourage as many people as possible to attend the meeting. There is only one three minute slot for objectors and an application will be made to for Mr Trevor Hopkins, Chair of the Parish Council to speak at the meeting. Borough Councillor Mrs Denise Clews will also speak. Mr Hopkins will place emphasis on the conditions to be included, should permission be granted. (Appendix III attached).
- **Local Council Award Scheme.**  
The Clerk confirmed that she had applied for Foundation level of The Local Council Award Scheme and felt that all criteria had been met. It is now a matter of awaiting assessment.
- **Area Forum – Warwickshire Health Centre**  
Mr Arrowsmith raised the point that he felt that the decision on the NHS Drop In Centre in Camp Hill being moved to the George Eliot Site had already been made when it was listed as being a consultation point. All other members who had been at the meeting agreed.

### **Item 6 – Report from Police**

There was no police report.

Mr Hopkins advised that there had been a speed check through Ridge Lane.

Mr Arrowsmith advised that there had also been some speed checks in Carlyon Road, but unfortunately not at peak times!

Mrs Higgins advised that she had recently had a meeting with PCSO Sarah Mander. This arose after a spate of burglaries in Mancetter. Pens will be available for residents to mark their property.

### **Item 7 – Report from Borough Councillors**

In addition to the Chicken Broiler issue, Mrs Clews advised that there is to be a consultation on whether to continue with North Talk. This will also include whether it should only be delivered to properties who cannot view the publication online. There is also to be discussion on whether the Area Forum meetings are worthwhile and whether they should continue.

Mrs Clews also advised that the Borough Council objected to the Drop In Centre discussed at item 5c being moved to the George Eliot site.

Mr Hopkins reminded everyone that The Local Council Charter should be used as guidance at all levels of Local Government. It was apparent from some recent issues that some levels of LG were unaware of the charter. It is hoped that it will be one of the workshops at the next WALC Annual Briefing Day to be held in March.

### **Item 8 – Planning Applications/ Matters**

The following applications were discussed:

#### **Emergency Stopping place for up to 12 travellers in Ansley Parish**

Mr Hopkins advised that this application had been approved by Warwickshire County Council.

Even though over 300 objections were lodged and five people were allowed time to voice their objections, approval was still given. It would also appear that the NWBC Core strategy was ignored and there were many inconsistencies in the report.

There will be some conditions on the approval and these will be reported when received.

### **Item 9 – Neighbourhood Plan**

The Clerk reported that the Neighbourhood Plan was progressing well. An additional meeting had been held for the Consultant to steer the group in the right direction to start to produce a Character Assessment on the area which will form part of the plan. More people are needed to take the plan forward and the next meeting will be on Thursday 11<sup>th</sup> February at 7pm in The School Room.

Mr Arrowsmith commented that he felt that Warwickshire County Council do not appear to have interest in Neighbourhood Plans.

### **Item 10-Any other Parish Business**

- **Joint meeting of Borough, Town and Parish Councils 28<sup>th</sup> January 2016**

Mancetter Parish Council has lodged the following question:

Pilot or Experimental Schemes – could the Council advise Parish and Town Councils when departments within the Borough Council launch such schemes (eg Planning Department 21 Day Experimental Turnaround for some Planning Applications).

Mr T Hopkins and Mrs S Healy will attend the meeting.

- **WALC Annual Briefing Day 12<sup>th</sup> March 2016**

Prior to the meeting all councillors were notified of the date. Mr T Hopkins, Mrs S Healy and Mrs E Higgins will attend.

- **Calendar of meetings**

The Clerk advised that as part of Community Integration for Local Council Award Scheme the Parish Council will need to show evidence of meetings attended. After discussion it was agreed to compile a calendar to include meetings which councillors attend. Councillors were asked to forward meeting dates to the Clerk.

- **Road accidents due to weather conditions**

Mr T Hopkins advised of two recent accidents which happened on the approach road to the proposed emergency stopping place. These accidents have been reported to the County Council and a request has been made for this road to be included on the gritting route.

- **Parish Council Grants**

- The Clerk advised that she had received a grant request from Mancetter Women's Institute for help to purchase a bench for Mancetter Cemetery to commemorate the 80<sup>th</sup> Anniversary of WI in Mancetter. Further details will be available at the next meeting when a decision can be made.
- The Clerk also advised that she had been working with Mrs Higgins from the Memorial Hall Committee to arrange a First Aid Course. This will be open to anyone on a first come first served basis, with the possibility of further courses if required. A request was made for help with funding for participants who volunteer within the Parish. This was agreed in principle and a formal request will be made at the next meeting.

- **Website**

Mr Arrowsmith advised that consideration needs be given to what information should be on the front page of the website. The Clerks will work with Mr Arrowsmith to complete this task.

### **Item 11 – Correspondence**

- A full list of correspondence received had been passed to councillors. (Appendix I)
- The Clerk stressed concern about the amount of information being sent to Councillors.

The following was suggested:-

Weekly email update with general matters: Weekly email update of Planning Matters including date for comments: Email of urgent matters requiring response, follow up telephone call if no response received.

### **Item 12 – Finance**

The Clerk issued a full statement of all accounts up to 21<sup>st</sup> January 2016. (Appendix II). All cheques and bank payments were signed in accordance with the bank mandate.

- **Budget and Precept for 2016**

After receipt of the Council Tax Base the Clerk had issued three options for the precept for 2016/17. (Appendix IV) After discussion it was proposed by Mr J Arrowsmith and seconded by Mr H Blackburn that option B is accepted. This was agreed unanimously.

- **Review of Insurance requirements**

The Clerk asked that this item be carried forward to the next meeting. This was agreed.

### **Item 13 – The Role of the Clerk**

- **Introduce the Assistant Clerk and issue Contract of Employment**

Mr T Hopkins introduced Mrs Elane Higgins and welcomed her to the role of Assistant Parish Clerk. Mr Hopkins and Mrs Higgins signed the Contract of Employment, which confirms a job share role with the current clerk, Mrs Karen Meads.

- **Re-location of the Parish Office**

Initial details regarding re-location to Mancetter Memorial Hall had been distributed before the meeting. Some details were discussed and it was agreed that a detailed plan would be prepared for discussion at the next meeting.

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

It was reported that the Cemetery and Maintenance contractors are undertaking winter jobs and keeping all areas tidy.

### **Item 15 – Allotments**

- **Review of Allotment rents.**

Mr H Blackburn took on the role of the Chair for this item. After discussion it was proposed by Mrs S Healy and seconded by Mr J Everitt that the allotment rents remain at the same rate.

- **Collection of Allotment rents.**

The Clerk requested permission from the Councillors to pass responsibility for collecting the allotment rents to Mr T Hopkins. It was proposed by Mrs S Healy, seconded by Mr J Arrowsmith and agreed unanimously that this request be granted.

**Item 16 – Publicity**

- The Clerk advised that a report for the February edition of Mancetter Matters had been sent in. Mr T Hopkins signed a copy for the records.

**Item 17 - Date of next meeting.** 15<sup>th</sup> March 2016

There being no further business Mr T Hopkins closed the meeting at 9.25pm