

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

Minutes of the Annual Parish Council Meeting of the Parish of Mancetter, held on  
Tuesday 24th May 2016 commencing at 8.50pm in the School Room, St. Peter's Church, Mancetter.

**Present:**

**Chairman** Mr T Hopkins

**Parish Councillors** Mr J Arrowsmith, Mr H Blackburn, Mr J Everitt, Mrs G Forknall, Mr C Tooby.

**Parish Clerk** Mrs K Meads  
**Assistant Clerk** Mrs E Higgins

**Item 1- Appointment of Chair and Vice Chair.**

It was proposed by Mr J Arrowsmith and seconded by Mrs G Forknall that Mr T Hopkins be nominated as Chairman.

Mr Hopkins accepted this nomination and returned to the Chair. Mr Hopkins signed the Declaration Book.

Mr H Blackburn was appointed Vice Chair proposed by Mr J Everitt and seconded by Mrs G Forknall.

**Item 2 – Welcome of Councillors confirmation of continuation and notice of any vacancies.**

Mr Hopkins welcomed all Councillors present and confirmed that all were continuing other than Mr C Tooby who is stepping down to go to University. Mr Tooby was thanked for his service and wished all the best for the future.

The Clerk will notify the Borough Council and place notices in the Notice Boards, on the website and in the Mancetter Matters magazine.

**Item 3 – Apologies.**

Parish Councillor Mrs S Healy sent apologies due to personal circumstances and Parish Councillor Mr T Benham sent apologies due to illness. Both of these apologies were accepted.

**Item 4 – Notice of Interest.**

Mr T Hopkins and Mrs G Forknall declared an interest in Item 16-Allotments. Mr J Arrowsmith declared an interest in Item 11 – Planning Matters and New Applications for the planning application at 26 Mancetter Road.

**Item 5 – Recording of the meeting.**

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

**Item 6-Approval of Minutes of the Parish Council Meeting on 15<sup>th</sup> March 2016.**

It was unanimously agreed that the draft minutes be accepted.

**Item 7- Matters Arising from the Parish Council Meeting on 15<sup>th</sup> March 2016.**

- **Local Council Awards Scheme**

The Clerk advised that we have now received the certificate awarding Mancetter Parish Council Foundation Level Status.

- **Pecuniary Interests**

The Pecuniary Interests for Mr T Hopkins, Mr H Blackburn, Mrs G Forknall and Mr J Arrowsmith remain the same. Mr C Tooby will be removed from the list and Mr J Everitt's form will be updated to include his membership of the Gramer House Trustees. Mr T Benham and Mrs S Healy will advise the Clerks of any changes prior to the next meeting.

### **Item 8 – The Clerks and Re-location of Parish Office.**

- **Review of the Clerks Salary**

Mrs E Higgins will remain on point 16 of the Clerks pay scale and Mrs K Meads will move from point 20 to point 22 in recognition of her hard work and extra duties. This was proposed by Mr H Blackburn and seconded by Mrs G Forknall.

- **Clerks Pension Resolution**

It was agreed that the Resolution will be amended as of 24<sup>th</sup> May 2016 to allow the Assistant Parish Clerk to join the Pension Scheme.

- **Re-location of Parish Office**

A letter was written to Mancetter Memorial Hall on 30<sup>th</sup> March 2016 proposing that for a trial period of three months the Parish Council look to relocate their office to the Hall. This was agreed by the Memorial Hall Trustees and a confirmation letter was received on 7<sup>th</sup> April 2016. The Trial was to commence on 1<sup>st</sup> May until 31<sup>st</sup> July 2016. Towards the end of July representatives from the Parish Council and the Memorial Hall will meet to discuss how the Trial has gone and plan for the future. The trial period was signed off by the Councillors alongside a Lone Working Policy prepared by the Clerk.

Considerations for the future include Parish Council Office opening times, another safe, the purchase of a printer and a review of back up options for the Parish Council laptops. Mr C Tooby will lend the Clerks his printer to assess suitability and Mr J Arrowsmith will research back up options.

### **Item 9 -Any Other Parish Business for Discussion – not covered in any other agenda points.**

- **Grant Applications Received**

Beeline provide a transport service for residents within Warwickshire who are unable to drive or use public transport to attend essential hospital appointments. They charge a £2.00 booking fee but require financial assistance to maintain this service which is used regularly by residents of Mancetter Parish. Other Parish Councils have assisted with funding and it was agreed that Mancetter Parish Council would donate the sum of £200.00 proposed by Mrs G Forknall and seconded by Mr H Blackburn.

Mr J Arrowsmith would like to join the A5 Liaison Group of which Mr B Conway is Chair. Mr T Hopkins will speak to Mr Conway.

### **Item 10 – Correspondence**

A full list of correspondence received had been passed to councillors. (Appendix I)

- **Planning Workshop Attendance**

Training is being provided by WALC at Mancetter Memorial Hall on Saturday 11<sup>th</sup> June 2016. Mrs S Healy and Mrs E Higgins will be attending.

- **Patient Participation Group**

The Parish Council did have a representative on this group in the past and Mrs G Forknall is interested in receiving some more information about this group and the dates and times that it meets. The Clerks will ask for some more information.

- **Heritage Centre**

An idea for a Heritage Centre is being considered for Mancetter to display some of the Roman Artefacts. The Parish Council have asked to be kept informed of developments. Work on costings and feasibility would need to take place. One option being considered is the Bracebridge Centre at St Peter's Church.

### **Item 11 – Planning Matters and New Applications**

Planning Comments are listed in (Appendix II). Mr H Blackburn raised the parking issues around the area of the Post Office which have been reported to the Borough Council. They are unable to deal with this due to the layout of the road and customers should be encouraged to park responsibly.

### **Item 12 – Finance**

- **Formal Receipt of accounts for 2015/16**

Mrs K Meads presented a copy of the accounts for 2015/16 to all Councillors (Appendix III). Mr J Arrowsmith asked about the £525.00 income from the Quarry for Footpath maintenance. The Clerk advised that this amount had been netted off against expenditure.

- **Formal signing of the Annual return for 2015/16 Including the Annual Governance Statement**

Mrs K Meads confirmed that the Internal Auditor had completed all checks and had no issues to report. This year the Council is scheduled for an Intermediate Audit. The Annual Governance Statement was completed Mr T Hopkins and Mrs K Meads formally signed the Annual Return in line with statutory requirements.

- **Continued Membership of WALC**

The invoice for WALC membership has not yet been issued due to changes in their Bank Details. The approximate cost of this year's membership will be £594.00 and this includes legal advice. There have been some issues with advice given and the content of training courses, but it was decided by Councillors unanimously to remain as WALC members.

- **Payment to Guides for Refreshments**

It was agreed to support the Atherstone District Guides who provided the refreshments for the Annual Parish Meeting by making a donation of £50.00. This was proposed by Mr T Hopkins and seconded by Mr H Blackburn.

- **Signing of all Payments since the last meeting**

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

### **Item 13 – Insurance Requirements**

- **To Accept an Insurance Quote**

Three Quotations had been obtained. The Clerk compiled a comparison sheet which was passed to all Councillors before the meeting. It was agreed to continue with the existing company of Zurich and undertake a five-year policy at a cost of £602.07.

### **Item 14 – Neighbourhood Plan Update.**

The last meeting of the Steering Group once again focused on the possible appeal against the planning decision for the Chicken Broiler and the consideration to recommend development along Nuneaton Road. On 1<sup>st</sup> June members of the Steering Group along with the consultant are meeting the Borough Council to look at the Draft Plan. A six- week consultation period will begin on the 4<sup>th</sup> July with newsletters and questionnaires being distributed over the weekend before. Three more drop in sessions will take place in the Parish: Friday 8<sup>th</sup> July 4pm – 7pm at Mancetter Memorial Hall, Monday 11<sup>th</sup> July 10am -12pm at Ridge Lane Community Hall and another in Ridge Lane at the Brewery Tap on Friday 15<sup>th</sup> July also from 4pm – 7pm. Dobbies are donating three Afternoon Tea's for two as a prize for each session for someone who drops in a completed questionnaire.

### **Item 15 – Cemetery and Maintenance**

This item was covered in the Annual Parish Meeting.

### **Item 16 – Allotments**

This item was covered in the Annual Parish Meeting.

### **Item 17 – Publicity**

Mrs K Meads advised that a report for the May / June edition of Mancetter Matters had been sent in. Mr T Hopkins signed a paper copy of the report for the files.

### **Item 18 - Date of next meeting. 26<sup>th</sup> July 2016**

There being no further business Mr T Hopkins closed the meeting at 10.20pm