

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

Minutes of the Annual Parish Council Meeting of the Parish of Mancetter, held on  
Tuesday 22nd May 2018 commencing at 7pm in the Schoolroom, St. Peter's Church, Mancetter.

**Present:**

**Chairman** Mr T Hopkins.

**Parish Councillors** Mr J Arrowsmith, Mrs G Forknall,  
Mr H Blackburn, Mrs S Healy, Mr B O'Keeffe.

**Borough Councillor** Mr M Davis.

**Parish Clerk** Mrs K Meads.

**Assistant Parish Clerk** Mrs E Higgins.

**Resident** Mr P Mann.

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

Mr H Blackburn as Vice Chair asked for nominations for the role of Chair.

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

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 Mrs G Forknall, seconded by Mr J Arrowsmith and agreed unanimously.

Mr Blackburn accepted this nomination and signed the Declaration Book.

**Item 2- Welcome and Apologies**

The elected Chairman, Mr T Hopkins welcomed everyone to the meeting and noted apologies from Borough Councillor Mrs D Clews, County Councillor Mrs M Bell and Mr C Penn from Laurel Gardens.

**Item 3 – Recording of the meeting**

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

**Item 4 – Notice of Interest**

Mr T Hopkins, Mrs G Forknall and Mr B O'Keeffe declared an interest in Item 16 -Allotments.

**Item 5 – Public Question Time**

No issues were raised at this meeting.

Signed

Date:

**Item 6 – Minutes of the last meeting**

It was unanimously agreed that the draft minutes of the Parish Council meeting held on 27th March 2018 be accepted.

The draft minutes of the Annual Parish Meeting held on 24th April 2018 were recommended to go forward for approval at the next Annual Parish meeting on 23<sup>rd</sup> April 2019.

**Item 7 – Matters Arising from the Parish Council meeting on 27<sup>th</sup> March 2018**

- **Parish Councillor Vacancies**

Mr P Mann came along to the meeting to observe as he is considering applying for one of the two vacancies. The Statutory time period for advertising the vacancies has now elapsed and the Returning Officer has authorised that the Council can co-opt to both positions. Mr Mann will receive some more information from the Clerks prior to making his final decision.

- **Council E-mail Addresses**

All councillors who use e-mail to receive council correspondence now have a dedicated Parish Council e-mail address which will be used to ensure that data is kept separately from personal information. This brings the Council in line with the new GDPR legislation coming into force on 25<sup>th</sup> May 2018.

- **Laurel Gardens Meeting**

Unfortunately, representatives from Laurel Gardens were unable to attend this meeting.

On 8<sup>th</sup> May Mrs M Bell, Mr T Hopkins, Mrs S Healy, Mrs E Higgins and PCSO S Fretter; attended a Laurel Gardens Committee meeting and discussed the issues surrounding vulnerable residents being found wandering in the local area. The aim was to understand more about how the complex is run so that the Emergency Plan can be updated.

It is planned to arrange a further meeting with additional representatives from the County Council to discuss the Referral Process.

**Item 8 – Report from the Police**

There was no police attendance or update at this meeting. Mr H Blackburn asked if the issues with Parking by the Post Office can be raised again with PCSO S Fretter and County Councillor Mrs M Bell.

**Item 9 – Report from County and Borough Councillors**

There was no report available from the County Council. Borough Councillor Mr M Davis shared that now the Draft Local Plan had been completed and submitted for inspection, work was taking place to consider placing Arley Sports Centre into private ownership to be run by a management committee.

There had been some issues with residents over the spreading of slurry by the Merevale Estate and it was discussed that it would be more tolerable if prior notice was given.

**Item 10- Any Other Parish Business for discussion**

- **To discuss any Grant Applications received**

A request for funding had been received by “Beeline” a local organisation who provides transport for residents to attend medical appointments. It was proposed by Mr H Blackburn and seconded by Mrs S Healy to award the sum of £200.00 subject to receiving a copy of their latest accounts and details of the number of residents from Mancetter and Ridge Lane who use their service.

Signed

Date:

- **Mancetter and Ridge Lane Women's Institutes planting of Centenary Oak Trees**  
As it is the 100<sup>th</sup> anniversary of the formation of the local Women's Institutes each group have been given an oak tree to plant within the Parish. It was suggested that the Mancetter one is planted in the overspill field at the cemetery in the corner in line with the existing trees. There it would be able to grow unhindered and would help absorb some of the water in that area. For Ridge Lane it would be ideally situated near to the sign into the village but as this is currently affected by Japanese Knotweed then it was agreed that Mrs G Forknall a WI member, would look after the oak until it is able to be planted. A contractor had attended the site of the knotweed on 21<sup>st</sup> May and cut it down leaving foliage still in the hedge and over the pavement. It was agreed that the timescale and ongoing issues with the treatment of this invasive plant have been totally unacceptable and that contact should be made with the WALC Solicitor giving them a timeline of events.

- **Information board and additional seating by the Mancetter Quarry Jubilee Seat**  
A local resident reported that this area was overgrown and in need of attention. The Parish Handyman went along and cut back the foliage as this is not on the list maintained under the footpaths contract. The resident has asked for the Council to consider the provision of an information board explaining the origin of the stone seats as well as additional seating in the area surrounding it.

This was originally a permissive path and is now a public right of way, so comes under the responsibility of the County Council who would be unlikely to fund this project. In order to consider placing an information board, a lot of agencies would need to be consulted. These would include the Quarry, North Arden Heritage and County and Borough Councils as planning permission would need to be obtained.

It is also an area that has attracted vandalism in the past so careful thought needs to be given as to the location and materials used.

- **Feedback from Standards Training on 30<sup>th</sup> April 2018**  
Mrs G Forknall attend this training on behalf of the Parish Council and was pleased to report that we comply with the standards required for code of conduct, declaration of interests and professionalism.
- **GDPR Update**  
It has been officially confirmed by WALC and the Borough Council Solicitor that Parish and Town Councils do not need to appoint and pay for an independent Data Protection Officer. The Clerks have been through the NALC self -assessment questionnaire and the Council complies with the recommendations. Consent was obtained at the Annual Parish Meeting to contact local businesses and community groups to share feedback with the Parish Council and all personal data held is password protected or locked in the safe in the Parish Office.
- **WW1 Commemoration progress**  
Mrs S Healy and Mr H Blackburn have researched information on the servicemen listed on the first world war memorial in Mancetter church. This will also be completed for the names recorded in Ridge Lane chapel. The NNWFHS website is a good source of information and pictures. It was agreed to submit a grant application to produce a booklet commemorating them as part of the Parish plans to mark the centenary in November this year.

#### **Item 11 – Review of Statutory Documents, Risk Assessments and Policies**

- **Pecuniary Interests** – All Councillors declared that there had been no changes to their Pecuniary Interests.
- **Standing Orders**  
Standing Order 1 Meetings section e has been amended from 7 mins to 15 mins to match the public question time allotted on the Agenda.

Signed

Date:

**No other amendments were made.**

- **Complaints Procedure** – No Changes
- **Freedom of Information** – Amendment on page 7 Schedule of Costs to include no charges for photocopying.
- **Grant Making Policy**  
Amendment to Timing of Applications to read “Applications are considered at each Parish Council Meeting and should be submitted 10 working days before the meeting excluding weekends and bank holidays”
- **Risk Assessments – Financial Regulations** – No Changes
  - Allotments** - No Changes
  - Cemetery** – No Changes
- **Media Policy** – After much debate it was agreed to defer making any changes
- **Grievance Procedure** – No Changes
- **Training Policy** – No Changes
- **Allocation of Financial Reserves** – No Changes

#### **Item 12 – Correspondence**

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

#### **Item 13– Planning Matters and New Applications**

The following Planning applications and matters were discussed

- **PAP/2017/0278 Gladman Developments Ltd** – No further information. Borough Councillor Mr M Davis will look to update the Council with any developments.
- **PAP/2018/0050 Land Adjacent to Fir Tree Paddock – Amendments of planning/appeal conditions** – Awaiting information. There is activity taking place on land further along the canal which will be reported to the Borough Council.
- **PAP/2018/0167 58 Ridge Lane – Single Storey Rear Extension** – Granted
- **PAP/2018/0173 54 Church Walk – Two Storey Side Extension** – Granted
- **PAP/2018/0291 16 Church Walk – Erection of Garage** – Concerns over materials to be used and alteration of the view from the streetscape. The Structure would be situated over the original line for the building plots.
- **PAP/2018/0297 6 Ramsden Road- Two Storey Side Extension** – No Objection.

#### **Item 14 – Finance**

**a) Formal Receipt of the Accounts for 2017/2018.**

It was agreed unanimously to accept the Accounts for 2017/2018 presented by Mrs K Meads as Clerk and Proper Officer.

**b) Formal Signing of section one of the Annual Governance and Accountability Return for the year 2017/2018 – Annual Governance Statement**

The Clerk and Proper Officer Mrs K Meads read out each Governance Statement and all Councillors formally accepted each one. The form was then signed by the Chairman and the Clerk.

**c) Formal Signing of section two of the Annual Governance and Accountability Return for the year 2017/2018 – Accounting Statements**

The Clerk and Proper Officer Mrs K Meads read out each Accounting Statement which were unanimously accepted by each Councillor. The form was then signed by the Chairman and the Clerk.

d) **Signing of Payments**

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

e) **Approval of Payment to Guides for Refreshments for the Annual Meeting**

A donation of £50.00 was approved by all Councillors to be taken from the Chairman's Discretionary Fund.

f) **Renewal of WALC Membership**

It was agreed by all Councillors to renew the membership for the Warwickshire Association of Local Councils for the year 2018 -2019 at a cost of £611.00

**Item 15– Cemetery and Maintenance**

No matters arising at present.

**Item 16 – Allotments**

No issues to report.

**Item 17 – Publicity**

A report for the May / June edition of Mancetter Matters had been sent in. Concerns were raised by Councillors over the reduction of the article to a third of a page as the Council donates the equivalent of an annual full-page advert and the information contained within the report was important. There also seems to be a greater emphasis on religious images without reference to it also being a village magazine. Mrs K Meads will contact the Magazine Editors to discuss.

Mr T Hopkins signed a copy for the records.

**Item 18 - Date of next meeting: Tuesday 24<sup>th</sup> July 2018 at 7pm.**

As there was no further business the meeting closed at 9.45pm.