

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

Minutes of the Annual Parish Council Meeting of the Parish of Mancetter, held on
Tuesday 14th May 2019 commencing at 7pm in the Schoolroom, St. Peter's Church, Mancetter.

Present:

Chairman Mr T Hopkins.

Parish Councillors Mr J Arrowsmith, Mr H Blackburn,
Mrs G Forknall, Mr P Mann, Mrs S Healy (from 7.30pm).

Parish Clerk Mrs E Higgins.

Residents 7 Residents from Quarry Lane and The Green Mancetter.

Item 1- Appointment of Chair, Vice Chair and Acceptance of Office for Councillors.

Nominations for the role of Chair were requested.

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 in the presence of the Clerk.

Mr H Blackburn was appointed Vice Chair proposed by Mr J Arrowsmith, seconded by Mrs G Forknall and agreed unanimously.

Mr Blackburn accepted this nomination and signed the Declaration Book in the presence of the Clerk.

Mr J Arrowsmith, Mrs G Forknall and Mr P Mann then also signed the Declaration Book and a resolution was passed to enable Mrs S Healy to sign upon arrival at the meeting and for Mr P Kelly to sign in the presence of the Clerk as soon as he returns from leave. This was proposed by Mr T Hopkins, seconded by Mr H Blackburn and agreed unanimously.

Item 2- Welcome and Apologies

The elected Chairman, Mr T Hopkins welcomed everyone to the meeting and noted apologies from Parish Councillor Mr P Kelly due to prearranged annual leave, Borough Councillors Mrs D Clews and Mr A Clews, County Councillor Mrs M Bell and PCSO J Eales. These apologies were accepted.

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 declared an interest in Item 14h Payments to Rights of Way Contractor and Item 16 Allotments. Mrs G Forknall declared an interest in Item 16 -Allotments. Mr P Mann declared an interest in Item 13 – Planning Applications.

Signed

Date:

Item 5 – Public Question Time

7 residents from Quarry Lane and the Green in Mancetter attended the meeting to raise concerns over notification of a planning application from Tarmac to Warwickshire County Council to extend the hours of operation at the Quarry to enable lorries to return to site up to 7.30pm Monday to Friday and 7pm on Saturday and Sunday.

Tarmac lorries are coming down Quarry Lane fully loaded and are also cutting down the small side road next to the Green rather than going to the Mancetter Island as agreed. The pavements are very narrow in this area and coupled with the lack of footpaths in Quarry Lane and the speed of vehicles, this is already causing issues for residents. Residents were advised to take down the lorry number and phone the Weighbridge to report issues. The new Quarry Manager is Morgan Grant and the council is aware that sanctions are taken against drivers who breach the regulations. Photographic evidence from cameras on board the lorries can help verify the problems and residents are also encouraged to take photographs of infringements as they occur. If they also let the parish council know then we can ensure that incidents are recorded on the quarterly complaints log held at the Quarry.

Empty lorries returning to the quarry rattle the manholes and residents are concerned about the further disturbance to their properties from the increased volume of traffic. The Quarry have a monthly tonnage target which has not been exceeded and it is the understanding of the parish council that any additional traffic movements would access the site from the top gate rather than through Quarry Lane. Residents were asked to contact Ian Grace and Matthew Williams at WCC to feedback their views on the planning application.

Mr T Hopkins explained that he chairs the Quarry Liaison Group and other members of the council are also members. The Quarry is on target to close by 2025 when all of the diorite stone is extracted and it is a condition that the area is restored. Due to the acidic levels contained within the water, it is pumped into the site to be treated prior to discharge. The County Council had been offered the site for £1.00 plus a maintenance grant but have refused to take ownership once the excavation work is completed.

The Chairman exercised his discretion and allowed the Public Question time to take 45 minutes so that all issues could be discussed.

Item 6 – Minutes of the last meeting

It was unanimously agreed that the draft minutes of the Parish Council meeting held on 26th March 2019 be accepted and were therefore signed by the Chairman.

The draft minutes of the Annual Parish Meeting held on 30th April 2019 were recommended to go forward for approval at the next Annual Parish meeting on 28th April 2020.

Item 7 – Matters Arising from the Parish Council meeting on 26th March 2019

Matters Arising from the meeting on 26th March 2019 will be covered under other agenda points.

Item 8 – Report from the Police

Apologies had been sent by PCSO J Eales who has informed the council that she will be office based for the foreseeable future. Residents have been contacted directly regarding speed awareness training.

Signed

Date:

Item 9 – Report from County and Borough Councillors

Apologies had been received from both Borough Councillors and the County Councillor who were attending other meetings this evening. Due to the Borough elections and the period of purdah no actions have been taken that require feedback at this meeting.

Item 10- Any Other Parish Business for discussion

A. Speed Awareness and Traffic Calming Working Group.

The Council agreed to set up a working group to work alongside the community to try to tackle speeding issues within Mancetter and Ridge Lane.

A resolution was made unanimously to transfer £400.00 of unused funds from the election budget of which £300.00 was proposed to cover the costs of room hire for meetings, and a further £100.00 added to the travel budget to cover the cost of councillors travelling to meetings with the Police Crime Commissioner in South Warwickshire.

Data has been provided by the Traffic and Road Safety Group at WCC on Personal Injury Collisions along Nuneaton Road. The Council is not convinced that all incidents have been recorded and will make a Freedom of Information request to the Police to check that the County Council are aware of the latest figures. The request will be widened to include all incidents within the Parish.

The County Council have stated that 30 mile per hour road markings cannot be painted onto the road due to the lampposts being 400 yards apart. They have offered to do an assessment of the area along Nuneaton Road at a non-refundable cost of £500.00. The Council decided to obtain further information and costings before considering this expenditure at the next council meeting.

A public meeting has been booked for Wednesday 22nd May at 7pm in the Bracebridge Centre at St Peter's Church Mancetter. This meeting will agree membership, initiate the collection of vehicle movement data and look to obtain quotations for traffic calming methods.

The Council resolved that every effort will be made to make an application for funding through the Road Safety Fund set up by the Police Crime Commissioner. The deadline for receipt of the application is 3rd June 2019 so the timescale is tight. It was suggested that additional funding sources are also investigated such as the County Councillor Grants scheme and advice taken from CAVA.

Craig Tracey the local MP and Margaret Bell our County Councillor have agreed to meet with Councillors on Tuesday 28th May at 10am to do a site visit. Copies of all correspondence regarding speed and traffic calming will be made available for them to take away. It is hoped that Craig may be able to lobby parliament for funding and improvements to legislation which would allow further action to be taken.

B. Eligibility to obtain the General Power of Competence.

Mancetter Parish Council is made up of 8 Councillors and following the recent uncontested election is eligible to register for the General Power of Competence. The council has 7 elected members and a trained CILCA qualified Clerk. Therefore, a resolution was passed unanimously to register the council as holding the General Power of Competence which will then be reviewed at the Annual Parish Council Meeting following the elections at the beginning of the next term of office in 4 years.

Signed

Date:

The Council will have this power for the duration of this term of office even if eligibility criteria changes.

C. Consider an application to list Wathen Grange School in Mancetter.

An Article 4 Direction was made by NWBC on 13th December 2018 removing the permitted development rights for a period of 6 months. The Council sought advice from the Planning Department as to the possibility of listing the building. Two years ago, a heritage officer from the Borough Council assessed the property and stated that due to the external additions and internal alterations the building was unlikely to meet the criteria for listing by Historic England. The developer is likely to be entitled to compensation if a restriction is put in place and this could leave both councils liable for high costs. As a result, it was decided not to apply for a listing but to encourage the public to assist the council in putting together a statement to go before the Planning and Development Board highlighting the wishes of the community and concerns over development of the site which is situated in the centre of the village next to a busy road junction.

D. Confirmation of one Parish Councillor Vacancy.

Following the recent elections on the 2nd May 2019 Mancetter Parish Council has a vacancy for one Councillor. The council will try to exercise the power to co-opt to this vacancy as soon as an eligible candidate is identified.

E. To consider cover arrangements for the RFO.

As part of the Council Standing Orders, there is a requirement to provide cover for the Responsible Financial Officer in the event of sickness or annual leave. A proposal to award a contract for 5 hours a month at scale 23 to the retiring Financial Officer to cover the new Clerk was discussed. It was felt that for continuity and experience this was the best option and the Council resolved unanimously to award this contract starting from 1st July 2019.

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

The following Statutory Documents of the Council were reviewed by the Clerk and copies distributed to all Councillors prior to the meeting. These documents were approved unanimously by the full council and signed by the Chairman.

- **Standing Orders**
The council Standing Orders have been updated to reflect the latest model orders issued by the National Association of Local Councils and take into consideration changes made to contract values and GDPR legislation.
- **Pecuniary Interests** – All Councillors declared that there had been no changes to their Pecuniary Interests and understand the responsibility to report changes in circumstance.
- **Code of Conduct** – All Councillors will sign the agreed Code of Conduct as the Council is beginning a new term of office with a new Clerk and Proper Officer.
- **Complaints Procedure**
- **Freedom of Information Policy**
- **Grant Making Policy**

- **Risk Assessments – Financial Regulations
Allotments
Cemetery and Handyman**

The Policy and Risk Assessment concerning Financial Regulations were approved and it was agreed that following the submission of some additional information from Mr P Mann that the Risk Assessments concerning the Allotments, Cemetery and contractors would be reviewed at the next council meeting.

- **Media Policy**
- **Grievance Procedure**
- **Training Policy**
- **Asset Register**
- **Allocation of Financial Reserves**
- **Insurance**
- **Internment Policy for Burials exceeding 60 years from purchase of plot**

Item 12 – Correspondence

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

It was proposed by Mrs S Healy and seconded by Mrs G Forknall to send the drafted letter of support for the Ridge Lane Chapel and Community Hall as well as a letter of support for the creation of a Roman Mancetter and Boudica exhibition at St Peter's Church Mancetter.

Mrs S Healy asked if an acknowledgement could be sent to County Highways for their swift repair of the path trip hazard outside of Gramer Court in Mancetter.

Item 13– Planning Matters and New Applications

The following Planning applications and matters were discussed

- **Update on Enforcement Issues.**

A new Enforcement Officer has been appointed by the Borough Council and supplied a report updating the council on enforcement matters. Additional photographs have been taken of the area around Stoneleigh Quarry Farm of the alterations to the canal bank and boat and mooring business as well as the car sales business opposite Dobbies Garden Centre.

It was proposed that a question should be raised at the joint meeting of NWBC and Parish and Town Councils regarding the support to be made available to clear the backlog of enforcement issues and express concerns at the lack of action previously taken.

Previous Applications.

- **PAP/2017/0278 Gladman Developments Ltd – Application Refused at the Planning and Development Board meeting in April.**
- **PAP/2018/0050 Land Adjacent to Fir Tree Paddock – Amendments of planning/appeal conditions – Awaiting Decision.**
- **PAP/2019/0086 Kirby Glebe Farm – Change of use to a residential caravan site for 1 family with three caravans and dayroom – Granted**
- **PAP/2019/0126 Cherry Blossom Barn Atherstone Road Hartshill – Conversion of stables into a dwelling – Awaiting Decision.**

Signed

Date:

- **PAP/2019/0138 Manor Farm House Quarry Lane – Work to trees in the conservation area –** Granted.
- **PAP/2019/0137 22 Harpers Lane – Single Storey Rear and Side Extensions –** Granted.

Current Applications

- **PAP/2019/0203 Residential Caravan Site Atherstone Road Hartshill –** The Council will continue to raise the issue of over intensification of the site.

Item 14 – Finance

- a) Formal Receipt of the Accounts for 2018/2019.**
It was agreed unanimously to accept the Accounts for 2018/2019 presented by Mrs E Higgins as Clerk and Proper Officer.
- b) Formal Signing of section one of the Annual Governance and Accountability Return for the year 2018/2019 – Annual Governance Statement**
The Clerk and Proper Officer Mrs E Higgins 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 2018/2019 – Accounting Statements**
The Clerk and Proper Officer Mrs E Higgins 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 2019 -2020 at a cost of £614.00
- g) Review of Cemetery Fees 2019/2020.**
The Council reviewed the Cemetery Fees and were provided with current costings from the neighbouring councils of Atherstone and Hartshill.
It was proposed unanimously to increase the fee for interment into a burial plot for non- parishioners from £700 to £1,000 to be more in line with Atherstone and discourage a possible influx of out of area applications due to cost.
- h) To approve frequency of payments to Rights of Way Contractor.**

The previous Rights of Way Contractor received an annual payment at the end of each year. The new contractor would like the council to consider making quarterly payments as he runs a small business. It was resolved unanimously excluding the notice of interest from Mr T Hopkins to make quarterly payments in June, September, December and March of £375.00.

i) **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. As the Council Grant Making Policy states that Grants can only be awarded to the same organisation once every three years and a grant was awarded in 2018, then the Clerk was asked to inform “Beeline” that unfortunately an award cannot be made this year.

j) **To approve updating floral displays on the Green and in Ridge Lane to commemorate D-Day.**

The floral planters in the parish are looking tired following the World War One Centenary. It was proposed by Mr H Blackburn, seconded by Mr J Arrowsmith and agreed unanimously to authorise a payment of £480.00 to RCS Plants Ltd to refresh the planters with the wording “D-Day 75 Years.”

Item 15– Cemetery and Maintenance

The Rights of Way Contractor has made an enthusiastic start on the maintenance of the rural footpaths. He has offered to refresh the paint on the Rights of Way Markers as he goes around. Mr J Arrowsmith will supply the paint code and our Parish Handyman will collect the paint and provide the council with the receipt. Any missing posts will need to be reported on the WCC online system.

Mr H Blackburn reported that one of the graves in the cemetery is subsiding which has caused one of the headstones to lean. The Clerk will do a health and safety check and arrange for the cemetery and parish handyman to top up the soil on the grave.

Item 16 – Allotments

An untaxed car had appeared on the allotment site and was reported to the police. The car disappeared shortly after the police visit requiring no further action to be taken.

Item 18 - Date of next meeting: Tuesday 23rd July 2019 at 7pm.

As there was no further business the meeting closed at 10.15pm.