

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

Minutes of the Parish Council Meeting of the Parish of Mancetter, held on  
Tuesday 27<sup>th</sup> March 2018 commencing at 7.00pm in the Schoolroom, St. Peter's Church, Mancetter.

**Present**

**Chairman:** Mr T Hopkins.

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

**County Councillor:** Mrs M Bell.

**Borough Councillors:** Mrs D Clews, Mr M Davis.

**Police:** PCSO M Yaqub.

**Assistant Parish Clerk** Mrs E Higgins.

**Item 1- Welcome and Apologies**

The Chairman, Mr T Hopkins welcomed everyone to the meeting and noted apologies. Apologies were received from Parish Clerk Mrs K Meads.

Mr T Hopkins asked the meeting to observe a period of reflection in memory of Mr B Twining a valued member of the Parish Council who sadly had passed away this month.

**Item 2 – Recording of the meeting**

Mr T Hopkins 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 Mrs G Forknall and Mr B O'Keeffe declared an interest in Item 14- Allotments.

**Item 4 – Public Question Time**

There were no members of the public present at this meeting but time is always allocated for issues to be raised.

**Item 5 – Minutes of the last meeting**

It was unanimously agreed that the draft minutes of the 23<sup>rd</sup> January 2018 be accepted.

Signed

Date:

**Item 6 – Matters Arising from the Parish Council meeting on 23<sup>rd</sup> January 2018**

- **Parish Councillor Vacancies**

With the death of Mr B Twining the Parish Council now have two parish councillor vacancies. The Returning Officer at NWBC had already confirmed that the council can co-opt to the first vacancy. The official 14- day notice period for displaying the second vacancy on the website and Parish notice boards will begin on 28<sup>th</sup> March 2018. It was proposed to also display some posters around the parish, do a leaflet drop and publicise further at the Annual Parish Meeting and within the Mancetter Matters magazine. A promotional piece will also be written highlighting the work the council has done within the community.

- **World War One Commemoration Plans for November 2018**

Mr H Blackburn is continuing with the research into the names listed on the War Memorials and has now been given a list of the families from Ridge Lane. It was suggested that we ask at the Annual Parish Meeting, on the noticeboards and the website for help with this from the community.

On Sunday 11<sup>th</sup> November St Peter's Church in Mancetter are now looking to hold a special commemorative service in the late afternoon from which people can then proceed around to the Memorial hall to watch the play about the Cadman Family and the lives of other local WW1 soldiers.

- **To agree a date for installing the remaining Councillors Parish Council E-Mail Addresses.**

It was decided for the remaining councillors to meet up at the Parish Office in Mancetter Memorial Hall at 6pm on Tuesday 17<sup>th</sup> April 2018 to complete the changeover.

- **Joint Meeting of Borough, Town and Parish Councils 25<sup>th</sup> January 2018**

Mancetter Parish Council tabled a question on the need for a Banksman to be employed at development sites to help manage the traffic issues. This will be monitored at future building projects but apparently cannot be written into the contracts.

- **Cancellation of WALC Annual Briefing Day**

Due to a lack of planned attendees this had been shortened to a half day and then cancelled altogether as a result of the snow. A review needs to take place to look at the content of this event prior to rescheduling a date.

- **Laurel Gardens Response**

Housing 21 had been contacted following the last parish council meeting to arrange an appointment with the Manager to discuss the safety and security procedures on site for Residents. It has been suggested that we attend a Laurel Gardens Committee meeting and are still awaiting the dates. PCSO M Yaqub would also like to attend and advised people to ring 101 if they have any welfare concerns. Borough Councillor Mr M Davis stated that a Fire Plan should be registered and County Councillor Bell is interested in the feedback from the meeting. Councillor Bell will check the current involvement of WCC within the scheme as they were originally partners along with NWBC in the set up.

### **Item 7- Report from the Police**

PCSO M Yaqub reported that in the last three months there have been 8 vehicle crime incidents involving stolen number plates, tools taken from transit vans and the theft from a driveway of a Ford Fiesta; 2 thefts from businesses, 4 house burglaries and two anti-social behaviour incidents resulting in AB contracts being issued and a referral to the Youth Offending Team.

There have been neighbour disputes near Mancetter Road and a smell of Cannabis in Church Walk. Children riding bikes have also been playing chicken with cars. PCSO M Yaqub stressed the importance of reporting incidents to 101. Throughout Mancetter, Ridge Lane, Atherstone, Hartshill and some smaller villages a total of one beat bobby and up to 4 PCSO'S are allocated to cover the area across 7 days a week.

PCSO M Yaqub then left the meeting.

### **Item 8 – Report from County and Borough Councillors**

- **County Council.**

Councillor M Bell had received a report from “Fix My Street” that the work on the Japanese Knotweed and Signage in Ridge Lane had been completed. Unfortunately, this is not the case as the Parish Council are aware that “Fix My Street” have been updating records and due to the length of time since the reports were made closing down cases on the assumption that work has now been completed.

Councillor Bell reported the good news that the Daw Mill Appeal had been thrown out by the Secretary of State, which will help set a precedent for safeguarding Green Belt land.

Litecast a company manufacturing concrete beams have purchased the site of the old Ansley Workshops as well as land along Pipers Lane and are looking to landscape the area and provide jobs for local people.

Warwickshire County Council have been successful in a bid for the first round of funding to look at attempting to dual carriageway the remaining stretches of the A5 from the M42 island down to the M69. This would be an important infrastructure upgrade although there is still a long way to go for the project to become a reality.

There will be a review of the street lighting policy once the latest round of LED installations has been completed. This will hopefully be towards the end of this year. Although councils in the south of the county seem to prefer the lights off at night. Councillor Bell has set up a petition in Hartshill for the street lights to be put back on overnight and would welcome people's views in North Warwickshire in preparation for the review later in the year.

There are also plans this coming financial year to install a pedestrian crossing opposite the Post Office in Mancetter which the Parish Council welcomes. It was suggested that the railings be removed and a couple of pieces placed opposite on the Post Office corner to help prevent parking on the bend.

- **Borough Council**

Councillor M Davis stated that after months of hard work the NWBC Draft Local Plan has now been submitted for scrutiny by the Inspectorate. He congratulated the Parish Council for the adoption of the Mancetter Parish Neighbourhood Plan which should be strengthened by the Local Plan proposals. It is believed that the Borough Council have now identified a six- year supply of Housing Needs.

Councillor D Clews shared that Edible Links had been shortlisted for the LGC Award for the Best Public Partnership for its work with Ocado NWBC and WCC. They are also being recommended for an award for their work in reducing items that end up in Landfill.

Edible Links supply breakfast clubs in schools as well as charities and community groups and 62 people attended the latest Honesty Shop which helps raise funds to employ two delivery drivers.

All Fencing has now been removed from the land at Rawn Hill Cottage.

Councillors Bell, Clews and Davis left the meeting at 8.30pm.

#### **Item 9– Any other Parish Business for Discussion**

- **To discuss any Grant applications received**  
No applications have been made.
- **To issue list of Parish Council Meetings July 2018 – March 2019**  
A list of the meeting dates has been issued to Councillors now that the room bookings have been confirmed.
- **Attendance at Standards Training on 30<sup>th</sup> April 2018 6.30pm Council Chamber**  
Mrs G Forknall will attend on behalf of the Parish Council with Mr T Hopkins in reserve.
- **Northern Area Meeting 26<sup>th</sup> March 2018**  
Mr T Hopkins attended the meeting at No Mans Heath Village Hall where there was a presentation by Warm and Well in Warwickshire and leaflets will be placed in both of the community centres in the parish.  
Concerns were raised over the adherence by WCC to the Local Charter and councils will be asked if they are prepared to continue paying an annual £10 levy for membership to the Northern Group. This will go on the agenda for the next meeting.
- **GDPR Legislation**  
The Parish Council is in the process of working through the NALC self- assessment questionnaire. The issue of the appointment of a Data Protection Officer is still ongoing and WALC have approached the WCC legal team to see if they would be willing to act on behalf of councils for a set fee. Parish Clerks are currently not able to be designated as a council DPO as there can be a conflict of interest based upon their role as the main processor of data on behalf of the council.

#### **Item 10 – Correspondence**

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

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

- **PAP/2017/0278 Gladman Developments Ltd** – No further information. It would be nice to be able to update the community on the archaeological finds at the Annual Parish Meeting in April.
- **PAP/2017/0384 Land Rear of 66 – 71 Arden Forest Estate Ridge Lane – Erection of 12 houses plus associated access and landscaping** – This has been passed in principle at the Planning and Development board and NWBC are awaiting further details on re-siting the entrance to the proposed development as it is currently opposite the Church End Brewery entrance.

Signed

Date:

- **PAP/2018/0050 Land adjacent to Fir Tree Paddock – Amendments of planning/appeal conditions** – Awaiting Details
- **PAP/2018/0167 58 Ridge Lane – Single Storey Rear Extension** – No Objection
- **PAP/2018/0173 54 Church Walk - Two Storey Side Extension** – No Objection

#### **Item 12 – Finance**

- **Signing of all payments since the last meeting**  
All cheques and bank payments were signed in accordance with the bank mandate.
- **Review of Clerk's salaries**  
It was proposed by Mr H Blackburn seconded by Mrs G Forknall and agreed unanimously to approve the Clerk's salaries for the forthcoming financial year. Feedback from the NJC is expected on the 10<sup>th</sup> April 2018 and hopefully the pay award will be confirmed shortly afterwards. It is proposing a 2% increase for Scale 22 and increases of 4.427 and 3.734% respectively for scales 18 and 19 in order to adjust the lower pay scales in line with the baseline for the minimum wage increase.

#### **Item 13 – Cemetery and Maintenance around the Parish**

- **Policy for setting Cemetery Fees**  
It was proposed by Mr H Blackburn seconded by Mrs G Forknall and agreed unanimously to approve the proposed Gravedigger Fees for Burial and Cremation Plots.

#### **Item 14 – Allotments**

- **Consideration whether to have an out of Parish rate for Allotment Holders**  
This was discussed and decided by Councillors who had not declared an interest, that as this only affected a small number of holders the administrative changes would not be beneficial. Priority is always given on the waiting list to residents within the Parish.
- **Collection of Allotment Rents**  
Mr T Hopkins reported that all Allotment Rents had been collected and banked.

#### **Item 15 – Publicity**

- The article submitted for the March / April edition of the Mancetter Matters Magazine was signed for the records.

**Item 16 – Date of next meeting: Annual Parish Meeting Tuesday 24<sup>th</sup> April 2018**

The meeting closed at 9.45pm.

Signed

Date: