

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

Minutes of the Parish Council Meeting of the Parish of Mancetter, held on
Tuesday 26th March 2019 commencing at 7pm in the Schoolroom, St. Peter's Church, Mancetter.

Present:

Chairman	Mr T Hopkins.
Parish Councillors	Mr J Arrowsmith, Mrs S Healy, Mr P Kelly, Mr P Mann.
County Councillor	Mrs M Bell.
Borough Councillor	Mrs D Clews
NWBC Community Development Team	Ms E Bracey
Parish Clerk	Mrs K Meads.
Assistant Parish Clerk	Mrs E Higgins.

Item 1- Welcome and Apologies

Mr T Hopkins welcomed everyone to the meeting and noted apologies from Parish Councillor Mrs G Forknall and PCSO J Eales. These apologies were accepted.
Parish Councillors Mr B O'Keeffe and Mr H Blackburn were absent due to work commitments and ill health.

Item 2 – Recording of the meeting

The Chairman 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 declared an interest in Item 14 -Allotments and Item 15 Footpaths Tenders.
Mr P Mann declared an interest in Item 11 Planning Applications.

Item 4 – Public Question Time

Two residents of Nuneaton Road attended the meeting to voice concerns over speeding and traffic following numerous accidents along this stretch of road. The Parish Council had sent out a mailshot to residents asking for help to tackle this issue with Warwickshire County Highways and the Police.

The Tarmac Quarry in Mancetter pay £11,000 per year to WCC towards road improvements. This money is guaranteed up until 2025 due to the finite life of the Quarry. At a recent Quarry Liaison Meeting, the Parish Council suggested that these funds be used by the County Council to fund traffic calming methods in Mancetter and Ridge lane such as a pedestrian crossing near St Peter's Church and average speed cameras.

Any issues with Tarmac lorries should be reported to the Quarry Manager Mr Morgan Grant.

The Council have been in touch with Craig Tracey MP and asked for a meeting with himself and the County Council to review the situation along Harpers Lane and Nuneaton Road.

Signed

Date:

Several residents have come forward to be involved in a community speed watch initiative to gather evidence for traffic calming methods. Once we have enough volunteers, we will be contacting the Police to set up a training session to use a speed gun to record speeds through Mancetter and Ridge Lane.

There has been issues with availability of officers and speed guns, but hopefully with some additional officers recently completing their training then resources can be made available.

The Police Crime Commissioner is launching a Road Safety Fund in April, and the Parish Council will look to bid for funding to put towards road safety measures.

The Parish Council understand the frustration of residents and encourage people to contact directly the Chief Executive of Warwickshire County Council Monica Fogarty, who is responsible for the County Highways department. The more public pressure applied the greater the chance of action finally being taken.

The Police also need to find ways of enforcing speed limits and the siting of unmarked vans to monitor speeds was discussed. The Parish Council would like to organise a public meeting with an Inspector and Sergeant present to look at a way forward.

Emma Bracey from the NWBC Community Development Team updated the council on the “Good Neighbour Scheme” being run in Mancetter to recognise the efforts of people who go the extra mile for members of the community. It had been identified that some people do not know their neighbours and the team are suggesting organising street parties to promote more of a community feel. Councillors were surprised at these findings, and again stressed that the community of Ridge Lane should be included as part of the parish of Mancetter. The recent Big Day Out had been successful and the Community Development Team would like to hold another event including fairground rides for the children. At the request of a local resident, anyone who would be interested in forming a running club in Mancetter were asked to get in touch with the team at NWBC.

Item 5 – Minutes of the last meeting

It was proposed by Mrs S Healy, seconded by Mr P Mann and unanimously agreed that the draft minutes of the Parish Council meeting held on 22nd January 2019 be accepted and were therefore signed by the Chairman.

Item 6 – Matters Arising from the Parish Council meeting on 22nd January 2019

- **Speed Monitoring in Mancetter and Ridge Lane.** (see public question time section above)
- **Damaged Fencing next to Wathen Grange and update on demolition.**
The damaged fencing has been removed. There has been no engagement with NWBC from the applicant of Wathen Grange concerning future plans for the site.
- **Bridge Repairs Mill Lane**
The boards affected have now been replaced and the parish council will contact paths@warwickshire.gov.uk to request non-slip mesh to be fixed to them to avoid a trip hazard particularly in wet weather.

Item 7 – Report from the Police

There was no report available at the meeting although apologies had been received.

Item 8 – Report from County and Borough Councillors

County Councillor M Bell fed back that plans to dual carriageway the A5 from the M42 island to Atherstone were at the top of the list for the Housing Infrastructure Fund with an initial target date of 2025.

There is a need for the road layout to be determined as there could be issues with the location of future housing developments.

The Quarry at Mancetter is coming to the end of its working life and there is a commitment to ensure that restoration of the site is completed by July 2025. The Parish Council will ask for an update on the outline plans at the next Quarry Liaison meeting.

Gladman Developments have submitted a revised application and NWBC are awaiting archaeological information. They would like to be aware of public opinion. The parish council have made a statement in the neighbourhood plan concerning housing saying that it is the only area where housing could be situated if a need is identified.

Borough Councillor D Clews reported that the police have spoken to the parents of those causing anti-social behaviour issues within Mancetter village. Some are now congregating near the bottom end of the charity field by the brick wall near to the Spinney and the Coppice. Residents and Councillors are encouraged to keep reporting issues to 101 so that evidence can be logged.

A defibrillator has now been sited at the Blue Boar in addition to the one outside Laurel Gardens and the chapel in Ridge Lane. The parish council will help publicise these locations to local residents so they are aware in case of an emergency.

Item 9- Any Other Parish Business for discussion

- **To discuss any Grant Applications received.**

There had been no applications submitted to the council.

- **To issue list of Parish Council Meetings July 2019 – May 2020.**

A list of meetings has been issued to councillors and accepted. These will be displayed on parish noticeboards and the website as well as in prominent community places.

- **Feedback from Northern Area Meeting 4th March 2019.**

Mr T Hopkins attended on behalf of the parish council. The group are still awaiting information on emergency planning from CSW which now incorporates Coventry, Solihull and Warwickshire. Emma Bracey mentioned that the Herbert Protocol which is used primarily for dementia cases could be used as a point of reference. Mr T Hopkins has submitted some comments on a draft constitution for the Northern Group.

- **To discuss staffing arrangements on the retirement of the Clerk and appointment of the Assistant Clerk as Clerk, Proper Officer and Responsible Financial Officer.**

It was proposed by Mr J Arrowsmith seconded by Mr P Kelly and approved unanimously that with effect from the 1st April 2019 Mrs E Higgins will be appointed as Parish Clerk, Proper Officer and RFO.

Mrs K Meads will take on the role of Assistant Clerk to assist with the end of year financial accounts, preparation for internal and external audits and payroll year end.

Mrs K Meads currently has a five -hour weekly contract and has been logging hours worked over the last year. The extra hours worked will be paid during April – June 2019.

After June 2019 Mrs K Meads will cover cemetery work when Mrs E Higgins is on annual leave.

- **To consider ways of community engagement including the use of social media and grapevine.**

It was discussed whether to set up a closed social network linked to the parish council website to be accessed by residents on the electoral register. There are risks and time management issues involved with using social media, so despite it being a preferred method of communication for many, the council decided not to pursue this option and opted instead for including information within the local grapevine publication.

- **To approve correspondence relating to Ridge Lane Chapel and Community Room regarding future financial implications.**

The parish council have been made aware of a proposed 63% annual increase in financial contributions levied on the Chapel in Ridge lane, which has implications for its continued use.

The building is used as a resource for the local community and was built through funding from local villagers.

It was proposed by Mr J Arrowsmith and seconded by Mr P Mann, to write a supporting letter highlighting the importance of retaining an important community asset used by residents of Ridge Lane and Birchley Heath.

Item 10 – Correspondence

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

Item 11– Planning Matters and New Applications

The following planning matters and applications were discussed:

- **Enforcement issues update**

NWBC have been unable to recruit a replacement Enforcement Officer and the two agency officers have also left. Concerns over unauthorised development have been raised with the planning department and will be passed on to a new officer as soon as one is appointed.

Previous Applications

- PAP/2017/0278 Gladman Developments Ltd – Outline Application for 115 Dwellings Nuneaton Road Mancetter – **See County Councillor Update**
- PAP/2018/0050 – Land adjacent to Fir Tree Paddock – Amendments of Planning/Appeal Conditions – **Awaiting Information**
- PAP/2018/0644 – 19 The Coppice – Single Storey Sunroom Extension – **Granted**
- PAP/2018/0671 – 21 Mancetter Road – Remove Garage replace with Detached Workshop/Replacement Porch and Two Storey Bays to Front Extension – **Granted**
- PAP/2018/0660 – Wathen Grange School – Consultation on Demolition – **Prohibited under Article 4 for 6 months as of 13th December 2019**
- PAP/2018/0701 - Dobbies – Part change of use from A1 Retail to Sui Generis Vet and Dog grooming - **Granted**
- PAP/2018/0723 - Land East of Kirby Glebe Farm by Mr Sykes for change of use to a residential caravan site for 2 families for 2 caravans and 2 amenity buildings – **Granted**
- PAP/2019/0005 50 Harpers Lane – Two Storey Side Extension – **Granted**

New Applications

- PAP/2019/0086 – Kirby Glebe Farm – Change of use to a residential caravan site for 1 family with three caravans and dayroom – **Concerns over increased development of site**
- PAP/2019/0126 – Cherry Blossom Barn Atherstone Road – Conversion of Stables into a dwelling – **Concerns over access and development within a rural setting as it is not a redundant farm building**
- PAP/2019/0138 – Manor Farm House Quarry Lane – Work to trees in the conservation area – **No Objection**
- PAP/2019/0137 22 Harpers Lane – Single Storey Rear and Side Extension – **No Objection providing materials used are in keeping with the Mancetter Neighbourhood Plan.**

Item 12– Finance

- **Signing of Payments**
All cheques and bank payments were signed in accordance with the bank mandate.
- **Review of Salary and Pension Arrangements**

It was proposed by Mrs S Healy seconded by Mr P Kelly and approved unanimously, to pay from April 2019 the new Clerk scale 8 and on receipt of her CILCA qualification confirmation scale 9. The Assistant Clerk will be paid at scale 13. Pension contributions have been renewed with the Pensions Regulator.

From April the Clerk will work the equivalent of 20 hours per week and the Assistant Clerk 5. At the end of June, the Assistant Clerk will retire and subject to advice from WALC will provide paid cover for the Clerk when on annual leave for cemetery matters.

- **To approve the purchase of a bespoke parish council website**

It was agreed to defer this agenda item for another meeting.

Signed

Date:

Item 13– Cemetery and Maintenance around the Parish

- **To appoint a councillor to review risk assessments for the cemetery**

Mr P Mann will meet with the Clerk and look at the risk assessments in place.

The council are happy to appoint him to review risk assessments should he wish to consider taking on this role with support from the Clerk.

Item 14 – Allotments

- **Update on finance spent, skip, waiting list and collection of rents**

Councillors were given a breakdown on allotment expenditure over the last few years which totalled £704.03 including the skip which had been delivered on 1st March 2019. All allotment rents have been collected and banked and we now have three people remaining on the waiting list where priority is given to residents within the parish.

Item 15 – Footpaths

- **To discuss tenders for the Rights of Way contract**

One tender had been received at a value of £1,500 per annum from a local resident. Where possible the council tries to award contracts that support the local economy. It was proposed by Mrs S Healy and seconded by Mr P Mann to award a two- year contract with a review after 12 months where we would reserve the right to withdraw. The contract will be awarded subject to references, a risk assessment and receipt of the appropriate Public Liability Insurance.

It was discussed that volunteers from the Quarry could assist with some clearance work around the Jubilee seat, and this will be discussed at the next Quarry Liaison Meeting.

Item 16 – Publicity

- **Article for Mancetter Matters March 2019**

A copy of the article for the Mancetter Matters magazine was signed for the records.

Item 17 - Date of next meeting: Annual Parish Meeting Tuesday 30th April 2019 at 7pm.

As there was no further business the meeting closed at 9.55pm.