

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

Minutes of the Parish Council Meeting of the Parish of Mancetter, held on
Tuesday 23rd July 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, Mrs S Healy, Mr P Kelly, Mr P Mann.
County Councillor	Mrs M Bell.
Borough Councillors	Mr A Clews, Mrs D Clews.
Parish Clerk	Mrs E Higgins.

Item 1- Welcome and Apologies.

Mr T Hopkins welcomed everyone to the meeting and noted apologies from PCSO M Snape.

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 and Mrs G Forknall declared an interest in Item 14 -Allotments
Mr P Mann declared an interest in Item 11 Planning Applications.

Item 4 – Public Question Time.

A resident of Daniel Road attended the meeting to observe and had no specific questions to raise.

Item 5 – Minutes of the last meeting.

It was unanimously agreed that the draft minutes of the Annual Parish Council meeting held on 14th May 2019 be accepted and were therefore signed by the Chairman.

Signed

Date:

Item 6 – Matters Arising from the Annual Parish Council meeting on 14th May 2019.

Update on Speed Awareness and Traffic Calming Issues

The minutes from the Traffic Calming Working Group on the 22nd May had been distributed and contained a reference to the “Acceleration Lane” which refers to the narrow part of Harpers Lane between the grass and the top of Mancetter Road. It is a local term as opposed to a real name but is considered to be an accurate description of traffic use.

The funding application was submitted to the Police Crime Commissioner Road Safety Fund to upgrade the speed awareness signage and the Parish Council should hear whether it has been successful during the summer.

The Council are still awaiting a date from the Police regarding Speed Gun Training, and the Freedom of Information Request sent in concerning the number of personal injury collisions remains unanswered. The Clerk will chase up these matters.

Following the recent visit by MP Craig Tracey, a resident’s survey will be distributed on Saturday 27th July to those who live in Harpers Lane, Nuneaton Road, The Spinney, The Coppice, St Peter’s Road, Lodge Close and Mancetter Road. The draft version was discussed at the meeting and the Parish Council asked if it could be amended to include Nuneaton Road and Harpers Lane within the questions. The deadline for the return of the surveys will be Friday 9th August. Mr P Mann will call round to collect surveys and collection boxes will be placed in the Post Office, Mancetter Stores and at the Parish office in Mancetter Memorial Hall.

The feedback will be used to demonstrate the concerns of residents to those with the power to influence decisions and as an initial consultation regarding traffic calming options.

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 shared that the Civic Society had been successful with Leader funding for the Roman exhibition at St Peter’s Church.

She had been informed that the Tarmac Planning Application had been granted and councillors wished to see a copy of the decision notice to see if suggestions made following a recent meeting had been taken into consideration by the Planning Committee.

The Quarry have agreed to reintroduce large numbers on to the lorries so that residents can report concerns over individual vehicles more easily. A quarterly newsletter will also be sent to the parish council and residents with a log of incidents reported and dates and times when it has been necessary to return to site within the extended hours.

A resident of Quarry Lane has raised with the County Council the issue of the narrow pavements and the difficulty in accessing Quarry Lane in a motorised scooter.

In September the County Councillor Grant Fund will re-open and approximately 50% of the budget remains to allocate to local projects.

Signed

Date:

Concerns have been raised by Hartshill residents over the gypsy site at Kirby Glebe Farm which just falls inside Mancetter Parish. Mancetter has not received any complaints but has raised concerns with planning about the over-intensification of the site and capacity for sewage disposal with the recent influx of applications.

Borough Councillors A and D Clews had raised with Seven Trent the issues of flooding due to poor/blocked drainage along Mill Lane and had investigated the pollution in the Mill Race.

Both requested a timeline of enforcement issues including the canal bridge, Stoneleigh Quarry Farm and Fir Tree Paddock. Councillor A Clews will look to set up a meeting with the Parish Council, Planning Department and Enforcement Officers to conduct a site visit to unravel the outstanding issues canal side along Quarry Lane. The clerk was unaware that the new enforcement officer had left, so will now direct future concerns and feedback requests to L Morgan and G Treen who are the current postholders.

A meeting is taking place during the first week in August with representatives from Wathen Grange to discuss the future of the site. The article 4 direction is now in place permanently which means that no demolition can take place without plans being approved by the Borough Council. The Mancetter Neighbourhood Plan and the efforts of our local councillors have managed to ensure that the developers take the history of the building into consideration. A representative from the Parish Council would also like to attend the meeting.

Item 9- Any Other Parish Business for discussion

- **Feedback from WALC Training.**

Mr J Arrowsmith and Mr P Kelly both attended part one of the training course “Understanding Parish or Town Councils” The course was well presented and useful in terms of understanding roles and responsibilities.

- **NWBC Joint Meeting.**

The annual meeting to raise issues with NWBC this year is taking place on Monday 21st October 7.30pm in the NWBC Council Chamber. Mr T Hopkins and Mrs S Healy will attend on behalf of Mancetter. It was agreed to submit questions regarding communication of personnel changes, fly tipping and how the backlog of enforcement issues would be dealt with.

- **St Peter’s PCC Request for Signage and a Memorial Stone.**

The Parish Council has no objections either to the memorial stone or the signage for the Roman Mancetter Project and welcomes and supports all of the hard work taking place. St Peters will need to check with the Diocese whether a faculty is required for the installation of the signage, as it will involve disturbing the ground of the closed churchyard for the footings. As all of this site is in part of the conservation area for Mancetter and also protected under the Neighbourhood Plan for the village, any permanent signage will also require a notice of consent from the Borough Council. As it will be on prominent display in the conservation area, then the design and choice of colours will be key so as to advertise but be in keeping with the picturesque view on the way into Mancetter from Nuneaton Road. Warwickshire County Council will be a consultee from a highways perspective as it is close to a road junction.

Regarding the memorial stone a faculty will not be needed. The PCC should be aware of the weight of the stone to ensure that there is no possibility of ground subsidence either on installation or over time due to bad weather. Grave Stones are anchored into the ground but as the stone will rest on the grass then this is worth checking. The Cemetery Contractor will be asked to trim around the stone but will not be responsible for any cleaning or maintenance of the stone itself.

The siting of the stone will be entirely at the risk of the PCC so in the unlikely event of any damage to footpaths or gravestones whilst the stone is being transported then the Parish Council will not be liable for repair costs.

- **Timescale for new website and changes to e-mail accounts.**

The annual software contract for the website programming is due for renewal by 25th July and the cost of monthly renewal is 33% more than an annual contract. It was proposed by Mrs S Healy and seconded by Mr H Blackburn, that the annual contract is renewed and Mr J Arrowsmith continues to manage the site but spends time during the coming months either recoding the existing website or sourcing an alternative with support from the Clerk. The Council resolved that a new website needed to be up and running prior to the end of July 2020, and asked Mr J Arrowsmith to provide the council with an interim report at the November meeting.

The email system between the clerks will be reorganised now that Mrs K Meads is on 5 hours a month. The assistant clerk email will be deleted, Mrs E Higgins will take over the parish clerk e-mail address and Mrs K Meads will be contactable on parish clerk RFO.

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, the Tarmac application and Wathen Grange Article 4 direction were discussed as part of the Borough Councillor section.**

Previous Applications

- PAP/2018/0050 – Land adjacent to Fir Tree Paddock – Amendments of Planning/Appeal Conditions – **Awaiting Information**
- PAP/2019/0126 – Cherry Blossom Barn Atherstone Road – Conversion of Stables into a dwelling –**Granted**
- PAP/2019/0137 22 Harpers Lane – Single Storey Rear and Side Extension – **Granted**
- PAP/2019/0256 Land 50 metres south of Kirby Glebe Farm Atherstone Road Hartshill – Change of land use for a residential caravan site for 4 families each with 2 caravans and erection of 4 amenity buildings - **Pending**

New Applications

- PAP/2019/0289 – 34 Ridge Lane – First Floor Rear Extension – **As this is a first- floor extension there will need to be checks on the existing foundation as drains from adjoining properties run close to the wall line. It would also be appropriate for the brickwork over the window to reflect the original style of the cottage.**

Signed

Date:

Item 12– Finance

- **Signing of Payments**

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

- **Review expenditure against budget for the first quarter of the financial year and discuss changes in allocation.**

It was proposed by Mrs S Healy seconded by Mr H Blackburn and agreed unanimously to reallocate funds from the election costs budget to increase the employment budgets by £1165.00 to cover the additional approved costs relating to pension, national insurance and contracted hours.

£300.00 will also be transferred from election costs to pay for the extra money awarded for the footpaths contract.

- **To approve the one -off payment to the Former Clerk for additional hours worked.**

It was proposed by Mrs S Healy seconded by Mr H Blackburn and agreed unanimously to pay the additional hours accrued as part of the August Payroll.

- **CCLA Bond update of account details and signatories**

It was proposed by Mrs S Healy seconded by Mrs G Forknall and agreed unanimously that arrangements for the Bond would remain the same and the new signatories would be: Mr T Hopkins, Mr H Blackburn, Mrs S Healy and Mrs E Higgins. The mandate will therefore be signed and sent off.

Item 13– Cemetery and Maintenance around the Parish

- **Overhanging Trees Churchyard and Cemetery**

As the site falls within the conservation area a planning application is required to undertake work on the trees which are not protected by a tree preservation order. It was proposed by Mrs S Healy and seconded by Mrs G Forknall to make the application and contact contractors to price up the work. The budgeted financial reserve in place for cemetery work can be used.

- **Subsidence in the new burial area**

It was proposed that M G Evans Funeral Directors and Monumental Masons be made aware as the principal firm installing headstones and letters be sent to the deed holders concerned.

- **To review the existing Cemetery Interment Policy due to an increase in out of parish burials.**

It was agreed that the Clerk will submit a draft policy for consideration at the next meeting.

- **To review the Risk Assessments for the Cemetery, Closed Churchyard, Village Green, Cemetery Contractor and Parish Handyman.**

This item was deferred to a future meeting. Part of the railings around the cemetery by the shed have been damaged so this requires investigation.

Item 14 – Allotments

- **Review of Risk Assessment / Tenant Rules**
Deferred until the next meeting.
- **Update on 3rd Party Liability Insurance**
The Parish Council Insurers have confirmed that only vacant plots and communal areas are covered under the council insurance policy. Letters will be sent to all Allotment holders to make them aware that they are liable for their own plots and it will be up to each individual to consider whether they wish to take out any cover for third party liability.
- **Damaged Tree in Allotment Area**
There is a tree which requires attention and this job will be added onto the work being quoted for on the trees within the cemetery and closed churchyard.

Item 15 – Footpaths

The footpaths contractor is making good progress around the parish paths cutting back foliage and refreshing the paint on marker posts. Whilst working near Woodford Lane he came across a severe case of fly tipping containing confidential paperwork. Photographs were taken and the issue was reported to NWBC who arranged for the site to be cleared and hopefully have enough evidence to pursue a prosecution.

The 30mph speed roundel at the bottom of Harpers Lane by Mancetter Island is completely obscured by foliage which will be reported.

Item 16 - Date of next meeting: Tuesday 24th September 2019 at 7pm.

As there was no further business the meeting closed at 9.15pm.