

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

Minutes of the Parish Council Meeting of the Parish of Mancetter, held on  
Tuesday 24<sup>th</sup> September 2019 commencing at 7pm in the Schoolroom, St. Peter's Church, Mancetter.

**Present:**

<b>Chairman</b>	Mr T Hopkins.
<b>Parish Councillors</b>	Mr J Arrowsmith, Mr H Blackburn, Mrs G Forknall, Mrs S Healy, Mr P Kelly, Mr P Mann.
<b>County Councillor</b>	Mrs M Bell.
<b>Borough Councillors</b>	Mr A Clews, Mrs D Clews.
<b>Police</b>	PCSO S Fretter, J Eales.
<b>NWBC Community Development Team</b>	R Stephens
<b>Parish Clerk</b>	Mrs E Higgins.

**Item 1- Welcome and Apologies.**

Mr T Hopkins welcomed everyone to the meeting to which no apologies had been tendered.

**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.

Due to the time pressures facing the police it was resolved to bring forward Item 7 to enable the PCSO's to return promptly to duties.

**Item 4 – Public Question Time.**

Mr R Taylor attended the meeting for the second time as a member of the public and has expressed an interest in being co-opted to the remaining parish council vacancy. The council supports his co-option and the Clerk will organise subject to eligibility and advertising criteria for the declaration book and code of conduct to be signed.

R Stephens from the NWBC Community Development Team fed back about the Green Space Strategy consultation that took place recently in Mancetter Recreation Ground. Children decorated mosaics and also wrote a poem about the area which will be used to create a welcome sign near the entrance to the park.

Signed

Date:

After a successful project in Dordon, the team are looking to launch a £500 Ideas Fund to help get a community project off the ground such as a family fun group or litter picking. People would like to see additional benches, more play equipment and after school activities in the park.

A meeting is taking place on Thursday 26<sup>th</sup> September to look at setting up a community cinema group to share resources between local villages. Once again, the existence of Ridge Lane as part of Mancetter Parish was highlighted although statistically Mancetter village is the focus as an identified priority area of need.

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

It was unanimously agreed that the draft minutes of the Parish Council meeting held on 23<sup>rd</sup> July 2019 be accepted and were therefore signed by the Chairman.

**Item 6 – Matters Arising from the Parish Council meeting on 23<sup>rd</sup> July 2019.**

**Road Safety Fund Application, Speed Gun Training and Freedom of Information Request.**

The application made by the parish council for funding from the Warwickshire PCC Road Safety Grant was unsuccessful. The letter received from the Police Crime Commissioner advised that the County Council had been consulted concerning the bid, and had indicated that the case could be given further consideration.

The Freedom of Information request relating to personal injury collisions has now been received. It shows a total of 1 fatality, 5 serious injuries and 5 slight injuries since 2016 between Harpers Lane and the railway bridge at the end of Nuneaton Road.

PCSO S Fretter is trained to run PNC checks and will vet the volunteers for the community speed watch programme and request an assessment on safe places to monitor speed. Once this is completed then a date for the training can finally be set. Mrs G Forknall will join the team to monitor Ridge Lane.

**Item 7 – Report from the Police.**

Councillor D Clews had asked if PCSO Fretter could attend the meeting to give feedback due to the high number of issues currently taking place within the area.

The council were informed that there have been 32 recorded incidents during the last month, 12 relating to anti-social behaviour and 3 road traffic collisions. Other incidents are of a confidential nature including domestic violence. Councillors asked if she could provide further details on the collisions, as the council are working with the public and other authorities to look at traffic calming and speed awareness within the parish.

Drugs are an ongoing issue in both villages and dealing has been witnessed from a car near to the Arden Forest flats in Ridge Lane, and close to the layby on the corner of Adrian's Close in Mancetter.

The police in our area are looking to use a plain car to conduct observations, but are currently short of officers with two PCSO's and one PC. A new PC will be joining the team shortly. The amount of police cars parked within woolpack way carpark was discussed and is a short- term measure due to the establishment of a new Rural Crime Team on 7<sup>th</sup> October. It was suggested that some of these cars could be parked at incident hotspots but this approach is not favoured by the current Chief Constable.

Quad bikes are continuing to cause a nuisance in the neighbourhood in particular in the Brook walk side of the park and Ramsden Road, as well as at the golf course in Ridge Lane.

Descriptions of vehicles and evidence of perpetrators have been passed to the police and section 59 notices will be issued. Parking of lorries in the residential section of Manor Road near to Purley View is also causing problems.

**\*Prior to the County and Borough Council reports, Vice Chair Mr H Blackburn presented the Chair Mr T Hopkins with a card and gift in recognition of him completing 40 years continuous service with Mancetter Parish Council.**

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

#### **County.**

The County Councillor Grant Fund has now reopened for bids towards small community projects.

County Councillor M Bell explained that the PCC Road Safety Fund mostly agreed to give funding towards speed watch programmes and had not worked closely with the County Council who have the statutory responsibility for Highways issues. The cost of replacing the damaged flashing speed sign in Nuneaton Road should not be coming out of Councillor Bell's budget and should be funded by WCC.

A meeting and site visit will be arranged with highways to discuss the results of the recent survey undertaken to obtain feedback on traffic calming methods. Mr T Hopkins suggested that Matthew Williams from WCC planning also attends, and an agreement is made to utilise section 106 monies provided by Tarmac to the County Council towards road improvements on routes used by Tarmac Quarry lorries. The total amount per year is £11,000 and to date the parish council nor the quarry are aware of where the money has been spent over the previous 3-4 years. This income is guaranteed until 2025 and a strong case to ringfence some money towards the most beneficial traffic calming options should be made. There are continuing issues with lorries cutting down Steppey Lane heading towards Hartshill Quarry. The enforcement of weight limits for lorries using the bridges needs clarification as the police are not applying this to empty vehicles that weigh at least 18mgt due to size.

Mrs S Healy raised concerns over recycling and whether blocks of flats had the appropriate capacity for waste disposal within the communal bins, as rubbish is often overflowing shortly after collection.

A recycling initiative to raise funds for the community by collecting crisp packets and tetra packs was highlighted and could be looked at by the Community Development Team to encourage a community spirit.

#### **Borough**

Councillor D Clews stated that following a report of damage within the children's play area at Mancetter Recreation Ground, the area was inspected and large tears in the play surface resulted in the park being closed. A sharp rise in anti-social behaviour from Mancetter residents has been noted, with recent episodes of arson in Mancetter Rec and Westwood Road Park. The behaviour of specific individuals is being monitored and the Borough Council are looking to install a mobile CCTV camera within Mancetter Rec to record issues. If requested the County Council could consider keeping the streetlights on in that area to aid visibility.

Councillor A Clews has been proactive in asking for feedback regarding the outstanding enforcement issues along Quarry Lane. A report was read out which explained that due to emergency enforcement issues the scheduled visit had been unable to take place but Councillor Clews will continue to pursue matters on behalf of the Parish Council.

### **Item 9- Any Other Parish Business for discussion**

- **Invitation to the opening of the Roman Mancetter Exhibition.**

The official opening of the Roman Mancetter Exhibition is taking place at 7pm on Wednesday 23<sup>rd</sup> October at St Peter's Church. Councillors Arrowsmith, Blackburn, Healy, Hopkins and Mann will all attend along with the Clerk to show support.

Signed

Date:

- **Feedback from Speed Awareness and Traffic Calming Meeting.**

The meeting took place on 18<sup>th</sup> September and was attended by 12 residents as well as Mr P Mann, Mr T Hopkins and Mrs E Higgins. The public requested that the parish council consider funding radar monitoring to evidence speeds providing that the results were able to be interpreted and would be acted upon. They wished the Police to undertake speed monitoring along Nuneaton Road as highlighted in other areas by the SNT in Coleshill via their face book page. Immediate measures for traffic calming requiring less investment were suggested, including a stop sign at the end of Quarry Lane and Nuneaton Road and crocodile teeth on the approaches to the village with 30mph signs with 3,2,1 countdown markers.

- **Update on Tarmac Planning Application for later vehicle return times.**

The scheduled Quarry Liaison meeting on 23<sup>rd</sup> September has been rearranged for 7<sup>th</sup> October and the current WCC Planning list does not contain the decision notice. Therefore, an update will be forwarded to councillors as soon as information becomes available.

- **Update on Wathen Grange Article 4 direction.**

Councillor D Clews shared that a positive meeting had taken place with the owners of Wathen Grange and although the Parish Council were not allowed to attend, an acknowledgement of the heritage of the site has been recognised and will hopefully be incorporated into future plans.

- **Update on proposed work to trees in the closed churchyard, cemetery and allotments.**

The Clerk has sought advice and has been working on a sketch plan for the planning application to undertake crown lifting on trees in the conservation area. There is also a dead tree which will now require removal from the cemetery.

The approved gravedigger for Mancetter who also undertakes tree surgery work on behalf of local firms, is in the process of submitting a quotation for the work. He has the relevant insurance and is familiar with the cemetery, churchyard and allotment site. It was proposed by Mrs S Healy and seconded by Mr H Blackburn that due to the need to remove the dead tree from the cemetery, rather than delay, they would prefer to give permission to proceed and award the work to a local reliable contractor who is familiar with the area providing the cost is reasonable and within the threshold of the cemetery financial reserves. Increased income from out of parish burials could then potentially be replaced into the cemetery reserves at the end of the financial year if approved by the council.

## **Item 10 – Correspondence**

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

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

### **Previous Applications**

- PAP/2018/0050 – Land adjacent to Fir Tree Paddock – Amendments of Planning/Appeal Conditions – **Awaiting Information**
- 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**
- PAP/2019/0289 – 34 Ridge Lane – First Floor Rear Extension – **Granted**

## New Applications

- PAP/2019/0457 – Kirby Glebe Farm – Change of land use for a residential caravan site for 7 families each with 2 caravans and erection of 3 amenity buildings – **Continue to raise concerns over the over intensification of the site since the overturning of the original application by the planning inspectorate.** Hartshill residents have reported issues with anti-social behaviour and the burning of materials on the site which now encompasses Barn Farm fishing pools.
- PAP/2019/0489 – Certificate of Lawfulness Greenacres Nuneaton Road – **The parish council have been asked to provide evidence that the business has not been operating on site for 10 years. The minutes of a council meeting from September 2015 show that NWBC were investigating an unauthorised development on site and companies house shows the business being set up in 2018.**

## Item 12– Finance

- **Signing of Payments**  
All cheques and bank payments were signed in accordance with the bank mandate.
- **To sign and adopt updated Financial Regulations to incorporate changes made by NALC In July 2019.**  
In May 2019 the council amended its financial regulations following training by the clerk and an update from WALC. As a result, the changes made had already incorporated most of the guidance from NALC. The Council have reviewed the regulations and an amended policy has been signed for the records and will be put onto the website.
- **To discuss the revised renewal fee for the North Warwickshire Area Committee of Parish Councils.**  
At the AGM the Area Committee agreed to increase the annual subscription from £15 per annum to £17.50. It was proposed by Mrs S Healy and seconded by Mr H Blackburn to approve the increase when it is time to pay for 2020/2021. The purpose of the group is to share common issues and challenge other authorities as a collective. By feeding information into the Warwickshire Association of Local Councils who in turn update the National Association, issues can be raised at Government level.
- **To reallocate funds towards Traffic Calming and Speed Awareness**  
It was proposed by Mr H Blackburn seconded by Mrs S Healy and agreed unanimously to transfer if required the £500 from the Heritage budget into the Traffic Calming budget. This will allow the council as suggested by parishioners to pay for Radar Monitoring to take place subject to the results being interpreted and acted upon. The Heritage budget could then be reconsidered as part of the process for determining the requirements for the next financial year.
- **To discuss any budget requests outside of normal expenditure in relation to specific projects**  
Councillors were asked to inform the Clerk of any requests for additional expenditure so that the budget can be drawn up. Looking at replacing damaged parts of the fencing around the cemetery is one such project and Mr P Kelly will work alongside the Clerk to consider options, research costings, obtain quotations and adhere to planning rules within the conservation area.

- **Update on Internal and External Audits**

The Clerk confirmed that the council had passed both the Internal and External Audit processes and will publish the required notices on the website and noticeboards.

- **CCLA Bond e-mail directive**

It was proposed by Mrs S Healy seconded by Mrs G Forknall and agreed unanimously that access to the Bond funds would not be allowed to take place by e-mail correspondence.

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

#### Exclusion of the Public and Press

That under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined by schedule 12A to the Act.

Exempt Information: Report on Cemetery Benches, Cemetery Rules and Risk Assessments by reason of the reports containing information relating to an individual.

**The Risk Assessment for the Cemetery and Closed Churchyard was amended slightly and the updates signed off by the Council. Mr P Mann was thanked for his work in reviewing the documentation.**

- **Update on grave subsidence**

Nigel Evans came out to look at the headstones which were leaning and confirmed that they were not at risk of falling over. He made arrangements for the ground to be levelled and the headstones straightened which has now taken place. This was done free of charge and therefore the deed holders did not require to be contacted.

The parish council handyman along with the gravedigger will keep topping up graves as and when they are over the cemetery and the handyman will keep monitoring the levels.

- **To approve changes to the Cemetery Interment Policy in relation to out of parish burials and cremations.**

Due to restrictions in nearby burial grounds, Mancetter has seen an increase in requests for out of parish burials. There is a need to protect the availability of burial plots for future generations of parishioners.

A draft policy had been given to councillors for consideration, and was approved unanimously by the full council. This will be reviewed annually.

Out of Parish fees remain the same and cremation plots are available to purchase by non-parishioners.

**Burial Plots can be purchased by non-residents only if they can demonstrate a strong connection to Mancetter through previous residency, employment, family connections or links to places of worship. Each request will be decided on merit.**

**Item 14 – Allotments**

- **Review of Risk Assessment / Tenant Rules**

The allotment risk assessment and environmental codes for allotment holders were reviewed, updated and approved by the council and a copy signed for the records.

**Item 15 – Footpaths**

The footpaths contractor is making good progress around the parish paths cutting back foliage and refreshing the paint on marker posts. The bridge at the end of Mill Lane requires the replacement of two broken tread boards and the application of some anti slip coating to reduce the risk of slipping in wet weather. This will be reported to the County Council and the parish council may need to consider whether to look at 106 funding for footpaths.

**Item 16 – Publicity**

A copy of the article submitted within the September/October issue of Mancetter Matters was signed for the records.

**Item 17 - Date of next meeting: Tuesday 26<sup>th</sup> November 2019 at 7pm.**

As there was no further business the meeting closed at 10.08pm.