

**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> March 2015 commencing at 7.00pm in the School Room, St. Peter's Church, Mancetter.

**Present:**

**Chairman** Mr T Hopkins

**Parish Councillors** Mrs J Marshall, Mrs J Mawson, Mr C Tooby, Mr T Benham, Mrs S Healy,  
Mr H Blackburn

**Parish Clerk** Mrs K Meads

**Police** Beat Manager, Mrs Kim Stafford

**County Councillor** Mr C Clark

**Borough Councillor** Mr M Davis

**Public** Rev T Tooby, Mr D Harvey

**Item 1-Apologies**

Apologies had been received from Mr B Hamson due to ill health. These apologies were accepted. Apologies were also received from Mrs L Freer Borough Councillor

**Item 2 – Notice of Interest**

Mr T Hopkins and Mrs J Mawson declared an interest in Item 13-Allotments.

**Item 3 – Recording of the meeting**

The Chairman, Mr T Hopkins welcomed everyone to the meeting and asked if anyone recording the meeting could make themselves known. There was no recording of the meeting.

**Item 4-Approval of minutes of the Parish Meeting of 20<sup>th</sup> January 2015**

It was unanimously agreed that the minutes be accepted.

**Item 5 – Report from Police**

Kim Stafford introduced herself as Beat Manager for Hartshill and Mancetter. She has been in post since 1<sup>st</sup> February 2015.

Kim's report is as follows:

Parking in Wakeford Close has been monitored since February with some warnings and notices issued, but no tickets. The compound at STWA in Ridge Lane had been broken into and tools stolen.

There have been 10 incidents of anti-social behaviour mainly due to off road bikes. There is now a trained team which is targeting off road bikes most weekends.

There have been no reported burglaries. Four Road Traffic incidents in Nuneaton Road. Four thefts from motor vehicles, mainly tools. One stolen motor bike.

Year to date figures show house burglaries down 50%; car crime the same as last year; burglaries from compounds down 40%.

Mr T Hopkins advised that he had called the Police on Sunday about mopeds and bikes in Ridge Lane.

Mr T Hopkins thanked Kim for her concise report and said that it was the best we have had for some time.

Signed By Chairman  
Mr Trevor Hopkins

Date: 19<sup>th</sup> May 2015

Agreed by all Councillors.

### **Item 6 – Report from County and Borough Councillors**

Borough Councillor, Mr M Davis advised that he only had a report on The Plough. The Civic Society is fighting to keep it as a pub. This matter was then discussed in full, but as all the brewery equipment had been removed and a number of tenants had been unsuccessful in making it profitable it was thought that it was best for it to be re-developed rather than left to deteriorate.

County Councillor, Mr C Clark apologised for missing some previous meetings and reported on some of the items raised at Area Forum.

- The bollards and signage in Margaret Road, outside Outwoods School are now in place, although some residents are concerned that the problem has only been moved further down the road. There is a small amount of money left in the budget and it may be possible to tarmac some of the small grassed areas.
- Some speeding tickets had been issued in Harpers Lane.
- The area around the Nuneaton Road Bridge (The Iron Bridge) was being monitored for HGV routes and there may be a change of priority for traffic in this area.
- Mancetter Traffic Island is still high priority due to differing speed limits, accidents etc. Mr T Hopkins commented that the A5 Action Group had met with Highways Agency who confirmed that there are plans for changes, but nothing had been confirmed at this time.
- Rev T Tooby asked if the road signs directing traffic to The Golf Club could be removed as the club is no longer in use. Mr Clark said that he would raise this issue.

Mr Clark advised that a project named “Safe Route to School” with a budget of £3m may soon be available. Research is being undertaken to determine the best use of the money and Mr Clark asked the Parish Council to compile a Wish List of items we would like to be included.

Mr Clark also advised that the Councillors Delegated Budgets are to be re-instated. These are not large amounts but again he is open to suggestions as to the best way to allocate his funding.

Mr T Hopkins reported on the increasing number of incidents of fly-tipping and how much this must be costing the Borough Council. He asked if Councillors would take up the issue with the Borough or County and suggest that ‘No fly-tipping’ notices be erected. Mr Clark and Mr Davis agreed to take up this matter.

### **Item 7 – Footpaths**

Mr T Hopkins advised that Mr M Briner had again walked the public footpaths and presented a report to the Parish Council. The Clerk has passed the report to the County Council who have acknowledged the issues and allocated job numbers for the paths to be inspected.

### **Item 8-Any other Parish Business**

#### **• Neighbourhood Plan**

Rev T Tooby and Mr D Harvey were in attendance to give an update on how the Neighbourhood Plan was progressing. They confirmed that letters from the Borough Council had been delivered to all houses and businesses in Mancetter. Mr T Hopkins confirmed that the letters had also been delivered to houses in Ridge Lane village and the surrounding areas.

The next stage is to prepare a questionnaire to determine what local people want for their Parish.

Rev Tooby confirmed that preparing the plan will not be a quick job and it will take between 18 months to two years. Grants are available and The Clerk has been in contact with the Borough Council and will proceed with the application.

The next meeting of the Action Group is on Monday 20<sup>th</sup> April and everyone is encouraged to attend.

Mr C Clark commented on the great engagement of people in the Parish and he will do anything he can to help with the plan.

At this point County, Borough Councillors and the public left the meeting.

#### **• Preparation for the Election**

Nomination papers had been distributed before the meeting and the Clerk reminded candidates of the key items concerning completion of nomination papers and presentation to the Borough Council.

Signed By Chairman  
Mr Trevor Hopkins

Date: 19<sup>th</sup> May 2015

Agreed by all Councillors.

- **WALC Annual Briefing Day**

Mr T Hopkins advised that two Councillors and the Clerk attended the recent Briefing Day. This was a very informative day but also reported that again a number of major changes were due to be implemented without detail being available. The main points being that Parish Councils will need to have robust websites to be able to publish all of their statutory documents.

The Quality Council Award has been re-introduced. It is the intention of the Parish Council to work towards this Award and the Clerk is currently looking at what needs to be done. This item will be discussed again at a future meeting.

**Item 9 – Correspondence**

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

**Item 10 – Cheques and Accounts**

Mrs K Meads issued a full statement of all accounts up to 23<sup>rd</sup> March 2015. (Appendix II). All cheques and bank payments were signed in accordance with the bank mandate.

- **To discuss the Clerk's Salary**

It was proposed by Mr T Hopkins that the Clerk's salary be increased to Point 20 on the salary scale to take into account additional work required with website, transparency and Quality Status. This will take effect from 1<sup>st</sup> April 2015.

- **Review of Reserves**

After discussion the following changes to reserves were agreed unanimously.

Designate a new reserve for Update of Parish Website at £2,000. To achieve this:

Reduce Cemetery works reserve from £7,177.77 to £7,000	£ 177.77
Reduce Footpath repair reserve from £7,450 to £7,000	£ 450.00
Reduce Community Halls reserve from £3,653.32 to £2,281.09	£1,372.23

To start each financial year with a balance of £1,000 in Grant Making Fund.

The overall increase in Reserves at 1<sup>st</sup> April 2015 will be £475.00.

**Item 11 – Review of Statutory Documents**

- Pecuniary Interests – All Councillors confirmed that there were no changes to their Pecuniary Interests.
- Standing Orders were reviewed and no amendments made.
- Complaints Procedure was reviewed and no amendments made.
- Freedom of Information Process was reviewed and no amendments were made.
- The Grant Making Policy was reviewed and no amendments to the policy were made.
- Risk Assessment – Financial Regulations were reviewed and no amendments were made.
- Risk Assessment – Allotments were reviewed and no amendments were made.
- Risk Assessment – Cemetery were reviewed and no amendments were made.
- Insurance Cover was reviewed and deemed to be adequate at this time.
- The Fixed Assets Register was reviewed and confirmed as correct.

**Item 12 – Cemetery and Maintenance**

The Clerk reported that a new monthly timesheet had been created for the Parish Handyman to complete.

**Item 13 – Allotments**

Mr T Hopkins reported that all rents had been collected and that all allotments were let.

Thanks were passed to Mr Hopkins for collecting the rents and passing them on to the Clerk to be banked.

It was agreed to add Rule 16 to The Allotment Code with immediate effect.

*Movement of vehicles after dark is not permitted on the allotments.*

Signed By Chairman  
Mr Trevor Hopkins

Date: 19<sup>th</sup> May 2015

Agreed by all Councillors.

**Item 14 – Core Strategy and Neighbourhood Plans**

This was discussed at Item 8 above

**Item 15 – Grant Making Policy**

One application for funding had been received from St Peter's Church Mancetter. They are to host a Roman Day on Saturday 11<sup>th</sup> July. As the application for funding of £100 met with the criteria of the Grant Making Policy it was unanimously agreed to approve the application.

**Item 16 – Publicity**

- It was agreed that Full Minutes of the meeting held on 20<sup>th</sup> January 2015 will be included on the website.
- Mrs K Meads advised that a report for the April edition of Mancetter Matters had been sent in. Mrs S Healy thanked the Clerk for a very good report. Mr T Hopkins signed a paper copy of the report for the files.

**Item 17 – Planning Applications**

- Storage Building – **Oak Tree Farm** – Permission refused
- Side Extension – **13 Daniel Road** – Permission granted
- Side Extension – **23 Mancetter Road** – Permission granted
- Change of Use – **The Plough** – No objection by Parish Council – Delegated to Planning & Development Board
- New details – **Mancetter Quarry** – Comments entered regarding footpaths.
- 6 houses – **23-37 Watling Street** – No objection by Parish Council

**Item 18 - Date of next meeting.** 19<sup>th</sup> May 2015

- Annual Parish Meeting at 7pm
- Annual Parish Council Meeting at 8.30pm
- List of meeting dates for 2015/16 issued.

**Other Items**

Mr T Hopkins requested that a formal letter of thanks be sent to retiring Parish Councillors.

Mr T Hopkins announced that Mrs J Mawson had been awarded a certificate for her work as Neighbourhood Watch Co-Ordinator in Ridge Lane.

There being no further business Mr T Hopkins closed the meeting at 9.00pm.

Signed By Chairman  
Mr Trevor Hopkins

Date: 19<sup>th</sup> May 2015

Agreed by all Councillors.