

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

Minutes of the Parish Council Meeting of the Parish of Mancetter, held on  
Tuesday 15<sup>th</sup> March 2016 commencing at 7.00pm in the School Room, St. Peter's Church, Mancetter.

**Present:**

**Chairman** Mr T Hopkins

**Parish Councillors** Mr T Benham, Mrs S Healy, Mr J Everitt, Mrs G Forknall,  
Mr J Arrowsmith

**County and Borough Councillors** Borough Councillor Mrs D Clews

**Parish Clerk** Mrs K Meads

**Assistant Parish Clerk** Mrs E Higgins

**Item 1-Apologies**

County Councillor Mr C Clark and Borough Councillor Mr M Davis gave their apologies.  
Parish Councillor Mr C Tooby sent apologies due to illness. These apologies were accepted.

**Item 2 – 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 3 – Notice of Interest**

Mr T Hopkins and Mrs G Forknall declared an interest in Item 15-Allotments.

Mr J Everitt declared an interest in Item 8 Land to side and rear of 90 and 92 Mancetter Road (The Plough)

**Item 4-Approval of draft minutes of the Meeting of 26<sup>th</sup> January 2016**

It was unanimously agreed that the draft minutes of the Parish Council meeting of 26<sup>th</sup> January 2016 be accepted.

**Item 5 – Matters arising from the meeting of 26<sup>th</sup> January 2016**

• **Crown Waste Management – Chicken Broiler application.**

The Application for the Chicken Broiler was **refused** at the Planning and Development Board Meeting of the 7<sup>th</sup> March 2016. The Applicant has 6 months in which to appeal. Refusal was granted on two grounds: 1) The Odour Impact to the immediate houses in particular Brook Farm. 2) The risk to local Roman Archaeology.

Dr Ian Holdaway submitted a report to the Parish Council highlighting the need for the Action Group to support the Borough Council in the collection of evidence should an appeal be lodged. The Clerk will ask the Borough Council to inform us of the process if an appeal is presented.

Mrs Healy suggested that West Midlands Planning Aid could be contacted and Borough Councillor Mrs D Clews will be asking to see all 506 objections to look more closely at the reasons highlighted.

• **Local Council Award Scheme.**

All information was submitted to John Crossling from WALC in November 2015, who was happy that the criteria had been met. The Portfolio has been sent to Three Assessors and has passed the Audit. Two of the Assessors have responded asking for further details on Risk Assessments and The Neighbourhood Plan. Once we receive all of the comments then the Clerks will make the necessary amendments.

- **Wording of Precept.**

Mr J Arrowsmith raised a point about the wording of the Precept in the recent Mancetter Matters Publicity. Although the Parish Council voted for Option B to maintain existing finances, the reduction in the Transition Grant does mean that Council Tax Contributions will increase slightly as a result. This will be explained in more detail at the Annual Parish Meeting on 24<sup>th</sup> May 2016. It was decided not to submit further information to the Mancetter Matters Magazine.

**Item 6 – Report from Police**

- There was no police report and apologies were sent.

**Item 7 – Report from Borough Councillors**

Councillor Mrs D Clews advised the Parish Council that she is always available to help with any issues. Mrs Healy commented on the state of the roads in Church Walk, Priory Walk and the Manor Road Industrial Estate. The process for reporting pot holes and lighting issues has changed and problems can no longer be sent directly to Jane Pritchard by Parish Councils but have to be put through the general reporting system. Councillor Clews suggested contacting County Councillor Mr C Clark to advocate on our behalf. Councillor Clews left the meeting at 7.30pm.

**Item 8 – Planning Applications/ Matters**

The following applications were discussed:

**Emergency Stopping place for up to 12 travellers in Ansley Parish**

Mr Hopkins advised that this application has now gone to a Judicial Review. The Borough Council voted unanimously to ask to meet with the County Council to discuss how this application has been dealt with.

**Land to side and rear of 90 and 92 Mancetter Road (The Plough)**

The application is now going to be for one property as opposed to the two originally proposed. Mr Hopkins commented that he would prefer a Dormer Property to complement the architecture of the Alms Houses opposite. Car Parking should also be contained within the grounds.

**New Applications**

**PAP/2016/0045 – White Gate Farm – Temporary agricultural tied dwelling:** Approved.

**PAP/2016/0052 – Dobbies – Siting of hand car wash and valet facility:** Awaiting Information.

**PAP/2016/0072 – Oakdene, Ridge Lane – Rear single storey extension:** Approved.

**PAP/2016/0105 – Fir Tree Paddock – Variation of conditions:** Original application changed to one building instead of two. Mr Hopkins noted that the Utility Room was still on the large side but no objection was raised in principle.

**Permitted development notification – Telecoms Birchley Heath Road Ridge Lane:** Will go ahead.

**Item 9 – Neighbourhood Plan**

The Character Assessment has been completed other than a small piece on the old school currently used by Wathen Grange.

Two Exhibitions have been held one at Mancetter Memorial Hall and one in Ridge Lane to present the Neighbourhood Plan. Newsletters and Questionnaires have been delivered to the entire parish and more questionnaires have been returned than last time including responses from the outlying farms and a canal boat. There is a week to go to the end of the consultation period and the current planning grant is on course to be used by the end of March. A third grant application will be made in April 2016.

## **Item 10-Any other Parish Business**

- **Re-Location of Parish Office**

A proposal will be submitted for consideration at the Mancetter Memorial Hall Meeting on Wednesday 6<sup>th</sup> April 2016. The proposal outlines moving to the Hall for 10-15 hours a week, on a three month trial from May 2016. The Hall will be asked for a costing. Broadband would initially be shared and the Hub room utilised as an office space with a printer installed in the lockable kitchenette. At the end of the trial period both parties can make a decision on whether to move permanently and agree a package price. Installation of a phone line and broadband as well as the storing of archiving and change of Registered Address can then be considered. It was agreed to keep the Parish Council Meetings at the schoolroom and purchase additional e-mail boxes. The e-mail system will be looked at in more detail by Mr J Arrowsmith and the Parish Clerks.

- **WALC Annual Briefing Day 12<sup>th</sup> March 2016**

Mr T Hopkins and Mrs E Higgins attended the training day in Warwick. The Theme of the day was Inspiration/ Ideas brought about by financial cutbacks and how to maintain services by looking at creative ways of working. Devolution of services is becoming more widespread and Parish Councils need to be aware of the implications of taking over land and services from both a management and financial perspective.

Mr T Hopkins suggested that we consider making a funding application to WREN to install anti-vandal exercise machines in the play areas in both Mancetter and Ridge Lane to promote Well-being. He also felt that as a Parish Council for new build developments we should be encouraging NWBC to add fibre optic broadband at the point of build.

- **Production of Half Yearly Calendar**

The Calendar of Meetings relating to the Parish from April to September 2016 was issued at the meeting. All Councillors felt that it was beneficial and that it could also be published on the website.

- **Issue list of dates for Parish Council Meetings May 16 to March 17**

Dates of meetings booked in the St Peter's Church Schoolroom were distributed to all Councillors. Mrs Meads shared with Councillors the intention of Mr C Tooby to stand down at the Annual Parish Meeting in May.

- **Parish Council Grants**

A Grant of £196.00 was awarded to Mancetter WI for a centenary bench to be situated in Mancetter Cemetery.

A Grant of £90.00 was awarded to Mancetter Memorial Hall to support funding a first aid course for local residents. Both Proposals were Proposed by Mrs S Healy and seconded by Mrs G Forknall and carried unanimously.

## **Item 11 – Correspondence**

- A full list of correspondence received had been passed to councillors. (Appendix I)  
Mr T Hopkins and Mr J Arrowsmith raised concerns that not all road closures within the Parish are being notified to us by the County Council. Mrs Meads will contact County to raise the issue.

## **Item 12 – Finance**

- **Signing of Payments**

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

- **Review Reserves**

It was agreed to change the Title of "Update Parish Website" to "Office Relocation" Proposed by Mrs S Healy and seconded by Mrs G Forknall.

- **Review insurance requirements ready for renewal in June**

Mr J Arrowsmith had looked at the 105 page insurance document and noted that the cover for legal costs and expenses excluded health & safety. A review of the scheduled assets will take place and three quotes for insurance will be presented at the May meeting. It was agreed to try and obtain a fixed three year quote as had been obtained previously.

**Item 13 – Review of Statutory Documents**

Pecuniary Interests – advise of any changes: New forms will be issued at May Meeting

Standing Orders – No Change

Complaints Procedure – No Change

Freedom of Information – No Change

Grant Making Policy – No Change

Risk Assessment - Financial Regulations: **9.9 was amended to read: “In the absence of the RFO due to holiday or sickness responsibility for banking of cash and or cheques shall be passed to the Assistant Clerk (added 15<sup>th</sup> March 2016) Proposed by Mrs S Healy seconded by Mrs G Forknall.**

Risk Assessment - Allotments – No Change

Risk Assessment – Cemetery – No Change

New document – Grievance Procedure – **Added to Statutory Documents. Proposed Mrs S Healy seconded Mrs G Forknall.**

Media Policy – No Change

Interment after 60 years Policy – No Change

Asset Register – To include new laptop.

**Item 14 – Cemetery and Maintenance**

The Grass is now being cut again after the winter break and work on the fence and teak oiling of benches is ongoing.

**Item 15 – Allotments**

Mr T Hopkins stated that a vacancy on the Allotments may soon be filled and that the Handyman was trimming the Allotment Roadway.

**Item 16 – Publicity**

The Clerk advised that a report for the March / April edition of Mancetter Matters had been sent in. Mr T Hopkins signed a copy for the records.

**Item 17 - Date of next meeting.** 24<sup>th</sup> May 2016 preceded by the Annual Parish Meeting.

There being no further business Mr T Hopkins closed the meeting at 9.10pm.