

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

Minutes of the Parish Council Meeting of the Parish of Mancetter, held on Tuesday 27<sup>th</sup> March 2012, commencing at 7 p.m. in the School Room, St. Peter's Church, Mancetter.

**Present:**

<b>Chairman</b>	Mr T Hopkins
<b>Parish Councillors</b>	Mrs J Marshall, Mr H Blackburn, Mr B Hamson, Mrs J Mawson, Mrs S Healy, Mr M Hopkins.
<b>Borough Councillors</b>	Mr M Davis, Mrs L Freer
<b>Parish Clerk</b>	Mrs K Meads

**Item 1-Apologies** Mrs C Fox, PCSO A Wynder.

**Welcome**

The Chairman opened the meeting and welcomed all present.

**Item2-Declaration of Interest**

Both Mr T Hopkins and Mrs J Mawson declared an interest in Item 12-Allotments.

Mr B Hamson, Mr M Hopkins and Mrs J Marshall declared an interest in Item 13 - MVCA

**Item 3a-Approval of minutes of the Parish Council Meeting of 24<sup>th</sup> January 2012**

The minutes of the Parish Council Meeting were approved.

**Item 3b-Matters arising from minutes**

Mr T Hopkins stated that matters arising from the previous meeting would be covered by Agenda items to follow.

**Item 5-Reports from Borough Councillors**

**Youth Club**

Mrs L Freer expressed concern about the noise from the newly formed Mancetter Youth Club, when other meetings were being held in the Church meeting rooms. Mrs K Meads was asked to write to the Youth Leader to express the concern of the Councillors.

**Mancetter Extra Care Scheme**

Both Mr M Davis and Mrs L Freer reported that they have asked NWBC for timings on the two phases of the scheme. This is reported as: Phase 1; to be completed by the end of 2013. Phase 2; no date available.

**Item 13a MVCA Application for Funding for Diamond Jubilee Celebrations**

Mr T Hopkins read out a letter from Mrs L Hamson, Secretary of MVCA, requesting funding to help with costs to transport residents from Ridge Lane to Mancetter for the event. They would also like to give a commemorative medal to each child that attends the event. It was unanimously agreed that in principle the Parish Council would like to support this request. Mrs K Meads was asked to contact Mrs L Hamson for more detailed information about the transport arrangements and the total number of type of medals required.

**Item 13b and 13c Creation of a temporary flower meadow, Commemoration in Cemetery**

Mr T Hopkins reported that Mrs K Meads had completed a Grant Request for funds from the Area Forum Fund. The detail of this request is:

- To plant a row of six specimen trees along the perimeter of the new memorial area in the Cemetery.

Signed By Chairman

Date:

Mr Trevor Hopkins

- To sow the currently un-used field next to the new memorial area with wild flower seed to create a flower meadow.

The total cost would be approximately £800 and two quotes have been obtained. The funding available from the Area Forum Fund is 50% of costs. Both Mr M Davis and Mrs L Freer were pleased to support the request and felt that this would enhance the memorial area.

Mrs J Marshall reported that Ridge Lane Youth Club and WI have been successful in securing funding from NWBC for their Queen's Diamond Jubilee celebrations. They have been granted £100, which will go towards a party.

#### **Elderly People sign in Lewis Close**

Mrs S Healy reported that an Elderly People sign had been erected inside Lewis Close, Mancetter. She was concerned that the sign was in the wrong place, as Lewis Close is a cul-de-sac and a sign of this nature will highlight the fact that there may be vulnerable people in the area. Mrs S Healy stressed that the sign would be better placed in Priory Walk, as that is used as a thoroughfare for traffic. Mrs K Meads will contact Mrs C Fox the County Councillor for her comments.

#### **Item 6 - Correspondence Received**

A list of correspondence received was issued to all Councillors.

Mr T Hopkins reported on the letter from Peter Savage Ltd. This is the company who supplied the plaque to be attached to the stone in the new cremation area. Initially they had agreed to provide the plaque and only invoice the Parish Council for the inscription. The letter now advised that they would cover all costs involved. Mrs K Meads replied with a letter of thanks from all the Parish Councillors thanking them for their generosity and advising that she would send them photographs after the stone had been set in place in the cemetery.

Mrs J Marshall reported that she has raised the subject of faster Broadband at a recent WI meeting, where she also encouraged everyone to complete the online form to support this.

Mr T Hopkins asked for comments on a letter from Ansley Parish Council regarding Neighbourhood Plans. It was agreed that Mrs K Meads would respond to the letter stating that representatives would attend the initial meeting.

Mrs S Healy requested, that as the 50 page Planning Policy Document had now been published, could each Councillor be issued with a copy. Mrs K Meads will print a copy for all Councillors.

#### **Item 7-Cheques, Accounts and Finance**

The Parish Clerk, Mrs K Meads issued a Financial Statement up to 27<sup>th</sup> March 2012. This statement has now been updated to include items up to 31<sup>st</sup> March 2012.

#### **Items 7a-Internal Auditor requirements**

Mrs K Meads reported that she had contacted Mr N Lane, the Internal Auditor and he had provided a list of all documentation he required.

The following Risk Assessments have been updated and were accepted as correct.

Finance and Management. Cemetery. Allotments. Handyman.

All Risk Assessments will be reviewed in March 2013

#### **Item 8-Clerk's Remuneration**

A formal request to increase the contracted hours for the Parish Clerk from 18 hours per week to 20 hours per week, to cover additional tasks was presented. It was proposed by Mrs S Healy, and seconded by Mr H Blackburn that this be accepted. There were no objections.

A revision to the Clerk's Contract of Employment will be issued.

Signed By Chairman

Date:

Mr Trevor Hopkins

### **Item 9-Cemetery and Maintenance**

**9aNew Cremation area** – Mr T Hopkins reported that the plaque had been received and was now in position on the stone, which had been moved to Rothen's yard. Mr T Hopkins reported that he had purchased various items to enable him to secure the plaque to the stone. He requested 50% reimbursement of his costs. This was discussed by the Councillors who unanimously agreed that Mr T Hopkins should receive full re-imburement of his costs.

**9bBurial Area** –Mr T Hopkins reported that, Mancetter Parish Council now has a Grave Digging Policy, which includes a declaration which must be signed by all grave diggers before entering the Cemetery. This Policy was discussed and accepted.

#### **Cemetery Maintenance**

Mr B Hamson reported that he reviewed the list of outstanding jobs to be done in the Cemetery. After discussion, it was agreed that Mr B Hamson would speak to the Parish Handyman to agree a revised order of work to ensure that all outstanding jobs are completed.

### **Item 10-Parish Insurance**

Mrs K Meads reported that she had contacted AON Insurance for a quote to increase the Parish Council's Public Liability Insurance from £5M to £10M. Mrs K Meads also reported that the renewal date for insurance is 1<sup>st</sup> June 2012. It was agreed that in order to decide if the current level of cover was adequate, a copy of the insurance detail would be sent to all Councillors.

### **Item 11-Footpaths**

Mrs K Meads read out a report from Mr J Arrowsmith, which consisted of a request for approval of costs to update the artwork for the Parish Map. The amount quoted is £150 to £180. It was proposed by Mr T Hopkins and Seconded by Mrs S Healy that this expenditure be agreed. There were no objections.

Mr J Arrowsmith also provided a quote from Cawthorne's for printing costs of the Parish Map. This matter was discussed at length, and it was proposed by Mrs S Healy and seconded by Mr B Hamson that 5,000 leaflets be printed.

### **Item 12-Allotments**

**12a-Wells** – Mr T Hopkins reported that all wells were now capped.

**12b-Collection of Allotment rent** – Mr T Hopkins reported that most rents had been paid. Some allotments had been re-let and there are currently no vacancies.

Mrs K Meads reported that she had sent welcome letters and a copy of the Environmental Guidelines to all new allotment holders.

**Allotment clearance-** Mr T Hopkins reported that some of the allotments to be re let, had not been cleared. He confirmed that he had made new tenants aware that they must not enter the area until clearance was complete. Mr T Hopkins requested that Mrs K Meads write to previous tenants to advise them that if any costs were incurred by the Parish Council in removing any hazardous materials, these costs would be passed on to them.

### **Item 14 - Summary Minutes.**

Mrs K Meads circulated Summary Minutes for 24<sup>th</sup> January 2012. These were agreed and signed by Mr T Hopkins. Mrs K Meads will pass these to Mr J Arrowsmith for inclusion on the website.

### **Item 15-Website and Newsletter**

Mrs K Meads advised that the report for the March and April edition of Mancetter Matters has been sent in. Mr T Hopkins signed a paper copy of the report for the files.

Signed By Chairman

Date:

Mr Trevor Hopkins

**Item 16a-Planning Applications**

- **Proposed Telecoms Leek Wooton Farm**-Notification received from NWBC that Nokia need to substitute antennae at this location. Planning consent is not required.
- **3, The Green, Mancetter** – An email has been received from Planning Department at NWBC requesting comments on this retrospective planning application. This application was discussed in detail. Mrs K Meads was asked to respond to the Planning Department with the following comments:

This property is on the edge of a Conservation area, and the work carried out has changed the look of the property. Due to the fact that the owner did not submit the application at the required time; before commencement of work; the opportunity has been lost for any archaeological works to be carried out, or for any neighbourhood comments to be taken into consideration.

**Item 16b-Footpath on the green in front of Mancetter Manor** – Mr T Hopkins confirmed that he had reported back to the Quarry Liaison meeting that the Parish Council were not in agreement that changes should be made to the land in front of the Manor House.

**Any other Business**

Mr T Hopkins reported that, at the Quarry Liaison Meeting on 12<sup>th</sup> March, it had been stated that it would be early summer when Tarmac would be submitting their planning application for the extension to the quarry.

Mr T Hopkins reported that the next Quarry Liaison meeting is planned for 11<sup>th</sup> June 2012.

Mr T Hopkins reported that he had attended a meeting on Affordable/sheltered housing and that there are currently 1600 applications in the Borough for Affordable housing.

**Item 17 - Date of next meeting**

Tuesday 22<sup>nd</sup> May 2012

There being no further business Mr T Hopkins closed the meeting at 10.08pm

Signed By Chairman

Date:

Mr Trevor Hopkins