

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

Minutes of the Annual Parish Council Meeting of the Parish of Mancetter, held on Tuesday 22nd May 2012 commencing at 8.50pm in the School Room, St. Peter's Church, Mancetter.

Present:

Chairman Mr T Hopkins

Parish Councillors Mrs J Marshall, Mr H Blackburn,
Mr B Hamson, Mrs J Mawson,
Mr M Hopkins.

Parish Clerk Mrs K Meads

Item 1-Apologies Mrs S Healy – due to a family bereavement

Item 2-Appointment of Chair and Vice Chair

Mr T Hopkins left the room and Mrs J Marshall, Vice Chair conducted the meeting. It was proposed by Mr B Hamson and seconded by Mrs J Mawson that Mr T Hopkins be re-appointed as Chairman.

Mrs J Marshall left the room and Mr T Hopkins conducted the meeting. It was proposed by Mrs J Mawson and seconded by Mr B Hamson that Mrs J Marshall be re-appointed as Vice Chair. Mr T Hopkins reported that there is still a vacancy for a parish Councillor.

Item 3 – Signing of the Declaration Book

Mr T Hopkins signed the Declaration Book, which was then passed to Mrs J Marshall for signature.

Item 4 – Notice of Interest

Both Mr T Hopkins and Mrs J Mawson declared an interest in Item 12-Allotments. Mr B Hamson and Mr M Hopkins declared an interest in Item 14.2 - MVCA

Item 5-Approval of minutes of the Parish Council Meeting of 27th March 2012

The minutes of the Parish Council Meeting were approved.

Item 6-Any other Parish Business

Mr B Hamson asked if depreciation was calculated on the items on the Asset Register. Both Mr T Hopkins and Mrs K Meads confirmed that items on the Asset Register were held at their original value.

Mr J Arrowsmith had notified the meeting that it was advisable for all Councillors to use Parish Council email addresses rather than personal email addresses.

Mr T Hopkins notified the meeting that the permissive path over Jubilee Quarry had not yet been adopted. Mr T Hopkins stated that he would ask Mr J Arrowsmith to document this matter in order for it to be taken to the next Quarry Liaison meeting for discussion.

The update and reprint of the Parish Maps has been completed. Mr J Arrowsmith had passed some recommendations to Mr T Hopkins for distribution of the maps.

Mr B Hamson raised the issue of Tarmac wagons passing through the village. Mr T Hopkins advised that if the wagons were not being driven correctly then the weighbridge should be contacted with the time and details of the wagon. The driver would be spoken to about the situation. There followed much discussion about routes of the wagons.

Mr H Blackburn raised the point concerning the change to weight limits on some bridges. Mr B Hamson advised that he had emailed WCC to ask why this was being done, but at the date of the meeting had not received a reply. After discussion Mr T Hopkins advised that he thought that it may be a conversion from Imperial to Metric weight.

Item 7a – Formal receipt of the External Audited Accounts for 2010/2011

Mr T Hopkins advised Councillors that the accounts had been discussed at the meeting on 22nd January 2012, including discussion on the External Auditors comments and the extra charge due to missing paperwork.

Item 7b – Formal signing of the Annual return for 2011 /2012

Mr K Meads confirmed that the Internal Auditor had completed all checks and had no issues to report. There were no questions on the accounts and they were unanimously accepted. Mr T Hopkins and Mrs K Meads formally signed the Annual Return in line with statutory requirements.

Item 8 – Correspondence

A full list of correspondence received had been passed to Councillors.

The following items were discussed in detail:

- WALC Annual Report. Mr T Hopkins suggested that a brief account of the new cremation area in the cemetery, including how local people had helped, would be a good idea. Mrs K Meads said that she would produce the report.
- Letter from Dan Byles MP encouraging Councils to complete Neighbourhood Plans. Mr T Hopkins advised that he was very cautious about the costs of doing this, which was estimated to be at least £17,000. This was discussed in great detail by all Councillors, including that there was still so much to be finalised on The Localism Bill. Mrs J Mawson and Mr M Hopkins asked for Neighbourhood Plans to be kept on the agenda for future meetings.
- Extra Care 21. Mr M Davis, Borough Councillor had emailed to say that he had visited a scheme by the same developers as the Manor Road Project. Mr M Davis advised that he was very impressed by the scheme and he would keep the Councillors informed of developments. Mr H Blackburn reported that the plans were on NWBC website and it would appear that the entrance may have been moved further down Church Walk.

Item 9 – Clerk's Salary and Pension

Mr T Hopkins reported that Mrs K Meads had now been in her role for eight months.

Mr T Hopkins recommended that Mrs K Meads receive a salary increase of one increment on the pay scale. This was proposed by Mr H Blackburn and seconded by Mrs J Marshall and was unanimously accepted.

Mrs K Meads advised that she will be attending a WALC Training Course on the new General Power of Competence on 28th June 2012.

Item 10 – Cheques and Accounts

Mrs K Meads issued a full statement of all accounts up to 22nd May 2012.

Item 11 – Cemetery and Maintenance

- **A) Grave Digging Policy** – Mrs K Meads reported that she had written to the grave digger, including the accepted Grave Digging Policy. At the time of the meeting no response had been received.
- **B) Recycling Bin** – Mrs K Meads had circulated the scale of charges issued by NWBC for replacement of the recycling bin which had been deposited in the recycling lorry. This was discussed in detail and it was unanimously agreed that the large bin would not be replaced.
- **C) Planting of bulbs** – Mr T Hopkins requested agreement to purchase 5000 bulbs to be planted around the Parish. This was proposed by Mr H Blackburn and seconded by Mrs J Marshall. The purchase of bulbs was accepted in principle and Mrs K Meads was asked to look for good prices.
- **D) Handyman jobs** – Mr B Hamson presented a report on work completed and outstanding within the Parish.
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Item 12 – Allotment Update

Mrs K Meads distributed details of the cost of £385 to hire a skip to complete this task. It was proposed by Mr H Blackburn and seconded by Mr M Hopkins that a skip be ordered and the asbestos be finally removed.

Item 13 – Publicity

- **A)** Summary Minutes of the meeting held on 27th March were agreed as correct and signed by Mr T Hopkins.

Item 14 – Diamond Jubilee

- **A)** Area Forum Grant Application. Mrs K Meads advised that she had received confirmation that the Parish Council's application did meet the criteria for a grant.
- **B)** MVCA Grant for medals. Mr T Hopkins advised that there had been some confusion over which children would receive a commemorative medal. After much discussion it was decided to fund the cost of additional medals to try to ensure that all children in the Parish, under 16 years of age received one.

Item 15 – Planning Applications

The following Planning Applications were discussed:

- **A)** De Mulder – Tallow Plant. Due to the modernisation of the plant, more tallow is being processed. This material will be used to produce Bio diesel. The Parish Council have no objections to this application.
- **B)** A&R Rothen & Sons Ltd – Extension to livestock building. The Parish Council have no objections to this application.
- **C)** 13 Mancetter Road – Side extension to include garage. This proposal is in keeping with the area, therefore, the Parish Council have no objections to this application.

Item 16 – Meeting dates for 2012 / 2013

Mrs K Meads issued a list of meeting dates for 2012 /13. These dates were accepted.

Item 17 - Date of next meeting

Tuesday 24th July 2012

There being no further business Mr T Hopkins closed the meeting at 10.35pm