

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

Minutes of the Annual Parish Council Meeting of the Parish of Mancetter, held on  
Tuesday 19<sup>th</sup> May 2015 commencing at 9.03pm in the School Room, St. Peter's Church, Mancetter.

**Present:**

**Chairman** Mr T Hopkins

**Parish Councillors** Mr T Benham, Mrs S Healy, Mr H Blackburn, Mr J Everitt, Ms G Forknall

**Parish Clerk** Mrs K Meads

**Item 1-Appointment of Chairman**

It was proposed by Mrs S Healy and seconded by Mr J Everitt that Mr T Hopkins be nominated as Chairman. Mr Hopkins accepted this nomination and returned to the Chair. Mr Hopkins signed the Declaration Book.

**Item 2 – Welcome and co-option of Councillors**

Mr Hopkins welcomed all Councillors. Mrs S Healy, Mr T Benham and Mr J Everitt who were appointed at the election.

Mr H Blackburn and Ms G Forknall expressed an interest in being co-opted to the Council. It was agreed that these two members be co-opted.

**Item 3 – Notice of Councillor Vacancies**

Mr Hopkins announced that after election and co-option there are still two vacancies for Councillors. The Clerk will notify the Borough Council and place notices in the Notice Board, on the website and in Mancetter Matters magazine.

**Item 4 – Signing of the Declaration Book**

All Councillors signed the Declaration Book in the presence of the Clerk.

**Item 5 – Eligibility to use the General Power of Competence**

The Clerk reported that as insufficient Councillors were elected; six out of eight seats, the Council were unable to use the General Power of Competence.

**Item 6 – Apologies**

There were no apologies.

**Item 7 – Notice of Interest**

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

**Item 8 – Recording of the meeting**

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

**Item 9a-Approval of minutes of the Parish Council Meeting of 24<sup>th</sup> March 2015**

It was unanimously agreed that the draft minutes be accepted.

**Item 9b-Matters arising from the meeting**

- Mr Hopkins confirmed that letters had been sent to all retiring Councillors thanking them for their hard work over many years.
- Mrs S Healy asked if any further information had been received from WALC about grants to help Parish Councils develop their websites. The Clerk confirmed that no further information had been received.

Signed By Chairman

Date: 21<sup>st</sup> July 2015

Trevor Hopkins

Agreed by all Councillors

**Item 10-Any other Parish Business for Discussion**

- **Neighbourhood Plan**

Mr Hopkins confirmed that approval had been received from the Borough Council to designate the area for a Neighbourhood Plan.

Informal discussions took place including the financial implications of preparing a plan. The Chairman and Clerk will attend the next Action Group meeting on 1<sup>st</sup> June, where it is hoped that a Planning Consultant will be present to discuss the next steps. This will include applying for a grant to help with costs.

- **Local Council Award Scheme**

The Clerk reported that she had checked the criteria of the award and advised that with a little more work the Council should be in a position to apply for Foundation level in the near future.

**Item 11 – Correspondence**

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

**Item 12 – Accounts**

- **Formal signing of accounts for 2014 / 15**

Mrs K Meads had sent a copy of the accounts for 2014/15 to all councillors before the meeting. It was proposed by Mr H Blackburn and seconded by Mrs S Healy that these be accepted.

- **Formal signing of the Annual return for 2014/2015**

Mrs K Meads confirmed that the Internal Auditor had completed all checks and had no issues to report.

Mr T Hopkins and Mrs K Meads formally signed the Annual Return in line with statutory requirements.

**Item 13 – Cheques and Accounts**

Mrs K Meads issued a full statement of all accounts up to 15<sup>th</sup> May 2015. (Appendix II). All cheques and bank payments were signed in accordance with the bank mandate.

Due to a change of officers, new bank mandates were completed.

**Item 14 – Cemetery and Maintenance**

This item was covered in the Annual Parish Meeting.

**Item 15 – Allotments**

This item was covered in the Annual Parish Meeting.

**Item 16 – Publicity**

Mrs K Meads advised that a report for the May edition of Mancetter Matters had been sent in.

Mr T Hopkins signed a paper copy of the report for the files.

**Item 17 – Planning Applications**

- **Mancetter Quarry** – Approval from WCC

- **18 Glovers Close** – Comments had been made on this application. It is thought that the tandem garage is not in keeping with the area.

**Item 18 - Date of next meeting. 21<sup>st</sup> July 2015**

There being no further business Mr T Hopkins closed the meeting at 10.15pm

Signed By Chairman

Date: 21<sup>st</sup> July 2015

Trevor Hopkins

Agreed by all Councillors