

Manduessedum - Mancetter Village
(Place of War Chariots)

Mancetter Parish Council

Minutes of the Mancetter Annual Parish Council Meeting at the Schoolroom of St Peter's Church, Mancetter on Tuesday, 23 June 2026 at 7pm

Attendance: Cllr Ford-Rogerson (Chair) (AFR), Cllr Forknall (Vice Chair) (GF),
Cllr Healy (SH)

Other Attendees: Borough Cllr Barnett (KB), Cllr Clews (DC), J Ambrose (Clerk)

Members of Public: 3

2026/001 **ELECTION OF CHAIR**

RESOLVED: AFR nominated by GF, seconded SH

2026/002 **ELECTION OF VICE CHAIR**

RESOLVED: GF nominated by AFR, seconded SH

2026/003 **CO-OPTION**

RESOLVED: Co-Option Policy accepted

To CONSIDER any applications received SH propose closed session due to data protection

2026/004 **WELCOME & APOLOGIES:** No apologies received.

2026/005 **RECORDING OF MEETINGS:** Chairs requested anyone recording the meeting make themselves known, to allow for openness and recognise practicalities. An audio recording of the meeting will be made by the Council, and will be deleted upon production of the draft minutes.

2026/006 **RESIGNATION OF T HOPKINS:** Thanks given to Trevor for his time and dedication. GF to speak to JT re suitable gift.

2026/007 **PUBLIC QUESTION TIME:**

MOP question re cemetery contractors and future phone number for Council

2026/008 **DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY**

AFR allotment holder

2026/009 **PREVIOUS MINUTES**

RESOLVED

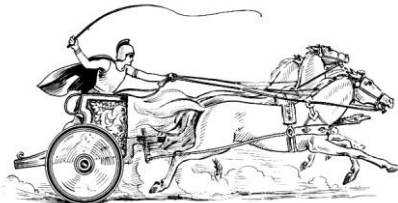
- a. Draft Minutes of 24 March 2026 and Extraordinary Meeting 7 April 2026 adopted
- b. Draft minutes of Annual Meeting 28 April 2026 adopted

SH suggested item 2016/016 be brought forward. **AGREED**

Signed:

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2026/016 POLICE, COUNTY AND BOROUGH COUNCILLORS:

NOTED: Police Report

26.04.2026 to 23.06.2026 received 155 calls. 57 did not require attendance.

Animal related – 2	ASB – 9	Concern- 23
Violence – 9	Road related – 24	Suspicious circumstances- 23
Burglary – 2	Theft- 2	Hoax- 1
Fire- 1	Trespass- 1	

On 21 June, officers spotted a female locally to be driving on a provisional license and without insurance in Mancetter- this was subsequently seized and she has been reported for this offense.

Officers from your local team were awarded a Super Intendents awards for a job they attended in Warton. PCSO Scott and PCSO Payne.

NOTED: Borough Cllr Verbal Report Received:

KB: Ridge Lane playground looking better. Mancetter pavilion coming along, opening 2 July 4.40pm. Footpath just outside boundary – new sign approved by WCC. Local Plan going out to Reg 18 consultation with draft allocations and on Agenda for LDF meeting. Ridge Lane near road and sewage works allocated for a housing and light industrial site. Funding available for SPF fund - £1m to give away each year for next two years. Funding by Borough Cllrs available too. Mancetter Memorial Hall opening 2 July.

AFR toy library suggestion – AFR to speak with Borough Cllrs for possible funding

DC: near the gate used to stop travellers – resident with mobility scooter needs a dropped kerb, currently using bricks.

2026/010 REVIEW OF COUNCIL REPRESENTATION ON INTERNAL AND EXTERNAL BODIES

a. **RESOLVED** NDP Committee and all Sub Committees and Working Groups in Connection with the NDP are hereby dissolved.

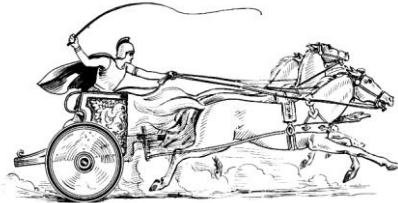
b. **RESOLVED:** Nominations and election of members agreed as follows:

- i) Staffing Committee – AFR, GF & SH
- ii) Neighbourhood Development Plan Committee – AFR, GF & SH, JA
- iii) Planning Application Sub Group – **agreed not to have**
- iv) Allotment Liaison Representatives – AFR, SH (JA)
- v) Traffic Calming and Speed Monitoring Working Group - **DEFERRED**
- vi) North Warwickshire Area Committee –SH
- vii) Atherstone Surgery Patient Participation Group – **agreed not to do**
- viii) Tarmac Quarry Liaison Group – AFR, SH, GF, JA
- ix) GUCT (Grand Union Canal Transfer) – SH, GF, AFR, JA
- x) Creating Opportunities - SH, JA
- xi) Gramer Cottages Representative – **agreed not to do**
- xii) Reference Group Representative – SH next meet 15 July

Signed:

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xiii) Green Spaces Representative - SH

2026/011 **COUNCIL ASSET REGISTER**

- a. **RESOLVED:** Council Safe gift to Mancetter Social Group/Members of NWBC Tenants group
- b. **RESOLVED Accepted:** asset register for 2026 - 2027: requires further work to bring locations up to date. Cllrs to support Clerk

2026/012 **COUNCIL INSURANCE**

RESOLVED: agreed to insure with Community Action Suffolk £667.75

2026/013 **COUNCIL SUBSCRIPTIONS & TRAINING 2026 - 2027**

- a. Council's subscriptions to the following organisations reviewed: **RESOLVED:** Agreed to the following:
 - i) Warwickshire Association of Local Council at a cost of £869.00
 - ii) Clerk's membership of Society of Local Council (SLCC) £253 per year
 - iii) Clerk's Training course – ILCA £140.00
 - iv) Clerk 3 Training (03.06.2026) WALC £48.00
 - v) SH attend Training Understanding the Planning Process for Parish Councils £48
 - vi) AFR, GF & Clerk Allotment course by LRALC £40 each
 - vii) AFR & Clerk Cemetery course by LRALC £40
 - viii) SH attend NALC Planning Course for Cllr £42.00

2026/014 **ADOPTION OF COUNCIL POLICIES AND PROCEDURES**

RESOLVED to adopt the following policies:

Standing Orders
Financial Regulations
Code of Conduct
Complaints Procedure
Disciplinary and Grievance Policy and Procedure
FOI Policy
Data Protection Policy - Privacy
Data Breach Policy
IT Policy

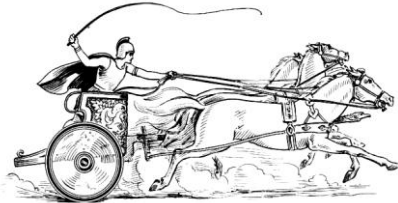
2026/015 **SCHEDULE OF PARISH COUNCIL MEETINGS**

RESOLVED Parish Council meetings for 2026/2027 – location may change

2026/017 **NWBC REGULATION 18**

- a. **RESOLVED:** response agreed to send to NWBC's Regulation 18 Local Plan regarding the Settlement Boundary. Public consulted is July 7 to 29 Aug.
- b. **RESOLVED:** response approved to the Chair of the North Warwickshire Borough

Signed:



Mancetter Parish Council

Council Local Development Framework (LDF) Committee, and to local Ward Councillors, re the disproportionate Gypsy and Traveller pitch allocations assigned to Mancetter Parish ahead of the LDF Committee meeting on 25 June 2026.

- c. **NOT DISCUSSED** (duplicate) submission of formal Written Representations and material evidence—including the Borough's Gypsy and Traveller Accommodation Assessment (GTAA)—to the Planning Inspectorate (PINS) ahead of statutory deadlines. To further authorise the application for formal Rule 6 Status regarding active parish planning appeals, and to ratify documentation reviewed by the enforcement officer to ensure complete technical compliance.
- d. **NOT DISCUSSED** (duplicate) request North Warwickshire Borough Council to remove the settlement/development boundary for village from the upcoming Local Plan Review, returning the land to its original and correct Open Countryside designation to rectify an unsustainable historical policy anomaly.

2026/018 **PLANNING**

- a. Update on Approved, Rejected, Pending Applications and Appeals:

DOC/2026/0011 Greenacres Nuneaton Road Mancetter CV9 1RF (valid 10.02.2026) discharge condition 3 (landscaping), 6 (site management plan) and 13(Habitat management and monitoring plan) of planning application PAP/2024/0154 dated 16 October 2025, for Change of use of land to extend the extent of land approved for vehicle retail sales [application referenced: PAP/2019/0489] and the erection of a single storey car sales building **GRANTED: 07.05.2026** (For info)

- b. Response to the following planning application:

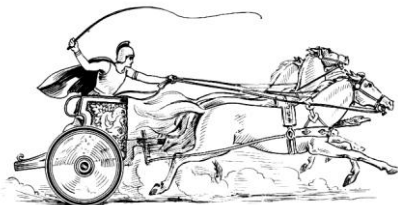
2026/0411/HH 8 Walnut Drive Mancetter CV9 1NT
Householder Application for Planning Permission In Consultation
Double garage to the front of property. **AGREED: No comment**

2026/0290/FUL Revolution Fuels Ltd Rock Cars Watling Street Mancetter CV9 1RE
Proposed refurbishment and reinstatement of a Petrol Filling Station including new forecourt pumps, relining existing underground tanks, EV Charging, Drainage, parking and associated works (To be determined) **NOTED**

2026/019 **AUDIT 2025-2026**

- a. **RESOLVED:** End of Year Bank Reconciliation for Financial Year 2025-2026 approved
- b. **RESOLVED APPROVED** Internal Auditor's Report for Financial Year 2025-2026 accepted
- c. **RESOLVED APPROVED** Annual Governance Statement for Financial Year 2025-2026
Council agree to 'No' assertions to 1, 2, 3, 5, 8, 10
- d. **RESOLVED APPROVED** Accounting Statement for Financial Year 2025-2026
- e. **RESOLVED APPROVED** Explanation of Variances for Financial Year 2025-2026
- f. **RESOLVED APPROVED** Breakdown of Reserves held Financial Year 2025-2026
- g. **RESOLVED APPROVED** appointment of date for the examination of elector's rights commencement 01.07.2026 to 11.08.2026 delay due to receiving PO Box address & new mobile number for public notices

Signed:



Mancetter Parish Council

2026/020 **CLERKS REPORT**

Year end documents and notices drafted. Queries re cemetery dealt with. Started to draft tender documents. Website update ongoing. Clerk to send out links to other parish councils with different website hosts.

2026/021 **CEMETERY/ALLOTMENTS & MAINTENANCE OF PARISH**

- a. **RESOLVED:** update on contract work for digitalising cemetery records - work incomplete. Clerk to look into
- b. **RESOLVED AGREED:** Council membership of the Institute of Cemetery and Crematorium Management (ICCM) at a cost of £110 per annum
- c. **DEFERRED:** Cemetery Fees 2026-2027 moved to closed session 2026/026
- d. **DEFERRED:** Cemetery Rules 2026-2027 moved to closed session 2026/026
- e. **RESOLVED AGREED:** new cemetery@ email address at no extra cost
- f. **RESOLVED AGREED:** Clerk to get quotes to repair the allotment hedges with natural hedging
- g. **RESOLVED AGREED:** Clerk to get quotes for new gates at allotment

2026/022 **COUNCIL FINANCE**

- a. **RESOLVED:** bank signatories for HSBC to add AFR
- b. **RESOLVED:** agreed to change bank to Unity Bank. Signatories: AFR, GF, SH
- c. **RESOLVED:** SIM only deal with *Vodafone* £20.84 disc to 10.42/mth for 24 mths - unlimited calls/text 100gb data
- c. **RESOLVED:** Payments agreed for:

St Peters Church – room hire	£160.00	Tom White Waste - bins	£28.23
T Hopkins expenses (mileage & parking)	£34.03	NALC Dec 2026 Training	£42.00
R Drakeford	£1548.50	Clerk expenses	£193.70
HMRC Mth 1 & 2	£1370.46	TEEC (website hosting)	£288.00
Brownies /Guides Chairs' Donation	£50.00	WALC (inc NALC) membership	£869.00
ICO	£52.00	Pension Contributions EE & ER	£978.06
WALC Training	£96.00	J Ambrose CAF Insurance	£667.75

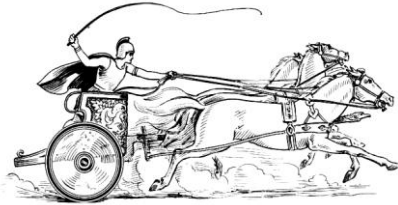
2026/023 **PARISH COUNCILLOR REPORTS**

None received

2026/024 **VEHICLE ACTIVATED SPEED SIGN**

RESOLVED: VAS in Ridge Lane, Clerk speak to Charley Payne re bid & check previous minutes

Signed:



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2026/025 ITEMS TO BE CONSIDERED FOR FUTURE MEETING

Cemetery path, steps & handrail, additional policies re Assertion 10

2026/026 PROPOSAL OF CLOSED SESSION

The Chair raised a Proposal: To pass a resolution in accordance with the Public Bodies (Admissions to Meetings) Act 1960 Sec 1 (2) to exclude the press and public from the discussion regarding Council confidential matters as it will likely disclose information which will reveal the identity of an individual and sensitive information. **AGREED**

- a. **RESOLVED:** PO Box for Council agreed at a cost of £416.40 per annum
- b. **RESOLVED:** suitability and effectiveness of a current contractors discussed.
AGREED to go out to tender
- c. **DEFERRED:** Assessment of allotment plots
- d. **RESOLVED:** Meet & greet date to be arranged and date sent with letter of introduction, names of representatives and Council contact details and enclose GDPR for those not returned. Risk assessments to be completed, rules to stay the same for 2026. Contact details for Council and representatives to go on Allotment noticeboard, reminder re GDPR forms.
- e. **RESOLVED AGREED:** legal advice re allotments from NALC Legal
- f. **RESOLVED:** Council unanimously agreed to Co-opt Mr Ian Rothen

Meeting closed: 9.03pm

Signed:

Signed: