



Manduesedum - Mancetter Village
(Place of War Chariots)

Mancetter Parish Council

You are hereby summoned to attend the Mancetter Annual Parish Council Meeting being held in the Schoolroom of St Peter's Church, Mancetter on Tuesday 23 June 2026 at 7pm.

Jo-Anne Ambrose
Parish Clerk, Proper Officer & RFO
18 June 2026

AGENDA

- 2026/001 **ELECTION OF CHAIR**
To RECEIVE nominations and to elect the position of Chairman for 2026-2027 - signing of Declarations of Acceptance of Office.
- 2026/002 **ELECTION OF VICE CHAIR**
To RECEIVE nominations and to elect the position of Chairman for 2026-2027 - signing of Declarations of Acceptance of Office.
- 2026/003 **CO-OPTION**
To CONSIDER adoption of a Co-Option Policy
To CONSIDER any applications received
- 2026/004 **WELCOME & APOLOGIES:** To RECEIVE apologies for absence and to consider whether to approve the reasons given
- 2026/005 **RECORDING OF MEETINGS:** Chairs' request that 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 **ACKNOWLEDGE RESIGNATION OF T HOPKINS & THANK YOU**
- 2026/007 **PUBLIC QUESTION TIME:** up to 15 Minutes for Parishioners to raise issues by invitation of the Chair.
- 2026/008 **DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY**
To RECEIVE declarations of pecuniary and non-pecuniary interests and to note or consider requests for dispensations in respect of items on the agenda
- 2026/009 **PREVIOUS MINUTES**
a. To CONSIDER the adoption of the draft minutes from the Parish Council Meeting held on 24 March 2026 and Extraordinary Meeting 7 April 2026
b. To CONSIDER the adoption of the draft minutes from the Annual Meeting of the Parish held on 28 April 2026
- 2026/010 **REVIEW OF COUNCIL REPRESENTATION ON INTERNAL AND EXTERNAL BODIES**
a. To AGREE to dissolve the NDP Committee and all Sub Committees and Working Groups in Connection with the NDP



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b. To RECIEVE nominations and election of members to:

- i) Staffing Committee.
- ii) Neighbourhood Development Plan Committee
- iii) Planning Application Sub Group
- iv) Allotment Liaison Representatives
- v) Traffic Calming and Speed Monitoring Working Group
- vi) North Warwickshire Area Committee
- vii) Atherstone Surgery Patient Participation Group
- viii) Tarmac Quarry Liaison Group
- ix) GUCT (Grand Union Canal Transfer)
- x) Creating Opportunities
- xi) Gramer Cottages Representative
- xii) Reference Group
- xiii) Green Spaces Representative

2026/011 **COUNCIL ASSET REGISTER**

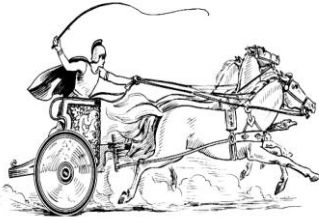
- a. To CONSIDER the Council Safe and potential disposal/removal fees
- b. To REVIEW and APPROVE asset register for 2026 - 2027 circulated prior

2026/012 **COUNCIL INSURANCE**

- a. To CONSIDER approving one of the three quotes for Council's insurance for 2026 - 2027
Zurich £781.48 Community Action Suffolk £699.74 Clear Councils – not sent
Three Year Deals:
Zurich £724.33 Community Action Suffolk £667.75 Clear Councils – not sent

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

- a. To REVIEW the Council's subscriptions to the following organisations:
 - i) Warwickshire Association of Local Council at a cost of £869.00
 - ii) To CONSIDER approving the Clerk's membership of Society of Local Council (SLCC) at a cost of £253 yearly membership information circulated prior)
 - iii) To CONSIDER approving the Clerk's Training course – ILCA at a cost of £140.00 each
 - iv) To CONSIDER approving Clerk 3 Training (03.06.2026) WALC at a cost of £48.00
 - v) To CONSIDER approving Cllr Training Understanding the Planning Process for Parish Councils (04.06.2026) NALC at a cost of £48.00
 - vi) To CONSIDER approving the Clerk & a Cllr to attend Allotment course by LRALC at a cost of £40 each 13.07.2026 1pm -3pm online
 - vii) To CONSIDER approving the Clerk & a Cllr to attend Cemetery course by LRALC at a cost of £40 each 23.06.2026 1pm -3pm online
 - viii) To CONISDER NALC Planning Course for Cllr £42.00 on 16.12.2026 £42.00



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

To REVIEW and APPROVE 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**

To NOTE the schedule of Parish Council meetings for 2026/2027

2026/016 **POLICE, COUNTY AND BOROUGH COUNCILLORS:**

To RECEIVE reports

2026/017 **NWBC REGULATION 18**

- a. To CONSIDER and AGREE the Borough Council's Regulation 18 Local Plan timetable and resolve the Parish Council's response regarding the Settlement Boundary.
- b. To CONSIDER and AGREE formal representations to the Chair of the North Warwickshire Borough 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. To CONSIDER and AGREE the 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 authorize 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. To CONSIDER and AGREE exercising its powers as a statutory consultee and utilizing the General Power of Competence (Localism Act 2011, s.1) or alternatively, Local Government Act 1972, s.111, formally requests North Warwickshire Borough Council to remove the settlement/development boundary for our 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

Email: parishclerk@mancetterparishcouncil.gov.uk

Website: www.mancetterparishcouncil.gov.uk



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car sales building **GRANTED: 07.05.2026**

b. To CONSIDER and DECIDE any 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

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)

2026/019 **AUDIT 2025-2026**

- a. To RECEIVE and APPROVE the End of Year Bank Reconciliation for Financial Year 2025-2026
- b. To CONSIDER and APPROVE and accept the Internal Auditor's Report for Financial Year 2025-2026 and action any recommendations
- c. To CONSIDER and APPROVE the Annual Governance Statement for Financial Year 2025-2026
- d. To CONSIDER and APPROVE the Accounting Statement for Financial Year 2025-2026
- e. To CONSIDER and APPROVE the Explanation of Variances for Financial Year 2025-2026
- f. To CONSIDER and APPROVE the Breakdown of Reserves held Financial Year 2025-2026
- g. To AGREE the appointment of date for the examination of elector's rights commencement

2026/020 **CLERKS REPORT**

To ACKNOWLEDGE report regarding Parish Council activities (circulated prior)

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

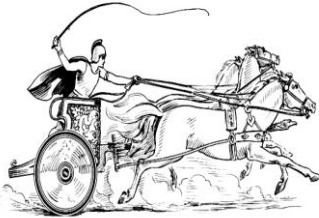
- a. To RECEIVE update on contract work for digitalising cemetery records.
- b. To CONSIDER Council membership of the Institute of Cemetery and Crematorium Management (ICCM) at a cost of £110 per annum
- c. To REVIEW and APPROVE Cemetery Fees 2026-2027
- d. To REVIEW and APPROVE Cemetery Rules 2026-2027
- e. To AGREE to a new cemetery@ email address at no extra cost (included in package)
- f. To CONSIDER and AGREE to repair the allotment hedges with natural hedging
- g. To CONSIDER and AGREE to obtain quotes for new gates at allotment

2026/022 **COUNCIL FINANCE**

- a. To REVIEW and APPROVE bank signatories for HSBC
- b. To CONSIDER changing bank to Unity Bank and agree signatories
- c. To CONSIDER approving a SIM only deal all 24 mth contract:
Vodafone £20.84 disc to 10.42/mth for 24 mths - unlimited calls/text 100gb data
EE £15/mth, Mar 2027 £17.50, Mar 2028 £20 - unlimited calls/text 20gb data
Tesco £13/mth for 24 mths - unlimited calls/text 60gb data (clubcard)
- c. To REVIEW and APPROVE the list of invoices (circulated prior)

Email: parishclerk@mancetterparishcouncil.gov.uk

Website: www.mancetterparishcouncil.gov.uk



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| 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 REPORS**
To RECEIVE feedback from Councillors

2026/024 **VEHICLE ACTIVATED SPEED SIGN**
To CONSIDER WCC Highways / MPC for VAS in Ridge Lane

2026/025 **ITEMS TO BE CONSIDERED FOR FUTURE MEETING**

PROPOSAL OF CLOSED SESSION

The Chair to raise 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.

- a. To CONSIDER approving new postal address/PO Box for Council at a cost of £416.40 per annum
- b. To CONSIDER the suitability and effectiveness of a current contractors and AGREE tender process
- c. To CONSIDER and AGREE assessment of allotment plots
- d. To CONSIDER and AGREE taking legal advice re allotments .

Date of next meeting- Tuesday, 28 July 2026 7pm at St Peter's Church, Mancetter