



Manduessedum - Mancetter Village
(Place of War Chariots)

Mancetter Parish Council

Serving the People of Mancetter and Ridge Lane

PARISH COUNCIL MEETING OF THE PARISH OF MANCETTER

Minutes of a Meeting of the Parish Council of Mancetter,
held on Tuesday 27th May, 2025, at the Schoolroom
of St Peter's Church Mancetter, commencing at 7pm.

Present:

Chairman

Mr T Hopkins.

Parish Councillors

Mr H Blackburn, Mrs A Ford-Rogerson, Mrs S Healy, Mr P Mann, Mr J Tither.

No representatives from the Police, Warwickshire County Council or North Warwickshire Borough Council were in attendance.

Parish Clerk

Mrs E Higgins.

Item 1 – Appointment of Chair and Vice-Chair – signing of Declarations of Acceptance of Office

In accordance with regulations, Councillors Hopkins and Blackburn vacated the position of chairman and vice-chairman respectively to mark the close of the 2024-25 year. Councillor Healy proposed that Councillor Hopkins be re-elected as Chairman for the new year 2025-26. Councillor Blackburn seconded the proposal, which received unanimous support from fellow councillors. Councillor Hopkins resumed the position of chair and signed the Acceptance of Office for the year 2025-26.

After many years of service in the role of vice-chairman, Councillor Blackburn did not wish to seek re-election to the post, and nominated Councillor Tither as his successor.

With the proposal seconded by Councillor Healy, with unanimous support from fellow councillors, John Tither accepted the role as vice-chairman. Councillor Blackburn was thanked by all assembled for the service to the community given as vice-chair of Mancetter Parish Council.

Signed

Date:

Item 2 - Welcome and Apologies received.

Mr T Hopkins welcomed everyone to the meeting.

Apologies were accepted from Parish Councillor Forknall due to an emergency, and received from Borough Councillor Keith Barnett.

Parish Councillor Davis; Councillor Clews (NWBC); and Councillor Warren (WCC) were not present.

Item 3 – Recording of the meeting.

The meeting was recorded on the Dictaphone provided by the Parish Council. The recording will be erased on production of the draft minutes. The previous recording was deleted by the Clerk in the presence of the Council. There was no other recording of the meeting.

Item 4 – Notice of Interest.

Interests were declared by Councillors Ford-Rogerson, Hopkins and Tither who are allotment holders in Ridge Lane.

Item 5– Public Question Time.

There were no members of the public present at this meeting.

Item 6 – Police, County and Borough Councillor Feedback.

There was no Police presence at the meeting. No 'Incidents Report' had been received.

Both the County Councillor and the Borough Councillors were absent from the meeting, so no reports were available.

Item 7– Minutes of the last meetings.

Acceptance of the draft minutes from the Parish Council meeting of 25th March, 2025, and approval of the Annual Parish meeting from the 29th April, 2025. The minutes were agreed unanimously as a true record of proceedings.

A copy of the March minutes was duly signed by the Chairman, and will be available as usual on the parish council website. The draft minutes from 29th April 2025 will also be published, and formally signed at the Annual Meeting of Parishioners in 2026.

Item 8 – Matters arising from the meetings of the 25th March, 2025, and the 29th April, 2025.

Councillor Tither sought an update regarding the proposed movement of the VAS sign, for which County is responsible. Councillors were informed that following the recent elections ongoing projects, which include the above, are on hold temporarily whilst new councillors receive training. It is not expected that the project will change.

Councillors were informed that the recent V E Day celebrations, held within the Parish, were received well by many residents, and charitable funds to date of £255.29 were raised from these events for the Royal British Legion.

Signed

Date:

Item 9 – Finance

- a) All payments made were issued for formal signing, and signed off in accordance with the financial regulations of the council. Councillors were invited to inspect the documentation.
- b) An appeal from Bee Line Community Transport for a donation of £100 towards operating costs was discussed. Some concern was raised regarding delayed declaration of accounts from Beeline and it was agreed that the issue be considered further at the next meeting.
- c) Clerk to the council, Mrs Elane Higgins, prepared and distributed prior to the meeting, detailed copies of the annual accounts, which included the balance of reserves held, for the year 2024-2025. The Clerk provided a commentary on the details contained therein, to which no points were raised by the council.
Acceptance of the accounts, proposed by Councillor Sue Healy and seconded by Councillor Ford-Rogerson, was unanimous.
- d) The Clerk guided councillors through section one of the Annual Governance and Accountability Return for 2024-2025, the Annual Governance Statement. Councillors agreed that all points therein had been met, and the formal signing of the documentation was approved. The Chairman and Clerk duly signed on behalf of the Parish Council.
- e) Section two of the AGAR Accounting Statements was examined line by line, and formally agreed unanimously by the council and signed accordingly.
- f) **The dates for Notice of Rights and Publication of Unaudited Annual Governance and Accountability Return for the year ending 31st March, 2025, were confirmed as beginning on Tuesday 3rd June 2025 and ending on Monday 14th July 2025.**
- g) **Councillors approved a letter of engagement to reappoint Mr N Lane as Internal Auditor for the financial year 2025 – 2026.**
- h) Councillors examined the current asset register and allocation of reserves for the Parish. A query regarding possible reallocation of funding for traffic calming was raised and it was agreed that this should be considered further at the next meeting.
- i) A notice for renewal of the Zurich Municipal Insurance cover was examined by councillors. The Chairman stated that a similar agreement for the year 2025-2026 was needed and renewal of this policy for a further year, at a cost of £560.82, was agreed by councillors. The Clerk informed the council that the new premium represents a lower cost than that from the previous year.
- j) Councillors agreed to fund the continued membership of the National and Warwickshire / West Midlands Associations of Local Councils. It was noted that the Data Protection fee offered through membership to the ICO carried an increase up to £52.00 for the year 2025-2026. The importance of the Data Protection element was understood by all councillors.

Signed

Date:

Item 10 – Review of Statutory Documents, Responsibilities and Membership of External Groups.

- a) The adoption of the new NALC Model Standing Orders 2025 England update was proposed by Councillor Healy and seconded by Councillor Blackburn. The legal changes to sections 14 and 18, relating to the Code of Conduct, were noted and the motion received unanimous support.
- b) Arrangements and membership of committees and internal / external groups for the new council year were agreed as follows:**
- * Councillor Tither joined the Staffing Committee, replacing Harry Blackburn.
 - * Neighbourhood Plan Working Group – Councillors Trevor Hopkins, Sue Healy, John Tither and Alice Ford-Rogerson
 - * Planning Application sub-group – Councillors Hopkins, Healy, Blackburn, Tither and Mann.
 - * Traffic Calming and Speed Monitoring Working Group – Councillor Hopkins, Councillor Tither, Councillor Blackburn, Mrs Elane Higgins (Clerk). Councillor Mann stood down from the group.
 - * North Warwickshire Area Committee – Councillor Hopkins and Councillor Healy.
 - * Atherstone Surgery Patient Participation Group – Councillor Davis and Councillor Forknall
 - * Tarmac Quarry Liaison Group – Councillor Hopkins, Councillor Healy, and Councillor Mann.
 - * SARVAL Liaison Group – Currently Inactive.
 - * Grand Union Canal Project Group – Councillor Hopkins, Councillor Blackburn, Councillor Ford-Rogerson, Councillor Healy and Councillor Tither

c) Feedback from meetings and events attended since the last Parish Council meeting.

13th May, 2025 - Creating Opportunities – Councillor Hopkins reported on some benefits gained to date from this initiative citing increased provision of meals for pupils in local schools and an improved 'bus service for Ridge Lane. Education provision has been discussed at the meeting with the Chair focusing upon educational provision for pupils excluded from school' and pupils in receipt of Home Tutoring. Councillor Hopkins was provided with figures by a relevant officer. The body has been supportive of initiatives in which the parish council is involved.

The Chair also provided an explanation in response to a question posed by Councillor Ford-Rogerson with regards to the nature of the North Warwickshire Area Committee and the links with Creating Opportunities. Councillor Ford-Rogerson agreed to join the Creating Opportunities meetings.

Item 11 – Cemetery and Maintenance around the Parish

- a) Councillor Hopkins and Mrs Higgins, Clerk, provided an update on the contract work for digitalising cemetery records. Progress is being made with over one hundred documents added so far to the digital system, resulting in improved access for people who wish to view them. It was noted that the original documentation will be retained alongside the digital version.
- The Clerk raised an issue, at this point, relating to the amount of clerical work that is being created by the rise of low-funerals opted for by some parishioners. The matter is to be discussed in more depth at the next meeting.
- b) It was noted that the format of the Task Sheet for the Parish Handyman has been amended for greater ease of use.
- c) It was reported that some work on the trees within the church cemetery has been undertaken in line with Health and Safety concerns.

Signed

Date:

Item 12 - Planning Matters and New Applications since the previous meeting.

a) Planning Matters Update on approved and pending applications

The Chair drew the attention of fellow councillors to the notes provided on the agenda regarding eight applications:

PAP/2023/0324 White Hart, Ridge Lane -**Refused**

PAP/2024/0113 Coachman's Cottage – **Granted**

PAP/2024/0154 and 0160 Greenacres, Nuneaton Road) - **Pending**

PAP/2024/0186 Kirby Glebe Farm, Atherstone Road, Hartshill - **Pending**

PAP/2024/0588 and 0590 Crown Stables, Nuneaton Road - **Granted**

PAP/2025/0076 10 The Spinney, Mancetter – **Granted**

* **County Council Minerals Application** NWB/24CM013, relating to Tarmac Quarry and the variations of conditions, **remains pending.**

b) New Planning Applications and comment, as appropriate.

PAP/2024/0538 Barn Fishery, Atherstone Road, Hartshill.

Change of use of land to use as a residential caravan site for four Gypsy/Traveller families with a total of seven caravans, including no more than three static caravans / mobile homes, together with the laying of additional hardstanding and the erection of a day room. **Concerns over over-intensification and annexing of land to create an entrance splay.**

PAP/2025/0174 Watling Street Motors – Stateside Autoparts, Watling Street, Mancetter

Retrospective application for advertisement consent to erect two 4.2 metre wide upvc banners to existing fencing. **Would recommend more permanent signage providing there is no obverse distraction to motorists.**

PAP/2025/0175 Watling Street Motors – Stateside Autoparts, Watling Street, Mancetter

Retrospective application for change of use from vehicle parts supply to car sales. **No objection providing vehicles are parked within the curtilage of the premises.**

PAP/2025/0162 The Rothen Group – Mancetter Marina

Demolition of facilities building and erection of a replacement, including disabled toilets, showers and roof mounted solar panels. – **No Objection.**

Item 13 Date of Next Meeting:

Tuesday 22nd July, 2025

7.00pm Schoolroom, St. Peter's Church



As there was no further business the meeting closed at 8.50pm

Signed

Date: