

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

20 JULY 2009 – 7.00 pm.

**Present:** Councillor Emery, Chairman; Councillors Archer, Barnes, Buckton, Cole, Mrs Desborough, Jolley and Risbridger.

**Apologies:** Councillor Mrs Palmby.

The minutes of the meeting of 15 June 2009 were confirmed and signed.

### M31/09 Matters arising from minutes of last meeting

#### (1) Open spaces (minute M19/09 (1))

Station Road – the Clerk reported that he had still not received a response from the Legal Services Manager at Fenland District Council (FDC) but he considers that a further approach may be to raise the matter with the Developments Manager at FDC.

In addition, members discussed the potential benefit of providing an electricity supply box at this area of open space, for use in relation to any event that may take place on the site and to supply the village's Christmas lights.

Members decided that

(1) the suggested new approach in relation to adoption of this site be pursued by the Clerk;

(2) a quotation be sought for the provision of an electricity supply on this land.

#### (2) Funding for highway works in Manea (minute M19/09 (2))

The Clerk reported the response from Cambridgeshire County Council in relation to the matter raised with the Local Highway Authority (LHA). The response explains the attempt made by the LHA to make contact with the nominated member of the Parish Council and that the funding promised previously by the LHA is still available.

Members decided that Councillor Archer would make contact with the relevant officer at the County Council, to arrange an on-site meeting to discuss the specific details of the Parish Council's highway safety requirements.

#### (3) Highway maintenance works and drainage issues (minute M19/09 (3))

The Clerk reported the response from Rod Marshall of the Northern Area Highways Team of Cambridgeshire County Council.

Mr Marshall stated that the majority of the white lining works have been completed and that the County Council proposes to replace the damaged speed limit sign on Westfield Road and has inspected the drainage gully on East Street.

Councillor Mrs Desborough mentioned the continuing drainage problems at East Street, Manea and she informed the Parish Council of her discussions with Mr Marshall in that regard. She mentioned that he had asked if she could provide him with photographs of the situation at the time of flooding. In addition, she presented letters from the occupiers of East Street relating to the drainage problems to which they are subjected. The Clerk read these letters to the Parish Council.

Members are of the opinion that this situation is totally unacceptable for the residents of East Street and that pressure must be applied to the County Council and Anglian Water to resolve the matter.

Members decided that

- (1) photographs of the flooding situation be taken by Councillor Risbridger and sent to the Clerk, for forwarding to the County Council;
- (2) letters be sent to Cambridgeshire County Council and Anglian Water, requesting that this matter be resolved as a matter of priority;
- (3) the local residents who had written to the Parish Council be informed of the Parish Council's stance on this matter.

**(4) Communicating the work of the Parish Council (minute M21/09)**

Members decided that the operational arrangements (e.g. dates, times, venues) of the Parish Council holding two community engagement meetings each year be discussed at the next meeting.

**(5) Fenland District Council's arrangements for Neighbourhood Management and Engagement (minute M28/09 (6))**

Councillor Risbridger, who attended the meeting of the Rural Neighbourhood Management Board in the Chairman's stead on 17 July 2009, reported very briefly on the meeting and stated that he would circulate a copy of the minutes of that meeting when received from Fenland District Council.

Members decided that the situation be noted.

**M32/09 Sports Development in Manea**

Further to minute M9/09, members received a presentation from Mr P Spry, who has been appointed, on a voluntary basis, by Fenland District Council (FDC) as a Sports Co-ordinator for Manea, on the purpose of his role and how he could work with the community to develop sporting opportunities in the village. He stated that he has already begun forging links with the village school.

Mr Spry informed members that he is one of four such co-ordinators in rural areas across the district and his remit is to help develop "sport" (i.e. not only organised matches and games but also Family Days and inter-village competitions plus fun events such as "it's a Knockout") in Manea. He stated that he is seeking assistance and ideas from the Parish Council and villagers on the types of activities that could be organised and promoted.

Mr Spry made the point that although FDC possesses a large amount of sporting equipment and is able to provide coaches for a variety of sports, it does not possess a sufficient number of employees within the Sports Development Team to co-ordinate activities for all villages; hence the creation of Village Sports Co-ordinators. FDC is able to make its equipment available to the Sports Co-ordinators. He added that Cambridgeshire County Council is keen to undertake joint working to support this initiative.

Mr Spry stated that use of the village playing field would be crucial to the success of this initiative.

Mr Spry answered the questions from members.

Members decided to indicate their support for this initiative, providing assistance whenever possible, and to make the playing field available on a free-of-charge basis for community "sporting" events organised as part of this initiative

### **M33/09 The future of health services for South Fenland residents**

Further to minute M20/09, members gave consideration to the Parish Council's formal response to this consultation exercise.

Members decided, unanimously, to inform Cambridgeshire NHS that it supports Option 3, as described in the consultation document and as explained at the last meeting, as the most appropriate option to maximise the health care benefits for the people of Fenland.

### **M34/09 Jointly Funded Minor Highway Improvements 2010/11**

Further to minute M28/09 (2), members discussed possible bids under this initiative but felt unable to reach any conclusions without visiting the potential sites for highway safety improvements.

Members decided that site visits be undertaken on the evening of 22 July 2009 and that any schemes identified be relayed to the Clerk for submission to the County Council.

### **M35/09 Allotments**

Further to minute M22/09, Councillor Archer reported that the planning application for the change of use of this land has now been submitted.

Members decided that the current progress position be noted.

*(Councillor Archer declared his personal interest in this item of business, by virtue of being a member of the Allotments Association)*

### **M36/09 Cemetery**

Further to the Parish Council's inspection, immediately prior to its last meeting, of the cemetery, members considered what actions are necessary.

Members are very pleased with the condition and appearance of the cemetery, which is, in their opinion, attributable to the quality of the maintenance work carried out by the contractor.

As part of the inspection of the cemetery, members decided that there would be benefit in the removal of two large trees/bushes and the provision of a sign displaying Cemetery Rules.

Members decided that

- (1) a letter of appreciation be sent to the contractor which maintains the cemetery;
- (2) the existing contractor be requested, by Councillor Cole, to undertake removal of two large bushes/trees;

- (3) a sign displaying Cemetery Rules be acquired, following agreement by the Parish Council, at its next meeting, of up-to-date rules;
- (4) prior to the next meeting, Councillors Emery and Jolley would obtain examples of "best practice" upon which Manea Parish Council could base its rules.

### **M37/09 Playing Field and play area issues**

- (1) Fencing at the playing field – further to minute M23/09, the Chairman reported that the Parks and Open Spaces Manager at Fenland District Council has advised that there is no legislative or regulatory reason why the Parish Council could not re-locate the fencing from around the play area to the site frontage of the playing field.

Members decided that the three potential contractors, now identified, be invited to submit quotations for this work.

- (2) Annual ROSPA inspection report – further to minute M23/09, the circulation of the ROSPA report among Parish Councillors had not concluded.

Members decided that circulation of the report among Parish Councillors be concluded prior to the next meeting to enable a schedule of agreed works to be produced at that meeting.

- (3) Possible creation of post of Pit Bailiff/Playing Fields Officer – further to minute M25/09, members considered the possible creation of such a post.

Councillor Barnes spoke in support for such a post, to both manage the Bailiff arrangements and to be responsible for taking bookings for the playing field and the pavilion.

Councillor Emery responded that new Bailiffs have been recruited and they have all been issued with receipt books and identity badges and that they have agreed working patterns between them; he expressed the view that this new arrangement is operating very successfully and could see no need for further management of that function at this time. In addition, Councillor Emery stated that he is happy to introduce and operate a bookings system for the playing field and the pavilion.

Members decided that a post of Pit Bailiff/Playing Fields Officer be not created at this time but the situation be kept under review and considered again if circumstances suggested such action.

- (4) Cutting of conifers – members considered the cutting of conifers, which had been identified last year as in need of such work but had not been undertaken by the contractor appointed for that work because of the ground conditions, but decided not to pursue such a course of action at this stage on the basis that the provision of fencing along that boundary might be more effective.

Members decided to debate the matter further at the next meeting.

- (5) Youth football – members considered the content of an e-mail from Mr P Spry regarding youth football training that had been organised by a person in the village, using the playing field for this purpose without the consent of the Parish Council. Mr Spry, who was present at the meeting (minute M32/09 refers) stated that, since the date of his e-mail to the Clerk, the training sessions had ceased.

Members decided that the organiser of this training be informed that the use of the football pitches must be booked through the Parish Council and that any such applications would be drawn to the attention to Manea United Strikers.

- (6) Standard of grass cutting - Members expressed their concern at the standard of the grass cutting by the contractor working for the County Council. It is felt that the contractor is not using the most appropriate type of mower for this type of work.

Members decided that this concern be referred to the County Council.

- (7) Fees and charges – members considered whether to introduce a fee for use of the playing field for football training purposes.

Members decided that no fee be introduced for the use of the playing field for football training purposes but a charge of £10 be levied for use of the pavilion in association with training sessions.

- (8) Basketball Activity Day on 30 July 2009 – members considered whether a fee should be levied in respect of this event, which is aimed at increasing youth participation in sport. Members are aware, from the presentation given by Mr Spry (minute M32/09 refers), that this is the first of a series of such events.

Members decided that the playing field be made available free-of-charge for this event and any future ones of a similar nature.

- (9) Manea Village Show – further to minute M9/09 (2), members decided that they would consider, at the next meeting, making a financial donation for the purchase of prizes.

#### **M38/09 Planning application**

Members considered the following planning application and decided to submit to the Local Planning Authority the comments set out (in italics) below:

Erection of 2 x 3-bed semi-detached houses, involving demolition of existing dwelling, at 11 Westfield Road, Manea – F/YR09/0437/F (applicant: Cole Properties (Manea) Ltd).

*That the application be supported.*

*(Councillor Cole declared his personal and prejudicial interest in this planning application, by virtue of being the applicant for the proposal, and retired from the meeting for the duration of the discussion and voting thereon)*

*(Councillor Emery declared his personal interest in this planning application, by virtue of his friendship with the applicant for the proposal)*

#### **M39/09 Land west of Station Road, Manea – potential unauthorised development**

Members referred to the erection of a number of timber buildings, used for residential purposes, on land at Shorts Wood, west of Station Road, and raised concern that this development had been undertaken without the benefit of planning permission.

Members decided that information be obtained from the Local Planning Authority as whether planning permission was required for the development and, if so, whether such permission had been granted.

#### **M40/09 4 and 6 Acorn Lane, Manea**

Arising from the discussion at the Open Forum, members are aware of residents' understanding of the current planning/enforcement situation etc in relation to these properties and the levels of anti-social behaviour to which local people continue to be subjected by the youngsters who reside at Acorn Lane.

Members decided that

- (1) a letter be sent to Fenland District Council (FDC) requesting that priority be given to serving the Enforcement Notice, authorised by FDC's Planning Committee, upon Castle Care in relation to the unauthorised change of use of a residential property to a children's home;
- (2) a letter be sent to Castle Care, requesting that necessary action be taken to address the problems being suffered by nearby residents;
- (3) Councillor Buckton would produce an article relating to this situation, including the failure of FDC and Castle Care to address the suffering of local residents, for submission to the local press.

### M41/09 Manea Pit

Members received the minutes of the Sub-Committee meeting of 16 June 2009. In addition, Councillor Barnes updated members on the current situation. Councillor Barnes informed the Parish Council that

- the decision made at the last meeting of the Parish Council in respect of fishing fees had been effected; tickets have been printed and made available and publicity has been given;
- the "Dogs must be kept on a lead; Please clean up after your dog" signs (minute SC7/09 (2) refers) have been obtained and erected;
- all of the materials purchased for the development works have now been used and additional materials needed will be ordered;
- there has been a considerable amount of positive comment from the community in relation to the development works to date;
- the Sub-Committee held an informal meeting (minute SC10/09 refers) on 7 July and, consequently, was able to provide a display at Manea Gala on 11 July 2009;
- minor weed control measures have been organised;
- the next meeting of the Sub-Committee has now been fixed for 11 August 2009.

Councillor Barnes reminded members that one element of the Pit development works requires the filling and piping of a dyke and he proposed, subject to members' agreement, making application to the Manea and Welney District Drainage Commissioners for such consent. The application fee is £50.00.

Councillor Risbridger raised concerns regarding the filling and piping this dyke because of the potential drainage implications. Councillor Risbridger's concerns were addressed by various members of the Parish Council.

The Clerk reiterated the point that he made at the last meeting regarding the desirability of reviewing, on the basis of one year's operation, the Terms of Reference and Standing Orders of the Sub-Committee to ensure that they remain fit for purpose. In this regard, the Clerk had produced a revised draft Terms of Reference and Standing Orders of the Sub-Committee.

The Clerk read to members two e-mails from Mr M Crompton in which he sets out his concerns and comments in respect of development and sustainability of Manea Pit and whether too much focus is being paid currently to the fishing element of the project at the expense of the community's use of the facility. He also suggested that there should be a greater level of information made available publicly in relation to the development activities and the Manea Pit Management Plan. In addition, Mr Crompton suggested that the Parish Council should consider the appointment of a contractor to undertake the on-going maintenance work at the Pit, rather than rely upon voluntary labour.

Members decided that

- (1) the contents of the minutes and the update given by Councillor Barnes be noted;
- (2) application, at the fee of £50.00, be made to the Manea and Welney District Drainage Commissioners for consent to fill and pipe the dyke;
- (3) the revised draft Terms of Reference and Standing Orders of the Sub-Committee be circulated among members of the Parish Council between this meeting and the next, to enable a decision to be made at the next meeting;
- (4) a response to Mr Crompton's e-mail be sent, thanking him for his comments and informing him that the Parish Council will take them into account, where relevant, in relation to future works and ongoing operational and maintenance issues relating to Manea Pit.

### **M42/09 Finance**

The Clerk reported on the Parish Council's income and expenditure since the last meeting, as follows:

#### **Income**

|                     |   |                  |
|---------------------|---|------------------|
| Oddfellows          | Contribution towards cost of upgrade of access road to allotments | £50.00           |
| Turner and Son      | Memorial inscription - Edwards                                    | £70.00           |
| Turner and Son      | Burial fee - Sears  | £125.00          |
| Landin and Son      | Burial of cremated remains - Jeffrey                              | £400.00          |
| Fenland DC          | Concurrent Functions and Additional items grant                   | £2,065.00        |
| Manea UFC           | Use of football pitches   | £480.00          |
| <b>Total Income</b> |   | <b>£3,190.00</b> |

#### **Expenditure**

|                          |  |                  |
|--------------------------|--|------------------|
| G Fowler                 | Playing field cesspool emptying                                  | £65.00           |
| S Emery                  | Repairs to notice board and painting of war memorial plynth      | £60.39           |
| S Emery                  | Cost of ink pads, Bailiff badges and Dog Fouling signs           | £61.20           |
| A Desborough             | Cost of rubber stamps  | £23.92           |
| Anglian Water            | Water supply - Cemetery  | £30.47           |
| Anglian Water            | Water supply - Playing field                                     | £311.30          |
| P J Thory Ltd            | Construction materials - Manea Pit                               | £330.05          |
| M Short                  | First half-year Caretaking wages                                 | £390.00          |
| Mrs A Ryman              | Wages and expenses   | £68.29           |
| T Jordan                 | Salary (less income tax of £97.22), Broadband and other expenses | £412.37          |
| Manea DCC                | Application for filling dyke                                     | £50.00           |
| <b>Total Expenditure</b> |  | <b>£1,802.99</b> |

Members decided, upon a proposal from Councillor Emery, seconded by Councillor Mrs Desborough, that the income of £3,190 be noted and that the payments totalling £1,802.99 be authorised.

#### **M43/09 Nomination Rights for social housing**

The Chairman reported that he had been contacted by Cambridge Housing Society regarding applications that had been received for social housing and would be referred to the Parish Council for consideration. He reminded members that the Parish Council has nomination rights in respect of some of the properties managed by Cambridge Housing Society at Glebe Close.

The Clerk reported that, at the time of the meeting, the applications had not been sent to him.

Members decided that, depending upon the date of the Clerk's receipt of the housing applications, it may be necessary for members to meet, for that purpose only, at a date earlier than the date of the next scheduled meeting.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to avoid undue delay to determination of this matter)*

#### **M44/09 Correspondence**

- (1) Cambridgeshire ACTION – Cambridgeshire ACRE magazine.

The Clerk reported receipt of the latest Cambridgeshire ACRE magazine.

Members decided that the document be circulated amongst members of the Parish Council.

- (2) Cambridgeshire Playing Fields Association newsletter.

The Clerk reported receipt of the latest newsletter.

Members decided that the document be circulated amongst members of the Parish Council.

- (3) Cemetery memorials/inscriptions.

The Clerk reported a request from Anglia Memorials for consent for a memorial stone on the grave of Mr P Abrook in Manea Cemetery and a request from Kent Memorials in relation to a proposed inscription on a memorial stone for Mr G Mellers.

Members were informed of the size, design and material of the proposed memorial and the wording of both the proposed inscriptions.

Members decided that both requests be approved.

- (4) Family tree enquiry.

The Clerk reported receipt of an enquiry from someone who is trying to trace relatives who were married in Manea in the 1800's.

Members decided that the matter would be investigated by Councillor Jolley, who would arrange for any information discovered to be forwarded to the enquirer.

**M45/09 Items for Press Release or news stories**

Further to minute M21/09, members decided that the following matters be the subject of Press Releases or news stories for public attention:

- 4 and 6 Acorn Lane, Manea – the difficulties being experienced by local residents and the lack of support that they are receiving from the operators of these properties and the relevant agencies
- Allotments – the Parish Council's provision of garden allotments for local people
- Playing field – arrangements for booking the playing field and its facilities.

**M46/09 Next meeting**

Members were reminded that the next meeting of the Parish Council has been scheduled for 24 August 2009, commencing at 7.00 pm, at Manea Village Hall.

**Meeting finished at 9.25 pm**

Signature:.....(Council Chairman).

Date:.....