

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

19 JULY 2010 – 7.00 pm.

**Present:** Councillor Emery, Chairman; Councillors Archer, Cole, Mrs Desborough, Jolley, Lockett (until 8.10 pm), and Risbridger.

**Apologies:** Councillor Buckton.

The minutes of the meeting of 21 June 2010 were confirmed and signed.

### **M26/10 Matters arising from minutes of last meeting**

#### **(1) Request to purchase land at Bedlam Pit (minute M17/10 (3))**

Councillor Jolley reported that he and Councillor Archer had met on site with a representative of the company which had been selected to provide the valuation service required. He informed members that the meeting had been very worthwhile and that the company's valuation report should be available for consideration at the next Parish Council meeting.

Members decided that the current situation be noted.

#### **(2) Jointly Funded Minor Highway Improvements 2011/12 (minute M23/10 (9))**

Members discussed possible bids under this initiative, having regard for the bidding criteria provided by the County Council.

In addition, the Clerk reported the response from the Local Highway Authority as to why there had been no action in relation to the provision of a raised carriageway crossing point in the vicinity of the Community Primary School; the reason being that the funding that originally available for these works (and others across the County) had been withdrawn due to the financial difficulties being faced by the County Council from 2010/11 onwards.

Members decided that

- (1) the situation in relation to the anticipated raised carriageway crossing point be noted;
- (2) a bid be submitted in respect of the provision of a raised carriageway crossing point in the vicinity of the Community Primary School (i.e. seeking finance for the scheme that the County Council had been unable to fund previously).

#### **(3) Trees in Manea Cemetery (minute M23/10 (10))**

The Clerk reported a response from Fenland District Council (FDC) in relation to the Parish Council's enquiry as to whether FDC could undertake a safety assessment of the trees in Manea Cemetery.

The District Council anticipates that it should be able to provide this service on behalf of Manea Parish Council.

Members decided that the response from Fenland District Council be noted.

### **M27/10 Manea Youth Club.**

Further to minute M23/10 (4), members received a presentation from Natalie McCulloch, a Youth Worker with the County Council's Locality Team, who is involved in the running of Manea Youth Club. Miss McCulloch was accompanied by two members of Manea Youth Club.

Miss McCulloch explained that Manea Youth Club, which has operated for ten months, provides a safe environment for young people and is open to all youngsters in the village between the ages of 11 and 19 years, and operates every Tuesday at the Village Hall. She invited the two Youth Club members in attendance at the meeting to inform the Parish Council of the current activities being undertaken at the Youth Club

Miss McCulloch informed Parish Council members that the aim of the Youth Club is not only to "entertain" young people but also to assist their skills development. She stated that the intention is to split the current Youth Club membership into junior and senior sessions, because of the varying interests of different age groups; she added that there is currently a lack of "buy in" by young people due to the absence of up-to-date facilities/activities that the club is able to offer attendees. The two members of Manea Youth Club explained the types of activities/facilities that they feel would attract additional attendees.

Miss McCulloch informed the Parish Council that she is hoping the young people in the village will take "ownership" of Manea Youth Club and that the County Council's Locality Team is looking to establish a Youth Forum with the aim of providing a mechanism for engagement by service providers with young people. She asked whether it would be possible for Manea Youth Club to use, on a free-of-charge basis, the playing field (with access to the pavilion) for outdoor activities during the summer months.

Councillor Emery informed Miss McCulloch of the Parish Council's belief that Manea Village Hall Committee (MVHC) may have financial resources available to assist Manea Youth Club and that it might be worth the Youth Club making a funding request to MVHC.

Members decided that

- (1) the information provided by Miss McCulloch and the two members of Manea Youth Club be noted;
- (2) Manea Youth Club be permitted use, on a free-of-charge basis, of the playing field (and access to the pavilion) for outdoor activities during the summer months;
- (3) the Parish Council would lend its full support to the continuation and development of Manea Youth Club.

### **M28/10 Playing Field and play area issues**

- (1) Annual village inspection – members reflected upon their annual inspection of the facilities within the village, undertaken immediately prior to the June 2010 meeting of the Parish Council.

Members decided that, in the interests of health and safety, four "No Swimming/Deep Water" signs be acquired (by the Chairman) and subsequently erected within Manea Pit.

- (2) Car Park – further to minute M18/10 (2), members considered the two quotations received from the three local contractors invited to submit quotations for this work.

Members decided that the lowest tender, in the sum of £11,250.00 (plus VAT) be accepted.

- (3) Annual ROSPA inspection report – further to minute M18/10 (3), members noted the minor works required to achieve compliance with the recommendations of this report.

Members decided that the Chairman would arrange both the necessary minor repair works to the roundabout and temporary repair works to the piece of damaged fencing, pending consideration of a longer-term fencing solution.

- (4) CCTV – further to minute M18/10 (2), the Chairman reported that the electrical contractor had examined the operation of the CCTV equipment at the multi-sports area and had concluded that the current CCTV recording equipment is not working effectively and he recommends that this equipment be replaced with the same type of recorder that has now been installed at the pavilion.

Although members indicated their support for the recommendation of the electrical contractor, Councillor Jolley stated that he would like the opportunity to discuss the situation with the contractor before a decision to spend a further £530 (plus VAT) on recording equipment is taken.

Members decided that, subject to the satisfactory outcome of discussions between Councillor Jolley and the electrical contractor, the necessary CCTV recording equipment be purchased and installed, provided that the cost does not exceed the cost of the system installed at the pavilion.

- (5) Dogs on the playing field – Councillor Archer sought clarification regarding the Parish Council's stance in respect of dogs, in the light of apparent confusion at the recent Manea Gala where some members of the public had been allowed to take their dogs on to the field.

The Chairman reminded Councillor Archer of the decision that had been taken by the Parish Council in this regard.

### **M29/10 Planning applications**

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

- (1) Erection of a 4-bed detached house with double integral garage on land west of 28 School Lane, Manea – F/YR10/0466/F (applicant: Mr C Waters).

*Object to the application, on the basis that site lies outside of the Development Area Boundary for Manea.*

*(Councillor Jolley declared his personal and prejudicial interest in this application, by virtue of being the owner of the application site, and retired from the meeting for the discussion and voting thereon)*

- (2) Erection of single-storey side and rear extensions to existing dwelling at 2 Rutland Way, Manea – F/YR10/0480/F (applicant: Mr S Stokell).

*That the application be supported.*

- (3) Erection of 2 houses involving demolition of existing outbuilding (renewal of planning permission F/YR07/0983/O) on land north-east of 36 Westfield Road, Manea – F/YR10/0495/EXTIME (applicant: Mr M Grainger).

*That the application be supported.*

### **M30/10 Manea Pit**

Members received the minutes of the Sub-Committee meeting of 24 June 2010.

With regard to minute SC4/10, Councillor Mrs Desborough made the point that, despite the actions being taken by the Sub-Committee to develop a community orchard/woodland on land adjoining Manea Pit, the Parish Council had not, to date, discussed such a proposal and, consequently, depending upon the debate at the next meeting of the Sub-Committee, she may wish to discuss this matter at the next meeting of the Parish Council.

In addition, members considered the two quotations submitted (minute SC4/10 refers) for the construction of a roadway to the land adjoining Manea Pit.

Members decided that

- (1) the contents of the Sub-Committee minutes and the comments made by Councillor Mrs Desborough be noted;
- (2) the lowest quotation, in the sum of £3,748 (plus VAT), for the construction of a roadway to the land adjoining Manea Pit be accepted.

### **M31/10 Finance**

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

#### **Income**

S Beeken	Contribution towards cost of a tree for Community Orchard	£15.00
Various	19 x Carp Syndicate membership fees	£2,090.00
Various (via I Fost)	Fishing tickets income (less expenditure on printing of tickets and receipt books etc)	£629.36
Various	2 x Carp Syndicate membership fees	£220.00
Fenland District Council	Concurrent Functions Grant	£1,985.00
Kent Memorials	Memorial inscription	£ 70.00
Fenland DC	Recycling Credits	£116.92
B Cundell	Purchase of cremated remains plot	£200.00
C Cundell	Purchase of cremated remains plot	£200.00
<b>Total Income</b>		<b>£5,526.28</b>

#### **Expenditure**

Clever Curves Ltd	Initial fee for skateboard park	£6,991.25
Ridgeons	Materials for Pit works	£43.43
Manea Village Hall	Hire of room on 21/06/10	£7.50
Anglian Water	Water for playing field	£278.45
Anglian Water	Water for cemetery	£101.64
Moore Stephens	Annual Audit	£470.00
M Short	First half-year Caretaking wages	£390.00
B J Short	Repairs to pavilion toilets	£278.61

Graham Dack and Company	Legal fees – open space transfer	£50.00
Richard Yardy Ltd	DVD recorder for CCTV	£622.75
Shaw and Sons Ltd	Accounts register	£59.73
Mrs A Ryman	Wages and expenses	£65.10
T Jordan	Salary (less income tax of £90.75), Broadband and other expenses	£435.78
<b>Total Expenditure</b>		<b>£9,794.24</b>

In addition, the Clerk reported that, further to minute M9/10, the Parish Council's accounts for 2009/10 had been "signed off" by the District Auditor.

Members decided

- (1) upon a proposal from Councillor Archer, seconded by Councillor Mrs Desborough, that the income of £5,526.28 be noted and that the payments totalling £9,794.24 be authorised;
- (2) to note the situation regarding the Parish Council's accounts for 2009/10.

#### **M32/10 Open space at Station Road/Jolley Close, Manea**

Further to minute M150/09 (2), the Clerk reported on the latest position in relation to transfer of ownership of this piece of land to Manea Parish Council by way of gift from Fenland District Council.

The Clerk informed members that he had, with the approval of the Chairman, engaged solicitors to act on behalf of Manea Parish Council in relation to undertaking the necessary legal processes to effect this transfer. He informed members of the legal and associated costs in this matter.

Members decided to note the information reported and to endorse the actions undertaken by the Clerk in progressing this matter.

#### **M33/10 Joint meeting of local councils**

Further to minute M14/10, the Clerk invited members to suggest items for the agenda for the joint meeting of Parish Councils arranged for 11 August 2010.

Members decided that the following items, together with any suggested by the other councils which would be participating in this meeting, be included in the agenda for the meeting:

- Flooding at Welney Wash
- The effectiveness of liaison between Parish Councils and the District/Borough Councils
- Issues of mutual concern.

#### **M34/10 Correspondence**

- (1) Request for an inscription on cemetery memorial.

The Clerk reported a request from Kent Memorials for an additional inscription, in respect of the late Mr S Bridgement, on an existing memorial in Manea Cemetery.

Members were informed of the wording of the proposed inscription.

Members decided that the request be approved.

(2) Cambridgeshire County Council's mobile library service.

The Clerk reported a letter of consultation from the County Council in relation to proposed reductions to the mobile library service, as part of a process to reduce the level of expenditure on this service by £216,000 in the financial years 2010/11 and 2011/12. The letter detailed the reduced service that would be provided to residents of Manea under the proposals.

Members decided that that the situation be noted and that the County Council be informed that the Parish Council understands the need for the budget reductions and is grateful that the village will continue to receive a mobile library service, albeit on a less frequent basis.

(3) Manea Community Car Scheme.

The Clerk reported receipt of a request for a financial contribution towards the cost of operating a Community Car Scheme in Manea. The letter, which the Clerk read to members, detailed how the scheme would operate.

Members feel that such a scheme would be of benefit to residents of the village and, consequently, agreed to lend its support to the scheme.

Members decided that a donation of £25.00 be made to assist the creation of a Community Car Scheme in Manea.

(4) Norfolk Green bus services affecting Manea.

The Clerk reported a letter from Norfolk Green, in which the company details the changes that it will be making to the 56 service and the consequences for Manea residents. In addition, Norfolk Green states that it has found it possible to meet the repeated request for an earlier bus service from Manea to March, which it will operate experimentally.

Members decided that the information be noted.

(5) Westfield Road, Manea – parking restrictions.

The Clerk reported an e-mail, which had been sent to a number of members of the Parish Council, complaining about the parking restrictions which have been implemented in Westfield Road.

Councillor Archer read to members a response that he had sent to the writer of the e-mail in relation to the issues that had been raised.

Members decided to concur with the response provided by Councillor Archer and that the writer of the e-mail be informed accordingly.

(6) Middle Level Barrier Bank.

The Clerk reported a letter from the Environment Agency (EA) detailing the erosion protection work that EA will be undertaking between July and October.

Members decided that the information provided by the Environment Agency be noted.

(7) Manea United Football Club – use of playing field.

The Clerk reported a letter from Manea United Football Club (MUFC), in which the club requests details of the services that it receives for the £40 fee that it pays per match.

Members' response to the question from MUFC is as follows:

- Use of the playing field and pavilion on match days, for friendly matches and for training sessions
- Use of electricity, heating and water at the pavilion
- A contribution towards the costs of cleaning, maintenance and insurance of the pavilion
- Cutting of the grass at the playing fields (which currently cost the Parish Council £70 per cut)
- A contribution towards the costs of Caretaking undertaken at the site.

Members decided that this response be sent to Manea United Football Club.

(8) Street Lighting

The Clerk reported on a request from Fenland District Council to replace a defective lamp bracket, which is an asset of Manea Parish Council, in Westfield Road, Manea.

The cost of this work is approximately £885.00 plus VAT.

Members feel that the cost quoted seems high, when compared to that for replacing a whole column, for a new lamp bracket.

Members decided that clarification be sought from Fenland District Council as to the exact nature of the works required and the costs involved.

(9) Neighbourhood Engagement Structure in Fenland – consultation on first year review.

The Clerk reported on the conclusions of the review (led by Fenland District Council) and the recommendations that have resulted, following the trial year of operating Community Fairs and Neighbourhood Management Boards as the means of engaging with communities in Fenland.

The key recommendation is the creation of four Neighbourhood Forums (in place of the five Neighbourhood Management Boards), each forum being linked to a geographical area covered by a Neighbourhood Policing Team; this means that Manea would be part of the Chatteris and District Neighbourhood Forum, rather than the Rural South Community Fair and the associated Rural Neighbourhood Management Board.

Members decided that the following response be made to the consultation exercise:

“Manea Parish Council supports fully the proposals contained within the report, particularly re-instatement of the link between Chatteris and Manea (as was the case under the previous Safer Neighbourhood Panels) by creation of a Chatteris and District Neighbourhood Forum. Members consider that this arrangement is better for the residents of Manea as there is a natural affinity between Manea and Chatteris, not only in terms of geographical proximity but the fact that both areas are covered by the same Neighbourhood Policing Team. This was not the case under the current Community Fairs and Neighbourhood Management Boards process”.

### **M35/10 Items for Press Release or news stories**

Members decided that no matters have arisen since the last Parish Council meeting that would benefit from being the subject of Press Release or news story for public attention.

### **M36/10 Neighbourhood policing issues**

PCSO Marie Bailey attended the meeting to inform members of issues within Manea that are being addressed or investigated by the Chatteris and Manea Neighbourhood Policing Team, including the recent incidents of vandalism within the village and various on-street parking issues.

PCSO Bailey informed members of the importance of the public reporting incidents of crime and disorder that are taking place in Manea, as it will help demonstrate a need for Police resources to be allocated to the village. She responded to members' questions.

Members decided that the information provided by PCSO Bailey be noted and that she be invited to future meetings of the Parish Council.

### **M37/10 Planning enforcement issues**

Councillors Archer and Jolley reported briefly on a number of planning enforcement issues in the village.

Members decided that the information reported be noted.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable members to be kept up-to-date on the latest situation)*

### **M38/10 Golden Age Fair**

The Chairman reported a request from District Councillor Cotterell for support from Manea Parish Council for holding a Golden Age Fair in the village.

Councillor Cotterell, the District Council's Cabinet member with responsibilities for older people, is planning to deliver a Golden Age Fair at the British Legion Club at Manea on 20 October 2010 (between 4.30 pm and 7.30 pm) and has asked that Manea Parish Council supports the event in terms of meeting the cost of hiring the venue and providing some "staffing", e.g. supervising car parking etc.

Members decided that the request from District Councillor Cotterell be approved.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable a decision to be reached at the earliest opportunity, to assist the planning for the event)*

### **M39/10 Hedges adjoining the public highway**

Members mentioned the need for cutting of hedges on the "S-bends" on Westfield Road and outside 100 Westfield Road, in the interests of highway safety.

Members decided that this situation be brought to the attention of the Local Highway Authority.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the works to be undertaken as a matter of priority)*

**M40/10 Next meeting**

Members were reminded that the next meeting of the Parish Council has been scheduled for 23 August 2010, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 9.55 pm**

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

Date:.....