

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

20 SEPTEMBER 2010 – 7.00 pm.

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

**Apologies:** Councillor Jolley.

**In attendance:** Mrs P Smith, a member of the Sub-Committee, attended for minute M60/10.

The minutes of the meeting of 23 August 2010 were confirmed and signed.

### **M56/10 Matters arising from minutes of last meeting**

#### **(1) Open space at Station Road/Jolley Close, Manea (minute M45/10 (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 the solicitors acting on behalf of the Parish Council continue to pursue action from the Legal Section at Fenland District Council (FDC) and had today heard from FDC that the Legal Services Team is still awaiting a reply from the solicitors acting for the current land owner.

The solicitors acting on behalf of the Parish Council advise that until such time as the solicitors acting for the current land owners transfer the land to Fenland District Council, the matter cannot progress; the solicitors acting for the Parish Council have committed to continue to pursue progress in this matter.

The Clerk reported a letter from the occupier of 2 School Lane, requesting, on the basis that an electricity supply has now been provided on the open space, that the electrical connection at her property, which was installed to provide an electricity supply to the village Christmas tree, be removed.

Members decided that the current situation be noted and that arrangements be made for the electrical connection to 2 School Lane to be removed.

#### **(2) Street Lighting (Minute M45/10 (3))**

The Clerk reported that he had received details from the Parish Council which had identified a less costly means of providing replacement street lighting regarding the contractor that it engages to provide this service and that he had subsequently obtained a comparative quotation for this work from that contractor.

The Clerk reported the quotation received from the contractor (MHB Services), which is significantly lower than the sum quoted by Fenland District Council.

Members decided that

- (1) the quotation submitted by MHB Services, for replacement of the street lamp bracket FPC9, be accepted and that the contractor be engaged to undertake the work as a matter of priority;
- (2) Fenland District Council be informed that the Parish Council does not wish it to arrange the replacement of this lamp column;
- (3) Fenland District Council be requested to provide information in relation to progress in replacing the lamp column outside 12 East Street which had been removed following damage caused by one of the District Council's refuse vehicles.

**(3) Neighbourhood Engagement Structure in Fenland (Minute M45/10 (4))**

The Clerk reported that the Parish Council has been invited by Fenland District Council to appoint a representative to serve upon the panel within the new Chatteris and District Neighbourhood Forum, which has its first meeting at the King Edward Centre in Chatteris on 11 November 2010.

Members decided that Councillor Lockett be appointed to represent Manea Parish Council on the Chatteris and District Neighbourhood Forum.

**(4) Manea Parish Plan (minute M45/10 (7))**

The Clerk reminded members of their decision at minute M41/10 to identify the key stakeholders in this process (such as the Doctor's Surgery, Football Club, the Community Primary School, Women's Institute, Village Hall Committee), with a view to arranging a public meeting, as the means of establishing a steering group to develop a plan.

Members decided that

- (1) Councillor Lockett would formulate a list of contact details of the key stakeholders, to enable the Clerk to send letters of invitation to a public meeting;
- (2) the Clerk would seek to enlist appropriate support for this process from the Community Development Team at Fenland District Council;
- (3) a public meeting be arranged for late November, the exact date being dependent upon the availability of a representative of an officer of the Community Development Team at Fenland District Council.

**(5) Planning enforcement issues (minute M52/10)**

The Clerk presented a report from Fenland District Council on the progress situation in respect of every planning enforcement case recorded in the parish of Manea. He reported also an offer from the District Council's Building Control and Planning Compliance Manager to attend a future meeting of the Parish Council to explain what issues the Planning Compliance Team can/cannot deal with and the various powers it has.

In addition, members mentioned the untidy condition of a site, where a residential property had been demolished, on Station Road and their desire to see the condition improved.

Councillor Archer mentioned correspondence that he had received from the Planning Compliance Team at Fenland District Council in relation to the stationing of touring caravans on land at Purls Bridge Drove; in summary, the letter suggests that no planning permission for the development is required because a site licence

had been issued to the land owner by the Camping and caravanning Club UK. A number of members questioned whether the possession of such a licence removed the need for planning permission.

Members decided

- (1) to note receipt of the report and to accept the offer from the District Council's Building Control and Planning Compliance Manager to attend a future meeting of the Parish Council;
- (2) that the Clerk would refer the matter of the untidy site at Wisbech Road to the District Council's Building Control and Planning Compliance Manager, to see if any action could be taken by the District Council to secure an improvement to its appearance;
- (3) that the Clerk would seek clarification from the District Council's Building Control and Planning Compliance Manager as to whether the possession of a site licence issued by the Camping and Caravanning Club UK removed the need for planning permission for the stationing of touring caravans; if it does not, members wish to be informed of whether planning permission had been granted and, if so, the date that the permission was issued.

(6) **"Building local homes for local people" – Housing Needs Survey (minute M53/10)**

The Clerk reported the response from Cambridgeshire ACRE in relation to the latest position in this matter, i.e. that ACRE's Rural Housing Enabler has completed her report, which is waiting checking by her manager prior to presentation to the Parish Council. Presentation of the report to the next Parish Council meeting may be possible.

Members decided that the current progress situation be noted.

(7) **Drainage/sewerage problems in East Street, Manea (minute M54/10)**

The Clerk reported that, although there had, to date, been no response from Anglian Water, he had received a letter from the Member of Parliament stating that he had also written to Anglian Water in relation to this matter.

Members decided that the current situation be noted and to expect a response from Anglian Water prior to the next meeting of the Parish Council.

**M57/10 Playing Field and play area issues**

- (1) CCTV – further to minute M46/10 (2), the Clerk reported the quotation received in relation to the necessary additional electrical and lighting repair works that the contractor had identified.

Members decided that the quotation, in the sum of £230.00 plus VAT, for the electrical repair works at the multi-sports area at the playing field, be accepted.

- (2) Litter – Councillor Archer informed members that the Street Pride Group is not prepared to spend its time continuously picking up litter at the playing field.

Members decided that the situation be noted and that, hopefully, the Parish Council's zero tolerance approach to all aspects of anti-social behaviour in the village may help to address the littering problems.

- (3) Skateboard Park – further to minute M46/10 (3), members discussed generally the progress on construction of the skateboard park.

In addition, the Clerk reported an e-mail from a local resident; the e-mail explained the resident's concerns regarding issues of health and safety of users of this facility, litter generation etc.

Councillor Archer informed members that he would be meeting, on 22 September, with a representative of the company which is installing the skateboard park, to resolve the "snagging" issues. At that meeting he would also seek advice regarding the health and safety issues raised by the local resident, including the provision of appropriate advisory signage. In addition, Councillor Archer reported that he had not yet had the opportunity to discuss with the Leader of Fenland District Council (FDC) the anticipated contribution of £10,000 from FDC towards the cost of this project.

Members decided that

- (1) the final payment to the contractor would not be made until the Parish Council is satisfied that the construction works have been undertaken to the satisfaction of members; it is hoped that the outcome of the on-site meeting scheduled for 22 September will be satisfactory completion of the works;
- (2) advisory signage be installed, once advice has been obtained regarding the appropriate wording to be used;
- (3) a waste bin be purchased and installed in the vicinity of the skateboard park;
- (4) Councillor Archer would seek to have a discussion, as a matter of priority, with the Leader of Fenland District Council (FDC) regarding the anticipated contribution of £10,000 from FDC towards the cost of this project.

#### **M58/10 Trees in Manea Cemetery**

Further to minute M26/10 (3), the Clerk reported that Fenland District Council (FDC) has now stated that it does not have the capacity to undertake an assessment of the trees at Manea Cemetery; FDC has, however, provided advice in relation to the qualifications and competency standards that the Parish Council should seek from any arboricultural contractors that it engages to undertake this work.

The Clerk informed members that, in the light of the information provided by FDC, he had contacted the contractor that the Parish Council had engaged to cut the conifer hedging at the playing field, to see if the company is both able to meet the necessary quality standards and is interested in this work. The contractor had responded in the affirmative on both counts and had provided an hourly rate quotation for the work.

Members decided that the response from Fenland District Council be noted and that the quotation provided by the contractor be accepted.

#### **M59/10 Planning applications**

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

- (1) Erection of single-storey rear extension to existing dwelling at 38 Charlemont Drive, Manea – F/YR10/0594/F (applicant: Mr P Hammond).

*That the application be supported.*

- (2) Erection of 2 external canopies to rear of Manea Community Primary School, Station Road, Manea – F/YR10/0617/F (applicant: Mrs P Longridge).

*That the application be supported.*

In addition, members noted that the following planning applications, which had been considered at previous meetings of the Parish Council, have been withdrawn by the respective applicants:

- (1) a Certificate of Lawful Use (Existing): Occupation of dwelling without compliance with condition 2 of planning permission F/97/0428/F relating to agricultural occupancy at Poppyfields, Wimblington Road, Manea (F/YR10/0376/CERTLU refers);
- (2) the erection of 2 x 3-bed semi-detached and 1 x 2-bed detached houses with associated parking, involving demolition of existing dwelling, at 8 to 10 East Street, Manea (F/YR10/0527/F refers).

### **M60/10 Manea Pit**

Members received the minutes of the Sub-Committee meeting of 8 September 2010 and discussed the issues debated by the Sub-Committee at minute SC25/10, i.e. in relation to a letter that had been sent to the Chairman of the Parish Council by the Wildlife Trust in relation to Manea Pit.

The Chairman informed members of the content of the letter from the Wildlife Trust.

Members noted that the Sub-Committee considers that the Wildlife Trust should be given assurances that the Parish Council takes very seriously the opinions and advice of that agency and has the same ambitions as the Wildlife Trust for the development and preservation of Manea Pit; in addition, the Parish Council is committed to producing a long-term management plan in support of those ambitions and has a desire to work closely with the Wildlife Trust to ensure that the site is developed and maintained in a way which maximises its effectiveness as a wildlife habitat and conservation/ecological area.

Members noted that the Sub-Committee decided at minute SC25/10 that a letter of response to the Wildlife Trust be drafted, by Mrs Smith on behalf of Councillor Emery, for consideration by the Parish Council. The Chairman invited Mrs Smith to explain the letter that she had drafted and also to present a report that she had written in relation to the concerns of the Wildlife Trust and an issue that she had discovered within the lease for Manea Pit when working on the bid for funding from the Heritage Lottery Fund in relation to the community orchard/woodland project (minute SC21/10 refers), i.e. the need for the Parish Council to undertake an ecological survey of Manea Pit and to develop subsequently an Ecological Management Plan.

Some members were of the view that an ecological survey had already been undertaken or, if it had not, sufficient information from a variety of different surveys already exists, which, when combined, would be sufficient to constitute an ecological survey.

The Chairman reported that he has extended an invitation to the Wildlife Trust to send a representative to a future meeting of the Sub-Committee.

Further to minute M48/10, the Clerk reported that he had been able to download from the website of the British Disabled Angling Association (BDAA) a copy of the BDAA Access Guidelines for Fisheries document.

Councillor Archer informed members that Manea Pit had been designated as the Best Ecological Project in the recent Anglia in Bloom awards.

Members decided that

- (1) the contents of the Sub-Committee minutes be noted;

- (2) subject to amendment to make reference to the fact that Carp were present in Manea Pit many years before it achieved County Wildlife Site status, the letter, drafted by Mrs Smith, to the Wildlife Trust be approved;
- (3) Mrs P Smith be thanked for the work that she had put in to drafting the letter to the Wildlife Trust and in recommending an approach to address the issues raised by the Wildlife Trust;
- (4) if the application for monies from the Heritage Lottery Fund is successful, the first action in respect of the orchard/woodland project would be the development of an Ecological Management Plan;
- (5) an ecological survey of Manea Pit be undertaken if the Parish Council is unable to provide evidence that the information required by such a survey is already available, either in one document or a combination of documents;
- (6) the copy of the British Disabled Angling Association Access Guidelines for Fisheries be circulated among members of the Parish Council;

### **M61/10 Finance**

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

#### **Income**

Richard King Memorials Ltd	Additional inscription – B Young	£70.00
Various (via I Fost)	Fishing fees	£94.00
Mr and Mrs Cliss	Cremated remains plot	£200.00
<b>Total Income</b>		<b>£364.00</b>

#### **Expenditure**

Clever Curves Ltd	Final stage payment for skateboard park	£20,885.63
E.on	Electricity for pavilion	£41.66
Mason and Son	Grounds maintenance	£2,071.53
Manea Village Hall	Room hire on 5, 11 and 23/08/10	£50.00
Peterborough Tree Services Ltd	Cutting of hedging at playing field	£3,267.68
Suffolk ACRE	Insurance	£1,622.08
HM Revenue and Customs	Clerk's Income Tax (June, July and August 2010).	£282.62
Mrs A Ryman	Wages and expenses	£77.98
T Jordan	Salary (less income tax of £83.47), Broadband and other expenses	£414.59

<b>Total Expenditure</b>	<b>£28,713.77</b>
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Members decided, upon a proposal from Councillor Archer, seconded by Councillor Lockett, that the income of £364.00 be noted and that the payments totalling £28,713.77 be authorised.

### **M62/10 Correspondence**

- (1) Cambridgeshire Shrievally Trust - request for financial assistance.

Members considered an application for a financial donation from the Cambridgeshire Shrievally Trust (i.e. the Cambridgeshire Bobby Scheme) towards the cost of the works that it undertakes to improve the security of the homes of elderly and vulnerable people across the County.

Members decided that a financial donation of £25.00 be made to the Cambridgeshire Shrievally Trust.

- (2) Cambridgeshire County Council's Integrated Youth Support Service (IYSS) – results of informal consultation exercise.

The Clerk presented briefly the results of this informal consultation exercise and informed members that a formal consultation exercise will be undertaken between 9 September and 29 October 2010.

Members decided that the information reported be noted and that the document detailing the results of the informal consultation exercise be circulated amongst members of the Parish Council.

- (3) Manea Youth Club.

The Clerk read to members a letter of thanks from Manea Youth Club in relation to the support that the Parish Council had given to the club at minute M27/10.

Members decided that the content of the letter be noted.

- (4) Community ACTION (Autumn 2010) magazine.

The Clerk reported receipt of the latest edition of this magazine.

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

### **M63/10 Items for Press Release or news stories**

Further to minute M51/10, Councillor Lockett reported that he had produced a draft letter, for sending to local newspapers, relating to the matters discussed at minute M51/10 but wished to obtain the agreement of the Parish Council to the content of that letter before sending to the local newspapers.

Members endorsed the content of Councillor Lockett's draft letter but felt that it could be worthwhile, in the interests of maximising the public impact, to see if it would be possible for the Parish Council to engage the support of a local journalist, to achieve editorial coverage (with photographs), rather than the mere publication of a letter, in the newspaper.

Members decided that

- (1) 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;
- (2) the Chairman would seek to engage the support of a local journalist, to achieve editorial coverage in the Fenland Citizen newspaper.

**M64/10 Park Road, Manea**

Some members mentioned the need for repair works to a pot hole in the carriageway at the entrance to the side of the Londis shop on Park Road.

Members decided that this matter 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 repair works to be brought to the attention of the Local Highway Authority at the earliest opportunity)*

**M65/10 Village signs**

Councillor Lockett referred to recent coverage in a local newspaper regarding the Best Kept Village signs in Manea and questioned whether, in the light of that coverage, the signs should remain.

Members decided that this matter be considered at a future meeting.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable members to give thought to the issue prior to debate as an agenda item at a future meeting)*

**M66/10 Next meeting**

Members were reminded that the next meeting of the Parish Council has been scheduled for 18 October 2010, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 8.45 pm**

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

Date:.....