

MANEA PARISH COUNCIL

MINUTES OF MEETING

29 MARCH 2010 – 7.00 pm.

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

Apologies: None.

The minutes of the meeting of 15 February 2010 were confirmed and signed.

M135/09 Matters arising from minutes of last meeting

(1) Parish Council vacancy (minute M120/09)

The Clerk reported that, as a consequence of his informing Fenland District Council (FDC) of the vacancy on Manea Parish Council, FDC has responded that, if the vacancy is contested, an election will be arranged for 27 May 2010. The District Council has asked whether, in the event of an election being called, the Parish Council wishes poll cards to be issued; FDC's estimate of the cost of poll cards is £250.00.

Members decided that the current situation be noted and that the District Council be informed that the Parish Council does require the issue of poll cards (based upon the estimated cost provided) in the event of an election and it be asked if any such election could take place on the same date as the Parliamentary Election, to minimise the cost to the Parish Council.

(2) Open space at Station Road, Manea (minute M121/09 (1))

The Clerk reported an e-mail from Mr A Pain, Corporate Director at Fenland District Council, setting out the latest position regarding the initial transfer of open space from the administrators of the former Hazelmere Homes to Fenland District Council (prior to its onward transfer to Manea Parish Council). The e-mail states that Fenland District Council is currently waiting for a formal response from the administrators of the former Hazelmere Homes and that the District Council will keep Manea Parish Council fully informed as the situation develops.

Members decided that the current situation be noted.

(3) Rail services (minute M129/09 (9))

The Clerk reported receipt of a letter from Malcolm Moss MP, in response to the Clerk's letter concerning rail services affecting Manea. The letter from the MP states that he has written to the train companies which operate services that pass through Manea and that he will inform the Parish Council of the responses, when received, to those letters.

Members decided that the current situation be noted.

(4) Dog fouling (minute M131/09)

The Clerk reported a response from Fenland District Council (FDC) in relation to the request for provision of an additional dog waste bin on School Lane. FDC has asked that the Parish Council suggests a more specific location on School Lane; FDC makes the point that, prior to installation of new bins, it consults with the occupiers of properties in the immediate vicinity of a proposed location (to seek their agreement) and that, on this occasion, FDC will be able to provide a bin on a free-of-charge basis.

Members decided that the additional dog waste bin be sited along the footway between School Lane and Annabelle Avenue, a location where there are no residential properties.

(5) Mud on Park Road (minute M133/09)

The Clerk reported receipt of a letter from Fenland District Council, in response to this issue, which states that no planning condition was attached to the planning permission for this particular development in relation to cleaning the wheels of vehicles leaving the site – it only tends to be the case on large-scale developments – and makes the point that issues of mud on the public highway should be reported to Cambridgeshire Constabulary, not the District Council. The letter also explains the District Council's out-of-hours emergency procedure.

Members decided that the information be noted.

M136/09 “Building local homes for local people”- presentation from Cambridgeshire ACRE

Further to minute M128/09 (8), members received a presentation from Catherine Shilton, a Rural Housing Enabler at Cambridgeshire ACRE, on this initiative. She explained the role of a Rural Housing Enabler.

Mrs Shilton informed members that ACRE's Affordable Rural Housing Service aims to increase the provision of affordable housing in rural areas and that this service is supported by a partnership of local authorities and registered social landlords, to help develop affordable rural homes under the Rural Exception Sites Policy of the Local Planning Authorities within the County. She made the point that Fenland District Council, as the Local Planning Authority and Housing Authority for Manea, considers there to be a lack of affordable housing in Manea.

Mrs Shilton explained the general reasons, both economic and social, why there is a lack of affordable housing in rural areas and the consequences for individuals and communities of this situation. She produced statistics of the levels of household incomes that would be required to be able to purchase different sizes of property in Manea, which demonstrated the need for provision of additional affordable housing in the village.

Members were informed of the manner in which affordable rural housing would be provided, i.e. built by a Housing Association on land that the Local Planning Authority would not normally allocate for residential purposes; the houses built could only be occupied by persons with a “local connection”.

Mrs Shilton explained the four categories of housing need that apply to this initiative and that the level of such need in a village is identified by way of a survey form sent by Cambridgeshire ACRE, with a supporting letter from the Parish Council, to all households. Members were provided with copies of an example survey form and associated correspondence.

Mrs Shilton responded to members' questions.

Members decided that the Parish Council would work with Cambridgeshire ACRE to conduct a Housing Needs Survey within the parish, to ascertain the level and type of need for affordable housing.

M137/09 Playing Field and play area issues

- (1) Future development of facilities – further to minute M122/09 (1), members discussed further the submission of a planning application for a new pavilion.

Councillor Buckton made the point that, given that the new pavilion would be a facility for the community, particularly for the sports teams that use the current pavilion, it would be beneficial to be able to demonstrate, especially when seeking grant funding towards the cost of the facility, that community/user consultation had taken place in respect of the design and location of the new facility. Although some consultation had been undertaken in this regard, there is currently no documentary evidence to support this. Councillor Buckton's comments were endorsed by other members of the Parish Council.

The Clerk reported the response to a letter that he had sent, on the Parish Council's behalf, to the Leader of Fenland District Council, seeking funding towards the cost of a new pavilion. The Leader of Fenland District Council (FDC) has stated that the Cabinet at FDC approved, on 25 March 2010, a framework for the Council's Rural Community Fund and that guidelines for making applications for funding will be produced in the near future.

Members decided that

- (1) notes of the Village Hall Committee meeting held during the week commencing 1 March 2010, at which the Parish Council's proposals for a new pavilion were discussed, be obtained by the Chairman of the Council;
 - (2) the Chairman of the Council would arrange to meet members of the football club, at the pavilion on 10 April 2010, to discuss formally the proposals with them;
 - (3) a decision be made by the Parish Council, at its next meeting, regarding the submission of a planning application for a new pavilion;
 - (4) when the details of FDC's Rural Community Fund are available, an application be made by the Parish Council for funding towards the cost of a new pavilion.
- (2) Car park – members considered the two quotations received from the four contractors invited by the Chairman of the Parish Council to tender for the works to construct a car park.

Members decided, having regard for the quotations submitted, not to proceed with these works at this time.

- (3) Grass cutting 2010 – further to minute M128/09 (7), members considered the quotation submitted by the contractor which currently undertakes the grounds maintenance works at Manea Cemetery.

The quotation submitted by the contractor included the cutting of other areas of grass within the village and, consequently, it was not possible for members to compare the quotation accurately against the cost of the service provided by the County Council.

Members decided that the contractor be requested, by the Chairman of the Council, to provide a revised quotation relating to cutting of the grass at the playing fields only and, given the low level of satisfaction with the quality of this work undertaken by the County Council in 2009 and the need for this grass cutting to commence in the very near future, the Chairman be authorised to accept the quotation in the event it does not exceed the County Council's quotation by more than £10.00 per cut.

- (4) ROSPA issues – the Clerk reported receipt of notification that the annual inspection of the play equipment would be undertaken during the month of April 2010. He reminded members of their decision, at minute M99/09 (1),

that the material required to undertake the re-gluing etc work to the safety surfacing be purchased from Wicksteed Leisure Limited in the spring of 2010.

Members decided that the information in relation to the annual safety inspection of the play equipment be noted and that the material required to undertake the re-gluing etc work to the safety surfacing be now purchased.

M138/09 Manea Pit

Members received the minutes of the Sub-Committee meeting of 18 March 2010.

In addition, Councillor Buckton informed members that, under the terms of the grant conditions, he is required to submit a report, by 2 April 2010, to Awards for All on how the grant funding has been used in the development of the fishing facilities at Manea Pit. In addition, he mentioned the need to try to address the problems of dog fouling around the pit and gave a reminder that the Parish Council (not the Sub-Committee) will be required to discuss and agree fishing fees for 2010/11 prior to the beginning of the new fishing season in June 2010.

The Clerk reported a letter from the Environment Agency and an e-mail from The Wildlife Trust, both expressing their support for the work undertaken at Manea Pit to date and their willingness to work with the Parish Council on future developments/initiatives at the site.

Councillor Mrs Desborough reported on her investigations regarding possible sources of trees or funding for such purchases. She informed members that the Environment Agency has no financial resources to provide trees for land around Manea Pit and that she has established, from other contacts, that the Parish Council is not eligible to apply for grant aid towards the cost of purchasing trees. Members supported Councillor Mrs Desborough's suggestion that some of the trees at Manea Wood could be transplanted to land around Manea Pit.

Members decided that

- (1) the contents of the Sub-Committee minutes, the matters reported by Councillor Buckton and the correspondence from the Environment Agency and The Wildlife Trust be noted;
- (2) Councillor Buckton would arrange for dog fouling signs to be placed on the waste bins and on the notice board at the pit;
- (3) the setting of fishing fees for 2010/11 be discussed at a future meeting of the Parish Council;
- (4) some of the trees at Manea Wood be transplanted to land around Manea Pit.

M139/09 Equal Opportunities and Child Protection Policies

Further to minute M124/09, Councillor Buckton reported on the draft Equal Opportunities and Child Protection Policies that he had produced.

Members noted that that the Child Protection Policy requires the Parish Council to appoint both a Child Protection Officer and a Parish Councillor with responsibilities for the Parish Council's child protection issues. Councillor Buckton reported that the policy will be supported by operational procedures and guidelines.

Members decided that these policies be adopted by the Parish Council and that, in respect of the Child Protection Policy

- operational procedures and guidelines be developed by Councillor Buckton;
- the Parish Council's Child Protection Officer be the Clerk to the Council;

- the member of the Parish Council with responsibilities for the Parish Council's child protection issues be Councillor Buckton.

M140/09 Skateboard Park

Further to minute M125/09, Councillor Archer reported that there is the likelihood of a further £10,000 of funding (in addition to the £35,000 already in the Parish Council's possession) being available, via Fenland District Council, to fund this project.

Members decided that the current position be noted.

M141/09 Planning applications/appeals/enforcement

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 5-bed detached house with double integral garage on land west of 28 School Lane, Manea – F/YR10/0083/F (applicant: Mr C Waters).

Members noted that this application had been reported to the Planning Committee at Fenland District Council on 10 March 2010 and, consequently, decided that the submission of comments now would serve no purpose.

- (2) Erection of a single-storey extension to front of existing dwelling at 1A Orchard Way, Manea – F/YR10/0095/F (applicants: Mr and Mrs R Smith).

That the application be supported.

(Councillor Cole declared his personal and prejudicial interest in this application, by virtue of business connections with the applicant, and retired from the meeting for the duration of the discussion and voting thereon)

- (3) Erection of a two-storey extension to rear, detached double garage and new vehicular access to existing dwelling at 36 Station Road, Manea – F/YR10/0108/F (applicants: M Williams and S Ginnett).

That the application be supported.

- (4) Variation of condition 3 relating to planning permission F/YR09/0266/F (Change of use from steel fabrications to shop (A1) and cafe (A3)) to allow opening of cafe from 0800 hrs to 1900 hrs – F/YR10/0113/F (applicant: Mrs S Savage).

That the application be supported.

- (5) Erection of two detached houses with garages on land west of Fenlands, Fallow Corner Drove, Manea – F/YR10/0129/O (applicant: Mr K Peacock).

That the application be supported.

- (6) Erection of a single-storey rear extension to existing dwelling at 20 Valentine Close, Manea – F/YR10/0131/F (applicant: Mr J Hawes).

That the application be supported.

(Councillor Cole declared his personal and prejudicial interest in this application, by virtue of his being the developer of adjoining land, and retired from the meeting for the duration of the discussion and voting thereon)

- (7) Erection of part single, part two-storey side extension to existing dwelling, involving demolition of garage/outbuildings and utility at 5A High Street, Manea – F/YR10/0161/F (applicant: Mr D Pressland).

That the application be supported.

- (8) Erection of part two-storey, part single-storey rear extension to existing dwelling and detached garage/car port with storage over and works to existing access for residential commercial access at The Grange, Wateringhill Farm, Days Lode Road, Fodder Fen, Manea – F/YR10/0163/F (applicant: Mr R Sears).

That the application be supported.

Appeals

- (1) Members noted the lodging of an appeal to the Planning Inspectorate in relation to Fenland District Council's (FDC) refusal of planning permission for the erection of a 3/4-bed detached bungalow at land north-west of Cedar Lodge, The Old Dairy Yards, Manea (application F/YR09/0666/F refers) and considered whether to make further comments (in addition to those submitted to Fenland District Council previously) to the Planning Inspectorate.

Members of the Parish Council acknowledge that the application site lies outside of the Development Area Boundary for Manea but no longer consider, given recent statements made by the Leader of Fenland District Council relating to proposals for flexibility in the application of Development Area Boundaries in rural areas, that it is appropriate to continue to object to this application on that basis.

Although members wish to withdraw their previous opposition to the proposal, they consider that refusal of planning permission should still be considered on the basis that the access road to the site is adequate, by virtue of its width and the number of dwellings that it currently serves, to cope with the additional traffic that it is likely to be generated by this proposed development.

Members decided the Planning Inspectorate be informed of its latest views, as set out above.

- (2) Members noted that, further to minute M87/09, the Planning Inspectorate had upheld the applicant's appeal against Fenland District Council's issue of an enforcement notice in respect of the change of use of a dwelling house to a children's home at 4 Acorn Lane, Manea and had consequently granted planning permission for the change of use. The Clerk informed members of the conditions that the Planning Inspectorate had attached to the planning permission.

Enforcement

The Clerk reported a letter from Fenland District Council, explaining the current situation in relation to three issues reported, by Councillor Jolley, to the District Council for investigation and possible enforcement action.

Members decided that the information be noted.

M142/09 Finance

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

Income

| | | |
|---------------------|--|-------------------|
| Young Lives | Contribution towards cost of Skateboard Park | £35,000.00 |
| Emmerson and Son | Cemetery memorial – Allan Young | £125.00 |
| Landin and Son | Burial – Joyce Catlin | £350.00 |
| Total Income | | £35,475.00 |

Expenditure

| | | |
|-------------------------------|--|------------------|
| Cambridgeshire County Council | Grass cutting at playing field in 2009 | £1,887.29 |
| E.ON | Electricity for playing field | £19.50 |
| E.ON | Electricity for pavilion | £251.11 |
| Manea Village Hall | Hire of room on 15/02/10 | £7.50 |
| FACT | Financial donation | £25.00 |
| Suffolk ACRE | Pavilion insurance 2010/11 | £211.90 |
| B J Short | Plumbing repairs to pavilion | £25.00 |
| R K Miller | Purchase of lime for Manea Pit | £15.96 |
| Mrs A Ryman | Wages and expenses | £80.97 |
| T Jordan | Salary (less income tax of £90.04), Broadband and other expenses | £438.64 |
| HM Revenue and Customs | Clerk's Income Tax (December 2009, January and February 2010). | £241.86 |
| Total Expenditure | | £3,204.73 |

Members decided, upon a proposal from Councillor Emery, seconded by Councillor Mrs Desborough, that the income of £35,475.00 be noted and that the payments totalling £3,204.73 be authorised;

M143/09 Correspondence

(1) Red2Green – financial donation.

Further to minute M108/09 (3), the Clerk reported a letter from Red2Green, expressing its appreciation of the financial donation made to the organisation by Manea Parish Council.

Members decided that the content of the letter be noted.

(2) Norfolk Green bus services.

The Clerk reported receipt of a letter from Norfolk Green, explaining the bus services that the company has taken over from Stagecoach and outlining improvements that Norfolk Green will be making, with effect from 3 April 2010, to services which affect Manea and the surrounding area.

Members decided that the content of the letter be noted.

(3) Joint meeting of Parish Councils

Further to minute M114/09 (1), the Clerk reported receipt of the notes of the joint meeting of Parish Councils, held at Welney on 23 February 2010. It was noted that Manea Parish Council had agreed to host the next joint meeting.

Members decided that

(1) the copy of the notes be circulated amongst members of the Parish Council and that, in addition, an electronic copy be sent by the Clerk to those members who have an e-mail address;

(2) arrangements be made for Manea Parish Council to host the next meeting in the summer/autumn of 2010.

(4) Consultation on Cambridgeshire County Council's Third Local Transport Plan.

The Clerk reported on the County Council's consultation exercise in relation to the Third Local Transport Plan for Cambridgeshire, which concludes on 19 April 2010.

Members decided that the document be circulated amongst members of the Parish Council, who would submit to the County Council any comments that they wish to make on the contents of the plan.

(5) Community ACTION (Spring 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.

(6) Requests for a new cemetery memorial and an additional inscription on existing memorial.

The Clerk reported a request from W Emmerson and Son for consent for a memorial stone on the grave of Mr A Young in Manea Cemetery and a request from P A Hibble for an additional inscription on the existing memorial for Mrs D Taylor.

Members were informed of the size, design and material of the proposed memorial and of the wording of the inscription in both cases.

Members decided that the requests be approved.

(7) Letters regarding dog breeding/kennelling in Glebe Close, Manea.

The Clerk reported a letter from the residents of one property on Glebe Close expressing concerns regarding the breeding/kennelling of dogs at another property on Glebe Close and also a letter from the occupiers of that property explaining the dog-related activities that they are undertaking.

The Clerk read to members the concerns expressed by the first set of residents and the explanations given by the others, which included the fact that planning permission for the kennels is currently being sought.

Members are aware that all of the legislative powers held by local councils in relation to the determination of planning applications and dog breeding/kennelling activities within the district are held by Fenland District

Council; the only role of Manea Parish Council in this regard is as a statutory consultee in respect of planning applications for development within the parish.

Members decided that the relevant action for them to take was to inform both sets of residents that the Parish Council notes the information in both letters and will wait to be consulted by the District Council on the planning application that has been submitted.

M144/09 Annual Assembly 2010 - Agenda items

Members discussed possible agenda items for the Annual Assembly arranged for 26 April 2010.

Members decided that the agenda for the 2010 Annual Assembly would contain the same "standard" items that featured in the 2009 meeting and that publicity to the event is given via posters in the village and mention in a local newspaper.

M145/09 Items for Press Release or news stories

Members decided that the only matter currently to be the subject of Press Release or news story for public attention is the Parish Annual Assembly and community engagement meeting scheduled for 26 April 2010 (minute M144/09 above refers).

M146/09 Community Development in Manea

The Chairman reported briefly on his meeting, on 10 March 2010, with Miss Thornton of the Community Development Team at Fenland District Council and mentioned her request to attend a meeting of the Parish Council to explain how she could work with the Parish Council in terms of community development, to include such matters as Community-led Planning, in Manea.

Members decided that Miss Thornton be invited to attend the April or May 2010 meeting of Manea Parish Council.

(The Chairman agreed to this item of business being discussed as a matter of urgency to enable an invitation to be extended to Miss Thornton at the earliest opportunity)

M147/09 Request to purchase land at Bedlam Pit

The Clerk reported a request from a local landowner to purchase an area of land at Bedlam Pit.

The requester explained the use to which the land would be put, if acquired.

Members decided that the Parish Council has no objection to the disposal of this land in principle, provided that its "environmental" status is maintained, and that it is prepared to proceed to obtaining a valuation of the land, subject to receipt of the requester's confirmation in writing that he would, initially, meet the Parish Council's costs in obtaining a valuation and, subsequently, meet the Parish Council's legal costs associated with any sale.

(The Chairman agreed to this item of business being discussed as a matter of urgency to enable this request to be considered at the earliest opportunity)

M148/09 Policy and Procedure for Letting of Contracts and Supplying Goods

Councillor Jolley presented a draft Policy and Procedure for Letting of Contracts and Supplying Goods, which he had prepared in liaison with Councillor Buckton.

Members decided that, subject to revision where/if necessary, by Councillor Buckton, of the content of the document to ensure that it accords with the financial regulations contained within the Parish Council's Standing Orders, the Policy and Procedure for Letting of Contracts and Supplying Goods be adopted.

(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the policy and procedure to be implemented at the earliest opportunity)

M149/09 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 26 April 2010, following the Annual Assembly which commences at 7.00 pm, at Manea Village Hall.

Meeting finished at 9.50 pm

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

Date:.....