

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

15 AUGUST 2011 – 7.00 pm.

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

**Apologies:** Councillor Archer.

The minutes of the meeting of 18 July 2011 were confirmed and signed.

### M46/11 The Standards Board for England – Members' Code of Conduct

Members were reminded of the need to ensure that their Register of Declarable Interests is kept up-to-date.

No members had any amendments to make to their register entries.

### M47/11 Matters arising from minutes of last meeting

#### (1) Open space at Station Road/Jolley Close, Manea (minute M31/11 (1))

The Clerk reported to members on a meeting, earlier today, between relevant officers at Fenland District Council and himself regarding the possible ways of progressing this matter.

In summary, the options available to the Parish Council are to

1. Do nothing more currently in terms of formal acquisition but to continue maintaining the site and then seek adverse possession at an appropriate date in the future
2. Continue to seek to acquire the land via the solicitors acting on behalf of BDO Ltd; this would require the Parish Council to meet all of the legal costs in the process
3. Wait for the land to be transferred to the Crown, following conclusion of the work by the administrators, and then seek to acquire from the Crown; this could involve purchase of the land as well as meeting the legal costs involved in that process.

The Clerk informed members that both Fenland District Council (FDC) and BDO Ltd are happy that the land could be transferred direct to Manea Parish Council, instead of via FDC; in addition, he reported that FDC is prepared to contribute £400 towards the Parish Council's legal costs (on the basis that FDC had allocated such a sum to meet its own legal costs in this process).

Councillor Jolley suggested that it may be possible to use part of the £16,000 held by the Parish Council as an earmarked reserve – provided by Matthew Homes Ltd under a Section 106 Planning Obligation – to meet the Parish Council's legal costs in this matter. He undertook to discuss this possibility with the relevant person at Matthew Homes Ltd.

Members remain of the view that option 2 above is the most appropriate course of action as the means of acquiring this area of land.

Members decided that

(1) the information reported by the Clerk be noted;

(2) the Parish Council's legal advisers be instructed to progress this matter with the solicitors acting on behalf of BDO Ltd.

*(Councillor Jolley declared his personal interest in the part of this item relating to a potential dialogue with Matthew Homes Ltd, by virtue of business links with the company)*

(2) **Queen Elizabeth II Fields Challenge (minute M37/11 (5))**

The Clerk reported on the additional information that he had received from Cambridgeshire ACRE as to the benefits of this initiative for the community of Manea.

Cambridgeshire ACRE has stated that the Queen Elizabeth II Challenge offers the following benefits:

- Protection of the land – once a field becomes a Queen Elizabeth II Field, the land is protected in perpetuity, meaning that it cannot be sold or compulsorily purchased; the protection is by way of a Deed of Dedication; there may well be pressure applied to local authorities in the future to sell or use for other purposes any field which does not benefit from protection.
- Funding – once becoming a Queen Elizabeth II Field, the Parish Council would be eligible for BIFFA Funding and, in the future, funders will be looking for security of tenure before awarding grant funding; by having Queen Elizabeth II Field status, funders are assured that their investment will be well used and not lost if the field ceased to exist in a few years time.

Members decided that it would nominate the S M Guy Memorial Field for designation under this initiative and that the Clerk would arrange to meet with the appropriate representative of Cambridgeshire ACRE to progress the nomination process.

(3) **Street lighting (minute M40/11)**

The Clerk reported that he had made contact with the Street Lighting Team and, despite his reminders and assurances from the County Council that the enquiry is receiving attention, a response to the issue is still awaited.

Members decided to note the current situation and that the Clerk would continue to pursue a response from the Street Lighting Team.

(4) **Manea Youth Bus (minute M41/11)**

The Clerk reported that, as a result of his letter to Fenland District Council (FDC) - in which he had explained the Parish Council's surprise and disappointment at not having been informed by FDC of the launch of the Manea Youth Bus initiative - he had received an e-mail of apology from the District Council.

Some members mentioned their awareness that the Community Payback Team is delivering leaflets around the village in relation to this initiative; one leaflet explains how young people can access this service and another is seeking to encourage villagers to volunteer to participate in the supervision of youngsters travelling on the bus trips.

Members decided that the apology from Fenland District Council and the current publicity be noted.

### **M48/11 Playing Field and play area issues**

- (1) Annual ROSPA inspection report – Further to minute M33/11 (1), this report has now finished its circulation among Parish Councillors.

Members decided that a schedule of agreed works, to address the issues raised within the report, be produced at the next meeting.

- (2) Incident at playing field – Councillor Emery informed members of a recent incident at the playing field, which had been referred to the Police for investigation. Unfortunately, the incident had not been captured on the CCTV system because 3 of the 4 cameras had been switched off.

Members decided that the information reported by Councillor Emery be noted.

- (2) Skateboard Park – Further to minute M33/11 (2), Councillor Emery reported that the second electrical contractor is not prepared to submit a quotation for the cost of providing a CCTV camera and associated lighting at the skateboard park; this is because the contractor is not happy to add new equipment to the current system.

Members remain of the view that there is a need to provide this additional security measure in respect of the skateboard park.

Councillor Woodard mentioned a number of “wear and tear” repairs which are required (because of missing screws, loose railings and rubber seals coming loose) to the skateboard park.

Members expressed their appreciation of the work of PCSO Marie Bailey in addressing the vandalism and graffiti at the skateboard park.

Members decided that

- (1) Councillor Emery would invite both of the local electrical contractors to submit quotations for a new CCTV system for the skateboard park area;
- (2) the Clerk would inform the Inspector of the Chatteris and District Neighbourhood Policing Team of Manea Parish Council’s appreciation of the work undertaken by PCSO Marie Bailey, which is considered to be extremely beneficial for the community of Manea; particularly worthy of praise are PCSO Bailey’s proactivity in engaging with local people and the Parish Council, as well as her willingness to address issues.
- (3) the Clerk would contact the supplier of the skateboard park, with the request that the structure be inspected and the necessary repair works carried out.

### **M49/11 Planning applications**

The Clerk reported that no planning applications had been received, since the last meeting, from the District Council, for consideration by the Parish Council.

Members decided that the situation be noted.

### **M50/11 Parish Council protocol for planning applications**

Further to minute M43/11, Councillor Buckton suggested that, as he had not re-circulated, in advance of this meeting, a copy of the report that he presented at minute M135/10, the matter be not discussed at this meeting but instead be placed on the agenda for the next meeting.

Members decided that consideration of this item be deferred to the next meeting of the Parish Council.

### **M51/11 Reports from District and County Councillors for the parish**

Neither the District Councillor (Councillor Archer) nor the County Councillor (Councillor Harper) was present at the meeting.

Given Councillor Archer's absence, Councillor Jolley, in his capacity as District Councillor for the Wimblington ward, update members on certain issues in which Fenland District Council had been involved in relation to the parish of Manea, as follows:

#### **(1) Charlemont Drive**

Further to minute M25/11 (1), a meeting had taken place recently, at which officers from Fenland District Council and Cambridgeshire Council had been present, with the aim of addressing the adoption issues relating to this estate. Councillors Archer and Jolley attended on behalf of Manea Parish Council.

Councillor Jolley made the point that there is uncertainty as to whether the company which developed the site is in receivership and this is a material fact in terms of the local authorities' ability to adopt the open space, carriageways etc. He added that he had obtained confirmation from the Middle Level Commissioners that all of the drainage issues at Charlemont Drive had been resolved.

Councillor Jolley informed members that the County Council is currently producing a "snagging" list in relation to adoption of the highways elements of the estate.

Members decided to note the progress which is being achieved in this matter.

#### **(2) Planning enforcement**

Councillor Jolley had met recently with officers of the Planning Compliance Team at Fenland District Council (FDC) regarding progress in dealing with planning enforcement cases in Manea. He informed members that all of the issues reported by the Parish Council are being addressed by FDC. There are, however, some sites which, on the basis of advice from the Police, had not been visited by council officers.

Members decided that the information reported by Councillor Jolley be noted.

#### **(3) Skateboard Park**

Further to minute M134/10 (3), Councillor Jolley had spoken with Hetty Thornton, Senior Community Support Officer at Fenland District Council, regarding the anticipated contribution of £10,000 from Fenland District Council towards the cost of this project. Ms Thornton made the point that this matter is one which needs to be pursued by Councillor Archer with the Leader of Fenland District Council.

Members decided that the information reported by Councillor Jolley be noted.

## M52/11 Manea Pit

Members received the minutes of the Sub-Committee meeting of 28 July 2011.

Members discussed briefly the recent incident involving a dog owner and anglers at Manea Pit (minute SC18/11 refers) and endorsed the comment made by Councillor Emery at the Sub-Committee meeting that all users of the pit area need to co-exist in a harmonious manner.

Councillor Emery reported that he had purchased and erected three additional "dogs must be kept on leads" signs around the pit area. Councillor Woodard suggested that an additional sign is needed at the access point to the pit area from the playing field.

Councillor Emery reported also that the local electrical contractor has advised that it is not possible to add a camera to the system which covers the pavilion, to cover the picnic area, as that recorder is at capacity. In addition, opposing views were expressed by members as to the appropriateness of introducing CCTV coverage to such an area.

Councillor Buckton undertook to arrange for an article to appear in the Manea Matters publication, to remind the community of the fact that dogs must be kept on leads when being walked around the pit area and to remind them of the need to be a responsible dog owner in relation to addressing dog fouling.

Members decided that

- (1) the contents of the Sub-Committee minutes be noted;
- (2) no action be taken at this time regarding the provision of a CCTV camera to cover the picnic area;
- (3) Councillor Emery would obtain an additional "dogs must be kept on leads" sign for locating at the access point to the pit area from the playing field.

## M53/11 Finance

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

### Income

Landin and Son	Interment fee – E Hawes	£330.00
Turner and Son	Interment fee – M Meeds	£140.00
P Catling	Carp Syndicate membership fee	£110.00
Various (via I Fost)	Fishing fees	£347.00
Various (via M Archer)	Fishing fees	£175.00
Turner and Son	Purchase of 2 burial plots (double fees) - Williamson	£1,540.00
<b>Total Income</b>		<b>£2,642.00</b>

### Expenditure

Cambridgeshire County Council	Salt bin	£111.60
Ridgeons	Building materials	£31.63
Manea Village Hall	Room hire on 18 July 2011	£7.50
E Mason and Son	Grounds maintenance	£1,157.26

Mrs A Ryman	Wages and expenses	£55.07
Steve Emery	Repairs to soil pipe at pavilion	£85.00
RPM Design and Print	3 x Keep Dogs On Leads signs	£48.00
D Cole	Works at pit	£30.00
T Jordan	Salary (less income tax of £84.97), Broadband and other expenses	£425.62
<b>Total Expenditure</b>		<b>£1,951.68</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 July 2011 (in the total sum of £49,650.46), together with the month-end figures for each of the preceding six months.

Further to minute M36/11, the Clerk informed members that Councillor Archer had given him an undertaking, since the last meeting, to provide the additional information sought by the External Auditor in relation to the tendering process and grant aid situation in respect of the skateboard park.

Members decided

- (1) upon a proposal from Councillor Buckton, seconded by Councillor Lockett, that the income of £2,642.00 be noted and that the payments totalling £1,951.68 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 July 2011, together with the month-end figures for each of the preceding six months, be noted;
- (3) that Councillor Archer would provide to the Clerk the information required by the External Auditor in relation to the skateboard park.

#### **M54/11 Disability access to Parish Council meetings**

Councillor Woodard informed members of difficulties that he would experience in the near future, because of the need for him to use a different wheelchair, in gaining access to the venues used currently by the Parish Council for its meetings.

Members acknowledge the Parish Council's responsibility to ensure that Councillor Woodard is able to gain access to its meetings and, consequently, the necessity to identify an alternative meeting venue.

Members decided that Councillors Emery and Risbridger would investigate jointly the feasibility and suitability of using accommodation at the Royal British Legion Club for Parish Council meetings.

#### **M55/11 Correspondence**

- (1) Cambridgeshire Playing Fields Association Newsletter: Summer 2011.

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

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

(2) Cambridgeshire County Council's HCV Strategy.

The Clerk read to members a letter from Cambridgeshire County Council outlining briefly the outcome of the consultation exercise undertaken on the draft HCV Strategy.

The letter states that the Cabinet at the County Council has given its support to operating a trial of the assessment framework, which will take place in four villages (none of which is in Fenland), before adopting the strategy later in the year. Town and Parish Councils will be consulted again before final recommendations are made to the County Council's Cabinet.

Members decided that the current position regarding the County Council's emerging HCV Strategy be noted.

(3) Sewerage in Manea - Anglian Water update.

Further to minute M19/11, the Clerk reported an e-mail from Anglian Water updating members on issues and developments in Manea.

The e-mail gave an explanation of the cause of recent incidences of sewerage flooding in the Wisbech Road area of the village, mentioned that the Anglian Water's Education Team is happy to work with the village school and that literature advising of best practice with regard to drainage had been made available to customers in Manea.

Members decided that the information provided by Anglian Water be noted.

(4) Bedford View, Manea.

The Clerk read to members an e-mail from a resident of Bedford View regarding the difficulties that are being experienced by residents of this estate because of its unfinished condition.

Members decided that the content of the e-mail be noted and that a copy be forwarded to the company which is developing the site, with a request that the difficulties being experienced by residents be resolved as a matter of priority.

(5) Affordable housing in Manea.

The Clerk reported an e-mail from Cambridgeshire ACRE suggesting the establishment of a working party – including representatives of the Parish Council, Fenland District Council, Cambridgeshire ACRE and a local Registered Social Landlord – to identify possible sites for the provision of affordable housing in Manea.

Members decided that the suggestion of establishing of a working party be supported and that the Parish Council would be represented on the working party by Councillors Cole, Desborough, Emery and Lockett.

(6) Extending the Winter Maintenance Service 2011/12.

Further to minute M132/10 (3), the Clerk reported a letter from Cambridgeshire County Council offering a number of training sessions for those who had volunteered to participate in extending the winter maintenance service.

The training sessions offered are scheduled for three dates in late September at various County Council Highways Depots, either at 10.00 am or 2.00 pm.

Councillor Buckton indicated that he would attend the session at 10.00 am on 30 September at the Witchford Depot. Other members prepared to participate in this initiative would be unable to do so at the times offered.

Members decided that the Clerk would book a place for Councillor Buckton, as indicated above, and request that the County Council considers offering some early evening sessions so that other members could undergo this training.

(7) Fenland Communities Development Plan Core Strategy and Statement of Community Involvement.

The Clerk reported to members on Fenland District Council's consultation exercises in relation to its draft Communities Development Plan Core Strategy and its Statement of Community Involvement; both exercises operate for the period 29 July to 23 September 2011.

The Fenland Communities Development Plan establishes the overall framework for growth and development in the district up to the year 2031 and sets out a number of draft policies in that regard.

The Statement of Community Involvement details the ways in which Fenland District Council consults with the public on a wide range of planning matters.

The information provided by Fenland District Council explains the methods by which members of the public and other interested parties are able to both access the documents and submit comments as part of the consultation processes.

Members decided that the information reported by the Clerk be noted and that the Fenland Communities Development Plan Core Strategy be discussed at the next meeting, to enable a formal consultation response from the Parish Council to be submitted to Fenland District Council.

**M56/11 Parish Council and community projects and initiatives**

(1) **Quality Parish Councils scheme**

Further to minute M39/11, Councillor Buckton reported further on issues relevant to Manea Parish Council seeking to become a Quality Parish Council. He informed members that he now "manages" the Parish Council notice board and has revised the content to reflect the decisions made by members at minute M39/11.

Additionally, Councillor Buckton has produced, as agreed at minute M39/11, a loose-leaf folder to be available at the doctor's surgery, containing various pieces of Parish Council and community information (such as Parish Council agendas and minutes, councillors' contact details, details of progress on projects, forthcoming community events etc).

Councillor Buckton informed members that he is arranging to meet with Diane Bayliss of the Cambridgeshire and Peterborough Association of Local Councils to discuss the requirements of seeking Quality Parish Council status.

Councillor Emery reported on his discussions with the local doctor regarding the provision of a community notice board outside the surgery. The doctor has enquired as to whether the Parish Council would be prepared to contribute towards the cost of purchasing such a notice board.

The Clerk reported that the other Parish Council by which he is employed as Clerk had considered, at its meeting on 19 July 2011, whether or not to share the cost of the Clerk's registration for the Certificate in Local Council Administration qualification; that council had decided - on the basis that it has no intention of seeking to become a Quality Parish Council and that it would, therefore, not be appropriate to use its financial resources in this way – not to share the cost of the Clerk's registration for the Certificate in Local Council Administration qualification.

Members decided that

(1) the information reported by Councillors Buckton and Emery and by the Clerk be noted;

(2) Councillor Emery would ask the village doctor to obtain quotations for the cost of purchasing an appropriate notice board; Councillor Emery would report the quotations to the Parish Council, which would then consider contributing towards the cost and invite Manea Gala Committee to do likewise.

**(2) Community-led plan for Manea**

Further to minute M37/11 (3), Councillor Emery reported that he had been contacting local businesses and organisations within the village with the aim of obtaining financial contributions towards the cost of this exercise.

Members decided that the information reported by Councillor Emery be noted.

**(3) Queen's Diamond Jubilee 2012**

Further to minute M42/11, Councillor Lockett reported on the progress in seeking to co-ordinate the organisation of a celebratory event for the village.

Councillor Lockett has drafted a letter for circulation to all stakeholders in the community, seeking views and support for celebrating the Queen's Diamond Jubilee, and is in the process of compiling a database of all groups and organisations within the village. He has shared this information with the Clerk, because of its potential use for other consultation exercises within the village.

Members decided that the information reported by Councillor Lockett be noted.

**M57/11 Highway issues**

Members mentioned the following highway maintenance issues:

- the need for removal of weed growth along the footpath link between Annabelle Avenue and Swallow Court
- the poor condition of the section of footway between Park View Lane and Park House, High Street .

Members decided that these issues be brought to the attention of the Local Highway Authority, with a request that the necessary action be taken to address the issues.

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

**M58/11 Next meeting**

Members were reminded that the next meeting of the Parish Council has been scheduled for 19 September 2011, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 8.55 pm**

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

Date:.....