

MANEA PARISH COUNCIL

MINUTES OF MEETING

16 MAY 2011 – 7.00 pm.

Present: Councillor Emery, Chairman; Councillors Archer, Buckton, Cole, Jolley, Lockett and Woodard.

Apologies: Councillors Mrs Desborough and Risbridger.

In attendance: Mr Alan Pain, Corporate Director at Fenland District Council (FDC), in his capacity as FDC's liaison officer for Manea Parish Council - at the invitation of the Parish Council.

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

M1/11 Appointment of Chairman

Councillor Emery was appointed as Chairman of the Parish Council for the municipal year 2011/12 and made his Declaration of Acceptance of Office in relation to that appointment.

M2/11 Local council elections 2011

The Chairman congratulated Councillors Archer, Buckton, Cole, Mrs Desborough, Jolley, Lockett and Risbridger on being re-elected to Manea Parish Council. He also congratulated Councillor Woodard on his election to the council and welcomed him to his first meeting.

M3/11 Appointment of Vice-Chairman

Councillor Buckton was appointed as Vice-Chairman of the Parish Council for the municipal year 2011/12 and made his Declaration of Acceptance of Office in relation to that appointment.

M4/11 Appointment of Parish Council Officers

Members of the Parish Council were appointed, unopposed, to act in the following offices of the Parish Council for the municipal year 2011/12:

- Cemetery Officer: Councillor Cole
- Recycling Officer: Councillor Risbridger
- Allotments Officer: Councillor Archer
- Footpaths and Trees Officer: Councillor Mrs Desborough
- Child Protection Officer: Councillor Buckton.

M5/11 Appointment of Parish Council members to the Manea Parish Sub-Committee

Councillors Archer, Cole, Mrs Desborough, Emery and Lockett were appointed as the Parish Council's representatives on the Sub-Committee for the municipal year 2011/12.

M6/11 Matters arising from minutes of last meeting

(1) Open space at Station Road/Jolley Close, Manea (minute M148/10 (1))

Mr Pain, Corporate Director at Fenland District Council, reported that the land transfer situation had not changed since that reported at minute M148/10 and that, consequently, he had produced a final version of the draft letter (jointly from Fenland District Council and Manea Parish Council), agreed by the Parish Council at minute M148/10 (1), to be sent to the administrators of the former Hazelmere Homes.

Mr Pain read the letter to members, who were happy that it should be signed by the Chairman on behalf of the Parish Council; Mr Pain signed the letter on behalf of Fenland District Council.

Members decided that the information provided by Mr Pain be noted and that the letter produced by that officer be sent to the administrators of the former Hazelmere Homes.

(2) Water main renewal – Station Road, Manea (minute M153/10 (2))

The Clerk reported the response from Anglian Water regarding the Parish Council's request that the company extends, to cover the whole length, the 10 mph speed limit which currently covers part of the access road (off East Street) to the sewage treatment works.

Anglian Water states that it can determine speed limits only where it has some responsibility for the highway; it does not, however, have any responsibility for the first part of the access road to the sewage treatment works and, therefore, is unable to implement a lower speed limit on this stretch of road. Anglian Water will, however, ask its contractors to adhere to 10 mph on the whole length of this road where possible.

Members decided that the response from Anglian Water be noted.

(3) Sewerage in Manea (minute M153/10 (4))

The Clerk reported the receipt of an e-mail from Anglian Water, stating that a representative of the company would attend the next meeting of the Parish Council.

Members decided that the situation be noted.

(4) Parish Council website (minute M154/10)

The Clerk reported the response from the website host in relation to the possibility of identifying the number of visitors to Manea Parish Council's website.

Currently, Manea Parish Council's website is not registered for statistical reports; however, the facility could be provided at a cost of £50 per annum.

Members decided that the information reported by the Clerk be noted and that a decision on whether to incur annual expenditure in relation to website usage statistics be linked to members' consideration of Manea Parish Council seeking to become a Quality Parish Council (minute M15/11 refers).

M7/11 Playing Field and play area issues

- (1) Future development of facilities – Further to minute M149/10 (1), the Clerk reported the receipt of a letter from Fenland District Council (FDC) in relation to the Parish Council's application for a grant of £100,000 from the District Council's Rural Capital Grants Fund (minute M134/10 (2) refers). The letter requests the submission of

further information in support of the application; the information sought by FDC is a breakdown of foreseeable costs for the new pavilion and a business plan for the project.

Members decided that the information required by Fenland District Council be produced following the grant of planning permission for the new pavilion.

- (2) Annual ROSPA inspection report – the Clerk reported the receipt of this report, which suggests that certain minor works are required to equipment etc at the playing field.

Members decided that the report be circulated among Parish Councillors, for their consideration between this meeting and the next, to enable a schedule of agreed works to be produced at the next meeting.

- (3) Pavilion – the Chairman reported that he had arranged for a local contractor to undertake repair/replacement works to a door and its frame at the pavilion. Because of its pre-repair condition, the alarm at the pavilion was being triggered.

Members decided to note and endorse the action of the Chairman.

- (4) Skateboard Park – Further to minute M149/10 (2), members discussed a recent act of criminal damage at the skateboard park and considered both potential actions available to the Parish Council to prevent further such incidents and arranging the necessary repair works.

The Clerk reported information provided by the Constabulary in relation to action that the Parish Council could take to ban the person who had committed the criminal damage (who has been arrested and sanctioned) from the playing fields. Members discussed the operational issues in relation to enforcing such a ban, being mindful of the information from the Constabulary that any enforcement would be a matter for the Parish Council, not the Constabulary, and that any breach of the ban would be a civil matter for action by the Parish Council via the County Court.

Members decided that

- (1) the current situation be noted;
- (2) because of the operational difficulties of enforcing such an action, the person who had committed the criminal damage to the skateboard park be not banned from the playing field at this time; members would, however, be vigilant in monitoring the usage of the skateboard park and seek to ensure that all matters of anti-social and criminal behaviour are reported to Cambridgeshire Constabulary;
- (3) the Clerk would request the company which installed the skateboard park to provide an estimate of the cost of repairing the damage to the skateboard park;
- (4) the Chairman would obtain a quotation from a local electrical contractor for the cost of providing a CCTV camera and associated lighting at the skateboard park.

M8/11 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) Installation of air source central heating pumps to rear elevation of existing dwellings at 1 – 2 Festival Close, Manea – F/YR11/0288/F (applicant: Mr G Breame).

That the application be supported.

- (2) Erection of a two-storey side extension to existing dwelling at 83 – 85 Charlemont Drive, Manea – FYR11/0332/F (applicant: Mr D Wanstall).

That the application be supported.

(Councillor Woodard declared his personal interest in this application, by virtue of a friendship and business relationship with the applicant)

M9/11 Manea Pit

Members received the minutes of the Sub-Committee meeting of 10 May 2011.

Members decided that the contents of the Sub-Committee minutes be noted.

M10/11 Finance

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

Income

H M Revenue and Customs	VAT refund	£1,066.32
C Howell	Allotment rent	£180.00
A Howell	Allotment rent	£180.00
Fenland District Council	Precept – first half-year payment	£9,500.00
B Fletcher	Allotment rent	£180.00
Various (via I Fost)	Sale of fishing tickets	£275.00
Fenland District Council	Recycling Credits	£60.43
Manea United FC	Hire of football pitch	720.00
Total Income		£12,161.75

Expenditure

S Emery	Reimbursement of costs of bouquet and Thank You card for Mrs Haldane	£24.39
Playsafety Limited	ROSPA inspection	£97.20
Manea Village Hall	Room hire on 18 April 2011	£7.50
MHB Services Ltd	Replace bulb in street lamp – Cathedral View, Manea	£60.00
Wayside and Wildlife	Tree works at Manea Pit	£175.00
E Mason and Son	Grounds maintenance works	£3,058.27
Mrs A Ryman	Wages and expenses	£65.19
T Jordan	Salary (less income tax of £102.86), Broadband and other expenses	£519.77

Total Expenditure	£4,007.32
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In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 April 2011 (in the total sum of £52,353.39).

The Clerk reported also on the Annual Audit of Accounts return, informing members that the document had been examined and approved, without recommendations as to action by the Parish Council's governance processes, by the Council's Internal Auditor.

Members decided

- (1) upon a proposal from Councillor Emery, seconded by Councillor Lockett, that the income of £12,161.75 be noted and that the payments totalling £4,007.32 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 April 2011 be noted;
- (3) that the Audited Accounts for 2010/11 be approved and submitted to the External Auditors;
- (4) that a payment of £225.00 be made to the Internal Auditor for the work undertaken.

M11/11 Correspondence

- (1) Grass cutting – Public Rights of Way

The Clerk read to members a letter from the Rights of Way and Access Team at Cambridgeshire County Council, informing parish councils that, because of reductions in service budgets, the County Council's funding for grass cutting on rights of way has reduced by 26% in the current financial year and is likely to reduce further in future years.

The County Council has maintained funding for two grass cuts on public paths (in May and July) in 2011/12.

The County Council (CCC) has asked local councils to monitor the grass cutting and to inform CCC if grass has not been cut.

Members decided that the information be noted and that the Rights of Way and Access Team at the County Council be requested to provide Manea Parish Council with a map showing the local path network in the parish.

- (2) Cambridgeshire Playing Fields Association Newsletter: Spring 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.

- (3) Parish Paths Scheme in Fenland.

Further to minute M87/10 (8), the Clerk reported a letter from the Rights of Way and Access Team at Cambridgeshire County Council, setting out the authority's plans for the future of this scheme. The plans take account of a reduction in the available funding for 2011/12 of 26%.

Enclosed with the letter was an action plan, produced as a result of a public meeting, to which local councils were invited, held in December 2010.

Members decided that the information contained in the letter be noted and that the action plan be circulated amongst members of the Parish Council.

(4) **The Abberton Scheme and Denver Licence Variation.**

Further to minute M104/10, The Clerk reported a letter from the Environment Agency in relation to the consultation exercise applying to this scheme.

The letter details the locations at which the scheme documents and map may be inspected by the public during the consultation period, which runs from 9 May to 10 June 2011, as well as how comments on the proposals can be submitted to the Environment Agency.

Members decided that the content of the letter be noted.

M12/11 Open Forum

(1) **Charlemont Drive, Manea**

Further to minutes M91/10 (5) and M103/10 (5), a representative of the residents of Charlemont Drive informed members that the adoption of the various elements of the estate is still to be resolved and wondered if the Parish Council would be able to update him on the situation.

It had been anticipated that Fenland District Council would be undertaking maintenance of the open spaces at the estate by the beginning of the grass cutting season this year. This, however, has not happened. Consequently, the Chairman had arranged for the Parish Council's grounds maintenance contractor to cut the grass at the estate's open space until such time as Fenland District Council assumes the responsibility.

Mr Pain, Corporate Director at Fenland District Council, informed the resident of the current position from the District Council's perspective and offered to convene a meeting of all interested parties (e.g. the District Council, the County Council, residents, members of the Parish Council) to discuss the issues in this matter. Mr Pain also undertook to investigate an issue raised by the resident regarding the accuracy/completeness of the minutes of a recent meeting of Fenland District Council, at which this matter was discussed.

Members decided that the current position in this matter be noted and that the Chairman's action in relation to grass cutting at Charlemont Drive be endorsed.

(2) **Minutes**

A local resident enquired as to why a representation that had been made to Parish Council members on 18 April 2011, in relation to the possible residential development of land west of Hutchinson Close, Manea, had not been recorded in the minutes of 18 April 2011 Parish Council meeting.

The Clerk clarified that the representation was made at the Annual Assembly, not the meeting of Manea Parish Council, which took place on 18 April 2011 and that the representation would feature in the minutes of that meeting.

Members decided that the query raised by the resident and the response given by the Clerk be noted.

M13/11 Mrs W Palmby

Further to the resignation from the Parish Council of Mrs Palmby (minute M130/10 refers), members considered a means of expressing appreciation of the services of Mrs Palmby to both the Parish Council and to the residents of Manea.

Members decided that the Chairman would arrange the purchase of a gift voucher, in the sum agreed, to be presented to Mrs Palmby.

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

M14/11 Westfield Road – parking restrictions

Councillor Lockett reported that he had received complaints from certain residents in Westfield Road, Manea concerning the difficulties that they are experiencing as a result of the parking restrictions on Westfield Road.

He sought members' views on whether they would support applications for residents to create parking facilities on the front gardens of their properties.

Members decided that the comments of the local residents be noted and that they would consider carefully any applications, upon which they were consulted by the Local Planning Authority, for parking facilities at properties on Westfield Road.

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

M15/11 Quality Parish Councils scheme

Councillor Buckton sought members' views on the principle of Manea Parish Council seeking to become a Quality Parish Council.

Councillor Buckton explained to members the criteria for qualification as a Quality Parish Council and made the point that this accreditation lasts for a period of four years from the date of award. He informed members that 33 Parish/Town Councils in Cambridgeshire have achieved Quality status and expressed the opinion that Manea Parish Council should investigate the possibility of achieving this status.

Councillor Buckton informed members briefly of both the costs of the accreditation process and the perceived benefits to the Parish Council of achieving Quality status.

Members decided that

- (1) the principle of becoming a Quality Parish Council be supported;
- (2) Councillor Buckton would undertake further investigations into this matter, including the likely level of work involved to achieve Quality Parish Council status, and give a presentation to the next meeting.

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

M16/11 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 20 June 2011, commencing at 7.00 pm, in the Church Room, Park Road, Manea; this meeting will be preceded by the annual village inspection, commencing at 6.00 pm at the pavilion.

Meeting finished at 8.50 pm

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

Date:.....