

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

19 SEPTEMBER 2011 – 7.00 pm.

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

**Apologies:** Councillors Archer, Cole and Woodard.

The minutes of the meeting of 15 August 2011 were confirmed and signed.

### M59/11 Open Forum

#### (1) Station Road, Manea

A resident of Station Road informed members of difficulties that nearby residents are experiencing as a result of activities at another property in Station Road.

The activities relate to dog breeding and the keeping of dogs – in terms of dogs being loose, fouling at neighbouring properties, associated noise etc – the storage of metals and other scrap materials on site, storage of caravans, obstruction caused by the parking of vehicles on the highway, burning of asbestos and plastics etc.

The resident informed members that local residents had raised these issues with the Police, the RSPCA, Fenland District Council and the Local Member of Parliament.

The resident also presented a letter from another resident who is experiencing these problems, which the Clerk read to members. The content of the letter replicates the situation described by the resident.

Members decided that the information presented by the resident of Station Road be reported to Fenland District Council, with a request that the issues be addressed and that, additionally, it be suggested to the District Council that it seeks to engage with the landlord of the property to bring about a remedy.

#### (2) Advertising signage

A resident of the village mentioned that a sign, advertising a company (TVS Tyres) at Charlemont Drive, had been erected on Station Road (between the Wimblington Road junction and Charlemont Drive). She is of the belief that no planning permission exists for this advertisement.

Members decided that the matter be referred to Fenland District Council, as the Local Planning Authority, for appropriate action.

### M60/11 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.

## M61/11 Matters arising from minutes of last meeting

### **(1) Open space at Station Road/Jolley Close, Manea (minute M47/11 (1))**

The Clerk reported that Fenland District Council has formally undertaken to discharge the Section 106 Agreement relating to this site immediately upon transfer of the open space land to Manea Parish Council and that he had subsequently met with the solicitor engaged by the Parish Council to arrange the necessary legal process to effect this transfer.

Members decided that the information reported by the Clerk be noted.

### **(2) Queen Elizabeth II Fields Challenge (minute M47/11 (2))**

The Clerk reported that Councillors Buckton and Lockett and he had met, on-site on 5 September 2011, with a representative of Cambridgeshire ACRE to progress the nomination for designation of the S M Guy Memorial Field under this initiative. He added that the nomination papers were sent to Cambridgeshire ACRE the following day.

Members decided that the information reported by the Clerk be noted.

### **(3) Street lighting (minute M47/11 (3))**

The Clerk reported the response received from the Street Lighting Team at Cambridgeshire County Council.

The Street Lighting Team has confirmed that at the time of Councillor Emery's telephone call to the County Council's fault reporting telephone number, Fenland District Council had not signed a maintenance contract with the County Council's new street light maintenance contractor; the necessary contract signing has, however, since taken place. Consequently, all faults that have been reported are being addressed by the new contractor.

Members decided that the information reported by the Clerk be noted.

### **(4) Disability access to Parish Council meetings (minute M54/11)**

The Chairman reported that it is likely that accommodation at the Royal British Legion Club would be suitable as an alternative venue for Parish Council meetings. In addition, he updated members on the progress situation regarding Councillor Woodard's new wheelchair.

Members decided that the information reported by the Chairman be noted.

### **(5) Affordable housing in Manea (minute M55/11 (5))**

Members undertook - following their viewing on 12 September 2011 (accompanied by relevant officers of Fenland District Council and Roddons Housing Association) of seven possible sites for an affordable housing scheme - the completion of an Exception Site Checklist for each of the seven potential affordable housing sites.

Members decided that the completed checklists be forwarded by the Clerk to the representative of Roddons Housing Association.

*(Councillor Jolley declared his personal and prejudicial interest in this item insofar as it related to and area of land in his ownership and retired from the meeting for the duration of the discussion and voting thereon)*

**(6) Extending the Winter Maintenance Service 2011/12 (minute M55/11 (6))**

The Clerk reported to members on two additional training dates/times being offered by Cambridgeshire County Council for those who had volunteered to participate in extending the winter maintenance service.

The additional training sessions offered are 29 September and 21 October 2011 at the County Council Highways Depot in Huntingdon, running between 6.00 pm and 8.00 pm.

Councillors Buckton and Emery indicated that they would both attend the session at 6.00 pm on 29 September.

Members decided that the Clerk would book places for Councillors Buckton and Emery, as indicated above.

**(7) Highway issues (minute M57/11)**

The Clerk reported the response from the Local Highway Authority in relation to the issues raised at minute M57/11, as follows:

- arrangements have been made for the Community Payback Team to undertake removal of weed growth along the footpath link between Annabelle Avenue and Swallow Court
- patch repairs to the footway between Park View Lane and Park House, High Street have been ordered.

Mention was made regarding the overgrown condition of the cherry trees on Wisbech Road, on land adjacent to the bottle banks.

Members decided that the information reported by the Clerk be noted and that the Local Highway Authority be requested to cut back the cherry trees.

**M62/11 Public open spaces**

- (1) Annual ROSPA inspection report – Further to minute M48/11 (1), members considered the most appropriate way of addressing the recommendations within the report.

Members decided that the offer of the Chairman to undertake the necessary minor remedial works be accepted.

- (2) Dead tree on open space area at Rutland Way - Mention was made of a dead tree on the open space area at Rutland Way.

Members decided that the matter be brought to the attention of Fenland District Council, with the request that the tree be removed.

- (3) Skateboard Park – Further to minute M48/11 (3), the Clerk informed members that he had received one quotation for the provision of a new CCTV system for the skateboard park area.

The Clerk informed members that a local electrical contractor had submitted a quotation for the replacement of some of the floodlight bulbs.

Members decided that

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

(2) the Chairman would pursue the submission of a second quotation;

- (3) no action be taken to replace floodlight bulbs at this time.
- (4) Playing field – the Chairman reported that a broken tree had fallen on the fence of a neighbouring property, causing damage to the occupier’s fence and that he had arranged for the fence to be repaired.

The Clerk read to members a letter from a local resident, suggesting that the existing “No dogs” sign at the playing field be replaced with one which reads “No dogs, except assistance dogs/guide dogs”, so that the Parish Council does not breach the requirements of the Equality Act 2010.

Members decided that

- (1) the action taken by the Chairman regarding repairs to the resident’s fence be endorsed;
- (2) the Chairman would purchase a replacement “dogs” sign for the playing field.

### **M63/11 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.

### **M64/11 Fenland Communities Development Plan Core Strategy**

Further to minute M55/11 (7), members considered Fenland District Council’s draft Communities Development Plan Core Strategy and decided that the following comments be made to Fenland District Council as Manea Parish Council’s formal response to the consultation exercise:

- Members are pleased that efforts are being made by Fenland District Council to plan in the way described in the strategy and the Parish Council supports the general “thrust” of the document.
- The Employment Policy (CS4) is insufficient; it should have a higher target for additional jobs in the district – members tell me that this comment was made when certain Manea Parish Councillors attended the recent workshop event.
- The strategy must ensure that the necessary infrastructure to support additional development is provided (Policy CS11 refers)
- Land should be allocated in villages for small-scale industrial development (Policy CS1 refers).
- In Policy CS11, the strategy should make provision for a Section 106 Planning Obligation requirement in respect of each new dwelling; there should be no threshold at which the requirement “kicks in”; this would mean that all residents would, through the purchase price of their new property, contribute towards the costs of the infrastructure needed to support that property.
- Suggest that the 20% affordable housing requirement (quoted in Policy CS3) should be re-considered; members realise the importance of affordable housing being provided but are not sure, given the current economic circumstances, whether 20% is the correct level.
- Strategy should include (in Policy CS13) a commitment to secure the upgrading and accessibility - by trains stopping - of Manea Railway Station; this would have significant benefits to the village in terms of increased mobility for the community, including improved access to employment opportunities.

(Councillor Jolley sought advice from the Clerk with regard to declaring an interest in this item of business; Councillor Jolley took the advice of the Clerk that, because of the generality of this strategy (not relating to any land in the ownership of Councillor Jolley etc), no interest needed to be declared by Councillor Jolley)

### M65/11 Parish Council protocol for planning applications

Further to minute M50/11, Councillor Buckton presented again the report that he had presented to the Parish Council previously at minute M135/10. He reminded members that the proposals listed at 1 and 2 in his original report had been agreed previously and put into effect immediately at that time.

Councillor Buckton, therefore, focussed upon the other issues within the report, which members had decided at minute M135/10 to discuss at an appropriate time following the local elections in May 2011; these are recommendations that

- a) unless there is a clear and unequivocal interest, the presumption should be that all members take part in the decision making process for planning applications. If the view of the council is to be valued, it is vital that as many members as possible participate in this process, however difficult it may be. The safeguard against spurious allegations is that one individual is unlikely to be able to affect the overall outcome.
- b) Parish Councillors **do not** offer individual support to applicants or opponents on planning applications. The Council view is arrived at from consensus and to step outside of this collective responsibility significantly undermines the role of the council and members alike.
- c) unless a clear majority of those present votes in favour of a proposal, the District Council should be informed that the Parish Council does not have a view on the application.
- d) the Parish Council operates the policy adopted at minute M87/09, i.e. in relation to planning applications outside the village development area boundary, each application be treated on its merits.

Members decided that

- (1) the recommendations at a), b) and d) be approved;
- (2) the recommendation at c) be not approved, as normal voting practices do not require a minimum number of members to cast a vote; motions are carried by a majority of those who participate in the voting on a matter.

### M66/11 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.

Councillor Harper had, however, produced a report on County Council-related issues, which the Clerk read to members. This report informed Manea Parish Council of:

- the changes in political leadership and membership of the Cabinet at Cambridgeshire County Council
- the current progress situation in relation to the Building Schools For The Future project in Fenland
- the recruitment process to fill the vacant post of Executive Director for Community and Adult Services at the County Council
- the County Council's decision not to develop wind farms on County Farms land
- the success of the Guided Bus scheme
- the vision set by the Leader of the County Council.

Members decided that County Councillor Harper's report be noted and that he be thanked for the very useful information that he had provided.

Given Councillor Archer's absence, Councillor Jolley, in his capacity as District Councillor for the Wimblington ward, updated 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 M51/11 (1), the residents of Charlemont Drive now have all of the information that they need to pursue the outstanding adoption issues and Councillors Archer and Jolley are still working to support these residents.

The Company Secretary of the Residents' Association is in possession of a copy of the winding up order in respect of the company which developed the Charlemont Drive estate.

Councillor Emery enquired as to whether Fenland District Council had taken on the responsibility for grass cutting of the open space at the estate. Councillor Jolley undertook to investigate the matter.

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

(2) **Planning enforcement**

Further to minute M51/11 (2), Councillor Jolley informed members that Fenland District Council is achieving good progress in dealing with the planning enforcement cases in Manea.

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

(3) **Skateboard Park**

Further to minute M51/11 (3), Councillor Jolley informed members that Fenland District Council would not be making a contribution of £10,000 towards the cost of this project.

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

**M67/11 Manea Pit**

Members received the minutes of the Sub-Committee meeting of 24 August 2011.

Councillor Emery reported briefly on the inspection of the pit area (agreed at minute SC26/11) undertaken on 4 September 2011 and that, as a result of the inspection, a number of maintenance issues have been identified and arrangements have been made for weed killing on the adjoining field. In addition, he informed members of the resignation of Mr I Fost from membership of the Sub-Committee.

Members decided that

- (1) both the contents of the Sub-Committee minutes and the information reported by Councillor Emery be noted;
- (2) a letter be sent, by the Clerk, to Mr Fost, expressing the Parish Council's appreciation of the significant contribution that he had made to the operation and development of Manea Pit during his time as a member of the Sub-Committee.

## M68/11 Finance

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

### Income

Fenland District Council	Recycling Credits	£73.67
Various (via I Fost)	Sales of fishing tickets	£170.00
<b>Total Income</b>		<b>£243.67</b>

### Expenditure

Manea Village Hall	Room hire on 15 August 2011	£7.50
Mrs A Ryman	Wages and expenses	£92.64
Richard Yardy	Attend to CCTV system and repair one camera	£84.00
Came and Company	Insurance 2011/12	£1,309.81
HM Revenue and Customs	Clerk's Income Tax (June, July and August 2011).	£301.86
M Buckton	Purchase of sign f(or notice board) and loose-leaf folders (for public display of information)	£24.98
E-on	Electricity for sports area	£19.25
E-on	Electricity for pavilion	£46.63
E-on	Electricity for village green	£7.96
T Jordan	Salary (less income tax of £120.74), Broadband and other expenses	£595.40
WT Savage	Tree and fencing works	£162.00
S Emery	Reimbursement of cost of weed killer for Manea Pit	£43.74
Manea Action Plan	Contribution towards cost of community-led plan work	£250.00
<b>Total Expenditure</b>		<b>£2,945.77</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 August 2011 (in the total sum of £49,438.38), together with the month-end figures for each of the preceding six months.

Further to minute M53/11, the Clerk expressed his concern to members that the information required from Councillor Archer, to enable the Clerk 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, remains outstanding.

Members decided

- (1) upon a proposal from Councillor Emery, seconded by Councillor Mrs Desborough, that the income of £243.67 be noted and that the payments totalling £2,945.77 be authorised;

- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 August 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, as a matter of priority, the information required by the External Auditor in relation to the skateboard park.

### M69/11 Correspondence

- (1) Review of hackney carriage and private hire licensing conditions.

The Clerk reported on the consultation exercise currently being undertaken by Fenland District Council, between 8 August and 24 October 2011, in relation to a review of its hackney carriage and private hire driver, vehicle and operator licensing conditions.

The Clerk informed members of the ways in which interested parties are able to participate in this consultation exercise.

Members decided to note the information reported by the Clerk and that they had no comments to make in relation to Fenland District Council's hackney carriage and private hire driver, vehicle and operator licensing conditions.

- (2) Victim Support - request for a financial donation.

The Clerk reported a request from Victim Support for a financial donation towards the cost of providing support to people whose lives have been affected by crime.

Members decided that a donation of £30.00 be made to Victim Support.

- (3) North East Cambridgeshire: Review of polling districts and polling places.

The Clerk reported on the consultation exercise currently being undertaken by Fenland District Council (FDC), between 26 August and 30 September 2011, in relation to a review, in accordance with Section 16 of the Electoral Administration Act 2006, of where FDC locates its polling districts and polling places in North East Cambridgeshire for the purpose of Parliamentary and local government elections.

The consultation letter from Fenland District Council (FDC), which was read to members by the Clerk, gave a definition of the terms of polling district, polling place and polling station; the letter was accompanied by a consultation feedback form.

Members provided responses to each of the questions asked on the form. In summary, members feel that the current polling place in Manea is suitable (because of its central location within the village, its facilities for off-street parking and its accessibility for all voters).

Members decided that their responses to the consultation questions asked by Fenland District Council be forwarded by the Clerk to FDC no later than 30 September 2011.

- (4) Commemorative tree and hedge planting.

The Clerk read to members a letter from Cambridgeshire County Council which provided details of sources of trees and hedging that communities may wish to utilise as part of proposals to commemorate the Queen's Diamond Jubilee.

Members decided that Councillor Lockett would investigate this matter.

(5) Cambridgeshire and Peterborough Minerals and Waste Local Development Framework.

The Clerk read to members a joint letter from Cambridgeshire County Council and Peterborough City Council detailing the current situation regarding development of the Cambridgeshire and Peterborough Minerals and Waste Local Development Framework, including the fact that consultation on the associated Waste Management Design Guide is currently underway.

Consultation on the Waste Management Design Guide runs between 5 September and 17 October 2011 and the Clerk informed members of the various means by which the public are able to participate in this exercise.

Members decided that the content of the letter be noted.

(6) Consultation on the County Council's review of its decision to remove all subsidised bus service funding.

The Clerk read to members a letter from Cambridgeshire County Council regarding the review of its decision to remove all subsidised bus service funding.

The letter makes the point that the County Council currently provides financial subsidy to around 20% of bus services across Cambridgeshire but, because of the need for the County Council to make total budget reductions of approximately £540 million over the next five years, this financial support may not be possible in future.

The Cabinet at the County Council has recently decided to review last year's budget decision to cut the £2.7 million spent currently on subsidising bus journeys across Cambridgeshire over the next four years.

As well as looking again at the funding provided to subsidised bus services, the County Council is working with bus operators, community transport providers, local councils and businesses to see if it is possible to provide alternative and viable ways of meeting transport needs of communities.

The Clerk informed members of the various means by which the public are able to participate in this review (one of those methods being the on-line questionnaire at [www.cambridgeshire.gov.uk/busreview](http://www.cambridgeshire.gov.uk/busreview)), which runs until 9 December 2011.

Members decided that the information reported by the Clerk be noted.

(7) Fenland Strategic Partnership Transport and Access Group – Fenland Rail Development Strategy.

The Clerk reported a letter from the Fenland Strategic Partnership Transport and Access Group, informing of the consultation exercise in relation to its Fenland Rail Development Strategy; the consultation exercise runs from 10 September to 2 December 2011.

The strategy, which is scheduled for adoption in 2012, aims to achieve service improvements, better stations, more community involvement and influence the terms of the new rail franchises between now and 2015.

The Clerk reported also an associated e-mail from the Transport Development Manager at Fenland District Council, informing the Parish Council that, because Manea has a rail station, the District Council proposes to hold a consultation event in the village.

The e-mail sought members' views on whether there is a possibility to link the event to another event or to a meeting of the Parish Council.

Members feel that the proposed consultation event should be stand-alone and not linked to a Parish Council meeting, to give the event more profile, and that the Village Hall would be the best venue.

Members stated that they would be happy to promote the event within the village and to support it. In addition, they suggested that the District Council invites Stephen Barclay MP to the consultation event.

In addition, members feel that this event could be used to re-launch the (almost defunct) Friends of Manea Station group.

Members decided that the information reported by the Clerk be noted and that their views regarding a consultation event in Manea be forwarded to Fenland District Council.

### **M70/11 Parish Council and community projects and initiatives**

#### **(1) Quality Parish Councils scheme**

Further to minute M56/11 (1), Councillor Buckton reported briefly on his meeting with Diane Bayliss of the Cambridgeshire and Peterborough Association of Local Councils regarding the requirements of seeking Quality Parish Council status. He informed members that the meeting had proved very useful and that Mrs Bayliss had undertaken to send him further information. Councillor Buckton added that Mrs Bayliss is unaware of any Parish Council, other than Manea, that had produced a Community Engagement Strategy.

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

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

Further to minute M56/11 (2), the Chairman reported on the latest position regarding the development of a new community-led plan for Manea.

The Chairman informed members that each member of the Action Group would be making contact with two local groups/associations, asking each of them to indicate their five "wishes" for the village. When this information has been obtained and collated, a questionnaire will be produced and delivered to Manea residents.

Councillor Emery reminded members that that he had, so far, obtained financial contributions of £550.00 from local businesses and organisations within the village towards the cost of this exercise. Members agreed that the Parish Council should also make a financial contribution.

The Clerk read to members a letter from Fenland District Council explaining that the support which had been provided to the community-led planning process in Fenland by the District Council would now be provided by Cambridgeshire ACRE instead.

Members decided that the information reported by Councillor Emery and the Clerk be noted and that a financial contribution of £250.00 be made by the Parish Council to the Manea Action Plan group, as a contribution towards the cost of this exercise.

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

Further to minute M56/11 (3), Councillor Lockett reported further on the progress in seeking to co-ordinate the organisation of a celebratory event for the village.

Councillor Lockett has now sent a letter to all stakeholders in the community, seeking views and support for celebrating the Queen's Diamond Jubilee. He has received a small number of responses to date and undertook

to report further at the November 2011 meeting (as he will not be able to attend the October 2011 meeting) of the Parish Council.

The Clerk reported a letter from Fenland District Council, offering advice and guidance on events management to those councils which are considering organising a commemorative event.

Members decided that the information reported by Councillor Lockett be noted and that he would respond to Fenland District Council's offer of advice.

**M71/11 War Grave in Manea Cemetery**

The Chairman reported that a process is underway to designate a War Grave in respect of a soldier who was killed in 1941, during World War Two, and was buried in Manea Cemetery.

Application has been made to the War Graves Commission for a plaque to commemorate this soldier. The Chairman informed members that it is likely that this process will take many months but he will keep the Parish Council apprised of the progress achieved.

Members decided that the information reported by the Chairman be noted.

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

**M72/11 Manholes along East Street**

Councillor Mrs Desborough informed members of the smell emanating from some of the manhole covers along East Street.

Members decided that this matter be brought to the attention of Anglian Water, with a request that the situation be investigated and any necessary remedial action taken.

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

**M73/11 Next meeting**

Members were reminded that the next meeting of the Parish Council has been scheduled for 17 October 2011, commencing at 7.00 pm, at the Church Room, Park Road, Manea.

**Meeting finished at 9.35 pm**

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

Date:.....