

MANEA PARISH COUNCIL

MINUTES OF MEETING

20 JUNE 2011 – 7.00 pm.

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

Apologies: Councillor Cole.

The minutes of the meeting of 16 May 2011 were confirmed and signed.

M17/11 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.

M18/11 Matters arising from minutes of last meeting

(1) Open space at Station Road/Jolley Close, Manea (minute M6/11 (1))

The Clerk reported the response from the administrators of the former Hazelmere Homes (BDO LLP) to the joint letter from Fenland District Council and Manea Parish Council.

BDO LLP has stated that the administrators, as agents for the Court, have a duty not to incur costs that would not lead to a better return for the creditors of the former Hazelmere Homes. Also, the administrators need to ensure that they are fully indemnified in respect the transfer of land or property from the insolvent estate.

Consequently, the land will not be transferred to Manea Parish Council unless it meets the administrators' legal costs in that regard.

Members decided that the content of the letter of response be noted and that the Clerk would ascertain from BDO LLP an estimate of the legal costs that the Parish Council would need to meet if it wished to pursue this matter.

(2) Parish Council website (minute M6/11 (4))

The Clerk sought a decision from members as to whether or not the Parish Council wished to purchase the facility to obtain usage statistics in relation to its website, a cost of £50 per annum.

Members decided that the facility to obtain usage statistics in relation to its website be purchased for an initial period of 12 months, after which they will make a decision as to whether, in the light of the information provided during that period, warrants continuation of such annual expenditure.

M19/11 Sewerage in Manea

Further to minute, M6/11 (3), members received a presentation from two representatives of Anglian Water, Lisa Frosdick and Naomi Nanor, regarding the sewerage system in Manea and its adequacy to accommodate future development in the village.

The two presenters explained their respective roles and responsibilities within Anglian Water; these being the Manea sewage treatment works specifically and the wider sewerage network in the area.

The point was made by Ms Frosdick that the sewerage system in Manea is not considered by Anglian Water to be a limiting factor to growth in the village. She stated that she was aware from previous debate at Manea Parish Council that the submission of a planning application for in excess of forty new dwellings in the village is anticipated and she stated that the existing sewerage system in Manea would be able to accommodate easily this level of development.

Ms Frosdick informed members that Anglian Water is not a statutory consultee in respect of planning applications and, consequently, any concerns that it might have about the ability of existing sewerage systems to accommodate new development are, consequently, not taken into account by Local Planning Authorities when determining planning applications. It would, therefore, be helpful for the Parish Council to draw Anglian Water's attention to any planning applications which give the council concern in relation to possible impact upon the capacity of the village's sewerage system.

The point was made by Ms Frosdick that Anglian Water's two primary areas of concern in Manea are East Street and Willow Drive. She explained the actions that had been taken to address the problems in East Street and expressed the opinion that the problems are now resolved. She informed members of the issues in relation to Willow Drive and that, to address the situation, funding has been allocated to provide a storm water handling system including the installation of a pump mechanism.

Members were informed that Anglian Water needs to possess a Water Quality Consent from the Environment Agency to be able to discharge from the sewage treatment works.

Ms Nanor informed members that the sewer pipe work running between Wisbech Road and the sewage treatment works had recently been the subject of CCTV examination and no problems within the system were identified. Arrangements have, however, been made for the pipe work to be jetted in the near future.

Councillor Mrs Desborough mentioned issues concerning tankers travelling along East Street (to the sewage treatment works) at 4.00 am on some occasions and the impact that this has upon the quality of life of local residents. Ms Frosdick stated that this situation should not happen routinely; only occurring in an emergency situation. She requested that local residents report specific incidents of such tanker movements to Anglian Water.

With regard to the level of tanker movements, members were informed that there should be no need for continuous movements; two vehicles per week should be sufficient.

Ms Frosdick and Ms Nanor responded to members' questions.

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

M20/11 Playing Field and play area issues

(1) Annual ROSPA inspection report – Further to minute M7/11 (2), the Chairman informed members that this report is still being circulated among Parish Councillors. Those who had seen the report are pleased that it has identified the need for only minor remedial works to equipment etc at the playing field.

Members decided that the current situation be noted and that report continues to be circulated among Parish Councillors, to enable a schedule of agreed works to be produced at the next meeting.

- (2) Skateboard Park – Further to minute M7/11 (4), the Clerk reported that the company which installed the skateboard park, Clever Curves Ltd, had undertaken the routine six-monthly inspection of the equipment and had carried out both remedial work to address, under warranty, the “wear and tear” issues and repair (at a cost of £220 plus VAT) the section which had been the subject of criminal damage.

The Chairman reported the quotation obtained from a local electrical contractor for the cost of providing a CCTV camera and associated lighting at the skateboard park. Members feel that a second, comparison quotation should be obtained.

Members decided that

- (1) the current situation be noted;
 - (2) the inspection report be circulated amongst members of the Parish Council;
 - (3) following the Parish Council's receipt of an invoice from Clever Curves Ltd for the repair works resulting from the criminal damage incident, attempts be made to recover the cost of the repair works from the individual who committed the criminal damage to the skateboard park;
 - (4) the Chairman would obtain a comparison quotation from another local electrical contractor for the cost of providing a CCTV camera and associated lighting at the skateboard park.
- (3) Annual village inspection – members discussed briefly the matters which they identified as requiring attention.

Members decided that

- (1) the Clerk would enquire of Fenland District Council as to the possibility of it being able to provide, on a free-of-charge basis, a “surplus” waste bin which the Parish Council could install at the skateboard park;
- (2) the Clerk would arrange for the company which undertakes cutting of the playing field to carry out grass re-seeding to certain areas of the football pitch; work is required specifically around the goal mouths, where work is required to not only plant grass seed but also to level the area.

M21/11 Planning application

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

Erection of a single-storey rear extension to existing dwelling, involving demolition of existing conservatory, at Saffrons, Fallow Corner Drove, Manea – F/YR11/0336/F (applicants: Mr and Mrs Hawes).

That the application be supported.

(Councillor Jolley declared his personal interest in this application, by virtue of a friendship with the applicant)

M22/11 Manea Pit

Members received the minutes of the Sub-Committee meeting of 15 June 2011.

The Clerk reported an e-mail from a member of the Sub-Committee concerning an incident on 5 June 2011 involving the use of a quad bike on land at Manea Pit and the potential danger that this posed to anyone enjoying the facilities in that area at the time.

Councillor Archer informed members that he spoken to the user of the quad bike regarding his anti-social behaviour and Councillor Emery made the point that he had reported the matter to the Police.

Members decided that

- (1) the contents of the Sub-Committee minutes be noted;
- (2) the member of the Sub-Committee who had raised the incident involving the quad bike be informed of the actions of Councillors Archer and Emery in that regard and be requested to report to the Police any further incidents of this nature.

M23/11 Finance

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

Income

J Lawrence	Allotment rent	£180.00
Various (via I Fost)	Fishing income (less cost of fish feed)	£118.00
J H Landin and Son	Interment fee – Freda Waters	£140.00
Total Income		£438.00

Expenditure

G A Diston	Repairs to door frame etc at pavilion	£275.67
B Cundell	Internal Audit of annual accounts	£225.00
Mrs A Desborough	Reimbursement of cost of gift voucher for Mrs W Palmby	£50.00
HM Revenue and Customs	Clerk's Income Tax (March, April and May 2011).	£321.85
Richard Yardy	Repair of burglar alarm, CCTV works and electrical repairs	£378.00

G Fowler	Emptying of cesspit at pavilion	£70.00
E.on	Electricity – village green	£9.52
Phil Thompson	Repairs at Pump Corner	£200.00
E.on	Electricity – pavilion	£171.36
E.on	Electricity – sports area	£21.66
HM Revenue and Customs	Underpayment of tax 2010/11	£81.30
Manea Village Hall	Room hire on 16 and 17 May 2011	£15.00
D Cole	Refund of expenses relating to pit works etc	£14.60
Mrs A Ryman	Wages and expenses	£77.89
T Jordan	Salary (less income tax of £122.98), Broadband and other expenses	£531.57
Total Expenditure		£2,443.42

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 May 2011 (in the total sum of £49,562.96).

Members decided

- (1) upon a proposal from Councillor Archer, seconded by Councillor Lockett, that the income of £438.00 be noted and that the payments totalling £2,443.42 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 May 2011 be noted.

M24/11 Correspondence

- (1) Planning and Localism training.

The Clerk reported an e-mail from Fenland District Council (FDC), detailing a training event that has been arranged by FDC for members and clerks of Town and Parish Councils in the district; the training event will cover two topics: firstly, relevant issues in relation to the consideration of planning applications and probity and protocol in that regard; secondly, the implications of the Localism Bill in relation to planning.

The training event will be held on four occasions (one in each market town on separate dates in July) and the date of the event to which Manea Parish Council has been invited takes place on 12 July 2011.

Members decided that the information reported by the Clerk be noted and that members wishing to attend the training event would notify the Clerk accordingly by the response deadline set by FDC (4 July 2011).

(2) Community ACTION magazine: Summer 2011.

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

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

(3) Fenland District Council's Interim Planning Policy Leadership Statement.

The Clerk reported information forwarded to the Parish Council by a local architectural agent in relation to Fenland District Council's Interim Planning Policy Leadership Statement (IPPLS), which was issued by the District Council on 14 March 2011.

The Clerk read to members the IPPLS, which, in summary, indicates that the Local Planning Authority is happy to consider the approval of planning applications which propose residential development of land immediately outside Development Area Boundaries provided that certain criteria, as listed in the IPPLS, are met.

Members decided that the content of Fenland District Council's Interim Planning Policy Leadership Statement be noted.

(Councillor Jolley declared his personal interest in this item of business, by virtue of an occasional business relationship with the local architectural agent who had written to the Parish Council)

(4) 4 Acorn Lane, Manea.

The Clerk reported e-mails received from two local residents who had been affected in early June 2011 by incidents of anti-social behaviour at 4 Acorn Lane.

The residents detailed the incidents which had taken place and their subsequent dialogue with the operators of the premises, Castle Care.

The residents asked that they be kept informed of any information received by the Parish Council in relation to the operation of this property and requested that the Parish Council provides any support that it can in this matter.

Members decided that the information contained in the e-mails be noted and that the residents be informed of the importance of continuing to report incidents to the Police (on that basis, they will be able to justify treating such incidents as a priority) and that the Parish Council would continue to support, as far as it can, those residents who are affected by the activities at 4 Acorn Lane.

(Councillor Emery declared his personal interest in this item of business, by virtue of his wife's employment by Castle Care)

(5) The Fenland Road Safety Campaign.

The Clerk reported the receipt of a leaflet detailing the latest position in this campaign.

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

M25/11 Open Forum

(1) Charlemont Drive, Manea

Further to minute M12/11 (1), a representative of the residents of Charlemont Drive informed members that despite Mr A Pain, Corporate Director at Fenland District Council, promising on 2 June 2011 that a meeting (as agreed at minute M12/11 (1)) would take place within 10 days, residents of Charlemont Drive are still waiting to be informed of a meeting date.

Councillor Archer reported on information that had been provided by Cambridgeshire County Council at the recent Chatteris and District Neighbourhood Forum meeting in relation to adoption of the footways and carriageways at this estate, namely that the County Council claims to possess no evidence of the existence of a Section 38 Agreement to secure future adoption of footways and carriageways.

The resident of Charlemont Drive enquired as to any action that the residents of the estate, which contains a number of businesses, could take to help secure retention of the Fire Station in Manea.

Members decided that the current position in this matter be noted and that

- (1) Councillor Jolley would pursue the matter of a meeting date with Mr Pain;
- (2) the Parish Council would continue to support the residents of Charlemont Drive in their efforts to secure adoption, by the relevant authorities, of all "public" aspects of the estate;
- (3) the residents of the estate should seek to provide evidence to the County Council of the existence of a Section 38 Agreement;
- (4) residents of Charlemont Drive be encouraged to write to the Member of Parliament in support of the campaign to secure retention of the Fire Station in Manea.

(2) Land west of Hutchinson Close, Manea

Alison Mayne, a resident of Teachers Close, reiterated the concerns that she expressed at the Annual Assembly on 18 April 2011 and sought an assurance that her comments would be recorded not only in the minutes of the Annual Assembly but also this meeting of the Parish Council.

Ms Mayne

- (1) suggested that the Parish Council should have informed local residents of this possible residential scheme
- (2) questioned how the infrastructure of the village (including water and sewerage facilities and the road network) would be able to support additional development of this scale
- (3) expressed concerns regarding the disturbance that would be caused to nearby residents during the construction period
- (4) questioned how the local services (such as the school, the doctor's surgery and the emergency services) would be able to cope with the additional demand likely to be generated by this proposal

- (5) asked a number of questions regarding the detail of the scheme (such as house type and size and the time scale for the development to be undertaken) and why previous proposals to develop this land had not been granted planning permission
- (6) asked the Parish Council not to lose sight of the fact that Manea is a village and to not support development proposals that would have an adverse impact upon its character as a rural village; it should not be allowed to evolve into a small town
- (7) requested the Parish Council not to support a planning application for the residential development of this land on the grounds that it would have a detrimental impact upon the quality of life of nearby residents.

Members noted the points made, issues raised and concerns expressed by Ms Mayne - to which responses had been given by Parish Council members and the Clerk, as appropriate, at the Annual Assembly – and gave an assurance that these would be included in the minutes of this meeting of the Parish Council.

(Councillor Jolley declared his personal interest in this item of business, by virtue of his ownership of the land west of Hutchinson Close)

M26/11 Quality Parish Councils scheme

Further to minute M15/11, Councillor Buckton reported on the requirements that would be placed upon Manea Parish Council in seeking to become a Quality Parish Council, namely:

- the need for its Clerk to possess the Certificate in Local Council Administration (CiLCA) - this would entail the Clerk registering for CiLCA and then submitting a portfolio of "evidence" over a maximum period of 24 months; it is estimated that between 20 and 40 hours of work would be required over the qualification period; the cost of registration for CiLCA is currently £150.00.
- having in place effective methods of communicating with residents.
- publishing an Annual Report (to include the Parish Council's achievements within the municipal year covered by the report, a copy of the annual accounts etc).
- formal adoption by the Parish Council of the Model Code of Conduct.
- demonstrating that the Parish Council promotes democracy and citizenship.
- developing a training statement of intent.

Councillor Buckton reminded members that Quality Parish Council accreditation lasts for a period of four years from the date of award. He expressed the opinion that the benefits of obtaining Quality Parish Council status would be

- better communication with the community and, consequently, a greater understanding of their needs and aspirations.
- standing in good stead for the devolution of powers.
- higher level of public confidence in the Parish Council.

Councillor Buckton responded to other members' questions in relation to the information that he had reported.

Members decided to support the recommendations of Councillor Buckton that

- (1) Manea Parish Council declares formally its aspiration to achieve Quality Parish Council status;
- (2) a member of the Parish Council be appointed to lead this initiative and to report to each meeting on the progress being achieved in that regard;
- (3) the Clerk, Mr T Jordan, would seek to achieve possession of the Certificate in Local Council Administration (CiLCA) and that the Parish Council would meet all costs (e.g. registration, training, additional working hours) in connection with that process;
- (4) the Chairman of Manea Parish Council would communicate with the Chairman of the other Parish Council by which Mr Jordan is employed as Clerk, to ascertain whether or not that council would be prepared to share the cost of registration for CiLCA.

Members decided also that

- (1) Councillor Buckton be appointed as the member to lead on this initiative (see (2) above);
- (2) Manea Parish Council should seek to foster links with Chatteris Town Council, particularly in the light of the doubt regarding continuation of the Chatteris and District Neighbourhood Forum.

M27/11 Manea Gala

Councillor Archer mentioned that the Gala Committee would be purchasing a new marquee for the Manea Gala (on 9 July 2011) and enquired (being aware of the fact that the Parish Council is able to re-claim its expenditure on VAT) as to whether it would be feasible/lawful for the Parish Council to purchase the marquee and then re-sell to the Gala Committee (net of VAT), as a way of supporting the community by saving the Gala Committee the VAT on the purchase.

In addition, members discussed what issues they would publicise/promote via the Parish Council's stall at the Gala.

Members decided that

- (1) the Clerk would investigate the feasibility/lawfulness of the action suggested and to inform Councillor Archer, who would, in turn inform the Gala Committee, of the result of the Clerk's investigation;
- (2) the Parish Council's stall at Manea Gala would be used to increase the community's awareness of the proposals for the new pavilion and the community orchard/woodland.

M28/11 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 18 July 2011, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.10 pm

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

Date:.....