

MANEA PARISH COUNCIL

MINUTES OF MEETING

16 JANUARY 2012 – 7.00 pm.

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

Apologies: Councillor Cole.

The minutes of the meeting of 19 December 2011 were confirmed and signed.

Councillor Archer expressed his concern in relation to members' comments concerning his behaviour towards Councillor Emery at minute M96/11 (minute M111/11 refers) and the perceived lack of reporting in his capacity as a District Councillor (minute 109/11 refers), which he considered to be both inappropriate and not matters for public record via the Parish Council's minutes.

With regard to minute M111/11, Councillor Archer made the point that the District Council's Monitoring Officer had been present at the meeting at which his comments were made and that officer had raised no concerns regarding this behaviour. With regard to minute 109/11, Councillor Archer made the point that he will always provide information (either in person or via written report) where there are matters discussed by the District Council which have an impact upon residents of the parish; if there are no such issues, there will be no report.

M117/11 Community CARTS

Members received a presentation from two representatives of Community CARTS - a local charity that offers specialist, professional rural youth services work to a number of villages within Cambridgeshire - in relation to the activities that the organisation could provide for young people in Manea.

The representatives explained that Community CARTS is running a number of youth activities for local councils within East Cambridgeshire District; a number of the arrangements have been operating for considerable periods of time; some of the arrangements operate via the County Council and others are commissioned direct by the respective local council. The representatives made the point that Community CARTS' experience is focussed upon meeting the needs of rural village communities.

The representatives detailed the activities which Community CARTS currently delivers and circulated documents which provided further information in that regard. They made the point that the Youth Workers employed by Community CARTS are trained in both youth work and sports development; the qualification of employees was undertaken in partnership with East Cambridgeshire District Council.

Members were provided with estimated costs of running a variety of sessions in Manea and the methods by which Community CARTS obtains funding; an example Service Level Agreement that would be signed by both Manea Parish Council and Community CARTS and in the event of the Parish Council using its services was provided.

The representatives of Community CARTS responded to members' questions.

Members decided that

- (1) the situation as to whether the services of Community CARTS could be used to provide youth activities in Manea be discussed at the next meeting;
- (2) the representatives of the Youth Service who attended the November 2011 meeting (minute M91/11 refers) be invited to attend the next meeting of the Parish Council to explain the County Council's proposals for development of the Manea Youth Club.

M118/11 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.

M119/11 Progress on actions from minutes of last meeting

(1) Resignation of membership from Parish Council (minute M103/11)

The Clerk reported that he had informed Fenland District Council (FDC) of the resignation of Councillor Lockett from membership of the Parish Council and that, as a result, FDC had published formal notice of the vacancy with effect from 3 January 2012.

In accordance with the notice, given under The Local Elections (Parishes and Communities) Rules 1986, the opportunity exists, until 23 January 2012, for ten local electors for the parish to call for the vacancy to be filled by way of an election. In the absence of an election being called, the Parish Council must fill the vacancy by co-option.

The Clerk outlined very briefly the recommended process to be used in filling a Parish Council vacancy by co-option.

Members decided that the information reported by the Clerk be noted and that, in the event of no election being called, co-option to membership of Manea Parish Council be undertaken at the next meeting.

(2) Joint meeting of local councils (minute M106/11 (1))

The Clerk read to members a draft agenda, prepared by the Clerk to Welney Parish Council, for the joint meeting of local councils scheduled for 13 February 2012.

Members decided that they had no additional items to add the agenda for the joint meeting of local councils.

(3) Highway issues (minute M106/11 (2))

The Clerk reported information provided by the Local Highway Authority (LHA) in respect of the highway issues raised by members at minute M106/11 (2).

The LHA has placed an order for repair of the localised areas of damage on Fallow Corner Drove and has made arrangements for the installation, by the end of February or early March 2012, of speed counters on Station Road and Westfield Road (in the vicinity of Glebe Close).

Members decided that the information provided by the Local Highway Authority (LHA) be noted.

(4) Fenland Rural Roads Safety Action Network - request for financial assistance (minute M114/11 (1))

The Clerk read to members the response from the Fenland Rural Roads Safety Action Network (FRRSAN) in relation to the additional information sought by the Parish Council; the information sought by the Clerk, at the Parish Council's request, related to the meaning of "next level of campaigning", as contained within the letter of request from FRRSAN, and an indication of the level of financial contribution that FRRSAN is seeking from the Parish Council.

The response from FRRSAN details the community events which the group proposes to attend (at which FRRSAN intends to both undertake fund raising and identify potential rural road safety projects) and indicates that a financial donation of £50.00 from Manea Parish Council would be welcome.

Members decided that no financial assistance be provided by the Parish Council to the Fenland Rural Roads Safety Action Network but it be suggested to the group that it considers adding Manea Gala (at which it would be able to undertake fund raising) to the list of events at which it proposes to have a presence.

M120/11 Public open spaces

- (1) Skateboard Park – Further to minute M107/11 (1), the Chairman reported that the electrical contractor has given an assurance that installation of the new CCTV system for the skateboard park area will be undertaken by the end of February 2012.

Members decided that the current situation regarding installation of a new CCTV system be noted.

- (2) Playing field – Councillor Emery informed members of a request from Manea Guides for use of the multi-sports area on 11 February 2012 (between 10.00 am and 12 noon).

The Clerk reported that the electrical contractor who had undertaken repair works to the floodlighting at the multi-sports area recently had noticed, when undertaking that work, that further work is needed to restore the electricity supply to one of the floodlights; he enquired as to whether the Parish Council would like this additional work undertaken.

Members decided that

- (1) the request for use of the multi-sports area be approved and that this use be free-of-charge;
- (2) the Chairman would obtain from the electrical contractor a quotation for the additional electrical works at the multi-use sports area.

M121/11 Planning applications

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

Works to one Copper Beech and one Scotts Pine covered by Tree Preservation Order 7/2003 at Kincora, 56 High Street, Manea – F/YR12/0004/TRTPO (applicant: Miss G E Dutta-Gupta).

That the application be supported.

In addition, the Clerk reported that an appeal hearing in relation to the refusal, by Fenland District Council (FDC), of planning application F/YR11/0091/F (proposing the change of use of land for residential use, involving the siting of three touring caravans, one mobile home, store and stables (retrospective) at land south of Rosemary Cottage, New

Road, Manea) and the associated enforcement notice served by FDC in relation to the stationing of caravans at the application site has been arranged by the Planning Inspectorate for 14 February 2012 (10.00 am at the South Fens Business Centre, Chatteris).

As a consultee to the planning application, Manea Parish Council is allowed to send a representative to watch or participate in the hearing.

Members decided that the information reported by the Clerk be noted and that the Parish Council would take no formal part in the hearing proceedings.

M122/11 Reports from District and County Councillors for the parish

Although County Councillor Harper was not present at the meeting, he had produced a report on County Council-related issues, which the Clerk read to members. This report informed Manea Parish Council of:

- the work being led jointly by Cambridgeshire County Council and Peterborough City Council, in liaison with the district councils in Cambridgeshire and other key partners, to develop a comprehensive Local Broadband Plan, the aim of which is to achieve 100% Broadband across the County and 90% of homes and businesses being able to access Superfast Broadband.
- the Local Minor Highway Improvements scheme (minutes M110/11 and M123/11 refer).
- a new road safety campaign entitled "No-one thinks big of you", with the aim of targeting young motorists who drive at speed.
- the fact that in excess of 1,000,000 passengers have travelled on the Guided Busway since it opened in late 2011.

Councillor Archer, the District Councillor for the Manea ward, reported that

- Fenland District Council (FDC) is enhancing its approach to addressing dog fouling issues across the district; FDC will be increasing the number of patrols and, where possible, issuing £50 Fixed Penalty Notices to owners who do not clear up any fouling by their dogs.
- as a means of reducing expenditure, the opening hours of the Fenland@yourservice shops have been reduced with effect from 3 January 2012.
- The Local Government Boundary Commission has begun a review of the electoral wards within Fenland, the purpose of which is to equalise the number of electors per councillor in the district. Town and Parish Councils will be consulted on the recommendations of the Boundary Commission as a result of the review. Any changes to district ward boundaries will be in place for the local elections in 2015. The Clerk reminded members that a briefing session for members and clerks of local councils has been arranged by the Boundary Commission for 7.00 pm on 24 January 2012 (at Fenland Hall, March).
- an appeal hearing in relation to the refusal, by Fenland District Council (FDC), of planning application F/YR11/0091/F and the associated enforcement notice served by FDC has been scheduled for 14 February 2012 (minute M121/11 above refers).

Members decided that information reported be noted.

M123/11 Local Minor Highway Improvements

Further to minute M110/11, members gave further consideration to the submission of applications for highway works under the Local Minor Highway Improvement scheme.

Members decided that applications be submitted for two schemes; these being

- the provision of a crossing point across Station Road, in the immediate vicinity of the Community Primary School;
- speed reduction measures along Park Road.

M124/11 Street naming – land south-west of 61 Station Road, Manea

Members considered a letter of invitation from Fenland District Council to comment, by 23 January 2012, upon two street names suggested by the developers for land south-west of 61 Station Road, Manea; these being Goodall Crescent or Holly Close.

With the letter, Fenland District Council had provided a practice note containing advice to district ward members and local councils regarding the relevant factors to be taken into account when considering suggested street names.

Members decided that Fenland District Council be informed that

- the Parish Council has no objection to the use of Holly Close for the naming of this development;
- with regard to Goodall Crescent as a possible name, the Parish Council feels that use of the word “Crescent” would not be appropriate, as, having regard to section (a) of Practice Note 4, the term Crescent does not reflect the nature of the development. The Parish Council, therefore, feels that “Close” would be more appropriate.

M125/11 Manea Pit

Members received the minutes of the Sub-Committee meeting of 4 January 2012, together with copy of the monitoring of actions document which was considered by the Sub-Committee at that meeting (minute SC72/11 refers).

Members considered a document which had been approved by the Sub-Committee, for consultation, at minute SC68/11, in relation to revision of the Manea Pit Strategic Management Plan. The document sets out the current Vision and Objectives for Manea Pit (contained in the Strategic Plan and the Summary Management Plan 2008), the important aspects of the pit (including the fact that it has County Wildlife Site status) and new objectives for the pit area.

Mention was made of the designation of Manea Pit as the Best Ecological Project in the 2010 Anglia in Bloom awards (minute M60/10 refers), with the suggestion that the award be displayed at Manea Pit. Councillor Archer explained that the award had been made to the Manea Street Pride Group, not to the Parish Council. However, there is no reason why this achievement could not be displayed at the pit area. Members feel that it should be possible to produce some form of display through the use of a felled tree.

Members decided that

- (1) the contents of the Sub-Committee minutes and the associated monitoring of actions document be noted;
- (2) the document relating to revision of the Manea Pit Strategic Management Plan be approved and forwarded to the Wildlife Trust for comment;
- (3) arrangements be made for display within the pit area of the award for Best Ecological Project, Anglia in Bloom 2010;
- (4) the future of the Sub-Committee be considered at the next meeting of the Parish Council.

M126/11 Finance

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

Income

Fenland District Council	Concurrent functions grant – second half	£1,955.00
Total Income		£1,955.00

Expenditure

Richard Yardy	Electrical and lighting repairs at village green and playing field	£418.76
Anglian Water	Water for cemetery	£51.35
Mrs A Ryman	Wages and expenses	£71.77
Manea School of Gardening	Plants etc for woodland	£1,309.50
Manea School of Gardening	Hire of facilities, on two occasions, by Manea Community Orchard Planning Committee	£24.00
Manea Matters	Editorial content in four editions of the magazine	£80.00
Mr B Smith	Reimbursement for purchase of materials for woodland planting	£47.70
E Mason and Son Ltd	Grounds maintenance works (23 July to 23 December 2011)	£2,665.04
T Jordan	Salary (less income tax of £83.85), Broadband and other expenses	£390.38
M Short	Second half-year Caretaking wages	£390.00
Total Expenditure		£5,448.50

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 December 2011 (in the total sum of £53,099.49), together with the month-end figures for each of the preceding six months.

The Clerk also informed members of notification from Fenland District Council that the indicative cost of the Manea Parish Council election in May 2011, for which an invoice will be issued shortly, is £1,940.00; the final figure will be known following the Electoral Claims Unit's approval of the District Council's accounts for the entire local elections process last May.

Members decided

- (1) upon a proposal from Councillor Archer, seconded by Councillor Buckton, that the income of £1,955.00 be noted and that the payments totalling £5,448.50 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 December 2011, together with the month-end figures for each of the preceding six months, be noted;

(3) the likely cost of the Manea Parish Council election in 2011 be noted.

M127/11 Trees in Manea

Councillor Mrs Desborough informed members that she had inspected the trees within the village, with the aim of identifying situations where the removal of certain trees would have a detrimental effect upon the street scene and the character of the area (and, therefore, worthy of protection by way of a Tree Preservation Order). She circulated a plan and a list identifying the trees which she considers fall into that category and asked that members view these trees, between this meeting and the next, and make their views known regarding her assessments at the next meeting.

Members decided that the information presented by Councillor Mrs Desborough be noted and that this matter be discussed further at the next meeting.

M128/11 Parish Council and community projects and initiatives

(1) Quality Parish Councils scheme

Further to minute M115/11 (1), members considered the updated draft version of the Manea Parish Council Community Engagement Strategy; no members suggested any revisions to the document.

Councillor Buckton reminded members of the need, as a requirement of Quality Parish Council status, for the production of an Annual Report of the Parish Council; this must happen before the end of June; Councillor Buckton offered to produce a draft version, for members' consideration.

Members decided that

(1) the Manea Parish Council Community Engagement Strategy be approved;

(2) Councillor Buckton would produce a draft Annual Report of Manea Parish Council 2011/12, for members' consideration at a future meeting.

(2) Community-led plan for Manea

Further to minute M115/11 (2), the Chairman informed members that he is unable to provide an update on the development of a new community-led plan for Manea, as the Manea Action Plan Group does not meet again until tomorrow evening.

The Clerk reported an e-mail from Cambridgeshire ACRE, requesting the Parish Council's approval to providing a link to the Manea Community-led Plan, when produced, via the Shape Your Place (SYP) community website.

The purpose of providing access to community-led plans via SYP would be to provide another way of:

- making community-led plans (and the actions arising) visible to communities and public-sector partners
- provide another way of enabling communities and partners to discuss the actions arising from their community-led plan.

Given the current status of the community-led plan for Manea, Cambridgeshire ACRE would initially explain on SYP that a new plan is under development.

Members decided that the information reported by the Chairman be noted and that the request from Cambridgeshire ACRE be approved.

(3) Queen's Diamond Jubilee 2012

Further to minute M115/11 (3), members sought to consider the latest position in this matter but have received no further information from any source since the last meeting.

Further to minute M42/11, the Clerk reported a letter from Fenland District Council (FDC) inviting the Parish Council to apply for the grant of £1,000 being made available by FDC to contribute towards the cost of Diamond Jubilee celebrations within the parish. The letter requires the local councils, when requesting the payment, to detail how the money would be spent.

Members decided that

(1) Councillor Buckton would liaise with Mr Lockett both in relation to the current progress situation and ascertaining details of how the grant offered by Fenland District Council would be spent;

(2) the Clerk would make application to Fenland District Council for the £1,000 grant as soon as the required information to support the application is provided to him.

(4) New pavilion for Manea

Further to minute M115/11 (4), Councillor Jolley sought members' views, from the perspective of producing a business plan, as to the nature of the activities that they feel should take place at the new pavilion, being mindful of the fact that the level of use of the existing pavilion would not sustain a new one. He suggested that the business plan for the new pavilion should be written on the basis of the current activities and operation at a similar facility in Wimblington; this includes facilities for the sales of alcohol and refreshments.

Members are conscious of the potential impact that operating a bar facility etc at the new pavilion could have upon existing businesses within the village but consider that, in the interests of the local community, it is essential to ensure the viability and sustainability of the new pavilion.

Members decided that the business plan for the new pavilion be based upon the one for the similar facility in Wimblington.

(5) Manea Youth Bus

Further to minute M115/11 (5), Councillor Buckton reported on the recent meeting with relevant officers at Fenland District Council, the purpose of which was to develop a strategy for promotion of the Manea Youth Bus.

As a result of the meeting, new publicity materials have been produced, for distribution around the village, and the Community Support Team at Fenland District Council proposes to re-launch the scheme via Manea Youth Club.

Councillor Buckton has agreed with Fenland District Council that he would lead on distribution of the publicity materials.

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

(6) Extending the Winter Maintenance Service 2011/12

Further to minute M115/11 (6), Councillor Buckton reported that, to date, there had been requests from the County Council for the volunteers to undertake gritting activities. In addition, he mentioned that there are some issues to be resolved in respect of the County Council's proposed method of communicating with volunteers.

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

(7) Open space at Station Road/Jolley Close, Manea

Further to minute M115/11 (7), the Clerk reported that, despite his efforts to achieve such, he had received no information from the Parish Council's solicitors as to the progress being achieved in this matter but that he would make further attempts in this regard and report further at the next meeting.

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

M129/11 Correspondence

Cambridgeshire Shrievally Trust - request for financial assistance.

Members considered an application for a financial donation from the Cambridgeshire Shrievally Trust (i.e. the Cambridgeshire Bobby Scheme) towards the cost of the works that it undertakes to improve the security of the homes of elderly and vulnerable people across the County.

Members decided that a financial donation of £30.00 be made to the Cambridgeshire Shrievally Trust.

M130/11 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 20 February 2012, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.00 pm

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

Date:.....