

MANEA PARISH COUNCIL

MINUTES OF MEETING

17 SEPTEMBER 2012 – 7.00 pm.

Present: Councillor Emery, Chairman; Councillors Archer (from 8.40 pm), Mrs Desborough, Jolley, Risbridger and Woodard.

Apologies: Councillors Buckton, Mrs Berry and Cole.

The minutes of the meeting of 13 August 2012 were confirmed and signed.

M59/12 Councillor Buckton – Resignation of membership from Parish Council

The Clerk reported the resignation of Councillor Buckton from membership of the Parish Council.

Members decided that Councillor Buckton's resignation be noted and that he be thanked formally, through a letter from the Clerk, for his services to the Parish Council and to the people of the village.

M60/12 Members' Code of Conduct

Further to minute M33/12, the Clerk reminded members of the need to inform the Monitoring Officer at Fenland District Council of any changes to the content of their Register of Member Interests forms.

Members decided the information reported by the Clerk be noted and acted upon.

M61/12 Golden Age emergency planning

Members received a presentation from District Councillor Cotterell and Ms L Turner, an officer of the Emergency Planning Team at Fenland District Council, on planning for emergencies involving the elderly residents – those in their Golden Age - within communities.

District Councillor Cotterell made the point that an emergency situation for an elderly person is not necessarily a "traditional" emergency - such as a major accident, flooding, freak weather conditions or other dangerous situations – but a less significant event which causes difficulties for people who are less able, because of their age, to cope with; such an emergency could be the temporary loss of an electricity supply.

Councillor Cotterell mentioned the fact that the population in Fenland is ageing and, consequently, the need to provide such a support service is becoming increasingly important. As part of this process, the District Council is looking to introduce a scheme whereby there would be at least one local emergency co-ordinator within each village – not necessarily a Parish Councillor, although it may be preferable because of the local knowledge held by such persons – who would act as a liaison point between the community and Fenland District Council's Emergency Planning Team.

It is proposed that the District Council would both publicise the contact details of the co-ordinators (who would each be provided by the District Council with an identification badge) on the Golden Age section of that council's website and hold, on one or two occasions each year, networking meetings (at which learning and best practice could be

shared etc) for these co-ordinators. It is proposed that the first networking meeting would take place before the end of 2012.

Ms Turner explained the role of the District Council's Emergency Planning Team, which acts as a central point of contact within Fenland with the emergency services and other relevant agencies in terms of responding to emergency situations. The team offers expert advice and ongoing support for anyone wishing to assist their community in preparing for an emergency and is able to arrange particular support services in emergency situations, such as the provision of rest centres in cases where it is necessary for people to be evacuated from their homes. In responding to emergency situations, the Emergency Planning Team works in partnership with other agencies, including the Red Cross and the WRVS.

Members decided that the information provided by District Councillor Cotterell and Ms Turner be noted and that the matter be considered at the next meeting of the Parish Council.

M62/12 Progress on actions from minutes of last meeting

(1) Manea Youth Club (minute M47/12)

The Chairman reported on the youth engagement event held on 23 August 2012, which was attended by around a dozen young people. He added that, in an attempt to engage with additional young people, thought is being given to arranging discussions with youngsters while they are using the facilities at the playing field.

Members decided that the information reported by the Chairman be noted and that he would report further on youth engagement at the next meeting.

(2) Fenland Rail Development Strategy 2011-2031 and Manea Station (minute M48/12 (3))

Members discussed briefly the issues arising from 4 September 2012 meeting between members of the Parish Council and the Transport Development Manager at Fenland District Council and considered: (1) appointing one representative of Manea to serve upon the Steering Group and three representatives to serve upon the Community Rail Partnership; (2) the manner in which the Parish Council would respond to consultation exercises (e.g. as a single body or as individual members); (3) the establishment of a constituted action group in relation to station adoption

Councillor Archer informed members that, with regard to (3) above, the Manea Street Pride Group had adopted Manea Station.

In addition, the Clerk reported an invitation from Fenland District Council to attend the launch of the Community Rail Partnership (CRP), to be held at March Station on 12 October 2012 at 11.00am. The District Council would be providing further details about the launch in forthcoming weeks, including the stopping of some additional trains at Whittlesey and Manea stations to enable people from these places to travel by train to the event.

Members decided that the current situation be noted and that this matter be discussed in greater detail at the next meeting of the Parish Council.

(3) Recycling banks in Manea (minute M48/12 (5))

Members stated that still none of them had been able to identify a suitable alternative location in the village for siting the textile and media banks.

Members decided that the textile and media banks be allowed to remain in their current location unless they are able to identify a suitable alternative location.

(4) Trees in Manea Cemetery (minute M48/12 (6))

The survey document is still being circulated amongst members of the Parish Council.

Members decided that, following conclusion of the document's circulation amongst members, the Parish Council would consider the recommendations within the survey document.

(5) Maintenance issues (minute M48/12 (7))

The Clerk reported the opinion of the Local Highway Authority's Trees Officer regarding the benefit of removing some of the trees in association with any repair works to Purls Bridge Road.

The County Council's Trees Officer makes the point that, based upon the evidence of site assessments on various rural roads across the County, there is obviously an impact upon the stability of road surfaces due to the effects on soil moisture of highway-adjacent trees. He states that he is familiar with the problems on Purls Bridge Road, which he considers to be extreme, and he would certainly regard the roadside trees as a factor in this.

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

M63/12 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) Change of use of building from general purpose agriculture to agricultural engineering (B2) on land east of Biggins House, Fallow Corner Drove, Manea - F/YR12/0607/F (applicant: Mr F Simpson).

That the application be supported.

- (2) Change of use of agricultural land to garden land at land north of Rose Cottage, Fallow Corner Drove, Manea – F/YR12/0640/F (applicant: Mr M Hedges).

That the application be supported.

- (3) Erection of 3 x two-storey dwellings comprising of 1 x 3-bed with integral garage, 1 x 4-bed with integral garage and 1 x 4-bed on land east of Rose Cottage, Fallow Corner Drove, Manea – F/YR12/0649/F (applicant: Mr D Cole).

That the application be supported.

- (4) Erection of a detached double garage with 2-bed annexe over for key worker accommodation, involving demolition of existing garage to existing care home at Cathryn Wheel House, 43 High Street, Manea – F/YR12/0650/F (applicant: Roberto Mac Ltd).

That the application be supported, subject to the imposition of a planning condition upon any consent granted to link occupation of the annexe to a person employed at the care home.

- (5) Erection of 4 x two-storey 4-bed dwellings with integral garages and 2 x two-storey 4-bed dwellings with detached double garages on land south of 21 and 27 School Lane, Manea – F/YR12/0653/F (applicant: Leigh Property Investments Ltd).

That the application be supported, subject to the necessary visibility splays being achieved.

M64/12 Police matters

PCSO Sam Dyer, of the March and Chatteris Policing Team, reported to members on incidents of crime and disorder which had been reported to the Constabulary since the last meeting of the Parish Council; these being:

- damage caused to a padlock affixed to a gate
- theft of a trailer
- theft of one pair of registration plates from a vehicle
- forced entry to an outbuilding but nothing stolen.

The PCSO also informed members that

- the policing team is focusing its patrols on the rural parts of Manea
- there had been no youth-related incidents of crime and disorder within the parish of Manea
- Speed Watch operations in the village are currently taking place on a weekly basis
- The local PCSOs are still attempting to establish a Neighbourhood Watch scheme in Manea.

Members decided that the information reported by PCSO Dyer be noted.

M65/12 Reports from District and County Councillors for the parish

Councillor Harper, the County Councillor for the electoral division which includes Manea, was not present at the meeting. 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 County Council's new strategy for Children and Young People's Services in Cambridgeshire. The three objectives of the strategy are: (1) improving learning and health outcomes for every child and young person; (2) narrowing the gap in learning and health outcomes for vulnerable children and young people; (3) keeping children and young people safe at home and in their communities;
- the current situation regarding re-location of the Registration Service from its current premises at Audmoor House, March to the town's library. The service should be operating from its new premises at the beginning of December 2012.

Councillor Archer, the District Councillor for the Manea ward, reported on a street lighting presentation delivered by an officer of the County Council at Fenland Hall earlier this evening. He informed members that

- the County Council has entered into a Private Finance Initiative with Balfour Beatty for a period of 25 years, which will result in the provision of replacement street lighting and financial savings to the County Council
- the funding for the contract has been provided by the Government
- under the contractual arrangement, new (taller) lamp columns (providing a white, instead of orange, light) are being provided
- the new lamps provide a greater level of illumination than the current lamps and, consequently, it will be possible to reduce the total number of street lamps across the County by approximately 10%. These new lamps are also less costly to run
- the level of savings to the County Council in terms of energy costs were in excess of £2.5m in 2011/12 and are estimated to be approximately £1.7m in 2012/13
- local councils would be able to adopt, and thereby retain, any street lamps which would otherwise be removed under this arrangement

Members decided that the information reported be noted.

M66/12 Public open spaces

- (1) The annual RoSPA inspection report – this is still being circulated among Parish Councillors.

Members decided that the RoSPA report continues to 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.

- (2) Skateboard Park - the Chairman reported that all of the repair works required to the skateboard park have now been completed.

The Chairman informed members that he had, following the Clerk's obtaining relevant advice, procured the necessary "warning" signs for the CCTV system installed at the skateboard park.

The Clerk reported that he had contacted Fenland District Council (FDC), enquiring as to whether FDC possesses a good second-hand bin that could be donated to the Parish Council, or, if not, seeking a quotation for the cost of FDC providing a new waste bin. FDC is unable to provide a second-hand bin but it could procure a new bin (which it would install free-of-charge) for the Parish Council at a cost of £303.22.

Councillor Woodard reported that he had been involved in the raising of funds, which would be made available for the purchase of tokens for the use of lighting at the skateboard park on Fridays, Saturdays and Sundays. Members consider that the lighting at the skateboard park should not be capable of operation beyond 9.00 pm.

Members decided that

- (1) the information reported by the Chairman, Councillor Woodard and the Clerk be noted;
- (2) the offer of Fenland District Council (FDC), for the provision and installation of an additional waste bin at the skateboard park be accepted and that arrangements be made for the Chairman and the Clerk to meet on-site with an appropriate officer of FDC to agree the exact location for the new bin;
- (3) the Chairman would discuss with a local electrical contractor the possibility of restricting the operation of the lighting at the skateboard park to 9.00 pm.

M67/12 Manea Pit

Members considered the minutes of the meetings of the Manea Pit Management Committee held on 15 August and 12 September 2012.

Councillor Archer, the Chairman of the Manea Pit Management Committee, circulated a copy of the schedule of actions document which had been considered by Manea Pit Management Committee at its meeting on 12 September 2012 (minute PMC19/12 refers).

Members decided that the contents of the minutes of the Manea Pit Management Committee and the additional information reported by Councillor Archer be noted.

M68/12 Financial matters

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

Income

Various (via I Fost)	Sale of fishing tickets	£456.00
Fenland District Council	Recycling Credits	£44.14
Kent Memorials	3 x cemetery memorials	£420.00
Total Income		£920.14

Expenditure

Cambridgeshire County Council	Youth Worker provision – second quarter	£262.50
AV Harmony	CCTV system at skateboard park	£875.00
Manea Village Hall	Room hire on 4 September 2012	£7.50
Manea Village Hall	Hall hire on 23 August 2012	£35.00
Mrs W Emery	Refreshments for youth engagement event on 23 August 2012	£7.56
Peter Humphrey Associates	Building Regulations plans for pavilion	£1,440.00
HM Revenue and Customs	Clerk's Income Tax (June, July and August 2012).	£280.62
E.on	Electricity for village green	£5.39
E.on	Electricity for sports area	£14.70
Came and Company	Insurance for 2012/13	£1,371.86
Mrs A Ryman	Wages and expenses	£51.46
T Jordan	Salary (less income tax of £114.04), Broadband and other expenses	£559.56
Total Expenditure		£4,911.15

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 August 2012 (in the total sum of £52,774.75), together with the month-end figures for each of the preceding six months.

Members decided

- (1) upon a proposal from Councillor Mrs Desborough, seconded by Councillor Jolley, that the income of £920.14 be noted and that the payments totalling £4,911.15 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 August 2012, together with the month-end figures for each of the preceding six months, be noted.

M69/12 Parish Council and community projects and initiatives

(1) Quality Parish Councils scheme (minute M56/12 (1))

Given the absence from the meeting of Councillor Buckton, members were unable to be updated on the progress of this matter.

Members decided that they would consider at the next meeting, whether, in the light of the resignation of Councillor Buckton, who was leading on this initiative, to continue with the process of seeking to achieve Quality Status for Manea Parish Council.

(2) Community-led plan for Manea (minute M56/12 (2))

The Chairman reported that there had been a 39% response rate to the paper version of the questionnaire, as well as the completion of a small number of forms on-line. The Manea Action Plan Group is currently in the process of selecting a company to undertake evaluation of the data obtained through the survey.

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

(3) New pavilion for Manea (minute M56/12 (3))

Councillor Jolley informed members that he had made contact with Sport England regarding the funding that it is making funding available for sporting activities and facilities and he is awaiting receipt of the information.

Members decided that the information reported by Councillor Jolley be noted and that he would provide a further update on the situation at the next meeting.

(4) Manea Youth Bus (minute M56/12 (4))

The Chairman informed members that the current situation regarding the Youth Bus is no different to that reported at minute M56/12 (4).

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

M70/12 Correspondence

(1) Local election accounts: 5 May 2011.

The Clerk reported receipt of a letter from the Leader of Fenland District Council, in which he states that, as a result of quality assuring the council's accounts for the local elections last year, it has been established that certain Town and Parish Councils had not been charged the correct amount for the cost of their respective elections; Manea Parish Council has been under-charged by the sum of £441.95 and will be sent an invoice for this additional amount in due course.

Some members expressed their concern regarding the inefficiency of Fenland District Council in this matter, which has resulted in a situation of the Parish Council being faced with needing to spend money for which, understandably, no budgetary provision had been made by the Parish Council.

Members decided that the contents of the letter and the consequent financial implications for the Parish Council be noted.

(2) Manea Gala Committee – provision of additional Christmas lights in Manea.

The Clerk reported a request from Manea Gala Committee for permission to provide additional Christmas lights in the village, using the open space area at Jolley Close/Station Road. The letter of request, which the Clerk read to members, detailed the manner in which the lights would be installed and mentioned that Manea Gala Committee would be willing to consult the occupiers of properties adjoining the site on this proposal.

Members decided that that the request be approved in principle, subject to:

- the inserts for the posts from which the lights would be suspended being concreted-in to the ground
- both the post inserts and the caps (which would “close” the insert when not in use) being set below ground level, to avoid them causing a potential trip hazard
- all posts being locked-in to the inserts (so that it is not possible for “pranksters” to remove them)
- Manea Gala Committee undertaking consultation on the proposal with the residents of all properties which share a border with the site
- no objections to the proposal being received from the consultees; the Parish Council wishes to see the results of the consultation exercise before giving final approval to the proposal.

(3) Appointment of External Auditor from 2012/13.

The Clerk read to members a letter from the Audit Commission, informing Town and Parish Councils of the identity of the company – Littlejohn LLP – which has been appointed (with effect from 1 September 2012) to audit the annual return of local councils for a period of five years from 2012/13. The letter also details the scale of audit fees for 2012/13 to 2016/17, which are, in the case of Manea Parish Council, at a lower level than those which were in force for 2011/12.

Members decided that the information provided by the Audit Commission be noted.

(4) Local Minor Highways Improvement Scheme for Manea.

Further to minute M26/12 (1), the Clerk read to members a letter from Cambridgeshire County Council, as Local Highway Authority, consulting the Parish Council on the proposed design of the approved scheme for the construction of a crossing point (to improve the safety for children and parents), in the immediate vicinity of the Community Primary School, on Station Road, Manea. The letter was accompanied by a plan showing the proposed location and the size of the proposed crossing platform.

Members understand the design plan to show a build-out into the carriageway, opposite the school, on Station Road. They indicated that they would prefer such a build-out to be located, if possible, on the same side of the road as the school, as they are concerned that the current proposal would result in vehicles which were travelling from the centre of the village towards the direction of the station needing to be driven towards the footpath in front of the school; members consider that this could pose a danger to school pupils.

Members decided that their comments regarding the proposed design of this proposal be forwarded, by the Clerk, to the Local Highway Authority.

(5) Boundary Commission review of Fenland District Council's electoral wards.

Further to minute M51/12, the Clerk reported a letter from Fenland District Council detailing the current situation in relation to Local Government Boundary Commission for England's review of the electoral wards in Fenland.

Following Fenland District Council's submission of recommendations in relation to Council size, in terms of the future number of District Councillors and future District warding arrangements, the LGBCE is considering what its draft scheme should be in that regard. The LGBCE will be conducting a 12 weeks public consultation on its draft scheme; this will take place between 23 October 2012 and 7 January 2013.

All documentation regarding the consultation, the LGBCE's draft scheme for Fenland and how to respond to the consultation will be available on the LGBCE's website: www.lgbce.org.uk.

It is important for local councils to consider the LGBCE's draft scheme for Fenland as it may make recommendations in relation to Town and Parish Council warding arrangements in areas where the District Council ward boundaries change.

The District Council understands that the LGBCE has the jurisdiction to amend the ward boundaries of warded parishes but cannot amend the external boundary of a Town or Parish area. The LGBCE may also re-allocate the number of Town/Parish Councillors to the new Town/Parish wards but will not alter the overall total number of councillors.

Following the outcome of the LGBCE Fenland Electoral Review in March 2013, Fenland District Council (FDC) may conduct a Community Governance Review with the aim of ensuring that the new District ward boundaries and Town/Parish ward boundaries are coterminous. If a Community Governance Review is to be undertaken, FDC will communicate this to Town and Parish Councils nearer the time.

Members decided that the information provided by Fenland District Council be noted.

M71/12 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 15 October 2012, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.20 pm

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

Date:.....