

MANEA PARISH COUNCIL

MINUTES OF MEETING

21 MAY 2012 – 7.00 pm.

Present: Councillor Emery, Chairman; Councillors Mrs Berry, Buckton, Cole, Mrs Desborough and Woodard (until 8.50 pm).

Apologies: Councillors Archer and Risbridger.

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

The minutes of the meeting of 16 April 2012 were confirmed and signed.

M1/12 Open Forum

(1) Station Road, Manea

Further to minute M89/11, a number of local residents attended the meeting to report to the Parish Council on a recent incident relating to 31A Station Road, whereby two of the occupiers' dogs had escaped from this property and killed a cat and a sheep. One of the residents stated that villagers are looking for clarity as to which agencies have the power to take action to address the issues and what actions those agencies are able to take in that regard. She stated that the residents have experienced difficulties as a result of activities at this property for more than six years and that this latest incident is the "final straw". A number of the residents explained their experiences of problems associated with the activities of the occupiers of this property.

Mr M Gleadow, the Environmental Services Manager at Fenland District Council, and Police Sergeant M Monger attended the meeting, to explain the respective roles of Fenland District Council (FDC) and Cambridgeshire Constabulary in dealing with the issues in this case.

Mr Gleadow explained that FDC has responsibilities for dealing with stray dogs and matters of environmental nuisance. Sergeant Monger confirmed that the latest incident is the subject of a current investigation and that he would, at the conclusion of the investigation, prepare a case for submission to the Crown Prosecution Service (CPS); he explained the manner in which the CPS operates.

The Chairman reassured the residents that Manea Parish Council remains committed to supporting them in seeking to address the difficulties which they are experiencing.

Members decided that the information reported by the local residents and the representatives of Fenland District Council and Cambridgeshire Constabulary be noted.

(2) Charlemont Drive, Manea

Further to minute M102/11, one resident of Charlemont Drive informed the Parish Council that the business signage situation at this estate has still not be resolved; he expressed the opinion that the provision of signage was part of the original planning permission for the estate and enquired as to whether, because of the passage

of time since planning permission was granted, there would be a need for a new planning application to be submitted to Fenland District Council.

Mr A Pain, Corporate Director at Fenland District Council, stated that he would be happy to meet with a resident of Charlemont Drive to discuss the situation and to advise on the way forward.

(3) Manea Pit Management Committee

Mr H Westgate, a member of the current Manea Parish Sub-Committee, informed the Parish Council that the members of the Carp Syndicate would like to see the four Parish Council members of the current Sub-Committee be appointed as the Parish Council's representatives on the new Manea Pit Management Committee and Councillor Archer to be appointed as Chairman of the Management Committee. In support of the latter statement, Mr Westgate stated that Councillor Archer had worked hard, in his capacity as Chairman of the Sub-Committee, to resolve a number of the issues at Manea Pit.

Mrs P Smith, also a member of the current Manea Parish Sub-Committee, concurred with the comments of Mr Westlake.

Members noted the comments made by Mr Westgate and Mrs Smith and decided that they be taken into account when appointing its representatives to the new Manea Pit Management Committee (minute M5/12 refers).

(4) Manea Ancestry Group

A representative of the Manea Ancestry Group explained the operational difficulties faced by the group as a result of dealings with Cambridgeshire County Council (CCC) in relation to the use of the computer provided by CCC for the Community Access Point in the village. As a result, it is now necessary for the group to purchase a copy of the "Ancestry" computer software to enable it to continue. The group is, therefore, seeking to raise funding for this purpose and its representative enquired as to the possibility of the Parish Council making a financial donation (of, say, £200).

Members noted the information reported and invited the group to submit a written request for a financial donation, which could be considered at the next meeting.

M2/12 Appointment of Chairman

Councillor Emery was appointed as Chairman of the Parish Council for the municipal year 2012/13 and made his Declaration of Acceptance of Office in relation to that appointment.

M3/12 Appointment of Vice-Chairman

Councillor Buckton was appointed as Vice-Chairman of the Parish Council for the municipal year 2012/13 and made his Declaration of Acceptance of Office in relation to that appointment.

M4/12 Appointment of Parish Council Officers

Members of the Parish Council were appointed, unopposed, to act in the following offices of the Parish Council for the municipal year 2012/13:

- Cemetery Officer: Councillor Cole
- Recycling Officer: Councillor Risbridger

- Allotments Officer: Councillor Buckton
- Footpaths and Trees Officer: Councillor Mrs Desborough
- Child Protection Officer: Councillor Buckton.

M5/12 Appointment of Parish Council members to the Manea Pit management Committee

Councillors Archer, Cole, Mrs Desborough and Emery were appointed as the Parish Council's representatives on the Manea Pit Management Committee for the municipal year 2012/13. Councillor Archer was appointed as Chairman of the committee for the municipal year 2012/13.

M6/12 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.

M7/12 Progress on actions from minutes of last meeting

(1) Neighbourhood Forums in Fenland (minute M167/11 (2))

The Clerk updated members on the Constabulary's new approach to Neighbourhood Forums, following the recent consultation exercise.

The Constabulary makes the point that, not unexpectedly, a number of different views were received from consultees; these have been taken into account in finalising a process, for which initial arrangements are currently being made. It has not proved possible to use local council meeting venues for all the forums but the Constabulary still intends to provide the opportunity for the community to consult with the Constabulary, councillors and partner organisations through organising a visit by the Crime BUSter on the date of the relevant local council meeting.

In summary, the new process will be

- dates and times of forum meetings linked to a parish or town council meeting, to help promote involvement by partners and councillors
- community views/opinions canvassed through internet mediums such as the Shape Your Place website, proactive canvassing within the communities, visits to council meetings use of the Crime BUSter
- all issues raised being subject to a personal update to the person who raised the concern
- after the forum event or the following morning, all the community issues raised will be reviewed. This review process will determine the most significant issues raised and will, in turn, inform the adoption of priorities. The end result will mean the adoption of priorities that are of concern to the community who live, work and visit the particular area
- feedback on what activity has taken place on the adopted priorities will be through updates to parish/town councils, internet updates (websites and e-mail) and meetings such as Neighbourhood Watch.

The Constabulary is currently finalising dates, times and venues for the forum meetings/events; it is currently proposed that a Chatteris and Manea Forum will take place on 13 August in Manea (venue to be finalised).

The Clerk informed members that Chatteris Town Council will consider, at its next meeting, the suggestion, at minute M156/11) that Manea Parish Council and Chatteris Town Council host jointly a quarterly community-led forum (to which the Constabulary and other key bodies would be invited).

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

(2) Recycling banks in Manea (minute M167/11 (4))

The Clerk reported the response from the Local Highway Authority (LHA) regarding a time scale for removal of the Firefighters' Benefit bank which had appeared on the highway verge at the junction of Wisbech Road and Station Road, Manea.

The LHA had made contact with the company which installed the Firefighters' Benefit bank and requested that it be removed. Subsequently, the LHA was contacted by a person who works for the Firefighters' charity, asking whether the Parish Council would re-consider the request for removal of this bank – because of the amount of benefit that it provides for the charity – or whether it is able to identify an alternative location for this bank within the village.

Members decided that the information reported by the Clerk be noted and that the Chairman would investigate the possibility of the Firefighters' Benefit bank being moved to the car park at the Royal British Legion Club.

(3) Trees in Manea Cemetery (minute M174/11)

Councillor Mrs Desborough informed members that she had visited the cemetery and compared the content of the survey document with the situation on-site. She expressed her concurrence with the recommendations of the survey.

Members decided that

(1) the information reported by Mrs Desborough be noted;

(2) the matter be considered further during the annual village inspection (scheduled for 18 June 2012), which will include a visit to Manea Cemetery.

M8/12 Planning applications

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

- (1) Erection of 3 x 15.545 metre high Hub height) wind turbines at Bottom Farm, Day's Lode Road, Fodder Fen, Manea – F/YR12/0260/F (applicant: Mr R Fowler).

That the application be supported. In addition, members would like to see a Section 106 Planning Obligation, providing some form of community benefit, attached to any consent granted.

- (2) Erection of 3 x 15.545 metre high Hub height) wind turbines at Bottom Farm, Day's Lode Road, Fodder Fen, Manea – F/YR12/0261/F (applicant: Mr M Fowler).

That the application be supported. In addition, members would like to see a Section 106 Planning Obligation, providing some form of community benefit, attached to any consent granted.

- (3) Erection of a single-storey side extension and conservatory to rear of existing dwelling (part retrospective) at 68 Charlemont Drive, Manea - F/YR12/0284/F (applicants: Mr and Mrs D Liddle).

That the application be supported.

- (4) Formation of a pitched roof over existing flat roof to front elevation of existing dwelling at 20 Station Road, Manea – F/YR12/0355/F (applicants: Mr and Mrs Simpson).

That the application be supported.

- (5) Erection of a 3-bed two-storey dwelling on land north of 1 Orchard Way, Manea – F/YR12/0364/F (applicant: Mr R Purser).

That the application be supported.

(Councillor Emery declared his personal interest in this application, by virtue of ownership and residency of a property at Orchard Close, Manea)

In addition, members noted that planning application reference F/YR12/0229/F (which proposed the erection of a 3-bed, two-storey detached dwelling on land north of 1 Orchard Way, Manea), considered at the last meeting of the Parish Council, has been withdrawn by the applicant.

M9/12 Reports from District and County Councillors for the parish

Neither Councillor Harper - the County Councillor for the electoral division which includes Manea - nor Councillor Archer - the District Councillor for the village - was 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 work of the A47 Alliance, led by Norfolk County Council, in seeking to achieve improvements to the A47. Councillor Harper makes the point that although only 11% of the A47 falls within Fenland and Cambridgeshire, its improvement is vital to the economic prosperity of Fenland and the north of the County
- a joint initiative, involving the County Council and the Police, to improve school attendance in the Fenland area. The initiative involves truancy sweeps, which are aimed at promoting child safety by emphasising the importance of ensuring that children attend school.

Councillor Archer had informed the Clerk, by-mail in advance of the meeting, that he had no issues for reporting to Manea Parish Council.

Members decided that the situation be noted.

M10/12 Annual General Meeting of Manea Village Hall Committee

The Clerk read to members the minutes of the Annual General Meeting (AGM) 2011 of Manea Village Hall Committee, which had been approved at the recent AGM 2012.

The report detailed: the main users of the Village Hall; some of the activities and events for which the hall had been the venue; fundraising activities which had taken place; the Village Hall's financial position as at 31 December 2010.

Members decided that the contents of the AGM minutes be noted.

(Councillor Emery declared his personal interest in this application, by virtue of membership of Manea Village Hall Management Committee)

M11/12 Public open spaces

- (1) Annual RoSPA inspection report – the Clerk reported the receipt of this report, which suggests that certain minor works are required to equipment etc at the playing field. This year, a separate report has been produced in relation to the skateboard park; the report has identified a number of defects which require addressing.

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

- (2) Car park – some members expressed concern that the car park adjacent to the playing field is being used as a turning area by the drivers of some of the lorries which make deliveries to the shop on Park Road; this is causing damage to the surface of the car park.

Members decided that

- (1) the offer of the Chairman to speak with the owner of the shop (asking him to dissuade lorry drivers from using the car park as a turning area) be accepted;

- (2) the condition of the car park be examined during the annual village inspection (scheduled for 18 June 2012).

M12/12 Manea Pit

Members received the minutes of the informal (because of its lack of quoracy) meeting of the Sub-Committee of 16 May 2012.

Councillor Emery made comments in relation to the recommendation from 16 May meeting (minute ISC4/11 refers) that, because of the potential poisoning hazard, the use of weed killer at Manea Pit and its surroundings be used only in exceptional circumstances and that in cases where the use of weed killer is deemed necessary, it is only applied by persons who possess the necessary experience and licence(s). He made the point that the use of weed killer around the pit area to date had been appropriate and that such action had been undertaken with the approval of the Sub-Committee.

Councillor Emery expressed the opinion that it would be foolish to remove the anti-vandal paint from the new “dogs on leads” signs at Manea Pit (minute ISC4/11 refers).

Further to minutes M125/11 and ISC3/11, members considered a new management plan document, prepared by Mrs P Smith, which builds upon the document approved by the Parish Council at minute M125/11.

Further to minute ISC5/11, members considered the updated Carp Syndicate rules. The primary change to the rules relates to the inclusion of the power for the Secretary of the Carp Syndicate to withdraw the membership of any member whose actions are deemed by the Secretary to bring the syndicate into disrepute.

The Clerk reported a letter from the Wildlife Trust, requesting the Parish Council's permission to undertake a survey of Manea Pit. The aim of the survey, which would be undertaken by experienced botanical surveyors within the Wildlife Trust in late summer 2012, is to assess the current condition of this County Wildlife Site and provide up-to-date ecological information for the site. As a result of the survey, the Wildlife Trust will produce a management statement and recommendations, as well as providing a species list.

Members decided that

- (1) the contents of the minutes of the informal meeting of the Sub-Committee be noted;

- (2) the use of weed killer around the pit area should continue to be permitted where the Management Committee considers it necessary and appropriate and has approved such works as part of the management plan;
- (3) the document relating to revision of the Manea Pit Management Plan be approved;
- (4) the updated Carp Syndicate rules be approved;
- (5) the request from the Wildlife Trust to undertake a survey of Manea Pit be approved.

M13/12 Footpaths and street lighting in Manea

Further to minute M172/11, Councillor Mrs Berry informed members of concerns that had been expressed by villagers regarding the condition of the length of footpath which runs along the frontages of 50b to 54 Station Road and the removal of a street lamp (FPC9) on Station Road.

The Clerk reported that he had been contacted, on 21 May 2012, by Fenland District Council, seeking the Parish Council's agreement to meeting the cost (of £682.17) of replacing street lamp number FPC9 and also that he had made arrangements to obtain a comparison quotation from a contractor which had undertaken street lighting works for the Parish Council previously.

Members decided that the Clerk would

- (1) draw to the attention of the Local Highway Authority the poor condition of the length of footpath which runs along the frontages of 50b to 54 Station Road, with the request that repair works be carried out;
- (2) report to the next meeting on the situation regarding replacement of street lamp number FPC9.

M14/12 Financial matters

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

Income

P Clarke	Allotment rent	£250.00
A Howell	Allotment rent	£200.00
C Howell	Allotment rent	£200.00
HMRC	Refund of 2011/12 VAT	£3,654.56
E Barnes	Allotment rent	£200.00
C Barnes	Allotment rent	£25.00
B Fletcher	Allotment rent	£200.00
Kent Memorials	Memorial tablet	£90.00
Carp Syndicate	Membership fees	£770.00
Various (via I Fost)	Fishing tickets	£67.00
Turner and Son	Burial fees	£385.00
Fenland District Council	Parish Precept – first half 2012/13	£9,500.00
Fenland District Council	Contribution towards legal costs of acquiring open space land at Jolley Close, Manea	£400.00
Manea Village Hall Committee	Contribution towards legal costs of acquiring open space land at Jolley Close, Manea	£235.00

Manea Gala Committee	Contribution towards legal costs of acquiring open space land at Jolley Close, Manea	£250.00
Manea UFC	Hire of playing field	£200.00
Total Income		£16,626.56

Expenditure

Fenweb Limited	Annual website service	£456.00
Fenweb Limited	Addition of search facility to website	£60.00
Mrs A Ryman	Wages and expenses	£64.89
Manea Village Hall	Room hire on 16/04/12	£7.50
Ridgeons	Barrier tape for orchard works	£10.28
SLCC	CiLCA training event	£48.00
Public Works Loans Board	Loan repayment	£95.39
I Cooper	Internal audit fee	£200.00
T Jordan	Salary (less income tax of £114.04), Broadband and other expenses	£548.15
FJS Services Ltd	Diesel used for pumping works at Manea Pit	£542.50
Manea Store	Toilet rolls 2009 - 2011	£26.60
Playsafety Limited	Annual RoSPA inspection	£169.20
FACT	Donation towards the cost of purchasing equipment	£100.00
E.on	Electricity for village green	£5.39
E.on	Electricity for pavilion	£56.26
E.on	Electricity for sports area	£6.07
Cambridgeshire County Council	Cost of Youth Worker (first quarter of 2012/13)	£262.50
Total Expenditure		£2,658.73

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 April 2012 (in the total sum of £57,957.55), together with the month-end figures for each of the preceding six months.

The Clerk reported also on the Annual Audit of Accounts return for 2011/12, informing members that the document had been examined and approved by the council's Internal Auditor. Although the Internal Auditor is very satisfied with the Parish Council's compliance with relevant procedures and controls and the quality of the record keeping undertaken by the Clerk, he recommends that, although the Parish Council's Standing Orders make reference to financial matters, formal Financial Regulations of Manea Parish Council be produced and adopted.

Although not part of the formal Internal Audit process, the Internal Auditor had suggested to the Clerk that he requests the Parish Council to review the salary of that post.

Members decided

- (1) upon a proposal from Councillor Mrs Desborough, seconded by Councillor Woodard, that the income of £16,626.56 be noted and that the payments totalling £2,658.73 be authorised;

- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 April 2012, together with the month-end figures for each of the preceding six months, be noted;
- (3) that the Audited Accounts for 2011/12 be approved and submitted to the External Auditors;
- (4) having regard for the advice of the Internal Auditor, that the Clerk be requested to produce a set of Financial Regulations for Manea Parish Council, to be referred to members for consideration and adoption at a future meeting;
- (5) that the Clerk be invited to submit to the Parish Council information that would inform a salary review of that post.

M15/12 Parish Council and community projects and initiatives

(1) Quality Parish Councils scheme

Further to minute M176/11 (1), Councillor Buckton reported that he now possesses all the information necessary to conclude the production a draft version of the Parish Council's first Annual Report, which he will present to the next meeting. In addition, he circulated a copy of the text that he had produced for the Parish Council's page in the next edition of the Manea Matters publication.

The Clerk reminded members that he would be attending, on 22 May 2012, a training event relating to the General Power of Competence, so that he could undertake this additional module of the Certificate in Local Council Administration qualification process.

Members decided that

- (1) the information reported by Councillor Buckton and the Clerk be noted;
- (2) the text produced by Councillor Buckton for publication in the next edition of the Manea Matters publication be approved.

(2) Community-led plan for Manea

Further to minute M176/11 (2), the Chairman invited Mrs P Smith, as a member of the Manea Action Plan (MAP) group to inform members of the current situation regarding this matter.

Mrs Smith reported that the MAP group had been offered (conditional upon the group satisfying some financial and governance checks) a grant by Awards for All; this grant will allow the engagement of a company to undertake the evaluation of the data obtained through the survey of village residents. It is anticipated that the circulation of the questionnaire would be undertaken within the next few weeks.

Members decided that the information reported by Mrs Smith be noted.

(3) Queen's Diamond Jubilee 2012

Further to minute M176/11 (3), Councillor Buckton informed members that given the status of the playing field as a Memorial Field, the Fields In Trust organisation is not able to confirm its formal designation under the Queen Elizabeth Fields Challenge 2012 until it has obtained the consent of the descendants of the person to whom the field is a memorial. On that basis, it is unlikely that the dedication would happen in time to link the designation, and new signage provision, to the Jubilee celebrations in the village.

The Chairman sought clarification from Councillor Buckton as to whether there is a desire to light a beacon as part of the Jubilee celebrations in Manea. If there is, the Chairman undertook to arrange for the beacon to be taken from its current storage location to the playing field. Councillor Buckton undertook to investigate the matter and to inform the Chairman of the outcome.

The Chairman reported a request from Manea Community Primary School that the Parish Council considers meeting the cost of purchasing commemorative coins for the 150 pupils at the school. There are two coins, of different sizes, available; costing £0.99 or £2.98. In considering this request, members were mindful of the grant of £1,000 awarded to the Parish Council by Fenland District Council.

Members decided that

- (1) the information reported by Councillor Buckton be noted;
- (2) Councillor Buckton would ascertain whether there would be a requirement for the beacon to be made available for use during the Jubilee celebrations and to liaise with Councillor Emery on the matter;
- (3) the Parish Council would meet the cost of purchasing (150) commemorative coins for the pupils at Manea Community Primary School (at a cost of £2.98 each);
- (4) as the Jubilee celebrations would have taken place before the date of the next meeting, this matter should not should feature on future agendas as a community initiative.

(4) New pavilion for Manea

Further to minute M176/11 (4), the Chairman reported that the production of a business plan to support the application for grant funding is still proceeding.

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

(5) Manea Youth Bus

Further to minute M176/11 (5), Councillor Buckton informed members that the current situation is no different to that reported at minute M176/11 (5).

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

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

Further to minute M176/11 (6), the Clerk reported that the only issue to be finalised in this matter is the organisation of a ceremony, to take place on the day of Manea Gala 2012, to mark the acquisition of the land for the village.

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

M16/12 Correspondence

- (1) Cambridgeshire Playing Fields Association Newsletter: Spring 20112.

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

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

(2) Manea Community Car Scheme.

Further to minute M155/11, the Clerk read to members a letter from the Treasurer of the Manea Community Car Scheme, expressing thanks for the financial support provided by the Parish Council.

Members decided that the contents of the letter be noted.

M17/12 Manea Cemetery

The Chairman expressed the opinion that the Parish Council will need to consider the possibility of extending the cemetery, to ensure that longer-term provision for burial plots exists in the village.

Members decided that this matter be considered following the annual village inspection (scheduled for 18 June 2012), which will include a visit to Manea Cemetery.

M18/12 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 18 June 2012, commencing at 7.00 pm, at the Village Hall, School Lane, Manea; this meeting will be preceded by the annual village inspection, commencing at 6.00 pm at the pavilion.

Meeting finished at 9.15 pm

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

Date:.....