

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

15 APRIL 2013 – 7.50 pm.

**Present:** Councillor Emery, Chairman; Councillors Archer, Mrs Berry, Cole, Mrs Desborough, Fielding, Jolley and Woodard.

**Apologies:** Councillor Risbridger.

The minutes of the meeting of 18 March 2013 were confirmed and signed.

### **M168/12 Open Forum**

(1) **Planning application F/YR12/0499/F (Erection of 38 x two-storey dwellings, comprising: 2 x 4-bed, 16 x 3-bed and 20 x 2-bed, with garden sheds and erection of 2.1 metre high fencing on land south-west of Williams Way, Manea)**

The local resident who spoke to this issue at the last Parish Council meeting (minute M153/12 refers) informed members that she had attended the meeting of Fenland District Council's Planning Committee held on 3 April 2013, at which she informed the committee of the community's objections to this planning application.

The resident expressed the view that Fenland District Council had acted poorly in reporting the concerns of both villagers and Manea Parish Council in relation to this development proposal. She informed the Parish Council of some of the comments made by members of the District Council's Planning Committee when discussing this application.

The resident expressed her hope that this additional development would help support the case for an improved public transport service for Manea.

Members expressed their appreciation of this resident's efforts in relation to informing Fenland District Council's Planning Committee of the community's concerns regarding this planning application.

Members decided that the information provided by this resident be noted.

(2) **Filling of drainage dykes in Manea**

A local resident informed members of his concerns regarding the filling of certain drainage dykes within the village. He alleged that certain actions undertaken in this regard constitute criminal acts, on the basis that work had been carried out by persons who had not obtained the necessary licences.

The resident was informed by the Parish Council that the responsibility for taking action in relation to these alleged offences rests with the Internal Drainage Board, not Manea Parish Council.

Members decided that the comments made by the local resident be noted.

## **M169/12 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.

## **M170/12 Progress on actions from minutes of last meeting**

### **(1) Fenland Rail Development Strategy 2011-2031 and Manea Station (minute M155/12 (3))**

The Clerk reported to members on the latest position in this matter.

The Transport Development Manager at the District Council (Ms W Otter) states that she is still waiting for an announcement regarding appointment of the new Transport Portfolio Holder at Fenland District Council; however, once the identity of that councillor is made known, it is expected that further progress on this scheme could be achieved relatively quickly.

Members decided that the information reported by the Clerk be noted and that he would continue to seek information relating to the progress in this matter, for reporting to the Parish Council.

### **(2) Trees in Manea (minute M155/12 (4))**

The Chairman reported that the contractor had commenced work, as programmed, on 15 April 2013 and that some of the chippings from the felled trees would be left on-site by the contractor, for use at Manea Pit.

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

### **(3) Commemorating the Queen's Diamond Jubilee (minute M155/12 (5))**

Councillor Jolley suggested that instead of arranging the manufacture of a replica arch, the Parish Council could purchase an "of the shelf" structure which is a very close match to the arch which existed at Pump Corner many years ago.

Members decided that the information reported by Councillor Jolley be noted, that his suggestion be supported in principle and that he would report in greater detail to the next meeting.

### **(4) Ouse Washes Landscape Partnership (minute M155/12 (6))**

The Clerk reported that, as a result of re-distribution of funding which had been allocated to a project at Earith (which has subsequently been withdrawn from the scheme), the Project Board of the Ouse Washes Landscape Partnership has allocated additional funding to the Manea project.

The allocation for the Manea project has been increased by £2,000 (Heritage Lottery Fund grant), plus an additional £1,000 in in-kind volunteer contributions. This makes the total allocated: £11,750 HLF grant (instead of £9,750), plus £1,250 (instead of £250) in-kind volunteer time.

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

### **M171/12 Planning applications/appeal**

The Clerk reported that the Parish Council had received no planning applications, for consultation purposes, from the District Council since the last meeting.

In addition, the Clerk informed members of the lodging of an appeal to the Planning Inspectorate in relation to refusal by Fenland District Council (FDC) of planning permission for the erection of 4 x two-storey 3-bed houses with attached garages at land north-east of 9 Park Road, Manea (application F/YR012/0167/F refers) and of the opportunity to make further comments (in addition to those submitted to Fenland District Council previously) to the Planning Inspectorate. The Clerk explained FDC's two reasons for refusing the grant of planning permission for this proposed development.

Members decided that

- (1) the situation regarding the absence of planning applications requiring consideration by the Parish Council at this time be noted;
- (2) the Planning Inspectorate be informed that Manea Parish Council concurs with Fenland District Council's reasons for refusal of this planning application.

### **M172/12 Police matters**

The Clerk reported that neither PCSO Martin Bogunovic nor PCSO Sam Dyer, of the March and Chatteris Policing Team, were able to attend the meeting. PCSO Sam Dyer had, however, provided the Clerk with information regarding incidents of crime and disorder which had been reported to the Constabulary since the last meeting of the Parish Council.

The Clerk informed members that there had been two crimes within the parish, both related to theft of items from a building on an isolated farm. There have been no reported incidents of anti-social behaviour in the village. Also, there have been no recent reports of traffic collisions at Boots Bridge.

Members decided that the information reported by the Clerk, on behalf of PCSO Dyer, be noted.

### **M173/12 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. On this occasion, he had not produced a report, for reporting by the Clerk, on County Council-related issues.

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

- since the District Council's Rural Capital Grants scheme was launched in 2010, grants totalling £520,158 have been awarded towards the cost of thirteen community projects across Fenland. £317,000 remains available under the scheme for successful applicants.
- vulnerable older and disabled people living in 117 households in Fenland have been provided, as a result of co-ordinated work by Fenland District Council and partners, with "dispersed alarms" (these are telephones linked to a control centre which is staffed 24 hours a day, seven days a week). The scheme is also designed to help reduce the demand upon acute NHS services by enabling some people to be discharged from hospital earlier.
- further to minute M111/12, as a result of the Local Government Boundary Commission's review of electoral wards in Fenland, the number of Fenland District Councillors would reduce from 40 to 39 with effect from the elections in May 2015.

In addition, Councillor Archer mentioned that a local resident had raised concerns with him regarding the removal of street lamps in Orchard Way (as part of the County Council's street lighting programme); members' opinion is that Councillor Archer should suggest to the resident that he informs the County Council of his concerns.

Members decided that the situation be noted.

### **M174/12 Public open spaces**

- (1) Skateboard park – the Chairman reported that the users of the skateboard park are experiencing difficulty in operating the lighting because of a fault with the token meter; the Chairman had spoken with the electrical contractor which maintains the lighting at the skateboard park and, as a result, the contractor has provided a quotation for the repair work.

Members decided that the information reported by the Chairman be noted and that the quotation from the electrical contractor for repair works to the token meter (in the sum of £120 plus VAT) be accepted.

- (2) Playing field: use for football tournament – the Clerk read to members a request from a local couple for permission to hold a football tournament (for charitable purposes) at the playing field on 27 July 2013.

Members decided that this request for use of the playing field be approved and that, given the charitable nature of the event, no charge be levied for such use.

- (3) Williams Way, Manea: play area – members supported Councillor Jolley's suggestion that, to improve the safety of this play area, it would be beneficial if the gates could be re-located and an additional section of railing be installed.

Members decided that Councillor Jolley would discuss this matter with the owner of the land (either Fenland District Council or Roddons Housing Association).

### **M175/12 Manea Pit**

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 11 April 2013.

Councillor Mrs Desborough expressed her concerns regarding the conduct of one particular member of the Manea Pit Management Committee at 11 April 2013 meeting, which she felt to be unacceptable and could result in her resignation from that committee if the situation were allowed to continue. Members are of the opinion that the Chairman of the Manea Pit Management Committee should ensure that its meetings are conducted in a manner which does allow unacceptable conduct by its members.

At minute PMC51/12 the management committee decided to request the Parish Council to consider whether the Terms of Reference and Standing Orders of the Manea Pit Management Committee should be amended to include a provision whereby failure by a member to attend meetings for a specified period (possibly six months) would result in cessation of his/her membership of the committee.

At minute PMC57/12, the Clerk had reported to the committee the Parish Council's decision (at minute M155/12 (6)), to delegate authority to the committee to develop a project under the Ouse Washes Landscape Partnership scheme, along the lines suggested at minute PMC42/12, and to submit a project application form, on behalf of the Parish Council, for such a project.

At minute PMC57/12 the committee decided that the Clerk would endeavour to complete the application form for the project, with input from the Manea Pit Management Committee as necessary; the deadline for submission of applications for funding for projects under the Ouse Washes Landscape Partnership scheme is the end of May 2013.

With regard to progressing the funding application, Councillor Emery informed members that he is in the process of obtaining quotations from appropriate contractors for construction of the proposed pond dipping platforms and that teachers from the Manea Community Primary School would be visiting the pit area and the pavilion tomorrow for the purpose of identifying the works required to meet its “outdoor classroom” needs.

Members decided that

- (1) the contents of the Manea Pit Management Committee minutes be noted;
- (2) no amendment be made to the Terms of Reference and Standing Orders of the Manea Pit Management Committee to include a provision whereby failure by a member to attend meetings for a specified period would result in cessation of his/her membership of the committee.

### **M176/12 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
Fenland District Council	Recycling credits	£49.23
HM Revenue and Customs	VAT refund 2012/13	£3,219.08
Abbey Memorials	Cemetery memorial	£154.00
Memorials of Distinction	Cemetery memorial	£140.00
Manea UFC	Hire of playing field	£440.00
Shepshed and District Funeral Service	Interment fee – Hannah Fox	£308.00
Various (via H Westgate)	Carp Syndicate membership fees	£2,760.00
<b>Total Income</b>		<b>£7,320.31</b>

#### **Expenditure**

FACT	Donation towards cost of Manea Dial-A-Ride service (minute M155/12 (2) refers)	£200.00
E.on	Electricity for sports area	£20.06
E.on	Electricity for pavilion	£133.00
E.on	Electricity for village green	£13.13
Cambridgeshire County Council	Quarter 4 2012/13 support to Manea Youth Club	£262.50
Rural Cambs CAB	Outreach service	£80.00
Fenland District Council	Business Rates for Manea Cemetery	£189.42
Manea Village Hall	Room hire on 18 March 2013	£7.50
Jaks Graphics	2 x CCTV signs	£33.00
Anglian Water	Water for cemetery	£17.17
Cambridgeshire County Council	Contribution towards LHI scheme	£1,000.00
Mrs A Ryman	Wages and expenses	£61.54
Fenland District Council	Replacement of street lamp FPC5 on East Street	£1,064.57

T Jordan	Salary (less income tax of £121.97), Broadband and other expenses	£582.90
M Short	Refund of the cost of purchasing petrol for playing field mower	£12.00
<b>Total Expenditure</b>		<b>£3,676.79</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 March 2013 (in the total sum of £46,509.22), together with the month-end figures for each of the preceding six months and as at 31 March 2012.

The Clerk informed members also that the cost of hiring the meeting room at Manea Village Hall for its meetings would increase from £7.50 to £10.00 per occasion with effect from 1 May 2013.

Members decided

- (1) that the income of £7,320.31 be noted and that the payments totalling £3,676.79 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 March 2013, together with the month-end figures for each of the preceding six months and as at 31 March 2012, be noted.

#### **M177/12 Dog waste bins**

Councillor Mrs Berry made reference to problems of dog fouling along Westfield Road and, consequently, suggested that the Parish Council considers the purchase and installation of an additional dog waste bin at Westfield Road, Manea.

Members decided that the Clerk would arrange, via Fenland District Council, the purchase and installation of a dog waste bin at Westfield Road (in an appropriate location opposite City Tyres).

#### **M178/12 Vehicle parking on East Street, Manea**

Councillor Mrs Berry mentioned the highway visibility difficulties caused as a result of a van being parked regularly on East Street, at its junction with Station Road.

The Chairman offered to raise this issue at the Chatteris and Manea Neighbourhood Forum meeting scheduled for 17 April 2013.

Members decided that the offer of the Chairman, to raise this issue at the next meeting of the Chatteris and Manea Neighbourhood Forum, be accepted.

#### **M179/12 Use of Parish Council land and buildings**

Councillor Woodard proposed that any individual or organisation which uses land and buildings owned by the Parish Council, including use for community events, should provide to the Parish Council, prior to use commencing, with evidence of the existence of

- (1) appropriate Public Liability insurance for the event/activity
- (2) insurance cover for any equipment or storage facilities used or located at the land or building.

Councillor Woodard proposed also that where works are to be undertaken to such council assets by persons other than contractors, proof of the necessary competency (by qualification of experience) of those persons should be provided to the Parish Council prior to works commencing.

With regard to (1) above, members supported Councillor Woodard's proposal. In terms of (2) above, members are generally of the opinion that it is a decision for the organisation or group concerned – not the Parish Council - as to whether or not it wishes to possess insurance cover for its assets and any liabilities associated with those assets.

Members are satisfied that the council's current Letting of Contracts and Supplying of Goods Policy provides the Parish Council with the necessary protection in relation to works undertaken by contractors on its behalf.

Members decided that, in future, any individual or organisation which uses land and buildings owned by the Parish Council should provide to the Parish Council, prior to use commencing, with evidence of the existence of appropriate Public Liability insurance for the event/activity.

### **M180/12 Parish Council and community projects and initiatives**

#### **(1) Community-led plan for Manea (minute M164/12 (1))**

The Chairman reported that he had nothing to add to the content of the presentation made by a representative of the Manea Action Plan (MAP) group at the Annual Parish Assembly, which had preceded the meeting of the Parish Council. It is understood that the MAP group proposes to present the final draft version of the plan to the next meeting of Manea Parish Council.

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

#### **(2) New pavilion for Manea (minute M164/12 (2))**

Councillor Jolley informed members that he would be making arrangements to meet with the Clerk to progress completion of the application form for a grant under the District Council's Rural Capital Grants scheme.

Members decided that the current situation be noted and that Councillor Jolley would provide an update at the next meeting.

### **M181/12 Correspondence**

#### **(1) Cranmore Lots – drainage.**

Further to minute M132/12, the Clerk read to members a letter from the tenant of 5 – 8 Cranmore Lots enquiring as to whether the Parish Council would be prepared to undertake digging out of the roadside dyke to assist the drainage of this site.

Members decided that the offer of the Chairman and Councillor Cole to inspect the site, to assess the situation, be accepted.

#### **(2) Manea Baby and Toddler Group.**

The Clerk reported an e-mail from the Manea Baby and Toddler Group, informing the Parish Council of its proposal to hold a fund-raising event (during the spring, on a date to be fixed) at Manea Village Hall and seeking financial assistance from the Parish Council in terms of meeting the cost of hiring the premises.

Members decided that it be suggested to the Manea Baby and Toddler Group that it makes a request of the Village Hall Committee for use of the premises on a free-of-charge basis for this event. Members indicated that they would be happy to consider providing the financial support sought in the event that the Village Hall Committee declines to agree to free-of-charge hiring.

**M182/12 Next meeting**

Members were reminded that the next meeting of the Parish Council is scheduled for 20 May 2013, commencing at 7.00 pm), at the Village Hall, School Lane, Manea.

**Meeting finished at 9.05 pm**

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

Date:.....