

MANEA PARISH COUNCIL

MINUTES OF MEETING

18 FEBRUARY 2013 – 7.00 pm.

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

Apologies: Councillors Archer and Cole.

The minutes of the meeting of 14 January 2013 were confirmed and signed.

M135/12 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)**

A local resident spelt out to the Parish Council her concerns regarding this planning application and informed members that, following consideration of this application by the Parish Council (at minute M109/12), she had met with Councillor Archer, in his capacity as District Councillor for Manea, for advice as to how to add weight to her objection to the proposed development; she stated that Councillor Archer had suggested that she should attempt to obtain support for her objection from other villagers.

In an effort to obtain support for her objection to this planning application, she had delivered a letter to other residents in the village; the resident informed the Parish Council of the level of response she had received to date and the comments made by those respondents.

Members decided that the information presented by the local resident be noted.

(2) **Manea Pit – community orchard/woodland project**

Mrs P Smith, a member of the Manea Pit Management Committee, spoke on two issues relating to this project, as follows:

- as a result of her making application to the Heritage Lottery Fund (HLF) for an extension of time for use of the grant funding awarded for this project, a revised deadline for spending the grant monies has been approved by the HLF; it is now 31 October 2014 (instead of 31 March 2013).
- She expressed her upset regarding the recent damage caused, by the driving of vehicles on the land, to some of the planting within the woodland area; fortunately, it appears that no damage had been caused to the trees and hedging. Mrs Smith urged the Parish Council to take action, through the installation of a security camera or gates, to prevent further occurrences of this nature.

Members decided that the comments made by Mrs Smith be noted and that they would consider at minute M144/12 the need for measures to prevent vehicular access to the community orchard/woodland area.

M136/12 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.

M137/12 Exception sites in the context of Fenland District Council's emerging Core Strategy

Members received a presentation from Ms K Freya, an officer of the District Council's Housing Service, on exception sites in the context of Fenland District Council's emerging Core Strategy.

Ms Freya reminded members that she had attended a meeting of this council a couple of years or so ago but had delayed returning until there had been further progress on development of the District Council's Core Strategy and, consequently, clarity on the future of Exception Sites as part of the local planning framework. She reminded members of the housing needs survey undertaken in Manea (minute M68/10 refers) and explained that this is part of the reason for submission of the planning application, by Circle Anglia, for the erection of 38 x two-storey dwellings on land south-west of Williams Way, Manea (F/YR12/0499/F refers).

Ms Freya commented that the Fenland District-wide Local Plan provided a clear definition of an Exception Site but this is less clear and more flexible within the new Core Strategy; in fact, Exception Sites no longer exist as a concept.

Having studied the areas of land which the Parish Council had identified previously as potential Exception Sites for meeting housing need in Manea, Circle Anglia Housing Association selected the land south-west of Williams Way for social housing provision in Manea.

Ms Freya made the point that Circle Anglia had secured the necessary funding for its proposed housing scheme in Manea and she has concerns that the money would not be spent in Fenland unless this scheme proceeds. Being aware of the Parish Council's objection to the application in its current form, she asked whether certain revisions to the scheme, such as an element of shared-ownership properties (possibly 20% of the total number), could overcome the Parish Council's objection. Ms Freya circulated a document summarising the manner in which the shared ownership scheme operates, as well as a table comparing the costs of shared ownership with those of private purchase and private rental.

Members support the idea of trying to secure an element of shared-ownership properties within the scheme; they also feel that the scheme does not provide suitable accommodation to meet the housing needs of the elderly within the village and, consequently, would like to see a number of bungalows within the scheme.

Members decided that the information reported by Ms Freya be noted and that she be requested to seek to negotiate revisions to the scheme to include at least 10% of the properties being of single-storey construction and 20% of the two-storey properties being available for shared-ownership.

M138/12 Progress on actions from minutes of last meeting

(1) Fenland Association for Community Transport (minute M122/12)

The Clerk read to members a letter from FACT, requesting the Parish Council to consider providing financial support towards the cost of operating an additional bus on the Manea Dial-A-Ride service. The estimated annual cost of running the bus and paying drivers' wages is £4,000.

Members commented that in setting its budget for the financial year 2013/14 (minute M130/12 refers) the Parish Council had not included - because it was unaware at that time of FACT's financial needs – any funding to cover financial support for this initiative.

To provide financial support at the level needed would have required a further increase in the Parish Precept.

Members decided that FACT be informed that, although the Parish Council places significant value upon the Dial-A-Ride service enjoyed by Manea residents, it is, unfortunately, currently unable to provide financial support of the order of £4,000 per year to this service.

(2) Manea Youth Club (minute M123/12 (1))

The Chairman reported that Councillor Archer and he had still not been able, because of other commitments, to discuss options for engaging further with village youngsters. He expressed the opinion, which with other members concurred, that, given the Parish Council's decision to provide additional financial support for the Manea Youth Club (with effect from April 2013; minute M123/12 (1) refers), this issue should now be addressed by the County Council's Youth Service.

Members decided that the Chairman and Councillor Archer would no longer pursue a separate dialogue with young people in the village.

(3) Fenland Rail Development Strategy 2011-2031 and Manea Station (minute M123/12 (2))

The Clerk reported that he had sought to obtain, from the Transport Development Officer at Fenland District Council, an update on progress in relation to this matter but, to date, he had received no information.

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

(4) Trees in Manea (minute M123/12 (3))

The Clerk reported that he had still not been supplied with a further copy of the survey document from the company which undertook the tree survey of Manea Cemetery but would continue to pursue the matter.

Members considered the quotation received for the necessary works to the trees around the playing field on Park Road, Manea. In addition, the contractor had provided a quotation for trimming the hedge alongside the football pitch.

The Clerk informed members that he had sought to obtain a quotation from other contractors but to no avail; he sought members' views as to whether a decision on this matter should be deferred to allow time to try to obtain additional quotations for this work. Members are of the opinion that the quotation received is competitive and, given the health and safety need for this work, they have no wish to delay the undertaking of this work.

Members decided that the quotation received, in the total sum of £5,860.00 (including £3,500.00 for the hedge trimming element), for the tree works at the Park Road playing field, be accepted.

(5) Commemorating the Queen's Diamond Jubilee (minute M123/12 (5))

Councillor Jolley informed members that he has now obtained a photograph of the original structure at Pump Corner and that he would report further to the next meeting.

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

M139/12 Planning application

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

Erection of two detached houses with garages (renewal of planning permission F/YR10/0129/O) on land west of Fenlands, Fallow Corner Drove, Manea – F/YR13/0062/EXTIME (applicant: Mr K Peacock).

That the application be supported.

M140/12 Planning consultations

Further to minute M93/12, the Clerk informed members of the outcome of Fenland District Council's review of its procedure for consulting local councils upon planning applications.

Having regard to the consultation responses from local councils, Fenland District Council (FDC) has adopted, with effect from 28 January 2013, the practice of sending out the application form and size A3 plans for consultation purposes. Also, as suggested by one local council, FDC would send out a copy of the plan schedule so that local councils would be aware of what supporting documents had been received from the applicant. Copies of any of those documents could either be accessed via the District Council's website or by requesting a copy of the document.

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

M141/12 Police matters

The Clerk reported that neither PCSO Martin Bogunovic nor PCSO Sam Dyer, of the March and Chatteris Policing Team, was able to attend the meeting to inform members of incidents of crime and disorder which had been reported to the Constabulary since the last meeting of the Parish Council. PCSO Bogunovic had, however, provided information to the Clerk, for reporting to members on behalf of the Constabulary.

According to the information provided to the Clerk by PCSO Bogunovic, four crimes had been reported within Manea since the last Parish Council meeting; these related to:

- theft of approximately 700 litres of heating oil from a tank in the rear garden of a property
- theft of property from a vehicle
- theft of a car trailer
- forced removal of a padlock to a stable (although no entry was gained and nothing was stolen).

In addition, the Constabulary had received a couple of calls from councillors within the past few weeks to report inappropriate use of vehicles at Manea Pit. In response, the local PCSOs would be increasing their patrols of the area at peak times.

The Clerk informed members that it had been agreed at the Chatteris and Manea Neighbourhood Forum held on 21 January 2013 (in Manea) that the next forum meeting would take place on a date to be agreed in April 2013. On the basis of liaison between Chatteris Town Council and the Constabulary, a provisional date (subject to agreement with Manea Parish Council) of 17 April 2013 has been set.

Members decided that

- (1) the information reported by the Clerk, on behalf of PCSO Bogunovic, be noted;

- (2) Chatteris Town Council be informed that Manea Parish Council supports holding the next meeting of the Chatteris and Manea Neighbourhood Forum on 17 April 2013 (commencing at 7.00 pm) and that the Clerk and members of the Parish Council would publicise within Manea the date, time and venue of the meeting.

M142/12 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, had informed the Clerk, by e-mail in advance of the meeting, that he had nothing specific to report on this occasion. At Councillor Archer's request, the Clerk read to members an exchange of e-mail correspondence between a local resident and Councillor Archer regarding the resident's concerns over lorry movements associated with the extraction works required to provide an irrigation reservoir at Lyons Farm, Wimblington (planning permission F/02014/10/CM refers).

At the invitation of the Chairman, Councillor Jolley, in his capacity as a Cabinet member at Fenland District Council, updated the Parish Council on recent developments concerning leisure (including the possibility of a swimming pool being provided at Chatteris within the next two years or so), tourism and markets.

Members decided that the situation be noted.

M143/12 Public open spaces

- (1) Skateboard park – further to minute M127/12 (1), the Chairman reported on his discussions with the electrical contractor which maintains this flood lighting system in relation to the possibility of using a different type of head unit on the flood lights and he showed members a LED light, recommended by the electrical contractor (at a cost of £88.00 each).

Members decided that LED lights be installed on two of the lamp columns, in place of the traditional lanterns, and their effectiveness be monitored.

- (2) Public toilet at the playing field – further to minute M127/12 (2), members considered the two quotations received for the supply and fitting of two wooden doors. Councillor Jolley informed members that the cost of manufacturing and installing a metal "cage", which would fix over the external wooden door at the public toilet, would be £300.00.

Members decided that

(1) the quotation in the sum of £524.00, the lower of the two received, for supplying and installing two wooden doors at the public toilet located on the Park Road playing field, be accepted;

(2) Councillor Jolley would arrange the manufacture and installation of the metal "cage", which would fix over the external wooden door at the public toilet;

(3) following completion of the works at (1) and (2) above, a system of locking the door of the toilet, as discussed at minute M127/12 (2), be put into effect.

M144/12 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 30 January 2013, including the recommendations set out at minutes PMC36/12 and PMC37/12.

Members discussed, having regard for the comments of Mrs Smith at minute M135/12 (2), the recent incidents of vehicles being driven on the woodland area and what action to take to seek to prevent further occurrences of this nature. Having considered Mrs Smith's suggestions as to possible measures to address this matter, members are of the opinion that the installation of gates at the two entrance points to the woodland should be pursued,

The Chairman informed members that an article, drawing the community's attention to the damage being caused to the pit and woodland area by the anti-social use of vehicles, would appear very soon in the Fenland Citizen newspaper.

Further to minute M97/12, the Chairman informed members that he had acquired four new Dogs on Leads signs and installed them at appropriate locations around the pit area; two of these had been removed subsequently by persons unknown.

Members decided

- (1) that the contents of the Manea Pit Management Committee minutes and other information reported be noted;
- (2) to approve the recommendation of the management committee (minute PMC36/12 refers) that fees for Carp Syndicate membership and fishing tickets for the 2013/14 fishing season be increased (by approximately 10%) to:
 - £120.00 (from £110.00) for annual membership of the Carp Syndicate
 - £27.50 (from £25.00) for an annual fishing season ticket
 - £16.50 (from £15.00) for a concessionary rate annual season ticket
 - £5.50 (from £5.00) for a day fishing ticket;
- (3) to approve the recommendation of the management committee (minute PMC37/12 refers) that the Standing Orders and Terms Reference of the Manea Pit Management Committee be revised to
 - increase the number of Parish Council representatives on the management committee from four to five
 - enable the appointment of a Vice-Chairman of the committee;
- (4) Councillor Emery be appointed as Vice-Chairman of the Manea Pit Management Committee for the remainder of the municipal year 2012/13;
- (5) Councillor Jolley would obtain a quotation for the cost of manufacturing and installing metal gates at the two entrance points to the woodland area, to prevent unauthorised access by vehicles.

M145/12 Ouse Washes Landscape Partnership scheme

Further to minutes M107/11 (2) and PMC28/12, the Clerk reported on further developments with the Ouse Washes Landscape Partnership scheme.

The Ouse Washes Landscape Partnership scheme consists of 27 projects, one of which is linked to the development of Manea Pit and the surrounding area.

In terms of delivering the Ouse Washes Landscape Partnership scheme Cambridgeshire ACRE is currently working on the following timeline:

- Project development (working out in detail, including all costings): February – May 2013
- Delivery of project proposal (maximum of 5 minutes presentation) by all 27 project delivery partners, for the HLF on 9 May 2013
- Projects agreed by Project Board: June/July 2013
- Delivery phase: starts April 2014 for 3 years.

In terms of the Manea Pit project, the Project Manager at Cambridgeshire ACRE proposes:

- Clerk to update the Parish Council on 18 February 2013
- ACRE's Project Manager to meet on-site with one or more people representing the project shortly after the date of the Parish Council meeting
- ACRE's Project Manager to attend 7 March 2013 meeting of the Manea Pit Management Committee
- March to May 2013: work out all details of the Manea Pit project.

Cambridgeshire ACRE has created a blog to keep people informed about the development of the project: <http://ousewasheslps.wordpress.com/>

Members decided that the information reported by the Clerk be noted and that approach suggested by Cambridgeshire ACRE be supported.

M146/12 Financial matters

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

Income

Various (via Councillor Woodard)	Income from sale of tokens for lighting at Skateboard Park	£20.00
Kent Memorials	Two additional memorial inscriptions	£160.00
Total Income		£180.00

Expenditure

E Mason and Son	Grounds maintenance work for June to December 2012 inclusive	£7,084.42
E Mason and Son	Grounds maintenance work for January 2013	£183.00
Rural Cambs Citizens' Advice Bureau	Outreach service: October to December 2012	£100.00
Jaks Graphics	4 x Dogs on Leads signs	62.00
Manea Village Hall	Room hire on 14 and 21 January 2013	£15.00
T Jordan	Salary back pay (less income tax of £240.26) as a result of re-grading, with effect from 1 April 2012, of post of Clerk	£961.06
Cambridgeshire ACRE	Membership for 2013	£30.00
E.on	Electricity for pavilion	£99.65
E.on	Electricity for sports area	£10.25

E.on	Electricity for village green	£9.00
Mrs A Ryman	Wages and expenses	£69.75
T Jordan	Salary (less income tax of £117.77), Broadband and other expenses	£598.37
Total Expenditure		£9,222.50

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 January 2013 (in the total sum of £57,359.08), together with the month-end figures for each of the preceding six months and as at 31 January 2012.

Members decided

- (1) upon a proposal from Councillor Mrs Desborough, seconded by Councillor Mrs Berry, that the income of £180.00 be noted and that the payments totalling £9,222.50 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 January 2013, together with the month-end figures for each of the preceding six months and as at 31 January 2012, be noted.

M147/12 Financial Regulations

Further to minute M41/12, members considered a draft set of Financial Regulations for the Parish Council, which the Clerk had produced and circulated in advance of the meeting.

The document recommended detailed processes and procedures for matters such as: officers and members' responsibilities; budgets and precepts; financial reporting; banking; payroll; procurement; assets.

Members decided that the "Manea Parish Council Financial Regulations: February 2013" document, as presented by the Clerk, be adopted.

M148/12 Annual Risk Assessments

Members considered, in accordance with the advice of the Council's Auditors that local councils should assess and take mitigating actions, the risks to the Parish Council.

Members are of the view that all of the risks faced by the Council are covered by the necessary measures, including:

- insurance policies in respect all assets and public liability
- an annual inspection by the Parish Council of all assets
- the Manea Pit Management Committee considering, at each meeting, any health and safety issues relating to Manea Pit and its surroundings
- an annual ROSPA inspection of all play equipment
- monthly reporting by the Clerk of all items of income and expenditure and monies held in bank accounts
- all expenditure is approved at Parish Council meetings and cheques require three signatures
- the Clerk reports to members twice annually on the Parish Council's overall financial position
- Annual Accounts are approved by the Parish Council
- all activities are governed by Standing Orders and Financial Regulations
- the Parish Council possesses a prudent level of financial reserves to be able to fund any unforeseen eventualities.

Members decided that appropriate risk management measures are in place currently but the situation be kept under constant review and considered formally by the Parish Council at the February meeting each year.

M149/12 Connecting Cambridgeshire: campaign for Superfast Broadband

Councillor Mrs Desborough informed members of some concerns within the village, particularly from businesses and service providers, that Manea may not be included within the parts of the County which would be provided with Superfast Broadband under this project.

Councillor Jolley was able to confirm that the whole of Fenland District is covered by this project; consequently, Manea residents should have no fears that they would miss out on the enhanced Broadband provision.

Members decided that the situation be noted.

M150/12 Parish Council and community projects and initiatives

(1) Community-led plan for Manea (minute M131/12 (1))

The Chairman reported briefly on the public meeting held on 11 February 2013, making the point that the information reported by a representative of the Manea Action Plan group was well received by attendees. He added that the group is about to embark upon proof-reading of the third draft of the plan.

Further to minute M115/12 (1), the Clerk read to members a letter of thanks from the Manea Action Plan Group in relation to the financial donation provided by the Parish Council.

Members decided that the information reported by the Chairman and the Clerk be noted and that the Clerk would pass on to the Manea Action Plan Group the Parish Council's appreciation of the time and effort that the members of the group had devoted to this process.

(2) New pavilion for Manea (minute M131/12 (2))

Councillor Jolley informed members that he had been informed by Fenland District Council that, given the time which had passed since the Parish Council's submission an application for a grant under the District Council's Rural Capital Grants scheme, it is necessary, if it still wishes to try to access such funding, for the Parish Council to submit a new, up-to-date application. Councillor Jolley is progressing this matter.

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

M151/12 Correspondence

(1) Volunteer Centre, Fenland - financial donation.

Further to minute M117/12 (2), the Clerk read to members a letter of thanks from the local Volunteer Centre in relation to the financial donation provided by the Parish Council.

Members decided that the content of the letter be noted.

(2) Request for the provision of a grit bin at Hutchinson Close/Teachers Close, Manea.

The Clerk reported a request from a resident of the village for the provision of a grit bin at Hutchinson Close/Teachers Close, Manea.

Members decided that the resident be informed by the Clerk of the existence of a grit bin situated at the Village Hall car park and the fact that any member of the community is able to take grit from this bin and spread it at locations (on public footpaths) where that member of the community feels a need exists.

M152/12 Next meeting

Members were reminded that the next meeting of the Parish Council is scheduled for 18 March 2013, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 8.45 pm

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

Date:.....