

MANEA PARISH COUNCIL

MINUTES OF MEETING

19 AUGUST 2013 – 7.00 pm.

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

Apologies: Councillors Archer, Cole and Jolley plus County Councillor Connor.

The minutes of the meeting of 22 July 2013 were confirmed and signed.

M44/13 Open Forum

(1) Planning permission 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)

Further to minute M31/13 (3), the local resident who had spoken in relation to this planning permission at that minute commented that some digging works, which could be part of an archaeological survey of the site, are being undertaken and sought clarification from the Parish Council as whether the activities she had witnessed would constitute an archaeological survey.

The Chairman expressed the opinion that the digging activities witnessed by the resident would constitute an archaeological survey.

The resident also enquired as to whether the Parish Council is aware that a planning application had been submitted to the Local Planning Authority for the erection of 4 x 3-bed two-storey dwellings with detached single garages on land south-east of Williams Way, Manea; she expressed the view that the Local Planning Authority should do more than merely place a notice on site to alert the public to the submission of this planning application.

The Clerk commented, in response to the resident's question, that the Parish Council would be considering the planning application for 4 x 3-bed dwellings at this meeting (minute M48/13 refers).

Members decided that the comments of this local resident be noted.

(2) Access driveway serving 38 High Street, Manea

The occupier of 38 High Street, Manea and a companion explained difficulties that the resident is experiencing as a result of persons using the private drive, which serves her property and four others to the rear, to achieve pedestrian access to a nearby play area.

The resident's companion stated that the resident is seeking the Parish Council's assistance in achieving a solution to her difficulties in this regard. He expressed the opinion that if Fenland District Council were to erect a fence along the boundary of this driveway and the play area, persons would not use the driveway to access the play area and, consequently, the situation would be resolved.

Members decided that the comments made by the resident and her companion be noted and that they be taken into account when discussing this issue (minute M57/13 refers).

M45/13 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.

M46/13 Community Navigators

Members received a presentation from Mr T Barzycki, the Community Navigators Co-ordinator for the Fenland area, on the new Community Navigators scheme being operated by the Care Network (Cambridgeshire) with funding provided by Cambridgeshire County Council (for a period of three years).

Mr Barzycki explained the role of Care Network and informed members of some of the services and activities it provides; one of those activities is operation of the local community car schemes.

The Community Navigator programme

- will provide a clear friendly signposting service accessible to all older members of the community
- will provide new volunteering opportunities for all age groups
- will reimburse all expenses incurred by a Community Navigator
- is able to provide additional training and certificates for volunteers if required
- will be supported by the Library service, which will be working closely to support the navigators
- will include all relevant services in the 'navigation' information - increasing exposure and publicity
- offers the opportunity to become part of a large County-wide network for both volunteers (navigators) and service providers
- will attempt to collate information from other organisations to help provide a clearer picture of signposting across the County and provide data on numbers and type of referrals or 'navigations' to organisations that may find this information useful, e.g. for funding bids etc.

Care Network has appointed a Navigator Co-ordinator for each of the five district areas within the County and these officers are looking to recruit volunteer Community Navigators through making contact with local groups (such as the Women's Institute, lunch clubs, Over 60's groups etc).

It is hoped that achievements of this scheme will be older people

- feeling less isolated
- feeling secure and safe in the local environment (the Co-ordinator is working with local PCSOs in this matter)
- maintaining good health
- receiving assistance with checking entitlement to benefits
- receiving assistance with arranging minor maintenance minor works to their homes.

Mr Barzycki reported statistics relating to elderly people within Cambridgeshire and explained some of the implications of elderly persons being isolated (including both a lack of confidence and motivation).

The Community Navigators Co-ordinators are liaising with the other agencies which undertake similar community development work, to both avoid duplication of effort and share good practice etc.

Mr Barzycki commented that there is a good network system in Manea; however, there would be people who are not part of that system. He informed members that he had already recruited one volunteer to become a Community Navigator in Manea; the usual practice is for a Community Navigator to make him/herself available, for a couple of hours each week, in a venue which is accessible to the public, to meet with elderly people who are looking for support and assistance. In terms of recruiting additional Community Navigators in Manea, Mr Barzycki commented that it may be worth seeking to identify one member within each of the community groups/clubs in the village to act in such a capacity.

Mr Barzycki expressed his hope that the Parish Council would be able to "spread the word" regarding this project and possibly assist with identifying people within the community who could be interested in volunteering to become a Community Navigator.

Mr Barzycki responded to members' questions.

Members decided that the information reported be noted and gave their commitment to supporting this project.

M47/13 Progress on actions from minutes of last meeting

(1) Charlemont Drive, Manea (minute M31/13 (1))

The Clerk informed members that the Parish Council is still awaiting the provision, by a resident of Charlemont Drive, of quotations for the manufacture and installation of a notice board at this estate.

Members decided that the information reported be noted.

(2) Fenland Rail Development Strategy 2011-2031 and Manea Station (minute M33/13 (1))

The Clerk informed members that he had been informed by the Transport Development Manager at the District Council that a meeting had been arranged for 11 September 2013, to commence at 10.30 am (venue, in Manea, to be finalised).

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

(3) Ouse Washes Landscape Partnership (minute M33/13 (4))

The Clerk reported on the current position in this matter; he informed members that two consultation documents had been circulated recently, for comments/input, by Cambridgeshire ACRE in relation to this scheme; the Clerk had forwarded copies of these documents to the members of the Parish Council and the Manea Pit Management Committee.

It is understood by the Clerk that further documents would be circulated by Cambridgeshire ACRE in the near future; the Clerk would forward these also to the members of the Parish Council and the Manea Pit Management Committee.

Members decided that the information reported by the Clerk be noted and that there is no longer a need for this matter to feature as an item on future meeting agendas unless there are any updates to be reported or decisions to be made.

(4) Dog waste bin (minute M33/13 (5))

The Clerk informed members that Fenland District Council had now undertaken installation, in accordance with the Parish Council's requests, one dog waste bin on Westfield Road (on land between the Fire Station and the

shop, as had been suggested by the Chairman subsequent to the last meeting) and another at the car park at Manea Pit.

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

(5) Cranmore Lots (minute M33/13 (6))

The Clerk informed members that he had given written notice to the current tenants of the Cranmore Lots agricultural allotments that their tenancies would terminate on 11 October 2014; to date, he had received no communications (written or oral) from these tenants.

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

(6) New pavilion for Manea (minute M33/13 (7))

The Clerk informed members that he had informed Fenland District Council that Manea Parish Council would take on the full maintenance and ownership of the new pavilion following completion of the construction works.

The Clerk informed members also that Councillor Jolley had, so far, been able to obtain two oral quotations for construction of the pavilion; these suggest that the cost is likely to exceed, by around £50,000, the estimate figure used in the application for a grant under the District Council's Rural Capital Grants scheme.

Councillor Fielding commented that he had not seen the business plan which had accompanied the grant application form and expressed the view that the business plan element of the application should be considered by the Parish Council.

Comments were made by some members regarding the possible detrimental impact that the operation of certain activities, if they were to be provided at the new pavilion (such as a public bar and food sales), could have upon existing businesses within the village and that the Parish Council should have regard for such potential impact when deciding upon the activities which should be provided at the new pavilion.

Members decided that

(1) the current situation be noted;

(2) the business plan element of the application for a grant under the District Council's Rural Capital Grants scheme be considered at the next meeting of the Parish Council.

(7) Station Road, Manea (minute M42/13)

The Clerk reported that the Local Highway Authority had trimmed back all of the vegetation which forms part of the highway verge in front of 48 A Station Road and the Local Planning Authority had stated that it would investigate the feasibility of taking action to remedy the derelict condition of 48 Station Road.

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

M48/13 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) Erection of 2 x 3-bed log cabins for use as holiday accommodation and erection of 1.2 m high post and rail fencing on land north-east of The Woodlands days Lode Road, Fodder Fen, Manea – F/YR13/0498/F (applicant: Mr R Fowler).

Object to the application, on the basis that

- *the access road is inadequate to serve the proposed development*
- *if approved, the development would set a precedent for other proposals of a similar nature.*

However, if the Local Planning Authority decides to grant planning permission, it should be subject to a condition restricting use of the cabins for holiday accommodation.

- (2) Erection of a single-storey 2-bed annexe for key worker accommodation and store, involving demolition of garage, to existing care home at Cathryn Wheel House, 43 High Street, Manea – F/YR13/0532/F (applicant: Mr Divkovic).

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.

- (3) Temporary siting of a mobile home during construction of dwelling on land north-east of 14 A Station Road, Manea – F/YR13/0538/F (applicants: Mr and Mrs D Barnes).

That the application be supported.

- (4) Erection of 4 x 3-bed two-storey dwellings with detached single garages on land south-east of Williams Way, Manea – F/YR13/0558/F (applicant: Mr M Dunkley).

Object to the application, on the basis that

- *approval of the proposal would result in overdevelopment of the site*
- *the access road is inadequate to serve further development.*

- (5) Erection of single-storey side and rear extension and conversion of existing garage to form additional living space at 6 Charlemont Drive, Manea – F/YR13/0576/F (applicant: Mr D Russ).

That the application be supported.

(Councillor Fielding requested that his dissent from this decision be recorded)

- (6) Alterations to existing building to form office and store, and formation of new pitched roof, at Windmill House, Fodder Fen Road, Manea – F/YR13/ 0581/F (applicant: Mr B Davey).

That the application be supported.

M49/13 Police matters

PCSO Martin Bogunovic, of the March and Chatteris Policing Team, informed members of incidents of crime and disorder which had been reported to the Constabulary since the last meeting of the Parish Council.

PCSO Bogunovic commented that Manea continues to have the lowest rate of recorded crime in Fenland. Only two crimes had been reported within Manea since the last meeting of the Parish Council; these related to one theft of diesel at a rural location and one incident of criminal damage to a residential property in the village.

PCSO Bogunovic commented that the planned leaflet drops in the village, with the aim of recruiting Neighbourhood Watch volunteers in Manea, had been undertaken; the level of response from the public had, however, been disappointing. The Constabulary proposes to continue publicising the scheme to parishioners.

The PCSO mentioned that one of the neighbourhood policing priorities agreed at the Chatteris and Manea Neighbourhood Forum meeting of 12 August 2013 (for the period to 14 November 2013) was tackling speeding along Westfield Road, Manea. He commented that a speed survey had been undertaken and officers are currently analysing the results, to establish when deployment of Constabulary resources would be most effective in terms of speed enforcement. In addition, he informed members that arrangements are in hand for undertaking a speed survey on Station Road; given the current timescales for accessing the speed monitoring equipment, the survey is likely to take place in October or November 2013.

Councillor Mrs Berry mentioned some criminal damage which had been caused at the playing field; PCSO Bogunovic undertook to investigate the matter.

PCSO Bogunovic responded to members' questions.

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

M50/13 Proposal for use of the playing field pavilion

Further to minute M31/13 (3), members considered the proposal for use of the pavilion as a facility for the sale and consumption of food and drink, in the light of the presentation given by the requester at minute M31/13 (3) and a subsequent letter that he had submitted; the Clerk read this letter to members.

Members feel that it would be premature to consider any proposal to change the use of the pavilion until such time as it is no longer required for its current use. Also, members are concerned that agreement to this proposal at this time could prejudice the Parish Council's application for funding under the Ouse Washes Landscape Partnership Scheme for conversion of the pavilion to an outdoor classroom and interpretation/information centre.

Furthermore, members are mindful of the possibility that the new pavilion, when constructed, would provide facilities for the sale and consumption of food and drink.

Members decided, in the light of their concerns, as summarised above, that the local resident's proposal for use of the pavilion as a facility for the sale and consumption of food and drink be not agreed by the Parish Council.

M51/13 Reports from District and County Councillors for the parish

Neither Councillor Archer, the District Councillor for Manea, nor Councillor Connor, the County Councillor for the electoral division which includes Manea, was present at the meeting and neither councillor had produced information, for reporting by the Clerk, on District or County Council-related issues.

Councillor Connor had, however, asked the Clerk to inform the Parish Council that he would gladly present any petition to the County Council in support of the campaign for improved rail services for Manea (minute M33/13 (8) refers) and to remind the Parish Council that he is happy to take-up any issues with the County Council on behalf of Manea parishioners.

Members decided that the situation be noted.

M52/13 Public open spaces

- (1) The annual RoSPA inspection reports – these have now concluded their circulation among Parish Councillors.

Members decided that the Chairman would arrange the necessary actions to address the recommendations contained within the RoSPA reports; the Clerk, who had sent a copy of the RoSPA report in respect of the skateboard park to the supplier/installer of that equipment, would ask the supplier/installer of the skateboard park to contact the Chairman to discuss the repair works required to that equipment.

- (2) Allotments – the Chairman reported that, because of the need for a greater amount of hardcore etc than estimated originally and the need to engage the services of a local contractor to undertake the work (instead of Councillor Cole), the total cost of repairing the access road to the allotments site would be of the order of £1,400 (as opposed to the original estimate of £1,000).

The Clerk reported that he had written to all of those who the council believes would derive benefit from these repair works, inviting them to make a financial contribution towards the repair costs. He informed members that, to date, he had received only one response; that being from Manea Allotment Association.

The Clerk read to members the letter from Manea Allotment Association, which, in summary, states that, having considered this matter at its 14 August 2013 meeting:

- it welcomes the council's decision and would like to thank councillors for supporting the allotments and making them more accessible to association members
- the association believes that the allotments are a valuable community asset and hopes that an improved road would attract a wider cross-section of the community to rent vacant plots
- it is not prepared at this stage to make a financial contribution to the initial cost of the materials. However, after the association has consulted its membership at the AGM in October, and have a clearer idea of the income from next year's rents, the association would look again at the possibility of setting-aside an annual sum for maintaining the road in good condition.

Members decided that the information reported by the Chairman and the Clerk be noted and that the Manea Allotment Association be requested to consider planting hedging along three sides of the allotments site.

- (3) Playing field – it was mentioned by one member that the level of annual payment made to the caretaker of the playing field had not changed for some years.

The Clerk mentioned his awareness that the payment rate had not been reviewed for around five years and made the point that local government salary rates had increased by 1% with effect from 1 April 2013 (which had been the first increase in three years).

Members decided that the annual payment made to the caretaker (currently, two six-monthly instalments of £390) should be reviewed by the Parish Council.

M53/13 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 14 August 2013, including the recommendations at minutes PMC11/13, PMC 12/13 and PMC15/13.

Members decided that

- (1) the contents of the Manea Pit Management Committee minutes be noted;
- (2) the recommendation of the Manea Pit Management Committee (at minute PMC11/13), that arrangements for the locking and unlocking of the new gate installed at the woodland area be introduced, be approved; the Chairman of the Parish Council would implement this decision;
- (3) with regard to the possible provision of a proper surface to the car parking area at Manea Pit (as recommended by the Manea Pit Management Committee at minute PMC12/13), this matter be considered by the Parish Council when setting its budget for the financial year 2014/15;
- (4) the Parish Council would await the outcome of the Chairman's discussions with the Environment Agency, with regard to the possibility of the Parish Council obtaining a supply of fish on a free-of-charge basis, before considering the recommendation of the Manea Pit Management Committee (at minute PMC15/13) that the Parish Council considers allocating a financial sum for the purchase of fish for Manea Pit; the Chairman would report to the next meeting of the Parish Council on the outcome of his discussions with the Environment Agency.

M54/13 Traffic calming measure on Station Road, Manea

Councillor Mrs Berry reported on the view of some members of the community that the traffic calming installed at Station Road is unsafe and is "an accident waiting to happen".

The Clerk reminded members that the traffic calming scheme which was implemented by the Local Highway Authority (LHA) was not the one proposed by the LHA but a modified version, as sought by the Parish Council (minutes M70/12 (4) and M76/12 (7) refers).

Some members expressed the view that some yellow lining on Station Road had "disappeared" as a result of this traffic calming measure being introduced.

Members decided that the Clerk would

- (1) enquire of the Local Highway Authority as to the possibility of it installing, in the vicinity of the fish and chip shop on Station Road, a sign which would give advance warning to motorists of the existence of traffic calming and a changed road layout;
- (2) request the Local Highway Authority to investigate the situation regarding the possible need to re-instate some yellow lining on Station Road.

M55/13 Street lighting on Station Road, Manea

Councillor Mrs Berry referred to the removal of a street lamp, which had been removed because of its damaged condition, from Station Road and she enquired as to whether other members were aware of any plans for its replacement.

The Clerk made the point that if the lamp was one provided by the County Council, it is likely that it would be replaced as part of the current street lighting replacement programme. If it had been installed by the District Council or the Parish Council, its replacement would be the responsibility of the council which had undertaken the installation.

In terms of identifying the likely responsible authority, the Clerk pointed out that examination of the street lamps on either side of the missing one is likely to provide the identity of the installing council (FPC marked on the column

would identify the lamp as one installed by the Parish Council; FDC marked on the column would identify the lamp as one installed by the District Council; CCC marked on the column would identify the lamp as one installed by the County Council).

Members decided that Councillor Mrs Berry would seek to identify the likely responsible authority for replacement of the street lamp, by inspecting those either side of the missing lamp, and forward the information to the Clerk.

M56/13 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
Manea Allotment Association	Allotment rent	£300.00
Various (via I Fost)	Fishing fees	£110.00
Total Income		£660.00

Expenditure

Manea Village Hall	Room hire on 22 July 2013	£10.00
SLCC	Clerk's Manual (cost shared with Elm PC)	£25.25
Mrs A Ryman	Wages and expenses	£59.76
D & J Transport Ltd	8 tonnes of gravel	£264.00
E.on	Electricity for pavilion	£19.01
E.on	Electricity for sports area	£11.51
E.on	Electricity for village green	£7.51
Cambridgeshire County Council	Funding for Manea Youth Club – first quarter 2013/14	£1,110.93
T Jordan	Salary (less income tax of £126.26), Broadband and other expenses	£595.90
Fenland District Council	2 dog waste bins (one on Westfield Road and one at playing field car park)	£307.60
Haine Tree Services Ltd	Works to pine tree at cemetery	£180.00
Total Expenditure		£2,591.47

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 July 2013 (in the total sum of £53,088.11), together with the month-end figures for each of the preceding six months and as at 31 July 2012.

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Woodard, that the income of £660.00 be noted and that the payments totalling £2,591.47 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 July 2013, together with the month-end figures for each of the preceding six months and as at 31 July 2012, be noted.

M57/13 Correspondence

Access driveway serving 38 High Street, Manea.

The Clerk read to members a letter from the occupier of 38 High Street regarding difficulties that she is experiencing as a result of persons using the private drive, which serves her property and four others to the rear, to achieve pedestrian access to a nearby play area. This resident had enclosed photographs with her letter; members studied the photographs (which show the location of the access driveway, acts of vandalism which had occurred and the ease with which access could be achieved to the play area).

In considering this matter, members had regard for the comments made by this resident and her companion at minute M44/13 (2).

Members decided - having considered the issues raised by the resident, studied the photographs that she provided and taken into account the powers available to the Parish Council, the District Council and the Constabulary to help address the issues, that

- the Parish Council would request Fenland District Council to consider erecting a fence which would prevent access to the play area via the use of the driveway
- the resident should consider erecting a sign at the entrance to the driveway, featuring wording which makes it clear that the land is private property
- the resident should report to the Constabulary any incidents of vandalism to her land and property. PCSO Martin Bogunovic (who was present at the meeting) undertook to visit the resident to discuss how the Constabulary could respond to incidents of vandalism and anti-social behaviour and to explain the sort of information which assists the Constabulary in addressing such matters).

M58/13 Next meeting

Members were reminded that the next meeting of the Parish Council had been scheduled for 16 September 2013, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.30 pm

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

Date:.....