

MANEA PARISH COUNCIL

MINUTES OF MEETING

12 MAY 2014 – 7.00 pm.

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

Apologies: Councillors Mrs Berry and Risbridger.

The minutes of the meeting of 14 April 2014 were confirmed and signed.

M1/14 Election of Chairman

Councillor Emery was elected as Chairman of the Parish Council for the municipal year 2014/15 and made his Declaration of Acceptance of Office.

M2/14 Election of Vice-Chairman

Councillor Mrs Desborough was elected as Vice-Chairman of the Parish Council for the municipal year 2014/15 and made her Declaration of Acceptance of Office.

M3/14 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 2014/15:

- Cemetery Officer: Councillor Cole
- Recycling Officer: Councillor Risbridger
- Allotments Officer: Councillor Emery
- Footpaths and Trees Officer: Councillor Mrs Desborough
- Child Protection Officer: Councillor Mrs Berry.

M4/14 Appointment of Parish Council members to the Manea Pit Management Committee

Councillors Archer, Cole, Mrs Desborough, Emery, Fielding and Woodard were appointed as the Parish Council's representatives on the Manea Pit Management Committee for the municipal year 2014/15. Councillors Mrs Desborough and Emery were appointed as Chairman and Vice-Chairman of the committee respectively for the municipal year 2014/15.

Members further decided that the Terms of Reference and Standing Orders of the Manea Pit Management Committee be revised to enable the increase in Parish Council members on that committee.

M5/14 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.

M6/14 Progress on actions from minutes of last meeting

(1) Charlemont Drive, Manea (minute M150/13 (1))

The Clerk reported the response that he had received from the Local Highway Authority (LHA) in relation to the possible installation of directional signage at the Station Road/Wimblington Road junction (indicating that traffic heading for Charlemont Drive should turn left at the junction when heading into the village (to avoid HCVs which are looking to deliver to the commercial premises at the estate travelling into the village unnecessarily).

The LHA comments that all traffic signs and road markings in the highway must accord with the Traffic Signs Regulations and General Directions 2002 (TSRGD). These regulations do not allow the LHA to provide a directional sign bearing a residential street name; if Charlemont Drive had a housing development/business park address, directional signage may be possible.

Members decided that the response from the Local Highway Authority be noted.

(2) New pavilion for Manea (minute M152/13 (1))

Councillor Jolley circulated copies of a business plan that he had produced for the proposed new community and sports pavilion, to support the Parish Council's application for a grant under the District Council's Rural Capital Grants scheme.

The Clerk informed members of his receipt of two letters of support for the provision of a new pavilion in the village; one from Manea United FC and the other from Manea Gala Committee.

The Clerk reminded members that, in response to the Parish Council's previous application under the Fenland District Council (FDC) Rural Capital Grants scheme, FDC had asked for submission by the Parish Council of the following additional information (minute M33/13 (7) refers):

- a) evidence of the costs of constructing the pavilion, including three quotations for the work
- b) evidence to show how the income and expenditure figures within the business plan were arrived at
- c) evidence that the pavilion would be used by local groups; FDC suggests that the Parish Council obtains letters from local groups showing future bookings
- d) confirmation that Manea Parish Council would take on the full maintenance and ownership of the facility following completion of the construction works.

With regard to d) above, the Clerk had subsequently informed FDC that Manea Parish Council would take on the full maintenance and ownership of the facility following completion of the construction works.

Some members made comments in relation to the content of the business plan; in particular, Councillor Fielding suggested revisions to the way in which the cost of operating the bar is shown in the Profit and Loss Account element of the document.

Members decided that the current situation be noted and that they would study the business plan during the period between this meeting and the next and present their respective comments to the next meeting of the council, to enable a final version of the document to be agreed at that meeting.

(3) Memorial to RAF Halifax bomber crew (minute M152/13 (2))

The Clerk reported that he had enquired of the requester for the memorial whether he would be prepared to make a financial contribution towards the cost of the cost of such; in response, the requester had offered to make a contribution of £20.00.

The Chairman informed members that he is now in possession of all the information necessary to arrange the acquisition of a memorial plaque; he had spoken with a local contractor regarding the construction of a brick plinth and would be obtaining a quotation for a memorial plaque.

Councillor Woodard commented that he would also be able to obtain a quotation for a memorial plaque.

Members decided that the information reported by the Chairman and the Clerk be noted and that a sum of £200 be allocated to meet the cost of this project.

(4) Dog Order Awareness campaign (minute M152/13 (4))

The Clerk informed members that Fenland District Council (FDC) did not receive contact from any of the Manea Street Pride volunteers regarding a mutually convenient date to hold the Manea action event in relation to dog fouling.

As a result of a no volunteers coming forward apart from Councillor Woodard and Mrs Woodard, two officers of FDC met with them on 16 April to look at areas in Manea which are prone to dog fouling. The officers of FDC agreed for the council's Street Scene Officers to monitor dog fouling as appropriate in the areas which Councillor Woodard identified, on behalf of the Parish Council, to be of concern. The officers of FDC have given an assurance that they will keep the Parish Council informed of FDC's efforts in addressing dog fouling in Manea.

Councillor Woodard provided details of the inspection process undertaken on 16 April and informed members that he had highlight to the officers of FDC that the footpath which links School Lane with Wimblington Road suffers badly from dog fouling.

Members decided that the information reported by the Clerk and Councillor Woodard be noted.

(5) Traffic on East Street (minute M159/13)

The Clerk reported the response that he had received from the Local Highway Authority (LHA) regarding the possibility of appropriate signage being installed at a suitable location to prevent inappropriate lorry movements along East Street.

The LHA comments that the Traffic Signs Regulations and General Directions 2002 (TSRGD) restricts what signs could be used in this location; however, it may be beneficial to provide another "No through road" sign with an "Unsuitable for HGVs" sign at the rear of number 9 East Street to deter large vehicles from turning left.

As the LHA no longer has a budget for providing new signs, the cost of purchasing and installing the two signs suggested by the LHA would need to be funded by a third party (such as the Parish Council). The estimated cost of purchasing and installing the two signs would be £350.00 (plus VAT).

Members decided that the response from the Local Highway Authority (LHA) be noted and that the Clerk would request the LHA to make the necessary arrangements for installation of a "No through road" sign and an "Unsuitable for HGVs" sign in the locations recommended by the LHA.

(6) Jubilee Arch at Pump Corner (M160/13)

Councillor Woodard suggested that the wording on the proposed commemorative plaque should read "Queen Elizabeth II Diamond Jubilee Arch 2013" and he informed members that he had obtained two quotations for the cost of such a plaque, both of which are within the financial donation figure offered by the Manea resident.

Members decided that

- (1) the wording, suggested by Councillor Woodard, for the plaque be approved and that the authorised to purchase a plaque on behalf of the Parish Council;
- (2) Councillor Woodard would pursue the financial donation offered by the Manea resident of towards the cost of the commemorative plaque

M7/14 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 a two-storey 4-bed dwelling with detached garage/log store and siting of a temporary mobile home during construction at plot 1 on land south-west of 100 Westfield Road, Manea – F/YR14/0267/F (applicant: Mr J Furnell).

That the application be supported.

- (2) Erection of a single-storey dwelling and formation of new access on land west of 43 Westfield Road, Manea – F/YR14/0284/O (applicant: Exors of Mrs V Wayman).

That the application be supported.

- (3) Erection of single-storey side and rear extensions and car port to existing dwelling at 6 Swallow Court, Manea – F/YR14/0303/F (applicant: Mr D Barrett).

That the application be supported.

- (4) Conversion of existing public house into a 5-bed dwelling at the Ship Inn, Purls Bridge Drove, Manea – F/YR14/0307/F (applicant: Mr W Bishop).

That the application be supported.

M8/14 Police matters

No representative of the March and Chatteris Policing Team was present at the meeting and, consequently, members received no information relating to 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 he had sent, as usual, an agenda for the meeting to both the relevant PCSO and the Police Sergeant.

Members decided that the situation be noted.

M9/14 Reports from District and County Councillors for the parish

Councillor Connor, the County Councillor for the electoral division which includes Manea, was not present at the meeting. However, County Councillor Connor had informed the Chairman that

- he had played a part in securing the allocation of more than £200,000 from the County Council for repair and improvement works to Byall Fen Drove, Manea

- further to minute M135/13 (3), it had not proved possible to make progress in relation to the adoption issues in respect of r Bedford View; unless money can be provided by private sources to bring the estate up to adoptable standard, neither the County Council nor the District Council would assume the ongoing maintenance of the highways and open spaces at the estate.

Councillor Archer, the District Councillor for Manea, informed members that he had nothing to report in relation to District Council activities.

Members decided that the situation be noted.

M10/14 Public open spaces

- (1) Playing field - the Chairman informed members that one of the seats of the toddler swings is broken and suggested that repair works be undertaken.

Members decided that the Clerk would obtain, from the contractor which had undertaken repair works at the play area recently, a quotation for replacement of this swing seat.

- (2) RoSPA inspection – further to minute M156/13, members considered the undertaking of works to address the issues raised by the RoSPA report in respect of the skateboard park

Members decided that a copy of the RoSPA report relating to the skateboard park be forwarded to the supplier of that equipment, with the request that the necessary remedial works be undertaken.

M11/14 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 1 April 2014.

In accordance with minute PMC13, the Chairman informed members that he had obtained a quotation for the purchase of Carp; the quotation, which he reported to members, provided a cost for 20 Carp of 10 to 12 lb in weight and one for 4 Carp of 20 to 25 lb in weight. Members are of the opinion that it is not necessary to purchase Carp of the weights contained within the quotation; it would be more appropriate to purchase Carp of lighter weights.

Members decided that

- (1) the contents of the Manea Pit Management Committee minutes be noted;
- (2) they are happy, in principle, to purchasing a small number of Carp each year to maintain stock levels but not of the weights mentioned within the quotation;
- (3) the Chairman would obtain quotations for Carp of lighter weights.

M12/14 Financial matters

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

Income

Manea UFC	Use of playing field – 14 matches	£560.00
Carp Syndicate	Membership fees	£2,400.00
P Lawrence	Allotment rent	£225.00

A Howell	Allotment rent	£200.00
C Howell	Allotment rent	£200.00
B Fletcher	Allotment rent	£200.00
H M Revenue and Customs	VAT refund	£3,393.36
Fenland District Council	Parish Precept – first half	£14,500.00
Total Income		£21,678.36

Expenditure

Manea Village Hall	Room hire on 14 April 2014	£10.00
Mrs A Ryman	Wages and expenses	£69.39
T Jordan	Salary (less income tax of £131.58), Broadband and other expenses	£604.32
E.on	Electricity for village green (includes VAT of £0.37)	£7.78
E.on	Electricity for sports area (includes VAT of £0.49)	£10.27
E.on	Electricity for pavilion (includes VAT of £3.49)	£73.38
E Mason & Son (Farmers) Ltd	Grounds maintenance work: March 2014 (includes VAT of £147.00)	£882.00
Public Works Loans Board	Loan re-payment	£95.39
Playsafety Ltd	RoSPA inspections (includes VAT of £29.60)	£177.60
Ridgeons	Hand basins, fixings etc for public toilets (includes VAT of £ 21.17)	£127.00
P Townrow	Waste pipes etc for public toilets	£30.78
I Cooper	Internal Audit of 2013/14 accounts	£200.00
Manea and Welney Drainage Commissioners	Drainage rates 2014/15	£100.80
M Short	Reimbursement of cost of purchasing toilet rolls	£9.00
Total Expenditure		£2,397.71

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 April 2014 (in the total sum of £64,839.29), together with the month-end figures for each of the preceding six months and as at 30 April 2013.

The Clerk reported also on the Annual Audit of Accounts return for 2013/14, informing members that the document had been examined and approved by the council's Internal Auditor. 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.

Councillor Jolley mentioned the campaign which is being pursued by a number of Parish Councils in Fenland for a reversal of the decision of the District Council to reduce the amounts of Concurrent Functions Grant that it pays annually to Parish Councils and suggested that, as Manea Parish had taken this into account during its budget-setting for both 2013/14 and 2014/15, it would be more appropriate for this council to not pursue that campaign but, instead – because of the potential for the Parish Council to be faced with large costs for repair and replacement of its street lamps, as a result of the condition survey being undertaken by Fenland District Council (minute M116/13

refers) - to seek to persuade Fenland District Council to be responsible for the repair and maintenance of the street lamps in Manea (as is the case with the towns in the district).

Members decided

- (1) upon a proposal from Councillor Emery, seconded by Councillor Mrs Desborough, that the income of £21,678.36 be noted and that the payments totalling £2,397.71 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 April 2014, together with the month-end figures for each of the preceding six months and as at 30 April 2013, be noted;
- (3) that the Audited Accounts for 2013/14 be approved and submitted to the External Auditors;
- (4) that, instead of participating in the campaign for a reversal of the decision of the District Council to reduce the amounts of Concurrent Functions Grant that it pays annually to Parish Councils, Manea Parish Council would seek to persuade Fenland District Council to take on the responsibility for the repair and maintenance of the street lamps in Manea.

M13/14 Correspondence

(1) Magpas – financial assistance

Further to minute M148/13 (2), the Clerk read to members a letter of thanks from Magpas in relation to the financial assistance provided by the Parish Council towards the cost of providing emergency medical care at the scenes of accidents within Cambridgeshire.

Members decided that the content of the letter be noted.

(2) Manea Gala Committee

The Clerk read to members a letter from the Secretary of the Manea Gala Committee raising two issues in connection with the arrangements for this year's gala.

Firstly, the committee has offered to carry out works to widen the doors to the toilets within the pavilion, to improve access for the disabled. Attached to the letter were sketches showing the "before" and "after" situation.

Secondly, Manea Gala Committee seeks the Parish Council's permission to organise a Village Dog Show and asks whether the Parish Council would provide additional dog waste bins around the playing field on Manea gala day.

Councillor Woodard, although acknowledging that widening of the doors to the toilets within the pavilion would improve the access for disabled persons, expressed the opinion that the works proposed by Manea Gala Committee would not achieve full compliance with the requirements of the Disability Discrimination Act.

Members decided that

- (1) Manea Gala Committee's offer to undertake door widening works at the pavilion be accepted;
- (2) Manea Gala Committee be granted permission hold a Dog Show as part of this year's Manea Gala;
- (3) the Parish Council would provide temporary dog waste bins for the day of the gala but the Manea Gala Committee would be required to provide an enclosed area at the playing field to be used as a "dog toilet".

M14/14 Manea rail service

Further to minute M135/13 (2), the Chairman informed members that a meeting between officers of Greater Anglia and Fenland District Council had taken place recently regarding the provision of a car park at Manea Station; consultation on proposals in that regard will take place between 23 June and the middle of August 2014.

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

M15/14 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 16 June 2014, 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 9.05 pm

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

Date:.....