

MANEA PARISH COUNCIL

MINUTES OF MEETING

15 DECEMBER 2014 – 7.00 pm.

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

Apologies: Councillor Mrs Desborough.

The minutes of the meeting of 17 November 2014 were confirmed and signed.

M9914 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.

M100/14 Open Forum

(1) Manea Action Plan

Further to minute M87/14 (1), Miss D Rowe, a member of the Manea Action Plan Implementation Group (MAPIG), informed the Parish Council of discussions at the most recent meeting of MAPIG and of certain actions within action plan which the group felt should be drawn to the attention of the Parish Council; in that regard, Miss Rowe asked the following questions, on behalf of MAPIG, of Manea Parish Council (the council's responses to the questions are shown in brackets):

- Does the council have any knowledge of the progress on the sale of Cathryn Wheel House? (No).
- Does the council have any knowledge of the progress of the provision of sheltered housing accommodation in Manea? (No; it is understood that plans are still to be determined by the Local Planning Authority).
- Is the Parish Council aware of the date of the next Neighbourhood Forum meeting and would it be more appropriate for a series of dates to be set in advance of meetings? (the Constabulary is the key organisation in the setting of these meeting dates; the next meeting (which should be due in January or February 2015) would be hosted by Chatteris Town Council; Manea Parish Council would support more advanced planning of meeting dates; the Clerk would pursue with the Constabulary and Chatteris Town Council the setting of a date for the next meeting).
- What is the planned use of the allotment land which is in the process of being sold by the Parish Council? (it will remain as agricultural land).
- Would the Parish Council be prepared to arrange and fund the installation of a dog waste bin at the village green? (Yes; the Clerk would make the necessary arrangements).
- Would the Parish Council support and meet the cost of providing a community notice board (similar to the one now at Manea Station? (Yes; if MAPIG could identify a location within the village (and obtain any land owner's permission (if necessary) in terms of siting), the Parish Council would meet the cost of the notice board).
- Is there any update on the provision of bus shelters in the village? (the Clerk referred to the Parish Council's decision in that regard (minute M80/14 refers)).

- Would the Parish Council consider the issue of tractor drivers who are seen in and around the village using mobile phones whilst driving? (Yes (see minute 105/14)).

Members decided to respond (as set out above) to the questions asked on behalf of MAPIG .

(2) Litter in Manea

A resident of the village informed the Parish Council that she had drawn to the attention of Fenland District Council's Street Pride Co-ordinator the need for action to address the problem of litter at the village playing field.

Members decided that the situation be noted.

M101/14 Manea Fire Station

Further to minute M87/14 (3), three representatives of the Fire and Rescue Service attended the meeting to explain the difficulty being experienced in recruiting sufficient fire fighters for Manea Fire Station. One of those representatives addressed the council.

The Parish Council was informed that Manea Fire Station currently possesses a good crew of (six retained) fire fighters but one of the crew members would be removing from Manea in the very near future and a further member is looking to do likewise. The loss of two crew members from Manea Fire Station would reduce the size of the crew to the absolute minimum level of four personnel; a minimum level of five fire fighters would be preferable and the ideal situation would be to have a "pool" of around twelve full-time-equivalent retained fire fighters for Manea.

The representative of the Fire and Rescue Service explained that if the size of the crew were to fall below four members, this would mean that there would be certain types of incidents to which a fire appliance could not be sent from Manea Fire Station. He reminded the council of the fire fighter recruitment campaign which had been undertaken by the Fire and Rescue Service previously.

The representative of the Fire and Rescue Service stated that he is hoping that Manea Parish Council would support Manea Fire Station and encourage local persons to become retained fire fighters – he reminded the council that one of the qualification criteria for becoming a retained fire fighter is that the person must live or work within five minutes travelling time of the fire station. He informed the council that the Fire and Rescue Service proposes to deliver a "recruitment" letter, for delivery to all households in Manea, and asked that members of the council to "spread the word" via their various networks within the village.

The representative of the Fire and Rescue Service agreed to pursue the suggestion that the service should also utilise the Manea Matters publication to publicise its recruitment campaign.

Members decided that the situation be noted and that the council would assist the Fire and Rescue Service in its campaign to recruit additional retained fire fighters for Manea Fire Station.

M102/14 Proposed residential development at Lavender Mill, Fallow Corner Drove, Manea

Members received a presentation from Mrs A Hutchinson, a planning consultant, on a proposal for re-development of the Lavender Mill site at Manea, upon which she wished to seek the views of the Parish Council prior to the submission of a planning application.

Mrs Hutchinson circulated copies of an indicative scheme for the residential development of this site and explained that other potential uses (such as commercial) for this site had been examined but, given the costs associated with removal of the mill and other site clearance works etc, the only financially-viable re-development option would be to develop the site residentially. She commented that, although the indicative scheme shows 29 dwellings (a mixture of

2-bed and 3-bed houses and bungalows), the land owner is seeking to establish, at this stage, outline planning permission for the residential development of this site.

Mrs Hutchinson informed members that the Local Highway Authority would require, as part of any scheme for the residential development of this site, the provision of a carriageway of not less than 5.5 metres in width and a footpath; in addition, there would be a need to resolve some drainage issues before the residential development of the site could take place. She mentioned that this proposal had been the subject of a public consultation event in the village on 11 December and that she would be "taking on board" the views expressed by attendees.

Members expressed various concerns in relation to the proposed residential development of this site, including:

- the remoteness and distance of this site from the centre of the village
- the adverse impact that a development of this scale could have upon the existing highway network in and around the village
- there being insufficient community infrastructure (for example, capacity at the village school and the doctor's surgery) within Manea to support the increase in village population that this development would generate.

Members decided that the information presented by Mrs Hutchinson be noted and that she be requested to consider carefully the views of the Parish Council in relation to the proposed residential development of this site.

M103/14 Progress on actions from minutes of last meeting

(1) New pavilion for Manea (minute M88/14 (2))

The Clerk reported that the architects had prepared a planning application, to "renew" planning permission reference F/YR11/0075/F, which is ready for submission to the Local Planning Authority (LPA) as soon as the Parish Council forwards to the firm of architects a cheque for payment to the LPA of the application fee.

With regard to the Parish Council's application for funding under Fenland District Council's Rural Capital Grants scheme, the Clerk read to members a further letter received from the Senior Community Support Officer at Fenland District Council (FDC), in which she states that officers at FDC have reviewed the further information provided by Manea Parish Council and there are still some elements where FDC would like clarification prior to reference of Manea Parish Council's application to the Cabinet at FDC, namely: Fenland District Council requires the Parish Council to achieve renewal of the planning permission for the proposed building; it wishes to see recent income and expenditure accounts of the two organisations which have been used by Manea Parish Council in formulating its business plan for the proposal; it asks Manea Parish Council to detail any groups additional to existing users which would be interested in hiring the new facilities.

Members decided that the information reported by the Clerk be noted and that he would respond to the issues raised by Fenland District Council as follows:

- (1) a new planning application, to renew the permission for erection of the proposed new building, has been submitted by the Parish Council's architects;
- (2) sending copies of the latest accounts of both the Parkfield Sports Club and Manea Village Hall (which would be forwarded to the Clerk by Councillors Jolley and Emery respectively);
- (3) it is very difficult to predict with any accuracy exactly which additional users the new pavilion would attract; like any new venture, potential "customers" like to be able to see the "offer" before committing themselves to usage. The Parish Council sees the new building being used to provide an enhanced facility to the village football team (because of the bar and other community facilities which are not available in the existing sub-

standard building). The new building would be able to provide facilities for the many people who visit the council's community woodland/orchard and use the adjoining pit (for both recreational and fishing purposes). The village youth football team, which currently travels out of the village for such purposes, would use the new building in association with weekly training and coaching events.

The Parish Council also sees the new building being used for community events (including meetings and festivals) and as a venue for funeral wakes (the village cemetery is immediately opposite the playing field upon which the new building would be constructed). Also, the Manea Pit falls within the Ouse Washes Landscape Partnership scheme area; the new building would be used to provide refreshment facilities for associated visitors.

(2) Cranmore Lots allotments site (minute M88/14 (3))

The Clerk reported that he had informed the estate agents of the council's acceptance of the highest tender, in the sum of £151,000, for the purchase of the Cranmore Lots allotments site and he had engaged the services of the firm of solicitors used by the council for its land sales and purchases to undertake the necessary legal work associated with the sale of the allotments site; the fees payable to the solicitors are expected to be less than £700.

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

M104/14 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 3 dwellings, comprising of 1 x single-storey 2-bed and 2 x two-storey 3-bed, involving demolition of existing dwelling, at 37 School Lane, Manea – F/YR14/0895/F (applicants: Mr and Mrs R Lepla).

That the application be supported. However, the Parish Council has concerns regarding the capacity of the School Lane/Station Road junction to accommodate the traffic likely to be generated by further development on School Lane.

- (2) Erection of a two-storey 4-bed detached dwelling with integral garage at plot 2 land south-west of 100 Westfield Road, Manea – F/YR14/0901/F (applicant: Mr Smith and Mrs S Scoffin).

That the application be supported.

- (3) Siting of a 2-bed mobile home, to form annexe ancillary to the main dwelling, at Cherytree House, Fallow Corner Drove, Manea – F/YR14/0919/F (applicants: Mr and Mrs M Goude).

That the application be supported, subject to the permission expiring upon cessation of the accommodation needs of the family members for whom the mobile home is being provided.

- (4) Erection of a two-storey 3-bed dwelling, involving demolition of existing dwelling, at 47 School Lane, Manea – F/YR14/0946/F (applicant: Mr N Bates).

That the application be supported.

M105/14 Police matters

Although no representative of the March and Chatteris Policing Team was present at the meeting, PCSO Sam Dyer had provided a report detailing recent incidents of crime and disorder which had been reported to the Constabulary since the last meeting of the Parish Council. PCSO Dyer's report mentioned

- incidents, which taken place sometime between 25 November and 5 December 2015, of thefts from five sheds at the council's allotments site
- that officers of the local Constabulary and the County Council's Highways Service had undertaken visits to local businesses and farms to give advice regarding the requirements to not deposit mud on the public highway. In addition, officers of the Constabulary are attending and assessing regularly the most affected roads.

The Chairman mentioned the recent theft of one of the benches from the community woodland area and that the matter had been reported to the Constabulary.

Some members expressed concern regarding the number of tractor drivers who are seen in and around the village using mobile phones whilst driving. The Clerk suggested that when witnessing such incidents, members should note the registration number of the tractor and then report to the Police via the 101 number; also, he undertook to refer members' concerns to PCSO Dyer.

Members decided that the information reported by the Clerk, on behalf of PCSO Dyer, be noted and that the PCSO be informed of their concern regarding the number of tractor drivers who are seen in and around the village using mobile phones whilst driving.

M106/14 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.

Although there is currently no District Councillor for Manea (minute M85/14 refers), Councillor Jolley, the District Councillor for Wimblington, informed members that he would keep Manea Parish Council up-to-date on District Council issues which affect that parish; on this occasion, however, he had nothing to report in that regard.

Members decided that the situation be noted.

M107/14 Public open spaces

- (1) Village green – the Chairman reported to members a request from the Women's Institute to use the village green, possibly in September 2015, as the location for a Strawberry Tea event.

Members decided that the request from the from the Women's Institute to use the village green as the location for a Strawberry Tea event be approved.

- (2) Christmas lights – the Chairman informed members that the Manea Book Club wishes to donate a sum of £20.00 towards the cost of the electricity used to power the village's Christmas lights this year.

With regard to the Christmas lights in the village, members expressed their appreciation of the time and effort of the members of Manea Gala Committee in producing such an effective Christmas lighting display in the village.

Members decided that the information reported by the Chairman be noted and that the Clerk would inform the Chairman of the Manea Gala Committee of Manea Parish Council's appreciation of the time and effort of the

members of Manea Gala Committee in producing such an effective Christmas lighting display for the benefit of parishioners.

M108/14 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 25 November 2014.

With regard to minute PMC31/14, members considered a proposal from Mr P Catling, a member of the Manea Pit Management Committee, in relation to the purchase of "replacement" Carp for Manea Pit. In support of the proposal for the purchase of Carp, Mr Catling makes the point that possibly as many as ten Carp had been lost over recent fishing seasons and the Manea Pit Management Committee supports their "replacement". Mr Catling had contacted a potential supplier of Carp, which had informed him that it would be necessary to place an order several months in advance of delivery (which would most likely take place in November 2015); the company recommends the purchase of Carp which are five years of age, each with an average weight of 14 lb; the cost would be £17.75 per lb; resulting a price exceeding £200 per fish. The procedure for ordering the fish would be to place a provisional order in the near future, with a 10% deposit being required in April/May 2015.

Further to minute 81/14, the Chairman informed members that delivery of the Silver Bream fish ordered by the council is anticipated to take place later this week.

Further to minute M93/14, the Chairman reported that he had informed Mr Hooker, an officer at the Environment Agency, of the Parish Council's acceptance of his offer to provide (and install at Manea Pit) free-of-charge to the council a number of "hedgehog" devices.

Members decided that

- (1) the contents of the Manea Pit Management Committee minutes and the information reported by the Chairman be noted;
- (2) Mr P Catling be requested to obtain, to comply with the Parish Council's Financial Regulations, two additional quotations for the purchase of Carp.

M109/14 Mud on the roads

Councillor Woodard mentioned the difficulties being caused for Manea residents by mud being deposited on local roads by vehicles and his belief that this situation had been the cause of recent accidents along Wimblington Road.

The Clerk reminded members that the Constabulary has powers to address the situation with the "offenders" (minute M105/14 refers) and encouraged members to report any future incidents to the Constabulary.

As a result of discussion of this matter, members identified a number of other highway-related issues, as follows:

- the poor condition of the footpaths on Park Road, along the frontage of the village shop, and on High Street
- a number of pot holes on Fodder Fen Road
- a number of pot holes on Straight Road, particularly at the junction with Fallow Corner Drove
- a number of large pot holes at Byall Fen, particularly in the vicinity of Angoods Farm
- carriageway damage in the vicinity of Lawrence Bridge
- the need for gully clearing across the whole village.

In addition, one member expressed concern regarding the absence of street lighting at the junction of Langwood Fen Drove with the A142 and the consequent potential implications for highway safety. The Clerk informed members that this junction falls within the parish of Chatteris.

Members decided that

- (1) the situation with regard to mud on the roads be noted;
- (2) the Clerk would draw to the attention of the Local Highway Authority, with a request that remedial works be undertaken, the need for highways maintenance works at various locations (listed above) in and around the village;
- (3) Chatteris Town Council be requested to consider the provision (either through seeking to persuade the County Council to provide or the town council agreeing to fund) of a street lamp at the junction of Langwood Fen Drove with the A142.

M110/14 Electoral Review of Cambridgeshire

Members considered the submission of a response to the Local Government Boundary Commission for England's consultation on its Electoral Review of Cambridgeshire; the aim of the review is to achieve electoral equality, whereby each County Councillor would represent roughly the same number of electors as others across the County.

The Local Government Boundary Commission for England proposes to publish, for consultation purposes, draft recommendations in May 2015 and final recommendations in September of that year.

The Clerk had circulated to members, in advance of the meeting, details of the review process and the potential implications for the electoral division of relevance to the parish of Manea. He informed members of the possible changes to electoral division boundaries across the County, which would result in a reduction in the total number of County Councillors, with effect from the next County Council elections in 2017, from 69 to 63.

The Clerk commented that the information available from the Local Government Boundary Commission for England would seem to suggest that the reduction from 69 to 63 Cambridgeshire County Councillors would result in the number of in Fenland reducing by one (from 11 to 10) and that, from his reading of the indicative revised County Council electoral division maps, it would appear that the this reduction would be in March (reducing from the current three to two County Councillors for the town).

In terms of the specific implications for Manea, the indicative revised maps show the current Forty Foot (which includes the parish of Manea) division being increased in size to include part of the current March West division.

Responses to the current consultation exercise must be received by the Local Government Boundary Commission for England by 19 January 2015.

Members decided that the information reported by the Clerk be noted and that the council would make no submission to the Local Government Boundary Commission for England in relation to its Electoral Review of Cambridgeshire.

M111/14 Parish street lighting

Members considered a letter from Fenland District Council, a copy of which had been circulated, by the Clerk, to all members in advance of the meeting, regarding that council's proposed approach to addressing the outcome of its condition survey of the street lighting which is owned by the District Council and the Parish Councils within Fenland.

In the letter, Fenland District Council (FDC) makes the point that it has continued to liaise with its street lighting contractor, Balfour Beatty, since the meetings that it has held with Parish Council Chairmen during recent months, to finalise the survey data and to ensure that what is provided to local councils is as accurate as possible and gives the necessary level of detail required. FDC states its realisation that this process had taken longer than envisaged but its officers have been working hard to reach a position where FDC can base any proposal on more accurate data in advance of all councils' respective budget-setting activities.

Recognising the financial challenges faced by all councils, FDC now makes the following 'without prejudice' offer to Parish Councils:

Fenland District Council obligations

- Fenland District Council (FDC) will provide a funding package of £250,000 across all parishes. This will mean that all of the Cat 1 lights are replaced and the remaining funding will contribute to a proportion of the Cat 2 lights. Funding will be split on a pro-rata basis to each parish across the total Cat 1 and 2 light repairs.
- FDC will arrange and deliver the Cat 1 repairs, if Cabinet approves the approach outlined above, in December 2014 in order to remove any imminent safety liability on the parish councils.
- FDC will continue to fund the energy and maintenance costs for the existing lighting stock for the next 10 years.
- FDC will undertake, free of charge, the management of the parish councils' lighting for a period of 10 years.
- FDC will arrange and manage, free of charge, the various replacement programmes for both FDC and PC funded works.

Parish Council Obligations

- Parish Councils (PCs) will be required to plan for and fund the balance of the Category 2 lights along with the future replacement of all Category 3 street lighting in their areas subject to the condition in subsequent surveys. By FDC dealing with the Cat 1's and the initial phase of the cat 2's this give the parishes time to consider and put in place the most appropriate funding package to deal with the residual lighting repairs.
- PCs will be responsible for the costs of replacement lights that are damaged or become defective during the next 10 years.
- If the PC requires any additional lights during the next 10 years from December 2014, the cost of these lights along with the ensuing energy and maintenance costs will be met by the PCs.

Under this proposal, FDC would provide funding to Manea Parish Council of £20,437 towards the replacement of the Category 1 street lamps (those requiring replacement within 12 months) and a proportion of the Category 2 lamps (requiring replacement within 1 to 3 years); this would leave Manea Parish Council to make available funding of £31,163 to fund the replacement of the remainder of the Category 2 lamps.

This offer will be considered by the Cabinet at Fenland District Council on 18 December 2014 and, consequently, FDC has requested Parish Councils' responses to this offer by 17 December 2014.

Members do not agree with Fenland District Council's offer; they are of the opinion that Fenland District Council should take on the responsibility for parish street lighting, as it does for the (non-CCC) street lighting within the towns across Fenland.

Members feel it not equitable that Manea parishioners contribute, through their payment of Council Tax to Fenland District Council, to the cost of this street lighting service in the towns and are also expected to meet the costs of the lighting within their own parish; members consider that this "double taxation" is not fair or justifiable.

As has been said by the Parish Council previously, it would be happy to receive no Concurrent Functions Grant payments from FDC it would take on the responsibility for the parish street lighting.

Members decided that Fenland District Council be informed of their views in relation to that council's offer.

M112/14 Financial matters

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

Income

A R Clingo	Interment fee	£154.00
Total Income		£154.00

Expenditure

Manea Village Hall	Room hire on 17 November 2014	£10.00
Mrs A Ryman	Wages and expenses	£50.80
T Jordan	Salary (less income tax of £131.58), Broadband and other expenses	£651.07
H M Revenue and Customs	Clerk's Income Tax (September, October and November 2014)	£385.97
E.on	Electricity for village green (includes VAT of £0.37)	£7.78
Ransonmoor Engineering Ltd	Steelwork for pond dipping area (includes VAT of £580.00)	£3,480.00
Manea and Welney District Drainage Commissioners	Drainage rates – Cranmore Lots	£70.83
E. Mason and Son	Cleaning matting at playground equipment and removal of graffiti (includes VAT of £42.00)	£252.00
Peter Humphrey Associates Ltd	Prepare drawings for planning application: new pavilion (includes VAT of £50.00)	£300.00
Fenland District Council	Planning application fee: new pavilion	£962.50
Dack Pearson Solicitors	Payment on account: legal work for sale of allotments site	£50.00
E Mason and Son	Grounds maintenance works (April to September 2014) (includes VAT of £1,475.70)	£8,854.20
Total Expenditure		£15,075.15

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 November 2014 (in the total sum of £61,736.53), together with the month-end figures for each of the preceding six months and as at 30 November 2013.

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Mrs Berry, that the income of £154.00 be noted and that the payments totalling £15,075.15 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 November 2014, together with the month-end figures for each of the preceding six months and as at 30 November 2013, be noted.

M113/14 Correspondence

The Clerk informed that he had received, since the last meeting of the council, no items of correspondence of relevance to members.

Members decided that the situation be noted.

M114/14 Dates of meetings for 2015

Members decided that meetings of the Parish Council in 2015 (all commencing at 7.00 pm and taking place in Manea Village Hall) be held on the following dates: 19 January, 16 February, 16 March, 20 April (including Annual Assembly), 20 May (Annual Meeting of the Council), 15 June, 20 July, 17 August, 14 September, 19 October, 16 November and 14 December.

Meeting finished at 9.00 pm

Signature:.....(Council Chairman)

Date.....