

MANEA PARISH COUNCIL

MINUTES OF MEETING

16 JUNE 2014 – 7.00 pm.

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

Apologies: Councillors Archer, Cole, Jolley and Risbridger.

The minutes of the meeting of 12 May 2014 were confirmed and signed.

M16/14 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.

M17/14 Open Forum

(1) Charlemont Drive, Manea

A representative of the Charlemont Drive Residents' Association:

- a. raised concerns that the new development off Williams Way would have a "Charlemont" address, which would cause confusion.
- b. enquired as to which council has responsibilities for promoting economic development.

Members decided that the comments made by the representative of the Charlemont Drive Residents' Association be noted and

- that the residents of Charlemont Drive should note that the new development off Williams Way is to be named Cox Way (minute M127/13 refers). However, to provide further reassurance to the residents of Charlemont Drive in this regard, the Clerk offered to obtain confirmation from the Street Naming Team at Fenland District Council that the naming of the this new development is to be Cox Way;
- to inform the representative that the council with the responsibility for promoting economic development locally is Fenland District Council; the Parish Council has no powers in this regard.

(2) Street naming

A member of the Fox family (of Manea) asked the Parish Council whether it would consider recommending to Fenland District Council the name of Fox as part of the street name for any future new residential road in the village. He explained the long association of the Fox family with Manea and what he felt to be the justification for this request.

Members decided that it would recommend to Fenland District Council, when next consulted upon such, the name of Fox as part of the street name for a future new residential road in the village.

(3) Manea Action Plan

Further to minute M150/13, Mr P Townrow, a member of the Manea Action Plan Implementation Group, updated the Parish Council on various aspects of the delivery of the action plan, including:

- the positive impact that the improvements to the rail service is having upon the village; not only have two villagers been able to gain employment because of the new access to public transport but the new arrangement is being submitted for awards by the train operator; the possibility of introducing "Boris Bikes" at Manea Station is being examined.
- the development of the Manea Station Masterplan, which would shortly be the subject of public consultation (minute M27/14 refers).
- the fact that he had met with the Manager of the County Council's Rights of Way (RoW) Team regarding the submission of a bid for funding to undertake improvement works to public footpaths; the RoW Team has agreed to undertake additional cutting of existing footpaths and is prepared to produce a map of the walking routes in and around Manea.
- as one of the members of the Manea Action Plan Implementation Group would be removing from the village within the next few months, Mr Townrow would be taking on the role of seeking to ensure delivery of the Planning aspects of the action plan.

M18/14 Progress on actions from minutes of last meeting

(1) New pavilion for Manea (minute M6/14 (2))

The Chairman circulated copies of a revised profit Annual Profit and Loss Account element of the business plan which had been produced by Councillor Jolley for the proposed new community and sports pavilion.

The Clerk reminded members of the council's receipt of two letters of support for the provision of a new pavilion in the village and suggested that the council should take the opportunity afforded by next month's Manea Gala to acquire further letters of support. In addition, he mentioned that he had obtained from Fenland District Council a copy of the latest version of the Rural Capital Grants scheme application form.

Members decided that the current situation be noted and that

- (1) the business plan, amended to include the revised Profit and Loss Account element, be approved;
- (2) Councillor Jolley would obtain three quotations for the cost of constructing the proposed pavilion and forward them to the Clerk;
- (3) following receipt of the quotations ((2) above refers), the Clerk would complete and submit an application for funding under the District Council's Rural Capital Grants scheme.

(2) Memorial to RAF Halifax bomber crew (minute M6/14 (3))

The Chairman reported that had obtained a quotation for a memorial plaque, of a type that he described to members, in the sum of £100.00.

Councillor Woodard informed members that he had also obtained a quotation for a memorial plaque, manufactured from stainless steel, in the sum of £90.00. He mentioned also that he would be able to arrange the production of a framed print of the wording of the memorial plaque, including a copy of the regimental coat of arms of the bomber crew, for a relatively small sum.

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

- Councillor Woodard would order a memorial plaque, of the type described to members, and commission an associated framed print;
- the Chairman would arrange the construction of a brick plinth for the plaque and the subsequent affixing of the memorial plaque;
- Councillor Mrs Berry would arrange for the local History Group to meet the cost of the framed print.

(3) Jubilee Arch at Pump Corner (M6/14 (6))

Councillor Woodard informed members that a commemorative plaque for the Jubilee Arch had been purchased and subsequently affixed to the structure; the Clerk reported that the financial donation offered by the Manea resident towards the cost of the plaque had been received by the Parish Council.

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

M19/14 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) Variation of condition 21 of planning permission F/YR12/0353/F (Erection of 14 dwellings with associated garages): in relation to minor material amendments to plot 10 – F/YR14/0353/F (applicant: Mr K Bridgement).

That the application be supported.

- (2) Removal of condition 15 of planning permission F/02014/10/CM relating to Lyon farm, Lyons Drove, off Byall Fen Drove, Manea – F/YR2004/14/CM (applicant: Mick George Ltd).

Object to the application, on the basis that this council considers this planning condition (which relates to keeping records of HCV movements) still to be relevant, particularly given the impact that the movement of HCVs to and from the site is having upon the condition of the local highway network.

M20/14 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 and that the Clerk would inform Police Sergeant Monger of the council's concerns regarding the lack of both Constabulary attendance at meetings of Manea Parish Council and presence within the village.

M21/14 Community Governance Review

Further to minute M145/13, members considered the submission of a formal response from the Parish Council to the consultation exercise being undertaken by Fenland District Council (FDC) in relation to its draft proposals for addressing the boundary anomalies resulting from the recent electoral review; the deadline for receipt by FDC of consultation responses is 12 July 2014.

It is clear that, in developing its draft proposals, FDC had taken into account fully the views of Manea Parish Council in this matter (minute M145/13 refers); in fact, the district council's proposal for addressing the boundary anomaly between Chatteris and Manea parishes (shown as Proposal One in the consultation document) accords with the view of Manea Parish Council that the appropriate remedy would be to align the Manea Parish Council electoral ward boundary with that of the new Manea District ward boundary.

Members decided that, as the proposal which affects the parish of Manea accords with the view expressed by this council at minute M145/13, Manea Parish Council is supportive of Proposal One (as detailed in the letter of consultation from Fenland District Council) of the Community Governance Review.

M22/14 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. On this occasion, Councillor Connor had not provided any information, for reporting by the Clerk, on County Council-related issues. Councillor Archer had, however, informed the Clerk, in advance of the meeting, that he had no District Council-related issues for reporting to the Parish Council at this time.

Members decided that the situation be noted.

M23/14 Public open spaces

- (1) Playing field – further to minute M10/14, the Clerk reported the quotation received in respect of the purchase of a replacement seat for one of the toddler swings; the quotation offered the options of supply and delivery only or supply and installation.

Members decided the quotation for supply of the swing seat only (in the sum of £65.00 plus VAT) be accepted and that the Clerk would make arrangements with the supplier for the item to be collected (to avoid a delivery charge) by Councillor Mrs Desborough.

- (2) RoSPA inspection – further to minute M10/14, the Clerk reported that he had forwarded a copy of the RoSPA report relating to the skateboard park to the supplier of that equipment, with the request that the necessary remedial works be undertaken; consequently, the company had undertaken to carry out the necessary remedial works. In addition, the Clerk had obtained information from the company as to the warranty for the skateboard park, which is for a period of three years and covers all workmanship and material failures (unless deemed to fair wear and tear, misuse or deliberate damage).

Members decided that the information reported by the Clerk be noted and that he would ask the supplier to provide a quotation for the cost of the remedial works to the skateboard park in the event that they proved not to be covered under the warranty.

- (3) Verge cutting – the Clerk reported a request from a resident of Jolley Close that the piece of former highway land adjacent to Jolley Close (next to the village green) be no longer cut as highway verge but as village amenity land, to improve the appearance of this part of the village.

Members decided that the resident's request be approved and, consequently, the Clerk would make the necessary arrangements for this area be removed from the schedule of verge cutting work, undertaken by one contractor, and added to the general grounds maintenance contract, undertaken by a different contractor.

M24/14 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 3 June 2014, including the recommendations set out at minutes PMC2/14, PMC3/14 and PMC6/14; those being that:

1. the Parish Council considers the installation of a couple of picnic benches within the woodland area;
2. the Parish Council considers the whole issue of the provision and emptying of dog waste bins at Manea Pit;
3. following inclusion of a financial sum within the Parish Council's budget for 2014/15 (minute M116/13 refers), the council should now proceed with obtaining quotations for undertaking surfacing works to the car parking area at Manea Pit (minute M53/13 refers);
4. the Parish Council considers arranging the cutting/clearance of the dyke in the vicinity of the pit car parking area;
5. the pit be closed for fishing purposes for a period of 10 days at an appropriate point each year to allow for spawning of fish.

In connection with 1 above, Councillor Woodard reported the quotations that he had obtained for the purchase and installation per picnic bench at the woodland area.

Further to minutes M11/14 and PMC6/14, members considered a proposal submitted by Mr I Fost (a member of the Manea Pit Management Committee) in relation to the purchase of Carp; in summary, the proposal is to purchase 20 Carp of 10 to 12 lb in weight, at a total cost of £2,400 to £2,880 (depending upon actual weights of the fish) with payment to the supplier being split equally over the financial years 2014/15 and 2015/16.

Councillor Cole suggested that the Parish Council should, as it had done at this point last year, undertake an inspection of the pit area and the surrounding area in advance of its next meeting.

Members decided that

- (1) the contents of the Manea Pit Management Committee minutes be noted;
- (2) with regard to the recommendations of the Manea Pit Management Committee,
 - two picnic benches (for installation in the woodland area), at a cost of £250 each, be purchased;
 - the Chairman would discuss with Mr R K Miller the emptying of dog waste bins at Manea Pit;
 - quotations would be sought, from the three contractors now selected, for undertaking surfacing works to the car parking area at Manea Pit;
 - the Chairman would pursue, with the Chairman of one of the local Internal Drainage Boards (IDB), the possibility of that IDB undertaking, on behalf of Manea Parish Council, the cutting/clearance of the dyke in the vicinity of the pit car parking area;
 - the pit be closed for fishing purposes for a period of 10 days at an appropriate point each year to allow for spawning of fish;
- (3) 20 Carp of 10 to 12 lb in weight, at a total cost of £2,400 to £2,880 (depending upon actual weights of the fish) with payment to the supplier being split equally over the financial years 2014/15 and 2015/16, be purchased.

- (4) the Parish Council would inspect Manea Pit and the surrounding area immediately prior to its next meeting; members would assemble at the playing field car park at 6.15 pm on 21 July 2014.

M25/14 Financial matters

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

Income

Cambridgeshire County Council	Village verge cutting	£623.42
A R Clingo	Interment fee	£154.00
W M Crompton	Donation - cost of plaque for Jubilee Arch	£50.00
P Clarke	Allotment rent	£250.00
J Lawrence	Allotment rent	£200.00
Various (via I Fost)	Sales of fishing tickets	£132.50
Total Income		£1,409.92

Expenditure

Manea Village Hall	Room hire on 12 May 2014	£10.00
Mrs A Ryman	Wages and expenses	£50.80
T Jordan	Salary (less income tax of £128.66), Broadband and other expenses	£580.34
E.on	Electricity for village green (includes VAT of £0.28)	£5.81
E.on	Electricity for sports area (includes VAT of £0.22)	£4.67
Richard Yardy 2002 Ltd	Repairs to electrical installation for floodlights includes VAT of £37.80)	£226.80
I Woodard	Reimbursement of costs of purchasing plaque and fixings for Jubilee Arch	£35.65
SLCC	Annual membership subscription (cost shared with Elm PC)	£73.50

H M Revenue and Customs	Clerk's Income Tax (March, April and May 2014).	£387.43
B Short	Re-fitting of toilet pan at pavilion	£25.00
Total Expenditure		£1,400.00

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 May 2014 (in the total sum of £65,086.56), together with the month-end figures for each of the preceding six months and as at 31 May 2013.

Members decided

- (1) upon a proposal from Councillor Woodard, seconded by Councillor Fielding, that the income of £1,409.92 be noted and that the payments totalling £1,400.00 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 May 2014, together with the month-end figures for each of the preceding six months and as at 31 May 2013, be noted.

M26/14 Annual village inspection

Following their annual village inspection, which took place immediately prior to this meeting - and included visits to the playing field, the pavilion and the cemetery - members considered whether there is a need to arrange any repair, replacement or improvement works to these community assets.

Members decided that the areas of council-owned land and facilities in the village are generally in very good order and that only the following is required:

- repairs to one of the memorials within the cemetery, which appears to have suffered damage as a result of subsidence at that point in the cemetery; the Chairman undertook to seek to identify a relative of the deceased and to ask consent for improvement (not full repair) works to be carried out (likely to involve the removal of some concrete and the laying of stone chippings) by the Parish Council
- consideration, at a future meeting, of undertaking works to re-surface (where necessary) and widen the footpath within the cemetery.
- the maintenance works to the skateboard park identified in the RoSPA report (minute 23/14 refers).

M27/14 Correspondence

Manea Station Masterplan consultation

The Clerk read to members an e-mail from the Transport Development Manager at Fenland District Council, informing the Parish Council of the Manea Station Masterplan consultation exercise being undertaken by the Hereward Community Rail Partnership (which includes representatives of Fenland District Council and Manea Parish Council). The consultation exercise, which commences on 16 June and concludes on 1 August 2014, includes two events being held at Manea Village Hall on 26 and 28 June 2014.

The draft masterplan shows the proposed location of facilities that are expected to be delivered in future at the station. This includes car parking, lighting, waiting shelters, customer information points and proposals to lengthening both platforms so that they would be able to accommodate three car trains. The Community Rail Partnership

proposes to amend the plan following the consultation exercise and then adopt a final version for implementation in stages in future years.

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

M28/14 Next meeting

Members were reminded that the next meeting of the Parish Council had been scheduled for 21 July 2014, commencing at 7.00 pm, at the Village Hall, School Lane, Manea; this meeting would be preceded by an inspection by the Parish Council of the Manea Pit area (minute M24/14 refers).

Meeting finished at 8.40 pm

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

Date:.....