

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

17 FEBRUARY 2014 – 7.00 pm.

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

**Apologies:** Councillor Jolley.

The minutes of the meeting of 13 January 2014 were confirmed and signed.

### M121/13 Open Forum

#### (1) Manea Pit: Carp Syndicate

Mr P Catling, a member of the Carp Syndicate, explained to the Parish Council the history of the Carp Syndicate and its participation in the work of the Manea Pit Management Committee; he made the point that he had acted as Secretary of the Carp Syndicate for the first two years of the syndicate's operation and then the role was taken on by Mr H Westgate.

Mr Catling acknowledged that there had been problems between Mr Westgate, as Secretary of the Carp Syndicate (who seemed to have been working to his own agenda and not that of the syndicate), and the Parish Council (via the Manea Pit Management Committee). Through the actions of Mr Westgate, the Carp Syndicate had been misrepresented at meetings of the Manea Pit Management Committee. Mr Catling mentioned his awareness of the recommendation of the Manea Pit Management Committee (minute PMC30/13 refers) that, in the light of the ongoing relationship difficulties between the Carp Syndicate and the Parish Council (via the management committee), the Carp Syndicate should not operate beyond the current membership year; the Parish Council should take over administration of process of issuing tickets for Carp fishing with effect from April 2014.

Mr Catling stated that the Carp Syndicate is keen to salvage the situation. He is aware that one issue which had not helped the relationship between the Carp Syndicate and the Parish Council was the fact that Mr Westgate had not provided to the Chairman of the Manea Pit management Committee a list of members of the Carp Syndicate. He informed the Parish Council that Mr Westgate had been asked by the Carp Syndicate to resign from the position as Secretary and he had done so. Given that situation, Mr Catling suggested that the Carp Syndicate should be allowed to continue, as he feels it would be in the best interests of the Parish Council. Mr Catling stated that he is happy to take on the role of Secretary of the Carp Syndicate and to represent the syndicate at meetings of the Manea Pit management Committee.

Members decided that the comments made by Mr Catling be noted and that they be taken into account when considering (at minute M130/13) the recommendations from 27 January 2014 meeting of the Manea Pit Management Committee.

## **(2) Lorries speeding through the village**

A local resident expressed her concern regarding large lorries travelling at speed through the village at around 4.30 am each day and enquired as to whether the Parish Council had any knowledge as to the destination of the lorries and the companies by which they are being operated, with the aim of addressing this anti-social activity.

Members decided that the comments of the resident be noted and that:

(1) the issue of speeding be referred to the Constabulary;

(2) the Chairman would make investigations of local hauliers to ascertain if the lorries which are causing disturbance to local residents are being operated by those companies.

## **M122/13 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.

## **M123/13 Introducing the Police and Crime Commissioner**

Ms Nicola Fenton, the Outreach Worker for the Peterborough and Fenland Office of the Police and Crime Commissioner (PCC) for Cambridgeshire, explained to members the role and responsibilities of the PCC and the purpose of the Police Crime Plan 2013-16. The Police and Crime Commissioner for Cambridgeshire is Sir Graham Bright.

Ms Fenton reminded members that the Police and Crime Commissioner (PCC) was elected to office in November 2012, as a replacement for the Police Authority; she commented that the view of the Government, in making this change, was that having a single person with responsibilities for policing in each County would provide greater accountability to the public. Responsibilities of the PCC include overseeing the work of the Chief Constable and holding him to account for the performance of the County's police service, as well as setting the Constabulary's annual budget and writing the Police Crime Plan for 2013-16.

Ms Fenton outlined the five objectives of the Police Crime Plan for 2013/16; namely to:

- Maintain local police performance
- Deliver policing within the available budget
- Continue to tackle crime and disorder – with a focus on anti-social behaviour, dwelling burglary, organised crime and drugs misuse.
- Keep people safe – with a focus on domestic abuse, integrated offender management and vulnerable people – especially child sexual exploitation and hate crime.
- Maintain the resilience of protective services.

Ms Fenton asked that members consider the Police Crime Plan - she undertook to send an electronic copy to the Clerk, for forwarding to members – and to inform her, via the Clerk, of any comments they may have upon the content of the plan. She also made the point that the PCC is keen that communities establish Watch groups (such as Neighbourhood Watch, Speed Watch, Countryside Watch); he also aims to increase substantially the number of Special Constables across the County.

Members decided that

- (1) the information presented by Ms Fenton be noted;
- (2) they would read the Police Crime Plan and forward any comments on its content, via the Clerk, to Ms Fenton.

#### **M124/13 Progress on actions from minutes of last meeting**

##### **(1) Charlemont Drive, Manea (minute M110/13 (1))**

The Clerk reported that he is still awaiting a response from the Charlemont Drive Residents' Association as to whether it would be prepared to meet 50% of the cost of purchasing and installing a waste bin on the estate. He had been informed, last month, by the Charlemont Drive Residents' Association that it would be submitting a list of questions, for reference to this meeting of the Parish Council; however, no such list had been received by him.

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

##### **(2) New pavilion for Manea (minute M110/13 (3))**

The Clerk reported that he had no updates to report in relation to this matter.

Members decided that the situation be noted.

##### **(3) Station Road, Manea (minute M110/13 (4))**

The Clerk reported to members the update that he had received recently from Fenland District Council (FDC), as Local Planning Authority (LPA).

The owner of 48 Station Road had contacted FDC on 25 January 2014, confirming that a planning agent had been engaged and that a planning application for re-development of the site would be submitted. The relevant officer at FDC is scheduled to pursue this matter with the property owner in the event that a planning application is not received by the LPA by 28 February 2014.

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

##### **(4) Fodder Fen, Manea (minute M110/13 (5))**

The Clerk informed members that a meeting with relevant officers of the Local Highway Authority – at which the Parish Council would be represented by Councillors Mrs Desborough, Emery and Risbridger, County Councillor Connor and the Clerk – had been arranged for 28 February 2014 (commencing at 10.00 am).

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

#### **M125/13 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 single-storey dwelling on land east of Orchard Lodge, Old Dairy Yard, Westfield Road, Manea - F/YR14/0011/O (applicant: Mrs J Goude).*

*Object to the application, on the basis that the access road is inadequate to serve further development.*

- (2) Erection of 624 ground mounted photovoltaic solar panels and a 2.1 m (max height) security fence on land north-east of Lynford House Farm, Days Lode, Fodder Fen, Manea – FYR14/0019/F (applicant: Mr R Sears).

*Object to the application, on the basis that*

- *approval of the application would result in the introduction an alien feature in the open countryside, which would have a detrimental impact upon the rural character of the area*
- *the proposal would have an adverse impact upon the visual amenities of the area.*

### **M126/13 Police matters**

PCSO Rachael Cheverton, 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 Cheverton commented that there had been no crimes reported within Manea since the last meeting of the Parish Council; the only incident reported was of a domestic nature.

With regard to the comments made by a local resident at minute M121/13 (2), the PCSO stated that it should be possible for the Constabulary to undertake some speed enforcement activity within the village and she also suggested that parishioners may wish to supplement this activity by participation in the Speed Watch initiative.

PCSO Cheverton mentioned that a review of PCSO numbers across Cambridgeshire had been undertaken, as a result of which the Constabulary would fund 150 PCSOs across the County in the financial year 2014/15. The highest number of PCSOs that had been employed by Cambridgeshire Constabulary in the past was 195. She informed members that the local policing team had set up a new Facebook page, entitled "Policing March and Chatteris" and that the local team is aiming to publish three items of news each day; so far, the page has 945 followers.

The PCSO commented that the local policing team had been publicising the Chatteris and Manea Neighbourhood Forum meeting scheduled for 27 February 2014 (commencing at 7.00 pm).

Further to minute M36/13, Councillor Mrs Desborough commented that the highway visibility difficulties caused as a result of a van being parked regularly on East Street, at its junction with Station Road, which had ceased upon the previous "offender" removing from East Street, had begun again (this time being caused a different person). PCSO Cheverton stated that she would visit the home of the person who is causing the inconsiderate parking with the aim of achieving a resolution of the situation.

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

### **M127/13 Street naming – land south-west of Williams Way, Manea**

Members considered the invitation from Fenland District Council to suggest a street name for a new housing development on land south-west of Williams Way, Manea.

The developer of the estate had suggested a list of 19 possible names (which the company has selected from the Manea War Memorial, on the understanding that they are surnames common to families in the village).

Members decided, on the basis that the land upon which the development is taking place was owned by the Cox family (and that the name Cox is included in the list of suggestions produced by the developer), to recommend to Fenland District Council that the new development on land south-west of Williams Way, Manea be named Cox Way.

### M128/13 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. Councillor Connor had, however, spoken with the Clerk in advance of the meeting to explain some of the issues that was seeking to address on behalf of the parish of Manea; the Clerk summarised for members the conversation between Councillor Connor and him.

Members decided that the situation be noted.

### M129/13 Public open spaces

- (1) Playing field – further to minute M114/13 (1), the Clerk reported the quotation that he had received for reducing (by 50%) the height of four conifers at the north-eastern boundary of the playing field.

The Chairman reported that it had proved necessary, for safety reasons, to reduce the height of a further conifer at this location; this work had been undertaken by the contractor who had undertaken works to other trees at the playing field in recent months.

Further to minute M89/13, the Chairman reported that he is still awaiting further contact from a representative of the supplier/installer of the skateboard park (to discuss the repair works required to that equipment).

Members decided that

- (1) the information reported by the Clerk and the Chairman be noted;
  - (2) the quotation for reducing (by 50%) the height of four conifers at the north-eastern boundary of the playing field, in the sum of £800.00, be accepted;
  - (3) the action taken by the Chairman in relation to the emergency tree works be endorsed;
  - (4) the Clerk would make a further request to the supplier/installer of the skateboard park to make contact with the Chairman.
- (2) Pavilion – Councillor Mrs Berry mentioned concerns of users of the facility that, following the weekly cleaning of its interior, the floor of the pavilion is always left in a wet condition.

The Chairman informed members that it had been necessary to engage the services of a local electrician to replace one of the lights, which was in a potentially dangerous condition, within the pavilion.

Members decided that

- (1) the comments made by Councillor Mrs Berry, on behalf of users of the pavilion, be noted and that the Chairman would discuss the situation with the person who undertakes the cleaning works within the pavilion;
- (2) the action taken by the Chairman to address the electrical problem be endorsed.

## M130/13 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 27 January 2014, including the recommendations at minutes PMC30 /13; those being that:

- (1) in the light of the ongoing relationship difficulties between the Carp Syndicate and the Parish Council (via the management committee), the Carp Syndicate should not operate beyond the current membership year; the Parish Council should take over administration of process of issuing tickets for Carp fishing with effect from April 2014;
- (2) fees for Carp Syndicate membership and fishing tickets for the 2014/15 be not increased from the 2013/14 level; approval of this recommendation would result in fees for 2014/15 remaining at:
  - £120.00 for annual membership of the Carp Syndicate
  - £27.50 for an annual fishing season ticket
  - £16.50 for a concessionary rate annual season ticket
  - £5.50 for a day fishing ticket.

Further to minute M117/13, the Chairman reported that he had been unable, to date, to obtain from the Secretary of the Carp Syndicate a list of syndicate members.

The Clerk read to members an e-mail from Mrs P Smith regarding the consultation process relating to the latest draft version of the new Management Plan for Manea Pit and the surrounding area (minute PMC28/13 refers). In accordance with minute PMC28/13, Mrs Smith had circulated an updated version of the plan with a request for added information and comments to be sent to her by 10 February (so that she could produce the next draft for the meeting of the Manea Pit Management Committee scheduled for 26 February).

Mrs Smith is very disappointed that so few members of the committee had responded to the consultation. She makes the point that this is not meant to be her plan alone; she is writing it on behalf of the whole management committee and needs input from all. Of particular concern to Mrs Smith is that none of the Parish Council members on the committee had responded. Mrs Smith proposes to undertake no further work on this plan in advance of 26 February 2014 meeting of the Manea Pit Management Committee.

Members decided

- (1) that the contents of the Manea Pit Management Committee minutes be noted;
- (2) to approve the recommendation of the Manea Pit Management Committee (minute PMC30/13 refers) that fees for Carp Syndicate membership and fishing tickets for the 2014/15 be not increased from the 2013/14 level;
- (3) the contents of the e-mail from Mrs P Smith be noted;
- (4) having considered the recommendation of the Manea Pit Management Committee (at minute PMC30/13) and the comments made Mr P Catling (at minute M121/13 (1)), that the Carp Syndicate be allowed to continue for 2014/15, provided that Mr Catling takes on the role of Secretary of the Carp Syndicate and acts as the syndicate's representative on the Manea Pit Management Committee; the council also expects every effort to be made to have a full membership of the syndicate and would review the situation again in 12 months time.

## M131/13 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
Landins	Interment fee	£154.00
Turner and Son	Cremated remains plot purchase and interment fee	£242.00
Richard King Memorials	Memorial tablet	£100.00
<b>Total Income</b>		<b>£650.00</b>

### Expenditure

Manea Village Hall	Room hire on 13 January 2014	£10.00
Mrs A Ryman	Wages and expenses	£57.31
T Jordan	Salary (less income tax of £128.66), Broadband and other expenses	£608.14
E Mason and Son (Farmers) Ltd	Grounds maintenance: January 2014 (includes VAT of £49.00)	£294.00
E.on	Electricity for village green (includes VAT of £0.56)	£11.70
E.on	Electricity for sports area (includes VAT of £0.65)	£13.62
E.on	Electricity for pavilion (includes VAT of £6.10)	£128.17
Cambridgeshire ACRE	Membership 2014/15 (includes VAT of £8.00)	£48.00
Sears Bros. Ltd	Verge cutting 2013 (includes VAT of £164.85)	£989.10
D. A. Pest Control	Control of moles at playing field	£50.00
Fenweb Limited	Website hosting and publication of content (includes VAT of £80.00)	£480.00
<b>Total Expenditure</b>		<b>£2,690.04</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 January 2014 (in the total sum of £50,330.84), together with the month-end figures for each of the preceding six months and as at 31 January 2013.

Members considered the appointment of an Internal Auditor for the audit of the Parish Council's 2013/14 accounts.

The Clerk informed members that the person who undertook this role in respect of the 2011/12 and 2012/13 accounts, Mr Ivan J Cooper, is willing to do likewise for the 2013/14 accounts.

Members decided

- (1) upon a proposal from Councillor Mrs Desborough, seconded by Councillor Woodard, that the income of £650.00 be noted and that the payments totalling £2,690.04 be authorised;

- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 January 2014, together with the month-end figures for each of the preceding six months and as at 31 January 2013, be noted;
- (3) that Mr Ivan J Cooper be appointed as the Parish Council's Internal Auditor for the 2013/14 audit of accounts.

### M132/13 Annual Risk Assessments

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

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

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

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

### M133/13 Correspondence

- (1) Memorial to RAF Halifax bomber crew.

Members considered a request from the nephew of a member of the crew of a RAF Halifax bomber which came down opposite Colony Farm on 25 April 1944 (killing six of the crew of seven) for the Parish Council to erect a memorial dedicated to the crew of the bomber. The requester makes the point that 25 April this year would be the 70<sup>th</sup> anniversary of this event.

Members decided that

- (1) they would carry out investigations locally to obtain more information, particularly in relation to the exact location of where the bomber came down;
  - (2) the Clerk would seek from the requester his thoughts as to what form a memorial might take.
- (2) Roads around Manea.

The Clerk reported a letter from a resident of the village expressing concern regarding the condition of roads around Manea; he makes particular reference to Byall Fen Drove, Manea.

Members decided that the Clerk would reply to the letter, making the points that the Parish Council is well aware of the situation described in the letter and is, consequently, having an ongoing dialogue with officers of the County Council, as Local Highway Authority, regarding this matter; also mentioning the fact that a meeting involving the relevant officers of the local Highways Maintenance Team, three members of Manea Parish Council and the Clerk would be taking place later this week to discuss the matter and any possible measures that could be taken to address the problem.

**M134/13 Next meeting**

Members were reminded that the next meeting of the Parish Council had been scheduled for 17 March 2014, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 8.40 pm**

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

Date:.....