

MANEA PARISH COUNCIL

MINUTES OF MEETING

20 OCTOBER 2014 – 7.00 pm.

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

Apologies: Councillor Risbridger.

The minutes of the meeting of 15 September 2014 were confirmed and signed.

M73/14 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.

M74/14 Open Forum

(1) Possible gardens competition

A resident of Manea informed the council of her idea of organising a competition to award prizes to those parishioners who possess the most attractive front gardens in the village. She commented that she hoped to be able to secure publicity for such a competition, which would operate firstly in 2015, through the Manea Matters publication; she read to the council her proposed publicity article.

The resident requested members' views regarding her idea and enquired as to whether the council would agree to meet the cost of trophies for the completion winners.

Members decided that comments made by the parishioner be noted, her proposal for a gardens competition be supported and that the council would consider the ways in which it could sponsor the competition as the proposal develops.

(2) Proposed siting of a mobile home at Cherry Tree House, Fallow Corner Drove, Manea

The occupier of Cherry Tree House, Fallow Corner Drove, Manea explained to members that he proposes to submit a planning application to Fenland District Council for the siting of a mobile home, for occupation by his elderly father, at that address; he stated that he would be pleased to hear any views of the Parish Council in this regard prior to the submission of a planning application.

The Clerk had circulated, at the request of the potential applicant's architect, to members, in advance of the meeting, a drawing of the proposed mobile home and a letter from the potential occupier's doctor in support of the proposal.

Members decided that the comments of the parishioner be noted and that, based upon the information reported by the parishioner, they support in principle the development proposed and would have regard for the resident's comments when consulted by the Local Planning Authority on a planning application for the development.

(3) Charlemont Drive, Manea

A representative of the Charlemont Drive Residents' Association:

- a) raised concerns that despite confirmation from Fenland District Council, as Local Planning Authority, that new development off Williams Way would not have a "Charlemont" address (minute M31/14 (1) refers), there are still signs which had been installed in the village by the developers of the site showing such a name.
- b) informed the council that although residents of the estate had been given promises by County Councillor Connor that he would make efforts to secure the adoption by CCC of the highways-related aspects of this estate, they have heard nothing from him for a number of months.

The representative informed the council that residents of Charlemont Drive were heartened to read in 17 October 2014 edition of the Cambridgeshire Times newspaper of the success that had been achieved in securing adoption of highways and street lighting at Dagless Way, March and are hopeful that County Councillor Count, who had played a key role in that achievement, would be able to facilitate a similar situation at Charlemont Drive.

With regard to a) above, one of the representatives of Circle Housing Roddons who was present at the meeting for minute M76/14, undertook to secure removal of the incorrect signage.

Members decided that the comments made by the representative of the Charlemont Drive Residents' Association be noted and that the Clerk would write to County Councillor Count, with the aim of enlisting his support in seeking to achieve adoption by the County Council of the highways-related aspects of the Charlemont Drive estate at Manea.

M75/14 Progress on actions from minutes of last meeting

(1) New pavilion for Manea (minute M60/14 (1))

The Clerk reported that the planning permission for the new pavilion (reference F/YR11/0075/F) was issued on 28 September 2011 and included a condition that "the development hereby permitted shall be begun before the expiration of three years from the date of the permission". This means that planning permission for this proposed development had lapsed on 27 September 2014. He reported also that he had sought to ascertain from Fenland District Council whether there any Section 106 Planning Obligation monies which Manea Parish Council is able to access to contribute towards this proposal but, to date, he had received no response.

With regard to the Parish Council's application for funding under Fenland District Council's Rural Capital Grants scheme, Councillor Jolley informed members that the future of that scheme is looking secure and he anticipates that the Parish Council's application for funding would be considered at the District Council's Cabinet meeting in November 2014.

Members decided that the information reported by the Clerk and Councillor Jolley be noted and that the Clerk would

- (1) engage the firm of architects which had submitted the original application for planning permission to make application for renewal of planning permission reference F/YR11/0075/F and to submit an application for Building Regulations approval;
- (2) pursue a response from Fenland District Council as to whether there any Section 106 Planning Obligation monies which Manea Parish Council is able to access to contribute towards this proposal.

(2) Cranmore Lots allotments site (minute M60/14 (2))

The Clerk reported that sale of this land would be undertaken on the basis of the estate agents inviting informal tenders; the deadline for the submission of tenders would be 13 November 2014, which should enable the Parish Council to reach a decision at its next meeting (on 17 November 2014) on the acceptance of a tender for the purchase of this land.

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

(3) Funfair (minute M70/14 (1))

At the invitation of the council, the operator of the funfair, Mr Kendall, attended the meeting to provide greater detail of the nature of the request to operate a funfair in Manea for one week in 2015 and the manner in which the funfair would be operated.

Mr Kendall informed members that the funfair would consist of two or three large rides plus a number of stalls (which would be operated between 6.00 pm and 10.00 pm on weekdays and between 2.00 pm and 10.00 pm on a Saturday) and that all of the equipment used complies with all of the necessary safety regulations and is fully insured; he added that he is a member of the Showmen's Guild of Great Britain. He commented that a week in June or July 2015 would probably be the best time to operate a funfair in Manea.

Members expressed their support for the holding of a funfair in Manea in 2015 and consider that the week following the Manea Gala (which would take place on 11 July) would be appropriate.

Members decided that the request to operate a funfair in Manea for one week in 2015 be supported in principle and that the matter be considered further, after members have had the opportunity to think through any practical aspects, at the next meeting of the Parish Council.

M76/14 Lettings policy for the new Circle Housing Roddons properties under construction at Williams Way, Manea

Members received a presentation from Nina Burton and Fiona Coulson from Circle Housing Roddons on the housing association's lettings policy for the 38 new social housing properties which are currently under construction at Williams Way, Manea.

Ms Burton informed members that, as the Allocations Manager for Circle Housing Roddons, she has the responsibility for letting these new properties.

Ms Burton informed members that the first properties at the development, which is to have the name of Cox Way, are due to be completed in December 2014. She explained that the development would comprise: 4 x 2-bedroom bungalows; 16 x 2-bedroom 4-person houses; 16 x 3-bedroom 5 person houses; 2 x 4-bedroom 6 person houses and that all properties would be advertised through the Home-Link choice-based lettings scheme. She circulated copies of the standard local lettings policy and explained the manner in which it operates; in summary, priority for tenancy would be given to applicants with a rural connection and the highest banding within these categories.

Ms Burton explained that rural connection is prioritised in the following order; as persons:

- i) who have been living within the parish for at least one year
- ii) who have been working within the parish for at least one year
- iii) with a strong family connection to the parish or who have previously been resident in the parish
- iv) with some other long-standing link with the parish

- v) living or working in, or who have a long-standing connection with, an adjacent parish
- vi) living elsewhere in the district
- vii) with a link to the district (in the case of shared ownership).

Ms Burton commented that there is the option to add to the local lettings policy a condition relating to under-occupancy (by one bedroom) of the dwellings (aimed at maximising the opportunity for homes to be offered to local residents). She explained the detail of that condition and sought members' views on such a course of action.

Members were informed that Circle Housing Roddons reserves the right not to let to applicants with a history of anti-social behaviour, violence or high level rent arrears which would lead to a tenancy being unsustainable and would seriously disrupt community life.

Ms Burton and Ms Coulson responded to members' questions.

Members decided that the information reported be noted and that the proposed local lettings policy, to include a condition relating to under-occupancy (by one bedroom) of the dwellings, be supported by the Parish Council

M77/14 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 2 x two-storey 4-bed and 2 x two-storey 2-bed dwellings with detached single garages on land south-east of Williams Way, Manea – F/YR14/0754/F (applicant: Mr M Dunkley).

Object to the application, on the basis that the construction of 4 dwellings on this site would constitute over-development.

- (2) Erection of a dwelling on land north-west of Cedar Lodge, The Old Dairy Yards, Westfield Road, Manea – F/YR14/0757/O (applicant: Mr M Barber).

That the application be supported. However, the Parish Council has concerns regarding the adequacy of the access road, in terms of condition and width, and the additional traffic that would be generated by the development (in terms of it accessing Westfield Road).

- (3) Display of fascia sign, 3 wall-mounted signs, 2 window visuals and window/door manifestations, all non-illuminated, at Manea Stores, 1 Park Road, Manea – F/YR14/0770/A (applicant: One Stop Stores Ltd).

That the application be supported.

- (4) Erection of a three-storey 5-bed dwelling, involving partial demolition of existing shed, on land north of 88 Station Road, Manea – F/YR14/0793/F (applicant: Mr G Wallis).

That the application be supported.

M78/14 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, as follows:

- one report of criminal damage to the door mirror of a vehicle

- one incident of damage caused to a window of a building by the throwing of stones.

Members decided that the information reported by the Clerk, on behalf of PCSO Dyer, be noted.

M79/14 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, neither councillor had provided any information, for reporting by the Clerk, on County Council or District Council issues.

Members decided that the situation be noted.

M80/14 Public open spaces

- (1) Playing field – further to minute M64/14 (1), Councillor Cole reported that he had spoken with the Chairman of the Manea and Welney IDB regarding both the possibility of undertaking trimming works to some of the conifers at the playing field and clearance works to a dyke adjoining the playing field; although the Chairman of the Manea and Welney IDB had agreed to arrange such works there had been no action to date.

The Chairman mentioned the need for electrical repair works to showers within the pavilion.

Members decided that

- (1) the information reported by Councillor Cole, with regard to works to conifers and the dyke, be noted and that he would make further contact with the Chairman of the Manea and Welney IDB regarding the agreed works;
 - (2) the Chairman would arrange for the council's electrical contractor to undertake the necessary repair works to the showers.
- (2) Cemetery – further to minute M64/14 (2), Councillor Mrs Desborough informed members a number of new watering cans had been provided at the cemetery.

Members decided that the situation be noted.

- (3) War memorial – further to minute M64/14 (3), the Clerk reported that he would be meeting the contractor on 27 October 2014 to finalise the arrangements for adding the four names to the war memorial.

Members decided that the situation be noted.

- (4) Bus shelters – Councillor Fielding commented that a number of members of the public had enquired as to the possibility of the Parish Council providing at least one bus shelter in the village.

Members decided that the comments of Councillor Fielding be noted and that the provision of bus shelters be considered by the Parish Council following conclusion of the County Council's review of subsidised bus services via the Cambridge shire Future Transport programme.

M81/14 Manea Pit

Members considered whether there are any issues relating to operation and management of Manea Pit which require consideration by the Parish Council at this time.

The Clerk reminded members that it had proved necessary, due to the subsequent unavailability of a number of committee members, to cancel the meeting of the Manea Pit Management Committee scheduled for 9 October 2014 and that he is in the process of consulting members on their availability to meet on either 19, 25 or 26 November 2014.

Further to minute 65/14, Councillor Cole reported that the order for manufacture and supply of 3 RSJs to continue the installation of the pond dipping area; had been placed and delivery is awaited.

Further to minute PMC18/14, the Chairman informed members that the two new picnic benches had been installed in the community woodland.

Further to minute PMC23/14, the Clerk read to members an e-mail from Mr I Fost, a member of the Manea Pit Management Committee, in which he states that the supplier of the Carp ordered by the Parish Council would not be able to supply such fish this year but would be able to deliver against that order, on the same terms, next year.

Mr Fost makes the point that the Manea Pit Management Committee had discussed at different times the predation by cormorants on the silver fish in the pit and suggests that the Parish Council should consider the purchase this year (deferring the purchase of carp until next year) of 1,000 Bream (of 6 – 8 inches in length). Mr Fost provided the council with three quotations for the supply of such fish. Members support Mr Fost's suggestion.

Members decided that

- (1) the current situation be noted;
- (2) the next meeting of the Manea Pit Management Committee be arranged for 25 November 2014;
- (3) the quotation of Mainstream Fisheries, for the supply of 1,000 Bream (of 6 – 8 inches in length) – together with 2,000 mixed fish (of 3 – 5 inches in length) on a free-of-charge basis – in the sum of £1,586.24 (plus delivery and VAT) be accepted.

M82/14 Financial matters

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

Income

B Fletcher	Allotment rent	£200.00
Kent Memorials	Cemetery memorial	£154.00
Fenland District Council	Parish Precept – second 50% (including £725.50 Council Tax Support)	£14,500.00
C Howell	Allotment rent	£200.00
P Lawrence	Allotment rent	£225.00
Total Income		£15,279.00

Expenditure

Manea Village Hall	Room hire on 15 September 2014	£10.00
Mrs A Ryman	Wages and expenses	£67.85
T Jordan	Salary (less income tax of £131.58), Broadband and other expenses	£574.22
B Short	Repairs to tap at pavilion	£20.00
E.on	Electricity for village green (includes VAT of £0.46)	£9.72
E.on	Electricity for sports area (includes VAT of £0.84)	£17.68
Anglian Water	Water for cemetery	£18.49
Anglian Water	Water for pavilion	£53.67
Mr D Cole	Labour and materials for works at Manea Pit (includes VAT of £167.60	£1,005.60
Mr D Newman	Hire of dumper and labour for works at Manea Pit	£150.00
Rural Cambs Citizens' Advice Bureau	Donation	£35.00
Manea Connect Committee	Parish Council editorial in Manea Matters in 2015	£90.00
Ridgeons	Building materials (includes VAT of £4.99)	£29.96
Total Expenditure		£2,082.19

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 September 2014 (in the total sum of £55,055.18), together with the month-end figures for each of the preceding six months and as at 30 September 2013.

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Mrs Berry, that the income of £15,279.00 be noted and that the payments totalling £2,082.19 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 September 2014, together with the month-end figures for each of the preceding six months and as at 30 September 2013, be noted.

M83/14 Correspondence

(1) Ash tree adjacent to Swallow Court, Manea

The Clerk read to members an e-mail from the Trees Officer within the County Council's Highways Service in relation to an Ash tree located adjacent to a property at Swallow Court.

The owners of the property had raised their concerns about the tree with the Highways Service; however, as a result of a site visit, the Trees Officer has established that the tree is beyond the boundary of the adopted highway and can, consequently, not be addressed by the County Council. Whilst on site, the property owners told the Trees Officer that they have been informed in the past by a local councillor that the tree is the responsibility of the Parish Council and that action would be taken to address their concerns. The County Council's Trees Officer has, therefore, asked the Parish Council to contact the property owners.

Members are in no doubt that the area of land upon which this tree is situated is not in the ownership of the Parish Council; on the basis that the land is also not in the ownership of the County Council, members concluded that the responsibility must lie with Fenland District Council.

Members decided that the content of the e-mail be noted and that the Clerk would advise the owners of the property to contact Fenland District Council.

(2) Changes to Manea Post Office

The Clerk read to members a letter from the Post Office, informing the Parish Council of the changes to be made, following a consultation exercise, to the Post Office at 3 Park Road, Manea.

The new-look Post Office, which would provide longer (and seven days a week) opening hours, is scheduled to open on 31 October 2014, following a period of closure, from 21 October, to enable the refurbishment works to be undertaken. The letter included details of the new opening hours, the services that would be available from the refurbished Post Office and the locations of Post Offices in other villages locally where Manea residents could continue to access Post Office services during the period of closure.

The Clerk reminded members that he had forwarded to them, on 19 August 2014, a copy of the consultation letter from the Post Office.

Members decided that the content of the letter from the Post Office be noted.

(3) Rural Digital Clubs

Further to minute M70/14, the Clerk read to members an e-mail from the County Council's Project Manager for Digital Inclusion; in the e-mail, this officer informs the Parish Council that the funding provided by the County Council to meet the costs of hiring the Church Rooms as the venue for Rural Digital Club operating in Manea would be exhausted on 19 November 2014 and enquires as to whether Manea Parish Council would, given the success of this venture, be able to provide financial support to secure its continuation.

The weekly cost of hiring the venue for the Rural Digital Club is £10.00.

Members acknowledge the benefit to the community of parishioners being able to gain the knowledge and skills to use the internet.

Members decided that the Parish Council would meet the cost of hiring the Church Rooms (that being £10.00 per week) as the venue for Rural Digital Club operating in Manea for a period of six months from the date at which the funding provided by the County Council becomes exhausted.

M84/14 Next meeting

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

Meeting finished at 8.55 pm

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

Date:.....