

# **MANEA PARISH COUNCIL**

## **MINUTES OF MEETING**

**14 DECEMBER 2015 – 7.00 pm.**

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

**Apologies:** District Councillor Buckton.

The minutes of the meeting of 16 November 2015 were confirmed and signed.

### **M106/15 Vacancy in the membership of the Parish Council**

Further to minute M94/15, the Clerk reported that the Returning Officer at Fenland District Council had published notice of the vacancy in the membership of Manea Parish Council on 19 November 2015 and had received, on 9 December 2015, a request, in accordance with The Local Elections (Parishes and Communities) Rules 1986, from ten local electors for the parish for the vacancy to be filled by way of an election.

The Returning Officer has set the date for the election as 11 February 2016 and had sent to the Clerk, which he outlined to members at the meeting, a draft timetable in that regard; in accordance with that timetable, the Notice of Election would be published by the Returning Officer no later than 7 January 2016 and give the last date for nominations of candidates as 15 January 2015.

The Clerk put to members the question which had been asked by the Returning Officer at Fenland District Council (FDC) as to whether the Parish Council wishes FDC to issue poll cards for the election; the cost to Manea Parish Council (including printing and postage) is estimated at £750.00.

Members decided that the information reported by the Clerk be noted and that the council would meet the cost of poll cards being produced for this election.

### **M107/15 Members' Code of Conduct**

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.

### **M108/15 Land to the rear of 11 to 21 Park Road, Manea**

Members received a presentation by Mr P Humphrey of Peter Humphrey Associates on a proposal, not yet the subject of a planning application, for the residential development, by 14 x two-storey dwellings, on land to the rear of 11 to 21 Park Road, Manea. He showed the Parish Council an indicative layout plan for the proposed scheme of residential development.

Mr Humphrey made reference to the provisions of Fenland Local Plan Policy LP12 and mentioned his awareness that the development threshold for Manea, in accordance with that policy, had already been exceeded. Consequently, a public consultation exercise in respect of this proposal had been undertaken in the village on 2

December 2015. He commented that he wishes to provide Manea Parish Council with a summary of the outcome of the public consultation event and to afford the council the opportunity to make comments on the proposal, which he would take into account in the preparation of a planning application, which he hopes to submit to the Local Planning Authority in January 2016. The issues raised by members of the public who had attended the consultation event related to the adequacy of the access arrangements, the capacity of the Manea Community Primary School to accommodate additional pupils and the additional traffic that could result from such a development.

Mr Humphrey informed the council that he had undertaken pre-application discussions with officers of the Local Planning Authority in relation to this proposal and that although those officers are happy with the access to the site (off Park Road) and the proposal in principle, they had suggested some minor revisions to the layout. In addition, Mr Humphrey had received a representation from the owner of one of the properties on Cathedral View regarding plots 9 and 10 of the scheme.

Councillor Fielding expressed the opinion that the greatest element of housing need in Manea is for small bungalows, as opposed to large houses and, consequently, suggested that the proposed development should include a number of bungalows. Mr Humphrey stated that he would be happy to discuss that suggestion with the owner of the site.

The Chairman suggested that the footpath links to the playing field, as shown on the indicative layout plan, be deleted from the scheme; Mr Humphrey stated that he would be happy to revise the scheme accordingly.

Members decided that the information presented by Mr Humphrey be noted and that they would inform the Clerk, who would forward to Mr Humphrey, of any other issues (apart from those mentioned at the meeting) which they feel are relevant to this development proposal.

#### **M109/15 Progress on actions from minutes of last meeting**

##### **(1) New pavilion for Manea (minute M96/15 (1))**

The Chairman reported that he had provided full sets of the approved plans and construction specifications for the building of a new pavilion to three local building contractors so far and that he anticipates being able to make the contact with two further contractors in this regard before the end of 2015.

Members decided that the situation be noted.

##### **(2) Cranmore Lots allotments site (minute M96/15 (2))**

The Clerk informed members that the council's solicitors had made contact with the estate agency which is dealing with the sale of this land with regard to the provision of a quotation for the cost of valuing all of the council's land holdings (so that the council could decide whether or not to proceed with the process of registering with HM Land Registry all of Manea Parish Council's land holdings).

The Clerk reported also that the council's solicitors had sent, on 7 December 2015, a draft contract to the purchaser's solicitors in respect of the sale of the Cranmore Lots allotments site.

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

##### **(3) Parish street lighting (minute M96/15 (3))**

The Clerk read to members a further letter from District Councillor King, Fenland District Council (FDC) Cabinet Member for Rural Affairs on the latest position in this matter.

In the letter, District Councillor King confirms the situation as described to members at minute M74/15, i.e. that cost of the replacing the 51 Category 2 street lamps in Manea would be £61,200 and that the District Council would be making a contribution of £7,707 towards the costs faced by Manea Parish Council. This means that Manea Parish Council would need to provide funding of £53,493 over a period of three years to meet the costs involved. The letter also provides the relevant contact details of Balfour Beatty, for the purpose of arranging for the lighting replacement works to be undertaken. It also goes on to say that if Parish Councils have concerns, from a funding perspective, regarding the timescales for undertaking the works, they should discuss with Balfour Beatty the possibility of a phased approach in that regard.

The Clerk had circulated to members, in advance of the meeting, a copy of the letter (and attachments) from District Councillor King.

The Clerk read to members an e-mail from the Chairman of Doddington Parish Council, informing Manea Parish Council that the results of the independent survey of a selection of Category 2 street lamps across a number of parishes within Fenland are expected to be available before the end of 2015 and that she would be arranging a further meeting of Parish Council Chairmen and Clerks for a convenient date in January 2016 to discuss the situation further.

Members decided that the current situation be noted and that Manea Parish Council would include within budgets from the financial year 2016/17 sufficient funding to enable the replacement of Category 2 street lights within the current timescale.

#### **(4) Allotments (minute M96/15 (4))**

The Clerk read to members an e-mail, dated 1 December 2015, from a member of the Manea Allotment Association, stating his confusion regarding the response from Cambridgeshire Constabulary to this matter and also making comments regarding land ownership issues etc. He read also his response (of 3 December 2015) to the e-mail and informed members that he had heard nothing further from any member of Manea Allotment Association.

The Clerk had circulated to members, in advance of the meeting, copies of the e-mails which he read at the meeting.

The Chairman informed members that although he had been unable to attend the most recent meeting of the Manea Allotment Association Management Committee, he had been involved in the work party which re-located the trees and had mentioned at the work party the Parish Council's suggestion that the gates be re-located from the access track to the entrance to the allotments site.

Members decided that the situation be noted.

#### **M110/15 Planning application**

Members considered the following planning application and decided to submit to the Local Planning Authority the comments set out (in italics) below:

Erection of a three-storey 6/7-bed dwelling with detached garage on plot 6, land north of 55A Station Road, Manea - F/YR15/1052/F (applicant: Mr D Ballard).

*That the application be supported.*

### **M111/15 Police matters**

No representative of the March and Chatteris Policing Team was present at the meeting and on this occasion no report had been received from the Constabulary on recent incidents of crime and disorder which had been reported to the Constabulary since the last meeting of the Parish Council.

The Clerk reported briefly on matters discussed at the Chatteris and Manea Neighbourhood Forum meeting held on 25 November 2015, at which there had been discussion on the future of the Forum (minute M98/15 refers). The result of that discussion was, in summary, that, because of the opinion of the Constabulary that the policing issues in Chatteris and Manea are so different and to enable them to be able to take a more focussed approach to the information provided at forum meetings, the current quarterly Chatteris and Manea Neighbourhood Forum meetings would be replaced by separate meetings for Chatteris and Manea, each one to take place at six-monthly intervals; on that basis the first meeting of the Manea Neighbourhood Forum would take place on 2 March 2015. The policing priority for Manea until the period of the Manea Neighbourhood Forum meeting was agreed as anti-social use of vehicles in the village.

Members had no issues to raise, for reference by the Clerk to the local policing team.

Members decided that the situation be noted and that the Clerk would forward to members any report that he may receive from the local policing team.

### **M112/15 Reports from District and County Councillors for the parish**

Neither Councillor Connor, the County Councillor for the electoral division which includes Manea, nor District Councillor Buckton was present at the meeting.

However, District Councillor Buckton had informed the Clerk that he has no matters to which he wishes to draw to the attention of the Parish Council at this time.

Members decided that the situation be noted.

### **M113/15 Public open spaces**

- (1) Skateboard park - further to minute M100/15 (1), Councillor Drinkwater reported that the outstanding repair works would be undertaken by the contractor in the very near future.

The Clerk mentioned that that he had not received, to date, a quotation from the contractor for an annual maintenance arrangement.

Members decided that the situation be noted and that Councillor Drinkwater would remind the contractor to submit to the clerk (in time for 2016/17 budget-setting) a quotation for an annual maintenance arrangement.

- (2) Pump Corner - the Chairman referred to the fact that the Manea Women's Institute undertakes the planting and maintenance works at the Pump Corner "garden" and suggested that the group should receive from the Parish Council an element of funding towards the cost of the purchase of plants and materials.

Members decided that a sum of £25.00 be paid to Manea Women's Institute to contribute towards the cost of the purchase of plants and materials for the "garden" at Pump Corner.

- (3) Car park - the Chairman mentioned that the entrance to the car park adjacent to the playing field is in need of some maintenance works.

Members decided that the situation be noted and that the offer of Councillor Cole to assess the situation, be accepted.

- (4) Highway matters - members raised two highway maintenance issues (one relating to need for the repair of a large pot hole at the junction of Station Road and Wimblington Road and the other relating to the need for the repair of a pot hole on Park Road in the vicinity of the pedestrian entrance to the playing field).

Members decided that the Clerk would report these two matters to the Local Highway Authority, with a request for remedial action.

### **M114/15 Manea Pit**

Members considered whether there are any issues requiring discussion in relation to the operation, management and development of Manea Pit and its surroundings.

The Clerk informed members that no meeting of the Manea Pit Management Committee had been held since the last meeting of the Parish Council.

The Chairman commented that some members of the council had suggested that, following the scattering of his ashes at Manea Pit, it would be appropriate to install a memorial plaque for the late Ian Woodard within the pit area. He mentioned also that Mr Woodard's widow would prefer the installation of a memorial bench within the pit area.

The Chairman mentioned that the Parish Council does possess a bench which had not yet been sited within the village and one option could be to affix a memorial plaque to that bench and then locate that bench within the pit area; members accepted the offer of the Chairman to discuss the matter with Mr Woodard's widow and then to report back to the council.

Councillor Cole mentioned that he possesses a spare bench which could be sited at an appropriate location within the village.

Members decided that the situation in general be noted and that the Clerk would arrange a meeting of the Manea Pit Management Committee for 12 or 14 January 2016 (subject to accommodation being available at the Royal British Legion Club on those evenings).

### **M115/15 Financial matters**

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

#### **Income**

George James	Interment fee	£154.00
Ouse Washes Landscape Partnership	Reimbursement of expenditure incurred on materials for pond dipping area	£930.80
M J Coates	Memorial tablet	£100.00
Co-operative Memorials	Additional memorial inscription	£88.00
Kent Memorial	Memorial tablet	£200.00
<b>Total Income</b>		<b>£1,472.80</b>

## Expenditure

Manea Village Hall	Room hire on 16 November 2015	£10.00
Mrs A Ryman	Wages and expenses	£55.60
T Jordan	Salary (less income tax of £149.40 and NI of £9.00), and other expenses and allowances	£715.39
E.on	Electricity for pavilion (includes VAT of £2.58)	£54.10
E.on	Electricity for village green (includes VAT of £0.46)	£9.72
E.on	Electricity for sports area (includes VAT of £0.40)	£8.50
E Mason and Son	Grounds maintenance: October 2015 (includes VAT of £217.00)	£1,302.00
Geoff Holyoake	Soil tests in connection with new pavilion (includes VAT of £424.00)	£2,544.00
Doddington Parish Council	Contribution towards cost of street lights survey	£61.85
Royal British Legion Poppy Appeal	Poppy wreath	£20.00
H M Revenue and Customs	Clerk's income tax and NI (September, October and November 2015)	£433.19
Ridgeons	Padlocks (includes VAT of £11.30)	£67.82
Manea Connect Committee	Financial support for 2016	£300.00
E Mason and Son	Grounds maintenance: November 2015 (includes VAT of £175.80)	£1,054.80
<b>Total Expenditure</b>		<b>£6,636.97</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 November 2015 (in the total sum of £69,112.77), together with the month-end figures for each of the preceding six months and as at 30 November 2014.

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Mrs Berry, that the income of £1,472.80 be noted and that the payments totalling £6,636.97 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 November 2015, together with the month-end figures for each of the preceding six months and as at 30 November 2014, be noted.

## M116/15 Correspondence

The Clerk informed members that there are currently no items of correspondence for reporting to the council.

Members decided that the situation be noted.

**M117/15 Dates of meetings for 2016**

Members decided that meetings of the Parish Council in 2016 (all commencing at 7.00 pm and taking place in Manea Village Hall) be held on the following dates: 18 January, 15 February, 14 March, 18 April (including Annual Assembly), 23 May (Annual Meeting of the Council), 20 June, 18 July, 15 August, 12 September, 17 October, 14 November and 12 December.

**Meeting finished at 8.30 pm**

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

Date:.....