

MANEA PARISH COUNCIL

MINUTES OF MEETING

16 FEBRUARY 2015 – 7.00 pm.

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

Apologies: Councillors Mrs Berry, Jolley and Woodard.

In attendance: District Councillor Sutton.

The minutes of the meeting of 19 January 2015 were confirmed and signed.

M131/14 Open Forum

(1) Community Governance Review

A parishioner requested clarification regarding the outcome of the Community Governance Review (minute M124/14 refers), enquiring as to whether the review would result in changes to the addresses of those persons who were previously within the How Fen parish ward of Chatteris.

The Clerk responded to the parishioner's enquiry, explaining that the review would not result in any changes of address; it simply means that those persons would become part of Manea (instead of Chatteris) parish for the purpose of District and Parish Council elections with effect from May of this year.

Members decided that the situation be noted.

(2) Manea Action Plan

Further to minute M100/14, Miss D Rowe, a member of the Manea Action Plan Implementation Group (MAPIG), informed the Parish Council that MAPIG had identified what its members believe to be the best location for a community notice board; that location being directly opposite the One Stop shop on Park Road. The opinion of MAPIG is that the sign would need to be free-standing but as close to the wall of the old bakery as possible.

MAPIG suggests that the sign, which it feels should have three portrait sections (with the left-hand section used solely for Parish Council information; the middle section to show "what's happening in Manea"; the right-hand section to be used by the community for "lost and found" etc), should be approximately the same size as those at Manea Station but the manufacturing to be from a more robust material. Miss Rowe provided each member with a sketch of the proposed notice board design.

Members decided that

- (1) the information reported by Miss Rowe, on behalf of MAPIG, be noted and that MAPIG's proposal in relation to a new community notice board be supported;
- (2) the Chairman would obtain three quotations for the construction and installation of a community notice board of the size and design suggested by MAPIG;

(3) as the proposed location for the notice board forms part of the pavement along Park Road, the Clerk would seek to obtain the necessary consent from the Local Highway Authority for installation of such a structure.

(3) Planning application F/YR15/0011/F (Erection of 2 x two-storey 3-bed dwellings with integral garage at plot 4 land south-east of 9 – 15 High Street, Manea)

A resident who lives adjacent to the application site informed the council of his concern regarding this planning application; the concern is that if the developer of this site were unable to sell the proposed dwellings, it is possible that they could be acquired by a Housing Association for use as social housing; the resident is of the opinion that tenants of such properties could act in an anti-social manner, which would be likely to have a detrimental impact upon the quality of life of nearby residents (as had been the case, in the past, with another property which had been acquired by a Housing Association).

In response to the comments of the resident, the Chairman made the point that the Parish Council is able to take into account only material planning considerations when making comments on planning applications; the potential occupiers of a property is not a material planning consideration.

Members decided that the comments of the parishioner be noted.

(4) Potential village initiatives

Mrs B Carson, who had retired recently from her role as Practice Nurse at the village Doctor's Surgery, informed the council of her ideas for activities etc in Manea, in respect of which she sought the council's views/support, as follows:

- Allpress Farms, which is now, as a result of the recent Community Governance Review, within the Parish of Manea, is keen to develop links within the parish of Manea. The company employs a large number of local people; it is keen to provide people with an understanding of farming; it provides tours of its premises to interested parties; the company has money available to support "good causes". Mrs Carson informed the council that Allpress Farms has offered Manea Parish Council and any other interested persons the opportunity to visit its Anaerobic Digestion Plant based at Hollyhouse Farm, Horseway, Chatteris.
- Donations from residents of the village as her retirement gift were approximately £1,000 and Mrs Carson wishes to "plough back" this money into the village through a number of projects/initiatives, each of which she explained to the council; these include:
 - a "What Manea means to me" project
 - games for children at the village cafe and games for adults at the public house
 - cycling marathon (in October)
 - holding a lantern festival at the village school (Autumn half-term)
 - providing a library/book loan facility at the Royal British Legion Club
 - establishing a Community Karaoke Choir
 - providing a Walking Football matches for the over 50's
 - organising cinema evenings
 - constructing a concrete table-tennis table in the village
 - working with the Alzheimer's Society to develop a dementia-friendly community
 - creating an art installation at the community orchard/woodland, as a memorial to those who had dug the Washes.

Members decided that the information presented by Mrs Carson be noted and that are supportive of all of her suggestions/proposals; the Clerk would make contact with Allpress Farms for the purpose of arranging a visit to the Anaerobic Digestion Plant.

(5) Street lighting

A resident of Wimblington Road, Manea suggested to the Parish Council that it would be more appropriate to provide street lighting along parts of Wimblington Road, rather to spend money on repairing and replacing existing street lamps within the main parts of the village (minute M126/14 refers).

The resident read from a letter, signed by the occupiers of six properties along Wimblington Road, requesting such a course of action by the council; the view of those residents is that the introduction of street lighting along certain parts of Wimblington Road would result in fewer vehicle accidents along that road.

The Chairman responded to the comments of the resident, making the points that the council has no funding available to provide any street lamps outside of the main part of the village and that the recent road accidents to which the resident had referred were not as a result of the absence of street lighting but drivers' behaviour.

Members decided that the comments of the resident be noted.

M132/14 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.

M133/14 Progress on actions from minutes of last meeting

(1) New pavilion for Manea (minute M117/14 (1))

The Clerk reported that the application for Building Regulations approval is now ready for submission, by this council's architects, to Fenland District Council.

With regard to the Parish Council's application for funding under Fenland District Council's Rural Capital Grants scheme, the Clerk informed members that he had now managed to obtain a response from the Head of Housing and Neighbourhood Services at Fenland District Council in relation to the enquiry as to whether it would be possible to request the Cabinet at FDC to agree to allocate the funding sought by Manea Parish Council but the actual payment of the grant to the Parish Council to be subject to the grant of planning permission. The response, received orally, to the enquiry is that officers at FDC are still assessing the information provided by Manea Parish Council and those officers are hopeful of being able to make recommendation to a meeting of the Cabinet at FDC in the near future.

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

(2) Cranmore Lots allotments site (minute M117/14 (2))

The Clerk informed members that the situation is unchanged from that reported at minute M117/14 (2).

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

M134/14 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 3-bed dwellings with integral garage at plot 4 land south-east of 9 – 15 High Street, Manea – F/YR15/0011/F (applicant: Mr C Barnes).

That the application be supported.

- (2) Erection of a pavilion with function room and the demolition of existing pavilion at Manea Playing Field, Park Road, Manea – F/YR15/0036/F (applicant: Manea Parish Council).

That the application be supported.

(Councillor Fielding requested it be recorded that he abstained from voting on this application)

- (3) Conversion of outbuilding to 1-bed annexe ancillary to the main dwelling and alterations to height of existing roof and installation of solar panels at 92 Westfield Road, Manea – F/YR15/0041/F (applicant: Mrs J Bradshaw).

That the application be supported, subject to the imposition upon any permission granted of a condition linking occupation of the annexe to a family member of the occupants of the main dwelling.

M135/14 Police matters

Although no representative of the March and Chatteris Policing Team was present at the meeting, PCSO Dawn Rae had provided a report detailing recent incidents of crime and disorder which had been reported to the Constabulary, as well as updating the Parish Council on other relevant matters, since the last meeting of the Parish Council. PCSO Rae's report mentioned that

- the local Policing Team had been working on the priorities agreed at the most recent (October 2014) meeting of the Chatteris and Manea Neighbourhood Forum. In this context, there had been visits by PCSOs to all of the schools within the forum area and PCSOs are enforcing the parking restrictions; tickets are being issued to all vehicles parked on yellow lines or causing an obstruction. The Constabulary is aware that some tickets had been cancelled by the Courts because of the condition of some of the road markings; consequently, PCSOs will be undertaking an environmental audit in the village to identify those lines in need of re-painting.
- Manea had been added to the location list for speed enforcement; the only roads where it is possible to obtain meaningful results with speed guns are Station Road and Westfield Road; the results of the speed enforcement exercise will be reported to the next meeting of the Parish Council.
- there had been only one reported crime in the village since the last meeting of the council; that related to theft of a caravan from Westfield Road. All other incidents in the village relate to domestic incidents, poor driving or neighbour disputes. There had been no reports of anti-social behaviour.
- the Constabulary is in the process of arranging for the New Horizons vehicle to visit Manea once a month so that villagers can "have a cuppa with a copper".

In addition, PCSO Rae asked, through her report, whether a member of the Parish Council would be able to send the Constabulary a list of groups in the village which might welcome a visit from the local policing team.

Members decided that the information reported by the Clerk, on behalf of PCSO Rae, be noted and that he would forward to PCSO Rae any details provided to him of local groups within Manea.

M136/14 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.

Councillor Sutton, the District Councillor for the Elm and Christchurch ward, informed members that, being aware of the fact that there is currently no District Councillor for Manea, he would be happy to assist, until the May 2015 elections, in ensuring District Council support for issues raised by Manea parishioners.

Councillor Sutton informed members that

- in response to concerns raised with him by a Manea resident, he had arranged for the inspection by the relevant officer of the Local Highway Authority (LHA) (accompanied by Councillors Emery and Sutton) of the carriageways throughout the village and the roads leading into/out of Manea. As a result of that inspection exercise, the LHA had given a commitment to undertake some works in the near future and to submit bids for funding to be able to undertake re-surfacing schemes in the village in the 2016/17 financial year
- Fenland District Council (FDC) is finalising its budget preparations for 2015/16; there would need to be reductions in expenditure; FDC is hopeful that it would not need to increase its element of the Council Tax for 2015/16
- as a result of discussions with the relevant officer of the Local Highway Authority (LHA), the 50 mph speed limit along the Sixteen Foot Bank, which had been "abandoned" by the LHA, has been re-introduced
- he would "challenge" the response from Fenland District Council's Head of Planning Services that there are no Section 106 Planning Obligation monies which Manea Parish Council would be able to access to contribute towards the cost of constructing of a new pavilion (minute M133/14 (1) refers)
- the Government's Department for Communities and Local Government is keen that neighbourhood planning be taken up across the country and, consequently, is making available £22.5 million over a period of three years from April 2015 to support more communities to take up neighbourhood planning in their area. Councillor Sutton enquired as to whether Manea Parish Council had considered the production of a neighbourhood plan for the parish; he made the point that neighbourhood plans in Fenland would need to align with the policies of the Fenland Local Plan; he mentioned that March Town Council, Tydd St Giles Parish Council and Parson Drove Parish Council are each progressing with a neighbourhood plan.

Members decided that the situation be noted.

M137/14 Local Highway Improvements 2015/16

Further to minute M35/14, the Clerk reported on the outcome of the Local Highway Improvements (LHI) 2015/16 bidding process.

The Clerk informed members that the district area assessment panels (comprising County Councillors representing electoral divisions within the district) were asked to consider bids and make recommendations to the County Council's Highways and Community Infrastructure Committee on how the budget should be allocated in respect of the scheme bids submitted.

The assessment panels operated a simple scoring system with a maximum of ten points per scheme. Using this assessment system, the scheme submitted by Manea Parish Council (for installation of a traffic calming measure on Station Road) scored 3.75 points out of a maximum of 10; the bid was ranked in twelfth place out of the fifteen submitted throughout Fenland. The County Council has decided that the top seven ranking schemes in Fenland would be allocated funding.

The County Council has stated that it anticipates that there would be a budget for Local Highway Improvements is 2016/17, which could provide the opportunity for this year's unsuccessful bid to be submitted again.

Members decided that the outcome of the 2015/16 LHI bidding process be noted.

M138/14 Street lamp FPC3, East Street

The Clerk reported a letter from Fenland District Council (FDC), informing Manea Parish Council that FDC's street lighting contractor, Balfour Beatty, had identified that street lamp FPC3 on East Street, Manea is in need of repair/re-concreting. FDC had enclosed with the letter a quotation from Balfour Beatty for the remedial works, in the sum of £164.46 (plus VAT).

Members expressed the opinion that the cost of this work should be met by Fenland District Council, as the damage to the lamp column was caused as a result of one of that council's refuse vehicles reversing into the lamp column. They also commented that this is a common occurrence.

Further to minute M115/14 (3), the Chairman informed members that he had inspected the street lighting between Manea railway station and the Station Road/Wimblington Road junction and had concluded that the existing lighting would be adequate for those who use that footpath if those street lamps were re-located to the same side of the road as the footpath, instead of their current locations which are on the opposite side of the road to the footpath.

Members decided that the Clerk would inform Fenland District Council (FDC)

- (1) of their opinion that the cost of the repair works to street lamp FPC3 on East Street, Manea should be met by FDC as the damage to the lamp column was caused as a result of one of that council's refuse vehicles reversing into the lamp column;
- (2) that, as part of the repair/renovation/replacement works to street lamps in Manea (minute M126/14 refers), the Parish Council would like, if possible (and depending upon cost) FPC1, FPC2, FPC3 and FPC4 on Station Road re-located to the other side of the road, where there is a footway. The Clerk would request FDC to advise as to the feasibility of such an arrangement and any additional costs that the Parish Council would incur as a result.

M139/14 Public open spaces

Further to minute M122/14 (3), the Clerk reported the quotation received for undertaking trimming works (as explained by the Clerk) to the Ash tree adjacent to Swallow Court, Manea.

Members decided that the quotation, in the sum of £300.00 (plus VAT), be accepted.

M140/14 Manea Pit

Members considered whether there are currently any issues relation to the operation and management of Manea Pit.

Councillor Cole mentioned the damage being caused to parts of the woodland area by moles and suggested that action be taken, as a matter of some urgency, to address the matter.

The Clerk reported on a meeting that had taken place recently (involving the Chairman, two officers of the Ouse Washes Landscape Project Team and he), during which a visit to Manea Pit and its surroundings had taken place and the possibility of participation in OuseFest event (which runs between 20 July and 2 August 2015) by people of Manea. As a result of the discussions, it had been agreed that at least one of those officers would attend 3 March 2015 meeting of the Manea Pit Management Committee to facilitate a discussion in this regard. The committee would be asked to think about:

- possible activities/ events during the OuseFest (e.g., official launch of the pond dipping area; guided walk; activities with the community orchard; a 'learn how to fish' day; school activities; etc – what may be realistically possible to organise?)

- the timeline for the refurbishment of the pavilion (could this be achieved by October this year?)
- research and preparations for the interpretation (both the three information panels/ glass boxes planned as well as the interpretation to go inside the refurbished pavilion: who is going to lead on this?; what is this going to look like?; who is feeding into this (including the school children)?; is the current timetable (i.e. to be finalised by the end of this year) realistic, or does this need to be reviewed?)

In the absence from the meeting of Councillor Woodard, members did not consider the possible purchase of a bench to replace the one which had been stolen from the woodland area (minute M123/14 refers).

The Clerk reminded members that the next meeting of the Manea Pit Management Committee is scheduled for 3 March 2015.

Members decided that

- (1) arrangements be made for the control of moles at the woodland area;
- (2) consideration of the possible purchase of a bench to replace the one which had been stolen from the woodland area be deferred to the next meeting of the council;
- (3) the Manea Pit Management Committee be requested to give consideration as to the manner in which Manea could participate in the 2015 OuseFest event.

M141/14 Financial matters

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

Income

Manea Book Club	Donation towards electricity costs for Christmas lights	£15.00
J H Landin	Interment fee	£154.00
Cambridgeshire County Council	Paid to Manea PC – in error – instead of Manea PCC	£100.00
Manea United Football Club	Hire of playing field	£680.00
Total Income		£949.00

Expenditure

Manea Village Hall	Room hire on 19 January 2015	£10.00
Mrs A Ryman	Wages and expenses	£50.80
T Jordan	Salary (less income tax of £131.86), Broadband and other expenses	£605.99
E.on	Electricity for pavilion (includes VAT of £4.45)	£93.36
E.on	Electricity for sports area (includes VAT of £0.61)	£12.78
E.on	Electricity for village green (includes VAT of £0.54)	£11.24
Fenland District Council	Dog waste bin on village green	£121.80
Cambridgeshire County Council	Refund of money paid to Manea PC –	£100.00

	in error – instead of Manea PCC	
Cambridgeshire Cricket Board	Ground works to playing field	£350.00
Peter Humphrey Associates Ltd	Building Regulations plans for new pavilion (includes VAT of £250.00)	£1,500.00
Fenland District Council	Building Regulations application fee (includes VAT of £59.00)	£354.00
Miss M Williams	Reimbursement of cost of purchasing stakes, ties and fruit trees for community orchard	£70.33
Total Expenditure		£3,280.30

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 January 2015 (in the total sum of £45,547.35), together with the month-end figures for each of the preceding six months and as at 31 January 2014.

Members considered the appointment of an Internal Auditor for the audit of the Parish Council's 2014/15 accounts.

The Clerk informed members that the person who undertook this role in respect of the 2011/12, 2012/13 and 2013/14 accounts, Mr Ivan J Cooper, is willing to do likewise for the 2014/15 accounts.

Members decided

- (1) upon a proposal from Councillor Mrs Desborough, seconded by Councillor Cole, that the income of £949.00 be noted and that the payments totalling £3,280.30 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 January 2015, together with the month-end figures for each of the preceding six months and as at 31 January 2014, be noted;
- (3) that Mr Ivan J Cooper be appointed as the Parish Council's Internal Auditor for the 2014/15 audit of accounts.

M142/14 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.

M143/14 Correspondence

(1) Fenland Association for Community Transport – request for financial assistance

The Clerk read to members a request from the Fenland Association for Community Transport (FACT) for financial assistance towards the cost of operating the Dial-a-Ride service which covers Manea.

The letter of request from FACT states that 34 villagers are regular users of this service; three of these villagers are wheelchair users.

Members decided that consideration of this application be deferred to the next meeting of Manea Parish Council.

(2) Manea Youth Club

The Clerk read to members a letter from the County Council's Youth Development Co-ordinator for continued funding from the Parish Council towards operation of Manea Youth Club in the financial year 2015/16. The sum sought is £4,672.50, which would cover the staffing costs of running Manea Youth Club for that financial year, is an increase of approximately £220 in the level of funding provided in each of the financial years 2013/14 and 2014/15; continuation of funding at that level had been included in Manea Parish Council's budget for 2015/16 (minute M128/14 refers).

In addition, the Clerk informed members that the County Council's Youth Development Co-ordinator had arranged for a report on the activities and achievements of Manea Youth Club to be produced by one of the Youth Workers and that he would circulate a copy of that report to members upon its receipt by him.

Members decided that funding in the sum of £4,672.50 be provided – payable in quarterly instalments – to Cambridgeshire County Council towards the costs of operating the Manea Youth Club in 2015/16.

(3) Street lighting and Concurrent Functions Grants

The Clerk read to members a letter from Fenland District Council updating Parish Councils on the situation with regard to street lighting and Concurrent Functions Grants.

The letter states that all relevant Parish Councils had accepted in writing the offer of Fenland District Council (FDC) to arrange and deliver the category 1 street lamp repairs (minute M126/14 refers) and that orders for these works are now being placed by FDC. With regard to the category 2 and 3 street lamp repairs and future payment to Parish Councils of Concurrent Functions Grants, Fenland District Council had decided that, as these matters are sensitive and key financial decisions for all concerned, decisions on these matters should be undertaken by the new District Council and Parish Councils which would be in place as a result of the May 2015 elections.

Members decided that the information contained within the letter from Fenland District Council be noted.

M144/14 Next meeting

Members were reminded that the next meeting of the Parish Council had been scheduled for 16 March 2015, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.05 pm

Signature:.....(Council Chairman)

Date.....