

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

19 JANUARY 2015 – 7.00 pm.

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

**Apologies:** Councillor Cole.

**In attendance:** District Councillor Sutton (until 7.30 pm).

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

### M115/14 Open Forum

#### (1) Community Car Scheme

A parishioner informed the council that the Community Car Scheme operating in the village no longer benefits from a co-ordinator, which puts in jeopardy the scheme's continuation.

Members decided that the comments of the parishioner be noted and that they would support appropriate action to seek to secure the future of the Community Car Scheme in Manea.

#### (2) Manea Fire Station

Further to minute M101/14, Miss D Rowe, a member of the Manea Action Plan Implementation Group (MAPIG), informed the Parish Council that the Fire and Rescue Service has been offered space, to publicise the campaign to recruit fire fighters for Manea Fire Station, in the next edition of the Manea Matters publication and that members of MAPIG had delivered, with the latest Manea Matters publication and the new Walking Map of Manea, a recruitment letter to all households in the village. Miss Rowe mentioned that, as a result of the recruitment campaign to date, a number of volunteers have come forward.

Members decided that the situation be noted.

#### (3) Manea railway station

A resident of the village informed the council of her concerns regarding both the level of street lighting and the condition of the pavements between Manea railway station and the Station Road/Wimblington Road junction and her opinion that this situation would act as a deterrent to villagers using Manea railway station. She added that she had fallen when walking back into the village from the railway station recently because of the poor lighting and damaged pavement.

The resident stated that she was of the belief at the time of her fall that no lighting existed in that part of Station Road; subsequently, she had noticed that there is a street lamp outside of 78A Station Road but it is not working.

In response to the resident's comments, the Clerk explained the various councils' powers and responsibilities in respect of street lighting provision in Manea and that any the cost of providing additional street lamps in the village would need to be borne by Manea Parish Council, which is already being faced with meeting the cost of repairing/replacing a number of street lamps in the village (minute M111/14 refers).

The Chairman informed the resident of the manner in which she could report to the appropriate body the faulty street lamp, as well as the fact that the Parish Council had already drawn to the attention of the Local Highway Authority the need for maintenance works to a number of the footways in the village.

Members decided that the comments of the resident be noted, for which the Parish Council would have regard when considering the future street lighting needs of the village.

#### **(4) Various issues affecting Manea**

A resident of the village informed the council that she had contacted Steve Barclay MP regarding the possibility of a link being created a between the village bus route and train services; as a result, such a link had been achieved.

The resident stated that she concurred with the comments made by the resident who had addressed the council (minute 115/14 (3) refers) regarding the level of street lighting and the condition of the pavements between Manea railway station and the Station Road/Wimblington Road junction.

The resident mentioned the submission recently of a specific planning application and expressed the opinion that the Local Planning Authority should make greater efforts to bring planning applications to the attention of the public. She commented also that Parish Council agendas and minutes are "disappearing" from the places where they are displayed within the village, such as the doctor's surgery and the cafe.

Members decided that the comments of the resident be noted.

#### **(5) Speeding in Manea**

A resident of Manea expressed his concern regarding the speed at which motorists travel through the village and enquired as to the possibility of the installation of highway safety features to reduce the potential for speeding.

The Chairman made the point that the Parish Council had submitted a bid for a Local Highway improvement scheme for 2015/16 (minute M35/14 refers) – consisting of the provision of a build-out into Station Road, at a point considered appropriate the Local Highway Authority, between the existing speed activated warning sign and number 48 G would be a suitable measure, which would supplement the build-out works on Station Road (in the vicinity of the Primary School) approved as the LHI scheme for 2012/13 (minute M91/12 (5) refers) - and that the outcome of that bid is awaited.

Members decided that the comments of the resident be noted and that they be taken into account when discussing, at minute M120/14, the issue of speeding in Manea.

#### **M116/14 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.

## M117/14 Progress on actions from minutes of last meeting

### **(1) New pavilion for Manea (minute M103/14 (1))**

The Clerk reported that the architects had prepared plans for Building Regulations approval in respect of the proposed new pavilion and that the fee payable to Fenland District Council with submission of the application of Building Regulations approval would be £295.00 (plus VAT); the cost of production of the plans by the architects is £1,250.00 (plus VAT).

With regard to the Parish Council's application for funding under Fenland District Council's Rural Capital Grants scheme, the Clerk read to members a further letter received from the Senior Community Support Officer at Fenland District Council (FDC), in which she states that relevant officers at FDC are currently assessing the financial information provided by the Parish Council and that FDC would not be able to consider the funding application until planning permission for the proposal had been granted.

The Clerk informed members that he had written to the Head of Housing and Neighbourhood Services at Fenland District Council enquiring 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 being subject to the grant of planning permission. The Clerk is still awaiting a response to this enquiry.

Members decided that

(1) the information reported by the Clerk be noted;

(2) Councillors Emery and Jolley would examine the plans for Building Regulations approval and, subject to them being satisfied with the plans, the Clerk would arrange, via the architects, submission of those plans and payment of the associated fees.

### **(2) Cranmore Lots allotments site (minute M103/14 (2))**

The Clerk reported that the necessary legal work associated with the sale of the allotments site is underway; the purchaser of the site is keen for the sale to proceed, to enable the land to be available for cultivation in the spring of 2015. The Clerk informed members of one particular issue which is adding to the time required for the legal process but is liaising as necessary with the council's solicitors to seek to achieve a speedy resolution to the issue.

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

## M118/14 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) = revised proposal (revised layout, access and design arrangements for plots 1 and 2).

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

- (2) Erection of a two-storey 3-bed dwelling, involving demolition of existing dwelling, at 47 School Lane, Manea – F/YR14/0946/F (applicant: Mr N Bates) = revised proposal (dwelling reduced in width to enable two on-site parking spaces to be provided).

*That the application be supported.*

- (3) Erection of a two-storey 3/4 bed dwelling with integral garage at plot 3, land north-east of Park Road, Manea – F/YR14/1006/F (applicant: Mrs J Payne).

*That the application be supported.*

- (4) Erection of a single-storey 3-bed dwelling, involving demolition of existing shed, and formation of 2 vehicular accesses (1 to serve 43 Westfield Road) on land west of 43 Westfield Road, Manea – F/YR14/1017/F (applicant: Mr A Ripley).

*That the application be supported.*

The Clerk reported that planning application F/YR14/0919/F (which proposed the siting of a 2-bed mobile home, to form annexe ancillary to the main dwelling, at Cherytree House, Fallow Corner Drove, Manea), which was considered by the Parish Council at minute M104/14, has been withdrawn by the applicant.

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

#### **M119/14 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. PCSO Dyer's report mentioned that

- a shed at the allotments site had been broken into on the 16 January; however, nothing had been stolen; in response, the Constabulary had conducted additional patrols in the area and these will continue
- during the same period last year, five crimes had been reported.
- he would be leaving the Chatteris and Manea area PCSO position; from the beginning of February, he and a colleague would be covering Whittlesey and the surrounding villages. Consequently, March, Chatteris and Manea would, in future, be covered by a team of four PCSOs, 1 dedicated Police Officer and Police Sergeant Simon Rust.

Members decided that the information reported by the Clerk, on behalf of PCSO Dyer, be noted and that the Clerk would forward to members the contact details (provided by PCSO Dyer) of the Constabulary personnel who would have responsibilities for policing in Manea.

#### **M120/14 Speeding in Manea**

Councillor Woodard commented that a number of members of the public had informed him of their concerns regarding vehicles being driven at speed through the village and suggested that the Parish Council should request the Constabulary to undertake speed enforcement in Manea. He also expressed his concern regarding the vehicle parking of vehicles on the yellow lines in the vicinity of the Primary School (at opening and closing times).

In addition, members are mindful of the comments made by a local resident at minute M115/14 (5) in relation to this issue.

Members are aware that this is not a new issue; it has been the priority issue for Manea at the Chatteris and Manea Neighbourhood Forum meetings for about five years.

Members decided that the Constabulary be requested to undertake speed enforcement activity in Manea (at peak times) and also give attention to the vehicle parking on the yellow lines in the vicinity of the Primary School (at opening and closing times).

### **M121/14 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.

Although there is currently no District Councillor for Manea (minute M85/14 refers), Councillor Jolley, the District Councillor for Wimblington, informed members that he would keep Manea Parish Council up-to-date on District Council issues which affect that parish. In that regard, Councillor Jolley informed members that the Planning Compliance Team at Fenland District Council is currently investigating a number of alleged breaches of planning control in the village.

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 in ensuring District Council support for issues raised by Manea parishioners.

Members decided that the situation be noted.

### **M122/14 Public open spaces**

- (1) Christmas lights – further to minute M107/14, the Clerk informed members that he had received from the Manea Book Club a donation of £15.00 towards the cost of the electricity used to power the village's Christmas lights in 2014 and a letter expressing appreciation of Manea Book Club members of the time and effort of the members of Manea Gala Committee in producing such an effective Christmas lighting display in the village. The author of the letter from Manea Book Club states, within the letter, that she would also be writing to the Chairman of the Manea Gala Committee to express the club's appreciation of the time and effort of the members of Manea Gala Committee for the committee members' work in erecting and dismantling the village's Christmas lights.

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

- (2) Allotments – the Chairman reported a request from the Manea Allotment Association for permission to install an entrance gate to the access road serving the allotments, as a means of seeking to prevent further break-ins to sheds at the allotments site; the Manea Allotment Association would meet the costs associated with the installation of a gate. The Chairman added that he had spoken with the other persons who require the use of the road to access their land regarding this proposal and they had all indicated their support for the proposal.

Members decided that the request from the Manea Allotment Association for permission to install an entrance gate to the access road serving the allotments be approved.

- (3) Tree in the vicinity of Swallow Court and Annabelle Avenue – one member mentioned complaints that he had received in relation to the overgrown nature of a particular tree in this part of the village.

Members decided that the Clerk would arrange for the tree surgeon used by the council to inspect the tree to assess the extent of trimming works required and to provide a quotation for such work.

- (4) Dog waste bin – further to minute M100/14, the Clerk reported that a dog waste bin had been installed at the village green.

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

- (5) Highway signage – one member expressed the view that it would be beneficial if additional signage, to inform the public of the existence in the village of a railway station, could be affixed to the existing directional signage to Manea.

Members decided that the Clerk would make such an enquiry of the Local Highway Authority.

### **M123/14 Manea Pit**

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 6 January 2015.

With regard to minute PMC37/14, members considered the final draft version of the new Manea Pit Management Plan, which had been subject of extensive discussion by the Manea Pit Management Committee over a number of months.

Members decided that

- (1) the contents of the Manea Pit Management Committee minutes be noted;
- (2) in connection with minute PMC38/14, they would consider at the next meeting of Manea Parish Council the possible purchase and installation of a bench to replace the one which had been stolen (minute M105/14 refers);
- (3) the final draft version of the new Manea Pit Management Plan be approved for the purpose of consultation with Manea residents and the Wildlife Trust.

### **M124/14 Community Governance Review**

Further to minute M21/14, the Clerk reported on the outcome of the Community Governance Review.

The Clerk informed members that the Local Government Boundary Commission for England had considered the final recommendations of Fenland District Council resulting from its Community Governance Review and had agreed with the recommendation (which was supported by Manea Parish Council at minute M21/14) that the parish boundary between Chatteris and Manea should be amended to follow the new (from May 2015) district ward boundary. The result of this change is that the How Fen parish ward of Chatteris would become part of Manea parish in May of this year; the change affects 114 electors.

Members decided that the situation be noted.

### **M125/14 Bus stops**

Members considered a proposal from the Passenger Transport Services team at the County Council for the installation of two bus stops on Station Road (outside and opposite number 57A), Manea; the reason for the proposal being to provide a recognised location for bus users to wait when using the area to transfer between bus and train services.

Members decided that the proposal to install two bus stops on Station Road, Manea be supported.

## M126/14 Parish street lighting

Further to minute M111/14, at which members considered a letter from Fenland District Council (FDC) regarding that council's proposed approach to addressing the outcome of its condition survey of the street lighting which is owned by the District Council and the Parish Councils within Fenland, the Clerk informed members that the Cabinet at FDC had decided, at its meeting on 18 December 2014, that:

- the recommendations set out in the report be deferred until a future Cabinet meeting to enable further discussions with the parish Council and District Councillors to establish a way forward
- Fenland District Council would make a "without prejudice" offer to arrange and deliver the category 1 repairs, to address the immediate safety liability facing parish councils and this will only be done on a signed agreement being received from the Parish Councils giving permission to the District Council to carry out this work on the Parish Council's assets.

To enable the repair works to be progressed, the District Council had sent, with the letter explaining the decision of the District Council's Cabinet, a form of agreement to be completed by the Clerk if the Parish Council wishes the District Council to undertake the category 1 repairs. The letter states that arrangements will be made for the continuation of discussions between Fenland District Council and the Parish Councils in Fenland on addressing the remaining defective street lamps.

Members decided that the content of the letter from Fenland District Council (FDC) be noted and that the offer from FDC in relation to arrange and deliver the category 1 repairs, to address the immediate safety liability facing parish councils, be accepted; the Clerk would sign and forward to FDC the Parish Street Lighting Agreement.

## M127/14 Financial matters

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

### Income

Fenland District Council	Concurrent Functions Grant – second 50%	£1,300.00
A R Clingo	Plot purchase and interment fee	£242.00
R Coupland	Cremated remains plot purchase	£242.00
Kent Memorials	Cremated remains tablet	£100.00
Kent Memorials	Cemetery memorial	£154.00
<b>Total Income</b>		<b>£2,038.00</b>

### Expenditure

Manea Village Hall	Room hire on 15 December 2014	£10.00
Mrs A Ryman	Wages and expenses	£78.28
T Jordan	Salary (less income tax of £130.12), Broadband and other expenses	£599.88
E.on	Electricity for pavilion (includes VAT of £4.51)	£94.71
E.on	Electricity for sports area (includes VAT of £0.74)	£15.63
E.on	Electricity for village green (includes VAT of £0.64)	£13.49

Ridgeons	Chain and padlock (includes VAT of £3.21)	£19.25
Cambridgeshire County Council	Funding for Manea Youth Club – third quarter	£1,110.93
M Short	First half-year Caretaking wages	£425.00
Anglian Water	Water for playing field	£38.50
Anglian Water	Water for cemetery	£20.40
Cambridgeshire ACRE	Membership 2014/15 (includes VAT of £9.00)	£54.00
Sears Bros. Ltd	Verge cutting 2014 (includes VAT of £164.85)	£989.10
D A Pest Control	Control of moles at playing field	£60.00
<b>Total Expenditure</b>		<b>£3,529.17</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 December 2014 (in the total sum of £48,222.52), together with the month-end figures for each of the preceding six months and as at 31 December 2013.

Members decided

- (1) upon a proposal from Councillor Desborough, seconded by Councillor Fielding, that the income of £2,038.00 be noted and that the payments totalling £3,529.17 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 December 2014, together with the month-end figures for each of the preceding six months and as at 31 December 2013, be noted.

### M128/14 Parish Precept 2015/16

Members considered the level of Parish Precept for the financial year 2015/16.

The Clerk presented a detailed report on the Parish Council's income and expenditure for 2013/14 and as at 31 December 2014, the financial position as at that date, estimates of income and expenditure for 2015/16 and various notes to aid members' deliberations regarding the level of Parish Precept to be set, including the facts that

- the difference between the estimated expenditure and estimated income for 2015/16 (excluding Precept) is £36,866.00.
- Manea Parish Council Precept for 2014/15 was 27,549.00 (to which was added £1,451.00 by the District Council in Council Tax Support Grant).
- the level of Council Tax Support Grant which had been allocated by Fenland District Council to Manea Parish Council for 2015/16 is £1,154.00 (as opposed to £1,451.00 in 2014/15).
- the Parish Council was awarded a Concurrent Functions Grant by Fenland District Council of £2,607.00 in 2014/15. Fenland District Council has confirmed that it will award in 2015/16 a Concurrent Functions Grant at the same level as that paid in the current financial year.
- the estimates of expenditure include continued funding for operation of the Manea Youth Club.
- the payments estimate figure for Manea Pit makes provision for the purchase of "replacement" Carp (minute M108/14 refers).
- the estimate for the Clerk's costs for 2015/16 take into account the "cost of living" pay award of 2.2%, with effect from 1 January 2015, to local government employees.
- allotment rents were increased by approximately 10% in October 2011 (minute M42/10 refers) and could not have been increased again until October 2014; to increase rents from October 2014, the Parish Council would have

needed to give notice to tenants in October 2013. This means that the opportunity does exist to increase these rents with effect from October 2016, provided that notice is given no later than October 2015.

- burial fees were increased by approximately 10% with effect from 1 April 2013 (minute M161/12 refers). The previous increase had been in November 2010. No increase was made for the 2014/15 financial year. The council may wish to increase such fees for 2015/16.
- according to the Practitioners' Guide to Local Council Governance, it is recommended that a local council should possess, as general reserves, a sum equating to three to twelve months of its gross expenditure; in the case of Manea Parish Council, that would be a sum (in addition to any ear-marked reserves) of between £12,500 and £50,000.
- The likely cost to Manea Parish Council over the next three financial years in relation to the repair/replacement of street lamps will be approximately £31,163 (minute M111/14 refers). Consequently, it is appropriate for the Manea Parish Council budget for 2015/16 to include a sum of £10,000 for year one costs.

Members decided, unanimously, that

- (1) the Parish Council's income and expenditure for 2013/14 and as at 31 December 2014 and the financial position as at that date be noted;
- (2) the estimates of income and expenditure for 2015/16 be noted and approved as the basis of the Parish Council's budget for 2015/16;
- (3) being mindful of the current economic circumstances, the Parish Council's financial position and its desire to be able to continue to meet the needs of the community, the level of Parish Precept for 2015/16 be set at £36,866.

*(Councillors Mrs Berry, Mrs Desborough, Emery, Fielding, Jolley, Risbridger and Woodard declared their respective pecuniary interest in the setting of the Parish Council Precept, by virtue of having a beneficial interest in a domestic dwelling within the parish, but had been granted a dispensation to speak and vote in this matter)*

### M129/14 Correspondence

The Clerk informed that he had received, since the last meeting of the council, no items of correspondence of relevance to members.

Members decided that the situation be noted.

### M130/14 Next meeting

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

**Meeting finished at 8.50 pm**

Signature:.....(Council Chairman)

Date.....