

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

19 OCTOBER 2015 – 7.00 pm.

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

**Apologies:** Councillor Woodard and District Councillor Buckton.

The minutes of the meeting of 14 September 2015 were confirmed and signed.

### M79/15 Open Forum

#### (1) Allotments

A representative of the Manea Allotment Society explained to the council the difficulties being experienced by the members of the association in terms of accessing the allotments site rented from the council because of the actions taken by the owner of land in the vicinity of the site. He stated that threats had been made to allotment tenants by this land owner. The representative mentioned that the situation had been reported to Cambridgeshire Constabulary.

The representative referred to a number of e-mails which had been sent to the Clerk by both members of Manea Allotment Association and the owner of adjoining land regarding the situation; he stated his awareness that the Clerk had forwarded to all members of the council, in advance of this meeting, copies of all of those e-mails.

The representative informed the council that in addition to the damage which had been caused deliberately to the access roadway by the land owner, he had now removed the gate which had been installed (in accordance with the permission granted by the council) by the Manea Allotment Association.

The representative expressed the opinion that Manea Parish Council should take action (possibly prosecution) against the land owner and stated that Manea Allotment Association would be withholding payment to the Parish Council of the rent which is now due unless the council provides a satisfactory remedy to the situation.

Members decided that the comments of the representative of the Manea Allotment Society be noted and that they be taken into account at minute M86/15.

#### (2) Manea Pit

A parishioner expressed the opinion that the Parish Council should make every effort to ensure that people are aware of the existence of Manea Pit. She commented that although she had lived in the village for some time, she had only become aware very recently of the existence of this important community facility. She asked the Parish Council to consider the erection of directional signage to Manea Pit at appropriate locations in and around the village (at the end of Park Road as a minimum).

In addition, the parishioner enquired as to whether the council had considered the provision of life rings at Manea Pit. In response, the Chairman mentioned that a small number of life rings had been purchased by the council and would soon be installed at appropriate locations.

Members decided that the comments of the parishioner be noted and that those in relation to the possible provision of directional signage be referred to the Manea Pit management Committee for consideration.

**(3) Proposed development at 48 Station Road, Manea**

A parishioner referred to the planning application for the erection of 4 dwellings on the site of 48 Station Road (planning application F/YR150723/O refers), alleging that the applicant for the proposal had not undertaken consultation with local residents; she stated that a number of residents who live in the vicinity of the site object to the application and enquired as to why Manea Parish Council had supported the application at its last meeting (minute M69/15 refers).

The Chairman responded to the comments of the parishioner and made the point that, in the opinion of Manea Parish Council there are no planning reasons for objecting to this application; that is why the Parish Council had supported the application.

Members decided that the comments of the parishioner and the Chairman be noted.

**(4) Planning application F/YR15/0753/F (Erection of trellis above existing north-east boundary fence (max height 2.16 m) at Greenacres, Wisbech Road, Manea)**

A parishioner, who lives in a property which shares a boundary with the application site, informed the council of his objection to this proposal, which would, he suggested, if granted planning permission, result in a significant loss of light to his property.

Members decided that the comments of the parishioner be noted and taken into account when considering this planning application (minute M82/15 refers).

**(5) Manea Gala 2016**

A representative of the Manea Gala Committee enquired as to whether the construction works associated with the new pavilion would have implications in terms of availability of the playing field for next year's village gala.

In response, the Chairman commented that, given the need to secure additional funding for the project etc it is not likely that construction work would commence before July 2016; however, the Parish Council would always seek to ensure that each year's gala would not be affected adversely as a result of its projects.

Members decided that the comments of the parishioner and the Chairman be noted.

**M80/15 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.

**M81/15 Progress on actions from minutes of last meeting**

**(1) New pavilion for Manea (minute M68/15 (1))**

The Chairman reported that, as soon as he receives from the council's planning agent additional copies of the approved plans for the building, he would - for the purpose of providing cost estimates for submission with

further applications for funding - obtain a minimum of three quotations from local building contractors for construction of a new pavilion.

Members decided that the situation be noted.

**(2) Cranmore Lots allotments site (minute M68/15 (2))**

The Clerk informed members that the council's solicitors had now located the deeds to the council's land holdings and, consequently, the sale of the Cranmore Lots allotments site could be progressed without the need to register the land with HM Land Registry.

Members decided that the information reported by the Clerk be noted and that he would request the council's solicitors to provide details and cost of the process of registering with HM Land Registry all of Manea Parish Council's land holdings.

**(3) Parish street lighting (minute M74/15)**

The Clerk reported the response that he had received from District Councillor King, the Cabinet member for Rural Affairs at Fenland District Council. The Clerk had forwarded to members, in advance of the meeting, a copy of the e-mail which had been sent by District Councillor King in relation to the comments which had been made by the Parish Council at minute M74/15.

In response to the Parish Council's request that the Cabinet at Fenland District Council gives serious consideration to using the Concurrent Functions Grants money which would be paid to Parish Councils over the next ten financial years be not paid to those councils but be used by Fenland District Council instead to meet the cost of replacing all of the category 2 street lights across all 12 parishes within the district, District Councillor King commented that "the future of Concurrent Functions Grants would be considered in parallel with the District Council's Comprehensive Spending Review".

In response to the Parish Council's expressed concern regarding the ethics of a single contractor – Balfour Beatty – undertaking both the condition survey of the lighting stock and the consequent replacement works (and this being seen as a conflict of interest), District Councillor King had commented that "Balfour Beatty is responsible for all highway lighting within Cambridgeshire; this amounts to many thousands of units across the County, including Fenland. The company's buying power and local resources are not matched by any other provider, which allows the company to provide best value to third parties such as Fenland District Council and the local Parish Councils. It also gives the District Council access to the knowledge and skills which this specialist provider offers".

The Clerk reported information which had been provided by the Chairman of Doddington Parish Council with regard to the proposed independent survey of 10% of each Parish Council's Category 2 lights. The cost of the survey work equates to £70.71 per participating Parish Council.

As soon as the information, which had been requested by the Clerk of Fenland District Council (FDC), as to the column numbers and locations of the Category 2 street lights within Manea is received from FDC, the Chairman would identify 5 lights to be examined as part of the survey; the Clerk would then forward that information to the Chairman of Doddington Parish Council.

Members decided that both the responses from District Councillor King and the situation in general be noted.

### **M82/15 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 trellis above existing north-east boundary fence (max height 2.16 m) at Greenacres, Wisbech Road, Manea - F/YR15/0753/F (applicant: Ms T Mingo).

*Object, on the basis that approval of this application would result in an unacceptable of loss of light to the neighbouring property on the north-eastern boundary of the application site.*

*The Parish Council would like to see any vegetation/screening on that site boundary to be restricted to 1.8 metres in height.*

- (2) Siting of a 2-bed mobile home to form annexe ancillary to the main dwelling at Cherrytree House, Fallow Corner Drove, Manea - F/YR15/0904/F (applicants: Mr and Mrs Goude).

*That the application be supported, subject to the permission expiring upon cessation of the accommodation needs of the family members for whom the mobile home is being provided.*

- (3) Conversion of existing public house into 2 x two-storey 3-bed dwellings at The Ship Inn, Purls Bridge Drove, Manea - F/YR15/0905/F (applicant: Mr W Bishop).

*Object, on the basis that approval of this application would result in the loss of an important community facility/amenity, which the Parish Council believes is capable of being operated on a financially viable basis.*

### **M83/15 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 informed members that, based upon e-mail correspondence with PCSO Dawn Rae, he had anticipated either Constabulary attendance at this meeting or the receipt of a report on recent incidents of crime and disorder in Manea.

Members had no issues to raise, with the exception of the one covered by minute M86/15, 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.

### **M84/15 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.

## M85/15 Public open spaces

- (1) Drainage - further to minute M72/15, the Chairman reported that the drainage works had now been undertaken.

Members decided that the situation be noted.

- (2) Open space area at Scholars Close, Manea - further to minute M72/15, the Clerk reported that, following a site meeting involving an officer of Fenland District Council (FDC) and the Chairman of Manea Parish Council (to agree locations), FDC had undertaken to install, subject to the costs being met by Manea Parish Council, a litter bin and a dog waste bin on the open space area at Scholars Close, Manea.

Members decided that the situation be noted and that the cost of the provision of these additional waste bins be met by the Parish Council.

- (3) Wimblington Road, Manea: speeding of vehicles - further to minute M72/15, the Clerk reported that the possibility of imposing an advisory speed limit of, say, 35 mph is currently being investigated by the County Council's Road Safety Team.

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

- (4) Notice board - further to minute M72/15, the Chairman informed members that new notice board is now in place (on Park Road).

The Clerk read to members an e-mail from the Manea Acton Plan Implementation Group (MAPIG), enquiring as to whether the Parish Council would be prepared to agree to meet the cost of MAPIG purchasing a sign for the top of the notice board to read "Manea Community Noticeboard".

Members decided that installation of the notice board be noted and that the request from MAPIG regarding the purchase and installation of a notice board be approved.

- (5) Memorial bench - the Chairman informed members of a proposal of a parishioner to install a bench (and possibly a tree), as a memorial to the late Aaron Mayes, on the open space area at Williams Way. As this area of open space area is in the ownership of Fenland District Council (FDC) the requester has sought consent from FDC. FDC has given consent in principle but has asked the parishioner to seek support from Manea Parish Council for her proposal.

Members decided that the information reported by the Chairman be noted and that the Parish Council would inform the Parks and Open Spaces Manager at Fenland District Council of its support for this proposal.

- (6) Village green - the Chairman informed members of the offer of a "spare" Christmas tree from a parishioner and sought their views as to whether the Parish Council should accept the offer.

Members decided that the offer be accepted and that the tree be planted at the village green.

- (7) Manea station - further to minute M50/15 (1), the Chairman informed members of the latest position with regard to the provision of a car park at Manea Station; that being that, because of the need for improvements to the current access, planning permission for the car park would be required.

Members decided that the situation be noted.

- (8) Highway matters - members raised two highway maintenance issues (one relating to need for the clearance of overgrown vegetation along the footpath which links School Lane and Annabelle Avenue and the other relating to the re-fixing of a "chevron" sign on the approach to Westfield Road).

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

### **M86/15 Allotments**

Further to minute M43/15 (3), members considered the content of e-mail correspondence to the council from members of the Manea Allotment Association and the owner of land in the vicinity of the allotments site – copies of which had been circulated to members by the Clerk in advance of the meeting – relating to the actions of the land owner to make it difficult for tenants to access the allotments site. The actions, which constituted a protest against the installation of gates by the Manea Allotment Association had involved the nearby land owner digging “trenches” and creating “speed bumps” along the access roadway; subsequently, the land owner has repaired the access roadway and removed one of the gates. In his e-mail to the Clerk dated 19 October 2015, he states that no damage had been caused to the gate and that if the gates were removed on a permanent basis, he would reinstate the access roadway to its original condition.

Members had regard for the comments made by the representative of the Manea Allotment Association at minute M79/15 (1).

Members are aware that, although there is some uncertainty as to the ownership of the access track to the allotments site, a right of way to the site exists and they consider that access should not be prevented by any person. They consider the approach which had been taken by the land owner to be unacceptable; they are mindful of the need to be able to provide the council's tenants with unimpeded access to the allotments site.

Members decided that, as an initial measure to remedy the situation, the actions of the land owner be reported, by the Chairman, to Cambridgeshire Constabulary.

### **M87/15 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.

Members considered, at the request of one of the members of the Manea Pit management Committee, the purchase of a supply of mulch (at an estimated cost of £80.00) and a small number of trees (at an estimated cost of £100.00) for the community orchard/woodland.

Further to minute PMC12/15, Councillor Cole informed members that a supply of bark chippings - for undertaking maintenance works to the pathways around the pit - had been delivered.

Further to minute IMC7/15, members were informed that a number of nets, for use at the new pond dipping area, had been purchased.

Members decided that the situation in general be noted and that

- (1) the Clerk would arrange a meeting of the Manea Pit Management Committee (to be 3 November 2015, subject to accommodation being available at the Royal British Legion Club on that evening);

- (2) the request for purchase of a supply of mulch and a small number of trees for the community orchard/woodland be approved.

### **M88/15 Golden Age event**

Members considered a request from District Councillor Sutton that Manea Parish Council considers the provision of funding towards the cost of delivering a (Fenland District Council) Golden Age Event, to be held at Manea Village Hall on 17 November 2015.

Any funding provided by Manea Parish Council would be used to meet the cost of hiring the venue; this is estimated at £40.00.

Members decided, unanimously, that Manea Parish Council would meet the cost of hiring Manea Village Hall for this Golden Age Event.

### **M89/15 Financial matters**

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

#### **Income**

Fenland District Council	Parish Precept and CTSG (second 50%)	£19,010.00
Co-operative Funerals	Interment fee	£154.00
<b>Total Income</b>		<b>£19,164.00</b>

#### **Expenditure**

Manea Village Hall	Room hire on 14 September 2015	£10.00
Mrs A Ryman	Wages and expenses	£72.78
T Jordan	Salary (less income tax of £131.47), Broadband and other expenses	£582.10
H M Revenue and Customs	Clerk's Income Tax (June, July and August 2015)	£398.91
E.on	Electricity for pavilion (includes VAT of £0.60)	£12.56
E.on	Electricity for village green (includes VAT of £0.26)	£5.43
E.on	Electricity for sports area (includes VAT of £0.18)	£3.84
E Mason and Son	Grounds maintenance works for August 2015 inclusive (includes VAT of £248.50)	£1,491.00
E Mason and Son	Grounds maintenance works for September 2015 inclusive (includes VAT of £225.40)	£1,352.40
Manea Connect Committee	Advertising in Manea Matters for 2015/16	£90.00
Jaks Graphics	2 "Clear up after your dog" signs	£20.00
Anglian Water	Water for cemetery	£17.93

Anglian Water	Water for playing field	£46.11
Shaw and Sons	Receipts and Payments ledger (includes VAT of £11.80)	£70.80
S Emery	Install new notice board	£64.60
D Newman	Installation of drainage pipes at pavilion	£200.00
D Cole	Materials for installation of drainage pipes at pavilion (includes VAT of £18.01)	£108.06
<b>Total Expenditure</b>		<b>£4,546.52</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 September 2015 (in the total sum of £55,943.44), together with the month-end figures for each of the preceding six months and as at 30 September 2014.

The Clerk reported also on the Parish Council's half-yearly financial position, which showed income of £43,956.11 and expenditure of £33,051.67 to 30 September 2015; he gave explanations as to variances between the estimated income and expenditure for the year and the actual levels of income and expenditure in the financial year to date. In accordance with minute M73/15, the Clerk had included within his report a detailed breakdown of the income and expenditure as at 30 September 2015 in relation to Manea Pit.

Members gave initial thoughts to setting a budget and Precept for 2016/17, particularly in the light of the need to be in a position to be able to fund the cost of street lighting replacement works (minutes M74/15 and M81/15 (3) refer).

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Cole, that the income of £19,164.00 be noted and that the payments totalling £4,546.52 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 September 2015, together with the month-end figures for each of the preceding six months and as at 30 September 2014, be noted;
- (3) that the Parish Council's half-yearly financial position be noted.

#### M90/15 Correspondence

##### **(1) Parking in the vicinity of Manea Community Primary School**

The Clerk read to members a letter from one parishioner and an e-mail from another, both setting out concerns, from the perspective of highway safety, regarding the parking of vehicles in the immediate vicinity of Manea Community Primary School. Both of the parishioners are asserting that the parked vehicles are, in the main, those belonging to staff at the school.

Members decided that a letter be sent to the Headteacher of Manea Community Primary School, asking that school staff be encouraged to park their vehicles in the car park at Manea Village Hall - permission for such parking was given by the Manea Village Hall Management Committee some time ago - instead of on the public highway in the direct vicinity of the school.

**(2) Proposed development at 48 Station Road, Manea**

The Clerk read to members a letter from a parishioner who lives in close proximity to the site of 48 Station Road, raising concerns in relation to planning application F/YR150723/O and the Parish Council's consideration of that application at its last meeting (minute M69/15 refers).

Members decided that the content of the letter be noted and that the Clerk would respond to the letter - along the lines that he suggested to members - addressing each of the points that had been made by the parishioner.

**(3) Ouse Washes Landscape Partnership Scheme**

The Clerk read to members a letter, which had been sent to the Chairman by the Facilitator of the Manea Community Orchard Memorial Committee, requesting the council's support in the delivery of a project (to provide a memorial within the community orchard to those who had dug the Ouse Washes by hand) for which funding (of £2,000) had been provided to that committee through the small grants scheme being operated by the Ouse Washes Landscape Partnership scheme.

The support required of the Parish Council is to allow use of its bank account - because the Manea Community Orchard Memorial Committee does not have a bank account - for the financial transactions involved; those being for the council to pay the invoice for the memorial and then to receive (following submission of a claim by the Manea Community Orchard Memorial Committee to the Ouse Washes landscape Partnership scheme) reimbursement of the sum expended by the council.

Members decided that the request be approved and that the Chairman would inform the Facilitator of the Manea Community Orchard Memorial Committee accordingly.

**M91/15 Next meeting**

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

**Meeting finished at 9.00 pm**

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

Date:.....