

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

15 AUGUST 2016 – 7.00 pm.

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

**Apologies:** District Councillor Buckton.

The minutes of the meetings of 13 and 18 July 2016 were confirmed and signed.

### M46/16 Open Forum

#### (1) New pavilion/community building for Manea

A parishioner questioned why there is no item on the agenda for this meeting of Manea Parish Council in relation to considering the provision of an alternative version of a new pavilion/community building for Manea, as it is his understanding that a decision had been reached at the last meeting of the council that such consideration would take place at this meeting.

With the consent of the Chairman, the Clerk explained the decision which had actually been taken, i.e. that the council had decided (at minute M35/16 (2)) that it would seek to identify projects to which the capital receipt of £150,000 from the sale of the Cranmore Lots allotments site could be allocated; this would include the possibility of enhancing the existing pavilion and undertaking improvements to the existing multi-use games area. He added that item number 5 of the agenda for this meeting of the council makes provision for the council to consider possible projects for use of the capital receipt.

The Chairman added that the council had made it clear at minute M32/16 that Manea Parish Council would not deliver a project to provide a new pavilion/community building for the village. However, it would consider lending its support to any such project which the community may wish to deliver.

Members decided that the comments of the parishioner and the responses provided by the Clerk and the Chairman be noted.

#### (2) Manea Pit

A parishioner enquired as to the latest position regarding the deaths of Carp at Manea Pit (as had been reported to 10 August 2016 meeting of the Manea Pit Management Committee (minute PMC24/16 refers)) and commented that the Parish Council may need to consider how to "replace" any income that were "lost" to the council in the event that Carp fishing would no longer be possible.

In response to the parishioner's comments, the Chairman commented that Councillor Hirson (Chairman of the Manea Pit Management Committee) would be providing, later in the meeting, an update in relation to Carp deaths and investigations which are being undertaken; he commented also that, as had been made clear at 10 August 2016 meeting of the Manea Pit Management Committee, the income received by Manea Parish Council in relation to Carp fishing at Manea Pit makes a significant contribution towards the council's annual operating

costs; if that income were "lost", the council would need to consider increasing the Parish Precept to "replace" that source of income.

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

### **(3) Emergency Planning**

A parishioner enquired as to whether Manea Parish Council has an Emergency Plan, which would be activated in the event of an emergency in the village.

Both the Chairman and the Clerk confirmed that Manea Parish Council does not possess an Emergency Plan. The Clerk explained what he understood would be the actions of Fenland District Council, which is the local authority with responsibilities for emergency planning across the district, in such a circumstance and he enquired as to whether members would be interested in receiving a presentation, at a future meeting, from Fenland District Council's Emergency Planning Officer.

Members decided that the comments of the parishioner and the responses of the Chairman and the Clerk be noted and that the Clerk would invite Fenland District Council's Emergency Planning Officer to make a presentation, at a future meeting of Manea Parish Council, in relation the role of Fenland District Council in the event of an emergency situation and whether there would be benefit in Manea Parish Council possessing an Emergency Plan.

### **(4) Speeding in the village**

A parishioner suggested that the council should consider installing, at entrance points to the village, a wooden structure (with the appearance of a gate/fence) which is used to "highlight" speed limit signs. The parishioner mentioned villages where she had seen such features, including Haddenham.

Another parishioner mentioned speeding and other incidents of anti-social use of cars and motor cycles in the village. In response a question asked by the Chairman, the parishioner stated that none of the incidents had been reported to the Constabulary. The Chairman encouraged the community to report all such incidents to the Constabulary; he commented that if the Constabulary is not made of issues in the Manea, it would not be deploying staffing resources to the village in that regard - the approach of the Constabulary is that resource allocation is "driven" by need.

Members decided that the comments of the parishioners be noted and that the Clerk would make enquiries of the Local Highway Authority regarding the possibility of the installation at the entrance points to the village of a wooden structure (with the appearance of a gate/fence) which is used to "highlight" speed limit signs.

### **M47/16 Members' Code of Conduct**

The Clerk reminded members of the need to inform the Monitoring Officer at Fenland District Council, via the Parish Clerk, 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.

### **M48/16 Progress on actions from minutes of last meeting**

#### **(1) Historic fire pump named "Tilley" (minute M33/16 (4))**

The Chairman reminded members of the comments which had been made at the last meeting of Manea Parish Council by a member of the Manea Action Plan Implementation Group regarding the need for restoration of

"Tilley" and finding it a new "home" and he proposed that the members give thought to those issues between this meeting of the council and the next one, with the aim of progressing this matter at the next meeting of Manea Parish Council.

Members decided that the comments of the Chairman be noted and that this matter be discussed at the next meeting of Manea Parish Council.

**(2) Cranmore Lots allotments site (minute M35/16 (2))**

The Clerk informed members that he had been informed that the exchange of contracts in relation to the sale of this site is imminent; the most recent update that he had received from the solicitors acting on behalf of the council was that they had confirmed the plans which would be used to denote in the contract the extent of the land to be sold.

The Clerk reminded members that that they had decided at minute M35/16 (1) that the council would seek to identify projects to which the capital receipt of £150,000 resulting from the sale of the allotments site could be allocated.

Members are of the opinion that capital expenditure should be incurred in improving the condition of existing facilities (instead of providing a new community building), such as providing new surfacing to the multi-use games area and undertaking improvement works to the current pavilion (to make it "fit for purpose").

Members decided that the information reported by the Clerk be noted and that the council would inspect the current pavilion (at 6.30 pm on 24 August 2016), with the aim of formulating a schedule of improvement works to that building.

**(3) Bus service (minute M41/16)**

Councillor Hirson informed members that he had not yet commenced a process of consultation within Manea, to ascertain whether there is a demand in the village for a bus service to Downham Market and whether it would be supported in the numbers necessary to make such an arrangement viable for the coach operator, but would do so prior to the next meeting and report to that meeting on any progress achieved.

Members decided that the situation be noted.

**M49/16 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) Change of use from agricultural building to a two-storey 3-bed dwelling (Class Q (a) (b)) at barn east of Markwells Farm House, Block Fen Drove, Chatteris - F/YR16/0597/PNC04 (applicants: Mr and Mrs Peter Markwell).

*That the application be supported.*

- (2) Erection of a domestic garage (retrospective) on land south of 8A Park Road, Manea - F/YR16/0686/F (applicant: Mr T Rowlett).

*Object, on the basis that approval of the proposal, given its scale and mass, would have a detrimental impact upon the amenities of the occupiers of nearby residential properties in terms of overshadowing, loss of light and a sense of enclosure.*

*In addition, the council feels that the construction materials are out of keeping with the surrounding buildings.*

Members had regard for letters of objection to this planning application from the occupiers of numbers 8A and 10 Park Road, Manea.

*(Councillor Cole requested it be recorded that he took no part in the discussion and voting in respect of this planning application)*

In addition, the Clerk reported that planning application F/YR16/0523/F (which proposed the erection of a three-storey 7-bed dwelling with detached garage, involving raising the levels of the land, and the temporary siting of a mobile home (during construction) at plot 6 land north of 55A Station Road, Manea), which had been considered, and supported, by the Parish Council at minute M36/16, had been withdrawn by the applicant.

Members decided that the situation be noted.

The Parish Council considered also a pre-application enquiry in relation to a proposal by Telefónica UK Limited and Vodafone Limited to install a mobile phone base station at Manea Fire Station, 31 Westfield Road, Manea. The companies' planning agent is seeking the views of Manea Parish Council prior to the submission of a planning application to Fenland District Council.

The proposal to install a base station in Manea is part of Vodafone's and Telefónica's continued network improvement programme; the companies have identified a specific requirement for a radio base station in Manea this to improve the coverage for mobile phones and other devices in the area.

Members decided that this proposal be welcomed.

### **M50/16 Police matters**

Although no representative of the March and Chatteris Policing Team was present at the meeting, PCSO Carol Holloway had provided a brief 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 Holloway's report mentioned that

- the Constabulary had received no reports of any anti-social behaviour in the village
- PCSO patrols in the vicinity of the primary school continue and no matters requiring Constabulary intervention had been witnessed
- the Constabulary would no longer be able to utilise the New Horizons outreach vehicle to undertake engagement with the community, as Fenland District Council had, because of funding pressures, disposed of the vehicle. The Constabulary is, consequently, seeking to identify alternative venues to hold engagement events
- any incidents of anti-social behaviour should be reported to the Constabulary via the 101 telephone number.

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

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

### **M51/16 Reports from District and County Councillors for the parish**

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

District Councillor Buckton had, however, informed the Clerk in advance of the meeting that there is nothing particular which he wishes to draw to the attention of the Parish Council at this time.

Members decided that the situation be noted.

### M52/16 Public open spaces

- (1) RoSPA inspection – further to minute M39/16 (1), members considered the latest position in relation to undertaking works to address the issues raised by the annual RoSPA reports in respect of the playing field and the skateboard park.

The Clerk informed members that he had contacted a local supplier of play equipment for undertaking of the repair works identified in the RoSPA report in relation to certain items of play equipment, inviting the contractor to meet on-site with the Chairman to discuss the necessary works.

Councillor Drinkwater reported that the repair works identified in the RoSPA report to the skateboard park had been undertaken.

Members decided that the current situation be noted.

- (2) Storage container - further to minute M39/16 (2), Councillor Drinkwater informed members of the quotation that he had received for the supply and delivery of a (20 feet in length) storage container, in the sum of £1,250.00 (plus VAT) (which includes removal and disposal of the existing container). Councillor Cole informed members that he had not been able to achieve a more competitive quotation than the one obtained by Councillor Drinkwater.

Members decided the situation be noted and that the quotation obtained by Councillor Drinkwater for supply and delivery of a replacement storage container be accepted and that the Chairman would make arrangements with a local electrical contractor for disconnection of the electricity supply to the current container and subsequent re-installation following delivery of the replacement container.

- (3) Multi-use Games Area - further to minute M39/16 (3), the Chairman informed members that he had received one quotation for replacement of the surfacing at the multi-use games area and that the receipt of two further quotations is anticipated. He showed members a sample of the surfacing material which is available from the contractor which had submitted a quotation and gave an indication of a "ball park" figure for the cost of the work.

Members decided that the situation be noted.

- (4) Manea Gala - the Clerk read to members a letter of request from the Chairman of Manea Gala Committee for permission to site an additional storage container (of 40 feet in length), adjacent to the committee's existing container, at the Park Road playing field.

In his letter of request, the Chairman of Manea Gala Committee explains the need for the additional storage capacity and states that Manea Gala Committee would be responsible for insurance of the container; no liabilities would fall upon Manea Parish Council.

Members decided that the request from Manea Gala Committee for permission to site an additional storage container (of 40 feet in length) at Park Road playing field, be approved.

- (5) Netball Team - further to minute M23/16 (4), Councillor Drinkwater informed members that the new village netball team, which is using the multi-use games area at the playing field, has enquired as to whether the council would consider meeting the cost of purchasing netball poles and hoops, at a cost of approximately £150.00.

Members decided that Manea Parish Council would meet the cost of purchasing netball poles and hoops.

- (6) Parish street lighting - further to minute M39/16 (5), the Chairman referred to an e-mail from one of the engineers at Fenland District Council which had been circulated by the Clerk to members since that last meeting of the council, to which was attached a quotation from Balfour Beatty (the District Council's street lighting contractor) for replacement/re-location of four street lights on Station Road, Manea. The engineer states in his e-mail that he is awaiting an explanation from Balfour Beatty as to why the quotation had increased by more than £3,500.00 (to almost £10,400.00) since a quotation had been provided for this work in May 2015.

Members decided that the situation be noted and that the matter be considered further at the next meeting of Manea Parish Council.

### M53/16 Manea Pit

Members considered the minutes of the meeting of the Manea Pit Management Committee held on 10 August 2016.

Further to minute PMC24/16, Councillor Hirson, Chairman of the Manea Pit Management Committee, updated the council on the situation with regard to the recent deaths of Carp at Manea Pit. He mentioned that two more dead Carp had been found today; this brings the total to eighteen.

Councillor Hirson informed members that a preliminary report had been received today from the Fish Laboratory at the Environment Agency (EA). The report states that the tests undertaken so far had not identified the cause of the deaths of the Carp; further tests are planned. Closure of the pit (for fishing purposes) would continue until the fish deaths had stopped. He mentioned that the EA recommends the undertaking of an exercise to ascertain the fish stocks at Manea Pit. Councillor Hirson commented that the situation is being monitored on a daily basis and that he is providing regular updates, via e-mail, to the members of the Manea Pit Management Committee.

Although the minutes contained no recommendations to Manea Parish Council, the Clerk drew to members' attention certain elements of the minutes, including that

- a) a community group had produced a maintenance regime and operational management plan for the community orchard/woodland and that the committee had approved in principle a number of enhancement proposals (minute PMC26/16 refers)
- b) the committee would, at its meeting on 7 September 2016, agree a final version of the new Manea Pit Management Plan, for recommendation to Manea parish Council for adoption (minute PMC29/16 refers).

Further to minute M40/16, the Clerk reported that he had made an enquiry of the council's insurers as to the possibility/feasibility (and any cost) of including within the council's policy of insurance legal protection/support for the council's volunteers in the event that a member of the public were to make an allegation or take legal action against such a person and that he is awaiting a response. Councillor Fielding added that he is still investigating the requirement of the members of the Parish Council and the volunteers to be covered by a Safeguarding Policy.

Members decided that the contents of the Manea Pit Management Committee minutes and the other information reported be noted.

## M54/16 Financial matters

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

### Income

Fenland District Council	Recycling Credits	£60.55
Various (via I Fost)	Sale of fishing tickets	£65.00
Richard King Memorials Ltd	Cremated remains tablet	£110.00
Various (via I Fost)	Sale of fishing tickets	£164.00
Carp Syndicate	Membership fees	£320.00
<b>Total Income</b>		<b>£719.55</b>

### Expenditure

Manea Village Hall	Room hire on 13 and 18 July 2016	£20.00
Mrs A Ryman	Wages and expenses	£57.60
T Jordan	Salary (less income tax of £156.57 and NI of £13.30), other expenses and allowances	£752.06
E.on	Electricity for village green (includes VAT of £0.66)	£13.87
E.on	Electricity for sports area (includes VAT of £0.67)	£14.06
E.on	Electricity for pavilion (includes VAT of £1.53)	£32.11
S Emery	Reimbursement of the cost of Purchasing materials for Manea Gala	£20.00
Manea and Welney District Drainage Commissioners	Drainage rates	£337.44
Young People March Ltd	Manea Youth Club Q2 2016/17	£1,374.66
Mitchell and Mayne Ltd	Drainage camera work at Park Road, Manea (includes VAT of £18.00)	£108.00
Manea RBL Cub Ltd	Contribution towards the cost of the Queen's 90th Birthday celebratory event	£150.00
E Mason and Son	Grounds maintenance works: July 2016 (includes VAT of £169.00)	£1,014.00
E mason and Son	Clean safety surfacing at play area (includes VAT of £80.00)	£480.00
DVD Builders Ltd	Repairs to skateboard park (includes VAT of £210.00)	£1,260.00
<b>Total Expenditure</b>		<b>£5,633.80</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 July 2016 (in the total sum of £84,075.93), together with the month-end figures for each of the preceding six months and as at 31 July 2015.

Furthermore, the Clerk read to members a letter that he had received from the Chief Accountant at Fenland District Council (FDC), stating that, as part of its Comprehensive Review, FDC had considered the future distribution and allocation of Council Tax Support Grant.

As a result of FDC's considerations, it had been decided (at a meeting of the council's Cabinet on 21 July 2016) that continuation of the Council Tax Support Grant (CTSG) payments to Town and Parish Councils would be phased out over the next three financial year and that, consequently, CTSG payments would be made to Manea Parish Council as follows:

- 2017/18: £904.00
- 2018/19: £452.00
- 2019/20 and beyond: £0.00.

The Clerk reminded members that the Council Tax Support Grant payment made to Manea Parish Council for the current financial year had been £1,357.00.

In his letter to Manea Parish Council, the Chief Accountant at Fenland District Council makes the point that the Cabinet at FDC is aware that Town and Parish Councils are not subject to the referendum rules by which District Councils' ability to raise income, through increases in Council Tax, are constrained; Town and Parish Councils would, if they so wish, be able to increase their Parish Precept to compensate for the reductions and loss of CTSG.

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Mrs Berry, that the income of £719.55 be noted and that the payments totalling £5,633.80 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 July 2016, together with the month-end figures for each of the preceding six months and as at 31 July 2015, be noted;
- (3) that the situation in relation to the future of payments by Fenland District Council of Council Tax Support Grant be noted and taken into account when setting Manea Parish Council's budget and Precept for future financial years.

### **M55/16 Manea Matters publication**

Members considered the invitation from the Manea Connect Committee for the Parish Council to continue to advertise in the Manea Matters publication for a further twelve months period, at a cost of £120.00.

Members are of the opinion that the Manea Matters publication is a very effective way of being able to communicate with the local community in relation to the council's activities, plans and ambitions.

Members decided that Manea Parish Council would continue to advertise in the Manea Matters publication for a further twelve months period.

### **M56/16 Correspondence**

#### **Manea Youth Club**

The Clerk informed members of his receipt from Young People March (the charitable organisation which had operated the village youth club since 1 April 2016), of a report on the activities delivered and the levels of attendance at Manea Youth Club since 1 April 2016 to date.

The Clerk read to members the "key" information, including the levels of attendance at the Youth Club.

Members decided that the situation be noted and that the report be circulated among the members of the council.

**M57/16 Next meeting**

Members were reminded that the next meeting of the Parish Council had been scheduled for 12 September 2016, to commence at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 8.30 pm**

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

Date:.....