

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

15 FEBRUARY 2016 – 7.00 pm.

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

**Apologies:** Councillor Mrs Desborough.

**In attendance:** District Councillor Buckton.

The minutes of the meeting of 18 January 2016 were confirmed and signed.

### **M132/15 Vacancy in the membership of the Parish Council**

Further to minute M119/15, the Clerk reported that, as the result of the election which took place on Thursday 11 February 2016, Mr Richard Hirson had been elected to membership of Manea Parish Council. Prior to commencement of the meeting, Councillor Hirson had signed a Declaration of Acceptance of Office.

Members decided that the information reported by the Clerk be noted and they welcomed Councillor Hirson to his first meeting as a Manea Parish Councillor.

### **M133/15 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.

### **M134/15 Progress on actions from minutes of last meeting**

#### **(1) New pavilion for Manea (minute M121/15 (1))**

The Clerk informed members that he had now received a second quotation from a local building contractor for the construction of a new pavilion.

The Chairman reported that he invited a number of local contractors to submit a quotation for this work (to be submitted to the Clerk) and is hopeful that additional quotations would be in the Clerk's possession prior to the next meeting of Manea Parish Council.

Members decided that the situation be noted.

#### **(2) Cranmore Lots allotments site (minute M121/15 (2))**

The Clerk informed members of his understanding that the estate agency which is dealing with the sale of this land is in the process of seeking to obtain from the council's solicitors details of the council's land holdings, for the purpose of providing a cost for valuing all of those land holdings.

The Clerk informed members of his understanding that the legal process associated with the sale of the Cranmore Lots allotments site is progressing but had been unable to obtain formal confirmation in that regard from the council's solicitors.

Members decided that the information reported by the Clerk be noted and that he would seek to obtain updates from the council's solicitors in relation to both the provision of land ownership details to the estate agents and the sale of the allotments site.

### **(3) Parish street lighting (minute M121/15 (3))**

The Clerk informed members that the further meeting of Parish Council Chairmen and Clerks, convened by the Chairman of Doddington Parish Council, to discuss further the situation regarding street lighting within Fenland parishes, had taken place on 29 January 2016; both the Chairman and he had attended this meeting, at which District Councillor King had been present (to respond to questions from Parish Council representatives). Two representatives of Skanska, the company which had undertaken the independent survey of a selected number of parish street lights, explained the results of the survey and answered attendees' questions in that regard.

As a result of the meeting, District Councillor King undertook to report the evening's discussion, and to raise a number of matters with the relevant officers at Fenland District Council; he promised to provide responses to the questions asked and issues raised by attendees at the meeting.

The Chairman commented that it is clear from the information provided by Skanska that its assessment of the condition of the parish street lights across the district varies from the condition survey undertaken by Balfour Beatty.

Members decided that the current situation be noted and that the Clerk would seek to obtain from Fenland District Council a breakdown of the condition of the lights (according to Balfour Beatty) and which of the Category 1 lights had been replaced.

### **M135/15 Planning applications**

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

- (1) Erection of a two-storey rear extension to existing dwelling at 17 East Street, Manea - F/YR16/0062/F (applicant: Mr D Allen).

*That the application be supported.*

- (2) Formation of a vehicular access to existing dwelling at 56 Station Road, Manea - F/YR16/0065/F (applicant: Mr L Skinner).

*That the application be supported.*

- (3) Change of use of existing garage to 3 holiday lets on land east of Horseway Farm, Horseway, Chatteris - F/YR16/0091/F (applicant: Mr P Baxter).

*That the application be supported, subject to the imposition on any planning permission granted of an appropriate condition which would restrict the occupation of the holiday lets in such a way as to prevent use as permanent residential accommodation.*

In addition, the Clerk reported the withdrawal by the respective applicants of the following planning applications:

- (1) F/YR15/0984/F (which proposed the erection of 57 dwellings with garages on land west of Teachers Close, Manea), which was considered, and supported, by Manea Parish Council at minute M97/15.
- (2) F/YR15/1121/F (which proposed the erection of a single-storey extension to front and a porch to the side and alterations (to include: extending the roof overhang; changes to the doors and windows; arrangement of existing dwelling) at Knyverton House, Wisbech Road, Manea) which was considered, and supported, by Manea Parish Council at minute M122/15.

### **M136/15 Police matters**

Although no representative of the March and Chatteris Policing Team was present at the meeting, PCSO Carol Holloway (the PCSO who would now be covering Doddington, Manea and Wimblington (instead of PCSO Joanna Ford)) 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 Holloway's report mentioned that

- she had been patrolling Manea and had spoken with residents and the operators of local shops regarding any concerns that they may have and that, as a result, she had received very positive feedback about how much people enjoy living in the village
- in terms of crime trends in the area, there is very little to report; there had been some incidents of theft from farms, so the Constabulary would urge people to be vigilant during hours of darkness and to report any suspicious activity in the area
- she had arranged for the New Horizons outreach vehicle to be parked outside of the Rose and Crown public house on 26 February 2016 (between 10.00 am and 11.00am) so that parishioners could engage with the Constabulary through "having a cuppa with a copper".

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

### **M137/15 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.

District Councillor Buckton informed the Parish Council that

- further to minute M31/15, the Local Government Boundary Commission for England had concluded its review of the electoral divisions within Cambridgeshire County Council and, as a result, has decided that the number of County Councillors for the District of Fenland would reduce from 11 to 9, with effect from the County Council elections in May 2017, and that the parish of Manea would be part of a March South and Rural electoral division (to be represented by one County Councillor)
- the level of progress with the provision of a car park for Manea Station is disappointing - it appears that one of the difficulties in the delivery of this project is the close proximity of the entrance to the proposed car park site to the railway crossing; however, Councillor Buckton undertook to seek to achieve progress in this matter via the meeting of the Community Rail Partnership scheduled for 22 February 2016
- in response to the question which he had been asked by a number of parishioners, the planning application for the erection of 4 dwellings on land south and west of Keswisk, Station Road, Manea (reference F/YR15/0958/O), considered by Manea Parish Council at minute M97/15) had not yet been determined by the Local Planning

Authority (LPA); the LPA is awaiting from the applicants the results of the public consultation exercise undertaken. He added that the ecological survey of the site had recommended that part of the site be retained as an orchard

- further to minute M124/15, there is currently nothing to report in relation to relation to Fenland District Council's Comprehensive Spending Review
- he had been appointed as Chairman of the Manea Connect Committee and he is keen that the Manea Matters publication possesses a focus upon community issues; with that in mind, District Councillor Buckton would like to see, in a future edition, a feature on Manea Parish Council
- he is a member of the Fenland Tourism Partnership and is aware that Manea Parish Council should be receiving a request from District Councillor Mrs Clark for information regarding things to do and see in Manea.

Members decided that the situation be noted.

### **M138/15 Public open spaces**

No member had any issue to raise in relation to the operation and maintenance of the open space areas within the village.

The Clerk read to members an e-mail from a resident of Jolley Close regarding a large tree located on the village green (at the junction of Station Road with School Lane), requesting cutting back of the branches which had begun to overhang the gardens of some of the properties on Jolley Close.

Members decided that the situation in general be noted and that the Clerk would make arrangements for the contractor which undertakes tree works on behalf of Manea Parish Council to inspect the large tree on the village green and to provide a quotation for any works considered necessary.

### **M139/15 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 taken place since the last meeting of the Parish Council and that the next meeting had been arranged for 23 February 2016.

Further to minute M126/15, the Chairman informed members that the cost of materials for the erection of post and rail fencing would be £105.00 and that the work could be undertaken on a voluntary basis as part of a work party. In addition, he presented a quotation which had been obtained by Councillor Cole for the supply of the pipe work required for piping a short length of the dyke at the vehicular entrance to the pit area; in addition to the approximate cost of £1,500, the council would also need to purchase a supply of gravel and then meet labour costs. On the basis of the information presented by the Chairman, there was a general feeling among members that, in terms of the benefit which would accrue, perhaps such monies could be spent better.

Further to minute M114/15, the Chairman reported that the council's spare bench bears a plaque commemorating VE/VJ day; therefore, it would not be available for use as memorial bench for the late Ian Woodard; however, he expressed the opinion that the council ought to site this bench at an appropriate location within the village. The Chairman suggested that the Parish Council may wish to consider the purchase of a bench (of metal construction, to guarantee its longevity), to which a memorial plaque in relation to the late Ian Woodard could be affixed.

Members decided that

- (1) the information reported/presented be noted;

- (2) the suggested fencing works be approved;
- (3) the Chairman would obtain quotations for the manufacture of a bench and speak with Mr Woodard's widow with regard to the provision of a memorial plaque;
- (4) the Manea Pit Management Committee be requested to consider the need/benefit of piping a short length of the dyke at the vehicular entrance to the pit area.

### **M140/15 Manea Youth Club**

Further to minute M127/15, the Clerk informed members of the revised proposal from Young People March (YPM) as a result of him enquiring, via the Youth and Community Co-ordinator (Fenland) at Cambridgeshire County Council, as to what YPM could deliver in terms of a youth club in Manea for the financial year 2016/17 for the sum of £5,000.

The revised proposal provides for 36 (term time only) sessions (instead of the current 46 sessions), at a total cost of £5,498.64. In addition, the Youth and Community Co-ordinator (Fenland) at Cambridgeshire County Council has suggested that Manea Parish Council makes an application to the County Council's Community Reach Fund for the amount in excess of the £5,000 that the council stated at minute M127/15 that it would be happy to spend on this activity for the financial year 2016/17.

Members decided that

- (1) the situation be noted;
- (2) the revised proposal from Young People March (YPM) for the provision of Manea Youth Club, at a total cost of £5,498.64 for 2016/17, be accepted;
- (3) the Clerk would submit an application to the County Council's Community Reach Fund for the sum of £500, to contribute towards the cost of YPM's provision of a youth club at Manea.

### **M141/15 Financial matters**

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

#### **Income**

Manea UFC	Hire of playing field	£440.00
<b>Total Income</b>		<b>£440.00</b>

#### **Expenditure**

Manea Village Hall	Room hire on 18 January 2016	£10.00
Mrs A Ryman	Wages and expenses	£53.60
T Jordan	Salary (less income tax of £149.40 and NI of £9.00), other expenses and allowances	£675.94
E.on	Electricity for pavilion (includes VAT of £5.08)	£106.62
E.on	Electricity for village green (includes VAT of £0.48)	£10.05

E.on	Electricity for sports area (includes VAT of £0.39)	£8.13
Cambridgeshire ACRE	Membership 2016/17 (includes VAT of £9.00)	£54.00
Women's Institute	Contribution towards the cost of maintaining garden area at Pump Corner	£25.00
Manea PCC	Use of Church rooms by Manea Internet Club	£70.00
Doherty Design and Planning Ltd	SBEM modelling for new pavilion (includes VAT of £32.00)	£192.00
<b>Total Expenditure</b>		<b>£1,205.34</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 January 2016 (in the total sum of £61,251.83), together with the month-end figures for each of the preceding six months and as at 31 January 2015.

Members considered the appointment of an Internal Auditor for the audit of the Parish Council's 2015/16 accounts.

The Clerk informed members that the person who undertook this role in respect of the 2011/12, 2012/13, 2013/14 and 2014/15 accounts, Mr Ivan J Cooper, is willing to do likewise for the 2015/16 accounts (for the fee of £225).

Members decided

- (1) upon a proposal from Councillor Mrs Berry, seconded by Councillor Fielding, that the income of £440.00 be noted and that the payments totalling £1,205.34 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 January 2016, together with the month-end figures for each of the preceding six months and as at 31 January 2015, be noted;
- (3) that Mr Ivan J Cooper be appointed as the Parish Council's Internal Auditor for the 2015/16 audit of accounts.

### **M142/15 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.

**M143/15 Correspondence**

**Speed Watch**

Further to minute M56/15, the Clerk read to members an e-mail from the Manea Speed Watch Co-ordinator, explaining that it is not possible for the Manea Speed Watch group to be active because of the lack of equipment available for loan from the Constabulary and, consequently, requesting the Parish Council to consider again the provision of funding for the purchase of Speed Watch equipment.

Members decided that the content of the e-mail from the Manea Speed Watch Co-ordinator be noted and that the decision at minute M56/15 - that the Parish Council would not consider the purchase of Speed Watch equipment until it had been able to see and assess data achieved through three months of Speed Watch activity in Manea - be re-affirmed.

**M144/15 Next meeting**

Members were reminded that the next meeting of the Parish Council had been scheduled for 14 March 2016, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 9.10 pm**

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

Date:.....