

MANEA PARISH COUNCIL

MINUTES OF MEETING

17 OCTOBER 2016 – 7.00 pm.

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

Apologies: None.

In attendance: District Councillor Buckton.

The minutes of the meeting of 12 September 2016 were confirmed and signed.

M73/16 Open Forum

(1) Historic fire pump named "Tilley"

Mr M Milner, Watch Commander at Manea Fire Station reminded the council that he had addressed the Annual Parish Assembly in April of this year regarding the need to restore and find a "home" for "Tilley". In that regard, he introduced to the council Mr G Dunlop, a member of the Vivien Fire Engine Trust.

Mr Dunlop informed the council that the Vivien Fire Engine Trust (which has charitable status) had been in existence since the year 2000 and he explained the work which had been undertaken by members of the trust to restore and preserve the historic (circa 1932) fire engine known as Vivien. He mentioned that the trust works very closely with Wisbech Town Council and Vivien attends a number of events organised by the town council.

Mr Dunlop mentioned that the trust had, in recent years, become custodian a fire pump (circa 1739); it had been saved from being scrapped. The custodian of the pump previously had been Haddenham Parish Council but it did not wish to retain the pump. He expressed the opinion that Tilley also should also be "saved" and, consequently, he extended to Manea Parish Council an offer for the Vivien Fire Engine Trust to become custodian of Tilley; the trust would restore and "house" this fire pump.

The council was informed by Mr Dunlop that the Vivien Fire Engine Trust would soon be submitting an application to the Heritage Lottery Fund for funding towards the cost of providing a Fire Heritage Centre (to be co-located with the West Norfolk and Fenland Aviation Museum on former allotment land owned by Wisbech Town Council) and that Tilley could be displayed, along with the other historic fire-related assets in the possession of the trust.

Members decided that the information presented be noted and that it be taken into account in the discussion at minute M75/16 (2).

(2) Manea Pit

The Secretary/Treasurer of the Carp Syndicate, Mr A Cooper, mentioned to the council a recent incident at Manea Pit which had involved inappropriate behaviour by a member of the syndicate. The matter had been reported to the Constabulary.

Mr Cooper informed the council that the syndicate wishes to apologise for the inappropriate behaviour of one of its members and that he would address the matter as a breach of the syndicate's rules.

Members decided that the situation be noted.

(3) Manea Pavilion

A parishioner referred to a recent problem with operation of the showers (in dressing room of the Home Team) at the pavilion and enquired as to whether the plans to refurbish the building (minute M65/16 refers) include replacement of the showers.

In response, the Chairman stated that although that the plans do not include replacement of the showers at the pavilion, any work necessary to ensure that they operate properly would be undertaken.

M74/16 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.

M75/16 Progress on actions from minutes of last meeting

(1) Emergency Planning (minute M60/16 (1))

The Clerk informed members that he had invited Fenland District Council's Emergency Planning Officer to attend a future meeting of Manea Parish Council to make a presentation 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 and that, in response, the officer would be attending 14 November 2016 meeting of this council

Members decided that the situation be noted.

(2) Historic fire pump named "Tilley" (minute M60/16 (3))

Members considered further the restoration and identification of a "home" for this fire pump.

Members decided that the offer of the Vivien Fire Engine Trust to become custodian of "Tilley" (minute M73/16 (2) refers) be accepted.

(3) Cranmore Lots allotments site (minute M60/16 (4))

The Clerk informed members that the exchange of contracts in relation to the sale of this site had taken place on 7 October 2016.

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

(4) Bus service (minute M60/16 (5))

Councillor Hirson reported that he had undertaken a consultation exercise 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, and that, as a result of the consultation exercise, he had ascertained that forty four villagers would be interested in using such a service.

Members decided that the information reported by Councillor Hirson be noted and that the Clerk would forward that information to the representative of those who are seeking to establish the bus service.

(5) Manea Pavilion (minute M65/16)

The Chairman reported that he had, to date, invited quotations from two local contractors for undertaking the repair and maintenance works (agreed at minute M65/16) to the pavilion.

Councillor Drinkwater commented that he may be able to arrange for the works to be undertaken on a free-of-charge basis and undertook to explore that possibility.

Members decided that the situation be noted.

M76/16 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) Variation of condition 21 (imposition of a condition listing approved plans) relating to planning permission F/YR12/0555/F (Erection of 14 dwellings with associated garages) to enable changes to design of plot 6 only, to a three-storey 7-bed dwelling with detached garage, and the temporary siting of a mobile home during construction on land north of 55A Station Road, Manea - F/YR16/0803/F (applicant: Mr D Ballard).

That the application be supported.

- (2) Certificate of Lawful Use (Existing): Use as a Residential Care Home (C2) at Cathryn Wheel House, 43 High Street, Manea - F/YR16/0824/CERTLU (applicant: Mr Roberto Mac).

The Parish Council has knowledge that this property has been used as a residential care home for at least the last ten years.

The Clerk reported that the following planning applications had been withdrawn by the respective applicants:

- (1) F/YR15/0410/PLANO (Modification of Planning Obligation attached to planning permission F/YR05/0024/RM (entered into on 20/02/05) relating to the payment of an off-site public open space contribution to enable funds held to be utilised by the Parish Council to part fund the Sports Field Pavilion, at site of piggery rear of 7 Westfield Road, Manea).

This application had never been referred by the Local Planning Authority to Manea Parish Council for consideration;

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

This application had been considered by Manea Parish Council at minute M49/16; the council's response to the Local Planning Authority in respect of the application was " 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 decided that the withdrawal of these planning applications be noted.

In addition, the Clerk informed members of the submission of an appeal against Fenland District Council's refusal to grant planning permission for the change of use of existing garage to 3 holiday lets on land east of Horseway Farm, Horseway, Chatteris (application reference F/YR16/0091/F) and of the opportunity for Manea Parish Council to submit a representation to the Planning Inspectorate (in addition to the comments submitted by the Parish Council to the Local Planning Authority previously) in relation to this matter.

Members decided that the situation be noted and that the Planning Inspectorate be informed that Manea Parish Council is of the opinion that this proposal should be granted planning permission as it would assist in increasing the tourism "offer" within Manea in particular and Fenland in general.

M77/16 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 March Problem Solving Team PCSOs had undertaken regular evening patrols in Manea
- the local Speed Watch group is undertaking speed checks on a regular basis
- speed checks had been carried out by a Special Constable, who had given words of advice to two motorists
- the Constabulary had received a report of an abandoned vehicle in the village; however, upon investigation, the Constabulary found everything to be in order
- PCSO Holloway visited Manea School and spoke to Year 2 children about the role of a PCSO/Police officer and delivered the message that their role is to help people
- the Constabulary had dealt with one report of cars being parked in the vicinity of the school in such a way that it made it difficult for residents to get out of their driveways. PCSO Holloway reminded the school that the Village Hall Committee is happy for school staff to park their vehicles at the village hall car park.

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.

M78/16 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 M27/16, the Cabinet at Fenland District Council (FDC) would be making a decision on Thursday of this week regarding the proposal to charge, with effect from 1 April 2017, for the Garden Waste Service and that he would inform the Parish Council, at its next meeting, of the decision reached by FDC.

District Councillor Buckton mentioned the Highways Volunteering Scheme now being operated (details of which the Clerk had forwarded to the members of Manea Parish Council upon his receipt from the County Council), which enables community volunteers to undertake minor maintenance works such as cutting back vegetation. He suggested that such a role could be undertaken by the Manea Street Pride group, provided that such a measure were supported by the Parish Council.

The District Councillor reminded members of the information that he had sent to the Clerk for reporting to the last meeting (included at minute M63/16) with regard to opportunities for obtaining funding for initiatives that are currently being considered by the Parish Council, plus new initiatives that would benefit the health and wellbeing of the community; funding for the MUGA works may be possible. He requested the council to make no decisions at this meeting to allocate funding to any projects that had been discussed recently to afford him the opportunity to look at funding opportunities for proposed and new projects and to report to the next Parish Council meeting.

With regard to the fence at Williams Way (minute M22/16 refers), the current situation is that both Fenland District Council and Circle Roddons claim that the fence is in the ownership of the other party and, consequently, no action is being taken to address the situation. He has informed both parties that if no action is taken by 21 October 2016, he would arrange for a group of local volunteers to remove the fence.

Members decided that the situation be noted and

- (1) that the council supports the suggestion of District Councillor Buckton that the Manea Street Pride group participates in the County Council's Highways Volunteering Scheme;
- (2) to make no decisions at this meeting to allocate funding to any projects that had been discussed recently to afford District Councillor Buckton the opportunity to look at funding opportunities for proposed and new projects and to report to the next Parish Council meeting.

M79/16 Public open spaces

- (1) RoSPA inspection – further to minute M64/16 (1), the Clerk reported that, following the council's acceptance of the quotation from a local supplier/installer of play equipment, he had placed with that contractor an order for undertaking the repair works identified in the RoSPA report in relation to certain items of play equipment.

Members decided that the situation be noted.

- (2) Storage container - further to minute M64/16 (2), Councillor Drinkwater commented that, now that the electricity supply to the current container had been disconnected, he would finalise the arrangements for delivery and siting of the replacement container.

Members decided that the situation be noted.

- (3) Multi-use Games Area - further to minute M64/16 (3), the Chairman reported that Councillor Cole and he had visited a site (a school at Dogsthorpe, Peterborough) where the surfacing material had been installed by one of the contractors which had submitted a quotation to this council. They were both extremely impressed by what they had seen and expressed the opinion that the council should install such surfacing (Savanna) at the multi-use games area.

Members expressed the opinion that following the surfacing works, some mechanism be put in place to control access to the area.

Members decided that the situation be noted and that a final decision be reached at the next meeting.

- (4) Bearts Wood - Councillor Mrs Desborough mentioned that a number of people are parking their cars at the wood, for the purpose of walking their dogs at the wood. She informed members that a parishioner proposes to contact the County Farms Department at Cambridgeshire County Council regarding the nuisance that such parking is causing but would appreciate the Parish Council's support for his proposed action.

Members decided that the situation be noted and that the Parish Council is supportive of the action proposed by the parishioner.

- (5) Allotments - members were informed that repairs are required to the access road to the allotments and that the purchase of materials (hardcore) for such work, which would be undertaken by members of Manea Allotment Association, is required.

Members decided that 5 tons of hardcore, for the purpose of enabling repair works to the access road to the allotments, be purchased; Councillor Cole undertook to order the materials.

- (6) Multi-use Games Area - further to minute M64/16 (4), the Chairman reported that the electrical works agreed at that minute had been undertaken and suggested the undertaking of further improvements to the lighting to maximise the potential for use of this area.

Members decided that the information reported by the Chairman be noted and that his suggestion with regard to further lighting improvements be approved.

M80/16 Manea Pit

Members considered whether there are any issues in relation to Manea Pit which require discussion at this time.

The Clerk reminded members that the next meeting of the Manea Pit Management Committee is scheduled for 20 October 2016. Councillor Hirson, the Chairman of that committee, reported that he had made arrangements for a representative of the Centre for Environment, Fisheries and Aquaculture Science (CEFAS) to attend the next meeting of the committee to explain issues in relation to the Koi Herpes Virus (KHV).

The Parish Council will need to consider the implications of the cessation of fishing (until 1 April 2017) in terms of the consequent loss of both income to the council and manpower for work parties.

Members decided that the situation be noted.

M81/16 Local Highway Improvements 2017/18

Further to minute M67/16, members considered the submission of a bid for highway improvement works.

Members decided that a bid be submitted for refurbishment, to provide a safe surface for pedestrians, of the footway along Station Road, between its junction with Wimblington Road and Manea Station.

M82/16 Potential to accommodate refugees locally

Further to minute M68/16, Councillor Hirson invited members to consider the potential to accommodate in Manea a small number of refugees from Syria. He expressed the opinion that there is a very strong and caring community within Manea; it is, by its nature, an inclusive village and it is possible that villagers would wish to "open their arms" to people who had been displaced from their homes and their country.

Councillor Hirson commented that organisations are able to sponsor members of the community to "adopt" refugees. He added that seventeen Syrian families had been accommodated recently in Peterborough; he asked for members' thoughts as to whether Manea Parish Council would wish to welcome at least one Syrian family into the village, to help "share the load" within the UK.

Although members have every sympathy for the plight of the refugees from Syria, they are of the opinion that the village of Manea, because of its rural location and lack of community infrastructure, would not be an appropriate area

to re-settle Syrian refugees. In addition, members are aware that a number of the existing residents of the village are "struggling" with day-to-day living and feel that support should be given to such persons before seeking to support others; in that context, one comment was made that "charity begins at home".

Members decided that the potential to accommodate in Manea small number of refugees from Syria be not pursued by the council.

M83/16 Review of Polling Districts and Polling Places in Fenland

Members considered responding to Fenland District Council's consultation exercise in relation to its review of polling districts, polling places and polling stations within the district; the review is necessary because of the Local Government Boundary Commission for England's review of the electoral divisions for Cambridgeshire County Council.

Any changes to polling districts and polling places within Fenland would take effect from the County Council elections in May 2017 and the Town and parish Council elections in May 2019.

The consultation period closes on 4 November 2016.

Members decided to note the consultation exercise and to make no comments to Fenland District Council in that regard.

M84/16 Financial matters

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

Income

Turner and Son	Interment of ashes fee	£170.00
Turner and Son	Cremated remains plot and interment fee	£266.00
Turner and Son	Purchase of burial plot	£466.00
Kent Memorials	Kent Memorials	£97.00
Fenland District Council	Precept : second 50%	£32,531.50
Fenland District Council	Council Tax Support Grant: second 50%	£678.50
Kent Memorials	Kent Memorials	£97.00
C Howell	Allotment rent	£200.00
P Lawrence	Allotment rent	£425.00
Turner and Son	Cremated remains plot and interment fee	£266.00
Total Income		£35,197.00

Expenditure

Manea Village Hall	Room hire on 12 and 28 September 2016	£20.00
T Jordan	Salary (less income tax of £150.90 and NI of £9.90), other expenses and allowances	£732.95
E.on	Electricity for village green (includes VAT of £0.84)	£17.64
E.on	Electricity for sports area (includes VAT	£18.22

	of £0.87)	
E.on	Electricity for pavilion (includes VAT of £2.18)	£45.80
E Mason and Son	Grounds maintenance works: August 2016 (includes VAT of £171.00)	£1,026.00
E Mason and Son	Grounds maintenance works: September 2016 (includes VAT of £180.40)	£1,082.40
Carp Syndicate	Refund of 75% of 2016/17 membership fees (of £4,770.00)	£3,577.50
PKF Littlejohn LLP	External audit 2015/16 (includes VAT of £60.00)	£360.00
Cambridgeshire Hearing Help	Financial support	£100.00
Anglian Water	Water for cemetery	£14.50
Anglian Water	Water for playing field	£51.75
Fenland District Council	New pole and bracket for street lamp FPC9, Station Road, Manea (includes VAT of £100.00)	£600.00
Manea PCC	Hire of Church Room by Manea Internet Club	£130.00
Richard Yardy (2002) Ltd	Repair fault to burglar alarm at pavilion (includes VAT of £28.60)	£171.60
Richard Yardy (2002) Ltd	Disconnect electricity supply from container (includes VAT of £12.00)	£72.00
Richard Yardy (2002) Ltd	Replace token meter at sports area (includes VAT of £42.00)	£252.00
Richard Yardy (2002) Ltd	Re-position 2 floodlights at sports area (includes VAT of £14.00)	£84.00
Richard Yardy (2002) Ltd	Supply and fit 2 flood lights at sports area (includes VAT of £56.00)	£336.00
Richard Yardy (2002) Ltd	Re-wire 1 floodlight at sports area (includes VAT of £12.00)	£72.00
Total Expenditure		£8,764.36

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 September 2016 (in the total sum of £108,592.68), together with the month-end figures for each of the preceding six months and as at 30 September 2015.

Further to minute M13/16, the Clerk reported that the Parish Council's accounts for 2015/16 had been "signed off" by the External Auditors.

The Clerk reported also on the Parish Council's half-yearly financial position, which showed income of £82,816.23 and expenditure of £31,668.63 to 30 September 2016; 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.

Members decided

- (1) upon a proposal from Councillor Cole, seconded by Councillor Mrs Berry, that the income of £35,197.00 be noted and that the payments totalling £8,764.36 be authorised;

- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 September 2016, together with the month-end figures for each of the preceding six months and as at 30 September 2015, be noted;
- (3) to note the situation regarding the Parish Council's accounts for 2015/16;
- (4) that the Parish Council's half-yearly financial position be noted.

M85/16 Application for financial support - Citizens Advice Rural Cambs

The Clerk reported a request from Citizens Advice Rural Cambs for financial support towards the cost of training volunteers.

Citizens Advice Rural Cambs states that during the last 12 months it had dealt with more than 2,600 clients (with a total of more than 14,000 problems) in Fenland; this total included 53 clients from Manea (with 285 problems).

The Clerk reminded members that the council had provided funding of £160 per annum during the period which Citizens Advice Rural Cambs operated an outreach service at Manea (which ceased in 2013); it had made a donation of £35 towards general operating costs of the organisation in 2014; no request for funding had been received by the council in 2015.

Members decided that the council would be prepared to provide financial support to Citizens Advice Rural Cambs if it were to re-introduce an outreach service at Manea.

M86/16 Correspondence

(1) Transparency Code for Smaller Authorities

The Clerk read to members an e-mail from a parishioner enquiring as to what steps have already been made and/or are planned to be made by Manea Parish Council in implementing the Transparency Code for Smaller Authorities.

The Clerk had circulated a copy of the e-mail, together with a copy of the Transparency Code for Smaller Authorities (published by the Department for Communities and Local Government), to members in advance of the meeting. In addition, he summarised at the meeting the requirements of the code

The Clerk informed members that, technically, the code applies to Parish Councils with a turnover of less than £25,000 per annum; Manea PC is now beyond that level. However, although there is no legal requirement for Manea Parish Council to be bound by the code, there is no reason why it could not publish (on its website) all of the information mentioned in the code. The Clerk made the point that the majority of the information required by the code to be published (including the Annual (audit) Return, councillors' details, agendas and minutes of meetings) is already published on the council's website.

Members decided that the content of the e-mail from the parishioner be noted and that the council would not implement voluntarily the requirements of the Transparency Code for Smaller Authorities.

(2) New pavilion/community building for Manea

The Clerk read to members an e-mail from a parishioner seeking clarification regarding the provision (or otherwise) of a sports hall/pavilion or changing room facilities in Manea

The Clerk had circulated a copy of the e-mail to members in advance of the meeting. He informed members that, upon his receipt of the e-mail, he had informed the parishioner of the council's decision in this matter (minute M32/16 refers).

In his e-mail the parishioner asks that Manea Parish Council arranges a meeting for the community to put forward ideas on what would be best suited and wanted by parishioners now and for the future in terms of an up-to-date facility.

Members decided that the content of the e-mail from the parishioner be noted and suggested that if the community has a desire to lead (to include the planning and fund raising) on the provision of a new community building for Manea, an individual or a group within the community arranges a public meeting to seek to establish public opinion regarding the need and demand for such a building; members of the Parish Council undertook to attend any such meeting(s) organised by the community.

M87/16 Next meeting

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

Meeting finished at 9.20 pm

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

Date:.....