

MANEA PARISH COUNCIL

MINUTES OF MEETING

11 SEPTEMBER 2017 – 7.00 pm.

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

Apologies: Councillor Risbridger plus District Councillor Buckton and County Councillor Gowing.

The minutes of the meeting of 14 August 2017 were confirmed and signed.

M56/17 Open Forum

(1) Public footpaths/rights of way

Further to minute M30/17 (4), the parishioner who raised at that minute the poor condition of some of the public footpaths/rights of way informed the council that she had been informed that the Local Highway Authority would be undertaking remedial works within the next few days.

Members decided that the comments of the parishioner be noted.

(2) Manea pavilion

The Welfare Officer of Manea United Strikers provided the council with details of the activities etc of Manea United Strikers, which has three youth football teams (made up of 35 young people) and undertakes training activities and plays home games at Manea, and stated that all of the adults who support, in various ways, the activities of Manea United Strikers are baffled by the decision of the council to change the locks of the pavilion and to deny any users keys to the building. She urged the council to think carefully about that decision, which she alleges is denying young people access to the building.

In response, the Chairman commented that no-one is being denied access to the pavilion. Access can still be obtained through arranging unlocking and re-locking with one of the council's key holders.

Members decided that the comments of this parishioner be noted and taken in to account when discussing Open Spaces issues (at minute M64/17)

(3) Grounds maintenance

A parishioner made reference to a comments that he had made at minute M30/17 (4) regarding the need for the council's grounds maintenance contractor to ensure that all drinks cans and other litter is removed from the ground prior to grass cutting works being undertaken at the recreation ground. He expressed the opinion that although the Chairman had undertaken to discuss this matter with the council's grounds maintenance contractor, no change seems to have occurred.

Members decided that the comments of the parishioner be noted and that the Chairman would pursue the matter with the council's grounds maintenance contractor.

M57/17 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.

M58/17 Progress on actions from minutes of last meeting

(1) Community resilience (minute M46/17 (1))

Members are aware that the article which had been produced by Councillor Risbridger (minute M33/17 (1) refers) appears in the latest edition of the Manea Matters publication. The article invites members of the public to contact the Chairman if they would be prepared to volunteer to perform certain roles within a village community resilience "team". The Chairman informed members that no such contact had been made with him so far.

Members consider it important that any Emergency Plan for the village should seek to ensure that appropriate support can be put in place to assist, during any small-scale emergency situation, the most vulnerable persons within the community; to that end, it was agreed that the members of the council would each take responsibility for identifying such persons within "groupings" of streets across the village. In addition, all members of the council would seek to identify members of the community who they consider would be able to perform certain roles within a village community resilience "team".

Members decided that the situation be noted, the approach set out above be followed and that this matter be concluded at the December 2017 meeting of Manea Parish Council.

(2) Manea Pavilion (minute M46/17 (2))

The Chairman informed members of the current situation with regard to the improvement works to the pavilion. He mentioned that a new external lock had been fitted to the pavilion - with keys issued only to the Chairman of the Council, the caretaker of the council's community assets and by the cleaner of the pavilion - to enable entry and use of the pavilion to be on a more controlled basis.

Councillor Mrs Desborough reported that the new tables and chairs had been ordered. She sought members' views as to whether the council should provide a microwave oven and a new fridge. Members are aware that Manea Gala Committee possesses a fridge in the building and wonder whether the committee would be happy for its fridge to be utilised by other users of the pavilion.

Members decided that the current situation be noted and that

- (1) a microwave oven be purchased;
- (2) the Chairman would enquire of Manea Gala Committee as to whether it would be happy for its fridge to be utilised by other users of the pavilion.

(3) Request for financial assistance (minute M46/17 (4))

The Clerk informed members that he had written to the applicant to obtain clarification regarding the exact nature of the log books and has now received a response.

The response from the applicant states that the log books contain a written account normally by the head teacher of the daily happenings in the school such as:

- a record of attendance numbers and reasons given for any low levels
- any visitors to the school and an account of their visit
- any unusual or interesting events
- mention of some achievements of students or punishments administered.
- staff comings and goings.

There are seven volumes dating from 1877 through to 1997. Currently, the log books are in safe keeping in the Cambridgeshire Archive.

The Clerk reminded members that the total cost of the project is £1,185.00, 50% of which is being sought from the Parish Council.

Members decided that the situation be noted and that they would like to know, before making a decision on the request for financial assistance, how the public would be able to access the digitised versions of the log books; the Clerk would seek this information from the applicant.

M59/17 Capacity to support residential development at Manea

Further to minutes M34/17 and M47/17, members received a presentation from Doctor S Hambling on the ability of Manea Surgery to accommodate additional patients as a result of housing growth in the village.

Doctor Hambling thanked members for offering him the opportunity to address the council; he commented that General Practitioners are not always consulted upon issues which affect the communities that they serve, which had been the case with the NHS' proposals for expansion of Doddington Hospital.

The doctor mentioned that currently there are approximately 2,300 patients registered at Manea Surgery and explained that when he took on the medical practice a couple of years ago he had introduced additional capacity; however, it had been possible to reduce subsequently that level of capacity and still be able to meet the demand in Manea for medical services. He mentioned that the medical practice would soon have a full complement of nursing staffing and that additional doctors are in the process of being trained; he commented that this situation is "bucking the national trend".

Doctor Hambling stated that there is physical capacity within the surgery building to be able to accommodate an increase in the number of patients. He expressed the opinion that Manea Surgery would be able to accommodate an additional 1,000 to 1,500 patients; consequently, he has no concerns regarding the ability of the medical practice to accommodate additional patients as a result of the current levels of housing growth in the village.

Doctor Hambling responded to members' questions.

One member enquired as to the possibility of a dental services being provided in Manea. In response, Doctor Hambling stated that the level of demand in a village the size of Manea would be insufficient to make a dental practice viable.

In addition, the Clerk reported, further to minute M47/17, that he had been informed by the Headteacher of Manea Community Primary School that the Chairman of Governors would be attending the October 2017 meeting of Manea Parish Council to explain the school's capacity to support further residential development in Manea.

Members decided that both the information presented by Doctor Hambling and reported by the Clerk be noted.

M60/17 New community building for Manea

Further to minutes M37/17 and M50/17, the Clerk had invited, on behalf of the council, the group which is working on the possibility/feasibility of providing a new community building for the village to make a presentation to this meeting of the Parish Council. The group had, however, stated that this would not be convenient but it should be able to make the presentation to the next meeting of the council.

Members decided that the situation be noted.

M61/17 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 a single-storey side extension to existing dwelling at May Villa, Straight Road, Manea - F/YR17/0653/F (applicant: Mr Keane) = revised proposal; revision is revised scheme submitted.

That the application be supported.

- (2) Erection of a two-storey 3-bed dwelling on land west of 9 Glebe Close, Manea - F/YR17/0789/F (applicant: Mr Ernie Payne).

That the application be supported.

- (3) Erection of a single-storey rear extension to annexe to existing dwelling at 19 School Lane, Manea - F/YR17/0807/F (applicant: Mr J Chilcott).

That the application be supported.

- (4) Formation of one scrape (seasonal shallow pool) to enhance biodiversity interest of the Ouse Washes at land south of The Bank, Welches Dam - F/YR17/0821/F (applicant: RSPB).

That the application be supported.

M62/17 Police matters

Although no representative of the March and Chatteris Policing Team was present at the meeting, PCSO Carol Holloway 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

- there had been a report of anti-social behaviour/noise nuisance on an open space area. Upon investigation, the incident had related to young people making noise when leaving a party; no follow-up action by the Constabulary was required
- there had been no crimes reported to the Constabulary since the last meeting of the council
- patrols in the village, both during the day time and evenings, continue to take place regularly
- community engagement events continue to be held at the Meat and Eat premises, to enable parishioners to be able to engage regularly on a face-to-face basis with a representative of the Constabulary; the most recent event had taken place earlier today.

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

M63/17 Reports from District and County Councillors for the parish

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

Both of these councillors had informed the Clerk that they had nothing specific to draw to the attention of the Parish Council at this time.

Members decided that the situation be noted.

M64/17 Public open spaces

- (1) RoSPA inspection – further to minute M50/17, the Chairman reported that a local contractor would be providing, in time for consideration at the next meeting of the council, a quotation for replacing all of the boards on the skateboard park with ones manufactured from sheet metal.

Councillor Drinkwater informed members that he is still awaiting the quotation that he had invited, further to minute M28/17 (2), for new items of equipment for the recreation ground; he is hopeful that the quotation would be available in time for the next meeting of the council

Members decided that the situation be noted.

- (2) Multi-use Games Area - further to minute M50/17, members considered the quotation received for works to reduce the level of the soil adjacent to the Multi-use Games Area) to prevent water running onto the new surfacing).

Further to minute M44/17 (3), the Chairman invited members to consider reviewing the charge for use of the Multi-use Games Area by Manea Netball Club; he reminded members of the comments which had been made by a representative of the club at minute M44/17 (3). He commented that, to date, the club had paid no hire fees. Although the club states that it would not be able to afford to pay £15.00 per hour, it could afford to pay a hire fee of £10.00 per session. The Chairman proposed to the council that such a fee be agreed for Manea Netball Club's use of the Multi-use Games Area.

Members decided that

- (1) the quotation for works to reduce the level of the soil adjacent to the Multi-use Games Area, in the sum of £400.00, be accepted;
- (2) the fee to be payable by Manea Netball Club's use of the Multi-use Games Area be £10.00 per session of use (plus £5.00 per hour for lighting, if used).
- (3) CCTV - further to minute M50/17, the Chairman informed members that the electrical contractor would be providing a quotation for the necessary works in relation to the CCTV system at the recreation ground; it is anticipated that the quotation would be available for consideration at the next meeting of the council.

Members decided that the situation be noted.

- (4) Bench - further to minute M50/17, the Clerk reported that he sent an e-mail to the relevant officer at the Local Highway Authority (LHA) seeking consent for the Parish Council to install a bench on the footway in front of St Nicholas Church but, to date, had not received a response from the LHA.

Members decided that the situation be noted and that the Clerk would pursue a response from the Local Highway Authority.

- (5) Playing field - further to minute M144/16, the Chairman proposed that the quotation which had been considered at that minute, for reducing to 8 feet the height of the conifers along the boundary of the playing field, be now accepted.

Members decided that the quotation for trimming the conifers, in the sum of £3,200.00, be accepted.

- (6) Manea Pavilion - further to minute M46/17 (2), members considered the situation with regard to keys to the pavilion, having regard for the comments made by the parishioner at minute M56/17 (2).

The Chairman stated that he could not see what the problem is; all that needs to happen is for arrangements to be made between the football club and one of the key holders (the caretaker, in the first instance) for the unlocking and re-locking of the pavilion when needed for home matches. This should be easy to manage if Manea United Football Club were to provide to the council, in advance, with a list of its home games.

Councillor Mrs Eves stated that she supports the decision for the Parish Council to have additional control over access to the pavilion but is concerned about the apparent lack of communication with users in that regard. She asked whether, as a compromise, the football club could be issued with keys if a fixtures list is provided to the council. This suggestion was not supported by other members.

Members decided that the decision reached at minute M46/17 (2) be re-affirmed but be reviewed in three months' time.

- (7) Cemetery memorial - members considered an application for a memorial tablet in the cremated remains section of Manea Cemetery. The application (a copy of which had been forwarded to members in advance of the meeting) had been referred to the council for determination as it does not comply with the council's policy in terms of the size and style of such memorials.

Members decided that the application be refused, on the basis that the proposed memorial does not comply with the council's policy relating memorials.

M65/17 Manea Pit and Community Orchard/Woodland

The Chairman informed members that Councillor Cole, Mr M Hindry (as a representative of the Manea Community Orchard/Woodland Group) and he had, as agreed by the council at minute M51/17, marked the line of the proposed "otter proof" fencing through the community orchard/woodland; it had been concluded, as a result of this exercise, that only six trees would need to be re-located. The Chairman informed members also that some maintenance and operational matters are required at Manea Pit, including re-locating two of the "dipping" tanks to a more shady area and making "non-slip" (by affixing wire mesh to the structure) one of the crossing points at Manea Pit.

The Clerk read to members an update report provided by the Manea Community Orchard/Woodland Group, a copy of which he had circulated to members in advance of the meeting. The report informed the council that

- the Manea Community Orchard/Woodland Group is of the opinion that the cutting down and trimming in the orchard, to make a gap through the hedging next to the gated entrance for installation of the "otter proof" fencing, demonstrates the continued disregard by some people to the feelings of others and needlessly propagates the ill-feeling within the community. The group deems this to be an act of vandalism. The group considers that if the work had the work been discussed and agreed with the group, any work necessary would have been undertaken properly with any plants identified as 'in the way' being transplanted rather than being cut off at ground level.

- the group would like to propose that the minutes of Parish Council meetings should include all outstanding tasks; the group had made some suggestions as to some matters that would fall under this suggestion.
- work had commenced on cutting down the grass which had not been mown regularly, in line with the agreed 5 years plan, and after they have dried, the cuttings would be cleared and moved for regular grass mowing to take place as and when required for the rest of the year and until the grass starts growing again next year. After the grassed areas have been cut and cleared, the group will review the first year of the plan, including the various comments, both positive and negative, and forward a report to the Parish Council for consideration and comment.

The Clerk reported that he had, upon receipt of its report, informed the Community Orchard/Woodland Group that the purpose of minutes of a council meeting is to provide a legal record of matters discussed and decisions reached by the council at that meeting; it is not a means of providing a task log. He had suggested that members may wish to consider introducing another way of recording and monitoring outstanding tasks.

Further to minute M11/17, the Clerk read to members the response that he had received to his enquiry of the Local Highway Authority (LHA) regarding the possibility of the provision of tourism (brown) signage to Manea Pit, copy of which he had circulated to members in advance of the meeting. In summary, the LHA has stated that Manea Pit and the Community Orchard/Woodland does not meet the criteria for such signage; for example, no attraction would be eligible for such signage unless it is registered with the English Tourist Board as a visitor attraction and that the operator of the site undertakes action to publicise the attraction and inform potential visitors of suitable approach routes.

Members decided that

- (1) the information reported by the Chairman and the Clerk be noted;
- (2) the Chairman would arrange the manufacture of four signs bearing the wording "Manea Pit and Orchard", to be sited at appropriate locations in and around the village (but not on the public highway).
- (3) the content of the report of the Community Orchard/Woodland Group be noted.

M66/17 Possible Sensory Room

Further to minute M50/17, members had proposed to consider the possibility/feasibility of providing a Sensory Room in the village. However, members are of the opinion that none of them possess sufficient knowledge of this subject to enable to the council have an informed discussion of the matter.

Councillor Mrs Desborough offered to seek to identify a person with the necessary knowledge/experience in relation to sensory rooms, who could make a presentation to the council (ideally at the next meeting).

Members decided that Councillor Mrs Desborough's offer be accepted and that this matter be discussed further by the council when it is in possession of the necessary information to enable it to have an informed discussion.

M67/17 Local Highway Improvements 2018/19

The Clerk reported that the County Council is inviting proposals from local communities which wish to submit a bid for funding from that council's 2018/19 Local Highway Improvement (LHI) scheme. Any community group, which includes local councils, is eligible to submit a bid.

Under the LHI scheme, applicants are able seek up to £10,000 from the County Council as a contribution to their scheme. The applicant is expected to provide a contribution towards each project of at least 10% of the scheme cost.

Projects could involve any highway measure or improvement that is considered to offer benefit to the local community; applicants are required to state within their applications how they feel that the proposal would provide that community benefit.

The Clerk informed members of the application process relating to this scheme and of the method of application evaluation/prioritisation that the County Council will operate.

Long-term maintenance of schemes would normally be the responsibility of the County Council, provided that the scheme is constructed to normal County Council standards.

The deadline for submission of applications is 15 October 2017.

Members decided that the information reported by the Clerk be noted and that a bid be submitted for the installation of a build-out in the carriageway (to reduce the speed of vehicles), at a point considered to be the most appropriate by the Local Highway Authority, on Station Road, between its junction with Wisbech Road and number 36 Station Road, Manea.

M68/17 Financial matters

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

Income

Carp Syndicate	2 membership fees for 2017/18	£240.00
Manea Orchard/Woodland Group	Donations received for purchase of daffodil bulbs	£121.00
Various (via I Fost)	Sale of fishing tickets	£247.50
Cambridgeshire County Council	Reimbursement of 90% of the cost of purchasing a Speed Indicator Device for Manea Speed Watch group	£2,160.00
Richard King Memorials	Cemetery memorial	£170.00
Total Income		£2,938.50

Expenditure

Manea Village Hall	Room hire on 14 August 2017	£10.00
T Jordan	Salary (less income tax of £152.40 and NI of £10.80), other expenses and allowances	£726.36
E.on	Electricity for village green (includes VAT of £0.78)	£16.46
E.on	Electricity for sports area (includes VAT of £0.77)	£16.26
A Ryman	Pavilion cleaning	£96.98
E Mason and Son	Grounds maintenance: July 2017 (includes VAT of £208.00)	£1,248.00
FJS Services Ltd	New railings for pavilion (includes VAT of £30.27)	£181.62
Society of Local Council Clerks (SLCC)	Clerk's attendance at annual SLCC Regional Training Seminar (includes	£82.80

	VAT of £13.80)	
Came and Company	Insurance 2017/18	£1,617.49
G A Diston	Replacing lock and re-erecting referee's changing room at pavilion	£65.00
Fenland District Council	Election re-charge: by-election on 29 June 2017	£2,432.19
S Emery	Reimbursement of the cost of cutting keys for pavilion door lock and purchase of key safe	£21.99
DVD Builders Ltd	Repairs to skateboard park (includes VAT of £270.00)	£1,620.00
Richard Yardy (2002) Ltd	Electrical works to pavilion (includes VAT of £261.00)	£1,566.00
Ridgeons	New lock for external door to pavilion (includes VAT of £6.00)	£35.99
H M Revenue and Customs	Clerk's Income Tax and NI (June, July and August 2017)	£526.86
E Mason and Son	Cleaning safety surfacing (includes VAT of £40.00)	£240.00
M Willmott	Caretaking duties and expenses	£415.88
M Willmott	Reimbursement of the cost of purchasing leaf blower for the Parish Council (includes VAT of £36.67)	£220.00
Ridgeons	Paint for storage container (includes VAT of £7.60)	£45.59
Shaw and Sons	Receipts and Payments ledger (includes VAT of £11.80)	£70.80
Young People March Ltd	Manea Youth Club: quarter two 2017/18	£1,374.66
Style Seating	Tables and chairs for pavilion (includes VAT of £72.15)	£432.89
Total Expenditure		£13,063.82

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 August 2017 (in the total sum of £239,016.33), together with the month-end figures for each of the preceding six months and as at 31 August 2016.

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Mrs Berry, that the income of £2,938.50 be noted and that the payments totalling £13,063.82 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 August 2017, together with the month-end figures for each of the preceding six months and as at 31 August 2016, be noted.

M69/17 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 currently being delivered and the

levels of attendance at Manea Youth Club since to date. The report states that Manea Youth Club remains popular and some weeks 40 young people had attended.

Members took the opportunity to view the report at the meeting

Members decided that the content of the report be noted.

M70/17 Next meeting

Members were reminded that the next meeting of the Parish Council had been scheduled for 16 October 2017, to commence at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.30 pm

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

Date:.....