

MANEA PARISH COUNCIL

MINUTES OF MEETING

14 AUGUST 2017 – 7.00 pm.

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

Apologies: Councillors Mrs Berry, Mrs Eves, Fielding and Risbridger plus District Councillor Buckton.

In attendance: County Councillor Gowing.

The minutes of the meeting of 17 July 2017 were confirmed and signed.

M44/17 Open Forum

(1) Fencing at Manea Community Primary School

A parishioner who was representing Manea Community Primary School commented that there is some disquiet in the village regarding a proposal to erect fencing around the playing field at the school. He stated that such a measure had been deemed necessary by the Local Education Authority because of predicted increases in pupil numbers and the need to be able to accommodate additional pupils safely.

The parishioner commented that he would draw to the attention of the school governors, at their next meeting (in October 2017), the views which had been expressed by villagers in relation to this proposal.

Members decided that the comments of the parishioner be noted.

(2) Installation of "otter proof" fencing around Manea Pit

Mr M Hindry, a representative of the Manea Community Orchard/Woodland Group, read to the council a document setting out a number of concerns of the Manea Community Orchard/Woodland Group with regard to the installation of "otter proof" fencing around Manea Pit. Mr Hindry provided a copy of the document to the members of the council.

The group alleges that Manea Parish Council is in breach of Section 40 of the Wildlife Act 1976, as amended by Section 46 of the Wildlife (Amendment) Act 2000, by clearing vegetation around Manea Pit earlier than 31 August. In addition, the group comments that works need to be undertaken by those who know what they are doing when it comes to the removal of vegetation and also that there can be no guarantee that plants/trees moved outside of the period of dormancy would survive; extreme care would be needed when lifting plants to protect as much of the root system as possible and then re-plant with care.

Mr Hindry commented that the Manea Community Orchard/Woodland Group is disappointed that there has been no discussion between the council and the group regarding the route of the proposed fence and any impact that it may have upon the community orchard/woodland. He claims that the Parish Council had never agreed formally a particular route for the fencing. Mr Hindry asserts that until a confirmed route has been agreed it is not possible to make decisions regarding what planting needs to be moved, and to where it could be transplanted, could not be identified.

The group states that it would like to see a costed plan regarding ongoing maintenance of the fence and the surrounding areas and also to be made aware of the council's plans for areas of the community orchard/woodland area that would be on the outside of the "otter proof" fencing.

The Chairman responded generally to the comments of Mr Hindry and gave an assurance that all matters relevant to this project would be considered by the council as and when necessary.

Members decided that the comments of the Manea Community Orchard/Woodland Group and of the Chairman be noted.

(3) Multi-use Games Area

A representative of Manea Netball Club explained - and provided to members of the council a document setting out details of the club's income and expenditure for the financial year 2016/17 and projected expenditure for 2017/18 - the financial difficulties that would be faced by the club if it were required to pay for use of the Multi-use Games Area (MUGA) at the current hire rate. The representative stated that paying for use of the MUGA at the rate agreed by the council would force the club to either find an alternative venue or to disband. She requested Manea Parish Council to re-consider the current hire charges for use of the MUGA.

In response to the comments of the representative of Manea Netball Club, the Chairman mentioned that the Parish Council had decided on 17 July 2017 (at minute M37/17) that it would review the charging structure and operational arrangements applying to the MUGA in three months time; that means that the comments of Manea Netball Club would be discussed by Manea Parish Council at its October 2017 meeting.

Members decided that the comments of the representative of Manea Netball Club be noted and that they be taken into account by the council when reviewing, at its October 2017 meeting, the charging structure and operational arrangements applying to the MUGA

(4) Weeds on the highway

A parishioner mentioned the growth of weeds on the highway and enquired as to which public authority is responsible for addressing the situation.

In response to the question, the Chairman stated that the responsibility lies with Cambridgeshire County Council, as the Local Highway Authority, and he encouraged members of the public to report such matters via the County Council's on-line Faulty Reporting System.

M45/17 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.

M46/17 Progress on actions from minutes of last meeting

(1) Community resilience (minute M33/17 (1))

In the absence of Councillor Mrs Berry from the meeting, no information was available as to any further progress in developing a plan or community support in the event of small-scale emergency situations in Manea.

Members decided that the situation be noted.

(2) Manea Pavilion (minute M33/17 (2))

The Chairman informed members of the current situation with regard to the improvement works to the pavilion. He mentioned that the new kitchen and water heater had been installed and the associated plumbing works had been undertaken. The electrical contractor is yet to install the panel heaters; consequently, the project is almost complete.

The Chairman suggested that, following completion of the works, entry to the pavilion should be on a controlled basis; i.e. no user groups should possess keys; keys would only be held by the Chairman of the Council, the caretaker of the council's community assets and by the cleaner of the pavilion. Users would then need to contact either the Chairman or the caretaker to arrange access to the building.

Members considered the purchase of additional furniture for the pavilion, comprising of two tables and nine chairs; Councillor Mrs Desborough showed members, in a catalogue, the tables and chairs that she considers would be appropriate.

Members decided that the current situation be noted and that

- (1) a new external lock be 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;
- (2) additional furniture for the pavilion, comprising of two tables and nine chairs (of the design/style proposed by Councillor Mrs Desborough), be purchased.

(3) Caretaker for the Parish Council's community spaces (minute M33/17 (3))

The Clerk reported that the Chairman, Vice-Chairman and he had interviewed, on 26 July 2017, the two candidates for the role of caretaker for the Parish Council's community assets and that, as a result, Mr M Willmott had been selected to undertake the role.

The Chairman informed members that Mr Willmott had commenced the duties associated with the role and that the arrangement is operating very successfully. Mr Willmott had identified the need for the council to possess a leaf blower to be able to keep clean the new surfacing of the Multi-use Games Area and had identified suitable machines; the Chairman informed members of the estimated cost of such a purchase.

Members decided that the situation be noted and that Mr Willmott would arrange, in liaison with the Chairman, the purchase of a leaf blower (for the purpose of keeping clean the new surfacing of the Multi-use Games Area).

(4) Request for financial assistance (minute M40/17)

The Clerk informed members that he had written to the applicant to obtain clarification regarding the exact nature of the log books but, to date, had received no response. Following his receipt of a response, he would report to the Parish Council any information provided by the applicant.

Members decided that the situation be noted.

M47/17 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 part two-storey, part single-storey rear extension including formation of a balcony, basement and annexe to existing dwelling at Crossfields, Days Lode Road, Fodder Fen, Manea - F/YR17/0476/F (applicant: ICIS Consulting Ltd) = revised proposal; revision is revised scheme and Flood Risk Assessment submitted.

That the application be supported.

- (2) Erection of a two-storey 3-bed dwelling with attached garage, involving demolition of existing outbuilding, at land south of 7 Hiblings Row, Manea - F/YR17/0647/F (applicants: Mr and Mrs Roger Giles).

That the application be supported.

- (3) Erection of a single-storey side extension to existing dwelling at May Villa, Straight Road, Manea - F/YR17/0653/F (applicant: Mr Keane).

That the application be supported.

Further to minute M34/17, The Clerk read to members an e-mail from the planning agent who is dealing with the pre-application consultation in respect of the erection of one dwelling on land between 9 and 10 Glebe Close, Manea. In the e-mail the planning agent states that he notes the comments of Manea Parish Council in this matter but is confused by the same as his understanding of the Community Consultation Scheme is that the Parish Council's comments should be restricted to the principle of the development and if it could be accommodated in the village and not, as in this case, specifics, i.e. impact on neighbours and highways issues. Consequently, the planning agent is asking the Parish Council to consider specifically whether the village could accommodate one additional dwelling.

Members decided that the planning agent who is dealing with the pre-application consultation in respect of the erection of one dwelling on land between 9 and 10 Glebe Close, Manea be informed of the Parish Council's opinion that the village is capable of accommodating one additional dwelling.

In addition, the Clerk reported, further to minute M34/17, on responses received in respect of invitations to Anglian Water, Manea Surgery and Manea Community Primary School, to either send a representative to attend a future Parish Council meeting (to explain their respective capacity to support further residential development in Manea) or to provide a written submission that could be reported by the Clerk to a future meeting of the council.

The Clerk informed members that, to date, he had received no response from the Headteacher of Manea Community Primary School, a representative of Manea Surgery would be attending the next meeting of the Parish Council and he read to members an e-mail which he had received - and had been circulated to members in advance of the meeting - from Anglian Water. The response seems to suggest that Anglian Water currently has no concerns regarding the impact of additional residential development upon the capacity of the sewerage and drainage systems in Manea.

M48/17 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 an abandoned vehicle at Rutland Way; however, it transpired that the car belongs to a local resident and it was collected by the owner shortly after being reported

- there had been one burglary, whereby entry was gained through the rear door of a property and a compressor had been stolen
- 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 took place on 7 August 2017.

Members decided that the information reported by the Clerk, on behalf of PCSO Holloway, be noted and that the Clerk would draw to the attention of the PCSO their concern regarding the safety implications of lorries (which had made deliveries to the Londis shop) reversing out of Park Road into High Street.

M49/17 Reports from District and County Councillors for the parish

District Councillor Buckton was not present at the meeting. However, he had informed the Chairman in advance of the meeting that he had nothing specific in relation to the activities of Fenland District Council (FDC) to draw to the attention of Manea Parish Council but that he would be happy to refer to FDC any reports from parishioners of inconvenience (e.g. noise and vehicle movements) caused to them as a result of the construction work being undertaken in respect of the development residentially of land west of Teachers Close, Manea (planning permission F/YR16/0372/F refers).

County Councillor Gowing informed members that things at the County Council are "quiet" currently; there are generally no meetings held during the month of August. He mentioned that he had received an e-mail in relation to the fencing issue at Manea Community Primary School (as had been mentioned at minute M44/17 (1)).

County Councillor Gowing mentioned, in response to comments which had been made by parishioners regarding weeds on pavements etc (minute M44/17 (4) refers), that the County Council is looking to recruit community volunteers to undertake certain highways-related maintenance issues such as cutting back overgrown vegetation, verge cutting and weed killing.

The Chairman mentioned that the highway gullies across the village are in need of emptying; local roads are prone to flooding during times of heavy rain because of that situation - a matter which had been reported to the Local Highway Authority (LHA) by the Clerk but no action had been taken to date. County Councillor Gowing undertook to pursue this matter with the LHA.

Members decided that the information reported by County Councillor Gowing and by the Chairman, on behalf of District Councillor Buckton, and be noted.

M50/17 Public open spaces

- (1) RoSPA inspection – further to minute M37/17, Councillor Drinkwater reported that he had discussed with the contractor the feasibility of replacing of all of the boards with ones manufactured from sheet metal and, in response, the contractor had stated that such action would be inappropriate as the skateboard park is timber-framed. Consequently, Councillor Drinkwater had placed (on behalf of the Parish Council) an order for repair of the skateboard park using the usual wooden boards; as soon as the contractor takes delivery of the boards, the repair work would be undertaken.

Councillor Drinkwater informed members that he had invited, further to minute M28/17 (2), a local supplier of play equipment to provide a quotation for new items of equipment, including swings and a roundabout for disabled users.

Members decided that the current situation be noted.

- (2) Multi-use Games Area - further to minute M37/17, the Chairman informed members that he had invited quotations for works to reduce the level of the soil adjacent to the Multi-use Games Area, to prevent water running onto the new surfacing, and he is hopeful that they would be available for reporting to the next meeting of the council.

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

- (3) CCTV - further to minute M37/17, the Chairman mentioned that the necessary works in relation to the CCTV system at the recreation ground are still to be undertaken.

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

- (4) Manea Cemetery - further to minute M37/17, the Chairman informed members that the council's grounds maintenance contractor had sprayed around the memorial tablets within the cremated remains section of the cemetery, in preparation for laying gravel in that area.

The Chairman mentioned that one of the water taps in the cemetery is damaged and offered to arrange its repair.

Members decided that the information reported by the Chairman be noted and that his offer to arrange the repair of the damaged water tap be accepted.

- (5) Playing field - further to minute M37/17, the Chairman reported that the damage caused to the playing field as a result of activities at Manea Gala had been inspected by the specialist contractor who had undertaken works to the football pitches in the past; on his advice, the damaged area had been filled with topsoil and re-seeded; the Chairman mentioned that the repair work had been undertaken at the weekend by Councillor Cole, the new caretaker, one community volunteer and him.

In response to the Chairman mentioning the need for two replacement waste bins at the playing field, Councillor Cole commented that he is currently storing two "spare" bins which had been provided to him by Fenland District Council in the past and he offered to make them available for installation at the playing field. Members accepted the offer made by Councillor Cole.

Councillor Cole mentioned the presence of moles at the playing field and the consequent need for the situation to be addressed.

Members decided that the situation be noted and that arrangements would be made for the control of moles to be undertaken.

- (6) New community building for the village – further to minute M37/17, the Clerk informed members that the presentation from the steering group which is working on the possibility/feasibility of providing a new community building for the village would take place at 11 September 2017 meeting of Manea Parish Council.

Members decided that the situation be noted.

- (7) Possible Sensory Room - further to minute M30/17, the Chairman proposed that the possible provision of such a facility be considered at the next meeting of the Parish Council.

Members decided that the proposal of the Chairman be supported and that the Clerk would include such an item on the agenda for 11 September 2017 meeting of Manea Parish Council.

- (8) Grass mower - the Chairman mentioned that the Parish Council possesses a grass mower which had not been used for around 20 years and is surplus to the council's requirements; he suggested that disposal of this item of equipment, which is listed on the council's asset register, could take place.

Members decided that the comments of the Chairman be noted and that the council would consider, at its next meeting, the disposal of this item of equipment.

- (9) Storage of community assets - the Chairman informed members that Mr P Jolley would be re-letting a storage building in which the fire pump "Tilley" and the Beacon are being stored; consequently, these items would need to be removed.

Members decided that the situation be noted and that the Clerk would arrange with the Vivien Fire Engine Trust (it was agreed at minute M75/16 (2) that the offer of the Vivien Fire Engine Trust to become custodian of "Tilley" be accepted) the removal of "Tilley" and that The Chairman would inform the Royal British Legion Club of the need to find a new "home" for the Beacon.

- (10) Bench - Councillor Cole reminded members that the council possesses a bench which is currently not sited anywhere in the village.

Members decided that, subject to the approval of the Local Highway Authority (LHA), the bench be installed on the footway in front of St Nicholas Church; the Clerk would seek consent from the LHA.

M51/17 Manea Pit and Community Orchard/Woodland

Further to minute M38/17, the Clerk informed members that he had accepted, on behalf of Manea Parish Council, the lowest quotation for the installation of "otter proof" fencing around Manea Pit and had asked the contractor as to when the work would commence. In response, the contractor had stated that he anticipates being able to commence work at the beginning of September 2017, on the basis that the necessary vegetation clearance works had been undertaken.

The Chairman informed members that work parties had taken place on two recent occasions to undertake the necessary clearance works to facilitate installation of the "otter proof" fencing.

The Chairman reported briefly to members on an inspection of Manea Pit which had been undertaken by an officer of the Centre for Environmental Fisheries and Aquaculture Science (Cefas) on 21 June 2017; the officer of Cefas had concluded from the visual inspection of representative fish stocks that there is no evidence of the presence of any notifiable disease at Manea Pit and that the necessary biosecurity measures introduced at Manea Pit are being operated effectively. The Chairman mentioned that Cefas would be undertaking an unannounced inspection in the future to ensure that the council is continuing to comply with the conditions imposed by Cefas in relation to the KHV designation notice which had been served in relation to 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

- with regard to the proposal to plant daffodils along the bank fronting Manea Pit, it has been confirmed that the wild native British daffodil is *Narcissus Pseudonarcissus* and that an order for 1,500 x 6/7cm (size of bulbs) has been placed, at a cost of £145 per 1,000. Previous quotations and costings had been found not to be for the correct variety. Delivery has not yet been confirmed but the Manea Community Orchard/Woodland Group is anticipating planting to be possible at the end of September or the beginning of October

- another discussion needs to take place with the contractor which cuts the bank to ensure that it is cut prior to bulb planting and then left uncut until the daffodils have died back in the following spring. During the previous conversation with the contractor, it had been mentioned that the ditch may be being dug out this year as well and this will need clarification to ensure that it does not impact upon the planting which is proposed
- in accordance with the 5 years management plan the grass in the community orchard/woodland will start to be cut after the August Bank Holiday/early September. Once cut, the grass would be left to dry out for a period before being put at the base of the hedgerow to provide habitat for over-wintering species. After the grass has been cleared, the area would be kept mown as and when necessary, during the autumn and winter months before the cycle begins again for the new growing season
- it wishes to express its thanks to the recent work party for installing the two remaining simple benches, one at the pond dipping area and the other near the main car park. it is pleasing to note that the benches are being used by villagers.

Members decided that

- (1) the current situation with regard to installation of the "otter proof" fencing be noted and that the Chairman, Councillor Cole and Mr M Hindry (as a representative of the Manea Community Orchard/Woodland Group) would meet on the evening of 16 August 2017 to mark the line of the fencing;
- (2) the content of the report of the Community Orchard/Woodland Group be noted and that the group's proposal in terms of funding the cost of purchasing the daffodil bulbs - i.e. the council to pay the invoice, the group to pass on to the council the money donated by the public, leaving a balance in the Parish Council's accounts to be put towards further bulb purchases in the orchard - be approved.

M52/17 Parish street lighting

Further to minute M19/17 (6), the Clerk read to members a letter from District Councillor King, Cabinet member for Rural Affairs, in relation to parish street lighting.

In the letter, District Councillor King reminds Parish Councils of the fact that Fenland District Council had provided £250,000 to replace all Parish Council category one street lights and to use the remaining balance as a contribution to the replacement of category two lights. Fenland District Council (FDC) believes that termination of its agreement with Balfour Beatty has provided the council with the opportunity for a better service. Having considered fully the options, the following sets out FDC's comprehensive package of proposals for the future repair, management and replacement of Parish Council streetlights:

- a free inventory and condition survey. This would include rectification of any routine or minor faults and be funded wholly by FDC. The total estimated cost for this is £58,000, including £32,000 for Parish Council street lights. FDC would then know exactly what assets collectively there are, their location, lantern type, condition and life expectancy. This would improve the District Council's ability to target repairs, the better phasing of replacements and the ability to have greater control of costs including energy. District Councillor King states, in his letter, that if a Parish Council has already paid for a similar survey, it would be reimbursed by FDC if it were to decide to enter into the agreement being offered now by FDC. LED lanterns would be used as the standard specification for all new and replacement street lights. Purchase costs are cheaper than for the PFI standard unit provided previously and are far more energy efficient. This will also lead to reduced maintenance and energy costs and greater reliability. Any replacement bulbs would also be LEDs
- free-of-charge future management of Parish Council street lighting stock and service requests
- free-of-charge re-labelling of Parish Council street lights
- repairs, maintenance and energy would in future be funded by Parish Councils at an estimated cost of between £47 and £67 per column per annum. Actual costs would be confirmed as part of the procurement process

- each Parish Council would remain responsible for funding the replacement of defective columns, 'knock downs' and new columns. Parish Council street lighting assets could be included in a joint procurement exercise undertaken by FDC to ensure best value is achieved.

District Councillor King makes the point that there is no obligation for any Parish Council to enter into this agreement. In that case, there would be no financial support or delegation of budgets from FDC. The Parish Council would have full control over the specification, repairs and maintenance, emergencies, energy procurement, service requests, insurance and all other aspects of the service. Parish Councils would also need to re-badge their assets with new contact information for fault reporting. District Councillor King requests Parish Councils to inform the Head of Assets and Projects at FDC no later than 15 September 2017 if they wish FDC to manage their street lights in the manner outlined in his letter or if they wish to assume direct responsibility.

Members decided that offer of Fenland District Council, as set out above, be accepted.

M53/17 Financial matters

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

Income

Carp Syndicate	1 membership fees for 2017/18	£120.00
Ely Funeral Service	Plot purchase and interment fee	£636.00
Richard King Memorials	Cemetery memorial	£170.00
Co-operative Funeral Services	Plot purchase and interment fee	£836.00
Total Income		£1,762.00

Expenditure

Manea Village Hall	Room hire on 17 July 2017	£10.00
T Jordan	Salary (less income tax of £152.40 and NI of £10.80), other expenses and allowances	£786.05
E.on	Electricity for village green (includes VAT of £0.78)	£16.46
E.on	Electricity for sports area (includes VAT of £0.81)	£17.07
E.on	Electricity for pavilion (includes VAT of £2.06)	£43.31
M Willmott	Caretaking duties	£172.00
A Ryman	Pavilion cleaning	£86.41
Galleon Glass	Supply and fit cladding to underside of canopy and each side of main doors at pavilion	£536.00
Anglian Water	Water for pavilion	£42.96
Goddens Carpets and Furnishings Ltd	Floor covering for pavilion (balance of cost) (includes VAT of £274.05)	£1,644.25
E Mason and Son	Grounds maintenance: June 2017 (includes VAT of £268.00)	£1,608.00
Ridgeons	Paint and broom (includes VAT of £10.02)	£60.12

Ridgeons	Plumbing materials for pavilion (includes VAT of £9.23)	£55.36
Ridgeons	Materials for kitchen works at pavilion (includes VAT of £10.17)	£61.04
Ridgeons	Plumbing materials for pavilion (includes VAT of £4.51)	£27.04
Ridgeons	Plumbing materials for pavilion (includes VAT of £3.54)	£21.22
PKF Littlejohn LLP	External Audit of 2016/17 accounts (includes VAT of £120.00)	£720.00
B Short	Plumbing works for new sink and water heater at pavilion	£143.00
G A Diston	Fitting new kitchen at pavilion	£720.00
S Emery	Reimbursement of the cost of additional keys for storage container and MUGA	£6.00
Total Expenditure		£6,776.29

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 July 2017 (in the total sum of £241,211.15), together with the month-end figures for each of the preceding six months and as at 31 July 2016.

Further to minute M14/17, the Clerk reported that the Parish Council's accounts for 2016/17 had been "signed off" by the External Auditors.

Members decided

- (1) upon a proposal from Councillor Mrs Desborough, seconded by Councillor Drinkwater, that the income of £1,762.00 be noted and that the payments totalling £6,776.29 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 July 2017, together with the month-end figures for each of the preceding six months and as at 31 July 2016, be noted;
- (3) to note the situation regarding the Parish Council's accounts for 2016/17.

M54/17 Correspondence

The Clerk informed members that there are currently no items of correspondence for reporting to the council.

Members decided that the situation be noted.

M55/17 Next meeting

Members were reminded that the next meeting of the Parish Council had been scheduled for 11 September 2017, to commence at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 8.50 pm

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

Date:.....