

MANEA PARISH COUNCIL

MINUTES OF MEETING

16 OCTOBER 2017 – 7.00 pm.

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

Apologies: Councillors Mrs Berry and Drinkwater plus County Councillor Gowing.

The minutes of the meeting of 11 September 2017 were confirmed and signed.

M71/17 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 Youth Football Teams

A representative of Manea Youth Football Teams attended the meeting to introduce himself to the council, to explain briefly the manner in which the teams operate and to seek clarification of the information needed by the council in terms of fixtures etc.

The Chairman informed the parishioner that it is not necessary to attend meetings of the Parish Council to provide fixtures information; that information should be provided directly to the council's caretaker.

Members decided that the comments of the representative of Manea Youth Football Teams be noted.

(3) Local Highway Improvements 2018/19

A representative of the Manea Speed Watch group reminded members of the outcome of the Local Highway Improvements (LHI) process for 2017/18 (minute M149/16 (4) refers) - i.e. the unsuccessful bid of Manea Parish Council but the successful bid of Manea Speed Watch group; that bid being for the purchase of Speed Watch equipment (with 10% of the cost being met by the Parish Council) - and he informed the council that the group had submitted a bid under the LHI process for 2018/19 for the purchase of mobile speed-activated signs. He mentioned that the estimated cost of the signs is between £4,500 and £7,000 and that, if the bid is successful, the applicant would need to provide 10% of the cost of the scheme.

The representative of the Manea Speed Watch group requested that the Parish Council considers meeting 10% of the cost of this scheme in the event that the bid from the Manea Speed Watch group is successful; as it had done in the current financial year.

Members decided that the comments of the representative of the Manea Speed Watch group be noted and that the council would consider, at its next meeting, the request for the Parish Council to provide 10% of the cost of this LHI scheme in the event that the bid from the Manea Speed Watch group is successful.

(4) Reverend Brady

Reverend Brady, the new Minister for Manea and other parishes locally, introduced himself to the council. He commented that he had found the residents of Manea to be friendly and he hopes that the activities of the church are felt by parishioners to be of benefit to the local community.

He stated that he had been "blown away" by the Manea Gala, which demonstrates the significant level of community spirit that exists in the village.

Reverend Brady informed the council that is glad to be part of the community of Manea.

Members decided that the comments of Reverend Brady be noted.

M72/17 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.

M73/17 Progress on actions from minutes of last meeting

(1) Community resilience (minute M58/17 (1))

The Clerk reported that Councillor Mrs Berry had produced a list, which had been passed to the Chairman, of whom she considers to be the most vulnerable persons living on streets which are close to her home address.

Councillor Mrs Eves volunteered to compile a list of parishioners who possess particular skills and/or equipment which would be useful in the event of small-scale emergencies in Manea.

Members decided that the current situation be noted and that the offer of Councillor Mrs Eves, to compile a list of parishioners who possess particular skills and/or equipment which would be useful in the event of small-scale emergencies in Manea, be accepted.

(2) Manea Pavilion (minute M58/17 (2))

Councillor Mrs Desborough reported that the new tables and chairs had been delivered and subsequently installed in the pavilion. The only outstanding matter is the procurement of a microwave oven for the building, which she would be undertaking very soon.

Members decided that the current situation be noted.

(3) Request for financial assistance (minute M58/17 (3))

The Clerk informed members that he had written to the applicant to enquire as to how the public would be able to access the digitised versions of the log books and that he had received a response.

Members were informed that the Headteacher at Manea Community Primary School is happy for the oldest of the digitised log books to be viewed via a link on the school's website. Another option would be to enrol with something like the Cambridgeshire Community Archive Network, which could be a platform for gathering all sorts of information and photos but could also "house" the log books and this could be accessed by anyone free-of-charge. There is a set up fee and yearly maintenance fee involved with this.

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 a sum of £600.00 be provided to Manea Community Primary School towards the cost of producing digitised versions of the log books.

(4) Possible Sensory Room (minute M66/17)

Councillor Mrs Desborough informed members that she had sought to obtain information which would enable the council have an informed discussion regarding the possible provision of a sensory room in the village. She made the point that the council would need to know exactly what it wished to provide; what specific needs would it be seeking to address? She expressed the opinion that this subject is a potential "minefield".

Councillor Mrs Desborough mentioned that the usual minimum size of a sensory room is 3 metres x 4 metres and it would need to be operated by a suitably trained/qualified person; this is only one of a number of operational issues with which the council would be faced if it wished to pursue this matter. She offered to undertake further research, to include seeking to identify the level of potential demand/usage for such a facility, if members feel that this is something which it may be feasible to provide.

Members decided that the information reported by Councillor Mrs Desborough be noted and that her offer to undertake further research into the possibility/feasibility of providing a sensory room in Manea be accepted.

M74/17 Capacity to support residential development at Manea

Further to minutes M34/17, M47/17 and M59/17, members received a presentation from Mr P Townrow, Chairman of Governors, on the ability of Manea Community Primary School to accommodate additional pupils as a result of housing growth in the village.

Mr Townrow explained that the school, which currently has around 200 pupils, has more than 30 employees and has an annual turnover in excess of £1 million. He mentioned that the school's most recent inspection by Ofsted had resulted in it achieving a Good rating. He explained that admissions to the school are determined by the Local Education Authority (Cambridgeshire County Council). Admissions could be determined by Manea Community Primary School if it were to become an Academy; however, the Governors currently have no desire to pursue such status. He made the point that he is keen that Manea children are educated at the village school.

Mr Townrow detailed to the council the questions regarding admissions that he had asked recently of an officer of the Local Education Authority and the answers that had been provided; in summary:

- each school has a Published Admissions Number (PAN), which is the number of places that must be offered in the first year of entry to the school; the PAN for Manea Community Primary School for the current academic year is 30 for Year R and 25 for Years 1 to 6. The Admissions Authority (the County Council) cannot refuse places to children who want a place until the PAN is reached
- the view of the Local Education Authority is that, as a result of the increasing population of Manea, the pupil roll may increase to between around 210 and 270; this would generate the need to create an additional class from the

- academic year 2019/20 and may require a one or two classroom permanent extension; in the short-term, it is anticipated that mobile classrooms would be provided until such time as a permanent extension could be built
- the Local Education Authority always aims to accommodate all catchment area children in the local school but, on rare occasions, that is not possible. The only year group at Manea Community Primary School where there is a reserve list is Reception
 - the Local Education Authority is able to allow a school to over-admit (above the PAN), provided that the school would be able to organise its classes efficiently both in that year and the following year.

Mr Townrow responded to members' questions.

Members decided that the information presented by Mr P Townrow, Chairman of Manea Community Primary School Governors, on the ability of Manea Community Primary School to accommodate additional pupils as a result of housing growth in the village, be noted.

M75/17 New community building for Manea

Further to minutes M37/17, M50/17 and M60/17, the Clerk reported that the group which is working on the possibility/feasibility of providing a new community building for the village would make a presentation to the next meeting of the Parish Council. The reason for the further delay is that the proposal is currently being assessed by the Football Association (FA) and the group wishes to include within its presentation to the Parish Council the feedback that it receives from the FA.

Members decided that the situation be noted.

M76/17 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 rear extension to existing dwelling at Pooh Corner, Purls Bridge Drove, Manea - F/YR17/0848/F (applicant: Mrs Jane Grieves).

That the application be supported.

- (2) Erection of a single-storey detached garage to existing property at 29 Westfield Road, Manea - F/YR17/0863/F (applicant: Mr Howard Westgate).

That the application be supported.

- (3) Erection of a part two-storey, part single-storey and part first-floor rear extension, and the insertion of a first-floor side window to existing dwelling at 18 Glebe Close, Manea - F/YR17/0881/F (applicants: Mr and Mrs M Farrington).

That the application be supported.

- (4) Erection of an extension to existing agricultural building on land at Biggins House, Fallow Corner Drove, Manea - F/YR17/0900/F (applicant: Mr Steve Wright).

That the application be supported.

Further to minute M89/14, the Clerk reported the submission of an appeal against Fenland District Council's refusal to grant planning permission for the erection of 32 dwellings (max.) on land north of 28 - 30 High Street, Manea (application F/YR14/0838/O refers) and informed members of the process for the Parish Council's submission to the Planning Inspectorate, if it wished to do so, of comments additional to those made previously to the Local Planning Authority in respect of this planning application.

The Clerk reminded members of the comments made by the Parish Council to the District Council in relation to this application, as set out at minute M89/14.

Members decided that submission of the appeal be noted and that no representation be made to the Planning Inspectorate in that regard.

M77/17 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 a caravan on fire; house-to-house enquiries had been undertaken, as a result of which it had been ascertained that the caravan had been abandoned the previous week. Consequently, the matter had been reported to Fenland District, so that it could be removed as an abandoned vehicle
- with regard to the crimes which had been reported to the Constabulary since the last meeting of the council. two had related to vehicles, two had been burglaries at business premises and there had been one incident of criminal damage
- she had visited Manea Community Primary School on 25 September; firstly to undertake parking patrols in the morning and then to engage with pupils at lunch time
- 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.

M78/17 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.

On this occasion, neither of these councillors had provided information to the Clerk, for his reporting on their behalf to the Parish Council.

Members decided that the situation be noted.

M79/17 Public open spaces

- (1) RoSPA inspection – further to minute M64/17, the Clerk reported that a local contractor had provided a quotation for replacing all of the boards on the skateboard park with ones manufactured from sheet metal.

Members decided that the situation be noted and that, given that expenditure had already been made recently to undertake the necessary repairs using the existing types of material, no action be taken at this time to replace all of the boards on the skateboard park with ones manufactured from sheet metal.

- (2) CCTV - further to minute M64/17, the Clerk reported the quotation from the electrical contractor for the supply and installation of a new CCTV system at the pavilion.

Councillor Mrs Eves questioned the effectiveness of such a system in terms of preventing break-ins and vandalism and in achieving prosecution of any such offenders. However, other members took the view that the installation of a new CCTV system is necessary and justifiable as a means of attempting to protect the council's assets.

Members decided that the quotation received for the supply and installation of a new CCTV system, in the sum of £1,800 plus VAT, be accepted.

- (3) Bench - further to minute M64/17, the Clerk reported that he had now received a response from the relevant officer at the Local Highway Authority, who had given consent for the Parish Council to install a bench on the footway in front of St Nicholas Church.

Members decided that the situation be noted and that the offer of the Chairman and Cole to undertake the bench installation works be accepted.

- (4) Playing field - further to minute M64/17, the Clerk reported that he placed an order for works to reduce (to 8 feet) the height of the conifers along the boundary of the playing field and that the contractor had subsequently responded that the works had been scheduled for November 2017.

The Chairman mentioned an e-mail that had been received from Manea United Football Club, which had mentioned that not all of the showers in the pavilion are producing hot water and that he had suggested that the situation be investigated (and repaired if necessary) by a local electrical contractor.

Members decided that the information reported by the Clerk and the Chairman be noted and that the Chairman would arrange for the operation and effectiveness of the showers in the pavilion to be investigated (and repaired if necessary) by a local electrical contractor.

- (5) Storage container - the Chairman reported that the storage container had been the subject recently of a break-in; damage had been caused to the container as a result of the break-in but none of the contents had been stolen. The incident had been reported to Cambridgeshire Constabulary.

Members decided that the information reported by the Chairman be noted and that his offer to repair the damage to the container be accepted.

- (6) Street lighting - the Chairman reminded members that the council had considered originally at minute M138/14 the possibility of arranging re-location of the street lighting between Manea railway station and the Station Road/Wimblington Road junction to the same side of the road as the footpath, instead of their current locations which are on the opposite side of the road to the footpath. He suggested that this matter now be considered further.

The Clerk mentioned that the most recent quotation from Balfour Beatty (obtained by Fenland District Council in August 2016) for replacement/re-location of these four street lamps was almost £10,400.00 (minute M52/16 refers).

Members decided that this matter be considered at the next meeting of the council.

- (7) Multi-use Games Area - further to minute M37/17, members reviewed the charging structure and operational arrangements agreed by the council at minute M23/17.

With regard to the operational arrangements, Councillor Mrs Eves requested that she be provided with a set of keys to the Multi-use Games Area (MUGA), to increase the opportunity for youngsters to be able to access the MUGA. However, members are of the opinion that the current number of key holders (those being Councillors Mrs Desborough, Emery and Fielding) is sufficient to ensure that young people are able to access easily the MUGA.

Members decided that no changes are required to the operational arrangements agreed at minute M23/17 but the review of the charging structure be deferred to the next meeting of the council.

M80/17 Manea Pit and Community Orchard/Woodland

The Chairman informed members that some maintenance works are required at Manea Pit, including making "non-slip" (by affixing wire mesh to the structure) and adding a handrail to one of the crossing points at Manea Pit. In addition, he mentioned that all of the clearance works necessary to facilitate installation of the "otter proof" fence had been undertaken and it is possible that the installation works could begin as early as next week.

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

- work to cut and clear the grass which has been left to grow has commenced but, with the small number of volunteers available, it is proving to be a challenge and is taking longer to complete than had been hoped. The Manea Community Orchard/Woodland Group had contracted the council's grounds maintenance contractor, at their own expense, to cut the long grass as it was proving too time consuming to cut, using strimmers, by the small number of volunteers
- Manea Community Orchard/Woodland Group had accepted the offer of a donation, from a parishioner, of a ride-on mower, with sweeper attachment, which can be used to assist with cutting of grass and sweeping up the cuttings. Councillor Fielding would be collecting the mower, at a mutually convenient time, from its current location in London and he had further offered to maintain the mower on behalf of the Manea Community Orchard/Woodland Group
- the group is asking the Parish Council to consider supplying/sourcing and positioning a lockable container somewhere in the community orchard/woodland for storage of this mower, the smaller hand mower which is currently in a volunteer's garage along with other materials such as tree stakes ties, and possibly tools, etc
- two of the simple benches would be removed to make way for the "otter proof" fence but the Manea Community Orchard/Woodland Group is looking to the Parish Council to re-instate the benches following installation of the fence
- the bulbs and plants to be provided by the Woodland Trust are still awaited.

With regard to the request of the Manea Community Orchard/Woodland Group for the Parish Council to supply/source and position a lockable container somewhere in the community orchard/woodland, the Chairman made the point that it should be possible to meet the storage needs of the group by its utilisation of an existing container which is located at the cemetery; he offered to investigate that possibility and to liaise with a representative of the group on that matter.

The Chairman commented that, despite discussion on numerous occasions by the former Manea Pit Management Committee, the new Manea Pit Management Plan had not been considered formally and adopted by the Parish Council.

Members decided that

- (1) the information reported by the Chairman be noted;
- (2) the content of the report of the Community Orchard/Woodland Group be noted;
- (3) the Chairman would investigate the possibility of utilising a storage container at the cemetery to meet the storage needs of the Manea Community Orchard/Woodland Group;
- (4) the new Manea Pit Management Plan be considered, with a view to its adoption, at the next meeting of Manea Parish Council.

M81/17 Financial matters

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

Income

Turner and Son	Interment fee	£170.00
Richard King Memorials Ltd	Purchase of cremated remains plot, interment fee and memorial	£376.00
Richard King Memorials Ltd	Additional memorial inscription	£97.00
Fenland District Council	Precept: second 50%	£33,005.00
Fenland District Council	Council Tax Support Grant; second 50%	£452.00
Cambridgeshire County Council	Verge cutting 2017/18	£623.42
Manea Community Car Scheme	Donation/refund of grant aid from the council, following cessation of the car scheme	£160.00
Total Income		£34,883.42

Expenditure

Manea Village Hall	Room hire on 11 September 2017	£10.00
T Jordan	Salary (less income tax of £152.40 and NI of £10.80), other expenses and allowances	£713.68
E.on	Electricity for village green (includes VAT of £1.02)	£21.39
E.on	Electricity for sports area (includes VAT of £1.25)	£26.23
E.on	Electricity for pavilion (includes VAT of £2.44)	£51.23
A Ryman	Pavilion cleaning	£123.09
E Mason and Son	Grounds maintenance: August 2017 (includes VAT of £312.00)	£1,872.00
M Willmottt	Caretaking duties and expenses (includes VAT of £11.70)	£498.20
G A Diston	Repairs to surround/support for water tap at Manea Cemetery	£76.50
G A Diston	Repairs to surround/support for water	£72.00

	tap at Manea Cemetery	
Ian Woods	Materials for "otter proof" fence (includes VAT of £1,333.00)	£8,000.00
Manea P.C.C	Hire of Church Room for Manea Internet Club	£130.00
Cole Properties (Manea) Ltd	Railway sleepers and concrete post mix for works at Manea Pit	£217.84
I Fost	Reimbursement of the cost of purchasing chemical for Manea Pit (includes VAT of £28.92)	£173.50
Total Expenditure		£11,985.66

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 September 2017 (in the total sum of £260,204.00), together with the month-end figures for each of the preceding six months and as at 30 September 2016.

The Clerk reported also on the Parish Council's half-yearly financial position, which showed income of £84,801.17 and expenditure of £73,409.19 to 30 September 2017; 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.

The Chairman suggested that the council ear-marks a sum of £100,000, from the capital receipt generated by the sale of the Cranmore Lots allotments site (minute M75/16 (3) refers), for the purchase of new play equipment for the recreation ground. Councillor Mrs Eves expressed the opinion that the council should make no such decisions regarding the use of this capital receipt prior to its receiving the presentation on the possibility of providing of a new community building in the village (minute M75/17 refers).

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Ms Hookway, that the income of £34,883.42 be noted and that the payments totalling £11,985.66 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 September 2017, together with the month-end figures for each of the preceding six months and as at 30 September 2016, be noted;
- (3) that the Parish Council's half-yearly financial position be noted;
- (4) that the council would consider at the next meeting whether or not to ear-mark funding for the purchase of new play equipment for the recreation ground.

M82/17 Correspondence

Manea Community Car Scheme

The Clerk read to members a letter from the Treasurer of the Manea Community Car Scheme, in which she informs the council that this scheme had ceased operation and, consequently, the scheme's bank account would be closing at the end of this year. She states that Cambridgeshire County Council has requested re-payment of the £50.00 donation that it had made towards the cost of operating this car scheme, which leaves a balance on the bank account of £160.00; she makes the point that as £125.00 had been donated by Manea Parish Council and the other funding had been provided by a parishioner who had since died, she would like the balance on the bank account (of

£160.00) to be donated to the council, with the request that the money be retained and offered by the council to any new community car scheme that may be set-up in the village in future.

Members decided that the content of the letter be noted and that the £160.00 paid to the council be made available to any new car scheme that may be set-up in the village in future.

M83/17 Next meeting

Members were reminded that the next meeting of the Parish Council had been scheduled for 13 November 2017, to commence at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.10 pm

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

Date:.....