

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

16 JANUARY 2017 – 7.00 pm.

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

**Apologies:** None.

**In attendance:** District Councillors Buckton and Sutton.

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

### M112/16 Open Forum

#### (1) Electricity supply in Manea

Miss D Rowe, a member of the Manea Residents' Association, informed the council of discussion at the November 2016 meeting of the association regarding birds being killed as a result of collision with electricity cables and the consequent disruption to the electricity supply to the village. She mentioned that she had subsequently set-up an on-line petition (which had been signed by 130 parishioners), calling for action by UK Power Networks to provide a solution to the situation. In addition, she had made contact with the Chief Executive of UK Power Networks, who had responded very quickly and positively to the issue that she had raised.

Consequent to the dialogue between Miss Rowe and the company, three of the engineers who work for UK Power Networks had attended the January 2017 meeting of the Manea Residents' Association. Miss Rowe read to the council the report which had been produced by officers of UK Power Networks with regard to the way forward to prevent both bird deaths and power outages in Manea. Miss Rowe expressed the opinion that the level of support of parishioners had been instrumental in achieving a successful outcome.

Members decided that the situation be noted.

#### (2) Manea Gala

A member of Manea Gala Committee informed the council that the committee had incurred a cost of £650 to hire portable toilets for last year's Manea Gala and enquired as to whether, to avoid the need to incur similar expenditure this year, the toilets in Manea Pavilion would be available for use and the disabled toilet be fit for purpose on the date of the 2017 Manea Gala (8 July).

In response, the Chairman confirmed that the toilets at Manea Pavilion would be made available for use by attendees at this year's Manea Gala.

Members decided that the situation be noted.

### (3) Manea rail service

Mr P Townrow, a member of the Manea Action Plan Implementation Group, reminded the council of the comments that he had made at the last meeting of Manea Parish Council regarding the lack of progress in achieving the provision of a car park for Manea Railway Station (minute M100/16 refers) and his disappointment that some members of the council had suggested at that meeting that there would be no point in having an improved level of rail service for Manea in the absence of a car park. He expressed the opinion that there is a need to continue to apply pressure to those who have decision-making powers in relation to the provision of a car park but an improved rail service should not be dependent upon such provision.

Mr Townrow informed the council of actions that he had taken since the last meeting of Manea Parish Council, namely:

- made contact with senior management at Greater Anglia (GA); it appears that GA was not aware of the situation but, now that it is, it is pursuing the matter with Network Rail
- made contact with Steve Barclay MP; the MP wishes the buses which serve Manea to call at Manea Railway Station and he proposes to refer his proposal to Fenland District Council
- accepted an invitation to attend a meeting at the Houses of Parliament regarding rail service issues; he stated that he would inform the Parish Council, at its next meeting, of the outcome of his visit to London.

In response, the Chairman read an e-mail from the Transport Development Manager at Fenland District Council which set out the current situation regarding the provision of a car park. In summary, the content of the e-mail confirmed the situation as had been described by the Chairman at minute M100/16.

Members decided that the comments of Mr Townrow be noted and that Manea Parish Council would continue to support any lobbying campaign in relation to the provision of a car park for Manea Railway Station.

### M113/16 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.

### M114/16 Progress on actions from minutes of last meeting

#### (1) Emergency Planning (minute M102/16 (1))

The Clerk informed members that Fenland District Council's Emergency Planning Officer would be attending the next meeting of Manea Parish Council to make a presentation in relation to 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.

Members decided that the situation be noted.

#### (2) Manea Pavilion (minute M102/16 (2))

Councillor Mrs Desborough informed members that she had studied further the lower of the two quotations received by the council for undertaking the repair and maintenance works (agreed at minute M65/16) to the

pavilion and informed members of her conclusions. She reminded members of the decisions that they had reached at minute M106/16 (2).

Councillor Fielding informed members that, further to minute M106/16 (2), he had obtained a quotation of £450.00 for the supply of 20 bollards for installation in front of the recreation ground.

Members decided that

- (1) the Clerk would obtain from the contractor which submitted the lower of the two quotations received by the council, a revised quotation which excludes the items of work which members agree should be deleted for the purpose of that contract;
- (2) the council would enlist volunteers to undertake the internal and external painting of the pavilion;
- (3) Councillor Cole would obtain estimates for the cost of floor covering for the kitchen/social area within the pavilion;
- (4) the quotation for the supply of 20 bollards, in the sum of £450.00, be accepted.

### **M115/16 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) Erection of 3 dwellings (max.), involving demolition of existing dwelling (Outline application with all matters reserved), at 48 Station Road, Manea - F/YR16/1137/O (applicant: Miss Dent).

*That the application be supported.*

- (2) Erection of a three-storey 3-bed dwelling on land south of 41 High Street, accessing from Acorn Lane, Manea - F/YR16/1155/F (applicant: Mr G Tricker).

*That the application be supported.*

- (3) Reserved Matters application relating to detailed matters of scale, appearance and landscaping pursuant to outline permission (F/YR12/0011/O) for the erection of a single-storey 3-bed dwelling with double garage on land east of Orchard Lodge, Old Dairy Yard, Westfield Road, Manea - F/YR16/1162/RM (applicants: Mr C Savage and Miss C Green).

*That the application be supported.*

- (4) Erection of a single-storey extension to rear of existing dwelling at Decoy Lodge, Fallow Corner Drove, Manea - F/YR16/1191/F (applicants: Mr and Mrs D Cole).

*That the application be supported.*

*(Councillor Cole declared his pecuniary interest in this planning application, by virtue of his being one of the applicants for the proposal, and retired from the meeting for the duration of the discussion and voting thereon)*

## **M116/16 Police matters**

PCSO Carol Holloway, of the March and Chatteris Policing Team , attended the meeting (accompanied by a colleague) to inform the council of 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 mentioned that

- there had been the theft of a power boat from a property on High Street
- a caravan had been stolen from Purls Bridge Caravan Park
- there had been two incidents of poaching/hare coursing
- action had been taken in relation to drug use by the occupants of a vehicle which had been parked in one of the car parks at Manea Pit
- the local policing team continues to patrol the village during the daytime and in the evenings
- she had undertaken a community engagement event, accompanied by an officer of Fenland District Council, at the Meat and Eat premises on 5 December 2016. At that event she had provided crime prevention advice to a number of villagers; on 5 December 2016, she had also undertaken "door knocking" to ask residents if they had any issues which they wished to bring to the attention of the Constabulary
- she had undertaken a further community engagement event , at the Meat and Eat premises, earlier today but no members of the public had attended
- she would be planning further community engagement events and producing publicity in that regard.

PCSO Holloway responded to members' questions.

Members decided that the information reported by PCSO Holloway be noted and that the council would arrange the display in the village and publication of the council's website of any posters, produced by the Constabulary, in relation to future community engagement events.

## **M117/16 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 he had nothing specific in relation to the activities of Fenland District Council (FDC) to draw to the attention of Manea Parish Council. He did, however, mention that he had, further to minute M105/16, raised with the relevant Cabinet member at FDC, Councillor Sutton, his concerns regarding the implications for Parish Councils in considering planning applications in the context of Policy LP12 of the Fenland Local Plan.

District Councillor Sutton had attended the meeting and, with the Chairman's consent, he addressed the council with regard to Policy LP12 of the Fenland Local Plan. District Councillor Sutton stated his awareness that Manea Parish Council wishes to be made aware, by Fenland District Council, of the results of pre-application consultation in relation to those planning applications which, because of Policy LP12, are required to be subject to such a process and he commented that this information would not be provided to the Parish Council by Fenland District Council; often the information would be available on the District Council's website and if Manea Parish Council wishes to be aware of that information when considering a planning application for a new dwelling, it would be necessary for an officer or member of the council to access that information in advance of the meeting at which the council would be considering the application. District Councillor Sutton made the point that it would be unlawful for the Local Planning Authority (LPA) to not undertake the consultation process in relation to a planning application simply because the results of pre-application consultation had not been submitted to the LPA by the applicant.

District Councillor Sutton informed the council that Mr N Harding, the Head of Planning Services at Fenland District Council (and Peterborough City Council), would be happy to meet with members of Manea Parish Council at 6.00 pm on the date of the next meeting of the Parish Council (on 20 February 2017) to discuss Policy LP12. District Councillor Sutton mentioned also that Fenland District Council (FDC) would be undertaking a consultation exercise with Town and Parish Councils in the near future on a proposal by FDC to longer provide hard copies of planning applications and associated plans etc to local councils (the expectation is that members of those councils would view the documentation on the FDC website).

Further to minute M105/16, District Councillor Buckton informed the council that he would monitor the situation with regard to grant funding opportunities for the proposed works to the Multi-use Games Area and the pavilion. He mentioned that Sport England is now operating a Community Asset Fund; although he had not had time to consider in detail the application guidance, he understands that applications would be accepted from 30 January 2017 and that applicants would need to fund 50% of the project cost; the application form is not yet available on-line.

Members decided that the situation be noted and that

- (1) the offer of Mr N Harding, the Head of Planning Services at Fenland District Council (and Peterborough City Council), to meet with members of Manea Parish Council at 6.00 pm on the date of the next meeting of the Parish Council (on 20 February 2017) to discuss Policy LP12, be accepted;
- (2) the Chairman, Councillor Mrs Desborough and District Councillor Buckton would examine jointly the opportunity to apply for funding under Sport England's Community Asset Fund.

#### **M118/16 Public open spaces**

- (1) Multi-use Games Area - further to minute M106/16 (1), the Chairman reported that the improvements to the lighting are still to be undertaken by the electrical contractor; the Chairman stated that he would pursue this matter, again, with the electrical contractor.

Members decided that the situation be noted.

- (2) Storage container - further to minute M106/16 (2), the Chairman reported that the works to install the electricity supply to the new container are still to be undertaken by the electrical contractor; the Chairman stated that he would pursue this matter, again, with the electrical contractor.

Members decided that the situation be noted.

- (3) Benches - Councillor Cole enquired as to members' ideas as to potential locations for the two benches that are currently being stored in one of his buildings.

One member suggested that one of the benches could be installed on the footpath in front of St Nicholas Church.

Members decided that they would each give thought to the matter between this meeting and the next, for discussion at the next meeting of the council.

#### **M119/16 Manea Pit**

Members considered the notes of the inquorate meeting of the Manea Pit Management Committee held on 12 January 2017.

Further to minute IMC17/16, Councillor Hirson, Chairman of the Manea Pit Management Committee, informed members that fishing activities at Manea Pit had re-commenced and that the biosecurity measures which had been installed are being used by anglers; he mentioned also that the Secretary/Treasurer of the Carp Syndicate had provided to the Clerk the sum of £1,667.50 in respect of the members of the Carp Syndicate who had re-commenced fishing at Manea Pit.

Councillor Hirson drew members' attention to the fact that the committee would, at its next meeting (scheduled for 16 February 2017), be considering and making recommendations to Manea Parish Council in relation to Carp Syndicate and other fishing fees for the financial year 2017/18.

Members decided that the contents of the minutes of the inquorate meeting of the Manea Pit Management Committee and the information reported by the Chairman of that committee be noted.

### **M120/16 Financial matters**

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

#### **Income**

Fenland District Council	Concurrent Functions Grant: second 50%	£1,300.00
Manea UFC	Hire of playing field	£160.00
Turner and Son	Interment fee	£170.00
Turner and Son	Plot purchase and interment fee	£836.00
Carp Syndicate	Membership fees 2016/17	£1,667.50
<b>Total Income</b>		<b>£4,133.50</b>

#### **Expenditure**

Manea Village Hall	Room hire on 12 December 2016	£10.00
T Jordan	Salary (less income tax of £150.90 and NI of £9.90), other expenses and allowances	£717.30
Anglian Water	Water for playing field	£35.92
E.on	Electricity for village green (includes VAT of £0.92)	£19.38
E.on	Electricity for sports area (includes VAT of £0.99)	£20.75

E.on	Electricity for pavilion (includes VAT of £6.85)	£143.88
Mrs A Ryman	Pavilion cleaning	£134.46
Women's Institute	Contribution towards the cost of maintaining garden area at Pump Corner	£50.00
Citizens Advice Rural Cambs	Financial support	£500.00
E Mason and Son	Grounds maintenance: November 2016 (includes VAT of £45.00)	£270.00
Cambridgeshire ACRE	Membership 2017/18 (includes VAT of £9.00)	£54.00
Young People March Ltd	Manea Youth Club: quarter four 2016/17	£1,374.66
Anglian Water	Water for cemetery	£20.91
M Short	First half-year Caretaking wages	£425.00
S Payne	Chemical for biosecurity measures at Manea Pit	£68.00
<b>Total Expenditure</b>		<b>£3,844.26</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 December 2016 (in the total sum of £242,289.47), together with the month-end figures for each of the preceding six months and as at 31 December 2015.

Members decided

- (1) upon a proposal from Councillor Mrs Desborough, seconded by Councillor Mrs Berry, that the income of £4,133.50 be noted and that the payments totalling £3,844.26 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 December 2016, together with the month-end figures for each of the preceding six months and as at 31 December 2015, be noted.

### **M121/16 Parish Precept 2017/18**

Members considered the level of Parish Precept for the financial year 2017/18.

The Clerk presented a detailed report on the Parish Council's income and expenditure for 2015/16 and as at 31 December 2016, the financial position as at that date, estimates of income and expenditure for 2017/18 and various notes to aid members' deliberations regarding the level of Parish Precept to be set, including the facts that

- The Manea Parish Council Precept for 2016/17 is 65,063.00.
- The level of Council Tax Support Grant which has been allocated by Fenland District Council to Manea Parish Council for 2017/18 is £904.00 (a reduction from £1,357.00 in 2016/17). This figure will reduce to £452.00 in 2018/19 and cease in 2019/20.
- The Parish Council was awarded a Concurrent Functions Grant by Fenland District Council of £2,607.00 in 2016/17 and the District Council has confirmed that the same level would be paid in the financial year 2017/18.
- The Community Support expenditure figure is based upon average spending during recent financial years (and includes continued funding for operation of the Manea Youth Club).
- Allotment rents were increased from £100 per acre to £125.00 per acre with effect from October 2017, except for those tenanted by Manea Allotment Association (minutes M129/15 and M43/16 refer). There is no opportunity to increase these rents again until October 2020, provided that notice of any increase is given no later than October 2019.
- Burial fees were increased by approximately 10% with effect from 1 April 2013 (minute M161/12 refers). The previous increase had been in November 2010. No increase was made for the 2014/15 or 2015/16 financial years but they fees were increased for the 2016/17 financial year (minute M129/15 refers).
- According to the Practitioners' Guide to Local Council Governance, it is recommended that a local council should possess, as general reserves, a sum equating to three to twelve months of its usual gross expenditure; in the case of Manea Parish Council, that would be a sum (in addition to any ear-marked reserves) of between £12,500 and £55,000.
- In accordance with minute M109/15 (3), the council has been making provision, through the budgets for 2015/16 (£10,000) and 2016/17 (£37,500) for the costs of replacing the Category 2 street lights in the village. The total estimated cost to Manea Parish Council of the project is £53,493.00. Consequently, £7,000.00 had been included in the expenditure estimates for 2017/18 to provide the balance of the funding required.
- Playing fields expenditure includes contingency provision (of £500) for annual skateboard park maintenance (minute M112/15 refers).
- There is currently no capping applied to Parish Precepts; however, the Government had indicated, through its consultation paper "The 2017/18 Local Government Finance Settlement", that it was minded to apply referendum principles to certain Town and Parish Councils with effect from 2017/18; those councils would face the same referendum principles as shire districts. Although the Government is no longer pursuing proposals to extend "capping" to Parish Precepts for the financial year 2017/18, there is no guarantee that this situation would not be considered again in future years and it something for which local councils should be mindful in setting their precept.

Members decided, unanimously, on a proposal by Councillor Fielding, seconded by Councillor Drinkwater, that

- (1) the Parish Council's income and expenditure for 2015/16 and as at 31 December 2016 and the financial position as at that date be noted;
- (2) the estimates of income and expenditure for 2017/18 be noted and approved - subject to increasing the financial provision for street lighting (of £7,000) by £3,000 (to begin "saving" for the possible costs of Category 3 street lamps) and introducing a financial provision of £25,000 for Highways infrastructure - as the basis of the Parish Council's budget for 2017/18;
- (3) there be no increase in burial fees for the financial year 2017/18;
- (4) being mindful of the current economic circumstances, the Parish Council's financial position and its desire to be able to continue to meet the needs of the community, the level of Parish Precept for 2017/18 be set at £66,010;
- (5) the budget for 2017/18 be as set out below:

Receipts	£		Payments	£
Concurrent Functions Grant	2,607.00		Car Park	200.00
Playing field and open spaces	500.00		Playing field and open spaces maintenance	11,000.00
Gen admin	100.00		Gen admin/misc costs	6,000.00
Burials	5,000.00		Burial costs	300.00
Allotments	2,406.00		Street lighting	10,000.00
Manea Pit	4,000.00		Allotments	500.00
Verges	623.00		Manea Pit	2,500.00
Council Tax Support Grant	904.00		Verges	850.00
Precept	66,010.00		Woodland/orchard	1,600.00
			War Memorial	100.00
			Cemetery maintenance	6,000.00
			Community Support	8,000.00
			Sports area	300.00
			Clerk's costs	9,800.00
			Highways infrastructure (including bus shelters)	25,000.00
	<b>82,150.00</b>			<b>82,150.00</b>

(Councillors Mrs Berry, Cole, Mrs Desborough, Drinkwater, Emery, Fielding, Hirson and Risbridger declared their respective pecuniary interest in the setting of the Parish Council Precept, by virtue of having a beneficial interest in a domestic dwelling within the parish, but had been granted a dispensation to speak and vote on this matter)

## M122/16 Correspondence

### (1) Manea United Football Club

The Clerk read to members a letter from Manea United Football Club with which was enclosed a cheque in the sum of £160.00 - which raised a number of issues/requests, as follows:

- full hire payment (of £40 per home match) had been made for only one of the matches played at Manea (the other 6 had been paid at the rate of £20), based upon the allegation of the football club that the showers in the pavilion had operated properly on one occasion only
- a request for the Parish Council to meet the cost of line marking liquid, on the basis that the football club is of the opinion that the cost of pitch marking should be included within the hire fee paid
- a request that the football pitches be heavy rolled, to improve the safety of the playing surface.

The opinion of members is that the fee payable by Manea United Football Club is for use of the football pitches as well as all of the facilities within the pavilion; consequently, members do not consider it acceptable that the club decided, without any prior dialogue with the council, to deduct from the hire fee a sum of £20 each for 6 of the 7 matches played to "compensate" itself for a fault with operation of the showers at the pavilion. The decision as to whether the full hire is due is one for the council and not the hirer. In addition, members are of the belief that repair works to the showers were undertaken as soon as the fault was drawn to the council's attention.

Members commented that the football club should be made aware that the council meets significant costs in provision of the football pitches and the pavilion - grass cutting of the pitches costs £80 per week; expenditure has been incurred to aerate the pitches; the cost of cleaning the pavilion is around £15 per week; there are also the costs of water and electricity etc to the pavilion. The fee paid by Manea United Football Club, which is the primary user of the pavilion, contributes towards all of those costs.

Given the foregoing, members consider that the payment of the balance of hire fees owed (i.e. £120.00) should be pursued by the council.

Members are clear that the cost of pitch marking is not included within the hire fee paid to Manea Parish Council by Manea United Football and, consequently, the council is not prepared to meet the cost of purchasing liquid for use with the line marking machine. Any expenditure incurred by Manea Parish Council is met by all of the households within the parish, not only those who derive direct benefit from use of the football pitches and the associated changing facilities; the council is strongly of the opinion that costs associated with football matches in Manea should be met by those who participate in the matches (and not by those who do not).

The council currently has no plans to undertake heavy rolling of the football pitches but the condition of the pitch would be inspected by a member of the council.

Members decided that the Clerk would respond to the letter from Manea United Football Club, to explain the stance of Manea Parish Council, as outlined above, and to request from the club the payment of the balance of hire fees owed to the council (i.e. £120.00).

## (2) Request to re-position street lamp

The Clerk read to members an e-mail from an officer of the Assets and Projects Team at Fenland District Council (FDC), informing Manea Parish Council that FDC had received a request from a building contractor for permission to re-locate street lamp FPC9 (to a position not specified in the e-mail), to facilitate access to a development site on land adjacent to 51 High Street.

In the e-mail, the officer of FDC had mentioned that FPC9 is an old street lamp and is identified as a Category 2 street lamp in terms of need of replacement.

Members decided that the Clerk would inform Fenland District Council that Manea Parish Council would like to know the location to which the building contractor would like to re-locate the lamp column and to suggest to the building contractor that, as the column is old and "at risk", the company may wish to provide a new lamp column in the proposed revised location.

## M123/16 Next meeting

Members were reminded that the next meeting of the Parish Council had been scheduled for 20 February 2017, to commence at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 9.25 pm**

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

Date:.....