

# **MANEA PARISH COUNCIL**

## **MINUTES OF MEETING**

**18 APRIL 2017 – 7.25 pm.**

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

**Apologies:** None.

The minutes of the meeting of 20 March 2017 were confirmed and signed.

### **M151/16 Open Forum**

#### **Community orchard/woodland**

A parishioner commented that a number of villagers had expressed concern with regard to the length of the grass at the community orchard/woodland.

With the agreement of the Chairman, a member of the Manea Community Orchard/Woodland Group who was in attendance at the meeting explained the approach being taken to grass cutting in this area and offered to arrange for details of that approach to be published in the next edition of the Manea matters publication.

Members decided that the situation be noted.

### **M152/16 Vacancy in the membership of Manea Parish Council**

The Clerk reported the resignation of Mr R Hirson from membership of Manea Parish Council on 5 April 2017 and informed members that he had informed Fenland District Council (FDC) of the resultant vacancy on the council.

The Returning Officer at Fenland District Council had published notice of the vacancy in the membership of Manea Parish Council on 6 April 2017 and had received, on 12 April 2017, a request, in accordance with The Local Elections (Parishes and Communities) Rules 1986, from ten local electors for the parish for the vacancy to be filled by way of an election.

The Returning Officer has set the date for the election as 29 June 2017; the Notice of Election would be published by the Returning Officer on 24 May 2017 and the last date for the submission of candidates' nominations papers would be 2 June 2017.

Members decided that the situation be noted and that a letter of thanks be sent to Mr Hirson, expressing their appreciation of the role that he had performed as a Parish Councillor during his period of office.

### **M153/16 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.

### **M154/16 Progress on actions from minutes of last meeting**

#### **(1) Community resilience (minute M140/16 (1))**

Members considered further how the council should proceed in terms of developing a plan or community support in the event of small-scale emergency situations in Manea.

Members decided that Councillor Risbridger, with assistance from the Chairman and Councillor Mrs Desborough, would produce a list of key contacts in the village, who would be able to provide or access support to the community in the event of a small-scale emergency in the village, as the basis for further discussion at the next meeting.

#### **(2) Manea Pavilion (minute M140/16 (2))**

The Chairman informed the committee that Mr S Payne (who had volunteered to undertake the work) had installed, in front of the recreation ground, the 20 bollards which had been purchased by the council. However, it had transpired that that an additional 15 bollards would be required to complete the project

The Clerk informed members that he had again pursued a response from the contractor which had been invited by the council to provide a revised quotation for works to Manea Pavilion; consequently, the contractor had responded to the Clerk, stating that, because of workload, he no longer has the capacity to undertake this work, which is why he had not submitted a revised quotation.

Further to minute M102/16 (2), the Clerk reported that a deposit had been paid to the contractor who would be supplying and installing UPVC windows at the pavilion. The Chairman reported that, as this contractor had suggested that it would not be appropriate to affix the pavilion's security grilles to the new windows, he had obtained a quotation from a local welding and fabrication contractor for modifying the grilles and manufacturing fixings to enable them to be fitted to the building itself (instead of to the new windows).

Members decided that

- (1) the current situation be noted;
- (2) the Chairman would obtain a comparator quotation for modifying the security grilles and manufacturing fixings to enable them to be fitted to the pavilion (instead of to the new windows);
- (3) Councillor Fielding would arrange the manufacture of an additional 15 bollards and then liaise with Mr S Payne with regard to their installation;
- (4) the Chairman would measure the dimensions of the kitchen, for the purpose of its replacement, and liaise with the volunteers - members of the Carp Syndicate who had offered their labour on a free-of-charge basis (minute M127/16 (1) refers) - to arrange the re-painting works to the building.

#### **(3) Annual Risk Assessments (minute M140/16 (3))**

The Chairman reported that he had made enquiries of the operator of a local fishery regarding his knowledge of insurance companies which offer insurance cover for the loss of fish stocks; that person had informed the Chairman that such insurance cover is available but only from a limited number of companies and the premiums are extremely expensive. Also, given the fact that Manea Pit had suffered recently from

a KHV outbreak, the council's fish stocks may be deemed by most insurance companies to be "uninsurable" at this time.

Members decided that the information reported by the Chairman be noted and that no action be taken at this time to obtain insurance cover for the council's fish stocks.

### **M155/16 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) Change of use of D1 (Independent School) to C3 (Residential Dwelling) at 6 Acorn Lane, Manea - F/YR17/0269/F (applicant: M J Congreve).

*That the application be supported.*

- (2) Extraction of sand and gravel and clay for landfill cell engineering, as an extension to an existing quarry; field conveyor; continued use of existing processing plant, stocking areas, silt lagoons, office and welfare buildings and private access road; and importation of waste for restoration at Mepal Quarry, Block Fen, Chatteris - F/2001/16/CM (Aggregate Industries UK Ltd).

*That the application be supported.*

- (3) Erection of a two-storey 2-bed dwelling on land north-east of May Villa, Straight Road, Manea - F/YR17/0300/F (applicant: Mr T Keane).

*That the application be supported.*

- (4) Erection of an agricultural building on land east of Four Winds, New Road, Chatteris - F/YR17/0309/F (applicant: Mr R Angood).

*That the application be supported.*

### **M156/16 Police matters**

Although no representative of the March and Chatteris Policing Team was present at the meeting, PCSO Carol Holloway had provided a brief report detailing recent incidents of crime and disorder which had been reported to the Constabulary, as well as updating the Parish Council on other relevant matters, since the last meeting of the Parish Council. PCSO Holloway's report mentioned that

- the most recent community engagement event had taken place at the Meat and Eat premises on 27 March 2017; no parishioners had attended
- the next community engagement event is scheduled to take place at the Meat and Eat premises on 20 April 2017
- there had been one report of hare coursing on farmland off Park Road
- there had been one report of an abandoned vehicle in School Lane; however, the Constabulary had received no report of it having been stolen and was found to possess both Road Fund Licence and a valid MOT and, therefore, no action was deemed necessary
- with regard to crimes, there had been incidents of criminal damage to vehicles at Glebe Close and Station Road, one theft from a motor vehicle, one theft from a shed and two thefts of gas cylinders
- the local policing team continues to patrol the village during the daytime and in the evenings.

Members had no issues to raise, for reference by the Clerk to the local policing team. They did, however, comment that the Constabulary may wish to consider undertaking additional publicity in an effort to attract a higher number of attendees to the village engagement events.

Members decided that the information reported by the Clerk, on behalf of PCSO Holloway, be noted and that he would inform the PCSO of their suggestion regarding attracting a higher number of attendees at the Constabulary's engagement events in the village.

### **M157/16 Reports from District and County Councillors for the parish**

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

Neither of these councillors had provided any information to the Clerk for reporting to the council.

Members decided that the situation be noted.

### **M158/16 Public open spaces**

- (1) Multi-use Games Area - further to minute M144/16, the Chairman informed members that he had mentioned to the contractor which would be undertaking the surfacing and fencing works the council's proposal to undertake pressure washing and wood staining works around the Multi-use Games Area in advance of the surfacing and fencing works being undertaken. The contractor had responded that a more appropriate action, instead of power washing and staining works, would be to spray the woodwork with a particular cleaning fluid. The suggestion of the contractor was discussed by members.

Further to minute M144/16, the Clerk reported that pruning of the trees in close proximity to the Multi-use Games Area would be undertaken by the contractor on 21 April 2017.

Members decided that

- (1) the information reported by the Chairman and the Clerk be noted;
- (2) spraying of the woodwork around the Multi-use Games Area with a particular cleaning fluid be carried out in advance of the surfacing and fencing works being undertaken; the Chairman and Councillor Cole would agree the most appropriate means of applying the cleaning fluid to the woodwork.
- (2) Public toilets - the Clerk reported a quotation which had been obtained by the Chairman, from the contractor which would be supplying and installing new windows to the pavilion, for the supply and installation of UPVC windows to the public toilets located to the rear of the pavilion.

Members decided that the quotation received for the supply and installation of UPVC windows to the public toilets located to the rear of the pavilion, in the sum of £420.00, be accepted.

### **M159/16 Manea Pit and the Community Orchard/Woodland**

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

- mixed flower seeds, donated by a local resident, had been sown amongst the grassed areas; further seeds, obtained from the Woodland Trust, would be sown over the Easter weekend and in the Autumn
- further to minute PMC54/16, work is continuing to make a sign for the area
- further to minute M132/16, a work party consisting of volunteers had installed four of the 'simple' benches; a further work party would be arranged for installation of the two remaining benches

The group is asking whether the Parish Council would support (not requesting funding) the planting of daffodil bulbs in the Autumn along the bank between the main Pit car park and the gated entrance to the far car park. If this is acceptable, the group would need to ensure that 'mowing' of the bank does not take place during the period where the new shoots appear until they have died back in late Spring.

In the report from the group, the point is made that comments had been made in the past regarding the need for directional signage to Manea Pit. Consequently, the group is asking that the Parish Council investigates, and works towards, the installation of a Brown tourist direction sign on High Street, opposite the entrance to Park Road. In addition, the group asks whether there any other places where signage could be placed to assist people in finding Manea Pit, such as the junction of Park Road and Straight Road.

Further to minute M138/16 (2), the Clerk reported that he had been informed by the officer at the Environment Agency who is dealing with the council's application for consent to install "otter proof" fencing around Manea Pit that he anticipates being able to respond formally to the Clerk before the end of April 2017.

Members decided that

- (1) the information reported by the Clerk be noted and that he would make enquiries of the Local Highway Authority as to the possibility of both directional and tourism signage to Manea Pit;
- (2) the request of the community orchard/woodland group in relation to the planting of daffodil bulbs be approved.

### **M160/16 Financial matters**

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

#### **Income**

Turner and Son	Interment fee	£170.00
Turner and Son	Plot purchase and interment fee	£636.00
Manea UFC	Hire of playing field for 5 home matches	£200.00
Richard King Memorials Limited	Memorial tablet	£110.00
C Howell	Allotment rent	£200.00
Manea Allotment Association	Allotment rent	£300.00
<b>Total Income</b>		<b>£1,616.00</b>

#### **Expenditure**

Manea Village Hall	Room hire on 20 March 2017	£10.00
T Jordan	Salary (less income tax of £150.90 and NI of £9.90), other expenses and allowances	£760.05
E.on	Electricity for village green (includes	£18.14

	VAT of £0.86)	
E.on	Electricity for sports area (includes VAT of £0.87)	£18.33
E.on	Electricity for pavilion (includes VAT of £5.16)	£108.42
Mrs A Ryman	Pavilion cleaning	£59.36
Mr R Hirson	Reimbursement of the cost of purchasing chemical for biosecurity measures at Manea Pit	£95.00
E Mason and Son	Grounds maintenance: February 2017 (includes VAT of £202.40)	£1,214.40
Galleon Glass	Deposit for new windows for pavilion	£1,175.00
Fenland District Council	Business Rates for burial ground	£212.53
Richard Yardy (2002) Ltd	Installation of electrical supply and lighting to storage container (includes VAT of £84.81)	£506.49
M Short	Reimbursement of the cost of purchasing petrol for lawnmower	£12.00
Manea P.C.C	Hire of Church Rooms for Manea Internet Club	£130.00
S Payne	Installing posts at recreation ground (cost of materials only)	£128.88
S Emery	Reimbursement of the cost of purchasing paint for posts at recreation ground (includes VAT of £4.16)	£24.99
<b>Total Expenditure</b>		<b>£4,473.59</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 March 2017 (in the total sum of £248,811.49), together with the month-end figures for each of the preceding six months and as at 31 March 2016.

The Clerk reported also on the Parish Council's year-end financial position, which showed income of £255,226.07 and expenditure of £63,859.66 as at 31 March 2017; he gave explanations as to variances between the estimated income and expenditure for the year and the actual levels of income and expenditure.

Councillor Cole reminded members that £36,000 approximately of Section 106 Planning Obligation monies, allocated for leisure and recreation provision in Manea, is currently being held by Fenland District Council (FDC) and suggested that Manea Parish Council should seek to acquire that funding from FDC to both fund its agreed works to the Multi-use Games Area and for other potential improvements to leisure provision in the village.

Members decided

- (1) upon a proposal from Councillor Mrs Desborough, seconded by Councillor Cole, that the income of £1,616.00 be noted and that the payments totalling £4,473.59 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 March 2017, together with the month-end figures for each of the preceding six months and as at 31 March 2016, be noted;
- (3) that the Parish Council's year-end financial position be noted;

- (4) the Clerk would seek, through liaison with District Councillor Sutton, to access the Section 106 Planning Obligation monies, currently being held by FDC, which are allocated for leisure and recreation provision in Manea.

### **M161/16 Applications for financial assistance**

#### **(1) East Anglia's Children's Hospices (EACH)**

The Clerk reported a request from East Anglia Children's Hospices (a registered charity) for financial assistance towards the cost of providing care and support to children and young people who have life-threatening conditions and supporting their families.

Within the last twelve months, East Anglia Children's Hospices (EACH) had provided support to more than 100 families in Cambridgeshire. EACH, as a charitable organisation, relies upon voluntary donations for more than 70% of its income and needs to raise £5,300 every day to be able to support families in Cambridgeshire.

Members feel that before they are able to make a decision on whether to provide funding (and, if so, at what level), the council requires information as to the benefit which had been derived by families in Manea as a result of the services provided by EACH.

Members decided that

- (1) the Clerk would seek obtain from East Anglia Children's Hospices (EACH) the details of the benefit which had been derived by families in Manea as a result of the services provided by the organisation;
- (2) following receipt of the information to be requested of EACH, the application for financial assistance be considered further by the council.

#### **(2) Manea Street Pride**

The Clerk reported a request from the Manea Street Pride Volunteer Group for financial assistance, in the sum of £100.00, towards the cost of purchasing plants and compost for the seven flower tubs across the village which are maintained voluntarily by the group.

Members decided that the request for financial assistance, in the sum of £100.00, be approved.

### **M162/16 Correspondence**

#### **(1) Cambridgeshire and Peterborough Association of Local Councils**

Members considered the invitation from the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) for Manea Parish Council to become a member of the association, at a cost of £449.48 for the municipal year 2017/18.

The Clerk outlined briefly the information provided by CAPALC as to the benefits of a local council being a member of the association and reminded members that Manea Parish Council had not been a member of CAPALC for a number of years, on the basis that members had not been convinced that such membership provided good value for money.

Members decided, on the basis that they are still not convinced that such membership provides good value for money, that Manea Parish Council would not become a member of the Cambridgeshire and Peterborough Association of Local Councils for the municipal year 2017/18.

**(2) Allotments**

The Clerk read to members an e-mail from the Chairman of Manea Allotment Association, asking that, because of recent incidents of theft, anti-social behaviour and criminal damage at the garden allotments site, villagers be vigilant when they are in that area and be encouraged to point out to anyone that they may see on the site that no-one other than tenants of allotment plots should be on the site.

Members decided that the content of the e-mail from the Chairman of Manea Allotment Association be noted and expressed the hope that villagers would be mindful of the support requested by the association from the local community.

**M163/16 Next meeting**

Members were reminded that the next meeting of the Parish Council had been scheduled for 15 May 2017, to commence at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 8.55 pm**

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

Date:.....