

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

19 JUNE 2017 – 7.00 pm.

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

**Apologies:** Councillor Cole.

**In attendance:** County Councillor Gowing.

The minutes of the meeting of 15 May 2017 were confirmed and signed.

### M17/17 Open Forum

#### (1) Multi-use Games Area

A young parishioner enquired as to whether the Parish Council would be introducing a charge for use of the Multi-use Games Area (MUGA) following completion of the re-surfacing works. He commented that he is impressed with the works which had been undertaken to date.

The Chairman responded to the enquiry, stating that this matter would be discussed by the council during this evening's meeting (minute M23/17 refers).

Another parishioner commented that she had heard a rumour that the Netball Team had decided not to use the MUGA following completion of the re-surfacing works, as the new surfacing is not suitable for netball matches, and enquired as to whether the rumour is true.

No member of the Parish Council is aware of the situation mentioned by the parishioner and the Chairman made the point that the new surfacing is suitable for a number of sporting activities, including netball.

A member of the Community Orchard/Woodland Group enquired as to whether the local Street Pride Co-ordinator had reported to the council that the group had found staples and other debris, left by the contractor which is undertaking the re-surfacing works, in the vicinity of the MUGA.

Members decided that

- (1) the comments of the parishioners and the responses of the Chairman be noted;
- (2) the Chairman would make contact with the contractor which is undertaking the re-surfacing works to the MUGA regarding the leaving of waste materials on site.

#### (2) Community resilience

A parishioner made the suggestion that the emergency plan to be produced by the Parish Council should include arrangements to support the vulnerable members of the community in times of extreme heat.

Members decided that the suggestion of the parishioner be noted and that it be taken into account in the process of producing an emergency plan for the parish (minute M19/17 (2) refers).

**(3) Storage container at the playing field**

A parishioner enquired as to whether the council proposes to paint, to improve its visual appearance, the new storage container.

The Chairman responded in the affirmative.

Members decided that the enquiry of the parishioner and the response of the Chairman be noted.

**(4) Manea Pit**

A parishioner enquired as to whether Manea Parish Council would consider installing a water supply, for users of the area, at Manea Pit. He volunteered to obtain quotations for such a scheme.

Members decided that the enquiry of the parishioner be noted and that his offer to obtain, on behalf of the Parish Council, quotations for the provision of a water supply at Manea Pit be accepted.

**M18/17 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.

**M19/17 Progress on actions from minutes of last meeting**

**(1) Vacancy in the membership of Manea Parish Council (minute M6/17 (1))**

The Clerk reported that the Returning Officer at Fenland District Council (FDC) had published, on 2 June 2017, the Statement of Persons Nominated for the by-election (caused by the resignation of Mr R Hirson from membership of Manea Parish Council) scheduled for 29 June 2017. The notice, which had been published on the Parish Council's website and displayed within the village, shows that there are three candidates for the vacant seat on Manea Parish Council.

Members decided that the situation be noted.

**(2) Community resilience (minute M6/17 (2))**

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.

Councillor Risbridger informed members that he had now obtained, from Fenland District Council, a template for a Parish Emergency Plan and that he had begun the preparation of a piece of editorial for inclusion in the next edition of the Manea Matters publication, through which he would inviting members of the public to volunteer to perform certain roles within a village community resilience "team". He remains of the opinion that it would be useful to convene a public meeting, which would take place following publication of the article in Manea Matters, to discuss how an emergency plan could be developed.

Members decided that the information reported by Councillor Risbridger be noted and that arrangements be made for the holding of a public meeting at an appropriate time following publication of the next edition of Manea Matters.

**(3) Manea Pavilion (minute M6/17 (3))**

The Chairman informed members that both the internal end internal re-painting works to the pavilion are almost complete and the new railings would be installed early next week.

Councillor Mrs Desborough reported that the new windows had been installed and the new kitchen had been ordered; it is anticipated that works to install the kitchen would commence on 19 July 2017. She expressed the opinion that the whole project would be completed by the end of August 2017.

Councillor Mrs Desborough commented that, because of the manner in which the project is being delivered - using volunteers to undertake painting works etc, "shopping around" for materials etc and selecting individual tradespersons for certain works - the Parish Council would be spending several thousands of pounds less than if all of the works had been undertaken by a single contractor; this means that additional funding would be available for other projects or activities in Manea.

Both the Chairman and Councillor Mrs Desborough expressed their appreciation of the time and effort which had been devoted to this project by certain members of the community.

The Clerk reported a quotation, which had been requested by the Chairman, from an electrical contractor for the removal of the night storage heaters at the pavilion and replace them with panel heaters (at a cost of £750.00 plus VAT) and re-positioning of one electrical socket in the kitchen area (at a cost of £65.00 plus VAT)

Members decided that the current situation be noted and that the quotations from the electrical contractor be accepted.

**(4) Williams Way, Manea (minute M12/17)**

The Chairman informed members that he had been informed by District Councillor Sutton that Fenland District Council had now accepted responsibility for this fencing and had, consequently, placed an order for its repair/replacement.

Members decided that the situation be noted

**(5) East Street, Manea (minute M13/17)**

Councillor Mrs Desborough informed members that the County Farms service had given permission for the tenant to erect (at his expense) a gate to the land that he rents from the County Council; this should provide a solution to the difficulties being experienced by villagers as a consequence of people travelling by car along East Street to take their dogs, for walking, to County Farms land.

Members decided that the situation be noted.

**(6) Parish street lighting (minute M15/17 (1))**

The Clerk read to members a further letter from District Councillor King, Cabinet Member for Rural Affairs, stating that, unfortunately, the complexities and associated due diligence with regard to the new street lighting contract has resulted in the process taking longer than had been anticipated. To ensure that a fully researched and deliverable proposal is achieved, the conclusion of this exercise would hopefully be achieved in July 2017.

District Councillor King states that although he is very sorry for this delay, he believes that the possible potential added value from taking a little longer justifies the District Council not rushing to a premature conclusion. In the meantime, arrangements for day-to-day repairs and maintenance are working well and officers of the District Council are working on clarifying the outstanding tasks and making alternative arrangements. He asks that members of the public and local councils continue to e-mail all non-Cambridgeshire County Council street lighting (i.e. columns numbered FDC, FPC or RHA) service requests or enquiries to the Assets and Projects Team at Fenland District Council at: [assets&projects@fenland.gov.uk](mailto:assets&projects@fenland.gov.uk) or by telephoning 01354 654321.

Members decided that the content of the letter from District Councillor King be noted and that they would "spread the word" regarding this situation.

### M20/17 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 two-storey rear extension and the insertion of a first-floor window to existing dwelling at 18 Glebe Close, Manea - F/YR17/0372/F (applicants: Mr and Mrs Farrington).

*That the application be supported.*

- (2) Erection of a conservatory to rear of existing dwelling at 15 Charlemont Drive, Manea - F/YR17/0397/F (applicant: Ms S Edwards).

*That the application be supported.*

- (3) 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).

*That the application be supported.*

- (4) Erection of a single-storey rear extension which extends beyond the rear wall by 3.3 metres, with a maximum height of 3.5 metres and a height of 2.5 metres to the eaves at 27 Teachers Close, Manea - F/YR17/0496/PNH (applicant: Mr G Taylor).

*That the application be supported.*

- (5) Certificate of Lawful Use (Existing): Use of land as domestic curtilage at Pooh Corner, Purls Bridge Drove, Manea - F/YR17/0502/CERTLU (applicant: Mrs J Grieves).

*That the Parish Council has knowledge that this land has been used as domestic garden for at least the last ten years.*

- (6) Erection of a part two-storey, part first-floor side extension to existing dwelling at 16 Williams Way, Manea - F/YR17/0503/F (applicants: Mr and Mrs R Davies).

*That the application be supported.*

*(Councillor Ms Hookway declared her non-pecuniary interest in this application, by virtue of residing in close proximity to the application site)*

- (7) Erection of a two-storey 4-bed dwelling (re-submission of F/YR11/0522/F in relation to plot 3 only) at plot 3, land south-west of 100 Westfield Road, Manea - F/YR17/0506/F (applicants: Mr and Mrs Wilkes).

*That the application be supported.*

In addition, members considered a pre-application consultation in respect of the erection of one dwelling on land east of Hiblings Row, Manea.

In addition to plans of the site and the residential proposal, the land owner's planning agent had provided the results of the public consultation exercise which had been undertaken (which showed that 55% of consultees had responded, all of whom had expressed support for the proposal).

Members decided that the residential development of this site by the erection one dwelling, along the lines indicated on the plans submitted by land owner's planning agent, be supported in principle.

Further to minute M128/16, the Clerk read to members a letter from Mr N Harding, the Head of Shared Planning at Fenland District Council (and Peterborough City Council), reminding Manea Parish Council of the decision of Fenland District Council to introduce, with effect from 1 July 2017, changes to that council's arrangements for consultation with Town and Parish Councils on planning applications.

The change to the consultation arrangement, the stated purpose of which is to reduce costs (of approximately £2,690 per annum), is that FDC would no longer send to Town and Parish Councils paper copies of the planning applications and supporting documentation (including site plans) but would, instead, send to the local council from which a consultation response is being invited an e-mail notification of each planning application; it would then be a matter for the local council to decide how its members would access the documentation which would be available on the District Council's website – this could simply be viewed on-line or downloaded and printed by the consultee council.

Fenland District Council (FDC) is also providing the option for members of Town and Parish Councils to register individually with FDC to receive automatic notifications of planning applications submitted to the Local Planning Authority which fall within the geographical area covered by the respective council.

The letter from Fenland District Council (FDC) includes questions which had been asked by Town and Parish Councils with regard to this new process and the answers which had given by FDC.

Members decided that the situation be noted and that Manea Parish Council would put in place measures to operate in accordance with Fenland District Council's new arrangements for consultation with Town and Parish Councils on planning applications, to include the purchase of an A3 printer (to enable the Clerk to print copies of planning applications).

### **M21/17 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 one theft of tools from a van parked on East Street
- patrols outside the school, at opening time, continue and one motorist had been given words of advice regarding his inconsiderate parking and had been moved-on

- 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 next event is scheduled for 3 July 2017 (between 10.00 and 11.00 am).

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

### M22/17 Reports from District and County Councillors for the parish

District Councillor Buckton was not present at the meeting and had provided no information to the Clerk for reporting to the Parish Council.

County Councillor Gowing informed the Parish Council that, since his election to Cambridgeshire County Council on 4 May 2017, he had attended a number of seminars and briefings at the County Council and had been appointed to a number of that council's committees; he mentioned the committees to which he had been appointed and made reference to one particular planning application, to be considered by the County Council, which is of relevance to Manea.

Members decided that the situation be noted and that County Councillor Gowing would, in accordance with the request of Parish Councillors, investigate the possibility/feasibility of a School Crossing Patrol being provided for Manea Community Primary School.

### M23/17 Public open spaces

- (1) Multi-use Games Area - further to minute M158/16, the Chairman informed members that the surfacing and fencing works to the Multi-use Games Area are almost complete; the only work outstanding is for the contractor to affix the new wire fencing to the existing wooden fencing at the point where the two materials meet. He suggested that the final payment to the contractor (of £1,716.00) be withheld by the council until that work had been completed.

Members considered whether the council should introduce, following completion of the improvement works, charges for clubs'/groups' use of the Multi-use Games Area and, if so, the level of such charges.

Members decided that

- (1) the current situation with regard to the improvement works, as reported by the Chairman, be noted and that his suggestion to withhold the final payment to the contractor until all works had been completed be supported;
- (2) charges (and associated operational arrangements) be introduced for use of the Multi-use Games Area (MUGA), following completion of the improvement works, as follows:
  - the hourly rate for hire by clubs/groups based at Manea be £15.00
  - the hourly rate for hire by clubs/groups not based at Manea be £20.00
  - the use of flood lighting for all users be charged at £5.00 per hour
  - organised clubs/groups comprising users aged under 16 years would be permitted free-of-charge use (but would be required to pay £5.00 deposit for a key)
  - bookings would be taken (and keys to be held) by Councillors Mrs Desborough, Emery and Fielding
  - the closing time of the MUGA would be 9.00 pm each day.
- (2) RoSPA inspection – further to minute M10/17, members considered further the issues raised by the annual RoSPA reports in respect of the playing field and the skateboard park.

The Chairman reported that he had examined the documents in detail and identified the remedial works required to address the recommendations of the RoSPA reports, which he had pointed out to members during their annual village inspection which had taken place immediately prior to this meeting of the Parish Council.

Members decided that

- (1) the current situation be noted;
  - (2) Councillor Drinkwater would arrange, through the services of the manufacturer, the necessary repair works to the skateboard park;
  - (3) the Chairman would arrange the cleaning of the safety surfaces at the recreation ground;
  - (4) this matter be discussed further at the next meeting of the council.
- (3) Playing field - further to minute M10/17, the Chairman informed members that the Chatteris Youth Services had changed the date of its use of the playing field and the pavilion for activities (between 9.30 am and 12 noon) from 9 to 16 August 2017.

Members decided that the situation be noted.

- (4) Manea Cemetery - the Chairman informed members of the suggestion of the council's grounds maintenance contractor that gravel be laid around the cremated remains section of the cemetery, to both improve the visual appearance of that area and to make easier the maintenance of that particular area. The Chairman had mentioned this suggestion and had pointed out the area during members' annual village inspection which had taken place immediately prior to this meeting of the Parish Council.

Members decided that the suggestion of the council's grounds maintenance contractor be supported and that that the Chairman would arrange for that contractor to undertake the agreed works.

- (5) War memorial - further to minute M1/17, the Chairman informed members that he had, since the last meeting of the council, viewed briefly the kerbing of the village war memorial but would, in advance of the next meeting, inspect it more closely to make a judgement as to whether repair works are required.

Members decided that the situation be noted and that the Chairman would report further at the next meeting of the council.

- (6) CCTV - the Chairman mentioned an issue related to the CCTV system at the recreation ground and works awaited by the contractor selected to undertake the works.

Members decided that the information reported by the Chairman be noted and that an alternative electrical contractor be selected unless the current contractor is able to undertake the works in the near future.

### **M24/17 Manea Pit and Community Orchard/Woodland**

The Chairman informed members that work parties, to undertake routine maintenance at Manea Pit, had taken place on Thursday evenings over recent weeks.

Further to minute M11/17, the Clerk reported that he had received an updated quotation from the contractor which had submitted the lowest quotation previously for the installation of "otter proof" fencing around Manea Pit and that a approach had been made to another contractor, which has responded that (because of workload) the company is unable to provide a quotation at this time. The Chairman reported that he had obtained an "outline" quotation from an

appropriate contractor and that a detailed quotation should follow. All of these contractors had stated that they would not recommend the use of metal posts for the fencing; the Chairman explained the contractors' reasoning.

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

- in responding to comments at the last meeting of Manea Parish Council, the volunteers confirm their support for the planting of various types of native bulbs. However, comment that bluebells are best suited for shaded/woodland areas and snowdrops would be swamped if planted along the bank. It is, however, the intention of the group to plant further bulbs, of native species, in appropriate areas in the future and the planting of daffodils would merely be the start of this ongoing activity. With regard to the daffodil proposal, plans are being made by the group for information leaflets and preparations for a presence at the Manea Gala where donations can be received. The group is inviting the Parish Council to make a donation to the fund and/or to match the amount collected by way of the donations.
- Following the grant of consent by the Environment Agency for the installation of an "otter proof" fence, the group had submitted written comments which have been circulated by the Clerk to members of the Parish Council regarding the route of the proposed fence around the Community Orchard/Woodland. The group had suggested that the fence could be erected on the outside of the hedge line of the Community Orchard/Woodland, to minimise the disruption which would be caused to, and splitting up of, the area and, thus, protect the investment in money, and not inconsiderable time and effort devoted to the area by some members of the community. The group believes that its suggestion is feasible but accepts that it may incur an additional cost; the group feels that the benefit would outweigh any additional cost.
- the group's offer to make a direction sign at the junction of Park Road and Straight Road remains.

The Clerk read to members an e-mail from the Trees Officer at Fenland District Council, who had visited Manea Pit in response to concerns from parishioners regarding the proposal to install "otter proof" fencing around Manea Pit. The Clerk had forwarded the e-mail to members in advance of the meeting.

In his e-mail, this officer states that he had walked the provisional route of the proposed fencing and had concluded that there appears to be a number of areas where there is likely to be a conflict with the existing tree population at certain locations. He expresses his understanding that the fencing requires at least 2.0 metres clearance either side of the fence, which would be likely to require significant pruning/understorey loss along the western boundary.

The officer mentions in his e-mail that there is a British Standard (BS5837:2012) which provides guidance on construction near trees and he drew the council's attention to certain elements of that guidance. He considers that it would be prudent for the contractor which undertakes the fencing works to be required by the Parish Council to supply details of how the installation would be undertaken without significant damage to the tree population and the likely extent of any tree/understorey removals that may be required.

Members are aware that the Carp Syndicate would like the Parish Council to lift the current prohibition on the use of bait boats at Manea Pit.

Members decided that

- (1) the Parish Council would consider at the next meeting the acceptance of a quotation for the installation of "otter proof" fencing around Manea Pit;
- (2) the content of the report of the Community Orchard/Woodland Group be noted and that it be informed that the Parish Council
  - is happy to consider, once the outcome the fundraising activity at Manea Gala is known, providing financial assistance towards the purchase of daffodil bulbs;

- would have regard for the comments made by the group in relation to the installation of "otter proof" fencing around Manea Pit;
- (3) the content of the e-mail from the Trees Officer at Fenland District Council be noted;
- (4) they would consider at the next meeting a request from the Carp Syndicate that the current prohibition on the use of bait boats at Manea Pit lifted.

### M25/17 Financial matters

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

#### Income

Carp Syndicate	2 membership fees for 2017/18	£240.00
Peter Barnes Funerals	Interment fee and double depth grave supplement	£370.00
Turner and Son	Cremated remains plot purchase and interment fee	£266.00
<b>Total Income</b>		<b>£876.00</b>

#### Expenditure

Manea Village Hall	Room hire on 15 May 2017	£10.00
T Jordan	Salary (less income tax of £152.40 and NI of £10.80), other expenses and allowances	£771.63
E.on	Electricity for village green (includes VAT of £0.78)	£16.28
E.on	Electricity for sports area (includes VAT of £0.90)	£18.89
E.on	Electricity for pavilion (includes VAT of £1.20)	£25.17
G A Diston	Replacement of external doors to Manea Pavilion	£926.00
E Mason and Son	Grounds maintenance: March 2017 (includes VAT of £218.00)	£1,308.00
E Mason and Son	Grounds maintenance: April 2017 (includes VAT of £200.00)	£1,200.00
Ridgeons	Wood stain for pavilion (includes VAT of £6.31)	£37.86
Ridgeons	Maintenance materials for pavilion (includes VAT of £11.59)	£69.54
Ridgeons	Padlocks and paint for pavilion (includes VAT of £14.93)	£89.55
Ridgeons	Paint for pavilion (includes VAT of £21.55)	£129.26
Ridgeons	Decorating materials for pavilion (includes VAT of £9.99)	£59.92
Ridgeons	Paint and brushes for pavilion (includes	£92.50

	VAT of £15.42)	
Ridgeons	Plumbing materials for pavilion (includes VAT of £18.62)	£111.68
Ridgeons	Paint and other materials (includes VAT of £10.68)	£64.04
East Anglia Children's Hospices	Donation	£500.00
B & Q	Kitchen units for pavilion (includes VAT of £190.00)	£1,140.00
En-tout-cas	Installation of surfacing material to Multi-use Games Area (includes VAT of £4,000.00)	£24,000.00
Young People March Ltd	Manea Youth Club: quarter one 2017/18	£1,374.66
H M Revenue and Customs	Clerk's Income Tax and NI (April, May and June 2017)	£525.33
Society of Local Council Clerks	Membership 2017/18	£121.00
G Fowler	Emptying of cesspit at Manea playing field	£75.00
Mr I Fost	Reimbursement of the cost of purchasing chemical for Manea Pit (includes VAT of £28.92)	£173.50
Mr M Hindry	Reimbursement of the cost of purchasing concrete for installing benches at community orchard/woodland (includes VAT of £7.20)	£43.20
En-tout-cas	Complete surfacing works to Multi-use Games Area (includes VAT of £286.00)	£1,716.00
FJS Services Ltd	Manufacture bollards for front of recreation ground (includes VAT of £86.28)	£796.71
<b>Total Expenditure</b>		<b>£35,395.72</b>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 May 2017 (in the total sum of £285,677.45) together with the month-end figures for each of the preceding six months and as at 31 May 2016.

Further to minute M160/16, the Clerk reported that he had sent to the Head of Planning Services at Fenland District Council the necessary information with regard to the possibility of Manea Parish Council accessing the Section 106 Planning Obligation monies, currently being held by Fenland District Council, which are allocated for leisure and recreation provision in Manea and that he is still awaiting a response from that officer.

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Drinkwater, that the income of £876.00 be noted and that the payments totalling £35,395.72 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 May 2017, together with the month-end figures for each of the preceding six months and as at 31 May 2016, be noted;

- (3) that the Clerk would pursue a response from the Head of Planning Services at Fenland District Council with regard to the possibility of Manea Parish Council accessing the Section 106 Planning Obligation monies, currently being held by Fenland District Council, which are allocated for leisure and recreation provision in Manea

#### **M26/17 Manea Internet Club - additional financial assistance**

Further to minute M14/17, Councillor Ms Hookway informed members that the Manea Internet Club, which meets weekly at the Church Rooms, is operating very successfully and is grateful for the financial supported being provided by Manea Parish Council to meet the cost of hiring the Church Rooms for its weekly sessions. She mentioned that the club attracts 10 to 12 attendees, all of whom are in their latter years, each week.

Councillor Ms Hookway commented that the Church Rooms are cold in winter, which is particularly difficulty (because of their ages) for the attendees at Manea Internet Club and, consequently, she enquired of members as to whether Manea Parish Council would consider providing additional financial support to Manea Internet Club so that additional heating could be used at the Church Rooms for their weekly meetings during the winter months.

Members expressed the opinion that the Church Rooms should charge a level of hire fee which includes the provision of heating when needed.

Members decided that the comments of Councillor Ms Hookway be noted and that she would invite Manea PCC, which operates and manages the Church Rooms, to make, if it considers that such action is necessary, a formal application to Manea Parish Council for additional financial assistance to meet the cost of accommodating meetings of Manea Internet Club.

#### **M27/17 Caretaker for the Parish Council's community spaces**

The Chairman reported the resignation of Mr M Short, due to his age, as Caretaker of Manea playing field and surrounding areas.

Within his letter of resignation Mr Short had provided, to assist the council in recruiting his replacement, a list of the activities that he undertakes in the performance of his role.

Members considered the information provided by Mr Short and gave thought to whether it is now appropriate to revise/review the activities which need to be undertaken; they agreed that the role should involve:

- litter picking at the Park Road recreation ground (and sorting the litter into recyclable and general waste and depositing into appropriate wheeled bins)
- emptying the waste bins at various locations within the recreation ground (and sorting the litter into recyclable and general waste and depositing into appropriate wheeled bins)
- sweeping the Multi-use Games Area
- marking-out the football pitch in advance of home games of Manea UFC
- unlocking and subsequently re-locking car park gates on the days of home games of Manea UFC and any other occasions determined by the Parish Council
- cutting the grass within the children's play area and to the rear of the pavilion
- reviewing footage, when necessary, of the CCTV system which operates at the recreation ground
- acting as "ears and eyes" of the council and reporting to the council any repairs and maintenance issues witnessed in relation to land and buildings owned or managed by Manea Parish Council.

The Clerk reminded members that, as is the case with the current Caretaker, the person selected by the council to perform this role would not be an employee of the Parish Council but deemed to be a contractor and be paid by the council on the basis of submitting claims/invoices for payment (at a level and at intervals to be agreed between the contractor and the council).

Members decided that the current situation be noted and that the Clerk would produce an advertisement (to be published on the council's website and displayed on notice boards etc in the village) seeking applications for the role of Caretaker for the Parish Council's community assets.

**M28/17 Correspondence**

**(1) New community building for the village**

The Clerk read to members an e-mail - which had been forwarded to members in advance of the meeting - from a parishioner who is prepared to volunteer his time and take an open book design development approach to obtain community feedback on the design for a new community building at each stage of the process. He comments that this would build upon the community consultation work undertaken by the Steering Group.

The parishioner states that the hope is for this very open approach to act as a catalyst to providing Manea with a new fit-for-purpose sustainable community building that is supported fully by the community. Possible future expansion should also be taken into account.

The parishioner is requesting the Parish Council's formal support in principle to his endeavours and would welcome any constructive feedback as the design develops. He suggested that the Parish Council should thank formally the Steering Group for the work that it has undertaken to date.

Members decided that the content of the e-mail from the parishioner be noted and that the Parish Council's position be made clear in that it does not propose to lend its formal endorsement to this activity or to be a partner in this project.

**(2) Play equipment**

The Clerk read to members a letter from a parishioner, a parent of a child with autism, requesting that if the council does decide to provide additional play equipment at the recreation ground (to be funded from the capital receipt from the sale of allotments land) it would consider installing a "birds nest swing" which would be not only beneficial for children with special needs but could be used by all children.

Members decided that the content of the letter from the parishioner be noted and that the council would consider, as part of any scheme of additional/enhanced play equipment provision at the recreation ground, the installation of a birds nest swing.

**M29/17 Next meeting**

Members were reminded that the next meeting of the Parish Council had been scheduled for 17 July 2017, commencing at 7.00 pm, at the Village Hall, School Lane, Manea; this meeting would be preceded by the annual inspection of Manea Pit and its surroundings, commencing at 6.00 pm at main car park.

**Meeting finished at 9.20 pm**

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

Date:.....