

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

14 MAY 2018

Present: Councillors Emery, Mrs Berry, Cole, Mrs Desborough, Drinkwater, Mrs Eves, Fielding, Ms Hookway and Risbridger.

Apologies: None (all members present)

In attendance: District Councillor Buckton

Apologies were received from: County Councillor Gowing

**(AM 1)** Election of Chairman: Councillor Steve Emery was elected Chairman for the municipal year 2018 - 2019

**(AM2)** Election of Vice Chairman: Councillor Mrs Ann Desborough was elected Vice Chairman for the municipal year 2018 - 2019.

Appointment of Parish Council officers were all agreed as 2017 - 2018 membership.

- Allotments Officer: Councillor Emery
- Cemetery Officer: Councillor Cole
- Child Protection Officer: Councillor Mrs Berry
- Footpaths and Tree Officer: Councillor Mrs Desborough
- Manea Pit and Community Orchard/Woodland: Vacant
- Pavements and Street Lighting officers: Councillor Ms Hookway Mrs Eves
- Recycling Officer: Councillor Risbridger
- Roads Officers: Councillors; Drinkwater, Vacant

The minutes of the meeting of 14th May 2018 were confirmed and signed.

### **M001/18 Open Forum**

Members of the Charlemont Drive raised their concerns regarding the un-adopted road in Charlemont Drive. Members were told that the County Council had once again "changed the goal posts", now requiring the street lighting to be brought up to an acceptable specification. Members were told that although the residence had raised the funds to make the road up to an adoptable standard, the cost of the upgrade to lights would be un-acceptable and prohibitive.

Members indicated that they would continue to support the efforts of the residence committee but emphasised that the Parish Council were not in a position to adopt the street lights.

Councillor Mark Buckton stated that he was working with Councillor Gowing to resolve the situation, he also stated that he had requested a meeting with Councillor Steve Count, Leader of Cambridgeshire County Council.

### **M002/18 Terry Jordan**

The chairman reported that this would be the last meeting to be administered by Mr Jordan, who was retiring as parish Clerk. The chairman made a presentation and all members wished Mr Jordan well and thanked him for all his hard work and guidance over the last 10 years.

**M003/18 Progress on actions from the previous meeting.**

**Possible Sensory Room:** It was reported that a questionnaire would be sent to parishioners.

**Possible New Bus Shelters:** It was agreed to pay the County Council £500 for a survey fee.

**New Clerk and Responsible Financial Officer:** It was reported that the 3 member interviewing panel had chosen **Alan Melton** as the new Clerk to the Council.

**M004/18 Public Open Spaces:** It was reported that the ROSPA inspection had taken place, there were a few repair items, these would be reported at the next meeting , with any actions taken. It was agreed to advertise the use of the MUGA pitch on social media. Drainage at Park Road was completed.

**M005/18: Planning Matters.**

1. Erection of a two-storey 4-bed dwelling with attached garage and farm office on land east of Biggins Farm, Fallow Corner Drove, Manea - F/YR18/0294/F (Westfield Farms Manea Ltd). Members agreed to support the application.
2. Removal of condition 1 of planning permission F/YR10/0113/F - to allow the removal of planning conditions regarding the current opening hours 0800 hours to 1900 hours. Members resolved to support in principle revised opening hours, but recommended that the closing time should be no later than 1100 hours. Members requested further details of any change of purpose.
3. Variation of planning permission F/YR06/1277/F. To change part use of workshop into storage room, WC/shower room. F/YR18/0399/VOC. (Mr Reid).  
No objection. (Councillor Mrs Eves abstained, non-pecuniary interest as a resident of Charlemont Drive)

**M006/18: :** There was some damage to Oak tree during drainage work, the matter had been reported to Fenland District Council.  
The Otter Fence was to be installed at the beginning of June.

**M007/18: Parish lighting,** the clerk will report at the next meeting.

**M008/18: Finance report.** The clerk reported the latest financial update.  
The following income and expenditure account was agreed.

# Manea Parish Council

16 April 2018

## Finance Report

### Income

Manea UFC	Hire of football pitch (1 match)	£40.00
Wimblington Netball Team	Hire of MUGA	£75.00
Manea 5 - a - side football matches	Hire of MUGA	£45.00
Set-in-Stone	Cemetery memorial	£170.00
Manea Netball Team	Hire of MUGA	£60.00
C Howell	Allotment rent	£250.00
<b>Total Income</b>		<b>£640.00</b>

### Expenditure

Manea Village Hall	Room hire on 19 March 2018	£10.00
T Jordan	Salary (less income tax of £152.40 and NI of £10.80), other expenses and allowances	£719.43
E.on	Electricity for village green (includes VAT of £1.25)	£26.27
E.on	Electricity for sports area (includes VAT of £1.34)	£28.08
E.on	Electricity for pavilion (includes VAT of £10.15)	£213.23
A Ryman	Pavilion cleaning	£75.99
M Willmottt	Caretaking duties and cost of keys for pavilion (at £9.98)	£201.98
G Fowler	Cesspit emptying at playing field	£80.00
Alan Wright Plumbing	Repairs to toilet	£57.00

Manea P.C.C	Hire of Church Room for Manea Internet Club	£120.00
Mrs L Eves	Reimbursement of the cost of purchasing a safe and wind-up radio/torch for Emergency Plan "kit"	£51.60
<b>Total Expenditure</b>		<b>£1,583.58</b>

#### Financial position and bank reconciliation at 31 March 2018 (£)

Bal b/f 01/04/17	248,811.49	<u>Bank</u>	
Plus receipts	<u>85,376.97</u>	Current Account	216,402.16
	334,188.46	Deposit Account	<u>23,601.77</u>
			240,003.93
		Less o/s cheques	<u>921.65</u>
Less payments	<u>99,939.95</u>		<u>239,082.28</u>
	234,248.51		
+ VAT reclaimed	<u>4,833.77</u>		
Bal c/f 31/03/18	<u>239,082.28</u>		

Balance as at 31 March 2017	£248,811.49
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Previous financial balances (month end)	
February 2018	£236,134.97
January 2018	£239,217.11
December 2017	£241,165.63
November 2017	£246,498.57
October 2017	£249,948.11
September 2017	£260,204.00

The Clerk also reported that the Annual Audit of Accounts return for 2017/18 (which includes the Governance Statement and Accounting Statement), informing members that the document had been examined and approved by the council's Internal Auditor. The Internal Auditor is very satisfied

with the Parish Council's compliance with relevant procedures and controls and the quality of record keeping by the Clerk.

The Clerk reported that Council's Internal Auditor, Mr. Ivan Cooper, is retiring from his post.

The Chairman and Clerk led the thanks to Mr Cooper for his advice and professionalism and the way that he had carried out his duties diligently over the last 10 years. The Council members concurred.

**M009/18 General Data Protection Regulations (GDPR)**, The clerk reported the latest developments, he reported that the council complies and that the new clerk would keep our compliance position under review and report any changes.

**M010/18: CAPALC.** The council declined to join CAPALC.

**M011/18: Correspondence.** There was none.

**M012/18: Police Matters.** There was police presence and no report.

**M013/18: Next Meeting**

The next meeting of the parish Council is scheduled for Monday 18th June 2018, to commence at 7.00pm in the Village Hall, Station Road, Manea.

**Meeting finished at 8.30pm**

Signature:.....(Council Chairman)

Date:.....