

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

16 APRIL 2018 – 7.20 pm.

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

**Apologies:** None (all members were present).

**In attendance:** District Councillor Buckton and County Councillor Gowing.

The minutes of the meeting of 19 March 2018 were confirmed and signed.

### M153/17 Open Forum

#### (1) Proposed mobile phones network base station

A parishioner mentioned the proposal to install a mobile phones network base station at 27A Westfield Rd, Manea (City 1st Tyres). He commented that his property adjoins the site and is likely to be the most directly affected by such a proposal. As such, he had been surprised not to have been informed by the applicant's agent or invited to the community discussion in the village regarding this proposal. In fact, he had only found out about this when one of his neighbours had forwarded to him a copy of the agent's letter.

The parishioner made the point that he would oppose a planning application for this proposal. He and others have concerns with regard to the possible health risks to nearby residents of such a proposal. In addition, he is of the opinion that there are other sites within the village which would be more suitable than the one at Westfield Road. Local residents are also concerned about the impact of the proposal upon existing wildlife habitats and an Ash tree at the site.

The parishioner mentioned his awareness that Manea Parish Council had indicated support, at its February 2018 meeting, to this proposal; however, he requested that the council, now being aware of the concerns of local residents, does not support any planning application which may be submitted in respect of the proposal to install a base station at 27A Westfield Rd, Manea (City 1st Tyres).

Members decided that the comments of the parishioner be noted.

#### (2) Residential development works

A parishioner raised his concerns regarding the lorry movements associated with the construction work being undertaken in respect of the development residentially of land west of Teachers Close, Manea (planning permission F/YR16/0372/F refers). He expressed the understanding that all lorries visiting the site should be 18 tonnes or less; he alleged that this condition is being breached and is causing difficulty for villagers. In addition, he expressed the opinion that there is a need for road markings at a specific location in the vicinity of the site.

Members decided that the comments of the parishioner be noted and invited District Councillor Buckton and County Councillor to investigate, via their respective councils, the planning and highway issues raised by the parishioner.

### (3) Street lighting

A parishioner made reference to a new street lamp which had been installed recently by Cambridgeshire County Council in the vicinity of her property, commenting that the lamp is not illuminating effectively the footpath or the carriageway but is causing light pollution to her property.

Members decided that the comments of the parishioner be noted and recommended that she discusses the matter with County Councillor Gowing at the conclusion of the Parish Council meeting.

### (4) Behaviour at Parish Council meetings

A parishioner commented that he is sorry that Terry Jordan had decided to resign from the role of Clerk to Manea Parish Council (minute M150/17 refers), whose only aim as Clerk had been to support the decision-making and service delivery of the council.

The parishioner commented that, particularly during the last eight months, some members of the public and Parish Councillors had felt it necessary during council meetings to make their own hostile confrontational interruptions; he expressed the belief that this had prompted Terry to leave now. He expressed the opinion that certain people should be ashamed of their actions. He commented that it is the duty of Parish Councillors to vote at most meetings and for decisions to be made on the basis of the majority of votes cast. It does not mean that others go off and do their own things and continue disruption by their followers.

The parishioner expressed the opinion that the residents of Manea would be losing a good man because of the actions of certain people. He expressed the hope that Parish Councillors are not thinking of resigning; if they were to do so they would be playing into the hands of the bullies; and to those members of the public who think that their disruptive actions may give them cause to stand for election to the council in the future, God help the people and village of Manea.

Members decided that the comments of the parishioner be noted.

## M154/17 Members' Code of Conduct

### (1) Reminder

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.

### (2) Compliance

Councillor Mrs Eves commented that she wishes to highlight the need for all members of the council to comply with the Parish Council's code of conduct. She stated her awareness that all councillors feel passionate about their own views on things and that sometimes, in the heat of the moment, it is easy to become animated; however, she feels that there were occasions during the last meeting of the council when a line was crossed in terms of councillors' behaviour.

Councillor Mrs Eves stated her awareness that since becoming a member of the council she had created a challenging environment for some members of the council as she often has different views to most other members of the council. She commented that just because she does always agree with the majority view on some issues discussed at meetings, it does not mean that she is acting in an underhand or spiteful manner; likewise, although she may not agree with the views of others, she supports their right to have those views and

to express them. Councillor Mrs Eves commented that she does not find it acceptable for members to interrupt, talk over or heckle her or any other members when they are speaking. She requested that all members be mindful of this situation and the code of conduct which had been adopted by the council.

Members decided that the comments of Councillor Mrs Eves be noted.

### **M155/17 Progress on actions from minutes of last meeting**

#### **(1) Community resilience (minute M141/17 (1))**

Councillor Mrs Eves informed members that she had now purchased a safe (in which to store the plans and volunteers' contact details) and a wind-up torch and radio for use in emergency situations. In addition, she had produced an information pack for each of the Emergency Plan Co-ordinators and a letter for assistance of the community volunteers.

Councillor Mrs Eves mentioned that she would "spread the word" regarding the Manea Emergency Response Plan via editorial in the Manea Matters publication, notice boards, social media etc.

Members decided that the current situation be noted and that the plan be reviewed by the Parish Council in April and October each year.

#### **(2) Possible Sensory Room (minute M141/17 (2))**

Councillor Mrs Desborough reported that, since the last meeting of the council, she had met with the Deputy Headteacher of the Manea Community Primary School and the member of staff of the Highfields Academy at Ely to discuss issues in relation to the feasibility of operating a sensory room in Manea on a trial basis. Through the discussions at the meeting it had become clear that the "central area" within the current pavilion would not be a suitable premises at which to operate a sensory room; it would be too light, too large and too open.

Members were informed by Councillor Mrs Desborough that the two teachers with whom she had discussed this matter had offered to produce a questionnaire and arrange its distribution generally to schools in the area and specifically to the parents/carers of the 300 approximately children locally who could benefit from sensory room provision. From analysing the results of the questionnaire (which should be available in approximately two months time), it should be possible to identify the level of demand for a sensory room at Manea and what types of equipment and facilities would be required in the sensory room. The Parish Council would then be able to make an informed decision as to whether or not to provide a sensory room in the village. In reaching such a decision, the Parish Council would need to be satisfied that it could achieve full cost-recovery in operating such a facility.

Members decided that the current situation be noted.

#### **(3) Provision of defibrillators in Manea (minute M141/17 (3))**

Councillor Mrs Eves informed members that the application to Tesco for monies from its "carrier bags scheme", for the purchase of defibrillators, is ongoing. In addition, she mentioned that she had produced a draft application for funding from Stainless Metalcraft Ltd's Community Fund; she had circulated to members, electronically, in advance of the meeting, a copy of the application and she now asked for members' comments on the application. The Chairman suggested one minor amendment to the text of the application, which members agreed should be incorporated within the final version of the application.

Members decided that

- (1) the current situation be noted;
- (2) the application (amended as agreed) for funding towards the cost of providing additional defibrillators in Manea be submitted to Stainless Metalcraft Ltd's Community Fund.

**(4) Possible provision of bus shelters in Manea (minute M141/17 (4))**

The Clerk reported that he is still awaiting receipt from a member of the council of a plan showing the exact proposed bus shelter locations, following which he would seek the consent of the Local Highway Authority for such installations by the Parish Council.

The Chairman undertook to provide the necessary information to the Clerk.

Members decided that the current situation be noted.

**(5) Councillor training (minute M141/17 (5))**

Councillor Miss Hookway reminded members that she had commented at the last meeting of the council that she too would like to attend the Finance training session which is being delivered by CAPALC on 7 July 2018.

Members decided the Parish Council would meet the cost of both Councillors Mrs Eves and Ms Hookway attending this Finance training session.

**(6) Clerk (and Responsible Financial Officer) (minute M150/17)**

The Clerk informed members that the recruitment panel (which comprises the Chairman and Vice-Chairman of the Council plus Councillor Drinkwater) had met on 12 April 2018 to undertake the selection of candidates to be invited for interview for this post; consequently, interviews had been arranged for 24 April 2018.

Members were reminded by the Clerk that the council had decided at minute M150/17 to delegate to the recruitment panel the authority to make an appointment to the post of Clerk (and Responsible Financial Officer) to Manea Parish Council.

Members decided that the information reported by the Clerk be noted.

**M156/17 Street lighting at Charlemont Drive, Manea**

With the consent of the Chairman, a representative of the Charlemont Drive Residents Committee addressed the council with a request from his committee for the Parish Council to consider adopting the street lighting on the estate. He mentioned that the Charlemont Drive Residents Committee believes, as a result of dialogue with Stephen Barclay MP and an officer of Cambridgeshire County Council, the route that the committee needs to follow in the first instance is via Manea Parish Council; the County Council had suggested that the Parish Council may wish to adopt the street lighting at the estate. The representative stated that this matter is part of a larger scheme that the residents of the estate are currently working on to get the estate infrastructure adopted by Fenland District Council and Cambridgeshire County Council as appropriate.

District Councillor Buckton offered to refer this matter to Fenland District Council (FDC), to see whether it would be possible for FDC to include the maintenance of the street lighting at Charlemont Drive within its new street lighting contract. In addition, County Councillor Gowing offered to raise this matter with the relevant team at Cambridgeshire County Council.

Members decided that the comments of the representative of the Charlemont Drive Residents Committee and the offers of District Councillor Buckton and County Councillor Gowing, to raise this matter with their respective councils, be noted.

### M157/17 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 single-storey extensions to front and rear of existing dwelling and formation of vehicular access at 48E Station Road, Manea - F/YR18/0148/F (applicant: Mr R Gibbons) = revised proposal; revision is formation of vehicular access included in application.

*That the application be supported.*

- (2) 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 (applicant: Westfield Farms (Manea) Ltd).

*That the application be supported.*

- (3) Erection of a part single-storey, part two-storey side/rear extension to existing dwelling, involving demolition of part of existing dwelling and temporary siting of a caravan during construction, at The House, Straight Road, Manea - F/YR18/0297/F (applicant: Mr James Waters).

*That the application be supported.*

- (4) Details reserved by conditions 05 and 06 of planning permission F/YR17/1141/F (Formation of a temporary access road (10 m wide) relating to Wildlife Strategies on land east of Witcham Meadowlands Quarry, Block Fen Drove, Chatteris - F/YR18/3034/COND (applicant: Mick George Ltd).

*That the application be supported.*

- (5) Erection of 3 x two-storey dwellings, involving demolition of existing building, at site of former DRP Vehicle Services, Fallow Corner Drove, Manea - F/YR18/0314/F (applicant: Mr Fred Simpson).

*That the application be supported.*

- (6) Erection of a single-storey 2-bed dwelling on land south of 37 School Lane, Manea - F/YR18/0322/F (applicants: Mr and Mrs R Lepla).

*That the application be supported.*

- (7) Change of use of land for domestic purposes and installation of piping and infilling of drain on land north of 29 Teachers Close. Manea - F/YR18/0333/F (applicants: Mr and Mrs M Doggett).

*That the application be supported.*

Further to minute M61/17, the Clerk reported the submission of an appeal against Fenland District Council's refusal to grant planning permission for the erection of a two-storey 3-bed dwelling on land west of 9 Glebe Close, Manea (application reference F/YR17/0789/F) 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 that the Parish Council had decided, when consulted by the District Council on this application (minute M61/17 refers), to indicate its support for this planning application.

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

### **M158/17 Police matters**

Although no representative of the Neighbourhood 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 no reports of anti-social behaviour in the village
- with regard to the crimes which had been reported to the Constabulary since the last meeting of the council, there had been one theft from a motor vehicle
- she had been patrolling the village and talking with a number of local residents; as a result, PCSO Holloway had been informed that some children had been entering a derelict house on School Lane; however, her visits to the location had not produced any such sightings
- a number of schools in Cambridgeshire had received a hoax bomb threat; the PCSO had visited Manea Community Primary School to provide reassurance and to assist the staff with the distribution of letters to parents
- 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 21 January 2018 (to take place between 10.00 am and 11.00 am).

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

### **M159/17 Reports from District and County Councillors for the parish**

District Councillor Buckton informed members of a consultation exercise being undertaken by Fenland District Council, between 16 April and 30 May 2018, in relation to proposals for lengthening the platforms at Manea and Whittlesey railway stations; currently, both Manea and Whittlesea have platforms which are long enough to accommodate only 2 car trains and work had been ongoing by the Hereward Community Rail Partnership to develop viable options to increase platform lengths at both stations to accommodate 4 car trains. Three options had now been identified for each station that could achieve this.

As part of the consultation exercise, there would be events at Manea Village Hall on 21 April (9.00 am until 12 noon) and 3 May 2018 (3.00 pm until 7.00 pm).

County Councillor Gowing reminded members that the County Council had appointed an Area Champion for each district within the County and that County Councillor Tierney (who had attended the Manea Parish Council meeting on 15 January 2018) had been appointed for Fenland; however, Councillor Tierney had stood-down from that role recently and County Councillor Mrs French had been appointed in his place.

With regard to the repair of pot holes, the County Council had decided to purchase two more "dragons". County Councillor Gowing encouraged members of the public to utilise the County Council's Highways Fault Reporting system to report highway defects; he mentioned that, under recent improvements to that system, County Councillors would receive alerts to faults which had been reported in their respective electoral division.

Members decided that the situation be noted.

### M160/17 Public open spaces

- (1) Multi-use Games Area (MUGA) – The Chairman informed members that he had received income of £60.00 from the Manea 5-a-side football team, £25.00 from Wimblington Netball Team and £60.00 from Manea Netball Team for use of the MUGA. This income had been handed to the Clerk.

Members decided that the situation be noted.

- (2) Drainage at Manea Cemetery/Park Road, Manea - further to minute M106/17, the Chairman reported that work to replace the damaged pipe work would commence on 23 April 2018.

Members decided that the situation be noted.

- (3) Play equipment provision - further to minute M145/17, Councillor Drinkwater informed members that an order for the provision and installation of the package of new play equipment had been placed with the contractor; prior to commencement of the installation work, scheduled currently for the week commencing 21 May 2018, the contractor would be producing a layout plan. As agreed at minute M145/17, Councillor Drinkwater had obtained a quotation for a Pirate Ship piece of play equipment; however, not only would such a piece of equipment be very costly (in excess of £10,000) but insufficient spaces exists at the recreation ground to be able to accommodate such a structure.

The Clerk reported that he had made an enquiry of the Head of Planning Services at Fenland District Council (FDC) as to the possibility of "drawing down" Section 106 Planning Obligation monies to contribute towards the cost of this scheme but, to date, had received no response.

Members decided that the situation be noted.

- (4) Skateboard park - Councillor Drinkwater informed members that he had reported to the contractor which undertakes such work for the council that two of the boards at the skateboard park had become damaged and that repair works had been arranged.

Members decided that the situation be noted and that the action which had been undertaken by Councillor Drinkwater be endorsed.

### M161/17 Manea Pit and Community Orchard/Woodland

Councillor Mrs Eves informed members that a small work party had undertaken routine maintenance work at the community orchard/woodland yesterday and that the first cut of the grass had now been undertaken by the council's grounds maintenance contractor. She mentioned that there is still a need for additional volunteers to participate in the maintenance and development of the community orchard/woodland.

The Chairman updated members on the situation with regard to installation of the "otter proof" fence; he mentioned that he had now invited quotations for installation of the "otter proof" fence from five contractors; two quotations had been received.

Members were informed by the Chairman that the life ring at Manea Pit had "gone missing" recently and he had, consequently, replaced it with the spare life ring which was stored within the pavilion. The missing life ring was then found by a parishioner; the Chairman then re-installed the original life ring at Manea Pit and returned the spare to the pavilion.

The Chairman informed members of the need for works to clean-out a drainage ditch to the rear of the pavilion, adjacent to the pit area and that he had obtained a quotation for such works.

The Chairman mentioned that a parishioner had suggested that the council may wish to review whether it is cost-effective to continue to operate the net dipping tanks at the pit, given that, in the parishioner's opinion, the tanks are not being used by fishermen. The Chairman commented that the operation of the net-dipping tanks is not optional; on the orders of Cefas, they must be used for a period of three years. He stated that the majority of fishermen are dipping their nets in the tanks and that he had reminded fishermen that they must take such action.

The Chairman mentioned that work parties would begin routine maintenance works at Manea Pit in the near future.

Members decided that

- (1) the update provided by Councillor Mrs Eves on behalf of the Manea Community Orchard/Woodland Group be noted;
- (2) the current situation regarding the work to install the "otter proof" fence be noted and that the tender submitted by RTM Fencing for this work, in the sum of £11,998.32 (plus VAT), the lowest received, be accepted;
- (3) the necessary works to clean-out a drainage ditch to the rear of the pavilion, adjacent to the pit area, be undertaken and the quotation for such works, in the sum of £100.00, be accepted.

*(Councillors Mrs Eves and Ms Hookway requested that their dissent from part (2) of this decision be recorded)*

### **M162/17 Financial matters**

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

#### **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 Willmott	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>

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 31 March 2018 (in the total sum of £239,082.28), together with the month-end figures for each of the preceding six months and as at 31 March 2017.

Members decided

- (1) upon a proposal from Councillor Fielding, seconded by Councillor Mrs Desborough, that the income of £640.00 be noted and that the payments totalling £1,583.58 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 31 March 2018, together with the month-end figures for each of the preceding six months and as at 31 March 2017, be noted.

#### **M163/17 Applications for financial assistance**

##### **(1) 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 eight flower tubs across the village which are maintained voluntarily by the group.

The Clerk reminded members that the council had provided such funding at this time last year (minute M161/16 (2) refers).

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

##### **(2) Golden Age Fair**

The Clerk informed members that Fenland District Council (FDC) would be holding a Golden Age Fair in Manea on 28 June 2018, to take place at Manea Village Hall between 11.00 am and 2.00 pm, and FDC is enquiring as to whether the Parish Council would be prepared to meet the cost, of £40.00, of hiring the Village Hall for that purpose. In addition, FDC is offering the Parish Council the opportunity to have a stall at the event.

Members decided that the request from Fenland District Council for Manea Parish Council to meet the cost of hiring Manea Village Hall for the Golden Age Fair event be approved and that thought be given as to whether the Parish Council should have a stall at the event; even if not, there would be a presence by councillors at the event.

**M164/17 Correspondence**

The Clerk informed members that there are currently no items of correspondence for reporting to the council.

Members decided that the situation be noted.

**M165/17 Next meeting**

Members were reminded that the next meeting of the Parish Council is scheduled for 14 May 2018, to commence at 7.00 pm, at the Village Hall, School Lane, Manea.

**Meeting finished at 9.00 pm**

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

Date:.....