

MANEA PARISH COUNCIL

MINUTES OF THE MEETING

21st January 2019

Present: Councillors Emery, Mrs Desborough, Mrs Hookaway, Mrs Eves, Mrs Berry, Risbridger and Cole.

Apologies: Councillor Drinkwater.

Public Forum: Martin Hindry: Questioned the dates of the forthcoming meetings 2019/2020. The Clerk explained that the timetable was based around Easter holiday commitments, Elections and the Annual Meeting following the elections. Mr Hindry also complained that he had been approached by members of the community who felt that certain issues raised during public Question Time were not adequately reported of any follow up. The Clerk assured Mr Hindry that all issues were followed up. The Clerk said that in several cases he had reported back directly to the member of the public and that most of the issues are reported in the Chairman and members Progress and Action report.

M127/19: Members were reminded of the code of conduct.

M128/19: Declarations of interest. All present members declared their pecuniary interest in **item 12** and minute **137/19** (below) on the **Budget and Precept proposals for 2019/2020**. *Members have a dispensation from the Secretary of State to be able to discuss and vote on this issue.*

M129/19: The minutes of the meeting 17th December 2018 were agreed and signed by the Chairman.

M130/19: Progress and actions from the meeting 17th December 2018:

- **Dog fouling in the park:** The Chairman reported that there had been no reports of dog fouling in the park in recent weeks, however, people were still walking dogs in the park. The Clerk will contact the Fenland Dog Warden, but recourses would not allow a warden to be on the site at all times.
- **Pit Fence:** The Chairman reported that the fence around the Pit had been vandalised again, 21 holes had been cut, sharp wires were hanging, straining wires were damaged and the gate catches had been cut. It is obvious that this is being carried out by a disgruntled resident as tools would be needed to carry out this vandalism. The Clerk reminded members that the repairs would have to be financed by the council taxpayers of Manea and would be reflected in the precept. The Clerk is to inform March Police and ask for more frequent patrols. Members resolved that they would pursue a prosecution if the perpetrators were caught.
- **Street naming. At M102/18 and M117/18:** members agreed to suggest the names of Coopers Gardens and Smarts Close, for a new development land South and West of Keswick Road. However, it was reported that there was a family named Smart living in the vicinity. It was decided to ask the developers to consider: Coopers Gardens and Coopers Close. The Clerk reported that Fenland Street Naming team were reluctant to change the names at this late stage. Members pointed out, that no work had taken place on the site. The Clerk agreed to write to Fenland District Council.

- **Tree at Annabelle Avenue.** The Chairman reported that work had started on the tree works.
- **Keys for MUGA.** Members agreed that a third key should be provided for the MUGA area. Members would decide who should hold the 3rd key.
- **MUGA:** The Chairman reported that repairs were necessary for the MUGA pitch, sand was lacking around the perimeter. The installers had quoted £650 to repair the pitch. Members decided to ask the supplier to survey the site first before a decision was made to authorise repairs.

M131/19: Planning Applications:

| | | |
|--------------------|---|--------------|
| F/YR19/0019/F | Infilling and piping of drain and erection of timber shed. Land North of Teachers Close, Manea. | No Objection |
| F/YR19/0043/F | 2 Storey rear extension to existing dwelling at: 95 Charlemont Drive, Manea. PE15 0GD | No Objection |
| F/YR19/0037/CERTLU | Residential use of land and buildings involving siting of caravans, land South of Rosemary Cottage, New Road, Manea | No Objection |

M132/19: Police matters: None to report.

M133/19: Reports from: District and County Councillors:

- **Councillor Gowing** (Cambridgeshire County Councillor) reported that the bus issue regarding the closure of Boot's Bridge had been resolved. Members agreed to support Councillor Gowing in his efforts to secure a crossing across the road to the school.

M134/19: Financial Matters: The Responsible Finance Officer presented his report.
See attachment appendix 1.

M135/19: Car Park at Park and Pit: Members asked the Clerk to seek tenders for the re-surfacing of the car park at the Park and Pit. It was agreed to seek prices for a 75mm covering of planning's or similar hard wearing material.

M136/19: Allotment Access Road: The Clerk and Councillor Cole were to seek prices for the provision of hard core to reinforce the access road. It was also agreed to seek contributions from adjacent land owners and the Allotment Association.

M137/19: Budget and Precept 2019/2020: The Responsible Finance Officer presented his budget proposals, the full Budget and Precept Report as presented is set out below.

BUDGET/PRECEPT REPORT 2019/2020

Members are asked to consider the financial report and precept for the forthcoming municipal year 2019/2020.

- Manea Parish Council is in a very sound financial position, prudence by members and with the aid of previous asset sales have ensured robust balances.
- In the current year 2018/2019, the council have carried out a number of capital projects, including the refurbishment of the play park, defibrillators, safety fence to the pit and many small capital repairs. The majority of the funding has come from various grants, (Tesco, s106, Stainless Metalcraft etc).
- The council has also made a number of generous grants, including: MAGPAS, Air Ambulance and East Anglian Hospices.
- On the current account, I can report that we are currently working within the budget and my forecast is that we are likely to end the financial year with a small surplus.
- **The level of council tax support formally £425 for 2018/2019 will be £0 for 2019/2020**
- **I can report that the Concurrent Functions Grant will remain at £2,607.00**
- Please refer to the notes that I have attached to the budget with a brief explanation of my proposals.
- A sum of **£63,688** is being held by Fenland District Council from s106 monies.
- Members resolved at minute **M123/18** allocate this sum to the provision of **a New Skate Park**, with any capital balance being drawn from capital reserves.
- **Fees.** The council has been asked to manage the finances of the Charlemont Drive Road Adoption Scheme. The residents will donate the equivalent of the net sum of the cost of the contract to MPC. I have agreed a £2000.00 fee for this work.

My Recommendations.

- 1. The forecast expenditure is likely to exceed receipts by £47,487 which is the same sum as the current financial year 2018/2019. I am therefore recommending that there is NO INCREASE OR DECREASE IN THE COUNCIL PRECEPT FOR THE FINANCIAL YEAR 2019/2020.**
- 2. There be no increase in charges for Burials, Memorials, Allotments and Land Hire.**
- 3. There be no increase in charges for sports facilities use.**
- 4. There be no increase in charges for fishing at the Manea Pit.**

Note: This budget is based upon current expenditure and known facts.

My thanks to Terry Jordan and Steve Emery for providing the historical information, which is relevant to these budget proposals.

Budget for 2019/2020

| Receipts | £ | Notes | Payments | £ |
|------------------------------------|-----------------|-----------|---|-----------------|
| Concurrent Functions Grant | 2607.00 | 1 | Car Park | 1000.00 |
| Playing field and open spaces MUGA | 4000.00 | 2 | Playing field and open spaces MUGA | 15000.00 |
| General/misc. income | 1500.00 | 3 | General/misc. expenditure (including "office" costs) | 3500.00 |
| Burials | 5000.00 | 4 | Cemetery and Burial costs | 1000.00 |
| Allotments | 2500.00 | 5 | Manea Pit | 2300.00 |
| Manea Pit | 5100.00 | 6 | Verges | 850.00 |
| Verges | 623.00 | 7 | Street lighting (energy costs, repairs and maintenance) | 7000.00 |
| Fees | 2000.00 | 8 | Defibrillators | 500.00 |
| | | 9 | Insurance | 1700.00 |
| s/total | 23330.00 | 10 | Audit fees | 1000.00 |
| | | 11 | Community support (Section 137 grants) | 4500.00 |
| Precept | 47487.00 | 12 | Caretaking and cleaning | 5570.00 |
| | | 13 | Clerk's costs | 11000.00 |
| | | 14 | Elections costs | 3000.00 |
| | | 15 | Member Training | 1500.00 |
| | | 16 | Power/Water | 2036.00 |
| | | 17 | Youth Support | 6661.00 |
| | | 18 | Growth and Economy | 3000.00 |
| | 70817.00 | | | 70817.00 |

Capital Expenditure Forecast 2019/2020

| | | |
|----|--|------------------|
| 1 | Park/Pit Car Park Resurfacing | £ 4000.00 |
| 2. | Skate Park | £45000.00 |
| 3 | Bus Shelters - Purchase and Installation | £25000.00 |
| 4 | Allotment access road | £ 3000.00 |
| 5 | Street Light Repairs | £ 3000.00 |
| | | £80000.00 |

Notes for Expenditure budget proposals 2019/2020

| No | Notes |
|----|---|
| 1 | Car park: Provision for emergency repairs |
| 2 | Open spaces etc: No change, based on current expenditure, includes: grass cutting, tree maintenance and emergency clearance. |
| 3 | General/misc contingency to cover "office costs" and emergency expenditure authorised by the Clerk/RFO to a maximum of £750. Meeting Hall Hire, Manea Internet Club, Loan Interest. |
| 4 | Cemetery contingency costs, including emergency repairs |
| 5 | Manea pit. Repairs and maintenance. Vandalism replacement! |
| 6 | Verges, Payment to local farming company to carry out cutting and clearance |
| 7 | Street lighting, to cover FDC contract and adoption of 23 lights in Charlemont Drive. |
| 8 | Defibrillators, Future maintenance |
| 9 | Insurance, 3% tax increase |
| 10 | Audit fees, Provision raised to reflect increased costs |
| 11 | Community support, (Section 137 grants) restricted to max 10% of precept (9.4% 2019/20). Rather than "ad-hoc" decision making of grant support, members may wish to set up a grants sub-committee to gather further information and ascertain outcomes and value for money before making a recommendation to council. |
| 12 | Caretaking and Cleaning of open spaces, pavilion and minor maintenance. |
| 13 | Clerks Costs, reflects statutory pay rise, incremental and extra hours |
| 14 | Identified cost of "all out" election with all seats contested |
| 15 | Training for Clerk and New Councillors post 2019 elections |
| 16 | Power and Water - current costs plus inflation |
| 17 | Youth Support -YPM |
| 18 | Growth and Economy. With the changes to the Manea Station and Timetables, members may wish to consider an examination of the potential growth of housing and job opportunities in the village. The budget figure covers the cost of research, community engagement, extra external meetings, publicity and materials |

Members decided unanimously that:

1. The councils income and expenditure for 2018/19 to date be approved;
2. The estimates of income and expenditure for 2019/2020 be noted and approved;
3. There be no increase in fees and charges;
4. Being mindful of the Parish Councils robust financial position, the Parish Precept for 2019/2020 be set at £47,487.00;

(Councillors: Cole, Mrs Desborough, Emery, Mrs Eves, Ms Hookaway and Risbridger, Mrs Berry, 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 have been granted a dispensation to speak and vote on this item.)

M138/19: Dates for forthcoming full council meetings for the municipal year 2019/2020

Proposed Meeting Dates: 2019/2020 - All Monday's

| | | |
|----|----------------------|------|
| 18 | March | 2019 |
| 29 | April | 2019 |
| 13 | May | 2019 |
| 17 | June | 2019 |
| 15 | July | 2019 |
| 19 | August * | 2019 |
| 16 | September | 2019 |
| 21 | October | 2019 |
| 18 | November | 2019 |
| 16 | December | 2019 |
| 20 | January | 2020 |
| 17 | February | 2020 |
| 16 | March | 2020 |
| 20 | April | 2020 |
| 18 | May (Annual Meeting) | 2020 |

* Subject to change for holiday commitments

Members agreed the above meeting dates.

M139/19: Date and time of next meeting. The next meeting will be held on Monday 18th February 2019 at 7.00pm in the Village Hall.

The meeting ended at 8.20pm

Signed:.....Chairman

Date:.....

MANEA PARISH COUNCIL - FINANCIAL REPORT - 21st JANUARY 2019

| <u>Income</u> | | <u>Expenditure</u> | | |
|--------------------------|------|---------------------------|-------------|---------|
| MUGA Lights | 140 | A. Melton | Clerk | 1194.16 |
| 5 a side | 60 | EoN | Power | 597.76 |
| FDC Concurrent Functions | 1300 | A.Ryman | Cleaner | 102 |
| Mrs Gray Memorial | 170 | S. Emery | Repairs | 112.5 |
| | | Gallion Glass | Repairs | 85 |
| | | Ridgeons | Materials | 5.4 |
| | | St Nicholas Church | Internet | 120 |
| | | M. Willmott | | 205.2 |
| | | BWE Services | Electrician | 13.5 |
| | 1670 | | | 2435.52 |