

MANEA PARISH COUNCIL

MINUTES OF THE MEETING

17th JUNE 2019

Present: Councillors, Mrs Eves (Chairman) Mrs Coupland (Vice-Chairman), Bonos, Cole, Cundell, Emery, Pratt and Short.
Alan Melton (Clerk), John Gowing CCC.

M009/19: Public Forum: Mr Cole asked if the council had any plans to provide an area where dogs could be run off the lead. The chairman said the Orchard Area was for dogs off leads, provided that owners were responsible and cleared up any mess. It was pointed out that there were a number of droves and open spaces around the village for dog walkers. The the council agreed to discuss the matter at a future meeting.
Mrs McKeane raised concerns about the inadequate crossing outside of the primary school the lack of a suitable crossing was putting young children at risk. The chairman pointed out the Council had looked into the matter, but with the help of CCC John Gowing, the Council would apply again.
Mr Ramsay raised a question about War Graves, there appeared to some missing head stones, the Clerk agreed to search the records and report back to Mr Ramsay.
Mr. Richard Davis from the Allotment Association offered to address the Council at some stage to explain the work of the association. Members agreed to meet with Allotment Holders at a date to be determined at the Allotment Gardens.

M010/19: Apologies, There were none

M011/19: Members were reminded of the Code of Conduct.

M012/19: To receive any members declarations of interest. Councillor Cundell declared a non-pecuniary interest in item 5, Cambridgeshire LHI.
Councillor Charlie Marks declared an interest in item 6 Planning Applications, in respect of his membership of Fenland District Council Planning Committee.

M013/19: Progress and actions from previous minutes. Councillors Bonos and Emery gave a presentation regarding the ROSPA report into the Park Recreation Ground and the Skate Park. They reported the following:

- Much to their surprise, there was not as many faults as feared regarding the play park, however they went on to explain that the faults were rated as Green (no action), Amber (action and remedial work required), Red (immediate works required could be dangerous). There were a number of items in the park which needed attention as they were rated as amber. There were some issues regarding the swing, but this was reported as mainly wear and tear and could be down to the age of the swing. Councillor Bonos said that he had been quoted the sum of £2000 to replace the swing. They also reported that the safety surfaces were in a poor state and would need work or replacement to bring the safety elements up to current standards. Councillor Bonos reported that the cost of replacing the surfaces could cost up to £24,000 based on an estimate of £90 per square foot. Members asked Councillor Bonos if he could obtain definitive estimates for the work so that members could give further consideration at the next meeting.

- Councillors Bonos and Emery reported that some elements of the **Skate Park** were red and that immediate action needed to be taken to remedy the problems. The main issue were that the boards were in a sad state, Councillor Emery reported that every year the council had to replace the boards, although the specification was adequate 15 years ago, the design of the skate park would not meet current legislation and standards. Councillor Bonos not to spend too much on repairs as there was a possibility that the Skate Park would be replaced shortly.. Councillors Bonos and Emery agreed to meet Fenland Leisure products to go through a check list of what was required and costs, to make the Skate Park safe for the remainder of this year, or until the new park is built.
- The Clerk reported that the taps in the Cemetery had failed an Anglian Water inspection. Members agreed to replace the taps to meet current standards.
- Street Lights in Jolly Close: The Clerk reported that Fenland District Council would not ask their contractors to carry out the repair of the lights as the road was un-adopted and that their contractors would not accept any liability for any damage to the block paving. After it was proposed by Councillor Bonos, it was agreed to ask a local contractor to give an estimate for the repair. Members reiterated that this was a one off as the previous council had agreed to adopt the lights before the council agreed a policy of not adopting un-adopted lights.
- Skate Park: The Clerk reported that now that purdah was over further consultation could be carried out regarding the Skate Park. The Clerk reported that the website survey was ready to commence and that the flyers would be available shortly. The Clerk also reported that the exhibition boards would also be available. Members agreed that if the boards were ready they could be displayed at the Manea Gala.
- **Cambridgeshire Highways Local Highways Improvement (LHI)**. The Clerk reported that he had received several items of correspondence regarding this item. The Clerk reminded members that Manea Parish Council had agreed to join a consortium of Parish Councils and other bodies in bidding for barriers along the Sixteen Foot near Honey Hill Farm. The County Council were reported to change the criteria regarding LHI grants which would now have a higher value particularly if the local stakeholders were prepared to raise the amount of money they had committed. Councillor Emery pointed out that the previous council had committed £1000 to the project. The new contribution required was £1666.67. It was proposed by the Chairman that Manea PC raised their contribution to £1666.67. Members unanimously agreed to the proposition.

M014/19: Planning Matters.

- **F/YR19/0459/F**: Erect 2 dwellings (2-storey 4-bed) involving the demolition of existing building at site of former DRP Vehicle Services, Fallow Corner Drove, Manea. Members agreed to support the application, however expressing that the council was concerned at the large footprint over a small plot and permeable ground.
- Members received a consultation from Maxey Grounds regarding a proposed development of 4 dwellings in Westfield Road, Manea. Members resolved to note the consultation and to look forward to a full application.
- The Clerk reported an Appeal Decision regarding a refusal against a proposal to build 7 dwellings at the site of the Gardening School , High Street, Manea. The appeal was upheld and planning permission will be granted.
- The Clerk reported that he will be compiling a Planning Register so that planning applications can be tracked through the process.
- *(Councillor C. Marks took no part in the discussions or voting of Planning Matters as this would conflict with his membership of FDC Planning Committee)*

M015/19: Police Report: Nothing to report for Manea Parish.

M016/19: Reports from District and County Councillors:

- **Councillor Charlie Marks** was introduced as the new Manea member at Fenland District Council. Councillor Marks said that he was a "new boy" who had decided to sit as an Independent Member and would always put Manea Matters first. He had been appointed to the Planning Committee and the Licensing Committee and Drainage Boards. He acknowledged that he was on a "learning curve". He reported that FDC were in the process of formulating a new District Wide Plan and that Manea would continue to be designated a growth settlement. He reported that he had attended a Rail Seminar and that he would continue to argue the case for improvements to Manea Rail Station and the one hour stop. He reported that the work to Boot's Bridge was complete, however the work at the opposite side of the junction would proceed shortly. His ward work contains many issues including, the rail gates close too soon, the pavilion toilets were in a poor state, issues around footpaths and the state of the roads.
- **Councillor Gowing CCC**, reported that the work to Boot's Bridge would be carried out over night, to avoid road closures. Now that purdah was over, the March Area Transport Committee was looking for "shovel ready schemes" to start as soon as possible. He also reported that there was funding available for the Time Banking Scheme.

M017/16/19: Financial Matters: The Clerk reported the income and expenditure accounts for the months of May and June. Members approved the accounts and agreed to pay all the accounts. (*see table attached*).

- The Clerk as Responsible Financial Officer asked the council for permission to use the BAC's payment system. The council agreed to this request, with the usual safeguards of reporting to members.
- The Clerk as Responsible Financial Officer then led members through the annual accounts, including the Annual Governance Statement, Asset Statement, Bank Reconciliation, Annual Accounts and the AGAR submission.
- Members made a number of comments regarding the accounts they included concerns that the Asset Register was out of date, the Clerk reported that he had used the criteria that had previously been used, however, he was aware that a new asset register was needed and that this would be presented during the coming financial year. The Clerk did report that he had re-valued certain items such as fencing and play equipment in view of the recent investments.
- Members accepted the Annual Accounts as presented to the council, the accounts show a number of capital expenditure items for the financial year, The AGAR highlighted that the reserves had fallen from £239082 to £199390, this was due to capital expenditure, but was partially offset by the receipt of £23400 s106 monies owed by Fenland District Council.
- The Clerk reported that the finances of the council were in a healthy position, despite reducing the precept from £66020 to £47713 during the financial year.
- Members accepted that the Clerk had put a lot of work into the accounts and were pleased to note the £27642 that was recovered from HMRC vat. However, members were concerned that the financial accountability was cumbersome and very intensive, the Clerk agreed and said that although he had moved the accounts from Word to Excel, it was still very labour intensive. The Clerk suggested a computerised system as used by other parishes. Members agreed that the Clerk should make enquiries and attend a demonstration and present a report to members as to the suitability of such a programme.
- Members endorsed the proposal from the Clerk that R.F. Mandley of Mandley Markland (Chartered Accountants) carry out the Internal Audit.

M018/19: Doctors Participation Group. In the absence of Martin Hindry, it was decided to restrict the discussion of this issue until Mr Hindry was available, although some members and members of the audience suggested items that need to be discussed.

M019/19: Communication: There was a discussion around ways of communicating the work of the

- Council to the people of Manea.
The Chairman Mrs Eves, suggested better use of the Notice Boards, it was also reported that the current Notice Boards were old and were past their best!
- The Clerk reported that the current Website provider was ceasing to provide website services. Members agreed to the Chairman and a some members to look at alternative website providers and templates.
- The Chairman reported that the Clerk would be setting up an Activity Log, to manage and reflect on the work of the council and councillors.
- The Chairman reported that the Council would be represented at the forthcoming Manea Gala in an event stand, members were asked to attend and make themselves known as new councillors.
- Members agreed to sign the Electronic Council Summons document, to enable members to receive notifications electronically as well as hard copy.

M020/19: Lighting in the park: The clerk reported that he was concerned at the high power bills in respect of the lighting in the Park and around the MUGA particularly in the winter months the Clerk requested that the council authorise him to seek estimates for the changes to lighting by using LED energy saving lights. Cllr. Mark Pratt suggested that rather than only seeking estimates for the changes to the MUGA and Park Lighting to LED lamps, off grid alternatives should be investigated. The Clerk be tasked him with looking into whether alternatives exist.

M021/19: Constitutional Matters: The Clerk gave a presentation of elements of the council's work methods that he would like to overhaul. They included:

- A review of Standing Orders to reflect current legislation.
- To review tendering procedures, to reflect NALC and SLCC best practise.
- To review the methodology of Section 137 payments to reflect current guidelines.
- Review a constitution for the Carp Fishing Syndicate to ensure financial accountability and transparency.
- To review the Allotment Lettings Contract, which hasn't been reviewed for a number of years and to comply with current best practise.
- The Council need to formulate a safeguarding policy, the Clerk thanked Councillor Cundell for providing a draft, this would be checked and hopefully adopted.
- The Clerk reported that he had asked Fenland District Council for advice on the use of CCTV, the Clerk was anxious to ensure that the council complied with current guidelines particularly around privacy and surveillance issues.
- Members endorsed the proposals of the Clerk, the Chairman asked members who are involved with other organisations to supply the Clerk with examples of good practise.

M021/19: Mepal and Manea Roads, Councillor Marks expressed his frustration at the amount of heavy tractors that are now on the roads as a result of the building and expansion of the energy facility in Ireton's Way, Chatteris. This facility uses a vast amount of maize and now sugar beet tops for the generation of gas. All of this material is shipped along the surrounding roads which are often narrow like the Manea/Chatteris Road. The large heavy fast track tractors are often too wide for the road, making overtaking impossible, and also cause traffic to take risks when being approached by these vehicles. Members agreed

with Councillor Marks and also had anecdotal knowledge of the problems. Councillors agreed that Councillor Marks seek a meeting with the company to express the frustration of the council.

M022/19: Correspondence

- The Clerk read a letter from Manea United Strikers, asking the Council for financial help to verti-drain the pitches twice a year. Manea United Strikers were asking for part funding, the cost being £275 per time. Members agreed to fund the work for once year, and asked the Clerk to write to the club and to draw a cheque as soon as possible for £275.
- Members received a request to use the park as a venue for a end of term year 6 event including a barbeque. Member's agreed to the request, but insisted upon adequate supervision by DBS checked staff, that all insurances were in place, there be a fire extinguisher at the event and that the group are responsible for clearing up their own mess.
- Members also agreed from a request by Mr Scot McNeil for a similar event for young person's on the 23rd July 2019. Members also agreed that the same conditions apply to this group as with the year 6 request.

M023/19: The Chairman asked for progress regarding the Health and Safety at the Pavilion. Councillor Marks had presented a list of work that needed to be undertaken to comply with current H&S legislation, particularly with electrics (PAT testing), fire prevention, signage, First Aid Box, risk assessment and the use of the microwave. There was a consensus from members that this work be carried out as soon as possible, before the Manea Gala. Councillor Marks offered to supervise the work and assured members that the microwave would be removed on the 18th June 2019.

M024/19: Date and time of the next meeting: Monday 15th July at 7pm in the Village Hall.

The meeting ended at 10pm.

Signed:.....Chairman

Date:.....

MANEA PARISH COUNCIL - FINANCIAL REPORT MAY/JUNE 2019

Income

MUGA Hire	35
Mr. Fletcher, Allotment	250
MUGA Hire	75
Football Hire	185
MUGA Hire	40
MUGA Hire	40
Allotment Rent	500
HMRC VAT	27642.82
Lloyds Interest	3.49

Expenses

A. Melton	2314.94	Clerk
YPM	1374	Youth
M. Willmott	452	Caretaker
A. Ryman	84	Cleaner
ROSPA	206.4	Inspections
Wave	189.58	Water
E Mason	2838	Grounds
EoN	323.86	Power
A. Payne	5376	Roadway
Manea VH	10	Room Hire
A. Ryman	70.38	Cleaner
L. Eves	43.92	Keys Cut

28771.31

13283.08