

MANEA PARISH COUNCIL

MINUTES OF THE MEETING

15th JULY 2019

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

M025/19: Public Forum. Mr Mike Lawrence raised the question of the street light in Cathedral Close, the light has not been working for some time and with the dark nights approaching he was concerned that there could be an accident between cars and pedestrians. The Chairman responded by saying that the light was placed in an area where the road had not been adopted by the County Council and that the policy of Manea Parish Council was not to accept responsibility for lights that were not on adopted roads. The council regretted that they could not help and pointed out that the residents of Charlemont Drive had raised their own funds to pay for the adoption of the road. Cllr. Marks offered to discuss the matter with Mr Lawrence to look for a way forward. The Clerk warned that all prospective purchasers of property in Manea, should check with their solicitors to ensure that the road has been adopted or that a current management agreement was in place.

Mrs Dianne Rowe raised the question about the fence surrounding the Manea Pit. The Clerk assured Mrs Rowe that a full and comprehensive review of the whole pit area is to take place, including: the role and safety of the fence, Health and Safety around the pit DDA compliance, usage, marketing and investment. (At minute **M039/19** the council agreed to commission a full H&S survey of the pit and the fence). The Clerk also gave an undertaking that all discussion and decision making will be carried out with full transparency and consultation.

Mr Ian Stimson raised the state of the footpath in School Lane, he reminded the council that the public right of way was overgrown and unkempt, both Cllrs. Marks and Gowing agreed to raise the matter with FDC and CCC. Mr Stimson also complained about the smell of the drains during the very hot weather. Cllr. Emery stated that the drains were blocked in places, and there was a scheduled meeting with FDC on 16th July 2019. Cllr. Emery would report back to Mr Stimson and the Council.

Mr Martyn Hindry raised the state of some of the abandoned properties in Manea, they were overgrown and in a state of disrepair. Cllrs. Marks and Gowing, would raise the issues with FDC and CCC. Mr. Hindry was also concerned about the lack of re-cycling facilities in the village. Cllr. Marks said that this was something that was already under discussion at FDC. Cllr. Marks would report back at a later meeting.

Mr Tim Gowing raised concerns regarding speeding on the Village Roads, particularly in Westfield Road and Station Road. He reported that he recently lost two dogs to speeding motorists. The council expressed sympathy and would undertake a full review of speeding and consult with CC Highways to ascertain how to mitigate the dangerous problem.

M026/19: Apologies, There were none

M027/19: Members were reminded of the Code of Conduct.

M028/19: To receive any members declarations of interest. There were none.

M29/19: Progress and actions form previous meetings:

- **ROSPA Reports.** The clerk presented two quotations for the work to be carried out at the play park in repairing the play equipment. Members were informed that an estimate of £1831.67 ex vat had been received from Fenland Leisure Products for repairs to the Cradle Swing, Flat Swings, re-install Springer and re-surfacing to the gate. After a discussion, Cllr. Cundell pointed out that the work should be carried out as soon as possible as the school holidays were almost upon us. It was agreed that quotation of **£1831.67** be accepted and that the Clerk place an order with immediate effect.
- A further report was received from LFP for the installation of safer surfacing to all of the play equipment. The total quotation was for £24,054 ex vat + a further £9,950 ex vat for Wetpour Impact surfacing. After a long debate, **it was agreed to defer the work** in order for the Clerk to seek alternative tenders, to ensure best value for money. The Clerk pointed out that the revenue budget would not cover the cost of the work. He suggested that the council could consider using capital reserves to cover part of the cost. Cllr. Cole pointed out that the council had received s106 monies for such an eventuality. The Clerk pointed out that this money was accounted for in the capital reserve and this was for a further discussion.
- **School Crossing:** The Clerk read out a reply he had received from Cambridge Highways, who had carried out a survey of the area outside the Primary School. The assessment looked at vehicle flows during the school busy periods. The report assessed that there was insufficient evidence to justify the cost of a crossing at this point. Cllr. Marks queried the criteria and asked if someone had to be killed before action was taken? The Clerk replied yes! Cllr. Gowing (CCC) pointed out that the county council would install a crossing if the Parish Council were willing to pay for it! The Clerk pointed out that the Highways had offered to carry out a further assessment in 2020. All members expressed their unhappiness at this report.
- **Water Inspection:** The Clerk reported that AWA had re-inspected the remedial work undertaken in the Cemetery and that the inspection had "passed". AWA also inspected the water supply and apparatus in the Pavilion. There were a number of small defects which the Clerk was asked to deal with before the football season commenced.
- The Clerk reported that the light bulbs **in Jolley Close** had been replaced and an account had been received for the sum of £240 inc. vat. Members authorised the Clerk to pay the account. The Chairman pointed out that this was a one off, as this work had been agreed before the council changed the un-adopted road policy.
- **Skate Park:** The Chairman reported that the consultation exercise held at the Gala was hugely successful, with a lot of interest received from members of the public. 41 people had returned consultation forms. The form were passed onto FDC for evaluation, alongside the "hits" received from the online consultation.
- The Clerk reported that the LHI application which the council was part of for the improvements to the Sixteen Foot Bank, was progressing.
- **Bus Shelters:** The Clerk reported the response from Cambridgeshire Highways regarding the locations of the proposed Bus Shelters. 5 of the proposals were approved with two being un-acceptable. Members received the report, but comments were raised regarding the use of the shelters. Would the shelters be co-terminus with the Stagecoach buses and would they be in the correct locations for the pickup of school children? Members decided to have a further look at the locations. Members of the public pointed out that this item had been discussed for 40 years and looked forward to an early resolution. The Clerk pointed out that £25,000 was allocated for the work.

- **Park Lighting:** Councillor Mark Pratt reported that a number of renewable power options were available to power the lights in the Park. He suggested that the Clerk ask the SLCC network if other councils were using alternative power sources.
- **Mepal Road:** Cllr. Marks reported that he and the Clerk had arranged a meeting with Pretoria Energy on 23rd July 2019, to discuss the Parish Council's concerns regarding increased traffic levels to all road to and from Manea and in the village too.
- **Members alignment to outside organisations:** The Chairman asked if members would be prepared to align to organisations, as a contact point, particularly those organisations that receive grants from the council.
- **Trees:** Cllr. Emery reported that he had a meeting with the tree officer at Fenland District Council regarding the trees around the pit area. Two willow trees had been identified in need of attention and pollarding. The Clerk had received an estimate from Haine Tree Services of £525 + VAT for the work, including clear away and chipping. Members resolved to accept the quotation. Cllr. Emery would commission the work to be carried out as soon as possible.
- **Pavilion:** The Clerk reported that he had instructed local Electrician (D. Payne) to carry out a full electrical check in the pavilion. He had also instructed Mr Payne to isolate any defective electrical device with immediate effect, including the showers. Members endorsed the emergency action taken by the Clerk. The Clerk also reported that he had asked Mr Payne to estimate the cost of the replacement work. Mr. Willmott (Caretaker) asked to be assured that the work would be carried out before the football season started. The Chairman said that the Clerk would use emergency delegation to see that the work was carried out and that the necessary certification was in place. Cllr. Marks reported that all of the Fire Safety work had been carried out.
- **Fallen Tree:** The Council received a report regarding an incident 14th July 2019, when a large branch of a Horse Chestnut tree had broken off from a tree situated in the Park onto a parked car. The Clerk reported that he had been in touch with our insurers in anticipation of a claim. The Chairman reported that a car had been written off and that a gentleman had been slightly injured. The emergency services had attended. The police and Fire Service had cordoned off the area and erected emergency signage. Members expressed thanks to the emergency services and the directors and workmen from Westfield Farms, who responded promptly and removed the fallen tree from the road. Many villagers turned out to offer help. The Chairman, on behalf of the Council expressed gratitude to all of those who helped on the day. Subsequently, the remainder of the tree was examined by FDC, and it was agreed to remove the whole of the tree. Cllr. Cundell proposed that to compensate for the loss of the tree, 20 more new trees should be planted around the park area. Members endorsed this approach.

M030/19: Planning Applications: There were none, however, the Clerk reported that a planning application for a Dwelling at the Old Dairy, Westfield Road, Manea., had been dismissed on appeal.
It was verbally reported that the application for a Mobile Phone Mast in Park Road had been rejected by FDC planners.

M031/19: Police Matters: There was nothing to report. Councillor Marks said that this was unacceptable, as he knew of crime in Manea. He suggested a meeting with the Chief Constable. Members endorsed this approach.

M032/19: Reports from FDC and CCC Councillors: Cllr. Marks(FDC), Expressed his thanks to the emergency services for their quick response to the tree incident. He reported that he had a meeting with Cambridgeshire Highways regarding the state of the roads around Manea, he was disappointed to learn that the officer only £3000 for road repairs. He also

reported that work to Boots Bridge had yet to be completed. He reported that he had the new Rail Board at Fenland District Council, he said that it was a constructive meeting but was frustrated by the lack of progress for the proposals to extend the use of Manea Station. He felt that contractor were dragging their feet when it comes to the installation and maintenance of footpaths. Bonfires were still causing problems, he had received a significant amount of complaints about inconsiderate residents who lit bonfires on a regular basis. He suggested the Council look to instigating a by-law to deal with the problem. Councillor John Gowing (CCC), reported that the completion work to Boots Bridge was to be carried out in September, with all of the work being carried out at night to minimise disruption. Clarion Homes had been contacted by the County Council regarding the state of the road in Glebe Close. He also reported that he was acting as a volunteer to talk to local schools to talk about local matters.

M033/19: Financial Matters: The RFO presented the Financial Report and accounts for payment for July 2019. *(On attached page).*

The RFO gave a presentation about "Scribe Accounts", a software programme especially designed for Parish Councils. He said that the use of the system would change the way the accounting for the council would be carried out, and would have the capacity to deliver reports on demand, including: accounts, bank reconciliation, VAT and end of year accounts including AGAR. Members authorised the RFO to use the system and undertake training. The RFO was authorised to pay the cost of the programme, **£385 + VAT**.

M034/19: Patient Participation Group, Mr Martyn Hendry gave a presentation regarding the Doctors

Surgery, he said that the telephone system and appointments was not working. It was resolved to ask the practice manager and a partner to attend a future meeting of the Council to explain the current procedures. *(See attached notes from Mr. Martyn Hindly)*

M035/19: Communication update, The Chairman and the Clerk were to investigate further the provision of a new website.

Members agreed to their contact details being posted on the council website.

M036/19: MUGA Hire, The Chairman suggested that a small working party be set up to review the fees and charges for the use of the MUGA. Members were to be: Cllrs. Bonos, Emery and Cundell. Cllr. Cundell proposed that underm18's should have the use of the MUGA free of charge, with immediate effect. Members endorsed the proposal.

M037/19: Park Container - Break In, The Clerk reported the break in of the container in the park, electrical equipment due to be installed for the new CCTV system had been stolen. The Clerk had informed the police and received a crime number. The Council's insurers had been informed and a claim was being processed. Members agreed to suspend work on the installation new CCTV system pending a further review.

M038/19: Cemetery Training, The Clerk reported that Manea Parish Council was unique in Fenland as it owned and maintained its own cemetery. Other towns and parishes relied upon Fenland District Council to operate the local cemeteries and grave yards. The Clerk reported that burial regulations were becoming increasingly complicated and bureaucratic. The Council had an obligation to ensure that the regulations as well as the maintenance (including the state of the gravestones) is carried out properly. He therefore proposed that he attended a training course especially designed for Clerks of Burial Authorities. The cost to the council would be **£170**. Councillors agreed that the Clerk

should be properly qualified, to protect the council's interests and endorsed the request to attend the course.

M039/19: Manea Pit: The Clerk reported that as part of his review of the Council's constitutions, he had received two tenders for a complete Health and Safety Audit of the Manea Pit, including: Safety for fishing, walking, education, fencing, access and DDA requirements. Members endorsed the Clerk's recommendation, that a quotation of **£750** received from COPE Health and Safety for a full audit of the pit area. This report would form the basis of a comprehensive review of the pit use, promotion and any further safety measures. The Clerk would report back at a future meeting.

M040/19: Manea Pumping Station, Councillor Marks gave a presentation regarding the former pumping station. Cllr. Marks circulated photographs of the building and its contents. Councillor Marks, suggested that the loss of this former historical building should not be allowed. He suggested that the council investigated further the possible use of this building as a heritage centre, reflecting the history of the Fens. The Clerk and Cllr. Marks would seek a meeting with representatives of the Manea and Welney Drainage Board and Middle Level Commissioners to discuss a joint venture.

M041/19: Correspondence, A letter was received from Manea Allotment Association, with a Cheque for £200 towards the surfacing of the roadway to the allotments. A Letter was received from PKF. Littlejohn, acknowledging receipt of the AGAR. A letter was received from Louise Hulcoop, a young lady who was making suggestions about the use of the facilities in the Park. Members asked the Clerk to reply and to thank her for her interest.

M042/19: The meeting closed at 10.03pm

Signed:.....Chairman

Date:.....

Appendix 1: Notes from Martyn Hindry

Hi Alan

Please find below the comments regarding the Patient Participation Group. I have extended the details as I will not be at the next couple of PC meetings and I want to ensure the members have a fair summary, and some details, of my involvement with the PPG:

In May I attended the PPG meeting held in the evening at the Doddington Surgery. My wife and I have experienced a poor service from our reception and am aware of many other Manea residents who also have received a less than satisfactory service. Predominantly it revolves around the inability to obtain appointments at our Surgery. Against this background and the fact that at a PC mtg in the past a Partner at the surgery stated that there was still significant capacity to take on new patients from Manea I went to the May PPG meeting.

At the meeting various topics were discussed, and I have raised additional ones, and I summarise below (in no specific order):

There is only one member from Manea on the PPG Committee, Christopher Harrison, and I was the only other resident from Manea at the May meeting.

The problem with the answering of the phone is well known and a new system is being worked on. The intention is that if the phone cannot be answered at one site it will be transferred to another. Each reception apparently has a screen which shows all sites and their appointments meaning an appointment can be booked by any receptionist at any site.

There are apparently four options: book an appointment at your site, book an appointment at another site, request a doctor call, or receive a Triage. I, and no one I subsequently spoke to, knew what a Triage appointment is and the majority of comments revolve around being told there are no appointments today you will have to ring back tomorrow or go online. We have experienced this with great frustration and now knowing that there are more options WHICH SHOULD BE OFFERED am even more concerned. It must be remembered that a lot of people do not want/use on-line. Nurse appointments cannot be made on-line.

To note we now call the Doddington surgery where we experience a totally different reception service!

Dressings: apparently the surgeries do not offer a dressing change facility but am aware of a number of people being turned away and yet others are having their dressings changed!

Statistics: apparently there are no stats recording what happens at reception ie how many patients - have rung the surgery, got appointments as they wanted, booked an appointment an alternative practice, booked a doctor call back, etc etc etc. Without this sort of information then the Partners cannot have any idea of what is actually occurring and what service, or not, the patients are receiving.

Proactive: I am asking if there is/ could be a system whereby should an appointment be cancelled then it is offered to a patient who has made an unsuccessful appointment attempt. I am aware that the surgery maintains statistics on patients who do not show up but not aware of any details on unused appointments; thus spare capacity.

Participation: Elizabeth Welcher provided the interface to the Doctors but I raised, and see no reason why not, one of the five partners is not present at these meetings so as to hear first hand from their patients; each partner would only have to attend one meeting a year!

Meetings: When I asked why none of the quarterly meetings were being held in Manea I was told it had been tried before but due to lack of attendance it had been ceased.

I requested that a meeting should be held in Manea for residents to attend and agreed that the meeting on the 27th February be held in Manea and I booked the Church Rooms in Park Road from 2pm. As you are aware I am making

a request for the PC to pick up the £30 room hire charge for this event. This is not a Fenland Group Practice, but a PPG event, and picking up this charge will also show that the Manea PC is behind the community in working on its behalf to ensure the best possible services are provided, after all it is the residents funds! A number of residents have indicated that they would attend a meeting during the day in Manea and I would propose to 'advertise' the event widely prior to the date. I would ask the PC to look favourably on this request.

There is a lot more that I could write (waffle on) about issues, and comments, but the above should give you an appreciation.

DRAFT

MANEA PARISH COUNCIL - FINANCIAL REPORT - JULY 2019

Income

Manea Allotments	200
Fishing Club	231
MUGA Hire	110
CooP Burials	466
FDC CG	2607
CooP Burials	170
Turner and Son	170

Expenses

A. Melton	1257.2	Clerk
Fenland DC	2267.93	Street Lights
Richard Yardy	2110.8	Electrical
A. Ryman	80.43	Cleaning
St. Nicholas Church	130	Internet Club
Ridgeons	15.4	Lock
Malcolm Willmott	268	Caretaker
EoN	29.77	Power
R F Mandley	175	Audit
Manea Youth FC	275	Veri-Draining
Lisa Eves	21.02	Printing
Manea Village Hall	10	hire

3954

6640.55

Balance at the
Bank:

136,005.03

85,034.57

221,039.60

Authorisation to pay by BACS

Chairman:

Vice-Chairman:

Cheque payment