

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

24 MAY 2010 – 7.00 pm.

**Present:** Councillor Emery, Chairman; Councillors Archer, Buckton, Jolley and Mrs Palmby.

**Apologies:** Councillors Cole, Mrs Desborough and Risbridger.

The minutes of the meeting of 26 April 2010 were confirmed and signed.

### **M1/10 Appointment of Chairman**

Councillor Emery was appointed as Chairman of the Parish Council for the municipal year 2010/11 and made his Declaration of Acceptance of Office in relation to that appointment.

### **M2/10 Appointment of Vice-Chairman**

Councillor Mrs Palmby was appointed as Vice-Chairman of the Parish Council for the municipal year 2010/11 and made her Declaration of Acceptance of Office in relation to that appointment.

### **M3/10 Appointment of Parish Council Officers**

Members of the Parish Council were appointed, unopposed, to act in the following offices of the Parish Council for the municipal year 2010/11:

- Cemetery Officer: Councillor Cole
- Recycling Officer: Councillor Risbridger
- Allotments Officer: Councillor Archer
- Footpaths and Trees Officer: Councillor Mrs Desborough.
- Child Protection Officer: Councillor Buckton.

Councillor Jolley requested it be recorded that he is very impressed with the achievements over the last twelve months in relation to the improvement and development of facilities within the village, which is a testament to the efforts of all members of the Parish Council.

### **M4/10 Matters arising from minutes of last meeting**

#### **(1) Parish Council vacancy (minute M150/09 (1))**

The Clerk reported that he had been informed by Fenland District Council that, as a result of there being two candidates for the vacant seat on the Parish Council, an election would take place on 27 May 2010 and that an invoice for the cost of this election would be sent to the Parish Council shortly thereafter.

Members decided that the situation be noted.

**(2) Skateboard Park (minute M150/09 (5))**

Councillor Archer gave an update on the current situation relating to the implementation of this scheme. He informed members that all the quotations for the construction of this facility had now been received; although some of the quotations exceed the budget currently available, it should be possible to achieve implementation of a facility which can be funded from within the finance available to the Parish Council. He added that he is still anticipating that an additional contribution of £10,000 would be forthcoming via Fenland District Council.

Councillor Archer explained that when the construction work commences it would be necessary for some of the fencing at playing field to be removed temporarily to enable access to the site by contractors' vehicles. He stated that a decision on a final scheme will be taken on 25 May 2010.

Members decided that the current situation be noted and that no construction work should commence before the date of the Manea Gala.

**(3) Request to purchase land at Bedlam Pit (minute M150/09 (7))**

The Clerk reported the two quotations obtained for the cost of providing a valuation of this land.

One of the quotations for providing this valuation service is £350 plus VAT and the other is £200 plus VAT.

Members decided that the company which had provided the lower of the two quotations be engaged to provide two valuations for this land; one for sale of the freehold to the requester and the other for leasing of the land to him. In addition, members accepted the offer of Councillor Jolley to act as the Parish Council's liaison with the representative of the company undertaking the valuation service.

**(4) Cambridgeshire and Peterborough Association of Local Councils (CPALC) – invitation for membership 2010/11 (minute M155/09 (6))**

Members considered further the invitation from CPALC for membership of the organisation for 2010/11.

The Clerk informed members of the cost of membership of CPALC for 2010/11 and reminded them of their rationale in not renewing the Parish Council's membership for 2009/10. He also informed members of the benefit derived by the Parish Council through his membership of the Society of Local Council Clerks, which provides a high quality support to local councils in terms of information, advice and training.

Councillor Archer commented that CPALC is considered by a number of organisations as the "voice" of all local councils and that without such membership the views of the Parish Council would not be represented in "wider" decision-making that could impact upon residents of the parish.

Members are, however, not convinced, based upon previous experience of CPALC membership, that the Parish Council would derive sufficient benefits from membership to justify the annual cost and, given the current economic climate and the other uses to which that financial resource could be put, they do not consider it to be in the best interest of the community currently to utilise financial resources in this way.

Members decided that the Parish Council would not become a member of CPALC for 2010/11.

**(5) Highway issues (minute M159/09)**

The Clerk reported responses to the highway maintenance issues raised at minute M159/09. He informed members that he had received confirmation that the pot holes identified would be addressed by the County Council's Highways Maintenance Service and Farms Service as appropriate.

With regard to the yellow lining laid recently in the village, the County Council has advised that double yellow lines have been ordered for Westfield Road but when the contractors went to lay them they received a considerable level of verbal abuse from a local resident and, consequently, left the site; a new date has been requested from the contractor and, if necessary, the County Council will arrange for the Police to be in attendance in case of further trouble. The County Council has clarified that the lines in School Lane and Station Road were always going to be single yellows as this is a School Times restriction; double yellow lines are for At Any Time and single yellows are for No Waiting less than 24 hours.

The Clerk reported also the response from Anglian Water (AW) in relation to the issues that he had raised with AW on behalf of the Parish Council. Anglian Water has explained that the additional tanker movements being experienced currently are needed to address a compliance issue, which should only be a short-term matter. The speeding issue has been addressed by the AW department which deals with tanker movements. The highway re-instatement works consequent to the recent drainage works are also being addressed and will need to be undertaken to a level which meets the satisfaction of the Local Highway Authority.

Members decided that the information be noted.

### **M5/10 Fenland District Council's Community Development Service**

Ms Hetty Thornton, Senior Community Development Officer at Fenland District Council, attended the meeting to provide information to members in relation to the ways in which Fenland District Council's Community Development Service could support and assist the Parish Council. Ms Thornton explained both her particular role and the primary functions of the Community Development Team; this includes support to projects and initiatives within Fenland communities and engagement with young people.

Ms Thornton informed members of the support that Fenland District Council's Community Development Service is able to provide to communities in the development of community-led plans and she offered such assistance in relation to reviewing the Manea Village Plan. She explained that Fenland District Council has recently produced a nine-step approach to developing a community-led plan, a copy of which she would send to the Clerk.

Members supported the view of Ms Thornton that, given the age of the plan, it may be more appropriate to develop a new plan rather than to refresh the existing Manea Village Plan. Ms Thornton suggested that the first stage to beginning this process would be for the Parish Council to hold a public meeting and also to consult directly with community groups within the village. Ms Thornton stated that, in terms of support to the development of a new community-led plan for Manea, Fenland District Council would be able to provide a small amount of funding as well as undertaking some administrative activities, e.g. photocopying of documents and postage of mail-shots.

Ms Thornton reported on the details of the District Council's Rural Capital Grants Fund, which contains funding of £200,000 for each of the financial years 2010/11, 2011/12 and 2012/13. She explained that, as a rural community, an appropriate project in Manea would be eligible for funding under this scheme. In certain circumstances, the applicant organisation may be required to produce matched funding (which could include the value of volunteers' time) to qualify for a grant and that for an application to be successful, it must meet the priorities within the Fenland Sustainable Communities Strategy. Ms Thornton added that applications would be determined on a first-come, first-served basis.

Ms Thornton circulated invitations to a Play Training event being held on 14 July 2010, organised by Fenland District Council with the aim of working with local groups to develop better play facilities for children. Councillor Buckton volunteered to attend the event on behalf of Manea Parish Council.

Members decided that

- (1) the information provided by Ms Thornton be noted;
- (2) a new community-led plan for Manea be produced and that an additional meeting of the Parish Council be arranged for the specific purpose of agreeing an approach to this project;
- (3) upon receipt from Ms Thornton, the Clerk would forward to members a copy of the District Council's nine-step approach to developing a community-led plan;
- (4) the Parish Council would consider, at the appropriate time, the submission of applications to the Rural Capital Grants Fund for financial support to community-focussed projects.

### **M6/10 Playing Field and play area issues**

- (1) Future development of facilities – further to minute M151/09 (1), Councillor Jolley presented the Clerk with a letter from the company of architects which is dealing with submission of the planning application for a new pavilion, in which the company confirms its fee for handling the matter and its estimates of the cost of seeking planning permission and building regulations approval.
- (2) Grass cutting 2010 – further to minute M151/09 (2), the Clerk reported an e-mail from a local resident, congratulating the Parish Council on the improved grass cutting situation at the playing field since changing its contractor.

Councillor Jolley reported that the new contractor will be sending to the Clerk, in the near future (as soon as he has finalised preparation of a Child Protection Policy), copies of the policies that were requested by the Parish Council as a condition of awarding the contract.

Members agreed with the comment made by the Chairman that the field would benefit from spraying and supported the suggestion that he would invite Mr P Lawrence, who had undertaken this work in previous years, to provide this service.

Members decided that the situation be noted.

- (3) Littering – further to minute M151/09 (4), the Clerk reported an e-mail from a local resident regarding incidents of littering at the playing field in connection with football matches played.

Members decided that letters be sent to the Secretaries of Manea United FC and Manea Strikers, requesting that they, firstly, ask their supporters to not deposit litter on the playing fields and, secondly, to pick up any litter that may have been left on the field at the end of a match.

- (4) Village Show 2010 – the Chairman reported a request for use of the playing field for the annual Manea Village Show on 11 September 2010.

Members decided that the request be approved and that, because of the benefit to the community in holding this event, no fee for hire of the field be levied.

- (5) Cycle Polo – the Chairman reported a request for the Parish Council to consider allowing use of the hard-surfaced area at the playing field for playing Cycle Polo.

Members decided that the request be supported in principle, subject to the requester undertaking a risk assessment of the activity. Members expect that the assessment will identify all of the potential risks and detail

the ways in which they will be mitigated, so that no liability could fall upon the Parish Council in the event that, say, an accident occurred whilst this activity were being carried out.

- (6) Dogs – the Chairman sought members' views as to what action could be taken in respect of those persons who breach the Parish Council's "No Dogs" ruling. Members were unable to suggest any solutions at the meeting.

Members decided to give this matter further thought and to present any ideas to the next meeting.

### **M7/10 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 part two-storey, part single-storey rear extension to existing dwelling and detached garage/car port with storage over and works to existing access for residential/commercial access at The Grange, Wateringhill Farm, Days Lode Road, Fodder Fen, Manea – F/YR10/0321/F (applicant: Mr R Sears).

*That the application be supported.*

- (2) Alterations to roof to form lift shaft and replacement of all windows/doors with UPVC at Cathryn Wheel House, 43 High Street, Manea – F/YR10/0331/F (applicant: Roberto Mac Ltd).

*That the application be supported.*

- (3) Conversion of farm buildings to form 1 x %-bed and 2 X 4-bed dwellings and detached garages (renewal of planning permission F/YR04/4184/F) at Wateringhall Farm, Fodder Fen, Manea – F/YR10/0340/EXTIME (applicant: Mr C Sears).

*That the application be supported.*

### **M8/10 Manea Pit**

Members received the minutes of the Sub-Committee meeting of 5 May 2010.

In relation to minute SC54/09, Councillor Jolley expressed the opinion that it is inappropriate, given that its membership includes representatives of the Carp Syndicate, for the Sub-Committee to have input into the setting of Carp Syndicate fees; he made the point that no other user of a service provided by the Parish Council is able to influence the fees for those services. Other members did not share Councillor Jolley's concern in this matter, on the basis that, whatever suggestions were made by the Sub-Committee, the final decision on fee setting would be made by the Parish Council.

Also in relation to that minute, Councillor Jolley suggested that any decision to levy a reduced Carp Syndicate membership fee for a part-year membership should not be a matter for the Syndicate but for the Chairman of the Sub-Committee. Members of the Parish Council supported that suggestion.

In relation to minute SC58/09, Councillor Jolley questioned the need for the purchase of additional fish and enquired as to how this could be funded. Councillor Buckton explained the discussion at the Sub-Committee meeting and the Clerk drew members' attention to the Parish Council's financial position (minute M9/10 below), which shows that the necessary funding is available within the Manea Pit element of the accounts.

Councillor Buckton reported on the "walk around" of Manea Pit on 12 May 2010 involving himself, Councillor Emery and two representatives of the Wildlife Trust. He informed members that the Wildlife Trust recommends the

production of a management plan for fish stocks and that no further fish be added to Manea Pit during the next two years. He added that the representatives of the Wildlife Trust are very impressed with the development works undertaken at Manea Pit and have suggested improving the plant life in the pit and undertaking a minor programme of tree management. The representatives of the Wildlife Trust also gave advice in relation to environmental stewardship arrangements.

Councillor Emery mentioned that the grass at the field adjoining Manea Pit is need of mowing and that he is happy to make the necessary arrangements.

The Clerk reported an e-mail from a local resident in relation to vehicles being parked on the footpaths around the pit, causing access difficulties for those who wish to walk around the pit. Members are now of the opinion that the only way to address this car parking is to construct a physical means of preventing vehicular access to these footpaths.

Members decided that

- (1) the contents of the Sub-Committee minutes and the matters reported by Councillor Buckton be noted;
- (2) the concerns expressed by Councillor Jolley, particularly in relation to the Sub-Committee being allowed an input into the setting of Carp Syndicate fees (minute SC54/09 (1) refers) be noted;
- (3) the authority to make decisions on levying a reduced Carp Syndicate membership fee for a part-year membership be delegated to the Chairman of the Sub-Committee;
- (4) a sum of £500.00 be allocated for the purchase of fish, on the basis that fish are not added to the main lake for two years;
- (5) a physical means of preventing the parking of vehicles on the footpaths be constructed, by Councillors Cole and Emery, using sleepers that are surplus following completion of the fishing platforms;
- (6) Councillor Emery would arrange for the grass on the land adjoining Manea Pit to be mowed, at a cost of £25.00.

### **M9/10 Finance**

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

#### **Income**

RGR Memorials	Cemetery Memorial for Mr and Mrs Catlin	£125.00
Fenland DC	Parish Precept – first half	£9,500.00
C Barnes	Allotment rent	£22.50
HM Revenue and Customs	Refund of VAT 2009/10	£4,387.72
Fenland DC	Recycling credits	£72.09
Mrs J Tweed	Purchase of burial plot (double depth)	£500.00
P Cliss	Purchase of cremated remains plot	£200.00
Carp Syndicate	2 membership fees – to June 2010	£60.00
Various (via I Fost)	Fishing tickets	£120.00
Richard King Memorials Ltd	Additional memorial inscription	£70.00
Manea Allotment Association	Allotments rent	£540.00

<b>Total Income</b>		<b>£15,597.31</b>
---------------------	--	-------------------

**Expenditure**

M Short	Purchase of petrol for mower	£12.00
Phil Thompson	Repair to bollard at Pump Corner	£75.00
Wicksteed Leisure	Safety surfacing repair kit	£127.49
Manea Village Hall	Hire of room on 26/04/10	£7.50
Fenland CAB	Outreach sessions: Jan – March 2010	£120.00
E Mason and Son	Grounds maintenance works	£1,079.54
Landin and Son	Donation – the late Mr B Young	£25.00
Richard Yardy	CCTV and lighting repairs at pavilion	£126.90
E.on	Electricity – playing field	£17.91
Mrs A Ryman	Wages and expenses	£57.59
T Jordan	Salary (less income tax of £87.95), Broadband and other expenses	£404.04
<b>Total Expenditure</b>		<b>£2,052.97</b>

In addition, the Clerk reported on the Annual Audit of Accounts return, informing members that the document had been examined and approved, without recommendations as to action by the Parish Council's governance processes, by the Council's Internal Auditor.

Members decided

- (1) upon a proposal from Councillor Emery, seconded by Councillor Mrs Palmby, that the income of £15,597.31 be noted and that the payments totalling £2,052.97 be authorised;
- (2) that the Audited Accounts for 2009/10 be approved and submitted to the External Auditors;
- (3) a payment in the sum of £225.00 be made to the Internal Auditor for the work undertaken.

**M10/10 Correspondence**

- (1) Request for a new cemetery memorial.

The Clerk reported a request from RGR Memorials Ltd for consent for a memorial stone on the grave of Mrs J and Mr J Catling in Manea Cemetery.

Members were informed of the size, design and material of the proposed memorial and of the wording of the inscription.

Members decided that the request be approved.

(2) Request for additional inscription on cemetery memorial.

The Clerk reported a request from Richard King Memorials Ltd for an additional inscription on the existing memorial for Mr C Sears.

Members were informed of the wording of the proposed inscription.

Members decided that the request be approved.

#### **M11/10 Items for Press Release or news stories**

Members decided that no matters have arisen since the last Parish Council meeting that would benefit from being the subject of Press Release or news story for public attention.

#### **M12/10 War Memorial**

The Chairman mentioned the need for re-painting of a number of the names on the village War Memorial. He made the point that this matter had been discussed by the Parish Council in September 2007; the previous Clerk had obtained a quotation for the necessary work but it had not been undertaken.

Members decided that the Clerk would obtain a new quotation for this work from the company which had submitted the quotation in 2007 and investigate the possibility of attracting grant aid towards the cost of this work.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the re-painting works to be undertaken at the earliest opportunity)*

#### **M13/10 Glebe Close, Manea – housing nomination**

The Clerk reported receipt of an e-mail from Cambridge Housing Association, in which it informs the Parish Council that it now has a 2-bedroomed bungalow in Glebe Close available for letting, as a result of transferring the occupants to a 3-bedroomed house, and has asked as to whether the Parish Council is aware of anyone within Manea who may be interested in occupying this property.

Members suggested one local person who they felt may be interested and requested the Clerk to ask Fenland District Council, as the Local Housing Authority, to provide details of persons from Manea who are currently on the housing waiting list, from which they would then make a recommendation to Cambridge Housing Association.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the vacant property to be let at the earliest opportunity)*

#### **M14/10 Joint meeting of Parish Councils**

Further to minute M143/09 (3), the Clerk suggested a number of dates in the month of August 2010 for hosting the next joint meeting of Parish Councils.

Members decided that the date for the next joint meeting of Parish Councils be 11 August 2010, to commence at 7.00 pm; the venue to be Manea Village Hall.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the Welney Parish Council Clerk to inform the relevant local councils at the earliest opportunity of the date of the meeting)*

**M15/10 Planning Enforcement**

Councillor Jolley informed members of the delays currently in Fenland District Council's Planning Enforcement Team responding to issues reported, which is the cause much frustration within the local community.

Members decided that the situation be noted.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the Parish Council to be aware of the current situation)*

**M16/10 Next meeting**

Members were reminded that the next meeting of the Parish Council has been scheduled for 21 June 2010, commencing at 7.00 pm, at Manea Village Hall; this meeting will be preceded by the annual village inspection, commencing at 6.30 pm at the pavilion.

**Meeting finished at 9.30 pm**

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

Date:.....