

MANEA PARISH COUNCIL

MINUTES OF MEETING

17 OCTOBER 2011 – 7.00 pm.

Present: Councillor Emery, Chairman; Councillors Buckton, Mrs Desborough, Jolley, Risbridger and Woodard.

Apologies: Councillors Archer, Cole and Lockett.

The minutes of the meeting of 19 September 2011 were confirmed and signed.

M74/11 Open Forum

Station Road, Manea

Further to minute M59/11 (1), two residents of Station Road informed members of the latest situation in relation to the difficulties that nearby residents are experiencing as a result of activities at 31A Station Road.

One of the residents reported receipt of a response from Stephen Barclay MP in respect of his investigations into this matter and that the Neighbourhood Policing Team is being supportive to affected residents.

In addition, a letter on behalf of residents of Station Road had been sent to the Environment Agency in relation to the waste material being stored on site.

One of the residents stated that she is in the process of organising a petition for submission to Fenland District Council.

The Clerk read to members the response received from Fenland District Council (FDC) in relation to the issues referred to FDC in accordance with minute M59/11 (1).

In summary, FDC has stated that

- the site has been inspected by an officer of the Planning Compliance Team and it has been decided that the site will be monitored and a Section 215 Notice will be served upon the occupiers of the property if some site clearance work is not undertaken
- the site has been visited by an officer of the Environmental Protection Team and the conclusion reached by that officer is that the accumulations of rubbish are not of sufficient scale for action to be taken under the provisions of the Prevention of Damage by Pests Act 1949. Whilst on site, the officer discussed with one of the occupiers the issues of bonfires, accumulations of rubbish, dogs barking and escaping.
- an officer of the Street Scene Team is monitoring activities at the site and is liaising with the local PCSO on a plan of action.

Members decided that

(1) the information presented by the residents of Station Road be noted;

- (2) the residents of Station Road be encouraged to send individual letters of concern, in addition to the petition, to Fenland District Council, to demonstrate more fully the strength of public feeling about this matter;
- (3) the response to the Parish Council from Fenland District Council be noted;
- (4) Fenland District Council be informed of the Parish Council's views that: the storage of waste materials at this site requires planning permission and that this matter should be pursued with the occupiers of the property; the District Council should use all powers available to address the nuisance caused to nearby residents; the storage of scrap white goods on site is an environmental hazard and that the transportation of these goods to the site is taking place in the absence of a Waste Carrier's Licence.

M75/11 The Standards Board for England – Members' Code of Conduct

Members were reminded of the need to ensure that their Register of Declarable Interests is kept up-to-date.

No members had any amendments to make to their register entries.

M76/11 Matters arising from minutes of last meeting

(1) Advertising signage (minute M59/11 (2))

The Clerk reported that the Planning Compliance Team at Fenland District Council (FDC) has contacted TVS, requesting that the sign be removed and inviting the submission of a planning application. In the event that the sign is not removed voluntarily, FDC has the power to remove the sign and to charge its owner for storage costs.

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

(2) Open space at Station Road/Jolley Close, Manea (minute M61/11 (1))

The Clerk reported that, despite his efforts to achieve such, he had received no information from the Parish Council's solicitors as to the progress being achieved in this matter but that he would make further attempts in this regard and report further at the next meeting.

The Chairman reported that a donation of £500.00 towards the Parish Council's legal costs in this matter had been offered from within the community.

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

(3) Extending the Winter Maintenance Service 2011/12 (minute M61/11 (6))

Councillor Buckton informed members that he and the Chairman had attended the training event on 29 September 2011 and that they would be sharing the learning from that event with Councillor Lockett.

Protective clothing has been provided for the volunteers and the necessary gritting machinery will follow.

Members decided that the information reported by Councillor Buckton be noted.

(4) Highway issues (minute M61/11 (7))

The Clerk reported that the Local Highway Authority had made arrangements for cutting back the cherry trees on Wisbech Road, on land adjacent to the bottle banks.

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

(5) **Fenland Strategic Partnership Transport and Access Group – Fenland Rail Development Strategy (minute M69/11 (7))**

Councillor Buckton reported that a consultation event in relation to this strategy has now been arranged, by Fenland District Council, for 16 November 2011 (taking place at the Village Hall between 1.30 pm and 6.00 pm).

Councillor Buckton informed members that he had extended invitations to the event to Fenland District Council's Street Pride Co-ordinator, with the aim of recruiting volunteers to undertake environmental improvements at Manea Station, and a representative of the Fenland Association for Community Transport.

Members decided that the information reported by Councillor Buckton be noted.

(6) **Manholes along East Street (minute M72/11)**

The Clerk reported that Anglian Water had undertaken inspection of the sewerage system along East Street and found there to be no blockages in the system or any other reason as to why odours from manholes would be experienced. Anglian Water requests that if the situation recurs, residents report the matter by telephoning 08457 145145.

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

M77/11 Public open spaces

- (1) Dead tree on open space area at Rutland Way – the Clerk reported that this matter had been referred to Fenland District Council, with the request that the tree be removed.

In response, Fenland District Council (FDC) has advised that this tree is in the ownership of Roddons Housing Association (RHA) and that it has provided a quotation to RHA for the cost of the tree's removal; a decision from RHA is awaited by FDC.

Members decided that the situation be noted.

- (2) Skateboard Park – Further to minute M62/11 (3), the Chairman reported that the necessary ducting for the cabling had been installed and that the electrical contractor would be undertaking installation of the new CCTV system for the skateboard park area in the near future.

The Chairman informed members that there had been incidents of youngsters lighting fires on the skateboard park; the situation had been reported to the Police but no culprits had been identified.

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

- (3) Playing field – the Chairman reported that a broken tree had fallen on the fence of a neighbouring property, causing damage to the occupier's fence and that he had arranged for the fence to be repaired.

Mention was made of the fact that a Fenland District waste bin along the site frontage had been damaged and is, therefore, in need of replacement.

Members decided that

- (1) the action taken by the Chairman regarding repairs to the resident's fence be endorsed;
- (2) the Clerk would draw to the attention of Fenland District Council the need to replace the damaged waste bin.

M78/11 Planning applications and enforcement appeal

Members considered the following planning applications and decided to submit to the Local Planning Authority the comments set out (in italics) below:

- (1) Conversion of existing public house into 2 x two-storey, 3-bed dwellings at The Ship Inn, Purls Bridge, Manea – F/YR11/0706/F (applicant: Mr W Bishop).

Object to the application, on the basis that the grant of planning permission would result in the loss of an important community facility/amenity, which the Parish Council believes is capable of being operated on a financially viable basis.

- (2) Installation of photovoltaic solar panels to existing warehouse at Bonds farm, Wisbech Road, Manea – F/YR11/0710/F (applicant: Mr M Fairey).

That the application be supported.

- (3) Erection of stand-alone photovoltaic panels at Willow Farm, Wisbech Road, Manea – F/YR11/0711/F (applicant: Mr M Fairey).

That the application be supported.

- (4) Erection of porch to side of existing building at Cathryn Wheel House, 43 High Street, Manea – F/YR11/0753/F (applicant: Roberto Mac Ltd).

That the application be supported.

- (5) Erection of part two-storey/single-storey side and rear extension, involving partial demolition to existing dwelling at 6 East Street, Manea – F/YR11/0766/F (applicant: Mr M Martin).

That the application be supported.

(Councillor Mrs Desborough declared her personal interest in this application, by virtue of her residing in close proximity to the application site)

Members noted the lodging of an appeal to the Planning Inspectorate in relation to Fenland District Council's (FDC) issue of an enforcement notice regarding the stationing of caravans on land south of Rosemary Cottage, New Road, Manea and considered whether to make comments to the Planning Inspectorate in this regard.

Members decided that they wished to submit no comments to the Planning Inspectorate.

M79/11 Reports from District and County Councillors for the parish

Neither the District Councillor (Councillor Archer) nor the County Councillor (Councillor Harper) was present at the meeting.

Councillor Harper had, however, produced a report on County Council-related issues, which the Clerk read to members. This report informed Manea Parish Council of:

- a "Buy With Confidence" scheme which is being operated by the Trading Standards Service, whereby householders in Cambridgeshire can access a database of "approved" traders/businesses
- an HCV Strategy meeting to be held on 29 November 2011
- the recruitment process to fill the vacant post of Executive Director for Community and Adult Services at the County Council, which has resulted in no appointment being made to that post; a range of options to deliver this role are under consideration
- the new arrangements for policing, as a consequence of the Police Reform and Social Responsibility Bill; elections for the roles of Police and Crime Commissioner are currently scheduled for November 2012
- the role that would be played by the County Council in bringing super-fast Broadband to the majority of Cambridgeshire.

Members decided that County Councillor Harper's report be noted.

M80/11 Manea Pit

Members received the minutes of the Sub-Committee meeting of 28 September 2011.

With regard to minute SC40/11, members discussed the decision reached at that minute and requested the Sub-Committee to re-consider the matter in the light of comments that have been expressed by some members of the community. The Chairman reported that it should be possible to overcome these concerns because of Mr Fost's willingness to return to the role of bailiff.

Members decided that

- (1) the contents of the Sub-Committee minutes be noted;
- (2) decisions on the appointment of bailiffs should be made by the Parish Council (having regard for recommendations of the Sub-Committee).

M81/11 Finance

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

Income

Fenland District Council	Precept – second instalment	£9,500.00
P Lawrence	Allotment rent	£200.00
E Barnes	Allotment rent	£200.00
C Barnes	Allotment rent	£25.00
Total Income		£9,925.00

Expenditure

Manea Village Hall	Room hire on 19 September 2011	£7.50
Mrs A Ryman	Wages and expenses	£71.37
Victim Support	Donation	£30.00
Moore Stephens	Annual audit fee	£743.40

T Jordan	Salary (less income tax of £102.86), Broadband and other expenses	£472.46
W T Savage	Install ducting and remove tree	£900.00
Total Expenditure		£2,224.73

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 September 2011 (in the total sum of £56,038.61), together with the month-end figures for each of the preceding six months.

The Clerk reported also on the Parish Council's half-yearly financial position, which showed income of £30,780.57 and expenditure of £19,709.26 to 30 September 2011.

Further to minute M68/11, the Clerk presented the report of the External Auditor in relation to the Parish Council's Annual Return for the financial year ended 31 March 2011.

Although he had "signed off" the Council's accounts for 2010/11, the External Auditor made the following comments:

- "1. We have been unable to satisfy ourselves that the Council followed proper procedures in respect of the skateboard park. Information has not been provided, despite several requests. Our opinion is, therefore, given subject to this exception. There are no other grounds on which we are qualifying our opinion.
2. All papers relating to transactions undertaken by the Council should be retained by the Council, so that they can be easily inspected by members of the public in accordance with their statutory rights".

The External Auditor's report was accompanied by a letter which stated that "We are concerned by the failure to provide copies of documentation, which ought to be held at the Council's offices. Whilst we have issued a report, we are now considering whether a report in the Public Interest is appropriate. We, therefore, request that the information we have already requested be submitted to us by 11 November". The letter makes it clear that if a report in the Public Interest is felt to be required, the fees for the External Auditor's work are likely to be in the region of £750 to £1,250; if the information is provided, the fees are likely to be in the region of £200 to £300.

In relation to this matter, the Clerk reported, that as a result of a conversation between Councillor Archer and the External Auditor earlier today, the External Auditor has subsequently stated that the submission of further information by the Parish Council is no longer required.

Members decided

- (1) upon a proposal from Councillor Emery, seconded by Councillor Buckton, that the income of £9,925.00 be noted and that the payments totalling £2,224.73 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 September 2011, together with the month-end figures for each of the preceding six months, be noted;
- (3) the Parish Council's half-yearly financial position be noted;
- (4) to note, and to learn from, the comments made by the External Auditor in respect of the Parish Council's Annual Return 2010/11.

M82/11 Correspondence

(1) Anglian Water update.

Further to minute M55/11 (3), the Clerk reported an e-mail from Anglian Water updating members on the progress of the upgrading works to the sewage treatment works off East Street, Manea.

The e-mail explains that the investigations on how best to mitigate flooding to both the Wisbech Road section of the network incoming to the sewage works whilst minimising any flooding on site have progressed well. However, with thorough analysis, Anglian Water has identified that more complex work is required than first thought, which means that the final delivery date of the project is likely to be October 2012 rather than March 2012, as originally anticipated.

Members decided that the information provided by Anglian Water be noted.

(2) Victim Support - request for a financial donation.

Further to minute M69/11 (2), the Clerk read to members a letter from Victim Support, expressing the organisation's appreciation of the Parish Council's donation towards the cost of providing support to people whose lives have been affected by crime.

Members decided that the content of the letter be noted.

(3) Cambridgeshire County Council's HCV Strategy.

Further to minute M55/11 (2), the Clerk reported an invitation from Cambridgeshire County Council to send a representative of the Parish Council to attend a meeting on 29 November 2011 at Swavesey Village College.

The purpose of the meeting is to give local councils an opportunity to comment upon the strategy prior to its referral to the Cabinet at the County Council for formal adoption.

Members decided that the invitation be noted and that any member wishing to attend would inform the Clerk, so that a place could be booked.

(4) Joint meeting of local councils.

The Clerk reported an e-mail from Welney Parish Council, offering to host a joint meeting of local councils in January or February 2012 and inviting local councils to suggest agenda items for such a meeting.

Members agree with the view of Welney Parish Council that these joint meetings have proved very useful in the past in sharing best practice and problem solving.

Members decided that

- (1) The offer of Welney Parish Council to host the next joint meeting of local councils be noted;
- (2) they are keen for Manea Parish Council to remain involved in these joint meetings;
- (3) they would give thought to potential agenda items for this meeting, to enable them to be forwarded to the Clerk to Welney Parish Council.

M83/11 Parish Council and community projects and initiatives

(1) Quality Parish Councils scheme

Further to minute M70/11 (1), Councillor Buckton informed members that there had been no further developments in this matter since the last meeting.

Members decided that the current situation be noted.

(2) Community-led plan for Manea

Further to minute M70/11 (2), the Chairman reported on the latest position regarding the development of a new community-led plan for Manea. He informed members that, at its last meeting, the Manea Action Plan Group had studied copies of plans produced by a number of other communities (including Gorefield and Swavesey) and agreed that the focus of its next meeting would be the production of a questionnaire.

The Clerk reported a letter from the Manea Action Plan Group, expressing its appreciation of the Parish Council's contribution of £250.00 towards the cost of this exercise.

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

(3) Queen's Diamond Jubilee 2012

Further to minute M70/11 (3), the Clerk reported receipt of an information pack in relation to the Queen's Diamond Jubilee Beacons scheme, which is being promoted, by the Department for Culture, Media and Sport, as a means of celebrating the Queen's Diamond Jubilee.

The scheme aims to achieve 2,012 beacons being lit - throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and the Commonwealth – between 10.00 pm and 10.30 pm on 4 June 2012.

Members decided that the situation be noted and that the information pack be forwarded to Councillor Lockett.

(4) New pavilion for Manea

Further to minute M7/11, Councillor Buckton informed members that planning permission for the new pavilion had now been granted by Fenland District Council.

The Clerk reminded members of the outstanding information required by Fenland District Council in support of the Parish Council's application for Rural Capital Grant funding; that information being:

- A breakdown of foreseeable costs for the new pavilion from the architect
- A business plan for the project.

Members decided that

(1) the grant of planning permission be noted;

(2) Councillor Jolley would arrange, via the agent acting on behalf of the Parish Council, the submission of an application to Fenland District Council for Building Regulations approval;

(3) Councillor Jolley would provide the information required by Fenland District Council in relation to the application for Rural Capital Grant funding.

(5) Manea Youth Bus

Further to minute M47/11 (4), Councillor Buckton informed members that there is currently no activity in relation to this initiative and that he and Councillor Archer had recently attended a meeting with officers at Fenland District Council with the aim of addressing this situation.

It is clear that this initiative requires promotion and, with this in mind, it is being suggested that a specific trip be organised, to take place in the run-up to Christmas. Councillor Buckton informed members that both Fenland District Council and the Fenland Youth Council would provide funding towards the cost of the trip and he invited Manea Parish Council to make a contribution also.

Members decided that efforts to promote the Manea Youth Bus initiative be supported and that a sum of £250.00 be made available as a contribution towards the cost of a pre-Christmas trip, of the nature described by Councillor Buckton.

M84/11 Development adjacent to Charlemont Drive, Manea

Councillor Jolley mentioned building work which had commenced on land adjacent to Charlemont Drive (on the former International Logistics site), which he believes does not have planning permission.

Members decided that this matter be referred to the Planning Compliance Team at Fenland District Council.

(The Chairman agreed to this item of business being discussed as a matter of urgency to enable this matter to be addressed as a matter of priority)

M85/11 Street Pride

Councillor Buckton mentioned that the Street Pride sites in the village require attention and that, consequently, Janette Milner, Street Pride Co-ordinator at Fenland District Council, would be looking to both get work underway and recruit additional volunteers.

Members decided that the information reported by Councillor Buckton be noted.

(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the Parish Council to kept informed of developments)

M86/11 Planning enforcement

The Clerk reported information provided by the Compliance Team at Fenland District Council in relation to enforcement investigations/cases in connection with the following sites in Manea:

- the travellers' site at Byall Fen Road
- 31A Station Road
- 57A Station Road
- Land west of 49-53 Station Road.

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

M87/11 Charlemont Drive

Further to minute M66/11(1), the Clerk reported on information provided by Fenland District Council in relation to the current adoption situation at this estate.

Fenland District Council confirms that it is still progressing all of the actions agreed previously and that it will take on responsibility for grass cutting of the public areas as soon as the ownership of the land is determined.

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

M88/11 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 21 November 2011, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 8.50pm

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

Date:.....