

MANEA PARISH COUNCIL

MINUTES OF MEETING

18 JULY 2011 – 7.00 pm.

Present: Councillor Emery, Chairman; Councillors Archer, Buckton, Cole, Mrs Desborough, Lockett, Risbridger and Woodard.

Apologies: Councillor Jolley.

Present: PCSO Marie Bailey.

The minutes of the meeting of 20 June 2011 were confirmed and signed.

M29/11 The Mrs W Palmby

Further to minute 13/11, the Chairman presented Mrs Palmby with the gift purchased for her by Manea Parish Council.

In making the presentation to Mrs Palmby, the Chairman expressed Parish Council members' appreciation of her services to both the Parish Council and to the residents of Manea.

M30/11 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.

Councillors Buckton and Lockett each made an amendment to their register entries.

M31/11 Matters arising from minutes of last meeting

(1) Open space at Station Road/Jolley Close, Manea (minute M18/11 (1))

The Clerk reported the response from the administrators of the former Hazelmere Homes (BDO LLP) to his enquiry regarding an estimate of the legal costs that the Parish Council would need to meet if it wished to pursue this matter.

The solicitors acting on behalf of BDO LLP have estimated the legal costs to be £1,500 plus disbursements.

Members remain keen that this area of open space be acquired, to provide a community facility at the heart at the village.

Members decided that

(1) the Parish Council would continue to pursue acquisition of this area of land and, consequently, agree to meet the administrator's legal cost in this matter;

(2) the Clerk would inform Fenland District Council of the Parish Council's wish to progress the transfer of this area of open space to Manea Parish Council and enquire as whether the District Council would be able to make a contribution towards the legal costs involved;

(3) provided that the land transfer takes place, the Parish Council would seek contributions towards the costs from residents and groups within the village.

(2) Manea Gala (minute M27/11)

The Clerk reported that he had obtained advice from the Society of Local Council Clerks (SLCC) as to whether it would be feasible/lawful for the Parish Council to purchase a marquee and then re-sell to the Gala Committee (net of VAT), as a way of supporting the community by saving the Gala Committee the VAT on the purchase; the advice given is that an act would be unlawful.

Members decided that the information obtained by the Clerk from SLCC be noted.

M32/11 Neighbourhood policing issues

PCSO Marie Bailey, of the Chatteris and District Neighbourhood Policing Team, attended the meeting to update members on crime and disorder issues in Manea.

PCSO Marie Bailey informed members that there are no real issues of concern in the village and that, in relation to the Policing priority agreed at the most recent Chatteris and District Neighbourhood Panel meeting (anti-social behaviour at Manea playing field and surrounding area), no anti-social behaviour has been witnessed by the Neighbourhood Policing Team.

Members decided that

- (1) the information from PCSO Marie Bailey be noted;
- (2) they have no particular issues, other than the graffiti at the skateboard park (minute M33/11 refers (2)), at this time to be referred to the Neighbourhood Policing Team.

M33/11 Playing Field and play area issues

- (1) Annual ROSPA inspection report – Further to minute M20/11 (1), Councillor Archer informed members that this report is still being circulated among Parish Councillors.

The Chairman reported a request from the Chatteris Children's Centre for hire of the playing field and pavilion on 3 August 2011 (between 10.30 am and 12.00 noon).

The Chairman mentioned that a soil pipe at the rear of the pavilion is broken and requires repair; he offered to undertake the necessary work.

Members decided that

- (1) the ROSPA report should continue to be circulated among Parish Councillors, to enable a schedule of agreed works to be produced at the next meeting;
- (2) the request from the Chatteris Children's Centre for hire of the playing field and pavilion on 3 August 2011 be approved and that no charge be levied in that regard;

- (3) Councillor Emery would undertake the repair works to the soil pipe at the rear of the pavilion.
- (2) Skateboard Park – Further to minute M20/11 (2), the Chairman reported that he is still awaiting a comparison quotation from a local electrical contractor for the cost of providing a CCTV camera and associated lighting at the skateboard park.

The Clerk reported that Fenland District Council is making arrangements to provide, on a free-of-charge basis, a “surplus” waste bin for the Parish Council to install at the skateboard park.

Members mentioned graffiti which had been carried out at the skateboard park. PCSO Marie Bailey suggested restorative justice, to be arranged by the Constabulary, as a way of achieving both removal of the graffiti and ensuring that the culprits “pay” for their actions.

The Chairman reported a request for the provision of a gate between the skateboard and the multi-sports area. Members could see no positive benefits of making such provision.

Members decided that

- (1) the current situation be noted;
- (2) the suggested approach to dealing with removal of the graffiti be supported;
- (3) the request for the provision of a gate between the skateboard and the multi-sports area be refused.

M34/11 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) Change of use of work place (Classes B1, B2 and B8) to a 1-bed single-storey annexe, involving the erection of a single-storey rear conservatory to existing building, at 62 Charlemont Drive, Manea – F/YR11/0494/F (applicant: Mrs J Wardle).

That the application be supported.

- (2) Modification of Planning Obligation attached to planning permission F/YR01/0086/O at Biggins House, Fallow Corner Drove, Manea – F/YR11/0504/PLANOB (applicants: Mr and Mrs D Cole)

That the application be supported.

In addition, the Local Planning Authority be informed of the Parish Council's awareness that one of the applicants is a member of Manea Parish Council

(Councillor Cole declared his personal and prejudicial interest in this application, by virtue of being one of the applicants for the proposal, and retired from the meeting for the duration of the discussion and voting thereon)

(Councillors Emery and Woodard declared their respective personal interest in this application, by virtue of a friendship with one of the applicants for the proposal)

- (3) Erection of 4 x two-storey, 4-bed dwellings with garages on land south-west of 100 Westfield Road, Manea – F/YR11/0522/F (applicant: Mr D Morris)

That the application be supported and that, if possible, any planning permission granted be subject to the imposition of a Section 106 Planning Agreement requiring a financial contribution towards the provision of leisure/recreational facilities within the village.

M35/11 Manea Pit

The Clerk informed members that the meeting of the Sub-Committee scheduled for 20 July 2011 had been postponed, at the request of its Chairman (because of a clash with another meeting which would involve some members of the Sub-Committee), and that consultation to identify a suitable alternative meeting date is underway.

The Clerk reported an e-mail from a member of the public concerning an incident of vandalism to a bench at the picnic area.

Members decided that

- (1) the current situation regarding the next meeting of the Sub-Committee be noted;
- (2) certain members of the Parish Council would arrange repair of the damaged picnic bench;
- (3) Councillor Emery would contact a local electrical contractor to discuss options (including likely costs) for installing a CCTV camera at the picnic area.

M36/11 Finance

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

Income

P Catling	Carp Syndicate fees	£2,100.00
Manea Allotment Association	Allotment rent	£270.00
Fenland D C	Concurrent Functions grant – first half	£1,955.00
Cambridgeshire County Council	Verge cutting 2011	£593.73
Manea United Strikers FC	Hire of playing field	£240.00
Total Income		£5,158.73

Expenditure

Public Works Loans Board	Loan re-payment	£95.39
SLCC	Membership renewal 2011 (cost shared equally with Elm PC)	£67.50
M Short	First half-year Caretaking wages	£390.00
B J Short	Plumbing repairs at pavilion	£20.00
Anglian Water	Water at cemetery	£31.09
Clever Curves Ltd	Repair to skateboard park	£264.00
Manea PCC	Hire of Church Room – 14/02/11	£40.00

	and 20/06/11	
SLCC – CiLCA Management	Clerk's registration fee	£150.00
G Fowler	Cesspit emptying	£70.00
Mrs A Ryman	Wages and expenses	£77.66
T Jordan	Salary (less income tax of £96.15), Broadband and other expenses	£445.68
E Mason and Son Ltd	Seeding etc work to land adjoining Manea Pit	£692.29
E Mason and Son Ltd	Grounds maintenance: May and June 2011	£1,921.62
Total Expenditure		£4,265.23

In addition, the Clerk reported to members on the levels of funding held within the Parish Council's bank accounts as at 30 June 2011 (in the total sum of £51,883.54).

Further to minute M10/11, the Clerk informed members that the External Auditor has sought additional information in relation to the tendering process and grant aid situation in respect of the skateboard park; the auditor will not "sign off" the Parish Council's 2010/11 accounts until this information is provided. The Clerk has asked Councillor Archer, who led on this project, to provide the information that is being sought by the External Auditor and this is awaited.

Members decided

- (1) upon a proposal from Councillor Archer, seconded by Councillor Lockett, that the income of £5,158.73 be noted and that the payments totalling £4,265.23 be authorised;
- (2) that the levels of funding held within the Parish Council's bank accounts as at 30 June 2011 be noted;
- (3) Councillor Archer would provide to the Clerk the information required by the External Auditor in relation to the skateboard park.

M37/11 Correspondence

- (1) Working together for Fenland residents.

The Clerk read to members a letter from the Leader of Fenland District Council (FDC), explaining FDC's desire to both share with Town and Parish Councils the District Council's future aspirations and future opportunities for closer working to deliver better outcomes for Fenland residents.

To this end, FDC proposes scheduling a series of meetings in September 2011 for the purpose of engaging with local councils in the district; dates and venues to be circulated by FDC in due course.

Members decided that the content of the letter be noted.

- (2) Cambridgeshire County Council's new Local Speed Limits Policy.

The Clerk reported receipt of a leaflet produced by Cambridgeshire County Council entitled "Your Community – Your Speed Limit: a guide to how local communities can change speed limits".

The leaflet sets out the County Council's new approach, following a change of policy in the light of the Localism agenda, to changing or extending speed limits on roads within Cambridgeshire.

The new policy allows communities to be able to decide upon the setting of local speed limits, provided that they are willing to meet the costs involved; these costs would relate to the necessary consultation/advertisement process, the legal process of making a new Traffic Order and the purchase and ongoing maintenance of speed limit signs.

Members discussed briefly the existing speed limits in and around the village and do not consider there to be a need currently to seek to change them.

Members decided that Cambridgeshire County Council's new Local Speed Limits Policy be noted.

(3) Manea's new Community-led Plan.

The Clerk reported an e-mail from the Secretary of the Manea Village Plan Group, requesting the views of Manea Parish Council as to the successful outcomes from the Village Plan produced in 2002.

Members decided that the Parish Council response to this request would be through Councillor Emery arranging to meet with the Chairman of the Manea Village Plan Group to discuss the matter in advance of the group's next meeting.

(4) Water main renewal – Station Road, Manea.

Further to minute M153/10 (2), the Clerk reported an e-mail from Anglian Water, informing the Parish Council that the commencement date of the water main renewal scheme for Station Road, Manea is 25 July 2011 but there would be a presence, by the contractors (Balfour Beatty Utility Solutions) and Anglian Water operational staff, on site during week commencing 18 July 2011.

The e-mail summarised the nature of the work involved, made the point that water supply interruptions would be kept to a minimum, gave a commitment that there would be effective communications with those residents affected and stated that the work is programmed for completion within 16 weeks.

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

(5) Queen Elizabeth II Fields Challenge.

The Clerk reported a letter from Cambridgeshire ACRE, detailing the Queen Elizabeth II Fields Challenge.

The Challenge, which is being organised to mark the Queen's Diamond Jubilee in 2012, will protect permanently a network of 2,012 outdoor recreational spaces across the United Kingdom.

Under the Challenge, local authorities are invited to submit sites that they would be happy to protect permanently as a community asset. The deadline for submission of nominations is 16 September 2011.

The Challenge offers two benefits:

- Protection of the land – once a field becomes a Queen Elizabeth II Field, the land is protected in perpetuity, meaning that it cannot be sold or compulsory purchased; the protection is by way of a Deed of Dedication; there may well be pressure applied to local authorities in the future to sell or use for other purposes any field which does not benefit from protection.

- Funding – once becoming a Queen Elizabeth II Field, the Parish Council would be eligible for BIFFA Funding and, in the future, funders will be looking for security of tenure before awarding grant funding; by having Queen Elizabeth II Field status, funders are assured that their investment will be well used and not lost if the field ceased to exist in a few years time.

Members decided that the Clerk would seek further information from Cambridgeshire ACRE as to the benefits of this project to enable a decision be made at the next meeting as to whether or not the Parish Council should make a nomination under the Queen Elizabeth II Fields Challenge.

(6) Opportunities to develop Playing Fields and Open Spaces in Cambridgeshire and Peterborough.

The Clerk reported details of this funding event/workshop, which is being held at the Community Centre at Over on 27 July 2011.

Councillor Archer indicated that he may be able attend this event on behalf of Manea Parish Council.

Members decided that the purpose and details of the event be noted.

M38/11 Open Forum - Manea Pit

A local resident informed members of an incident which took place on the evening of 16 July 2011 at Manea Pit, involving him and a group of anglers.

The resident stated that he was subjected to threatening behaviour and inappropriate language from the anglers while he was walking his dogs around the pit area and that, when he returned to his car, he found that dog excrement had been smeared on the door handles. He informed members that other dog owners in the village who walk their dogs around the pit are experiencing the same hostile treatment from the anglers.

Members noted the comments made by the resident and decided that the matter be referred to the next meeting of the Sub-Committee for consideration as to how to address the issue (possibly by way of a reminder to Carp Syndicate members of the requirement within the syndicate rules to behave in a courteous manner). In addition, PCSO Marie Bailey undertook to investigate the incident.

M39/11 Quality Parish Councils scheme

Further to minute M26/11, Councillor Buckton reported further on issues relevant to Manea Parish Council seeking to become a Quality Parish Council, namely:

1. he had produced a draft Manea Parish Council Community Engagement Strategy, copies of which he circulated to members for consideration.
2. he had produced a number of example notices, giving various pieces of information (such as meetings procedures, councillors' contact details etc), for display in the Parish Council notice board and at other suitable locations (including the doctor's surgery) around the village, copies of which he circulated to members for consideration.
3. subject to members' agreement, he proposed producing, soon after each meeting, a single-sheet summary of the issues considered at Parish Council meetings; this would be made available for the public to read at a number of locations around the village.

4. In his view, the Parish Council should consider the provision of an additional notice board in the village; one board for use by the Parish Council and another for use by the community. In addition, Councillor Buckton suggested that the Parish Council should produce a folder, to be available at the doctor's surgery, containing various pieces of Parish Council and community information (such as Parish Council agendas and minutes, councillors' contact details, details of progress on projects, forthcoming community events etc).

Councillor Buckton responded to other members' questions in relation to the information that he had reported and the documents that he had circulated.

With regard to 4 above, some members stated their belief that the local GP had indicated in the past that he would be prepared to provide a community notice outside the surgery.

Members supported Councillor Buckton's suggestion that he takes control of the Parish Council notice board - which is currently used by the Primary School also – to ensure that the content remains up-to-date and is relevant to the business and activities of the Parish Council.

The Clerk, Mr Jordan, reported that he had completed the registration form for the Certificate in Local Council Administration (CiLCA) and he was aware that as a result of the Chairman's conversation with the Chairman of the other Parish Council by which Mr Jordan is employed as Clerk (to ascertain whether or not that council would be prepared to share the cost of registration for CiLCA), the other Parish Council will be considering, at its meeting on 19 July 2011, whether to share the cost of the Clerk's CiLCA registration.

Members decided that

- (1) the information reported by Councillor Buckton and the Clerk be noted;
- (2) the documents produced and the suggestions made by Councillor Buckton, detailed at 1 - 4 above, be approved;
- (3) with regard to notice boards provision and accessibility, Councillor Buckton would assume "management" of the current Parish Council board and Councillor Emery would have discussions both the school and the doctor's surgery regarding the current board and the possibility of an additional board respectively.

M40/11 Street lighting

Councillor Emery mentioned that he had reported two faulty street lights – FPC1 at Orchard Close and FPC2 on High Street – to the County Council's fault reporting telephone number. He stated that the person with whom he spoke informed him that the lamps could not be repaired at the moment as the County Council currently has no contractor to undertake this work.

Members were surprised to hear this and supported the Clerk's suggestion that he seeks clarification from the County Council.

Members decided that the Clerk would ascertain from the County Council whether

- (1) the situation explained to Councillor Emery in relation street lamp repairs is correct;
- (2) in the event that the situation is correct, an alternative option would be for the Parish Council to arrange the works and re-claim cost from the County Council.

(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the issue to be pursued without delay)

M41/11 Manea Youth Bus

Some members mentioned that they had read in the local newspaper details of the launch of the Manea Youth Bus project.

Given that the Parish Council had "signed up" to lend its support this initiative, at minute M81/10, members were both surprised and disappointed not to have been informed by Fenland District Council formally of the launch of the initiative (rather than reading it in the newspaper).

Members decided that the Clerk would inform Fenland District Council of their views in this matter, as described above.

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

M42/11 Queen's Diamond Jubilee 2012

Councillor Lockett mentioned a recent letter to the Chairman of the Parish Council from the Leader of Fenland District Council (FDC), in which it states that FDC has allocated a sum of £1,000 (to be available from 1 January 2010) for each Town and Parish Council in Fenland towards a means of celebrating the Queen's Diamond Jubilee. The letter encourages local councils to consider match-funding this sum.

Councillor Lockett sought members' views as to whether the Parish Council wished to participate in the organisation of a celebratory event for the village. Councillor Lockett indicated that he would be prepared to act as the Parish Council's lead member on such an initiative, to liaise with the groups and organisations within the village and to co-ordinate the activity.

Members decided that the Parish Council should participate in the organisation of a celebratory event for the village and that Councillor Lockett be appointed as the member to lead on this initiative.

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

M43/11 Parish Council protocol for planning applications

Further to minute M135/10, Councillor Buckton reminded members of the decision, at minute M135/10, to consider this matter further following the local council elections.

Members decided this item be placed on the agenda for the next meeting of the Parish Council; Councillor Buckton undertook to re-circulate, in advance of that meeting, a copy of the report that he presented at minute M135/10.

M44/11 Parish Council agenda items

Members decided that agendas for future meetings of Manea Parish Council would include, under a single item of "Parish Council and community projects and initiatives" the following matters:

- Reports from District and County Councillors for the parish
- Parish Council and community projects and initiatives; this would include updates on: the Quality Parish Council scheme; Manea's Community-led plan; Queen's Diamond Jubilee celebrations 2012.

M45/11 Next meeting

Members were reminded that the next meeting of the Parish Council has been scheduled for 15 August 2011, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.05 pm

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

Date:.....