

Minutes of the meeting of the Wotton-at-Stone Parish Council held in the Community Hall on Tuesday 16th July 2013

Present: Mr. Michael Smith (Chairman) Mr. John Meischke (Vice-Chairman) after 1950
Mrs. Christine Dinnin Mr. Ian Knight
Mr. David Stock Ms. Emma Waltham
The Clerk (Mrs. Jane Allsop)

Members of public: Gary Turness (until 1937)

1 Apologies for absence

Apologies for absence: Mr. Denis Filer, Mr. Iain Harris, and Mrs. Helen McCash.

2 Public Participation

Mr. Smith welcomed Mr. Gary Turness to the meeting.

Mr. Turness first contacted the Parish Council in March 2013. In his e-mail, Mr. Turness complained about the decision to paint yellow lines in Moorymead Close and the fiasco that has since ensued because only part of the job has been implemented due to parked cars making it impossible for all the lines to be painted. At the March Parish Council meeting, it was agreed that as the e-mail was not a direct complaint at the Parish Council no action was required.

Mr. Turness e-mailed County Councillor Ken Crofton on 4th July because the painting of the yellow lines had still not been resolved. Ken Crofton suggested that he attend the July Parish Council.

Gary Turness was invited to talk to the Parish Council. He explained that the Highway contractors had visited Moorymead Close on numerous occasions and failed to install the yellow lines because of cars parked in the area. He said that this was a complete waste of public money especially as the installation of the yellow lines will not actually resolve the parking problems in the area but push them to other areas in the vicinity.

Mr. Smith explained that the Parish Council was not involved with the request for yellow lines and the person involved had been former district councillor Nigel Poulton. Contrary to Ken Crofton's statement that the Parish Council have a direct contact with Highways, the Parish Council often finds it frustratingly difficult to make contact with them.

Ken Crofton did manage to get an email reply (dated 5th July) from Raj Goutam (Highways) as follows.

'I have made some enquiries and it would appear that works were incomplete due to vehicles parking and blocking access to the work site. Bollards had been left the night before but were moved by commuters I presume so that they could park in the area. Arrangements will now be made to finish the works either one evening or on a weekend when hopefully there will be minimal commuter traffic.'

Mr. Turness said that traffic wardens have visited Moorymead Close. However, they cannot issue parking tickets until the line markings are fully installed and there is authorisation in place. Vehicles are now being parked on the sections of yellow lines that have been installed, because they know that the traffic wardens are powerless to issue tickets.

It was agreed to write to Ken Crofton asking him pursue the installation of the yellow lines with the Highways Department.

Action: M. Smith

Mr. Turness left the meeting.

3 Chairman's/Clerk's Report

None.

4 Declaration of Interests

None.

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 18th June 2013**
Parish Councillors approved the minutes.

Re the minute concerning hedges, Mr. Stock said that although (further to his e-mail on the subject) he seemed to be in a minority of 1 he felt that he had to now repeat that he was unhappy with the wording of the letters sent to residents about their hedges and the time at which they were delivered. He also repeated that the delivery time was not the fault of any particular person.

His understanding was that we had all agreed we should not act as police in this matter but attempt, as with other things, to resolve the issue locally in a friendly manner and hopefully without having to get Hertfordshire Highways involved. Unfortunately, the minute and the letters did not come across this way. This together with the letters being hand-delivered during the evening did result in a very negative reaction from two of the three residents written to (he believed that the third resident may have been aware that the letter was on its way). Mr. Stock could understand this and was sure that some Parish Councillors would have reacted in a similar way.

After further discussion, which included references to problems in the past, Parish Councillors agreed with the points made and decided we should learn from our experiences and now prepare a protocol to ensure that wherever possible all issues concerning problem-hedges are dealt with in a clearly-defined and consistent manner.

Action M. Smith/D. Stock

Mr. Meischke arrived at the meeting.

b) Review of actions

1. Draft a letter to the Police Commissioner for Parish Council approval

This is action point is outstanding

Action: H. McCash

2. Investigate regulations on Gift Aid

This is action point is outstanding

Action: H. McCash

3. Investigate COIF accounts

Mr. Filer was not at the meeting to report on this action point. This item to be placed on the September agenda under Budget and Finance Sub-Committee.

Agenda: B&F 09.13/Action: D. Filer

4. Talk to the Sports and Social Club about the storage facilities at the Community Hall

Refer to item 8 a, Recreation and Amenities Sub-Committee - Outside store - planned changes.

5. Write to Ken Crofton and Hertfordshire County Council re pothole problems in Hazeldell

Mr. Stock said that this action point had not been completed because contractors did start work, albeit for one day only. Although he was pleased to see that the job appeared to done more seriously than in the past, he was somewhat dismayed to see them leave the site and not return; thus leaving many marked-up problem-areas untouched.

Mr. Stock agreed to write to Hertfordshire Highways, yet again, to establish why the work stopped and when we can expect to see it completed so that this long-standing issue can be resolved without further undue delays.

Action: D. Stock

6. Contact East Herts Council re bike ramps on sportsfield

The Clerk contacted East Herts Council to find out if they knew of anyone who would be interested in having the bike ramps. However, they did not.

Parish Councillors discussed the current problem of Youths congregating on and around the bike ramp area, drinking alcohol and breaking glass bottles. Mr. Smith offered to remove the bike ramps and store them in his barn until the Parish Council can decide what to do with them. Parish Councillors agreed with this course of action. Mr. Smith to act accordingly.

Action: M. Smith

7. Arrange an Environment Sub-Committee site meeting on the Lammas

Refer to item 8 a, Environment Sub-Committee - Date of Environment Sub-Committee meeting.

8. Obtain quotation to clear rubbish and cut branches on far side of sportsfield

Mrs. Dinnin said that Adam Welch quotation was e-mailed to all Parish Councillors who agreed to go ahead with the work. However, she was not sure that the work had been completed.

9. Arrange for the repair of the MPPA gate and fence

Mr. Smith said that he has gone the repair work. He had also carried out 12 other repairs to the MPPA fencing. He suggested that a quotation be obtained for the complete repair of the perimeter fencing plus replacement kicker-boards made of high-density wood-effect plastic, which would require no maintenance. This was agreed.

Action: I. Knight

10. Arrange for items at the Community Hall identified in the 6-monthly check to be repaired

Mr. Meischke said that some of the work is outstanding. Mr. Meischke to arrange for the outstanding items to be repaired.

Action: J. Meischke

Parish Councillors agreed to ask John Phillips to keep the toilets open during the school holidays until 1800 each day.

Action: J. Allsop

11. Draft a Parish Council response to the Affinity Water Management Plan

Mr. Knight has e-mailed Parish Councillors his draft response to the Affinity Water Management Plan.

Parish Councillors agreed that this response should now be sent to DEFRA. **Action: I. Knight/J. Allsop**

c) Action points resolved

1. Obtain the name of the applicant who applied for planning permission for the old Mill side
2. Contact the possible owner of the hedge adjacent to the footpath leading to Rivershill
3. Put up a notice on the Parish Council notice boards re the cutting of the above hedge
4. **Ask Bob Adams if he is interested in quoting to varnish the Ornate Village sign**
 Mrs. Dinnin said that she had spoken to Bob Adams who cannot do the work until autumn. Parish Councillors agreed that it would be better for the work to be done before the autumn.
 Mrs. Dinnin to speak to Bob Adams again to find out if he can do the work sooner or if he knows of anyone else who would be able to do the work. **Action: C. Dinnin**
5. Write to planning department re application for Early Years Centre, Clappers Lane
6. Ask Peter Allsop to add the copyright symbol to the Logo on the website
7. Contact Playground fundraising committee re free use of Community Hall
8. Place Parish Council holiday dates on the monthly agenda
9. Contact Watton House Residents Association re commemorative plaque
10. Pass signed audited Community Hall to auditor at McCash and Hay
11. Meet with D. P. Electrics
12. Accept Adam Welch's quotation
13. Write letters re overgrown hedges and trees
14. Give Clerk the location of the overgrown hedges and trees
15. Speak to Bob Adams about Ferreting licenses
16. Ask Ted Brown to clear the gravel gutter and sweep the MPPA
17. Purchase a large kettle and remove the existing water urn
18. Purchase an eye wash and eye wash bath
19. Contact City Roofing Contractors re broken tiles
20. Find out where the recycled bench from the Hockerill/Pump slope was relocated too
21. Reword the logo entry on the Watton-at-Stone website
22. Give copy of old sportsfield lease to Mr. Harris
23. Put up casual vacancy notices
24. Speak to Youth Club volunteers about clearing up grass cuttings that come into the hall

6 Planning

a) Applications

i) 51c High Street (3/13/1140/FP)

Single storey front and two storey side extension

Mr. Stock said that Mr. Harris had looked at this and suggested that we respond with a 'No comment', i.e. because we had no comment on the previous application (which was duly refused) and this new application is similar and presumably takes into account the planners previous objections.

Mr. Stock showed Parish Councillors the plans and explained the relevant details. After discussion, it was agreed that we send a 'No comment' response to East Herts Council. **Action: J. Allsop**

ii) 82 High Street (3/13/1136 ADLB)

New signage for George and Dragon public house - Advertisement consent

This application was discussed with the item below.

iii) 82 High Street (3/13/1137 LB)

New signage for George and Dragon public house - Listed building consent

Mr. Stock read out the following e-mail from Mr. Harris' on the subject.

There are two applications for this, one listed building consent and the other advertisement consent. Given that these are not strictly speaking planning applications, I do not believe the protocol applies. That said I would express the view that having regard to the significance of the George as a Watton "tourist attraction" the application could be noted and I hope endorsed at the meeting.'

Mr. Stock showed Parish Councillors the proposed signage and it was agreed that the Parish Council sends a 'No comment' response to East Herts Council. **Action: J. Allsop**

b) Decisions

i) 47 Hockerill (3/13/0833/FP)

Single and two storey rear extensions and single storey front extension -East Herts Council permission granted

7 Specific items

a) Funding of playground equipment

This item was placed on the agenda in error.

b) Parish Council laptop

Mr. Smith said that the Clerk is experiencing problems with the Parish Council Dell laptop crashing and overheating. The Clerk explained that she worked using two screens, the laptop screen, and a flat screen and often had numerous files open at the same time, often accessing the Watton-at-Stone website to transfer information from computer files to the website. The current computer can no longer cope with the demands required. It uses a lot of power as the fans are often working very hard to keep the machine cool. In addition, the battery no longer holds power for more than 15 minutes.

It was agreed that a new laptop should be purchased. Mr. Meischke to give the Clerk information on a laptop he had recently purchased from Q-Tek computer Centre in Old Stevenage. **Action: J. Meischke**

The Clerk said she would liaise with her son, Peter, to see if the specification of Mr. Meischke’s computer is suitable for her needs. She then agreed to contact Q-Tek Computer Centre for a quotation. The Clerk to pass this quotation to Mr. Smith so that he can forward the details to Parish Councillors for their approval.

Action: J. Allsop

c) Awarding of Parish Council Trophies at the Community service held on 7th July 2013

Mr. Knight presented the Parish Council trophies during the Community Service on Sunday 7th July, as follows.

- The Watton-at-Stone Parish Council Good Citizenship Award was presented to Molly Pinder.
- The Watton-at-Stone Parish Council Outstanding Effort Award was presented to Maddy Wareham.

Keep-sake trophies were presented to the children with the awards.

d) Planning condition for traffic calming at Gatekeeper meadow/Station Road

Mr. Smith said that there are no traffic-calming conditions attached to the planning consent for Gatekeeper Meadow estate off Station Road, although the Parish Council had requested that this should be a condition of granting the application. The only Highways reference in the planning consent is as follows.

‘The applicant is advised that in order to comply with Conditions of this permission it will be necessary for the developer of the site to enter into an agreement with Hertfordshire County Council as Highway Authority under Section 278 of the Highways Act 1980 to ensure the satisfactory completion of the access and associated road improvements including street lighting and Traffic Regulation Orders. The applicant is advised to contact the Eastern Herts Highways Area Office, Hertford House, Meadway Corporate Centre, Rutherford Close, Stevenage SG1 3HL (Telephone 01438 757880).’

Mr. Smith said that recently cars have started parking along the section of Station Road that borders Gatekeeper Meadow especially in the evenings and at weekends. This is causing a hazard to drivers entering and exiting the village, because their visibility is restricted and there is insufficient space for two cars to pass. Mr. Meischke said that this problem probably started when the developer’s temporality stopped residents parking in front of their houses and therefore they started parking in Station Road.

Mr. Smith said that the Parish Council had received an e-mail from Kevin Smith (1 Hazeldell) complaining about the parking situation at the entrance to Hazeldell. It was agreed that the problem of cars blocking the keep-clear road signage at the entrance to Hazeldell needs addressing as children cross at this point on their way to Watton School. It was agreed that this problem should be discussed at the same time as the traffic issues in Station Road and the other roads that adjoin it, namely, Rectory Lane, Glebe Close, Gatekeeper Meadow and Moorymead Close.

It was agreed to request a site meeting between Raj Goutam of Hertfordshire Highways, District Councillor Rik Sharma and County Councillor Ken Crofton and representatives of the Parish Council to discuss traffic issues in the Station Road area.

Mr. Smith to write to Ken Crofton asking him to spearhead an onsite meeting. **Action: M. Smith**

8 Sub-Committees

Budget & Finance

In the absence of Mr. Filer, Mr. Smith reported on the following items.

- **Monthly accounts**

Watton-at-Stone Parish Council	
Petty Cash – Receipts	Petty cash - Payments
None	Ted Brown - strimming
	30.00
	<u>30.00</u>

Cheques issued

Salaries and wages	July 2013	1086.09
St Albans Diocesan	Glebe rent - Allotments	300.00
Frank Cooper	May grass cutting - 7th, 14th, 20th & 28th June	259.20
BDO LLP Ltd	Annual Audit fee	240.00
Adam Welch	1/2 season grass cutting & flower bed maintenance work	1,200.00
Bluebury Contractors	Watton Green and the Lammas grass cutting	1,080.00
Post Office Limited	Tax & NI	195.48
Jane Allsop	copyright fees for Watton Logo	64.00
CDA for Herts	Annual Subscription	30.00
Jane Allsop	Phone calls - April, May, June	70.70
Jane Allsop	My History - 500 sheets Archival quality Permanent Paper	27.90
HCC	5 x 500 sheets copy paper	23.76
Concord Trophies	engraving perpetual and purchase of two keep safe trophies	44.88
Adam Welch		<u>270.00</u>
		<u>4,892.01</u>

Cheques received

Sports and Social Club	hire of sportsfield facilities	350.00
		<u>350.00</u>

Watton-at-Stone Community Hall

Petty Cash – Receipts

Jim Keen – May 2013

30.00

30.00

Petty Cash -Payments

Large kettle

39.99

Gary Smith - window cleaning

58.00

Garden wire for MPPA

6.48

104.47

Cheques issued

Wages	July 2013	420.38
Herts Fire Protection	Annual Fire equipment servicing	172.44
Floodlighting Limited	repair and replace light bulbs	550.80
Hertfordshire County Council	cleaning materials	33.12
		<u>1176.74</u>

Cheques received

Sports and Social Club	hire of the community hall facilities	350.00
River Beane Restoration Association	Pavilion and meeting room	48.00
Watton School	Main Hall and Pavilion hire	787.51
Watton School	Pavilion hire	72.00
Felicitas Dixon	Pavilion hire	14.00
		<u>1271.51</u>

Parish Councillors approved the above payments.

• **3-monthly statement of accounts for the Parish Council and Community Hall**

Mr. Smith read out Mr. Filers report as follows.

• **Parish Council Accounts**

Expenditure - total expenditure of £8476 is near enough to 25% of budget.

- Grass cutting and strimming at 39.2% of budget is high but this is seasonal
- Allotment payments at £300 is one of two annual payments
- Lammas & Watton Green work at £1080 looks high (69.2% of budget) but this is one of two annual cuts.
- Insurance at £725.67 (95.5%0 is again annual

Income

- VAT refund of £1,906.74 was expected in the 2012/13 year and was discussed at a previous Parish Council meeting
- Rubbish collection of £1,341.60 is from EHC and is for the year
- Allotment rents - not collected until September
- 6-months Precept of £16,277 received in 1st quarter

Thus, there is an excess of income of £11662.

The 'reserves' listed at £13589 are inflated by the excess of income over budget (VAT; rubbish; precept and will reduce considerably over the year).

- **Community Hall Accounts**

Expenditure – Total expenditure is £7,128 (i.e. 43.7% of budget)

- PRS music licence of £166 is annual
- Water charges are a bit high at £147.77
- Gas charges of £937.85, but this was for the winter quarter
- Maintenance is twice budget (includes repair to brick wall)
- MPPA maintenance of £550.80 is as we expected
- Insurance and Audit are annual charges.

Income

- Total income for the quarter was £2,978.52 and lower than budget at 18.3%
- Floodlighting is low but perhaps poor weather affected this and also entering a period of longer daylight

Thus, excess of expenditure over income was £4,149.74.

As I have often said, the 1st quarter gives little guide to the years results, so no need for us to worry yet.

- **3-monthly inspection of the Parish Council and Community Hall accounts**

Mr. Smith said that he carried-out the three-month inspection of the Parish Council and Community Hall accounts on the 15th July and the accounts were in good order.

A copy of Mr. Smith's report to be included in the Community Hall and Parish Council accounts for 2013/14.

Action: J. Allsop

- **Completion of the Annual Return of the Parish Council accounts for the year ended 31st March 2013**

The Parish Council has received 'a clean bill of health' from BDO LLP who had carried out the annual statutory approval of the Parish Council accounts.

The Parish Council are now required to display a notice of conclusion of audit on the Parish Council notice board for a period of two weeks.

Action: J. Allsop

Parish Councillors approved BDO LLP's report on the audited accounts for the year ended 31st March 2013.

- **Change of bank signatories on the Parish Council and Community Hall accounts**

It was agreed that the all bank accounts need to have Nigel Poulton removed as a signatory because he is no longer is a Parish Councillor.

Action: J. Allsop

- **New Diocesan lease for sportsfield extension**

It was agreed to ask Alex Porter of Bidwells to instruct the Diocesan solicitor to draw up a draft lease for the sportsfield extension area, which will include the land the new tennis court will stand on.

Action: J. Allsop

Community Hall Trustees

Mr. Meischke reported on the following items.

- **Community Hall lighting**

Lighting will be discussed at the next meeting of the Trustees.

- **Revised meeting date for the Community Hall Trustees**

The Trustees cancelled their meeting for 9th July and rescheduled it for Tuesday 6th August at 1400 in the Community Hall.

Recreation & Amenities

Mr. Knight reported on the following items.

- **MPPA - surface refurbishment**

The bonding and repainting work is due to commence on 1st August.

Mr. Knight said he would be padlocking the MPPA gate for 24 hours, after the work has been done, to allow the surface to cure.

- **Sportsfield - goal mouth area**

Mr. Smith said that the goalmouths are not looking good this year. The ground got very compacted during the winter and although the soil has been turned over to allow better aeration and then re-seeded, it is still sub-standard. He said that next year something needs to be done to improve the top soil.

- **Outside store - planned changes**

Mr. Knight said that the planned changes to the storage at the Community Hall include the following.

- Reduce the size of the external cupboard and increase the size of the internal cupboard area that it back onto.
- Ladies football and tennis club to use the decommissioned toilet for storage.

- The football club to use the reduced size external cupboard, which will have shelving installed and the 5-a-side goal posts will be hung on the back wall.

All the clubs involved welcomed the opportunity to clear out the exterior cupboard space and have the opportunity to have their own spaces.

Mr. Meischke is in the process of obtaining builders estimates.

This item to be discussed at the next meeting of the Community Hall trustees. **Agenda: Trustees 08/13**

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

Mrs. Dinnin said that the Environment Sub-Committee will discuss the rental charges for 2013/14 at its meeting to be held on 24th July.

The Clerk to e-mail Mrs. Dinnin the allotment income and expenditure figures for the past three years.

Action: J. Allsop

- **River Beane/Lammas Project**

Mrs. Dinnin said that Charlie Bell (Living Rivers Officer) has put up notices in the village to find out who owns the Mill site. She would like work to the weir to commence before the end of August and the baffles in the river installed in autumn after consultation with residents.

Mrs. Dinnin said that it would be best for the Parish Council to wait to see what trees work the Environment agency intend to do in conjunction with the other work they are doing in the river before the Parish Council look at any tree works in this area.

- **Hedges in the village**

Refer to item 5 a, Minutes of the last meeting - Acceptance - Minutes of the Parish Council meeting held on Tuesday 18th June 2013.

Mr. Stock felt that that the single Berberis shrub on the right-hand side of the War Memorial garden (as viewed from the front) be removed because it now looks scruffy and is no longer in keeping with his original layout of the site.

It was agreed that the Environment Sub-Committee looks at this, together with other issues re planting around the War Memorial, as part of its meeting on 24th July.

Action: C. Dinnin

- **Date of Environment Sub-Committee meeting**

Mrs. Dinnin said that the Environment Sub-Committee meeting will be held on Wednesday 24th July at 1000 at Community Hall. Part of the meeting will incorporate site visits within village.

b) Routine reports

- i) **Emergency escape lighting tests and manual alarm call tests**

Mr. Meischke and Mr. Smith carried-out the emergency escape lighting tests and manual alarm call tests after the meeting.

- ii) **Monthly village-report**

The Clerk said that she had forgotten to give the Report Book to a Parish Councillor.

Mr. Stock agreed to do the monthly village-report before the September Parish Council meeting.

The Clerk to forward the report book to Mr. Stock in due course.

Action: J. Allsop

Ms. Waltham said that a burnt-out moped on the Great Innings basked ball court has now been moved to the woods behind the court. Ms. Waltham to check if the moped is still in the woods and if required, the Clerk to ask East Herts Council to remove the moped.

Action: E. Waltham J. Allsop

Note: The Clerk subsequently expressed her concern to Mr. Smith about the Monthly village- report not being carried out until September as it was last done on 16th June. Mr. Smith carried out the inspection on 31st July.

- iii) **Weekly sportsfield**

None

- iv) **Website**

None.

- v) **Website diary**

None.

- vi) **Highway and Lighting faults**

Ms. Waltham agreed to inspect the surface of Moorymead Close regarding concerns raised earlier in the meeting by Gary Turness

Action: E. Waltham

vii) Holiday dates

The following holiday dates were noted.

- Ms. Waltham Wednesday 28th August to Saturday 7th September
- Mrs. Dinnin Thursday 8th to Wednesday 14th September
- Mr. Smith Thursday 8th to Wednesday 14th September
- The Clerk Friday 9th to Sunday 18th August

9 Correspondence received

a) Letter from David Gregory re commemorate plaque for Sir Nigel Gresley

Following the request from David Gregory to erect a commemorate plaque at Watton House in memory of Sir Nigel Gresley, the Clerk wrote to David Griffin, Chairman of Watton House Limited.

David Griffin replied on 16th July as follows.

‘Thank you for your letter dated 10th July informing us of the Parish Council's proposal to apply for an English Heritage Blue Plaque to be erected on Watton House in memory of Sir Nigel Gresley.

I have distributed your letter to all residents of Watton House, and the freeholder, Mr. Abel Smith, requesting their thoughts and opinions of this. Depending on the views expressed, we may need to hold an Extra-ordinary General Meeting of Watton House Limited to reach a decision on this and, therefore, I am unable to give our agreement or disagreement at this time.

As it may take a few weeks to organise any necessary meeting and send you our response, I politely request your understanding on this matter.’

It was agreed to write to David Gregory informing him that the Parish Council are awaiting Watton house response.

Action: J. Allsop

b) Letter from Bob Adams re ferreting

Mr. R. Adams wrote on 29th June as follows.

Please find enclosed the figures for the amount of rabbits and rats dispatched on the following areas of parish land.

- Lammas 49 rabbits 2 rats
- Lammas Paddock 30 rabbits 0 rats
- Allotments 2 rabbits 0 rats.

c) E-mail from Gavin Meikle re parking in Great Innings North

Mr. Smith read out the following e-mail (dated 3rd July) from Gavin Meikle.

‘Good evening,

I am not sure if you are the right people to speak to

Each day I walk to Watton at Stone Train station from my house in Motts Close. In the last year, there has been a marked increase in the number of vehicles parking on the grass verges and pavements in and around Great Innings North. This would not generally be a problem but I have limited vision in one of my eyes as I have a degenerative condition in one of my retinas. My condition is set to get worse over time with the risk that I may lose sight in one of my eyes altogether.

Every day I have to negotiate cars that are parked partly or wholly on the pavement. Is there anything that can be done to reduce the numbers of cars parked on the pavements?’

Ms. Waltham said that the parking situation has got much worse on the Great Innings estate and she is often unable to walk down the footpaths with her double-width buggy because of cars parked on the pavement.

The Clerk said that some time ago, she had been informed by PC Andy Woodward that a car parked on the pavement has to allow enough space for a double buggy or wheelchair to pass.

It was agreed to e-mail PCSO Sally Brooks about the problem and ask her to meet with Ms. Waltham and Gavin Meikle to discuss the problems further.

Action: J. Allsop

d) E-mail from Gary Turness re parking in Moorymead Close

This was discussed under item 2, Public Participation.

e) E-mail from Kevin Smith re entrance to Hazeldell

This item was discussed under item 7 d - Planning condition for traffic calming at Gatekeeper meadow/Station Road.

10 Village organisations

- **Watton-at-Stone War Memorial Hall Management Committee**
Mr. Stock said that he attended the meeting of the War Memorial Hall Management Committee held on 10th July and was pleased to report that things continue to be going well. Although much work has been done to improve the hall, the committee is aware that future work will need to be identified on a short/medium/long-term basis.
- **Watton-at-Stone Scout & Guide Group**
Ms. Waltham said that she had contacted Philip Howell from the Watton-at-Stone Scout & Guide Group informing him that she was their new Parish Council representative. He has agreed to pass her details to the person who organises the Scout and Guide meetings. Mr. Meischke said he would accompany Ms. Waltham to her first Scout and Guide meeting.
- **Watton Youth Drop Inn**
Mr. Meischke said that Ann Poulton has found an old billiard table at her home, which is believed to belong to the Youth Club. Mr. Meischke has agreed to pick it up and will assess if it is worth keeping or should be disposed off. **Action: J. Meischke**
- **River Beane Restoration Association:** Nothing to report.
- **Watton-at-Stone School Governors:** Nothing to report.
- **Watton-at-Stone Neighbourhood Watch:** Nothing to report.
- **Watton-at-Stone Allotment and Garden Association:** Nothing to report.
- **Watton-at-Stone Pre-School Playgroup:** Nothing to report.
- **Watton-at-Stone Sports & Social Club:** Nothing to report.
- **Police Authority:** Nothing to report.

11 Items for Parish News

There were no items for inclusion in the September 2013 issue of the Parish News.

12 Co-option of a Parish Councillor

The Parish Council only received one application for co-option onto the Parish Council from Margaret Stanley.

Iain Harris and Denis Filer e-mailed their full support for the co-option of Margaret Stanley.

Parish Councillors present unanimously co-opted Margaret Stanley onto the Parish Councillor.

The Clerk to notify Margaret Stanley accordingly

Action: J. Allsop

Write to East Herts Council returning officer notifying them of Margaret Stanley's co-option.

Action: J. Allsop

- **The meeting closed at 2137.**
- **The date for the next Parish Council meeting is Tuesday 17th September 2013.**