

**Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 16<sup>th</sup> June 2015**

<b>Present:</b>	Mr. Michael Smith (Chairman)	Mr. John Meischke (Vice-Chairman)
	Mr. Ian Knight	Mrs. Helen McCash
	Mrs. Margaret Stanley	Mr. David Stock
	Dr. Emma Waltham	Mrs. Jane Allsop (Clerk)
<b>Members of public:</b>	John Love (until 1954)	
	District Councillor Mike Freeman (from 1935 to 2005)	
<b>Police:</b>	Sergeant Duncan Wallace and DC Kirsty Richardson (until 1937)	

**1 Apologies for absence**

Apologies for absence: Mrs. Christine Dinnin and Denis Filer.

**2 Public Participation**

• **Police report by Sergeant Duncan Wallace**

Mr. Smith welcomed Sergeant Duncan Wallace and DC Kirsty Richardson to the meeting.

Sergeant Wallace handed round the crime statistics for May and June 2014 and 2015. He then explained them to Parish Councillors in detail.

Parking issues in the village were discussed. Parish Councillors asked for clarification re vehicles being parked on pavements. Sergeant Wallace said that vehicles could be parked on the pavement provided there is enough room (i.e. 1 metre) for a double- buggy or a wheelchair to pass.

Mr. Stock asked for confirmation that the rules for obstructions also apply to household rubbish/recycling bins being left out on the pavement (e.g. in some instances for several days). Sergeant Wallace did so and said that owners should remove their bins from the pavement no later than the day after it was emptied by the refuse collectors.

Sergeant Wallace and DC Kirsty Richardson are arranging for a poster to be designed by the School which says ‘please don’t obstruct our way to school’.

The speed-kill team, headed up by Mike Freeman, will be allowed to issue police parking leaflets to anyone parking irresponsibly. Parish Councillors might also be sanctioned to issue these notices.

Police are having to deal dog-related crimes on a daily basis.

Sergeant Wallace said that the police do not currently see the Great Innings Play area as a problem.

Dr. Waltham said that when she met with local residents to discuss the proposed tree planting in the area, they said that they had stopped reporting incidents to the police because they felt despondent and that it was making no difference, and East Herts Council was not interested in putting right the problems they have created on the play area. The blue fencing is very noisy when balls are bounced against it and the seating arrangements makes the youngsters shout across to each other. Sergeant Wallace said he would be happy to be involved in resolving the problems.

Mr. Meischke suggested that a meeting be arranged with East Herts Council and Sergeant Wallace will try and help persuade them to remove the offending seating. Dr. Waltham suggested that the play area could be locked at night. However, after discussion it was agreed that this was not a practical solution. It was suggested that when the planned tree-planting matures, it may help deaden the noise coming from the play area.

Dr. Waltham to contact Ian Sharratt, East Herts Council, to arrange a meeting. **Action: E. Waltham**

• **Mr. John Love re allotments**

Mr. Love said that the allotment holders are amazed at the large size of the water tank but were very pleased that it had been installed. However, the tap size is still too large for watering cans. Mr. Smith agreed to install a reducer. **Action: M. Smith**

Some of the Allotment holders thought the tanks were going to be dipping tanks and were very pleased to find that they were lidded tanks. They had originally been concerned that animals or children could have fallen in them.

Mr. Love said that there is a rat problem on the allotments and identified the areas of concern. Mr. Smith told him that there has also been a rat problem on the sportsfield adjacent to the play area and the Parish Council have been using Fred Burnell to control the rat population in that area.

Mr. Love said that the other problem on the allotment is the rabbits. The Allotment holders have been working with Roger Bridges, who is licensed by the Parish Council to ferret the allotments, and he has done a first class job of reducing the rabbit numbers. There are two areas with rabbit problems, the nature

reserve at the Church end of the allotments and Glebe Court, who are allowing the rabbits to run wild in their garden.

- **District Councillor Mike Freeman – Mobile Library service**

District Councillor Mike Freeman said that HCC would be stopping their mobile library service in October this year. The proposal is for library users to order their literary requirements and these will be available for collection at a central pick up point. Mike Freeman suggested that the Community Hall would make an ideal pick-up point and asked if Parish Councillors might consider this option. Tea and coffee could be served during collection times allowing residents to have time to chat with each other making it a social weekly event. Second hand books could also be available to purchase. Mike Freeman suggest that people who are currently using the service could be canvased about the idea and the driver could be given leaflets to hand out to the mobile library customers in Watton-at-Stone.

Mr. Stock said he liked the social aspect that collecting books from the Community Hall could create.

Parish Councillors agreed that they would accept the idea in principle and see how the ideas evolve before giving their final seal of approval.

- **Land at Walkern Road**

Mike Freeman said that he saw two men in Hi-Vis jackets doing road topography in Walkern Road and stopped to talk to them. They said that the new owner of the land at Walkern Road, between 25 Walkern Road and the bypass bridge, had asked them to carry out a feasibility survey from the site entrance and exit onto Walkern Road re its potential development for housing. They informed Mike Freeman that their report will contain suggestions for a footpath around the culvert, opposite 21-25 Walkern Road. This would create a pinch point in the road thus slowing traffic down entering and exiting the village.

- **The HCC Yard in Station Road**

Mr. Smith said that he had asked HCC if they would be willing to release the ‘Yard’ in Station Road for development. HCC do not own the piece of land that fronts the site from the road to the Yard’s entrance. HCC believe the railway company might own it. The Clerk said that when Moorymead Close was built, it was agreed that access to any development of the ‘Yard’ would be at the rear of the car park adjacent to the first set of flats (24-28 Moorymead Close).

- **Football pitches**

HCC is considering the release of the land that had been set aside for a new doctor’s surgery, but is no longer required for that purpose, to the school for two new football pitches. The adjacent wooded area would be designated a nature reserve.

Mr. Meischke said that Chairman of the Governors, Charles Clark, had shown him the plans.

Mike Freeman said he was looking at Community grants towards this school project.

### 3 Chairman's/Clerk's Report

None.

### 4 Declaration of Interests

None

### 5 Minutes of the last meeting

#### a) Acceptance

- **Minutes of the Annual Parish meeting held on Tuesday 19<sup>th</sup> May 2015**  
Parish Councillors agreed that the minutes be approved.
- **Minutes of the Parish Council meeting held on Tuesday 19<sup>th</sup> May 2015**  
Parish Councillors agreed that the minutes be approved.

#### b) Review of actions

1. **Chase HCC asking them re reinstate the Station Car Park sign in Station Road**

The Clerk said that she e-mailed Chris Simpson (Senior Engineer, Development Management, HCC) asking for an update on the reinstatement of the Station Car Park sign. He in turn e-mailed Malcolm Nicholls (Barratt Homes) asking for an update.

The Clerk to continue chasing until the sign is installed.

**Action: J. Allsop**

2. **Speak to the Chairman of the School Governors re Parish Council representative**

Mr. Meischke said that following discussions with Mr. Charles Clark (Chairman of the School Governors) he had agreed in principal that Mrs. Dinnin could be the Parish Council representative to Watton-at-Stone School. However, Mr. Clark will be speaking to the headmistress before this appointment can be approved.

Mr. Meischke to keep in contact with Mr. Clark for an update.

**Action: J. Meischke**

3. **Contact school re dog-warden visit**  
Dr. Waltham said that this action is outstanding but she would contact the school within the next few days.  
**Action: E. Waltham**
4. **Contact East Herts Council Dog Warden**  
The Clerk said that she would contact the Dog Warden after Dr. Waltham finds out if the school is interested in having a visit.  
**Action: J. Allsop**
5. **Write to Thames Water re sewage pipe running across sportsfield and adjacent to Community Hall**  
This action point has been completed.
6. **Purchase a Glasdon litterbin with bate station.**  
The Jubilee litterbin is on order from Glasdon UK Limited.
7. **Install additional litterbin on the sportsfield side of the car park**  
This item cannot be completed until the Glasdon litterbin has arrived.
8. **Put some money in reserves for renewing the MPPA fencing**  
Mr. Filer was not present at the meeting to report on this item.  
**Action: D. Filer**
9. **Act on Jeff Hughes instructions re the election or co-option of an additional Parish Councillor**  
The Clerk read out the following notice supplied by East Herts Council, which she has put up on all three of the Parish Council notice boards in the village.  
**‘Notice of Vacancy**  
In the office of councillor for the parish council of Watton-at-Stone  
Notice is hereby given that a vacancy has occurred in the office of Parish Councillor for Watton-at-Stone Parish Council under the provisions of section 83 of the local government act 1972.  
An election to fill the vacancy will be held if notice in writing of a request for such an election is made by ten local government electors for the Watton-at-Stone Parish Council electoral area and received by the returning officer of the East Hertfordshire District Council at Wallfields, Pegs Lane, Hertford, Herts., SG13 8EQ by not later than 3 July 2015.  
If an election is not requested by ten local government electors as aforesaid, the vacancy will be filled by the Parish Council as soon as practicable after 3<sup>rd</sup> July 2015.  
Dated this 15th day of June 2015.’  
It was agreed that the Clerk contact Jeff Hughes directly after 3<sup>rd</sup> July to find out if the Parish Council can fill the vacancy by co-option or if an election is required. If the Parish Council are required to co-opt, the Clerk to advertise the vacancy on the Parish Council notices boards asking interested parties to write to her by Monday 20<sup>th</sup> July. Copies of letters from all applicants to be e-mailed to all Parish Councillors early on Tuesday 21<sup>st</sup> July.  
**Action: J. Allsop**
10. **Upload Parish Council toolkit documents to the Parish Council website**  
The Clerk said that this action is in progress.  
**Action: J. Allsop**
11. **Update Parish Councillors tool kit folders**  
The Clerk said that this action is in progress.  
**Action: J. Allsop**
12. **Produce contents list for Parish Councillors Tool Kit folder and webpage**  
The Clerk said that this action is in progress.  
**Action: M. Stanley/J. Allsop**
13. **Meet with local residents re tree planting adjacent to Great Innings play area**  
Dr. Waltham said she had met with local residents to discuss with them the tree-planting scheme East Herts Council intend to implement. Most were in favour additional planting, however one family would have liked more trees removed.
14. **Monitor how well the new tank is received by allotment holders**  
Refer to item 2, Public participation – John Love re allotments.
15. **Arrange a meeting of the New Homes Bonus Sub-Committee to discuss the way forward**  
Mrs. Stanley to arrange a meeting of the New Homes Bonus Sub-Committee before the July Parish Council meeting.  
**Action: M. Stanley**
16. **Inspect the guttering at the Community Hall**  
Mr. Meischke said that six bottles had been removed from the gutter outside the meeting room and the guttering has been re-clipped in position.
17. **Inspect foliage around dog-waste bin on Walkern Road and take action as required**  
Mr. Smith said that he had strimmed back the overgrown foliage around the dog-waste bin.

**c) Action points resolved**

1. Complete notice of Disclosable pecuniary interest forms
2. Return completed Disclosable pecuniary interest forms to East Herts Council
3. Submit Annual Parish reports and accounts to the Parish News for publication
4. Submit Parish Council's District Plan statement to the Parish News for publication
5. Write to planning department re Builders Yard, Perrywood Lane
6. Write to planning department re Ballacraine, Walkern Road
7. Send a copy of Ben Biggin's e-mails to all Parish Councillors for their comment
8. Give Mr. Stock comments on content of Ben Biggin's e-mails
9. E-mail Parish Councillors response to Ben Biggin's
10. Chase David Burt for a response re Margaret Stanley's report on traffic problems along the High Street
11. Arrange a meeting with Chris Wilkinson (HCC) re A602 improvements
12. Contact East Herts Council re process of setting-up Neighbourhood Plans
13. Sent BDO Annual return and all relevant documentation
14. Give the signed copy of the annual accounts to McCash and Hay
15. Obtain quotations for one replacement mat
16. Carry-out 6-monthly check
17. Instruct East Herts Council to arrange annual playground inspection
18. Submit articles for publication in the Parish News

**6 Planning**

Mrs. McCash reported on the following items.

**a) Applications****i) 15 Beane Road (3/15/1024/HH)**

Single-storey rear extension

Mrs. McCash said that this application is for a small conservatory to the rear of the property and will only be visible to the adjacent property at number 16 Beane Road.

Mr. Knight was unable to contact the residents at 16 Beane Road. However he had spoken to the residents at 12a Beane Road, Jenny and Stuart Allman, who had no objection to the application.

Mrs. McCash proposed a 'no comment' response. This was agreed by Parish Councillors and the Clerk was instructed to respond to the planning department accordingly.

**Action: J. Allsop**

**ii) 62 Great Innings North (3/15/1047/HH)**

Conversion of rear two thirds of garage to living space (retrospective)

Mrs. McCash said that this retrospective application is from the previous owner, who sold the property in 2014. The rear of the garage was converted into living space and East Herts Council confirmed that they did not have to submit a planning application for this garage conversion. However when the sale of property was being executed, the solicitors found out that the deeds for the property had a restricted covenant stating that garages could not be converted into living space for set period of years.

The previous owner then contacted East Herts Council planning department who agreed that if a retrospective application were received it would be granted.

Mrs. McCash proposed a 'no comment' response. This was agreed by Parish Councillors and the Clerk was instructed to respond to the planning department accordingly.

**Action: J. Allsop**

**b) Decisions****i) 37 Moorymead Close (3/15/0419/HH)**

Demolition of existing conservatory and erection of a single storey rear extension and a single storey front extension

- East Herts Council – granted

**7 Specific items****a) Traffic along Station Road**

Mr. Stock asked for a copy of his e-mail to Ben Biggin on 25<sup>th</sup> May outlining our initial reaction to his e-mail dated 19<sup>th</sup> May to be attached to these minutes. A copy of Ben Biggin's e-mail also to be attached. This was agreed.

**See attached**

Michael Stutley (HCC) has e-mailed Mr. Stock to say that Highways are now finalising a feasibility study investigating various areas in the village and would like to meet with Parish Councillors to discuss the options for Station Road.

Mr. Stock to contact Michael Stutley and arrange the meeting accordingly.

**Action: D. Stock**

**b) Traffic along High Street**

Nothing to report, refer to item below.

**c) Report on A602 improvements meeting held on 9<sup>th</sup> June 2015**

On Tuesday 9<sup>th</sup> June, Mrs. Stanley, Mr. Meischke and Mr. Stock met with Chris Wilkinson (Lead Design engineer, HCC) and Darren Granger (Project Manager) at the Community Hall to discuss the proposed A602-improvements and how they would affect Watton-at-Stone.

The Parish Council then responded to the A602 consultation with the following comments.

- **A119 Junction**

WASPC agrees with the proposal to widen the approach to the roundabout from Hertford to improve access the village of Watton-at-Stone. However, WASPC has strong concerns that the increased flow of traffic will exacerbate the serious difficulties which already exist in trying to navigate the High Street, caused by congestion from parked cars and restricted visibility which have already been reported in detail to Hertfordshire Highways. WASPC requests that consideration be given, within the scheme, to include measures to alleviate these difficulties, such as the installation of parking restrictions.

- **Access to Heath Mount School**

Despite the introduction of a new central right-turn lane which will accommodate 8-10 vehicles, WASPC still has serious concerns, especially re peak school-times, about the danger of traffic entering and exiting Heath Mount School and cutting across fast flowing traffic. WASPC suggests that a significantly safer solution would be to introduce a new roundabout at the Whempstead junction, with a fourth exit linking to the old road and subsequently into the school. This would improve safety and the flow of traffic without putting vehicles in the centre of a fast flowing main road.

During the meeting held on 9<sup>th</sup> June, the topic of traffic problems along the High Street were discussed. Chris Wilkinson and Darren Granger are already personally aware of the traffic problems in the High Street. Mrs. Stanley, Mr. Meischke and Mr. Stock discussed the various High Street problems with them and Chris Wilkinson and Darren Granger agreed that if a simple project could be agreed it might be possible to fund its implantation within the A602 improvement funds. However, they did not want to get involved with the design implementation. They suggested that County Councillor Ken Crofton might have funds available for the design phase.

Mrs. Stanley said that her son met a funeral procession when driving a tractor along the southern-end of the High Street and was unable to back up his vehicle to get out of their way because of parked cars in the area. The hearse and the mourners' vehicles all had to back down the High Street to allow the tractor to go by. The funeral company, Austin's, have complained to HCC about the appalling situation in Watton-at-Stone High Street. It must be remembered that this is a rural village and therefore will experience farm machinery travelling its roads, which need to accommodate them properly.

It was agreed that Mrs. Stanley should contact Ben Biggin (HCC) to arrange a meeting to discuss the High Street issues with his design engineer and Parish Councillors. County Councillor Ken Crofton and District Councillor Michael Freeman to be invited to the meeting.

**Action: M. Stanley**

**d) Election/Co-option of a Parish Councillor**

Refer to item 5 b 9, Review of actions - Act on Jeff Hughes instructions re the election or co-option of an additional Parish Councillor.

**e) Neighbourhood Plan update**

Mr. Smith said that there had been only one response to the notice he put in the Parish News requesting help with setting up a Neighbourhood Plan.

He then showed Parish Councillors a flier he had designed and proposed this be sent to all households in Watton-at-Stone. This was agreed.

Mrs Stanley to liaise with the Clerk re the printing of the flier.

**Action: M. Stanley/J. Allsop**

The Scout and Guide Group to be asked if they would be willing to deliver the flier.

**Action: J. Allsop**

If the Scout and Guide Group are unable to deliver the fliers, then Parish Councillors agreed they would do so.

**Action: Parish Councillors**

**f) Ferreting licences**

The Clerk wrote to all three ferreting licence holders. However only Bob Adams has replied.

Mr. Smith read out Mr. Adam's letter (dated 8<sup>th</sup> June) asking to renew his ferreting licenses for 2015/16 season. Results for last year's ferreting are as follows.

Lammas: Rabbits 51 Rats 13

Far Paddock: Rabbits 42

The Clerk to send Mr. Adams his new licences for 2015/16.

**Action: J. Allsop**

The Clerk to chase Roger Bridges and Mr. Phillips to find out if they are interested in renewing their ferreting licences.

**Action: J. Allsop**

**g) Review planning policy including the conversion of garages into living spaces**

Mr. Stock said that at the March 2015 meeting it was agreed to defer reviewing the planning policy until the June Parish Council meeting (after the elections).

Parish Councillors were reminded that the regulations concerning conversion of garages to living areas has been relaxed by the planning department. Also that no planning permission is required for properties in Hazeldell unless there is an alteration to the frontage of that property. The newer properties in Great Innings have a time-limited clause on their deeds which does not allow them to convert their garages.

Mr. Stock to review our current policy re the removal of references to garage conversions. **Action: D. Stock**

It was agreed that future planning applications involving the conversion of garages to a living space etc., will be commented on/objected to if it is felt that they would increase the on-street parking problems within the village.

**h) Flyposting within the village**

This subject was discussed again because of the increasing amount of flyposting within the village (e.g. on lamp posts, telegraph poles, trees, railings, etc.) and its littering-effect. Also many items of flyposting remain long after the date of the event being advertised and add to the negative visual-impact. Furthermore, commercial advertising tends to be large in size and often sited in places that cause a distraction to drivers.

To reduce the problem, the following was agreed by all present.

The Parish Council to ask that posters/notices advertising local events should be:

- of a reasonable size, typically A4
- removed within a week after the event taking place.

Commercial flyposting shall not be encouraged and all adverts shall be removed.

An item on flyposting to be put in the Parish News and on notice boards within the village.

**Action: M. Smith**

**i) Parish Council land**

This item to be deferred to the September Parish Council meeting.

**Agenda: 09/15**

**j) Hedge cutting**

Some of the hedges near the Community Hall need cutting back. The Clerk to e-mail Lindsey Holt (Abel Smith Estate) asking her to resolve the problem.

**Action: J. Allsop**

Some of the planting at the entrance of Watton Place Clinic is overhanging the footpath. Mrs. McCash to contact the Watton Place Clinic accordingly.

**Action: H. McCash**

Mr. Meischke and Dr. Waltham to inspect the hedge at 1 Hazeldell re trees overhanging the footpath and take action if required.

**Action: J. Meischke/ E. Waltham**

Mr. Brett's hedge (5 Old School Orchard) that runs adjacent to the footpath at the back of the George and Dragon does not currently need any work doing. It was agreed to write to Mr. Brett advising him that the Parish Council would like this hedge to be cut back in late July/early August and ask him if he would like the Parish Council to do the work on his behalf and bill him accordingly.

**Action: J. Allsop**

Hedge cutting to remain on the Parish Council agenda.

**Agenda: 07/15**

**k) Parish Council land adjacent to Beane Cottage, Walkern Road**

David and Frances Taylor have accepted an offer on their property, Beane Cottage and the prospective buyers (Mr. and Mrs. Sell) would like to enter into a similar agreement as the one that Mr. and Mrs. Taylor have for use of the adjacent Parish Council land.

Parish Councillors agreed that if Mr. and Mrs. Sell purchase Beane Cottage, they could enter into the same agreement for use of the adjacent Parish Council land. The Clerk to have the new agreement drawn up if/when Mr. and Mrs. Sell purchase Beane Cottage.

**Action: J. Allsop**

## 8 Sub-Committees

### a) Budget & Finance

In the absence of Mr. Filer, Mrs. Stanley reported on the following items concerning the Budget and Finance Sub-Committee.

- **Monthly accounts**

#### Watton-at-Stone Parish Council

Petty Cash – Receipts		Petty cash - Payments	
None		Postage	<u>2.36</u>
			<u><b>2.36</b></u>

Cheques issued		
Wages and Salaries	June 2015	2080.02
AON Limited	Annual insurance premium	754.03
Frank Cooper and Son	5 grass cut	348.00
BSWW Parish News	4-page insert in Parish News	40.00
Blue Bury contractors	Grass cutting - Watton Green and the Lammas	840.00
Jane Allsop	3 months phone calls	80.97
Post Office	NI contributions	<u>155.61</u>
		<u><b>4298.63</b></u>
Cheques received		
None		

#### Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Carla Beach – Pavilion	126.00	HCC – cleaning materials	10.08
Vince Geoff - Main Hall	98.00	Enfield Supplies – light fitting	5.88
Vicki Roos – Meeting room	21.00	Herts Fire Protection – annual service	<u>56.75</u>
Alex Hurt Main Hall and Pavilion	45.50		<u><b>72.71</b></u>
Emily Smith - Main Hall and Pavilion	80.00		
Floodlighting to 30/06/15	20.00		
Environment Agency – Meeting room	18.00		
Environment Agency - donation	<u>2.00</u>		
	<u><b>410.50</b></u>		
Cheques issued			
Wages	June 2015		174.90
Total Contract Cleaners	Cleaning on 2 <sup>nd</sup> , 9th, 16th and 23 <sup>rd</sup> and 30 <sup>th</sup> March		<u>135.00</u>
			<u><b>309.90</b></u>
Cheques received			
Nicola Clowes	Main Hall and Pavilion		46.50
Paula Sutton	Main Hall		217.80
Dots and Tots	Pavilion hire		151.20
Watton Youth Drop Inn	Main Hall and Pavilion		<u>243.00</u>
			<u><b>658.50</b></u>

Parish Councillors agreed the payments.

- **Report and minutes of meeting held on 27<sup>th</sup> May 2015**

Mrs. Stanley reported on the Budget and Finance Sub-Committee meeting held on 27<sup>th</sup> May.

At its May meeting, the Parish Council authorised the Budget and Finance Sub-Committee to deal with the following items.

- **Parish Council Insurance policy**

It was agreed to renew the Parish Council insurance with Aon Limited for a period of one year only. The Budget and Finance Sub-Committee will look at merging the Parish Council and Community Hall policies into one policy prior to the Community Hall insurance renewal in 1<sup>st</sup> April 2016.

This item to be placed on the Parish Council agenda for February 2016.

**Agenda: 02/16**

- **Asset register**

Some modifications were made to the Asset registers and the updated version e-mailed to all Parish Councillors.

- **Bank signatories**

The Parish Council approved the Budget and Finance Sub-Committee recommendations that the Clerk instruct Santander to remove Nigel Poulton as a signatory on all Parish Council and Community Hall accounts. All other bank signatories to remain the same. Mr. Smith to be added as a signatory to the Watton-at-Stone Community Hall Tennis Court Fund. **Action: J. Allsop**

- **Risk Assessment**

This item to be deferred to the July Parish Council meeting.

**Agenda: 07/15**

- **BDO audit**

The Clerk submitted the annual audit papers to BDO, who have asked for an explanation as to why £19,692.80 of money spent on play equipment does not show up on the asset register.

Mrs. McCash proposed that the Clerk e-mail BDO as follows.

‘With reference to the query you raised concerning the Fixed Assets (Box 9) entry. We confirm that the asset value £59,589 is correct. The funds of £19,692.80 were transferred to the Watton-at-Stone Community Hall who purchased the play equipment which is now included on their asset register.

Please note that the Trustees of the Watton-at-Stone Community Hall have to be Parish Councillors. The Watton-at-Stone Parish Council has ownership of the land on which the Play Area and Community Hall stand on.’

This was agreed by all Parish Councillors present. The Clerk to e-mail BDO accordingly. **Action: J. Allsop**

### Community Hall Trustees

Mr. Meischke reported on the following items concerning the Community Hall Trustees.

- **Report and minutes of meeting held on 29<sup>th</sup> January 2015**

Further to previous discussions on the subject and an action point, Mr. Meischke and Mr. Stock prepared a draft Child Safe-Guarding policy. There are no legal implications for the Parish Council or Community Hall to have a Child Safe-Guarding policy, however when children are involved there is a moral implication for us to make members of the public and organisations who hire any part of the Nigel Poulton Community Hall aware of the fact that they have a responsibility for looking after the children in their care.

A copy of the draft Child Safe-Guarding policy was e-mailed to all Parish Councillors for their comments and Mr. Stock subsequently had a conversation with Mrs. Stanley regarding the Parish Council and Community Hall’s requirements to have a policy or not. Mrs. Stanley felt strongly that the Parish Council and Community Hall Trustees can look to promote a safe environment for children but we cannot be responsible for what other organisations do. This was discussed at length and because of this it was agreed that Parish Councillors read the draft Child Safe-Guarding policy again and give their comments/proposals to Mr. Stock within a week. Mr. Stock did suggest that, as a minimum, Parish Councillors could look at clauses 1 to 3 with a view to making this the basis of a policy statement. **Action: Parish Councillors**

- **Development of the Community Hall**

Mr. Meischke asked Parish Councillors to forward any ideas for improving the use of the Community Hall to the Trustees. **Action: Parish Councillors**

The Trustees have agreed to contact the regular hirers and some casual hirers, to ask about their experiences in using the Community Hall facilities and any comments they may have re possible improvements etc. In addition, the Trustees are to establish new ways of finding hirers and to establish the charges made for the use of other halls within our area.

The Community Hall Trustees will have an ad-hoc meeting during the summer to discuss the information they have obtained.

### Recreation & Amenities

Mr. Knight had nothing to report.

### Environment Sub-Committee

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

- **Grass cutting on the Watton Green and the Lammas**

The grass on Watton Green and the Lammas have both been cut.

- **Lammas**

New growth (about three foot high) has appeared on the Willow trees that were severely cut back on the Lammas riverbank earlier this year. Mr. Smith said he would monitor this growth through the summer to see if any additional planting is required or further cutting back is needed.

The six commemorate Elms trees are looking in excellent condition.

Mr. Smith said that he cut the base of ivy growing up an Oak tree at the Walkern Road end of the Lammas earlier this year and the tree has now flourished and is looking in excellent condition. It will however need some dead branches removed in autumn. **Agenda: 10/15**

• **Watton Green**

Mr. Smith said that Mrs. Dinnin had informed him that the railing at Watton Green is down. It was agreed to ask Mark Blacktin to reinstate it. **Action: M. Smith**

The Trees planted on Watton Green last autumn are all looking good with the exception the Beach tree that looks sick.

• **Allotment**

It was agreed that Mr. Smith and Mrs. Dinnin inspect the allotments areas to decide what should be done with the unused areas. In addition, they will inspect the allotment plots to see which plots need cultivating. **Action: M. Smith C. Dinnin**

**New Homes Bonus Sub-Committee**

Mrs. Stanley to arrange a meeting of the New Homes Bonus Sub-Committee before the July Parish Council meeting. **Action: M. Stanley**

**b) Routine Reports**

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

Mr. Meischke to do the emergency escape lighting tests and manual alarm as soon as possible. **Action: J. Meischke**

ii) **Gas and electricity meter readings**

Mr. Meischke said that he would take the gas and electricity readings and text them to the Clerk so she can upload them to our account on the Eon website. **Action: J. Meischke**

iii) **Fire Inspection**

Mr. Meischke reported that the Herts Fire Protection carried out the annual fire equipment inspection on 11<sup>th</sup> June.

Rosemary Brown had not identified any problems during her weekly inspection of the fire equipment.

Mr. Meischke to get her to sign the fire inspection booklet on her return from holiday. **Action: J. Meischke**

iv) **Monthly village-report**

Dr. Waltham completed the report on Friday 12<sup>th</sup> June.

Only the adverse items highlighted in the monthly village-report are minuted.

- **Children’s play area** – the small and large swings need painting.

Mr. Smith and Mr. Meischke to obtain quotations. **Action: M. Smith/J. Meischke**

- **MPPA boundary fence** – needs repairing – refer to item 8 b iv - 6-monthly check of MPPA, Play Area on sportsfield and Community Hall.

v) **Weekly sportsfield**

Ted Brown had been instructed to do some additional weeding and strimming around the MPPA.

vi) **6-monthly check of MPPA, Play Area on sportsfield and Community Hall equipment**

Mr. Meischke and Mr. Stock completed the report on 12<sup>th</sup> June.

Only the adverse items highlighted in the 6-monthly check are minuted.

- **MPPA**

- **Kicker boards:** there are numerous screws that need replacing. Mr. Smith and Mr. Meischke to inspect the kicker boards and replace any screws as necessary. **Action: M. Smith J. Meischke**

- **Floodlighting lamp:** The lamp furthest away from the sportsfield, on the Church Walk side of the MPPA, has a brown patch on the lens. Mr. Meischke said that the damage could have been caused by a poor connection in the lighting-column’s electricity supply. Mr. Knight to investigate and taken action as required. **Action: I. Knight**

- **Notice boards:** Mr. Knight to remove the notice referring to the use of the MPPA in poor weather conditions and arrange for a newly-worded sign to be put up in its place. **Action: I. Knight**

- **Boundary** - soil missing between field and concrete needs filling in. **Action: M. Smith J. Meischke**

- **Community Hall - internal**

- **Pavilion** - Remove ‘Corner seat unit’ from 6-month check schedule. **Action: J. Allsop**

Some of the blinds need repairing. The repair work to be done after the new windows have been installed. This item to be deferred to the September Parish Council agenda. **Agenda: 09/15**

- **Changing rooms** - The showerheads need de-scaling. Purchase de-scaler and ask Rosemary Brown to clean the showerheads. **Action: J. Meischke/J. Allsop**  
The referees changing rooms need clearing.  
Mr. Knight to ask the Sports and Social Club to clear. **Action: I. Knight**
- **Internal notice boards** - The list of Parish Councillors needs to be updated on the internal notice boards
- **Community Hall roof and front wall** - There is staining to the front wall, which is probably caused by damage to the roof tiles. Mr. Meischke and Mr. Smith to investigate. **Action: M. Smith/J. Meischke**
- **Benches** - The seat outside the Counting House, on the High Street needs its front right leg repairing. Mr. Smith to ask Mark Blacktin to repair this seat. **Action: M. Smith**  
Harry's bench on the sportsfield - a branch needs removing from an adjacent tree.  
**Action: M. Smith/J. Meischke**
- **Sportsfield** - Post and rail fence near Harry's bench needs missing fence rails replacing.  
**Action: M. Smith/J. Meischke**

vii) **Website**

None.

viii) **Highway and Lighting faults**

None.

**9 Correspondence received village organisations****a) E-mail from Robert Taylor re installation of fence in Moorymead Close**

Robert Taylor e-mailed the Parish Council in on the fault he reported to HCC concerning the installation of new fencing around Thames Water equipment, which is causing a visual hazard to drivers exiting the adjacent driveway which serves flats number 24-28 Moorymead Close.

It was agreed to write to Thames Water asking them to investigate the problem.

**Action: Allsop****b) Town and Parish Council conference – Thursday 25<sup>th</sup> June**

The Town and Parish Conference has been cancelled due to lack of interest.

• **Air ambulance**

Mr. Stock said that he had noted the Essex & Herts Air Ambulance e-mail to us (dated 15<sup>th</sup> June) regarding the possibility of siting a clothes-recycling bin in the village and asked if there was any way we could find a location for this very useful and worthwhile facility.

After discussion, it was agreed to ask Mr. Abel Smith if he would be willing for a clothes-recycling bin to be sited on his land adjacent to the Scout Hut in Mill Lane.

**Action: H. McCash****10 Village organisations**

Nothing to report.

**11 Items for Parish News**

No items were identified for inclusion in the July 2015 issue of the Parish News.

• **September agenda items**

Mrs. McCash said that she and Mrs. Stanley request that Sub-committee reports be placed on the September 2015

**Agenda: 09/15**

**The meeting closed at 2212.**

**The date for the next Parish Council meeting is Tuesday 21<sup>st</sup> July 2015.**