

## Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 19<sup>th</sup> January 2016

**Present:** Mr. Michael Smith (Chairman) Mr. John Meischke  
Mrs. Christine Dinnin Mr. Denis Filer  
Mrs. Catherine Hammon Mr. Ian Knight  
Mrs. Margaret Stanley Mr. David Stock  
Dr. Emma Waltham Mrs. Jane Allsop (Clerk)

**Members of public:** DC Kirsty Richardson and PCSO Sally Brooks (to 1920)  
Mr. John Love (left at 2035)

### 1 Apologies for absence

Apologies for absence: Mrs. Helen McCash.

### 2 Public Participation

Mr. Smith welcomed DC Kirsty Richardson and PCSO Sally Brooks to the meeting.

DC Kirsty Richardson said that the crime rate remains low with one incident occurring this year, which was a domestic issue.

Since the previous Parish Council meeting on 15<sup>th</sup> December the only other incident that occurred was when DC Richardson and PCSO Brooks stopped a car driving through the village and found a completely unknown drug dealer from outside this area. She said that they do not know if he happened to be driving through the village or intended to deal drugs in Watton-at-Stone. It was a lucky arrest for them.

Parking incidents in Station Road were reduced over the Christmas holidays. The police have been monitoring the area since the schools went back in the New Year and only one parking ticket has been issued in 2016.

PCSO Sally Brooks said that the Walkern Road is already very icy. Mr. Smith said that this road was not included in the gritting programme although we have asked Highways to include it.

PCSO Brooks said that one of their colleagues from Walkern are trying to encourage Hertfordshire Highways to include Walkern Road in the gritting programme

DC Kirsty Richardson and PCSO Sally Brooks 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 15<sup>th</sup> December 2015**  
Parish Councillors agreed that the minutes be approved.

#### b) Review of actions

1. **Obtain estimates for both the repair and replacement of the Community Hall roof (West-side)**  
Refer to item 8 a, Community Hall Trustees - Repair to roof.
2. **Order two signs for the MPPA - revised liability notice and Sports and Social Club priority usage notice**  
The Clerk has collected the two signs and given them to Mr. Knight.  
Mr. Knight to arrange for both signs to be put up at the MPPA. **Action: I. Knight**

#### c) Action points resolved

1. Check diaries re date for Neighbourhood Plan committee
2. Find out if the Parish Council insurance covers the War Memorial for subsidence.
3. Write to the Sports and Social Club re annual hire charges
4. Write to all contractors who submitted quotations
5. Send provisional precept requirement to East Herts Council
6. Renew the SLCC membership
7. Write to all New Homes Bonus applicants
8. Modify 'Application for funding from the Watton-at-Stone Parish Council'

9. Complete Emergency escape lighting tests and manual alarm call tests
10. Take Gas and electricity reading and give them to the Clerk
11. Inspect MPPA fencing
12. Inspect allotments
13. Inspect War Memorial garden re staking of one of the shrubs

**14. Inspect hedge at 37 Station Road**

Mrs. Hammon said that the hedge belonging to 37 Station Road still needs cutting back along its boundary with Glebe Close. The Clerk confirmed that she had written to the owners of 37 Station Road and agreed to forward the letter to Mrs. Dinnin, who will monitor the situation. **Action: C. Dinnin**

15. Investigate updating the Watton-at-Stone website
16. Chase lighting fault at Mill Lane
17. E-mail correspondence received from Dr. Norden to all Parish Councillors
18. Obtain quotation from DMG cleaning services to deep clean the Community Hall
19. Forward Mr. Archer's letter to Allan Rattue and John Phillips

**20. Speak to Charles Clark re Parish Council representative at Watton School**

Mr. Meischke said he had spoken to Charles Clark about a Parish Council representative on the school governors and he is happy for things to continue the way they are and will report directly to the Parish Council as and when necessary.

The school are putting in place plans to provide spaces for pupils in the event that up to an additional 100 houses are built in the village.

21. Write Parish News insert

**d) Action points outstanding**

**1. Investigate matting for the goal mouths**

Refer to item 8 a, Recreation and Amenities Sub-Committee – Sportsfield.

**2. Draw up an Asset Management plan**

Mrs. Stanley said that she was not sure that much needed to be done re an asset management plan. She agreed to look at the 15-year estimated long-term capital expenditure plan with Mr. Stock, with a view to separating items into Parish Council or Community Hall. **Action: M. Stanley/D. Stock**

**3. Arrange for the four seats and the picnic bench to be installed**

Mr. Smith to liaise with Mark Blacktin re the installation of the seats and picnic table. **Action: M. Smith**

**6 Planning**

Mrs. McCash was not present to report on the following items.

**a) Applications**

**i) 3 Lammas Road (3/15/2551/HH)**

First floor rear extension, garage conversion and alterations and alterations to openings

Mrs. Dinnin spoke to the neighbours, who both appear to have similar extensions to the proposed application and no objections were raised. Mrs. McCash subsequently e-mailed Parish Councillors and the Clerk was instructed to write a 'no comment' response to East Herts Council.

**ii) 132A High Street (3/15/2554/HH)**

Demolition of existing garage and construction of new. Raise roof height to create first floor with new front and rear dormer windows. Two storey side and rear extensions. New roof and external cladding

Mr. Meischke spoke to both neighbours and no objections were raised. Mrs. McCash subsequently e-mailed Parish Councillors and the Clerk was instructed to write a no comment response to East Herts Council.

**b) Decisions**

**i) Gregorys Farm, Whempstead (3/15/2046/FUL)**

Change of use and alteration of buildings from ancillary to residential accommodation

- East Herts Council – refused

The Clerk to e-mail all Parish Councillors the decision notice for this application.

**Action: J. Allsop**

**ii) Heath Mount School Woodhall Park (3/15/2359/MNA)**

Non-material amendments to 3/14/0721/FP: reduction in number of roof lights to corridor to two in number and change in shape from circular to rectangular; change from roof lights to sun tubes on roof area over toilets reducing number of tubes to three from four roof lights.

- East Herts Council – granted

## 7 Specific items

### a) Traffic along Station Road

For the purpose of record, Mr. Stock reminded Parish Councillors of his recent two e-mails on the subject of Station Road and the High Street, which are as follows.

1. To all Parish Councillors, dated 13 January:

‘Dear All,

I am pleased that the results of the survey seem to be very positive and supportive of the proposals for Station Road.

However from a personal view, having put so much time and effort (currently and during previous years) into highlighting the problems and possible solutions for Station Road in particular, and seeing this as being driven by the PC, I am very disappointed that we appear to have received information on the survey figures via the 'the back door'. I therefore intend to email Michael Stutley and request that we be given the results of the survey and request an early date for our next 'follow-up' meeting. We need to get an idea asap as to what is being pursued in the light of the feedback (including ours) received.

I agree with the concerns expressed about the apparent lack of progress/will re the High Street. This is why I have always wanted the decoupling between Station Road and the High Street so as to avoid intervention that would result in the degrading or loss of the Station Road project (a point I made to Ken Crofton at our meeting with the business owners re their objections to double-yellow lines). It seems from Michael Stutley's email to Oliver Heald that although there were some reservations about certain aspects concerning the High Street only 5% objected to the proposals outright. It would be extremely useful for us to have a better understanding of this.

We must not jeopardise progress in Station Road but at the same time we cannot allow the problems in the High Street fall onto the backburner.

I trust that you can agree with all of the above.

Regards, David’

*Note: The reference to ‘via the back door’ refers to Sir Oliver Heald MP kindly sending us a copy (via Dr. Waltham, who he had met some time ago during one of his surgeries) of correspondence had received from Michael Stutley of HCC.*

2. To Michael Stutley HCC, dated 13 January:

‘Dear Michael,

I note with interest that Sir Oliver Heald sent us (via Parish Councillor Emma Waltham) a copy of your email to him about progress re addressing the issues we have raised about Station Road and the High Street, together with a brief summary of the responses to the public-consultation material sent to residents.

Having been involved in the subject for so long now, it would be of great interest to us (the Parish Council) and to Mike Freeman (our District Councillor) to be informed of the details of the responses/feedback that you received.

Further to this, we would welcome and ask that the follow-up meeting promised for very early in this New Year can now be arranged at the earliest opportunity so we can establish how the feedback (including that from the Parish Council) will effect the schemes to be implemented.

I look forward to your response and an idea of when you can meet with us so that we can continue working together towards a satisfactory conclusion.

I'm sure that you can appreciate that it is important that we as the Parish Council are always in a position to give our parishioners informed answers to their questions concerning progress on the subject schemes, especially following the public consultation; which has raised everyone's awareness and expectations.

Best Regards, David Stock - Parish Councillor’

If no response is received by 3rd February, Mr. Stock to contact Michael Stutley accordingly.

**Action: D. Stock**

### b) Traffic along High Street

Refer to the above item.

### c) Library

Mr. Meischke said that Library is progressing. Six shelving units have now been installed in the Meeting Room and Parish Councillors agreed that they looked very smart. There is a good selection of books which are currently being categorised and logged on a spreadsheet.

It is anticipated that the library will open in late January/early February. District Councillor Mike Freeman will ask Sir Oliver Heald to officially open the library after his surgery on Saturday 6<sup>th</sup> February.

**d) Agree meeting dates for the Civic Year 2016/2017**

It was agreed that Parish Council meetings shall continue to be held on the third Tuesday in the month, with the exception of December 2016, which will be on the 2<sup>nd</sup> Tuesday.

- Tuesday 17<sup>th</sup> May 2016 (see note below)
- Tuesday 21<sup>st</sup> June 2016
- Tuesday 19<sup>th</sup> July 2016
- Tuesday 20<sup>th</sup> September 2016
- Tuesday 18<sup>th</sup> October 2016
- Tuesday 15<sup>th</sup> November 2016
- Tuesday 13<sup>th</sup> December 2016
- Tuesday 17<sup>th</sup> January 2017
- Tuesday 21<sup>st</sup> February 2017
- Tuesday 21<sup>st</sup> March 2017
- Tuesday 18<sup>th</sup> April 2017

The Parish Council meeting on the 17<sup>th</sup> May 2016, will be preceded by the Annual Parish Meeting (starting at 1900) and the Annual Meeting of the Parish Council.

**e) List good and bad things within the parish and e-mail to all Parish Councillors**

In response to a request from Mr. Smith that we should do so, Mr. Stock produced a document listing, by category, the good and bad aspects of the village, which he then e-mailed to all Parish Councillors for their comments. He subsequently updated the document to take into account the comments received, plus further changes of his own, and passed it to Mr. Smith for distribution to those who had shown an interest in becoming involved in the preparation of a ‘parish plan’.

Mr. Smith said that the feedback he has received so far on Edition 1 of the document was positive.

Parish Councillors thanked Mr. Stock for his work in generating this very comprehensive document.

Mr. Stock is currently updating the document to incorporate additional comments received from Mrs. Hammon and will re-issue it at an appropriate time. Mrs. Stanley said that she thought the term ‘bad’ was too negative, so he will also now change the title and two subsequent headings to Watton-at-Stone: ‘Good’ and ‘Not so Good’, ‘Good’ and ‘Not So Good’, respectively.

**Action: D. Stock**

**f) Village Directory**

The Clerk agreed to contact all entries on the current Village Directory and highlight any changes in colour.

She will then e-mail this modified document to all Parish Councillors.

**Action: J. Allsop**

**8 Sub-Committees**

**Budget & Finance**

Mr. Filer reported on the following items concerning the Budget and Finance Sub-Committee.

- **Monthly accounts**

**Watton-at-Stone Parish Council**

<b>Petty Cash – Receipts</b>		<b>Petty cash - Payments</b>	
None		Ted Brown – clear moss from play area	<u>10.00</u>
			<u>10.00</u>
<b>Cheques issued</b>			
Bidwells LLP re Diocesan board	Allotment rent 1/2 half year payment		300.00
Wages and salaries	To January 2016		1114.81
Watton Youth Football	NHB 2015 - football kit		932.80
BSWW PARISH News	Neighbourhood plan insert		35.00
Post Office Limited	Tax and NI		155.61
Society of Local Council Clerks	Annual subscription		149.00
Watton-at-Stone PCC	Work to South Porch of Parish Church		<u>2,320.00</u>
			<u>5,007.22</u>
<b>Cheques received</b>			
None			

Watton-at-Stone Community Hall

<b>Petty Cash – Receipts</b>		<b>Petty Cash -Payments</b>	
Carla Beach - Pavilion	148.75	HCC – cleaning materials	17.99
Phillip Little - Main Hall	24.00	Underpayment on invoice no 800775	3.29
Jonathan Forde – Main Hall	9.00	Amazon – toys re NHB	47.26
Patrick O’Hara – Main Hall	12.00	1 <sup>st</sup> Call Signs – 2 signs for MPPA	<u>43.20</u>
Ramblers - Pavilion	7.00		<b><u>111.74</u></b>
Louise Rigby - Pavilion	31.50		
Floodlighting donations - 09/12-15/12	<u>40.00</u>		
	<b><u>272.25</u></b>		
<b>Cheques issued</b>			
Christine Grant	2nd hand cutlery and china for kitchen		50.00
MDM Blinds	Pavilion: fit 2 blinds and make and fit 2 door blinds		384.00
Total Contract Cleaners	Hall cleaning in November 2015		120.00
Wages	To January 2016		131.18
Mark Blacktin	Repair toilet door		25.00
James Turner	Fit water meter		365.11
John Phillips	Toilet opening - 01/10/15 to 31/12/15		92.00
Mark Blacktin	Repair to play equipment		210.00
BSWW Parish News	Annual advertising in Parish News		100.00
J. Allsop credit card	For Smyth Tots re Dots and Tots NHB grant		279.96
J. Allsop credit card	Baker Ross re Dots and Tots NHB grant		209.96
J. Allsop credit card	Homebase re shelving for Library		152.66
J. Allsop credit card	GoPak – 22 Child seats re Dots and Tots NHB grant		<u>443.52</u>
			<b><u>2563.39</u></b>
<b>Cheques received</b>			
Jono Forde – (Youth Football)	Main Hall and Pavilion		161.30
Lisa Seal	Main Hall and Pavilion		65.00
Badminton Club	Main Hall		162.00
Mr. & Mrs. Hill (Youth Football)	Main Hall		169.65
			<b><u>557.95</u></b>

Parish Councillors agreed the payments.

• **Precept form for 2016/17**

At its December 2015 meeting, the Parish Council agreed that the provisional precept requirement for 2016/17 is £32,810. Mr. Filer proposed that the Parish Council now formally agreed this figure and the Precept form is duly signed. This was agreed by all Parish Councillors.

The completed precept form to be returned to East Herts Council.

**Action: J. Allsop**

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

Prior to the meeting, all Parish Councillors were e-mailed a copy of the 9-monthly statement of accounts for the period ending the 31<sup>st</sup> December 2015.

Mr. Filer went through the expenditure and income items for both the Parish Council and Community Hall accounts and explained the variations in both statements. Mr. Filer said that taking into account the cost of installation of the new Pavilion wall of windows in the Community Hall, he was not unduly concerned in the variations of these nine-monthly figures.

• **9-monthly inspection of accounts**

Mr. Filer said that Mrs. McCash would carried-out the 9-month inspection of the Parish Council and Community Hall accounts prior to the February Parish Council meeting.

**Action: H. McCash**

• **Insurance cover for War Memorial**

Mr. Filer said that the current Parish Council insurance policy with AON Limited allows £48,000 of cover for the War Memorial and includes subsidence with an excess of £1,000. Mr. Filer said he had spoken to Aon Limited telling them that the War Memorial has a slight tilt on it and that we are monitoring the situation. AON Limited have made a note on our file.

**Community Hall Trustees**

Mr. Meischke reported on the following items.

- **Community Hall action plan**

Mr. Meischke said that some of the items included in the Community Hall action plan have been completed, i.e. installation of fire alarms in the two internal cupboards and child safety plugs. However, other items such as lighting are on hold until the problems with the leaking roof have been resolved.

As part of the plan to form a ‘Friends of the Community Hall’ group Mr. Stock and Dr. Waltham have produced an item for the Parish News asking if anyone would like to help to broaden the use of the building.

Mr. Stock to make some changes to the presentation of the text so that it can appear in a consistent form for use as an insert in the Parish News, for display on notice boards, the website and Facebook.

**Action: D. Stock**

Mr. Knight to arrange for the insert in the Parish News.

**Action I. Knight**

The Clerk to arrange for the display on notice boards and the website.

**Action: J. Allsop**

Dr. Waltham to include the item on our new Facebook page.

**Action: E. Waltham**

- **Report on meeting with Nigel Farren, Project Co-Ordinator Forever Active East Herts**

Mr. Meischke said that the Trustees met with Nigel Farren to discuss sports activities in the Community Hall. However, it did not turn out as expected because Mr. Farren is trying to encourage 50-75 year olds (or theirabouts) who would benefit from gentle exercise. There are grants available for coaches but the Trustees would need to organise the setting up of the class and collection of approximately £2 from each person attending the class. Suggested activities include Tai Chi, walking football and table tennis.

The grant funding for coaches will only run for three years but we also get some income from the people attending, but not a lot. However, it would help people who are lonely to get out of the house and mixing with other people.

None of the trustees has the time to do this, which is why the suggestion of ‘Friends of the Community Hall’ has been raised.

However, the meeting with Mr. Farren has opened the Trustees thoughts to other options available for the hall. What Jan Stock (Wodson Park) forgets when she puts forward suggestions for the Community Hall, is that Wodson park has staff on site during opening times, whereas the Community Hall does not.

Mr. Meischke said that the more successful the Community Hall is at diversification, the more difficult it will be to manage.

- **Repair to roof**

Mr. Meischke said that City Roofing Contractors have not submitted a quotation to repair or replace the Pavilion roof, although he has left numerous messages

Mr. Meischke said he had obtained some estimates for repairing or replacing the Pavilion roof.

- Replace roof with the same style of roof tiles      £7,900
- Replace roof with ply-boarding and clay tiles      £7,600
- Repair roof      £3,450

Mr. Smith has obtained an estimate of £5,700 to install a plastic coated galvanised steel roof. The surface of the roof is pressed out to look like roof tiles and is available in lots of different colours.

Battens would be installed over the existing roof and the steel roof would be fitted over the top. This type of roof includes its own built-in guttering. Mr. Smith said that we might be able to reduce the overall cost of installing the roof if he could arrange for the existing tiles to be removed which would enable the existing wooden battens to be used.

Mr. Meischke said that one of the biggest problems with this roof is that it has a very low pitch and when the wind is in a certain direction, it lifts sections of the roof tiles.

Mr. Meischke and Mr. Smith to investigate further the installation of a plastic coated galvanised steel roof.

**Action: J. Meischke/M. Smith**

- **Replacement boiler**

Mr. Meischke said that the water meter flow recorded did not work when it was initially installed.

However now that it is working, it shows that the footballers are not using much water. Mr. Meischke to continue to monitor and record the water usage of the showers

- **Rainbow multi play and slide repairs**

Mark Blacktin has repaired the Rainbow multi-play and slide using recycled plastic sheeting purchased by the Community Hall Trustees.

Mark Blacktin has also repaired the self-closing mechanism on the outside toilet door as it was not closing properly and therefore the light was remaining on.

- **Internet connection**  
Dr. Norden had suggested that the residents of School Lane get together to obtain a fast internet connection. He had initially suggested that the school have a fast BT broadband connection. However, the school have Virgin Media broadband. Mr. Meischke said that he has now discovered that the closest Virgin Media box to the Community Hall is the one by the school. He will liaise with Dr. Norden and residents of school lane re a broadband connection for the Community Hall.
- **Purchase of 22 new chairs**  
The 22 child seats, that the Parish Councillors agreed to the purchase from the New Homes Bonus funds, for use in the Community Hall are on order from GoPack. They are being purchased by the Community Hall, who will claim the VAT back and the Parish Council will reimburse the net value of the chairs.
- **Gas and electric contract renewals**  
The Clerk to obtain prices for Gas and Electricity in early March 2016 and e-mail the prices to Mr. Filer and Mr. Meischke re new contract. **Action: J. Allsop**

### Recreation & Amenities

Mr. Knight reported on the following items.

- **MPPA**  
Mr. Knight said he is continuing to look for sources of funding for the additional tennis court.
- **Sportsfield**  
Mr. Smith and Mr. Knight to look at the possibility of installing artificial matting in the goalmouth areas of the sportsfield. The matting would protect the grass roots. **Action: M. Smith/I. Knight**

### Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments - disused land**  
Mr. Smith said that in the last few days he had arranged for the derelict area of the allotments to be cleared. He said that the area is approximately 30 x 40 meters and could be used for either sporting activities or as an extension to the graveyard. The area could be fenced off and access to the site would be from Church Walk only.  
Before any decision is made about the use of this land, the Parish Council will discuss the options with allotment holders and local residents.
- **War Memorial**  
Mrs. Dinnin said that that the shrub identified by Mr. Stock still needs staking. **Action: C. Dinnin**  
She agreed to remove the poppy wreaths before the end of January. **Action: C. Dinnin**
- **Lammas**  
Mrs. Dinnin, Mr. Smith and Mr. Knight visited the Lammas and spoke to Adam Welch about putting down some wood chippings along the riverbank. This was to try and persuade walkers to use the original right of way footpath instead of the footpath currently favoured by walkers 20 yards away.

- **New Homes Bonus Sub-Committee**

Mrs. Stanley reported on the following.

- **New Homes Bonus awards from East Herts Council**  
All Parish Councillors have been emailed East Herts Council letter (dated 12<sup>th</sup> January) outlining the governments changes to the way in which councils are awarded New Homes Bonus.  
For 2016/17 the Parish Council will receive awards for the six years from 2011/12 to 2016/17, however for 2017/18, these awards would be for the four years from 2014/15 to 2017/18.  
East Herts Council have estimated the figures we should receive however, it is very likely that they will be reduced further.  
Mrs. Stanley said that this was very disappointing news and the Parish Council may have to adjust their expectations.
- **Update on 2015 New Homes Bonus Grants Awards**  
The Luncheon Club were ecstatic to be awarded a New Homes Bonus grant by the Parish Council.  
Both the Church and the War Memorial Committee have written to thank the Parish Council for their awards.

### b) Routine Reports

- i) **Emergency escape lighting tests and manual alarm call tests**  
Mr. Meischke said he would complete these inspections tomorrow. **Action: J. Meischke**

ii) **Gas and electricity meter readings**

Mr. Meischke said that he had already taken the meter reading and will e-mail these to the Clerk.

**Action: J. Meischke**

iii) **Fire Inspection**

Mr. Meischke said that Rosemary Brown had not identified any problems during her weekly inspection of the fire equipment and he had duly signed the fire inspection booklet accordingly.

iv) **Monthly village-report**

Mrs. Hammon completed the report on 18<sup>th</sup> January 2016, with the assistance of Mr. Smith. She thanked Mr. Smith for showing her parts of the village she did not know about

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

**Sportsfield** - standing water near drain cover where the land has a slight dip. Mr. Meischke to investigate.

**Action: J. Meischke**

**Cricket square** - tape had come adrift. Mrs. Hammon did secure the tape but it will not last long.

**Swing** - The new paint on the swings is chipping and flaking.

**Toddler area – Spica** - had something splattered on it that needs removing. Mr. Meischke to inspect.

**Action: J. Meischke**

**Molehills around play area on sportsfield** – Ask Fred Burnell to eradicate the moles. **Action: J. Allsop**

**Gap in hedge between Church Walk and the sportsfield** - needs cutting back.

Mr. Meischke to ask Ted Brown to cut the hedge back.

**Action: J. Meischke**

**Community Hall roof** - changing room side, top edge, the cement between tiles is deteriorating

Mr. Meischke to inspect.

**Action: J. Meischke**

**MPPA** - Wood on door at far corner is in poor condition

**Allotments** – generally seemed ok but some recycled material

**Mill Lane litterbin** – rusted. Report to East Herts Council.

**Action: J. Allsop**

**Notice on High Street railings at the bottom of Station Road** – Dr. Waltham said that she noticed there was a Slimming World banner attached to these railings. Mr. Meischke said that he had given Carla Beach permission to put up Slimming World notices only on the day she runs her class and told her to ensure they are removed directly after it finishes.

vi) **Weekly sportsfield**

Nothing to report.

vii) **Website**

Mr. Smith said that he was very keen that the current website is updated.

Dr. Waltham said that we might need some professional input into the design of the new website. She agreed to investigate and said that she would also set up a Facebook page, which can be linked to the Watton-at-Stone website. Twitter is also another possibility for the future.

**Action: E. Waltham**

viii) **Highway and Lighting faults**

None.

## 9 Correspondence received

- **River Beane Restoration Association – request for funding**

Mr. Knight said that the River Beane Restoration have requested a donation of £25 towards their running costs. Parish Councillors agreed this donation. The Clerk to act accordingly.

**Action: J. Allsop**

- Mr. Love left the meeting

## 10 Village organisations

None.

## 11 Neighbourhood Plan - Exclusion of press and public

Mr. Smith said that he expected approximately 15 village volunteers to attend the first meeting of the Neighbourhood plan committee on Wednesday 27<sup>th</sup> January. He said that although all Parish Councillors were welcome to attend the first meeting, they did not have to do so. However, it was agreed that a strong Parish Council representation at the first meeting would be advantageous.

It was agreed that the Neighbourhood plan committee should be made up of no more than 7 – 9 persons with 3 or 4 members being Parish Councillors. Mr. Smith said that large committees often have difficulty in making decisions, as there are too many people involved in the process. Mr. Smith, Dr. Waltham and Mrs. Hammon expressed an interest in being members of the committee. The remaining volunteers will be assigned to group tasks headed up by one of the members of the main committee.

Mr. Smith said that he hoped that one of the 15 people attending on 27<sup>th</sup> January will agree to chair future meetings. If nobody comes forward, he will take over the position but will have no alternative but to resign as Chairman of the Parish Council. He also hoped that someone would come forward to take the minutes, although the Clerk will do this on the first occasion.

## 12 Items for Parish News

The following items were identified for inclusion in either the February or March 2016 issues of the Parish News.

- Friends of Community Hall
- Air ambulance recycle bin
- Opening of the village Library
- Dates of meetings for Civic Year 2016/17.

**Action: I. Knight**

**The meeting closed at 2115**

**The date for the next Parish Council meeting is Tuesday 16<sup>th</sup> February 2016.**