

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 21st June 2016

Present:	Mr. Michael Smith (Chairman)	Mrs. Christine Dinnin
	Mrs. Catherine Hammon	Mr. Ian Knight
	Mrs. Helen McCash	Mr. David Stock
	Dr. Emma Waltham	Mrs. Jane Allsop (Clerk)
Police:	Sergeant Duncan Wallace (until 1925)	

1 Apologies for absence

Apologies for absence: Mr. John Meischke (Vice-Chairman), Mr. Denis Filer and Mrs. Margaret Stanley.

2 Public Participation

Police report by Sergeant Duncan Wallace

Mr. Smith welcomed Sergeant Duncan Wallace to the meeting.

Sergeant Wallace said that there were 10 recorded-crimes showing for Watton-at-Stone since his last report to the Parish Council on 17th May. This figure is down from 12 for the same period last year (17th May to 21st June)

The incidents comprised two thefts from vehicles, two damage to vehicles in Station Road, one harassment, one theft (offender caught and was found to be an illegal immigrant), one theft of trees from Hooks Cross, one malicious, one domestic and one drug offence (offender charged).

In response to some comments he (Sergeant Wallace) made about the on-going problems caused by the on-street parking adjacent to the Gatekeeper Meadow development, Mr. Stock updated Sergeant Wallace on the current situation regarding the plans for Station Road and agreed to keep him informed because we are currently in communication with HCC and County Councillor Ken Crofton on the subject. (Refer to item 7 b, Specific items – Traffic in Station Road.) The problem is getting worse as the number of cars parking in the area increases and onto the railway bridge. Sergeant Wallace said that the annoying thing is that before the development was built there were no such problems in this area. Mr. Stock made the point that there were very few problems until a small number of commuters started to park there, which in turn encouraged more to do so and hence we ended up with the subsequent serious issues that we are determined to resolve.

Mrs. McCash made Sergeant Wallace aware of an on-pavement parking problem in Hazeldell. Sergeant Wallace agreed to visit the area.

3 Chairman's/Clerk's Report

None.

4 Declaration of Interests

Mr. Smith and Mrs. Dinnin declared a personal interest in item 6 a iii, Planning applications - Land adjacent to 8 and 10 School Lane (in so much as they are friends of the applicant).

Mrs. McCash declared a personal interest in item 6 a i, Planning applications – 83 Hazeldell (in so much as she lives next door to the applicant).

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 17th May 2016**
Parish Councillors agreed that the minutes be approved.

b) Review of actions

1. Find out ownership of land at entrance of Moorymead Close re notice board

The Clerk said that she had spoken to one of the residents at Moorymead Close who was unaware that there was a residents association who tend the land at the entrance of Moorymead Close and adjacent to the Station. The Clerk said that she had looked through old Parish Council minutes and a residents association was set up after completion of the estate. The land at the entrance of Moorymead Close is currently being maintained to a good standard and it is obvious that it is not part of the HCC or EHDC maintenance program.

Mrs. Dinnin said she knows at least two families who live in Moorymead Close and agreed to speak to them about who maintains this land.

Action: C. Dinnin

2. Investigate the purchase of one or two portable football goalposts

Mr. Smith said that he and Mr. Knight had discussed the purchase of one or two portable football goalposts, but could not see who would take over their ownership if they were purchased. It was agreed to abandon the idea for the time being.

3. Ask Football Club to chain the 5-a-side posts stored behind the cricket shed

This item is outstanding.

Action: I. Knight

- **Contact the Diocesan board re P3 work to be done on their behalf**
Mr. Knight said he had notified the Diocesan Board about the P3 work to be done to their kissing gates
Mrs. Dinnin said that the P3 work to the kissing gates is scheduled for 9th August and the £1,000 P3 grant money has been transferred by BACS to the Parish Council bank account.
- 4. **Contact Football Club re New Homes Bonus criteria**
Mrs. Stanley was not present at the meeting to report on this item. **Action: M. Stanley**
- 5. **Purchase two new tennis nets**
This item is outstanding. **Action: I. Knight/J. Allsop**
- 6. **Investigate hedge at 37 Station Road**
Mr. Smith said it would appear that this hedge has been cut back sufficiently and other Parish Councillors agreed.

c) Action points resolved

1. Forward two e-mails to Sergeant Duncan Wallace which include photos of accident
2. Submit invoice for re-seeding goal mouth areas
3. Chase Bob Adams and Roger Bridges for signed ferreting licences
4. Write to planning department re 68 Rivershill
5. Write to planning department re land adjacent to the Moat House, Perrywood Lane
6. Write to planning department re 17 High Street
7. Add comments on report to go in the June issue of the Parish News
8. E-mail the 4-page Parish News inserts to Mr. Knight
9. Pay Longmores fees for the transfer ownership of land at the rear of 48 Rivershill
10. Speak to Denise Hodgson Parish Council inserts in the Parish News
11. E-mail all Parish Councillors a copy of Jim Morrissey's audit report
12. Send completed Annual Return and relevant documentation to BDO by 6th June
13. Give McCash and Hay one signed copy of audited Community Hall accounts
14. Pass the Financial Risk Assessment to Mr. Meischke
15. Look at Financial Risk Assessment re adding any Community Hall items
16. Take out a three-year combined insurance policy with Aon
17. Produce Matrix of survey results and analyse the results
18. Agree which activities from survey to proceed with and contact Nigel Farren
19. Speak to Mike Freeman about the excess library books in the meeting room
20. Contact the two badminton groups re roll of carpet in the Main Hall
21. Inform EHDC that they no longer need to replace the Mill Lane litterbin
22. Complete the P3 paperwork and return it to Countryside Management Services
23. Take gas and electricity meter readings and e-mail them to the Clerk
24. Organise the repair of the broken strut on sports fields post and rail fence
25. Complete 6-monthly check
26. Alter the advertised meeting dates for July 2016 and September 2016
27. Instruct EHDC to do the annual play playground inspection
28. Inform HCC that the Parish Council will not be proceeding with LED street lighting

6 Planning

Mrs. McCash reported that since the agenda has been issued, three planning decisions have been received as follows.

- **Gregorys Farm, Whempstead - LPA Appeal Reference: AP/16/0012/REFUSE (re application number: 3/15/2046/FUL)**
Change of use and alteration of buildings from ancillary to residential accommodation - East Herts Council – refused
Reason for refusal: The proposal would result in the provision of dwellings in an isolated rural location and it would therefore constitute an unsustainable form of residential development in the countryside contrary to paragraph 55 of the National Planning Policy Framework.
- **68 Rivershill (3/16/0946/HH)**
Proposed rear extension - East Herts Council – granted
- **17 High Street (3/16/0986/HH)**
Single and two-storey rear extension replacing existing rear conservatory and part single storey accommodation located beneath the rear cat-slide roof. - East Herts Council – refused

Mrs. McCash read out the refusal notice as follows.

Reason for refusal: The proposed extension by reason of its size and siting in relation to neighbouring property No. 19 High Street, would have an overbearing effect and result in loss of light to the detriment of the amenity of its residents. This would be contrary to policies ENV1, ENV5 and ENV6 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.

a) Applications**i) 83 Hazeldell (3/16/1165/HH)**

First floor rear extension

First floor extension half of the back of the house – neighbours had a problem

Mrs. McCash said she asked Mr. Filer to deal with this application as she lives next door to 83 Hazeldell. She said that Mr. Filer was unable to make contact the residents at 81 Hazeldell, however she had no problems with the application

After discussion, Parish Councillors agreed that the Clerk be instructed to send a ‘No comment’ response to the planning department. **Action: J. Allsop**

ii) 8 Rivershill (3/16/0658/HH)

Construction of detached garage

Mr. Smith said that District Councillor Freeman (10 Rivershill) is the neighbour adjacent to the proposed garage and he had no objections to the application. Mr. Smith left the plans and his phone number at 6 Rivershill, being the other immediate neighbour. No response has been received.

Mrs. McCash e-mailed Parish Councillors the details and the Clerk was instructed to write a no comment response to East Herts Council.

iii) Land adjacent to 8 and 10 School Lane (3/16/1227/FUL)

Two storey dwelling with attached garage

Mrs. McCash said she visited the residents at both 8 and 10 School Lane as well the houses to the rear of the former play school site. She said that the applicant had already visited these residents to show them the plans and they all confirmed they had no objections to the application.

After discussion, Parish Councillors agreed that the Clerk be instructed to send a ‘No comment’ response to the planning department. **Action: J. Allsop**

iv) Cannon House, 69-71 High Street (3/16/1288/LBC)

Replacement of two wooden bay windows to the front of the property

Mrs. McCash said that planning permission is required for this application because the property lies within the conservation area. She said the application is to replace two decayed bay windows with like for like.

After discussion, Parish Councillors agreed that the Clerk be instructed to send a ‘No comment’ response to the planning department. **Action: J. Allsop**

v) Windrush, Whempstead Road, Whempstead (3/16/1377/HH)

Raising of garage roof to create home office, music room and secure garden store for the property with external changes

Mrs. McCash said she had visited the site and there are no other properties who will be able to see the changes to the garage at Windrush.

After discussion, Parish Councillors agreed that the Clerk be instructed to send a ‘No comment’ response to the planning department. **Action: J. Allsop**

b) Decisions

Refer to items prior to 6 a, planning applications.

7 Specific items**a) District Councillor Michael Freeman’s Report**

Mr. Smith read from District councillors Freemans report on the following issues.

- **East Herts Council funding** – approval has been granted for the purchase of tables and chairs for the library.
- **Fly tipping** – EHDC have been asked to deal with substantial fly tipping on Mill Lane between the by-pass and the turning for Gregory’s Farm
- **Parking on pavement and verges** – EHC have approved a pilot scheme to combat parking on pavements and verges. Mr. Freeman will be asked to nominate two area in Watton-at-Stone for this pilot and will liaise further with the Parish Council once he has the required documents.
Parking on grassed area at Rectory Lane/Hockerill – there is an ongoing problem with local residents parking on this grassed area which is deteriorating as a result. One resident has previously been spoken to by her Housing Association but the problem persists. Mr. Freeman is therefore exploring enforcement action with EHDC officers
- **Dog fouling** – earlier this year Mr. Freeman drafted an article for the Parish News but withheld it as he became aware of new regulations about to be introduced. These regulations came into force on 1st May. In addition to making it an offence not to clean up after a dog, it is also now an offence not to go prepared with a suitable bag or other receptacle with which to clean it up.

Obviously, enforcement will be the issue and much will depend on members of the public reporting offences when they see them or otherwise informing EHDC of persistent problems/trouble spots.

Mr. Freeman will make reference to all this in the article he is sending to the Parish News. He has also asked EHDC if there are any plans to update the dog fouling signs posted around the village to reflect the new regulations.

Mr. Smith showed Parish Councillors a double sided sheet Mr. Freeman had given to him, with East Herts Council logo on it which depicts the dog waste rules.

Litter – A further notice has an EHDC £80 penalty notice for littering.

Mr. Freeman would like Parish Councillors to consider where these notices should be put up around the village.

Action: Parish Councillors

Trees and hedges – a number of tree and hedge issues have been reported to him since the last Parish Council meeting. He has dealt with some on private property and has reported the rest (which may require action by the Parish Council or by HCC) to the Parish Council.

The Library – this continues to do well. The Library is now open on Tuesday afternoons as well as Thursday morning and there are plans to keep it open when the “Forever Active” sessions start later this year.

- **Speeding in the Village** – this is not strictly an EHDC issue but Mr. Freeman thought members may wish to know that to the 10th June our cumulative experience was as follows:

Total vehicles monitored 9717

Of which:

17.3% were doing 31-35 mph

7.3% were doing 36-40

5.4% were doing in excess of 40 mph

Our worst case has been a local resident doing 60mph approaching the junction by the old Wagon and Horses site.

b) **Traffic along Station Road**

Mr. Stock said he had sent three e-mails over the last week to Harrison Eales at HCC to ask for a meeting to review progress on their current proposals, see the plans and be advised of the timescales for the implantation of the whole scheme (i.e., for Station Road and the High Street). He was frustrated and annoyed by a complete lack of response and after a number of telephone calls spoke to Nick Sidhu (Principal Engineer, Integrated Transport Projects and Safety at Highways), the Head of Team, who apologised for what had happened and said that ‘We are nearly there’ and that he admits things need to move fast because of the accidents and concerns (as we the Parish Council have been saying from the start).

The plans are currently with the sponsor, Neil Richardson. Once he has approved them the plans will be sent to County Councillor Ken Crofton for his approval and after that (with Ken’s permission?) we can see them. Mr. Stock responded to this by saying that this was not as we had been led to believe and, as explained many times before, we had taken the lead on all of the problems and suggested solutions from the start and did not expect to be the last link in the chain at this stage and that Ken Crofton had said that he would support whatever scheme the Parish Council preferred.

Mr. Stock said he would be speaking to Ken Crofton tomorrow to request an urgent meeting with him as soon as he receives the plans from HCC.

Action: D. Stock

Nick Sidhu said that the construction work in Station Road would start before the end of this year.

Parish Councillors notes that there are speed cables across the three main entrances to the village and questioned why these speed cables were in place when the plans for Station Road are almost complete.

Both Mr. Stock and Mr. Smith hoped that we are able to resolve any problems re the plans for Station Road (and the High Street) before we break for the summer)

c) **Traffic along High Street**

See above.

d) **Neighbourhood Plan – progress report**

Dr. Waltham said that officially the six-week consultation period has now finished. However, some questionnaire forms have not been returned to the Steering Group and some areas of the village are still being canvassed. The Steering Group have therefore extended the consultation period to the end of this week. So far, at least 160 questionnaires have been returned and Debra Freeman (member of the Steering Group) will be analysing the results.

David Humby has spoken to some of the businesses in the village. Mrs. McCash said that she owns a business in the High Street had not been contacted. Dr. Waltham said Mrs. McCash could still complete a questionnaire or send an e-mail.

Mr. Knight has agreed to complete a questionnaire on behalf of the Sports and Social Club. The Steering Group will be contacted the Church land owners as well as speaking to the Ryan family about their land in Walkern Road, which is was one of two plots suggested for removal from the Green Belt in the East Herts draft District Plan.

Charles Clark is in the process of obtaining a grant from East Herts to cover Neighbourhood Plan expenditures, including a housing review, which will be undertaken by CDA for Herts and will cost several hundred pounds. A private professional review would cost thousands of pounds.

The next steering group meeting will be on Tuesday 5th July.

Mrs. Hammon said that quotations may be obtained for a financial feasibility study on any building plots identified in the village as a result of the consultation.

Dr. Waltham said that the main problem the Steering Group will have in getting the Neighbourhood Plan put together is time and resources. At the start of the process, over 25 enthusiastic people came forward to help. However, not all these people are still engaged.

e) Sir Nigel Gresley plaque

Mr. Smith handed round the plaque to commemorate Sir Nigel Gresley, which Parish Councillors approved.

Unfortunately, the Parish Council was unable to organise an unveiling of the Plaque in conjunction with the Flying Scotsman passing through the Station, as organisers would not confirm arrangements due to safety reasons.

The Parish Council agreed instead to unveil the plaque, which will be sited at the ticketing office under the stations official re-opening plaque, sometime between 5th and 8th of July. Mr. Smith to liaise with Parish Councillors to agree the exact date.

Action: M. Smith

Watton-at-Stone JMI students who have taken part in the Sir Nigel Gresley competition to be invited to the unveiling of the plaque and the Mercury to be asked to cover the event.

Action: M. Smith

Photographs of the unveiling to be uploaded to the Parish Council website and Facebook. **Action: J. Allsop**

f) War Memorial inspection

Mr. Smith said that he and Mr. Meischke would carry out the 6-month inspection of the War Memorial to see if its base has tilted any further.

Action: M. Smith/J. Meischke

8 Sub-Committees

Budget & Finance

In the absence of Mr. Filer, the Clerk 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		None	
Cheques issued			
Blue Bury Contractors	Mill Lane fence and clearance, sportsfield goalmouths		235.40
Aon UK Ltd	Annual Premium for PC and CH combined		942.37
Longmores	Legal fees re sale of land at rear of 48 Rivershill		839.40
Community Hall	1/2 year grant		4,360.00
Frank Cooper and Son	Grass cutting - 4 cuts in April 2016		283.20
J. Allsop	24 x stamps		15.36
Debra Freeman	printing for Neighbourhood Plan steering group		14.40
121officefurniture	Community Hall expenditure – see income below		1,035.10
Wages and salaries	May and June 2016		2,397.02
			<u>10,122.25</u>
Cheques received			
Longmores	Sale of Parish Council land at rear of 48 Rivershill		25,000.00
Watton-at-Stone Community Hall	Re 121office furniture paid by PC in error		1,035.10
Groundwork East	P3 Grant		<u>1,000.00</u>
			<u>27,035.10</u>

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Floodlighting donations to 31.05.16	40.00	4 x AA batteries	<u>3.60</u>
Sara Simmons – Main Hall & Pavilion	108.00		<u>3.60</u>
Sara Simmons - donation	2.00		
Liz Morris – Pavilion hire	28.00		
Carla Beach – Pavilion (5 weeks)	157.50		
Phillip Little - Main Hall	48.00		
Tony Silvestri - Pavilion	<u>20.00</u>		
	<u>403.50</u>		

Cheques issued		
Wages	May and June 2016	332.10
Total Contract cleaners	Hall cleaning in April 2015	120.00
Parish Council	Re 121 Office Furniture (table and chairs re EHC grant)	<u>1035.19</u>
		<u>1487.29</u>
Cheques received		
Parish Council	½ year grant	4,360.00
Paula Sutton (Zumba)	Main Hall	217.80
Watton Youth Club	Main Hall and Pavilion hire	<u>135.00</u>
		<u>4,712.80</u>

Parish Councillors agreed the payments.

• **Financial Risk Assessment**

Mr. Meischke has updated the Financial Risk assessment to include the following items concerning the Community Hall. All Parish Councillors have been e-mailed a copy of this updated document.

Risk	H/M/L	Management of risk	Action required
Risk of Legionnaire’s disease	L	Shower inspection with reference to Legionnaire’s disease. Showers run daily, wherever possible, and showerheads removed and cleaned every three months.	Rosemary Brown runs the showers every time she comes into the building and, in liaison with Mr. Meischke, removes and cleans the showerheads every three months.
Fire extinguisher check	L	Monthly inspection and yearly inspection	Rosemary Brown does a monthly inspection of the fire extinguishers and logs her findings in a diary. A professional inspection is carried-out every year and equipment upgraded as and when required.
Faulty Smoke Alarm & Emergency Exit	L	Monthly tests and inspection	Recorded in PC minutes
No Contact in Emergency	M	Emergency contact numbers on Notice board	Checked Monthly
Fault to Building, Equipment & First Aid	M	Monthly inspection by councillor & six monthly check by two Councillors	Inspection sheets filled in and recorded in PC Minutes
Hirer’s commitment to HSE, CPP, Insurance and Hire agreement, and make sure they have all the information to operate safely within the Facility	H	All of these written into Hire agreement	Clerk to insure every Hirer understands and signs agreement
Combustible material left in Hall. Blocked passage ways	M	Cleaner visits Hall every day	Rubbish removed and hallways cleared
Unsafe Gas and Electric	L	Annual inspections and Service carried out	Recorded in PC Minutes

Parish Councillors approved the revised Financial Risk assessment.

The Clerk to amend the date of the bottom of each page of the revised document from April 2016 to June 2016 and upload the new version to the Watton-at-Stone.

Action: J. Allsop

- **CPRE annual membership renewal**

The annual CPRE subscription for 2016/17 is £36.

It was agreed to renew this membership.

Action: J. Allsop

Community Hall Trustees

In the absence of Mr. Meischke, Mr. Stock and Mr. Smith reported on the following items.

- **Minutes and report on meeting held on 1st June 2016**

All Parish Councillors were in receipt of a copy of these.

Approval of the Trustees minutes to be placed on the agenda for the September Parish Council meeting.

Agenda: 09/16

- **For Ever Active Current situation and contract**

As reported in the Trustees minutes of 1st June, Mr. Stock and Mr. Meischke were not happy with certain parts of the Partnership Agreement for the 'Forever Active' East Herts Project between East Herts Council and the Watton-at-Stone Community Hall Board of Trustees and revised them accordingly. The changes, which were approved by Dr. Waltham and Mr. Knight were subsequently discussed with, and agreed by, East Herts Council.

Prior to this evening's meeting Mr. Stock sent a copy of the contract to all Parish Councillors for their approval. The contract was approved by all, subject to the Clerk's title therein being changed to Financial Officer. Mr. Meischke has signed the contract on behalf of the Trustees and will send it to Nigel Farren for further signatures within East Herts Council.

Action J. Meischke.

The Matrix produced by Mr. Stock and the Clerk, based on the information we received from our recent Survey, has been completed and the respondents have been contacted by the Clerk. Mr. Stock said that this is a case of 'work in progress' and that he and Mr. Meischke are currently in the process of establishing the initial activities to proceed with and need to discuss with East Herts Council aspects such as the funding for advertising, equipment, coaches, etc. The aim is to get the initial activities up-and-running as soon as possible.

The Trustees to report further during the Parish Council meeting in July.

Action: Trustees

- **Library Grant for chairs and table**

The Community Hall has been successful in obtaining a grant to purchase two new flip-top tables and 30 chairs. The chairs are expected to be delivered by the end of June whereas the tables are expected in July.

- **Showers and boiler estimate from Turners**

Mr. Smith reported that he and Mr. Meischke had met with James Turner Limited to go through the specifications for the new boiler system. The water-flow meter has shown that the showers do not get much use. However, the Community Hall needs to keep this facility available otherwise the Football Club will not be able to remain in the football league because the provision of showers is a requirement of the Football Association.

James Turner Limited has produced a quotation for the supply of two large combi-boilers. Currently there are six shower-heads in each of the two large changing rooms. These will be reduced to four shower-heads per changing room (i.e., making a total of eight shower-heads). The two large combi-boilers should be able to cope with the heating of water for eight showers. However if there is an issue with the supply of hot water, a tank can be easily installed.

James Turner Limited has quoted £7,675, plus VAT, for the removal of the current system and the installation of the new system as proposed above.

Mrs. McCash asked if any other quotations had been obtained. The Clerk explained that two years ago the Trustees had obtained three quotations for replacing the boiler system. James Turner Limited provided the lowest quotation and they also know the building well because they installed the original system. Mr. Smith said that the installation of the system should be a fairly straightforward process as there will be no need to reroute any of the pipework.

Parish Councillors agreed to accept James Turner Limited's quotation.

Action: J. Meischke

- **Exhibition carpeting for the Main Hall**

Mr. Smith said that he and Mr. Meischke cut one of the two rolls of exhibition-carpeting in two and taped the two widths together. He purchased two large drainpipes and then rolled the double-width carpeting onto one of them. He and Mr. Meischke will repeat the process with the other roll of carpeting. The rolls are to be stored at one end of the Community Hall so they can be easily rolled out as and when required.

- **EHDC Conference cancellation**

East Herts District Council e-mailed us on 3rd June to cancel their booking of the Community Hall for the Town and Parish Conference on 23rd September. Mr. Freeman has been told that this event will be held at another time, so hopefully they will re-book the Community Hall.

- **Library excess of books in Cupboard to loft**
Mr. Meischke and Mr. Freeman are in the process of putting the excess library books in the loft space above the meeting room

Recreation & Amenities

Mr. Knight reported on the following items.

- **New Tennis Court**
Mr. Knight said that District Councillor Freeman had e-mailed both himself and Mr. Smith to inform them that the Parish Council had been successful in obtaining S106 funds, up to the value of £36,000, towards the building of the new tennis court. Another £10,000 of funds is coming from the Tennis Club (over £8,000 of which is kept by the Parish Council in a separate bank account called 'Watton-at-Stone Community Hall Tennis Club Fund', any overspend could be financed from the New Homes Bonus fund. Quotations for the building of the court are being obtained from the following contractors:

- Cambridge Courts
- Sports Courts
- Doe Sport

Mr. Knight and Mr. Smith have met with two of the contractors and will be meeting with the third, Doe Sports, tomorrow (Wednesday 22nd June). One of the contractors has already submitted their quotation.

Mr. Knight and Mr. Smith will e-mail all Parish Councillors with their recommendations on which quotation should be accepted when all three have been received. To enable this project to be completed as soon as possible (Mr. Smith said that it could be completed as early as September this year as one of the contractors is eager to start the work as soon as possible), Parish Councillors will agree which quotation to accept via e-mail, prior to the July Parish Council meeting.

Mr. Knight said that as part of the planning consent for the tennis court an archaeology survey is required. A test trench was dug at the time of the original planning application and archaeologists will monitor the site while the footings for the tennis court are being dug.

Separate quotations are also being sort for replacing three sides of the existing wire fencing around the existing MPPA/Tennis Courts, as the new tennis court will be abutting the existing ones the fourth side will form part of the new tennis court quotation.

The land the new tennis court will sit on is part of the horses' field behind the MPPA and this area will have a new fence line installed as per the new lease with the Diocesan Board.

- **Goal Mouth repair**
Mr. Knight said that the reseeding of the goalmouths by Blue Bury Contractors has been the most successful to date.
- **Youth Football**
The under 13s team have asked if they can use the sportsfield to play on Sunday mornings. Mr. Knight said that he would be meeting with the under 13s organisers and the Sports and Social Club Football Team managers on 6th July to discuss this further.
There has been a set rule that no more than two football teams can play on the sportsfield, as a third has proved in the past to be too much for the sportsfield grass. However, an under 13s team is less likely to have as much impact on the field as an adult team. Mr. Knight said that any decision would also require the good will of the other football teams currently using the facilities.

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Work on Kissing gates in Church Field**
This item was discussed under 5 b, Review of actions - Contact the Diocesan board re P3 work to be done on their behalf.
- **Clearance of shrubs etc. on corner of High Street and Great Innings**
Mrs. Dinnin said that a Lynne Piper, who lives in Great Innings, was concerned that overgrown shrubbery at the corner of Great Innings at its junction with the High Street was obstructing visibility to drivers exiting Great Innings. She therefore decided to cut back the shrubbery at this junction, which is adjacent to the boundary of the Grey House. Mrs. Dinnin said that she has done an excellent job but felt that she should be told that in future she needs to ask the Parish Council before she undertakes any work near the public highways for her own safety and to ensure that she is not trespassing onto private property. It was agreed to write accordingly and thank her for the excellent job she has done. **Action: C. Dinnin**

Mrs. Dinnin said that Mr. Freeman had e-mailed her about other overgrown shrubs and trees in the village as follows.

- The tree on the corner of the High Street and Mill Lane needs cutting back as it is a hindrance to people walking on the pavement there.
- The hedge by the gate onto the sportsfield needs trimming back.
- A resident of Hazeldell wants a maple type tree cut back from overhanging her drive because sap from the leaves falls on her car and attracts wasps to which her child suffers a reaction. County Councillor Ken Crofton and the arboreal team at HCC are dealing with this and have so far advised that they cannot be expected to be responsible for this.

Mrs. Dinnin said that Adam Welch would cut back the tree on the corner of the High Street and Mill Lane when he tends to the village flowerbeds later this week.

Ted Brown to be asked to cut back the hedge by the gate onto the sportsfield. **Action: J. Allsop**

Mr. Stock said that shrubbery is overhanging the pump slope footpath and also further along this footpath towards John Booker's old house. Mrs. Dinnin to inspect the area and instruct the Clerk to contact Lindsay Holt (Woodhall Estate) accordingly. **Action: C. Dinnin/J. Allsop**

• **Allotment AGM**

Mrs. Dinnin said that she and Mr. Smith attended the Allotment and Garden Association AGM on Wednesday 18th May. They informed the association that the disused piece of allotment land will now forms part of the Neighbourhood Plan.

Mrs. Dinnin said that she had inspected the allotments and there are seven people who are not attending to their plots. It was agreed to write to each of these allotment holders. **Action: C. Dinnin/J. Allsop**

Mr. Smith said that John Love has been very helpful in sorting out the rabbit fencing.

• **Update on Lammas works from Herts and Middlesex Wildlife Trust**

Mr. Knight said that Herts and Middlesex Wildlife Trust will not be doing any further work to the Lammas until the problem of the weir has been sorted out with the adjoining property owner.

• **Mill Lane Litterbin**

Mr. Smith said that the new plastic litterbin he put up in Mill Lane has been burnt. He has now replaced this with the Parish Council's remaining spare bin, which has a metal liner.

Mrs. McCash said that someone at the Church Fete gave her an old style Parish Council litterbin. She agreed to give it to Mr. Smith for use in the village. **Action: H. McCash**

Lynne Piper suggested to Mrs. Dinnin that a new dog bin be sited at the High Street junction with Great Innings. It was agreed to ask Mr. Freeman to investigate the possibilities of installing a dog bin at this site. **Action: M. Freeman**

New Homes Bonus Sub-Committee

Nothing to report at this time.

b) Routine Reports

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

Mr. Smith and Mr. Meischke to arrange for the emergency escape lighting tests and manual alarm call tests to be carried out.

Action: M. Smith/J. Meischke

ii) **Gas and electricity meter readings**

Mr. Meischke to take the meter readings and e-mail them to the Clerk.

Action: J. Meischke

iii) **Fire Inspection**

Nothing adverse to report. Mr. Meischke to sign the fire inspection report diary, which Rosemary Brown updates each week.

Action: J. Meischke

iv) **Monthly village-report**

Dr. Waltham completed the report on 18th June 2016.

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

- **Sportsfield** – the post and rail fence at the top of the sportsfield at the back of the bike ramps is leaning. Mr. Smith to inspect and take action as required. **Action: M. Smith**
- **Play area**
 - **Bench by large swings**– has seen better days; also, hedge is growing over the back of the seat.
 - **Crazy Daisy** – top section is missing.

- **War memorial** – could do with some weeding.

Mrs. Dinnin said that Adam Welch is scheduled to do this work, along the other gardening and grass cutting work he is contracted to do, later this week. He has been delayed in getting the work done earlier due to the recent wet weather..

- **Footpath from Rivershill to the Bull car park** – very uneven and a trip hazard

The Clerk said that the Parish Council has been trying for over 20 years to get this footpath added to the public rights of ways map. The footpath has no registered owner on the land registry and HCC have told us it could take many years before our case to have it adopted is heard.

Mr. Smith to inspect the footpath and see what action can be taken.

Action: M. Smith

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

The Clerk said that Mr. Meischke had completed the 6-month check by inspecting the benches in the village. Mr. Knight completed the remainder of the 6-monthly inspection in May (refer to the May 2016 Parish Council minutes).

- vi) **Weekly sportsfield**

Nothing to report.

- vii) **Website.**

Mrs. Hammon agreed to ask Jill Cox (who designed the Neighbourhood Plan website) if she was able to help with the design of a new Parish Council website.

Action: C. Hammon

- viii) **Facebook**

Nothing to report.

- ix) **Highway and Lighting faults**

Nothing to report.

9 Correspondence received

- a) **East Herts Council - Strategic Land Availability Assessment**

Chris Butcher (Principal Planning Officer at East Herts Council) e-mailed on the 9th June attaching a list of all the potential building site land available under the Strategic Land Availability Assessment.

Mr. Smith said no new sites have been identified in Watton-at-Stone and the final requirement may depend on factors outside of Watton at Stone.

The Clerk to forward Chris Butcher's e-mail and attachment to all Parish Councillors.

Action: J. Allsop

- b) **Police and Crime Commissioner's Road Safety Fund**

Simon Brown (Road Safety Programme Manager at HCC) e-mailed on 15th June to inform the Parish Council has been awarded £4,650 of funding from the Police and Crime Commissioners' Road Safety Fund towards installing a flashing light speed controller in the village to keep drivers within the local speed limits.

Mr. Freeman is proposing that the speed controller is installed on the northern approach to the village, which is the villages' worst "hot spot" for speed monitoring. Mr. Freeman heads up the 'speed-kill team' in Watton-at-Stone and he has recently recorder just under 18% of drivers are doing 36-40mph and, even worse, just under 22% doing 40mph or more and only last week monitored a driver doing 60mph at this location. He is absolutely certain the new equipment, coupled with the new sign, will prove to be another important step on the way to educating motorists on the hazards of speeding in built up environments.

Mr. Smith to e-mail a letter of thanks to Mr. Brown.

Action: M. Smith

10 Village organisations

Nothing to report

11 Items for Parish News

No items were identified.

The meeting closed at 2109

The date for the next Parish Council meeting is Tuesday 12th July 2016.