

**Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 17<sup>th</sup> July 2018**

|                 |                           |                                   |
|-----------------|---------------------------|-----------------------------------|
| <b>Present:</b> | Mr. Mike Smith (Chairman) | Mr. John Meischke (Vice-Chairman) |
|                 | Mr. Stephen Block         | Mrs. Catherine Hammon             |
|                 | Mr. Ian Knight            | Mrs. McCash                       |
|                 | Mr. David Stock           | Dr. Emma Waltham                  |
|                 | Mrs. Jane Allsop (Clerk)  |                                   |
|                 |                           |                                   |
| <b>Public:</b>  | None                      |                                   |
| <b>Police:</b>  | None.                     |                                   |

**1. Apologies for absence**

Apologies for absence: Mrs. Christine Dinnin and Mrs. Margaret Stanley.

**2. Public Participation**

None.

**3. Chairman’s/Clerk’s Report**

Mr. Smith said that Watton-at-Stone woke up a poorer place on Monday 2nd July following the passing of Michael Freeman after an intense illness.

During the 10 years of his involvement with the Isabel Hospice Mike was both a Trustee and then Chairman of the Board of Trustees, and it was there in Welwyn Garden City that he was admitted during the afternoon of Sunday 1st; and where he sadly died late that evening.

Although Mike was involved in many things outside of our village, we will best remember him for his dedication to Watton-at-Stone and its residents; not only during his former role as a Parish Councillor and then District Councillor, but also for his campaigns combined with personal effort to ensure that our village continued to be an ideal environment in which to live.

Mike had the ability to grasp the salient points of any controversy and was able to steer a path which could accommodate all opinions. Without this gift it is doubtful that the Neighbourhood Plan would ever have been established.

He was a great supporter of Public transport (which as a non-driver he used and experienced frequently) and took-on the railway companies in securing the best long-term outcome for Watton-at-Stone. He was also the ‘go to’ person for bus routes and timetables; a very important issue for many of us.

Mike was genuine in his attempts and willingness to help people and his door was always open. He will be sadly missed and a hard act to follow.

**4. Declaration of Interests**

None.

**5. Minutes of the last meeting**

**a) Acceptance**

**• Minutes of the Parish Council meeting held on Tuesday 19<sup>th</sup> June 2018**

Parish Councillors agreed that the minutes be approved with the following amendment.

Item 7 a I - 21 Hockerill (3/18/1096/HH), final paragraph to be changed to.

“Mrs. McCash had asked Mr. Stock to visit the neighbours of the property involved in this application. He did so and discussed the plans with the resident of at 19 Hockerill. The application would result in an upgrade to the site and an improved visual impact on the neighbour. The resident of No 19 is therefore content with the plans and has informed the applicant accordingly. Mr. Stock suggested to Mrs. McCash that, in accordance with our Planning Protocol, a ‘No comment’ response to this application be sent once it has been agreed by at least 2 other Parish Councillors. The Clerk then wrote to the planning department accordingly.”

The Clerk to amend the minutes and give them to Mr. Smith for signing.

**Action: J. Allsop**

**b) Review of actions**

**1. Try to obtain quotations for the renovation of the Red K6 phone box**

The Clerk said that Bob Adams and Peter Philips are not interested in quoting to renovate the red kiosk.

She e-mailed and spoke to Lindsay Holt to ask if any of the Woodhall estate workman would be interested in quoting to do the work. Lindsay Holt said she would investigate but to date the Clerk has had no response.

Mrs. Hammon said that she is due to have her house decorated and agreed to ask her decorator if he is interested in doing the work. The Clerk to e-mail the specifications to Mrs. Hammon.

**Action: C. Hammon/J. Allsop**

If Mrs. Hammon's decorator is not interested, Mrs. McCash agreed to go to the reclamation yard in Waterford to find out if they know of anyone interested in renovating the phone box.

**Action: H. McCash**

**2. Contact all the library volunteers**

Mr. Smith reported that Mrs. Dinnin had to cancel the library volunteers meeting because it clashed with Michael Freeman's funeral. She will re-arrange the meeting on her return home.

**Action: C. Dinnin**

**3. Purchase the additional plants required for the War Memorial garden: outstanding.**

Parish Councillors agreed that due to the current hot weather it would be better for the plants to be purchased in autumn. This item to be placed on the agenda for the October Parish Council meeting.

**Agenda: 10/2018**

**c) Action points resolved**

1. Notify East Herts Council of co-option of Stephen Block
2. Drawn up a revised schedule of work for David Payne
3. Write to planning department re 21 Hockerill
4. Write to planning department re 2 Motts Close
5. Ask Mark Burrows to instruct Ringway to carry out an on-site streetlight survey
6. E-mail Farid Tilavi for an update on the bollard installation
7. Find out how many houses have been built in the village since 2017
8. Read data protection document and give comments before next meeting
9. Discuss kitchen quotations at next Community Hall Trustees meeting
10. Arrange a meeting of the Community Hall Trustees
11. Instruct 1st Call signs to make up a cricket notice in Dibond
12. Accept Adam Welch's quotations to trim and hedge cut
13. Do emergency escape lighting tests and manual alarm call tests
14. Report damage to dog bin at School Lane end of Church Walk
15. Carry-out July monthly village-report and 6-monthly check
16. Upload to Facebook and website co-option of new Parish Councillor
17. Write article re dog-waste for Website, Facebook
18. Report on Highways faults holes in surface of High Street at roundabouts
19. E-mail police report to Mr. Block
20. Write articles for Parish News

**d) Actions outstanding for more than two months**

**1. Arrange for War Memorial to have a clean before sealing the stonework**

Mr. Smith said that he had applied weed killer to the area around the War Memorial, cleaned the stonework and sealed it.

Mr. Meischke and Mr. Block, whilst carrying-out the six-monthly inspection, noted that there was a loose bit of stonework. Mr. Smith said that this had previously been repaired by Mark Blacktin prior to the Remembrance Sunday Service in November 2017.

It was agreed to get in contact with a stonemason to obtain a quotation to repair this stone.

The Clerk to contact the stonemasons the Parish Council have previously used and Mrs. McCash to give her the name of the one used by the Parish Church.

**Action: H. McCash/J. Allsop**

**6. Planning**

Mrs. McCash reported on the following items.

**a) Applications**

None.

**b) Decisions**

**i) 21 Hockerill (3/18/1096/HH)**

demolish and rebuild to slightly larger footprint of single storey rear extension with pitch roof

- East Herts Council - granted

**ii) 21 Lammas Road (3/18/0691/HH)**

Single-storey front extension to extend garage and create open porch with changing roof files

- East Herts Council - refuse

**iii) 27 Lammas Road (3/18/0948/HH)**

Single-storey side extension

- East Herts Council - granted

**iv) 2 Motts Close (3/18/1134/HH)**

Construction of two storey front extension

- East Herts Council - refuse

## 7. Specific items

### a) Station Road update

Mr. Stock said that the works to Station Road appear to have been completed and as suspected, the two thrice-installed speed-cushions still appear to be ineffective. Notwithstanding this, Mr. Stock to contact Farid Tilavi (HCC) prior to our Parish Council meeting in September to establish whether or not HCC has completed its post-works monitoring activities in Station Road. **Action: D. Stock**

He also said that as reported previously, we (the Parish Council) will continue to review the issues of pedestrian-safety in Station Road to determine if there is a need for further improvements, especially around the area of the station ticket-office and for the reasons much expressed by us to HCC.

### b) Traffic along High Street

Mrs. Stanley was not present at the meeting to report on this item.

#### • E-mail from Bob Thurlow concerning footpaths and dropped kerbs

Bob Thurlow e-mailed us on 14th July concerning his experiences within the village as a temporary user of a mobility scooter (following a recent accident). He said his experiences have been an education re the difficulties faced by the less-able and disabled people in traversing the pavements of Watton-at-Stone. He highlighted the worse pavements and dropped kerbs, some of which are often blocked by parked vehicles.

Mr. Stock said that he is aware that there are problems with some of the footpaths in our village and was going to raise this issue himself and therefore appreciates the difficulties Bob Thurlow is currently having.

Parish Councillors acknowledged that many stretches of footpath are very uneven, and some are also very narrow. Mr. Stock agreed with this and identified a bad an uneven stretch of footpath in Hazeldell (that has been ignored for some time now) which causes problems for wheelchair users and those with mobility issues, e.g., having to use the road during periods of heavy rain, snow and ice.

Parish Councillors agreed to send a copy of Bob Thurlow's e-mail to Ken Crofton and invite him to discuss this issue during our September Parish Council. **Action: M. Smith/J. Allsop**

Mrs. McCash said that HCC has recently renewed the controlled-crossing between her office and the George and Dragon public house. In doing so, they have raised the incline making it difficult for those unsteady on their feet and she herself was a witness to an elderly person nearly falling over there.

It was agreed that the Parish Council would support a village-led protest. Notices to this effect to be posted in the Parish News and on Facebook. **Action: M. Smith/J. Allsop**

Mr. Block and Mr. Stock agreed to meet and carry out a footpath survey to identify specific problem areas within the village. **Action: S. Block/D. Stock**

### c) Neighbourhood plan – progress report

Dr. Waltham is in the process of submitting a grant application of approximately £8000 to cover the net costs of Consultant Jacqueline Veader quotation to help write the Watton-at-Stone Neighbourhood Plan. Any VAT element will be reclaimed by the Parish Council.

Another grant application will be submitted in autumn to cover the costs involved in the next public consultation and visuals for the physical Neighbourhood plan.

The Inspectors report has come back on the East Herts District Plan. There are no surprises in her report which states that their needs to be exceptional circumstances to release green belt.

The District plan should be adopted in autumn this year. Mr. Smith said that the last sentence of the Inspector's report states that, if East Herts Council accept the alterations, the East Herts District Plan can be adopted.

East Herts District Council currently have enough housing allocations to take them through to the 5-year review and therefore Watton-at-Stone won't know if they will have Green Belt release or not until after that time. Dr. Waltham said that if developers are in a hurry to build on a site they could apply for a special development order. If this happened in Watton-at-Stone, it might necessitate the release of Green Belt.

Mrs. McCash said that she believed that the depot site was being surveyed last week as she saw men on site with theodolites.

### d) Renovation Red K6 kiosk that houses the defibrillator

Refer to item 5 b 1, Review of actions - Try to obtain quotations for the renovation of the Red K6 phone box.

### e) Village litterbins

The problem with rubbish being removed by birds from non-lidded litterbins, and the need for some additional bins, was discussed and it was agreed that a litterbin survey is required.

Mr. Meischke said that, whilst doing the monthly village-report, he and Mr. Block had identified which bins needed to be changed to lidded ones.

Mr. Block agreed to carry-out a detailed litterbin survey and report back accordingly. **Action: S. Block**

The Clerk to e-mail Mr. Block the litterbin and bench location maps (which both need updating).

**Action: J. Allsop**

**f) Data Protection**

Mr. Meischke said that he had not received any comments from Mrs. Stanley re the draft data protection policy sent to Parish Councillor on 13<sup>th</sup> June.

He said that he had changed the title of the document from

“Watton-at-Stone Parish Council Privacy-Notice - Complying with the Data-Protection Policy”  
to

“Watton-at-Stone Parish Council Privacy-Notice / Date-Protection Policy”

Parish Councillors agreed to adopt the Data Protection documents, as e-mailed to them on the 13<sup>th</sup> June 2018, with the amended title, together with the document titled ‘General Data-Protection Regulations (GDPR) and the Parish Council: In a Nutshell’

The Data Protection documents to be uploaded onto the Watton-at-Stone website. **Action: J. Allsop**

It was agreed that the following statement be included in the Community Hall hire agreement, directly below where the hirer signs.

‘Your personal information contained in this hire agreement is purely kept for our own use and will be kept on file for a period of seven years in a password protected file or if in hardcopy format, under lock and key. Full version available on our website at <https://www.watton-pc.org.uk/files/Hire-agreement-fire-exit-plan-evacuation-procedure.pdf>.’

**Action: J. Allsop**

**g) Parish Council owned lighting**

Mr. Smith said that Mark Burrows e-mailed the Clerk today (17<sup>th</sup> July) as follows.

“I have just spoken with Ringway, who have advised that five of the existing swan neck brackets are deteriorated and require replacement, at an estimated cost of £100.00/unit, so add on £500.00 to the existing estimate of £7200.00.

Please give me a call if you require any further information.”

Parish Councillors agreed to instruct Mark Burrows to proceed with the fitting of LED lamps on all the Parish Council owned streetlights, apart from the one streetlight on School Lane, that is already fitted with an LED lamp. The Clerk to e-mail Mark Burrows accordingly.

**Action: J. Allsop**

**8. Sub-Committees**

**Budget & Finance**

Mrs. McCash reported on the following item.

• **Monthly accounts**

Mrs. McCash highlighted some of the transactions listed below.

**Watton-at-Stone Parish Council**

| <b>Petty Cash – Receipts</b> |  | <b>Petty cash - Payments</b>    |                         |
|------------------------------|--|---------------------------------|-------------------------|
| None                         |  | Phone charges for April and May | 28.80                   |
|                              |  | Postage – PKF audit papers      | 2.11                    |
|                              |  |                                 | <b><u>30.91</u></b>     |
| <b>Cheques issued</b>        |  |                                 |                         |
| Bidwells                     | Allotment rent   |                                 | 335.00                  |
| J. Hart                      | Installation of Cricket run base and fitting of nets       |                                 | 9,945.00                |
| Wages and salaries           | June 2018  |                                 | 1254.39                 |
| Adam Welch                   | ½ season maintenance work                                  |                                 | 1,350.00                |
| Glasdon UK                   | Ted Brown Memorial bench                                   |                                 | 744.57                  |
| Adam Welch                   | Work on allotment plots and hedges, trim School Lane hedge |                                 | 250.00                  |
| David Payne                  | grass cutting and strimming around Sportsfield and hall    |                                 | 142.50                  |
| Concord Trophies             | engrave 2 trophies purchase, purchase + engrave 2 keepsake |                                 | 57.88                   |
| BSWW Parish News             | 4-page insert - annual reports and articles                |                                 | 63.00                   |
| Mark Blacktin                | repair safety surface by children's play area              |                                 | 70.00                   |
| HMRC                         | NI contributions for Clerk and PC                          |                                 | 217.74                  |
|                              |  |                                 | <b><u>14,430.08</u></b> |
| <b>Cheques received</b>      |  |                                 |                         |
| Rosemary Brown               | Donation towards Ted Brown's memorial seat                 |                                 | 600.00                  |
|                              |  |                                 | <b><u>600.00</u></b>    |

Watton-at-Stone Community Hall

| Petty Cash – Receipts                    |  | Petty Cash -Payments |                 |
|--|--|----------------------|-----------------|
| Carla Beach – (4 weeks)                  | 126.00                                       | Toilet rolls         | <u>25.50</u>    |
| Tony Silvestri – Pavilion (3 weeks)      | 30.00  |                      | <u>25.50</u>    |
| Floodlighting                            | 40.00  |                      |                 |
| Felicitas Dixon - Main Hall and Pavilion | 22.00  |                      |                 |
| Forever Active - June                    | <u>366.00</u>                                |                      |                 |
|  | <u>584.00</u>                                |                      |                 |
| <b>Cheques issued</b>                    |  |                      |                 |
| The Archery Company                      | Archery equipment                            |                      | 1,085.00        |
| Hertfordshire County                     | Cleaning materials                           |                      | 40.84           |
| Castle Water                             | waste water                                  |                      | 18.37           |
| Wages                                    | June 2018                                    |                      | 411.19          |
| Herts Fire Protection                    | Annual inspection plus new fire extinguisher |                      | 176.02          |
|  |  |                      | <u>1,731.42</u> |
| <b>Cheques received</b>                  |  |                      |                 |
| Claire Whitby                            | Main Hall and Pavilion hire                  |                      | 52.50           |
| Chloe Teoli                              | Main Hall                                    |                      | 550.05          |
| Ildiko Imre-Kada                         | Meeting Room                                 |                      | 72.00           |
| Youth Club                               | Main Hall and Pavilion hire                  |                      | 153.00          |
| Dave Boddy                               | Main Hall                                    |                      | 200.00          |
| Sports and Social Club                   |  |                      | 375.00          |
| Badminton Club                           | Main Hall hire                               |                      | 128.50          |
| Scouts                                   | Pavilion hire                                |                      | <u>35.00</u>    |
|  |  |                      | <u>1566.05</u>  |

Parish Councillors agreed the payments.

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

Mrs. McCash highlighted some of the first quarter’s income and expenditure items for the Parish Council and the Community Hall accounts.

The Community Hall’s Main Hall hiring are very similar to the same period last year. She said that the income will be considerably lower in the 2<sup>nd</sup> quarter due to fewer lettings during the summer period.

Mr. Meischke reminded Parish Councillors, that with the end of Forever Active in October this year, the hall hirings could significantly drop, although he will do all he can to stop this from happening (refer to report under Community Hall Trustees).

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

Mrs. McCash said that Mrs. Stanley had gone through all the income and expenditure items included in the first quarter accounts and found everything to be in order.

• **BT Phone line**

Parish Councillors approved the payment of the Clerk’s BT line rental, which is a one-off payment of £208.80p (one-month free line rental for payment in advance). In addition, the Parish Council will continue to pay for the BT unlimited anytime calls and the answer 1571 service. These are both due to increase in September from £9.50 to £9.99 for the unlimited anytime calls and from £3.00 to £3.50 for the 1571 service.

**Community Hall Trustees**

Mr. Meischke reported on the following item.

• **Report on meeting held on 16<sup>th</sup> July 2018**

Mr. Meischke reported on the Trustees meeting held on 16<sup>th</sup> July.

The Trustees welcomed Victoria Nightingale to their meeting and discussed the following items with her.

- **Wi-Fi** - Victoria Nightingale agreed to investigate the broadband contract options as well as carry out a scoping review re the need for a broadband connection.
- **Forever active** – When the EHDC Forever Active scheme comes to an end, the Trustees need to take into account coaching costs.

It was agreed that an advertising-drive should be put on Facebook, the Parish News and on the website as well as posted on the notice boards. Another advertising-drive should be carried out at the end of October when Forever Active comes to an end.

Victoria Nightingale to help drive this forward with the Trustees. **Action: Trustees/V. Nightingale**

- **Library** – As already reported, Mrs. Dinnin is to arrange a meeting of the library volunteers to agree a way forward following the death of former District Councillor, Michael Freeman.
- **Hirers** - Victoria Nightingale put forward suggestions for increasing hiring using Facebook adverts. She highlighted the fact that as a newcomer to Watton-at-Stone it had been very difficult to find out what was going on in the village. Again, Facebook could be used to advertise what is going on in the hall. Victoria Nightingale agreed to draw up a rough discussion plan.
- **Kitchen** – the three estimates received were discussed. One estimate was dismissed, and it was agreed to recommend to the Parish Council that two Trustees visit the other two companies to inspect the quality of kitchen units and appliances to be used as well as inspect the quality of their kitchen installation work. This was agreed by Parish Councillors.
- **Decoration requirements** -Following a walk around the exterior and interior of the Community Hall the Trustees recommended that the boiler room door and fire exit door to the Main Hall both need cleaning and re staining. Parish Councillors approved this recommendation.  
Mrs. McCash said that she was at a meeting in the pavilion today and noted that the skirting boards need cleaning. Mr. Meischke to ask one of the cleaners to do this work. **Action: J. Meischke**
- **Playground inspection** -Mr. Meischke said that East Herts Council have e-mailed the Play Inspection Company’s annual inspection report for the play area and trim trail on the sportsfield.  
All items identified within the report were either ‘Low Risk’ or ‘Very Low Risk’. The report has been e-mailed to all the Trustees and Mr. Smith. Mr. Meischke said he would study the report to see if any action is required. **Action: J. Meischke**

**Recreation and Amenities Sub-Committee**

Mr. Knight reported on the following items.

- **Sportsfield**  
The Footballers have re-seeded the goal mouths and the grass is growing well.  
Mr. Knight to ask the Cricket Club to clean up the wooden doors to their shed. **Action: I. Knight**
- **Tennis courts**  
When the Sports Courts Limited install the new fencing on the double tennis courts in September, they will repair the broken concrete between the old and new courts.  
Due to the dry weather the grass does not need cutting and is already cut at too low a level. Frank Cooper & Son Limited to be told not to cut the grass until further notice. **Action: J. Allsop**  
Mr. Smith to see if there are any lockable metal goalpost socket covers. **Action: M. Smith**

**Environment Sub-Committee**

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

- **War Memorial garden**  
Refer to item 5 b, Review of Actions - Purchase the additional plants required for the War Memorial garden.
- **Allotments**  
Mr. Smith said that Mrs. Dinnin had reported that, apart from four allotments plots, the rest are all in a pretty good way.  
The Clerk to write to the allotment holders who are not cultivating their plots. **Action: J. Allsop**  
Mr. Smith said that he had designed an allotment plan which needs making up into a sign to be erected on the allotment site.  
The Clerk to ask 1<sup>st</sup> Call signs to make one A3 allotment plan sign in Dibond. **Action: J. Allsop**
- **Letter from Nicholas and Jane Crichton**  
All Parish Councillors were e-mailed (on 3<sup>rd</sup> July) a copy of Mr. and Mrs. Crichton’s undated letter concerning environmental management of the village.  
Mr. Smith said that he had some sympathy about their concerns over the loss of wildlife due to the cutting of hedges and grassed areas in the village. He reminded Parish Councillors that a couple of years ago he had only strimmed pathways on Watton Green to allow wildflower areas to grow, but the Parish Council had asked him to cut the green as usual. He said that Watton Green is a good area to leave the grass uncut as it has excellent quality wild flowers on it. However due to the way the Lammass has been managed, due to an extinct agreement with the Countryside Management Service, the land does not currently have any natural wild flowers on it. The consistent cutting and removing of the grass from site has enriched the grass and stopped the growth of wild flowers.  
Mr. Smith suggested we continue with our current regime this year. However next year, when Blue Bury Contractors will no longer be managing the Parish Council land, new contractors will need to be sort and

we can look at possibly having some natural areas on Watton Green, which include picnic areas and look at ways of encouraging wild flower growth on the Lammas.

It was agreed that the Environment Sub-Committee need to have site meetings at both Watton Green and the Lammas to discuss this further. Mrs. Dinnin to be asked to arrange a meeting. **Action: C. Dinnin**

Mr. Smith to get in contact with Mr. and Mrs. Crichton. **Action: M. Smith**

**b) Routine Reports**

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

Mr. Meischke to do the emergency escape lighting and manual alarm call tests with Mr. Block before their Archery session on Thursday 19<sup>th</sup> July. **Action: J. Meischke/S. Block**

**ii) Gas and electricity meter readings**

Mr. Meischke gives the Clerk gas and electricity meter readings at the end of each month and she uploads these readings to the providers websites.

**iii) Weekly reports - Fire Inspection and shower tests**

Nothing adverse to report.

**iv) Health and Safety for Community Hall**

Nothing adverse to report.

**v) Monthly village-report**

Mr. Meischke and Mr. Block completed the report on 16<sup>th</sup> July 2018.

Mr. Block reported on the adverse items highlighted in the monthly village-report.

- **Sportsfield – condition of grass** - The grass is in poor condition due to the very hot dry weather. It was agreed to ask Frank Cooper and Son Limited to suspend cutting the grass until further notice. **Action: J. Allsop**
- **Swings** – safety surface damaged, swing chains showing wear.
- **Bike ramps** - Junior jump needs weeding.
- **Community Hall**
  - **Gutters** - need clearing out.  
Mr. Meischke to arrange for this work to be done. **Action: J. Meischke**
  - **External doors** - on North side of building needs painting (namely: double doors to boiler room and Main Hall emergency exit door) - Rosemary Brown to be asked to clean both doors before Mark Blacktin is asked to quote for doing the painting work. **Action: J. Meischke**
  - **Roof** - Cracked tile on East lower roof – P. J. Roofing to be asked to replace the cracked tile. **Action: J. Allsop**
- **Clothes Recycle bin** - needs emptying.  
**Note:** Mr. Smith and the Clerk inspected the bin directly after this meeting and found that it had been emptied and there were no clothes bags around its base.
- **Ornate village sign** - slight rot at bottom of post.

**vi) 6-monthly check**

Mr. Meischke and Mr. Block completed the report on 16<sup>th</sup> July 2018.

Mr. Block reported on the adverse items highlighted in the 6-monthly check.

- **Tennis courts** - joint between two courts needs attention. Sports Courts Limited have agreed to redo the joint between the old and new courts when they install the new double tennis court fencing. Weeds growing up behind the kicker boards in between the concrete joint between the old and new courts. David Payne to be instructed to weed kill this area. **Action: J. Meischke**
- **Kicker boards** – there is some damage to the kicker boards on the double tennis courts. No action required because the kicker boards will be removed when the new fencing is installed.
- **Floodlights** – trees on the east-side need cutting back because they are beginning to obscure the floodlights on that side.
- **Tennis court notices** – Tennis Club sign needs repairing and Parish Council notice needs cleaning. The Tennis Club notice board will be replaced when the fencing around the double courts is been renewed in September. **Action: I. Knight**
- **Showers** - one of the homes team showers was not working. Mr. Meischke has now cleaned out all the shower heads, which has resolved the problem.

• **Benches**

- **High Street/Mill Lane** – needs painting. Ask Mark Blacktin to quote for doing the work. **Action: J. Meischke**
- **Church Walk** (Church end) – bench missing – Mr. Smith said that this bench was removed during a spate of vandalism at the Parish church as is currently being stored at his farm, together with two other benches belonging to the Church, one of which is a new bench.

vii) **Weekly sportsfield**

Rosemary Brown is picking up a lot of glass on the sportsfield.

The Clerk said that East Herts Council have delivered the blue recycle bin she ordered, and Rosemary Brown reported that it is already half full after one weekend of litterpicking.

viii) **Website/Facebook**

The following items were identified for uploading to both the website and Facebook.

- Condition of village footpaths
- Community Hall advertising drive
- Advertise what is going on in the Community Hall.

**Action: J. Allsop**

ix) **Highway and Lighting faults**

The Clerk said that she was contacted by Tina Roberts concerning a tree in the highway verge near their property that is producing sticky sap. The Clerk contacted Stock, who wrote the following report which was then uploaded to the Highways faults website on 30<sup>th</sup> May.

‘One of two very large trees on the grass verge outside of No.6 is causing serious problems for Mr. Roberts who suffers from Parkinson's and as a result has severe problems with balance etc. The sap and leaves that fall from the tree on to his drive and the adjacent public footpath present him with a serious slip-hazard. He has had two falls outside due to the slipperiness caused by the sap etc. (In addition, sap is invariably taken into the house on footwear and thus introduces an additional slip hazard on the wooden flooring.) This is an on-going problem which if not addressed urgently will become worse and more dangerous for Mr. Roberts and other residents. Request urgent action taken to clear the sap etc. from the hard-surface area under the canopy of the tree and cut-back the tree so as to prevent a re-occurrence of the problem.’

Tina Roberts contacted the Clerk again today (17<sup>th</sup> July) to say that no action had been taken and she had therefore e-mailed Ken Crofton asking him for his help.

This item to be placed on the September agenda.

**Agenda: 09/2018**

x) **Dog fouling reports**

None.

xi) **Police reports**

None.

**9. Correspondence received**

a) **Shared Access Limited - Telecoms Proposal**

Shared Access Limited contacted the Parish Council via e-mail on 5<sup>th</sup> July to see if they would be interested in discussing a telecoms proposal at the sportsfield. Their customer, who is a Mobile Operator, have asked them to look at locations near the railway line to site a new telecoms mast, as they are looking to improve the mobile coverage to the main rail network.

Mr. Meischke said that he had been in contact with Shared Access Limited and told them about both Watton Green and the Cottage site, both of which are close to the railway line. He said there is no need for Parish Councillors to discuss this item yet, as it is just at the exploratory stage.

**10. Village organisations**

None.

**11. Items for Parish News**

The following items were identified for inclusion in the September 2018 issues of the Parish News.

- Parish Council obituary for Mike Freeman **Action: M. Smith**
- Condition of village footpaths **Action: J. Allsop**
- **September 2018 agenda item**  
Commemorative plaques for Nigel Poulton and Michael Freeman to be put on the September Parish Council agenda for discussion. **Agenda: 09/18**

**The meeting closed at 2110.**

**The date for the next Parish Council meeting is Tuesday 18<sup>th</sup> September 2018.**