

## Minutes of the Parish Council meeting held in the Community Hall on Tuesday 11<sup>th</sup> October 2022

<b>Present:</b>	Cllr. Emma Waltham (Chairperson)	Cllr. John Meischke (Vice-Chair)
	Cllr. Stephen Block	Cllr. Christine Dinnin
	Cllr. Catherine Hammon (after 1930)	Cllr. Ian Knight
	Cllr. Helen McCash	Cllr. David Stock
	Clerk: Jane Allsop	
	County Cllr. Ken Crofton (until 2057)	
<b>Public:</b>	Michael Smith (until 2003) Nicola White, Annabel Kirk and Jane Dodson (all left at 2057)	

Cllr. Meischke took the Chair.

### 1. Election of Chairman and signing of declaration of office Chairman

This item was taken under item 4, Chair's/Clerk's report.

### 2. Apologies for absence

Apologies: None.

Cllr. Meischke reported on item 10 a, Correspondence received

- **E-mail from Kay Jancey**

Cllr. Kay Jancey e-mailed her resignation from the Parish Council on Monday 3<sup>rd</sup> October with immediate effect.

The Parish Council thanked her for all her work as a Parish Councillor and wished her well for the future. She will be much missed.

EHDC notices of vacancy have been published on the Parish Council website and its notice boards.

The deadline for contacting EHDC requesting an election is midnight on 26<sup>th</sup> October 2022. If an election is not requested by ten local government electors, the vacancy will be filled by co-option and EHDC should notify the Parish Council on 27<sup>th</sup> October 2022.

Refer also to item 13 - Co-option of Parish Councillor to fill vacancy.

### 3. Public participation

Cllr. Meischke welcomed members of the public to the meeting.

He said that the Parish Council would be discussing, under item 13, 'Co-option of Parish Councillor to fill vacancy'. This item will be taken under exclusion of press and public and when all members of the public will be asked to leave.

### 4. Chair's/Clerk's report

#### 1. Election of Chairman and signing of declaration of office Chairperson

Cllr. Meischke nominated Cllr. Waltham for the election of Chair.

Cllr. Stock seconded the motion and all present were in favour.

Cllr. Waltham was duly elected and signed the declaration of acceptance of office.

Cllr. Waltham took the Chair.

Cllr. Waltham said she wanted to say a few words of thanks to former Chairman of the Parish Council, Michael Smith. She said that he had been Chairman throughout the whole of her time in office as a Parish Councillor and she wanted to express her gratitude to him for everything he has done to help her, the village and our local environment. His knowledge of green spaces has greatly benefited the village and he has left the Parish Council in a better place under his stewardship.

All Parish Councillors agreed with Cllr. Waltham's statement.

Cllr. Waltham said she wanted to be chairperson as this is a pivotal time for our council, although she does not intend to stay long in office. The NP has now been submitted to EHDC, but it is not done and dusted, and it will take a lot of time and hard work going forward.

She also thanked Cllr. Meischke and the Clerk for their guidance going forward.

### 5. Declaration of interests

None.

## 6. Minutes of the last meeting.

### a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 27<sup>th</sup> September 2022**  
Parish Councillors agreed that the minutes be approved and signed.

### b) Review of actions

#### 1. Write to EHDC re District Councillor Sophie Bell

The Clerk e-mailed the Chairman of the District Council, Ian Devonshire, seeking his help in getting hold of District Councillor Sophie Bell, who has not been responding to our e-mails.

Cllr. Crofton suggested that Ian Devonshire was not the correct person to contact, and the Parish Council should instead write to Chief Executive of Democratic services at EHDC. Cllr. Devonshire has e-mailed Cllr. Bell asking her to contact the Parish Council. If Cllr. Bell does not contact the Parish Council in the next week, the Parish Council to write to EHDC as suggested.

#### 2. Investigate having a shield made to go over the bench at the Great Innings/High Street roundabout

Outstanding.

**Action: J. Meischke**

#### 3. E-mail Cllr. Meischke the monthly cost for submitting VAT returns

Cllr. McCash proposed that the Community Hall purchase an annual subscription for software from 123 sheets for £19.75 (plus VAT). The Clerk will be responsible for completing the monthly VAT returns via this software.

**Action: J. Allsop**

The Parish Council VAT returns are submitted under a different system.

### c) Action points resolved

#### 1. Write to planning department re 14 High Street (3/22/1741/ASDPN)

#### 2. Write to planning department re 53 Great Innings (3/22/1827/HH)

#### 3. Write to planning department re 63 Rivershill (3/22/1963/HH)

#### 4. Instruct BHIB to increase the insurance cover

#### 5. Instruct D. P Electrics to replace electronic lock to outside toilet door

#### 6. Speak to Scott Reynolds re cutting the goal mouth grass before pitch marking

Cllr. Meischke said that Scott Reynolds has not replied to his calls and messages, and he still does not know when the first men's football match will take place this season.

Frank Coopers cut the sportsfield last week, however they failed to cut the goal mouths. They will be coming back to do this work and will be instructed to do the pitch markings too.

**Action: J. Meischke**

#### 7. Send out annual allotment invoices

#### 8. Instruct 1<sup>st</sup> Call Signs to make new allotment plan sign

#### 9. Inspect seats under the large oak tree

During a site meeting on Sunday 9<sup>th</sup> October, Cllr. Stock demonstrated his concerns about the position of two of the four benches under the ancient Oak Tree. Cllrs. Meischke and Dinnin then agreed with his proposal to move the benches in question to a more suitable position free of any overhanging branches. The repositioned benches would be close to their current location and have the same orientation as now, i.e., one facing the tennis courts and the other facing the sportsfield.

It was agreed that Cllr. Stock contacts Grassroots to arrange a site meeting to obtain a quotation for the work involved.

**Action: D. Stock**

Cllr. McCash suggested that now that we have discussed the relocation of these two benches, they should be taped off to prevent them from being used. This was agreed. Cllr. McCash agreed to do this the next day.

**Action: H. McCash**

#### 10. Ask PCSO Sally Brooks to provide a police report for our October meeting

The Clerk did not complete this action point because PCSO Sally Brooks had e-mailed stating that her and a colleague would be attending tonight's meeting.

Cllr. McCash then sent a text to PCSO Brooks who replied that she had e-mailed her apologies to the Clerk.

**Note:** PCSO Sally Brooks did e-mail her apologies just before the start of the meeting and included her police report. However, the Clerk did not receive the e-mail until after the Parish Council meeting.

All Parish Councillors have been sent a copy of this e-mail.

#### 11. Write Parish News article re the submission of the Neighbourhood Plan – outstanding

Cllr. Waltham said that she is waiting to hear from EHDC re the public consultation date before she submits the article.

**Action: E. Waltham**

## 7. Planning

### a) Applications

The following Appeal was received after the agenda was published.

- **62 Hazeldell, Watton-at-Stone (Appeal Ref: 22/00083/REFUSE)**

Ref: planning application 3/22/1194/HH - Erection of single storey front extension, replacement roof for existing single storey element and alterations to fenestration

No action is required as the Parish Council's original response, outlining their concerns, will form part of the appeal process.

### b) Decisions

None

## 8. Specific items

### a) Neighbourhood plan and benefits

Cllr. Waltham said that a lot has happened since our last meeting two weeks ago.

The NP has been submitted to EHDC. The NP section of the website will need updating and she will give the Clerk the material required to make these changes. **Action: E. Waltham/J. Allsop**

Jacqueline Veater has submitted an invoice of £510 (plus VAT) and Parish Councillors approved payment.

**Action: J. Allsop**

As mentioned at the September Parish Council meeting there are no more grant funding pots available to the Parish Council. The Parish Council will therefore need to pay this and any further costs from reserves or NHB funds. Cllr. Waltham to ask Jacqueline Veater to provide a quote for the rest of her work involving the NP.

**Action: E. Waltham**

Pressure is being put on the Environment Agency to change the current 3b classification of the River Beane at the location of the proposed pedestrian footbridge. The Environment Agency say Fairview Homes are holding up the process because they have not provided the modelling required and Fairview say that the Environment Agency are to blame.

A site meeting has been arranged for 18<sup>th</sup> October between members of the NP committee, the Environment Agency and Fairview New Homes. Cllr. Meischke and Michael Smith will also attend. Cllr. Waltham said that this meeting is open to all Parish Councillors, but she would prefer if not too many attend, as it could cause a distraction.

The proposed developers of the Great Innings car park site want to build four homes. The properties would be on a 50/50 rent/buy scheme. The developers have agreed to keep her informed of their proposals.

The Woodhall estate provided a letter that was their version of a 'Heads of Terms' which is not entirely satisfactory and in no way does it ensure the securing the Mill Lane site for Youth Football.

Cllr. Waltham invited Michael Smith to update the Parish Council on some of the planning gains.

Michael Smith said that he, Charles Clark and Mehron Kirk, met with representatives of the Youth Football to discuss the Mill Lane site. The consensus is that the site would need fencing off if it is used for Youth Football. Also, more room needs to be allocated for spectators to stand on. The pitch slopes away from the pitches and would making spectator visibility limited. At the time of submission of the Neighbourhood Plan, there was no assurances from the Woodhall Estate that the land would be make available.

The wetland area adjacent to the River Beane and on the opposite side of the road to the Woodhall development site has not been acquired as a planning gain. It is hoped that the footbridge from the Fairview site onto this land will go ahead.

Members agreed that the Parish council would lose credibility should benefits not be delivered. It was accepted that some proposed benefits fell outside of the control of the emerging Neighbourhood Plan but that those remaining should be ensured via the planning process.

The NP will meet again on 9<sup>th</sup> November at 1930.

#### Mill Lane pedestrian bridge

Michael Smith reported that he continues to pursue a pedestrian bridge over the River Beane in Mill Lane and, if agreed, it may well help with obtain planning consent for the Youth Football site. Permission needs to be obtained from the Directors of the Willowdene Management Company, to gain a small amount of their land, which is required to make the bridge project possible. An application will need completing and submitting to HCC.

He said that the pedestrian bridge must not interfere with the notching of the Mill Weir project (which is now back on course with the required funding). He said that the bridge's location will not affect the weir notching but he might need to have to obtain some technical drawings. This could be funded from the locality grant we have already received.

Michael Smith said he was happy to continue running this project.

Michael Smith left meeting at 2003.

**b) High Street traffic issues**

Refer to item 6 b 1, Review of actions - Write to EHDC re District Councillor Sophie Bell.

Former Cllr. Jancey was going to head up the High Street traffic working group.

It was agreed to arrange the first meeting of this group before the November Parish Council meeting.

The Clerk to organise a meeting date with members of this group (Cllrs. Dinnin, Hammon, Meischke and Stock).

**Action: J. Allsop**

This items to remain on the agenda.

**Agenda: 11.2022**

**c) Investigate dog fouling signage for the village**

Cllr. Dinnin agreed to walk around the village identifying where new dog fouling signage is required.

Cllr. Meischke said that some of the old stick-on signs are missing, and others are badly UV damaged. He suggested that any new signage should be more robust and UV resistant.

**Action: C. Dinnin**

**d) Mobile light hire**

Ware Rotary Club would like to borrow the portable floodlights again this year for their fireworks party in

November. This was agreed by Parish Councillors present at the meeting. Ware Rotary Club will be responsible for any damaged caused to the units. Mr. Meischke to notify them accordingly.

**Action: J. Meischke**

**e) Litter pickers and equipment**

Cllr. Meischke said that we have two litterpicking groups in the village. One headed up by Mark McDonald and the other and the other group from Hazeldell. They both require some more robust equipment and have sourced style of litter picker that they believe will meet their needs.

Place e-mail from EHDC re litter picking and litterbins on the November Parish Council agenda.

**Agenda: 11.2022**

**9. Reports****a) Sub-Committees****Budget & Finance**

Cllr. Block reported on the following items.

- Monthly accounts**

Watton-at-Stone Parish Council			
Petty Cash – Receipts		Petty cash - Payments	
1 Allotment holder – rent 2022/2023	22.00	BT phone bill to 28.09.22	23.26
	22.00		<b>23.26</b>
Payments			
John Cuesta	Return of deposit and rent for 2021/22		69.40
Bidwells	Sportsfield extension		125.00
Wages & Salaries	September salary + £11 mobile phone		1,423.45
HMRC	Tax & NI - July - September 2022		192.41
Mark Blacktin	concrete bin base of bin relocation on sportsfield		150.00
BHIB	Additional insurance premium		113.58
EHDC	Annual Playground inspection		208.25
Frank Cooper & Son	Grass cutting		156.00
PKF Littlejohn LLP	Annual external audit		360.00
J. Allsop	Google workspace		9.20
Agripower	Survey of land for Youth Football		2,970.00
Grassroots	War Memorial maintenance – August 2022		50.40
BHIB	Trustees' indemnity insurance		397.42
			<b>6,225.11</b>
Receipts			
Nationwide	Interest for period August 22		107.05
Santander	Interest on deposit account		0.84
26 Allotment holders	Rent and water charges for year 2022/2023		924.00
			<b>1031.89</b>

Watton-at-Stone Community Hall			
Petty Cash – Receipts		Petty Cash - Payments	
Tony Silverstri – Pavilion	30.00		
Floodlighting to 31.05.22 to 30.09.22	144.00		
Archery – Main Hall	50.00		
Table tennis	132.00		
	<b>356.00</b>		

<b>Payments</b>		
Sports Messins	Double court - colour marking and line markings	2,640.00
British gas	Electricity	144.31
Wages	October 2022	294.00
James Turner	Repair to toilets and attend toilet leak in hallway	418.34
HCC	Cleaning materials	203.03
		<b>3,699.68</b>
<b>Receipts</b>		
Claire Messini	1st 50% deposit for hire – 10 <sup>th</sup> Dec MH + Pav	38.00
HMRC	VAT rebate - August 2022	54.47
Sarah Innes	1st 50% deposit for hire – 27 <sup>th</sup> Nov MH + Pav	38.00
Janine Gildersleve	Part payment Main Hall hire – July to September	290.00
Janine Gildersleve	Part payment Main Hall hire – July to September	1.88
Cricket	Community Hall facilities	586.00
Talbott Fitness	August - October use of toilets and changing rooms	230.00
Sue Burgess	Pavilion – 17 <sup>th</sup> October - 1.5 hours	15.00
Santhi George	1st 50% deposit for hire – 5 <sup>th</sup> Nov MH + Pav	99.00
Lucy Dodd	Main Hall Pavilion 17 <sup>th</sup> December	76.00
Louise Davis	Remainder of 50% deposit for 13 <sup>th</sup> Nov and 6 <sup>th</sup> Dec	78.30
		<b>1506.65</b>

Parish Councillors approved the payments.

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

Cllr. Block reported that at the halfway point through the financial year the Parish Council accounts show an increase of £19,352.24 in the bank position. This is largely due to the Groundwork Trust grant and the fact that the entire precept for the year has been received. It should be noted that the annual grant is yet to be paid to the Community Hall. The largest expenditure has been on the tennis courts and play area ramp which came from the NHB.

The 6 months accounts for the Community Hall show an overspend of £14,297. This is largely due to work on the tennis courts and will be reimbursed by the Parish Council before the end of the year. Again, it should be noted that the annual grant from the Parish Council has yet to be paid. This will be paid by the end of the year.

- **6-monthly inspection of accounts**

Cllr. McCash carried-out the six-month inspection of the Parish Council and Community Hall accounts on 10<sup>th</sup> October and they were in good order.

- **PKF – Annual audit for year 2021/2022**

Cllr. Block said that the Parish Council has received ‘a clean bill of health’ from the auditors PKF Littlejohn LLP, who have signed off the annual statutory approval of the Parish Council accounts for the year ended 31<sup>st</sup> March 2022.

The Parish Council is required to display a notice of conclusion of audit on the Parish Council notice board as well as on their website, together with sections of the completed annual return. **Action: J. Allsop**

- **Request for Budget items for 2023/2024**

Cllr. Block asked Parish Councillors to give the Clerk their budget items for 2023/24 as soon as possible.

**Action: Parish Councillors**

- **Trustees’ indemnity insurance cover**

Cllr. Block reported that the Trustees’ Indemnity Insurance Cover is up for renewal on 20<sup>th</sup> October at a cost of £397.42 an increase of £8.53 compared to last year. Parish Councillors approved this payment.

The Clerk to renew the policy.

**Action: J. Allsop**

- **Change to submitting VAT returns**

Refer to item 6 b, Review of actions -E-mail Cllr. Meischke the monthly cost for submitting VAT returns.

- **Confirmation of alterations to BHIB insurance cover**

As instructed, BHIB have increased the Parish Council’s insurance cover and the additional £113.58 premium has been paid.

- **Bank accounts**

Cllr. Block said that the Community Hall has a CCLA coif deposit with just over £2,200 in it. He suggested that this account be closed. This was agreed by all Parish Councillors.

The Parish Council have a Nationwide 95-day account. The account does not allow the Parish Council to withdraw money early with loss of interest. The Nationwide have been given the required notice period to move £40,000 of funds to the Parish Council’s Santander current account on 5<sup>th</sup> December.

- **Google account**  
Google Workspace are now charging for all business accounts. Their charges are based on how many e-mail addresses are associated with the account. To reduce the monthly costs, the Clerk has deleted all unused Parish Council e-mail addresses, leaving 4 in place. Admin, Clerk, Emma Waltham and one for the Neighbourhood Plan. The first month of Google Workspace charges were at a reduced rate of £4.75, but this increased to £9.20 for the second month. A direct debit payment will need to be set up as currently the Clerk is paying for the charges on her credit card.  
Parish Councillors approved a direct debit payment should be set up. **Action: J. Allsop**

## Community Hall Trustees

Cllr. Meischke reported on the following items.

- **Changes to the Trustee Charity documentation**  
Cllr. Meischke said that he had spoken to Alister Liddiard, who is a Partner at Longmores, about the changes require to the Community Hall's Charitable status. It may be a simple case of just altering the deed or permission may be required from the Charitable commissioners. Mr. Liddiard said that if the latter is the case, then it could take a long time to resolve. Recently the Charity Commissioners have been exceptionally slow with applications of this kind.
- **Car Park bin**  
The car park bin has been relocated to near the new ramp, to avoid it being used by hall hirers for the disposal of their party waste.
- **Goal mouths**  
Refer to item 6 c 6, Action points resolved - Speak to Scott Reynolds re cutting the goal mouth grass before pitch marking.
- **Play Area Safety surface fault**  
Wicksteed have repaired the fault to the safety surface.
- **Wicksteed**  
Cllr. Meischke said he had been in contact with Wicksteed Leisure concerning a fault to one of their new swings (reported by a member of public), where a bolt had come off the seat.  
They have also been asked to address various items identified in the annual play area inspection, which refer directly to their recent playground upgrades. These include missing caps and bolts that have been overtightened.  
Cllr. Meischke said he is having difficulty in getting them to agree a date for inspecting these faults but will continue to pursue them. **Action: J. Meischke**
- **Annual play area safety inspection**  
Refer to item above - Wicksteed.
- **Swing fault**  
Refer to item above - Wicksteed.
- **Replacement tables**  
This item was reported on at the September 2022 Parish Council meeting under action points resolved - Order 6 folding tables for the Community Hall. The new tables are now in use and the old tables that were in a serviceable condition have been donated to the Parish Church.
- **Caretaker**  
This item to be deferred to a future date.
- **Changing room - men's toilet**  
James Turner Limited have carried out work to repair the men's toilet, which was leaking.
- **Gas meter**  
A gas smart meter has been fitted at the Community Hall. Cllr. Meischke said he will continue to take readings each month to ensure that the smart meter readings are correct. These readings will be submitted to the British Gas Lite site
- **Car park complaints**  
There have been numerous complaints from hirers about the lack of space in the Community Hall car park, caused by non-hirers. Recently there were 6 cars parked that did not belong to either the archers or footballers that were using the hall and field facilities at the time.  
Ways of resolving the car parking problems at the Community Hall need to be looked at again by the Trustees. **Agenda: Trustees**
- **Kettle**  
The 4.5 litre kettle is broken, and a replacement kettle was purchased, which took over 15 mins to boil. This is now being returned to Herts Full Stop and a 2.5 litre kettle will be purchased instead. This can be used in conjunction with the normal sized kettle already in the Community Hall. **Action: J. Allsop**
- **Repair of electronic lock on outside toilet door**  
D. P. Electrics have fitted the new electronic lock, which Cllr. Meischke confirmed is working correctly.

- **Crack in wall up by entrance**  
A crack has appeared in the wall by the main entrance to the Community Hall. This may require pointing.  
This item to be reviewed in March 2023. **Agenda: March 2023**
- **Car park sleepers**  
Some of the car park sleepers are badly damaged and need replacing.  
The Clerk to ask Michael Smith where he previously obtained sleepers for the car park. **Action: J. Allsop**  
This item to remain on the agenda. **Agenda: 11.2022**

### Recreation and Amenities Sub-Committee

Cllr. Knight reported on the following items.

- **Tennis Court resurfacing**  
The tennis court surface colouring and permanent tennis lines have been installed and are looking good.  
However, there is a fault on one of the base lines and the contractors, Sports Courts, will rectify this problem.
- **Steel box**  
Cllr. Knight said the Tennis Club want to purchase a steel storage box and locate it by the tennis courts.  
Parish Councillors agreed to the request, which will be purchased, maintained and insured by the Tennis Club. The box will be sited outside the playing area, as discussed with Cllr. Meischke.  
Cllr. Knight to notify the Tennis Club accordingly and inform them that, to avoid vermin being attracted to this area, no food can be stored in the storage box. **Action: I. Knight**

### Environment Sub-Committee

Cllr. Dinnin reported on the following items.

- **Allotments**  
Cllr. Dinnin said that all the allotment rent and water invoices have been sent out by either e-mail or hand delivered to tenants. To date 27 Allotment holders have paid for their plots.  
She should soon be in a position to offer vacant plots to new tenants. **Action: C. Dinnin**
- **Hedges around the Meadow, Church Lane, and School Lane**  
Cllr. Dinnin said that the Allotment holders that have plots adjacent to the Church Walk hedge have all been asked to clear a 1.5-meter gap between their plots and the hedge to facilitate major reshaping of this hedge.  
She asked the Clerk to send out reminder e-mails as work is due to commence the week beginning 17<sup>th</sup> October. **Action: J. Allsop**
- **Trees**  
Cllr. Dinnin said that she had asked Adam Welch to quote for inspecting the trees that the Parish Council are responsible for within the Parish. He quoted approximately £300 for doing this work but pointed out that he was not a qualified arboriculturist. It was agreed to obtain further quotations and Cllr. Dinnin agreed to contact Nick Fox for advice. **Action: C. Dinnin**  
Jane Dodson (Chair of Datchworth Parish Council) agreed to give the Clerk details of the arboriculturist they used in her parish. **Action: J. Dodson**
- **Mill lane**  
Refer to item 8 a, Specific items - Neighbourhood plan and benefits.

### b) Routine Reports

- i) **Emergency escape lighting tests and manual alarm call tests**  
Cllr. Meischke continues to carry-out the emergency escape lighting and manual alarm call tests on a monthly basis. He also continues to inspect the hall regularly including running the water every 2-3 weeks to prevent the risk of legionnaires disease.
- ii) **Gas and electricity meter readings**  
Refer to item 9 a Community Hall Trustees - Gas meter.
- iii) **Weekly reports - Fire Inspection and shower tests**  
Done.
- iv) **Monthly village-report**  
Cllr. McCash completed the report on 11<sup>th</sup> October 2022 and the Clerk e-mailed all Parish Councillors a copy the results.  
Cllr. McCash reported as follows.
  - Sportsfield - the grass around the picnic benches on the sportsfield need strimming.
  - Litterbins - all the bins around the village are very full.
  - Air Ambulance clothes bin is full and overflowing. Cllr. Meischke said that this has now been emptied.
- vi) **Weekly sportsfield-report**  
Nothing to report.
- viii) **Weekly defibrillator inspection**  
None.

**ix) Website/Facebook**

Cllr. Waltham to liaise with the Clerk re updating the NP section of the website.

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

**x) Highway issues**

Cllr. McCash reported that the sewer in Station Road keeps on overflowing and the drain clearing lorries come along to empty them. This is on the same side of the road to Glebe Close.

It was agreed to ask Thames Water what the problem is with this sewer.

**Action: J. Allsop**

Cllr. Waltham said that there is a depression forming in the tarmac road surface at the entrance of Rivershill. She agreed to monitor.

**Action: E. Waltham**

**xi) Dog fouling reports**

None.

**xi) Police reports**

Refer to item 6 c 10, Action points resolved - Ask PCSO Sally Brooks to provide a police report for our October meeting.

**10. Correspondence received****a) E-mail from Kay Jancey**

Refer to item 2 – Apologies for absence.

**b) Citizens advise**

Citizens Advice East Herts have written requesting a donation towards their running costs. Although volunteers give their time free of charge, it still costs over £250,000 per year to run core service (more with projects).

Parish Councillors approved a donation of £250. The Clerk to notify Citizens Advice East Herts accordingly.

**Action: J. Allsop**

**11. Village organisations**

None.

**12. Items for Parish News****• Plan**

Cllr. Waltham to write an article re the submission of the NP for inclusion in the November issue of the Parish News.

**Action: E, Waltham**

**13. Co-option of Parish Councillor to fill vacancy**

This item was taken under exclusion of press and public

After lengthy discussion, Parish Councillors agreed to defer the co-option of one Parish Councillor.

It was agreed that if EHDC confirm that the Parish Council can co-opt to fill Kay Jancey's position, then the Parish Council will vote to co-opt two Parish Councillors at the same meeting. This meeting to be held before the November Parish Council meeting.

**Meeting closed: 2134.**

**The date for the next Parish Council meeting is Tuesday 8<sup>th</sup> November 2022.**