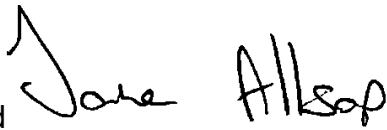


**The Annual Parish Meeting will be held in the Nigel Poulton Community Hall
on Tuesday 14th May 2019 at 1900**

A G E N D A

1. Apologies for absence
2. Minutes of the Annual Parish Meeting held on 15th May 2018
3. Matters arising out of those minutes
4. Annual Parish report, accounts and question time
5. Watton-at-Stone Community Hall Trustees Annual Report
6. Any other business

Signed



Clerk

8th May 2019

**The Annual Meeting of the Watton-at-Stone Parish Council will be held in the
Nigel Poulton Community Hall on Tuesday 14th May 2019
following the Annual Parish Meeting**

A G E N D A

1. Apologies for absence
2. Election of Chairman and signing of declaration of Office and Code of Conduct
3. Election of Vice-Chairman and signing of declaration of Office and Code of Conduct
4. Election of Members and Chairman of Sub-Committees
5. Appointment of Representatives to other Organisations
6. Adoption of Standing Orders
7. Adoption of Financial regulations
8. Notice of Registrable Interests
9. Appointment/Reappointment of 4 Parish Councillors as Community Hall Trustees
10. Local District and Parish Council elections – Parish Council vacancy
11. Any other business

Signed  Clerk 8th May 2019

2018/2019 Sub-committees:

- Budget & Finance
- Environment
- Recreation & Amenities
- Planning
- New homes bonus
- Neighbourhood planning committee

2018/2019 Representation to other Organisations:

- Watton-at-Stone War Memorial Hall Management Committee
- Watton-at-Stone Neighbourhood Watch/Police Authority
- Watton-at-Stone Scout and Guide Group
- Watton-at-Stone Sports & Social Club
- Watton Youth Club
- River Beane Restoration Association

**A meeting of the Watton-at-Stone Parish Council is to be held in The Nigel Poulton Community Hall
on Tuesday 14th May 2019 following the Annual Meeting**

A G E N D A

1. Apologies for absence

2. Public participation

3. Chairman's/Clerk's/Report

4. Declaration of Interests

5. Minutes of the last meeting

a) Acceptance

- Minutes of the Parish Council meeting held on Tuesday 16th April 2019

b) Review of actions

1. Investigate salt bin specifications re the Parish Council replacing two damaged ones
2. Ask her decorator if he is interested in quoting to refurbish the kiosk

K. Crofton

C. Hammon

c) Action points resolved

1. Return signed streetlight transfer of ownership agreement to HCC
2. Put a briefing together for Mr. Knight to present to the Football Clubs
3. Produce summarised 12-monthly statement of accounts for the Parish Council and Community Hall
4. Amend the asset register to include the streetlights
5. Reimburse the Clerk for cost of Microsoft 365 annual subscription
6. Renew the annual subscriptions for CDA for Herts and, CPRE
7. Obtain quotations that cover both the Parish Council and Community Hall under one policy
8. Ask David Payne to clear and weed aggregate around the tennis courts
9. Arrange for Mark Blacktin to install notice board at tennis courts
10. Arrange site meeting at War Memorial to discuss quotations
11. Produce a modified drawing of War Memorial groundworks
12. Investigate grant options for War Memorial groundworks
13. Ask Mark Blacktin to requote for the labour costs re car park fence
14. Investigate how the information boards framework is put together & option for using recycled plastic
15. Ask David Payne to do specified strimming work on the sportsfield
16. Investigate salt bin specifications re the Parish Council replacing two damaged bins
17. Inform EHDC that their dog waste bin near the War Memorial is damaged
18. Contact defibrillator supplier
19. Ask PCSO Sally Brooks to find out if Defibrillator had been logged/reported damaged
20. Inspect Ornate village sign post
21. Take a picture of minor fly-tipping or children's camps on bank opposite Watton Clinic
22. Ask School to remove their banner on the High Street roundabout at its junction with Station Road

J. Allsop

M. Smith

J. Allsop

J. Allsop

J. Allsop

J. Allsop

J. Allsop

J. Meischke

I. Knight

D. Stock/C. Dinnin/J. Meischke

D. Stock

M. Smith

C. Dinnin

M. Smith

J. Meischke

K. Crofton

J. Allsop

J. Allsop

H. McCash

M. Smith

C. Dinnin

J. Allsop

d) Action points outstanding

6. Planning

a) Applications

None

b) Decisions

None

7. Specific items

- a) Report from District Councillor Sophie Bell
- b) Neighbourhood plan – progress report
- c) Litterbins
- d) Streetlight –transfer of ownership agreement
- e) V.E.T.S. Defibrillator training
- f) Scouts
- g) Ferreting Licenses
- h) License across Cottage site

8. Reports

a) Sub-Committee

- **Budget and Finance Sub-Committee**

- Monthly accounts
- Internal Audit of the Parish Council accounts for the year ended 31st March 2019
- Annual Return of the Parish Council accounts for the year ended 31st March 2019
- Audit of the Community Hall accounts for the year ended 31st March 2019
- Parish Council and Community Hall insurance renewal quotations for policy renewal due on 1st June 2019
- Community Hall hourly-rate for 2019/20

- **Community Hall Trustees**

- Fire alarm

- **Recreation and Amenities Sub-Committee**

- Tennis Courts- net damage
- Youth Football

- **Environment Sub-Committee**

- War Memorial
- Allotments

b) Routine Reports

- | | |
|--|-------------------------------|
| i) Emergency escape lighting tests & manual alarm call tests | vi) Weekly sportsfield-report |
| ii) Gas and electricity meter readings | vii) Website/Facebook |
| iii) Weekly fire equipment inspection | viii) Highways faults |
| iv) Health and Safety for village halls | ix) Dog Fouling reports |
| v) Monthly village-report | x) Police reports |

9. Correspondence received

10. Reports from other organisations

11. Items for Parish News



Signed

Clerk

Wednesday 8th May 2019