

A meeting of the Wotton-at-Stone Parish Council was held in the Community Hall on Wednesday 6th March 2002 at 7.15 p.m.

Present: Mr. D. Stock (Vice-Chairman) Mrs. C. Dinnin
 Mr. V. Dunhill Mr. I. Knight
 Mrs. H. McCash Mr. J. Meischke
 Mr. Poulton (Chairman) after 8 pm

In the absence of Mr. Poulton, Mr. Stock took the chair.

1 Apologies for absence

Apologies for absence were received from Mr. Poulton (Chairman), Mr. Clark, Mrs. Davies and Mr. Filer.

2 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Wednesday 6th February 2002**
 Mrs. McCash proposed that the minutes be accepted and signed by the Vice-Chairman as a true record.
 Mr. Knight seconded the motion and all present at that meeting were in favour.

b) Review of actions

- **Contact RoSPA re weekly inspection report sheet**
 Mr. Meischke said that RoSPA had verbally informed the Clerk that they prepare weekly inspection sheets which are tailored to individual playgrounds. On request, they would obtain the information they require for the inspection sheet during their annual inspection of the site.
 RoSPA were asked about the legal requirement for carrying-out weekly checks, however they have not yet supplied the information.
 This item to remain on the agenda under Recreation & Amenities Sub-Committee. **Agenda: R & A**
- **Write to EH Highways Partnership re condition of footpaths in Hazeldell**
 Mr. Stock said that he wrote to the EH Highways Partnership informing them of the poor condition of the footpaths in Hazeldell and asking if there is any schedule in place for the routine re-surfacing of these footpaths. He also asked if there are any schedules in place for the re-surfacing of other footpaths within the village.
 Mr. Stock read out the following letter dated 20th February from Ron Jack (EH Highways Partnership).
 'Thank you for your letter dated the 15th February 2002 concerning the footways in Hazeldell.
 At the present moment there are no plans for any remedial works to be carried out, however I will inspect the footways in the new financial year.
 In the meantime if you know of any areas, then it would be helpful if you could let me know.'
 This item to be placed on the agenda for the May Parish Council meeting under Environment Sub-Committee. **Agenda: Env. 5.02**
- **Chase EHDC re the broken dog-waste bins**
 Trevor Waldock (EHDC) informed the Clerk that the lids and chutes of the broken dog-waste bins have been removed and that the bins are all in a serviceable condition. Mrs. McCash commented on the offensive smell of the dog-waste bins that have no lids; a problem that will become even more apparent in the summer months.
 Mrs. Dinnin said that she thought there might be a problem with the lid on the dog-waste bin in Walkern Road. She agreed to inspect the bin and inform the Clerk of the outcome. If the bin is broken, the Clerk will notify EHDC accordingly. **Action: C. Dinnin/J. Allsop**
- **Contact all Wotton-at-Stone Parish Councillors to find out who will be attending the Inter Parish Conference**
 This action point has been completed.
- **Place amended Village Directory on high-speed circulation**
 This action point has been completed.
- **Ask Mr. Dunhill to give her the current contact names for the Scout Group**
 This action point has been completed.
- **Visit the Clerk to update the virus detector and resolve some problems associated with the e-mail software**
 This action point is outstanding. **Action: C. Clark**
- **Arrange for membership of the Council for the Protection of Rural England (CPRE)**

This action point has been completed.

- **Write to Don Chandler re framing of copies of the Parish Map**

This action point has been completed.

- **Photocopy the Parish Council Newsletter for distribution with the Parish News**

This action point has been completed.

- **Transport the Parish Council photocopy machine to the Clerk's home**

This action point has been completed. The photocopy machine has now been returned to the Community Hall.

- **Speak to Ms. Harris about keys to Community Hall**

This action point has been completed.

- **Write to all hirers asking them to ensure that they lock the external doors when they leave the building**

This action point has been completed.

- **Look at the wording of the Community Hall hire agreement re the security aspects of the building**

This action point is on-going.

Action: D. Stock/J. Meischke

- **Review locking arrangements on the external door adjacent to the car park**

Mr. Meischke said that the door could be modified, however this would be expensive. He said that the problem appeared to be that when two organisations use the Community Hall at the same time they both assume that the other will lock the car-park door.

Mr. Stock said that there is still a problem of the door being left unlocked by single hirers. He felt that this could be due to some people having difficulty in using the lock.

Mr. Meischke to prepare instructions on how to use the lock. (These will then be displayed on the inside of the door.)

Action: J. Meischke

On completion of this action point the Clerk to enclose these instructions with the hire agreement.

Action: J. Allsop

Mr. Stock said that it would be useful if an external light could be fitted above the fire exit of the Main Hall. For reasons of security and convenience, this door is used as the main access by people who use the Main Hall. It was also suggested that such a light would make the narrow footpath safer.

After discussion, it was agreed that this item be placed on the agenda for the next meeting of the Community Hall Trustees.

Agenda: CH

- **Chase DEFRA re draft byelaws for the Lammas**

This item to be discussed under 4 a, Environment Sub-Committee - Byelaws - Watton Green and the Lammas (on page xx of these minutes)

- **Ask ADAS to visit the Lammas to look at the rabbit problem in the area & report back to us**

Mr. Stock said that he and Mr. Poulton would be meeting a representative from ADAS on-site on Monday 11th March at 12.30 pm.

- **Obtain a quote for gassing of the rabbits on the Lammas**

Mr. Poulton and Mr. Stock are waiting to hear from Mr. Fred Burnell re a date for their site meeting on the Lammas.

- **Obtain quotes for fencing on Lammas**

The action point is on-going.

Action: D. Stock/J. Allsop

- **Contact HCC re their land adjacent to the by-pass and inform them of rabbit problem in the area**

Mr. Stock said that this action point is to be deferred until the ADAS visit has been made.

Action: D. Stock/J. Allsop

- **On receipt, copy Dr. Norden with Liz Greenwood's letter**

This item to be discussed under 4 a Environment Sub-Committee - Oak Tree in the sportsfield hedge along School Lane (on page xx of these minutes).

- **Repair broken stile in the Church meadow**

This action point has been completed.

- **Inspect the rubbish in the top corner of the allotments (nearest Church)**

This action point is outstanding.

Action: N. Poulton/J. Meischke

- **Ask Websters to cut back the branch that is in close proximity to the MPPA floodlight**

Mr. Meischke said that the sportsfield is still too wet and therefore this item is deferred until conditions improve.

- **Write to EHDC re planning application for 4 Old School Orchard**

This action point has been completed.

- **Write to EHDC re planning application for 27 Bramfield Road, Datchworth**
This action point has been completed.
- **Write to EHDC re planning application for 130 High Street**
This action point has been completed.
- **Write to Alan Rattue re grant towards a Queens Golden Jubilee event**
This action point has been completed.
- **Write to Mr. Iles re request for information on Frogmore Hall**
The Clerk e-mailed Mr. Iles asking him to contact Allan Rattue and Frogmore Hall direct for further information. However, she was unable to send him copies of the 100 years of Parish Councils and Silver Jubilee booklets because he has not given a forwarding address.
- **Complete EHDC off-street parking survey and return**
This action point has been completed.
- **Draft the Parish Council's responses to HCC's documents concerning schooling and school transportation**
This action point is outstanding. **Action: C. Clark**
- **Ask the School to contact EHDC's dog-warden (Mike Abbey) direct re dog-fouling problems**
Mr. Clark was not present at the meeting to report on this item. **Action: C. Clark**

c) Action points outstanding for more than two months

- **Remove hand dryer in men's external toilet and make safe the wiring**
This action point has been completed.
- **Speak to Mr. Knight before contacting Digswell Parish Council re tennis facilities**
The Clerk said that she had not spoken to Mr. Knight on the subject.
Because it is important that we have this information prior to our meeting in April, Mr. Stock asked Mr. Knight to contact Digswell Parish Council directly. Mr. Knight agreed to do so. **Action: I. Knight**
The Clerk to give Mr. Knight the telephone number of the Clerk of Digswell Parish Council. **Action: J. Allsop**
- **Find out if the drains from the Manhole covers on the sportsfield are in use or not**
Mr. Meischke said that he and Mr. Poulton had discussed the matter and decided to ask Alan Bunyan to look at the drains. All possible users of the drain will be contacted with a view to filling in the drain or fitting a permanent cover.
Mr. Bunyan also to be asked to look at the shower pressure and the heating in the Community Hall, both of which are causing problems again. **Action: J. Meischke**

3 Specific Items

a) Playground equipment

Mr. Stock said that Wicksteed Leisure was asked to supply a revised quotation to include the installation of safety-grass in addition to the three bike-ramps and one shelter. This has now been received and the Community Against Drugs Funding (which is a police fund, administered by EHDC) has agreed to fund the revised quote of £7,737.75 excluding VAT.

The Clerk has written to Wicksteed Leisure accepting their revised quotation.

The damage to the recently installed safety-surface under the multi-play and slide equipment has now been repaired. Wicksteed Leisure's invoice can now be paid in full. **Action: J. Allsop**

b) Hosting of 2002 Inter Parish Conference

Parish Councillors who attended the Inter Parish Conference agreed that the evening had been a success. However, the Parish Councillors present (at this Parish Council meeting) were concerned about certain aspects of the speaker's presentations. It was agreed to place this item on the agenda for the April meeting so that these concerns can be discussed further. **Agenda: 4.02**

c) Village Directory update

The latest version of the Village Directory has been on high-speed circulation. When the Clerk has confirmed the contact name for the Liberal Democrats, the directory can be copied and given to Watton-at-Stone PCC for distribution with the next issue of the Parish News. **Action: J. Allsop**

d) Amendment of meeting dates for April 2002 and the Civic Year 2002/2003

Mr. Stock thanked Parish Councillors for their cooperation on this subject and then formally proposed the following dates for our Parish Council meetings during the coming civic year.

- 1st May 2002
- 12th June 2002
- 10th July 2002
- 11th September 2002
- 9th October 2002
- 13th November 2002
- 11th December 2002
- 8th January 2003
- 12th February 2003
- 12th March 2003
- 9th April 2003

Mrs. McCash seconded the motion and all present were in favour.

The revised dates to be advertised in the Parish News and on the Parish Council notice boards.

It has also been agreed that our next meeting will be on the 10th April and not 3rd April. **Action: J. Allsop**

4 Reports

a) Sub-Committees

Budget & Finance

There was nothing to report concerning the Budget & Finance Sub-Committee.

Community Hall Trustees

- **Fire equipment**

Mr. Stock said that the stolen fire extinguisher had now been replaced.

Recreation & Amenities

Mr. Meischke reported on the following items concerning the Recreation & Amenities Sub-Committee.

- **Install post at MPPA when the path is being re-laid**

Refer to the item below.

- **Post and rail fence**

Two quotations have been received to-date.

This item to be deferred to the Parish Council meeting in April to allow all of the contractors contacted to submit their quotations. Whoever is given the contract to repair the post-and-rail fence will be asked to install a post between the entrance to the MPPA and the boot scraper. **Agenda: 4.02**

Environment

Mr. Stock reported on the following items concerning the Environment Sub-Committee.

- **Byelaws - Watton Green and the Lammas**

DEFRA has now written confirming that they have no objections to the draft byelaws for the Lammas.

Therefore, we can now proceed with this matter. We have been reminded by DEFRA that under our Countryside Stewardship Agreement with them, no bonfires are permitted on the Lammas.

The Clerk to get the draft byelaws for Watton Green and the Lammas confirmed by the Secretary of State for the Environment. **Action: J. Allsop**

- **Rabbit problem on Lammas**

This item was covered during the review of the following action points on page 2 of these minutes.

- Ask ADAS to visit the Lammas to look at the rabbit problem in the area & report back to us
- Obtain a quote for gassing of the rabbits on the Lammas
- Obtain quotes for fencing on Lammas
- Contact HCC re their land adjacent to the by-pass and inform them of rabbit problem in the area.

- **Lammas**

Mr. Dunhill reminded Parish Councillors that he needs volunteers to help plant 30 trees on the Lammas during the weekend of the 23rd and 24th March. He asked all those who will be attending to bring a spade with them.

DEFRA has sent the capital work plan for this year, which is the 5th year the Lammas has been covered under the Countryside Stewardship Scheme. DEFRA has earmarked £50 for tree surgery in the plan, which it was agreed was insufficient for our needs.

Mr. Dunhill agreed to speak to Tony Bradford about the need for any tree surgery on the Lammas.

Action: V. Dunhill

Mr. Dunhill said that the Parish Council should look at the land that it owns adjacent to the River Beane at the rear of Rivershill. We need to know what, if anything, we need to do to maintain this land in a reasonable condition.

Comment [C1]:

It was agreed to get the Countryside Management Service to inspect the land for us and report back accordingly.

Action: V. Dunhill

- **Oak Tree in the sportsfield hedge along School Lane**

Mr. Stock said that Dr. Norden had been given a copy of Liz Greenwood's (EHDC) letter concerning the revised pollarding of the tree. However, Dr. Norden is unhappy with the revised plan because it would affect his building insurance. Mr. Poulton has spoken to Liz Greenwood on the subject and she has agreed to write and confirm that the tree can now be pollarded to a height of six metres as before.

When a copy of Liz Greenwood's letter has been received, we can accept Herts Tree Care's quotation and ask them to proceed with the work. Dr. Norden has agreed to pay for the tree surgery.

Action: J. Allsop

- **PPP**

Mr. Dunhill said that we have now received a cheque for £900 from PPP, which is their grant to us for the year 2001/2002.

- **Barrier on footpath leading to Church Lane**

Mr. Dunhill said that a member of the public had informed Mr. Poulton that it is impossible to get a wheelchair past the barrier at the Church Lane end of the footpath at the rear of Watton Primary School. Mr. Dunhill has spoken to the Rights of Way officer at HCC, who will look into the matter.

This item to remain on the agenda under Specific Items.

Agenda: 04.02

b) Sportsfield

i) Report

Mr. Dunhill carried-out the sportsfield report on the 3rd March 2002, the result of which is as follows.

- **Sportsfield:**

Condition of grass	Patchy.
Litter	Minimal.
Dog fouling	Nil.
Netball posts	OK.
General	Good for time of year.

- **Children's Playground:**

Condition of surface	Good.
Litter/Litter bin	OK.
Large swings	OK.
Small swings	OK.
See-Saw	OK.
Multi-play and slide	Some mud.
Two spring sit-on	OK.
Comments	Good.

- **Community Hall:**

General Condition (Exterior)	Good.
Litter bin	OK.
Car Park	OK.
General	Reasonable condition.

- **Multi-Purpose Play Area:**

Surface	Good.
Boundary Fencing	Good.
Tennis nets	Two in place
Litter	None.
General	Some leaves in south-west drainage channel.

- **Great Innings Play Area:**

Equipment	OK.
Surfaces	OK.
Litter	None.
Dog fouling	None.
Comments	Muddy hollow near entrance.

- **Allotments Area:**

Access	OK.
Condition of paths between Allotments	Good.
Condition of Allotments under cultivation	Good
Condition of Allotments not under cultivation	Good.

Litter	Nil.
Comments	Compost – brambles.
• Culverts on Mill Lane	
Litter and rubbish in and around Culverts	No access – high water level.
Dog-fouling	None.
Comments	Fence repaired.

• Salt bins

Perrywood Lane	OK.
Great Innings	OK.
Station Road	OK.
Moorymead Close	OK.
Hazeldell	OK.
Garages between Glebe Close & Rectory	OK.

• Dog-waste bins

Footpath 17	OK.
Sportsfield	-
Church Walk	No lid.
Walkern Road	-
Station Road	Ok.
High Street (by Memorial)	No lid.
Great Innings	OK.
Mill Lane	OK.

• General

• High Street flowerbed adjacent to flats at Willowdene

Mr. Dunhill said that a For Sale sign has been nailed to one of the tree supports and he had asked the Clerk to contact the Estate Agents to instruct them to remove it.

The Buddleia in this flowerbed is in need of pruning. It was agreed to ask Derek Monk to prune the Buddleia hard and tidy the rest of the flowerbed (which does contain some debris). **Action: J. Allsop**

• Leaves in south-west drainage channel of MPPA

It was agreed to ask Derek Monk to clear the leaves. **Action: J Allsop**

• Entrance of Great Innings Play Area

Mr. Dunhill said that there is a muddy hollow at the entrance to the play area.

It was agreed to ask EHDC to inspect the hollow and take appropriate action. **Action: J. Allsop**

• Allotments - Compost bin and brambles

Mr. Dunhill said that John Love, an allotment holder, approached him about the state of the compost bins. He asked for these to be emptied and said that we had agreed that these would be emptied on a regular basis.

Mr. Poulton arrived at the meeting.

Mr. Poulton said that he had spoken to Mr. Love previously about the compost bins. EHDC never agreed to empty the bins on a regular basis. Their only agreement was to provide wooden pallets for the allotment holders to make the bins themselves. Mr. Poulton said that as a one-off event, he had arranged for EHDC to empty the bins. This will cost EHDC about £200.

Mr. Poulton to draft a letter to be sent to all allotment concerning the compost bins. **Action: N. Poulton**

Mr. Love also asked for the brambles on the allotment site to be cut back because the rabbits are living in them. Because of their popularity with fruit pickers within the village, it was agreed not to cut back the brambles. A possible solution to the rabbit problem on the allotments would be to install a rabbit fence across the disused section.

It was agreed to obtain quotations from the fencing contractors who will be quoting for the rabbit fence on the Lammas. **Action: D. Stock/J. Allsop**

5 Planning

a) Applications

i) 4 Old School Orchard

Single storey conservatory extension

Mr. Stock reminded Parish Councillors that they viewed the plans for the original application (which as now been withdrawn) during the Parish Council meeting in February.

He then asked Mr. Poulton to explain the difference between the two applications.

Mr. Poulton said that the two applications were identical. The company who submitted the first application neglected to ask Mr. and Mrs Emsley, of 4 Old School Orchard, if they wished to proceed and did not get them to sign the necessary planning application forms. They have now gone to another company, which, is to build the same style conservatory and therefore a new (but identical) application has been submitted.

It was agreed to write to EHDC informing them that the Parish Council has no comment on this application.

Action: J. Allsop

ii) 2 Rivershill

First floor extension

Mr. Dunhill said that he had visited the residents of the neighbouring properties. Because no objections were raised and the application was in keeping with similar improvements to nearby properties, Mr.

Dunhill had instructed the Clerk to write to the Planning Department stating that the Parish Council had no comment on this application.

Parish Councillors agreed with the decision.

iii) 69-71 High Street

Conversion of eaves space to family bathroom involving lowering of floor/ceiling and removal of internal wall

Mr. Meischke said that he had inspected the plans. Because the application involved internal works only, he did not visit the neighbouring residents because the changes would not affect them.

It was agreed to write to EHDC informing them that the Parish Council has no comment on this application.

Action: J. Allsop

iv) 128 Hazeldell

To turn a flat roof above a garage into a pitched roof

Mr. Stock said that he had not visited the neighbouring residents because this application is similar to others in the area and will improve the property.

It was agreed to write to EHDC informing them that the Parish Council has no comment on this application.

Action: J. Allsop

v) 122 High Street

Loft conversion – Amended plans

Parish Councillors studied the amended plans and agreed to write to EHDC informing them that the Parish Council has no comment on this application.

Action: J. Allsop

b) Notification of Appeal

i) 24 Rivershill

Single and double storey extension to rear with one and a half side extension

Mr. Poulton proposed that the Parish Council write in support of this appeal. Mrs. McCash seconded the motion and all present were in favour.

Action: J. Allsop

c) Decisions

i) Bardolphs Farm

Telecommunications equipment

-EHDC permission granted

d) Appeal Decisions

i) 15 High Street

Erection of conservatory

- Local Government and the Regions - permission granted

6 Correspondence received

a) Mr. Byrne, 30 Moorymead Close – Platform-speakers at Watton-at-Stone station

Mr. Stock reported that Mr. Byrne wrote to Mr. Poulton on 6th February because the platform speakers were not working properly. The Clerk then wrote to WAGN asking them to ensure that the speakers be made operational without delay.

Mr. Stock read out WAGN's reply dated 16th February.

Re your letter dated 11th February 2002, the speakers in question were neither switched off nor discounted. I understand however that they did develop a fault which the station staff reported immediately to the contractor responsible for their maintenance. Unfortunately that contractor was very slow in obtaining the parts required to rectify the system. I am happy to say that the fault has now been repaired and the system is working again.

I note your comment concerning the importance of information being relayed over the speakers to passengers and assure you that it is not our intention to disconnect the system and I am sorry that your have been inconvenienced.'

A copy of WAGN's letter has been sent to Mr Byrne.

b) WAGN - Platform-speakers at Watton-at-Stone station

This was discussed with the above item.

c) EHDC - Concessionary Bus Permit Bulk Issue April 2002-02

Mr. Poulton and the Clerk will issue bus permits in the Community Hall on Saturday 23rd March between 9.30 – 11.30 am. Notices to be placed around the village accordingly. **Action: N. Poulton/J. Allsop**

d) Hertfordshire Police Authority – Launch of Hertfordshire's Policing Plan 2002/03

No Parish Councillors are able to attend the launch of Hertfordshire's Policing Plan.

The Clerk to inform Hertfordshire Police Authority accordingly and ask them to provide us with copies of any information relating to the launch. **Action: J. Allsop**

e) Churches Servicing Watton – Community Service 7th July 2002

Mr. Stock said that we had received a letter (dated 21st February) from Rodney Ranzetta, of the Churches Serving Watton, requesting the use of the Pavilion facilities and sportsfield for the Community Service to be held on Sunday 7th July 2002 at 10.30 a.m.

Mr. Stock proposed that the facilities be made available for the Community Service, free of charge (as in the past). Mrs. McCash seconded the motion and all present were in favour.

A letter to be sent to Rodney Ranzetta accordingly. **Action: J. Allsop**

The Clerk to contact the Football and Cricket clubs to inform them of the event. **Action: J. Allsop**

f) DEFRA – Countryside Stewardship Open Meeting 20th March 2002

This meeting is to be held at the Abel Smith Estate.

Mr. Poulton said that he would try to attend the meeting on behalf of the Parish Council. **Action: N. Poulton**

g) Watton Millennium Fayre – Ornate Village Sign

We have received the following letter from Keith Bewley (Chairman of the Watton-at-Stone Millennium Mayfayre Committee).

'Watton-at-Stone Millennium Mayfayre managed to raise a substantial amount of money, thanks to the success of The Millennium Mayfayre. This profit from the day was discussed at committee; and deemed designated for purchasing something for all the village to enjoy. After deliberation, we decided to purchase a village sign for Watton-at-Stone, similar in design to that of neighbouring Datchworth or Hertford Heath.

We have over the months following contacted various companies to build and supply the item; however have been let down by all of them.

May we therefore, as a committee; donate the proceeds of the aforementioned to the Parish Council, with view to you purchasing such a sign; as a joint project for the village.

We ask only that you accept and promote our design, which would be constructed of English Oak (for permanence) Pictorial information (of our village) and displaying our donation plaque (in gratitude of our committee's achievement).

Full printed plans are enclosed and copies available of our intended designs, including digital pictures on Cd rom.

Assuring you of our best attention at all time.'

After discussion, it was agreed that we write to the Watton-at-Stone Millennium Mayfayre Committee stating that we agree in principal to the terms of taking over the Ornate Village Sign project and ask them to send the money raised to the Parish Council. We will notify them of our progress at all stages and if there is a need to change the design of the sign they will be fully consulted beforehand. **Action: D. Stock/J. Allsop**

h) Doe Sport – Tennis Court Servicing

Mr. Meischke said that Doe Sport had sent us service agreements for the maintenance of the MPPA, and a price list for 2002. Their current charges for moss kill treatment is £275 per visit, and pressure washing is £620 for a single visit or £890 for 2 visits per annum.

Mr. Knight said that when Doe Sport resurfaced the MPPA last year we were informed that no treatment to the MPPA would be required in the first year. In the second year, moss killing may be required and possibly pressure washing. The surface would need to be looked at, at the time, to decide what required doing.

This item to be placed on the agenda for February 2003.

Agenda: 02/2003

A budget provision to be made for the year 2003/2004.

Action: D. Filer 10/02

7 Reports from other Organisations

• **Watton-at-Stone Conservation Society**

Mr. Stock confirmed that the Conservation society AGM is to be held in the Community Hall on the 14th March.

• **Watton-at-Stone Memorial Hall Committee**

Mrs. Dinnin reported that the major refurbishments to the toilets are in progress.

• **Watton-at-Stone Scout and Guide Group**

Mr. Dunhill said that the Scout and Guide Group is running out of volunteer leaders. They have not yet set a date for their AGM.

8 Accounts/Correspondence

Watton-at-Stone Parish Council

Petty Cash

Receipts

None

Payments

None

Cheques required

HCC	Money box	4.89
D R Monk	Leaf clearance	100.00
Cornhill Insurance	Extra premium for new play equipment cover	32.89
Inland Revenue	Tax and NI	114.24
N. Poulton	Food and drink for Inter Parish Conference	51.00
CPRE	Membership	13.50
Churches Serving Watton	Donation towards delivery of Parish Council News letter	10.00
J. Allsop	Phone calls and line rental	40.01
J. Allsop	March salary	<u>473.20</u>
		<u>839.73</u>

Cheques received

PPP	Grant Aid	<u>900.00</u>
		<u>900.00</u>

Watton-at-Stone Community Hall

Petty Cash

Receipts

Mr. Keen – Main Hall	80.00	Payments	
Nikki Roberts – Main Hall	40.00	HCC	6.99
Floodlighting to 22.02.02	160.00	HCC – cleaning materials	<u>64.57</u>
Mrs. Paxman	26.00		<u>71.56</u>
John Murphy – Main Hall	<u>12.00</u>		
	<u>318.00</u>		

Cheques required

TXU Energi	Electricity supply	135.04
C Bewley	63 hours cleaning	330.75
FPS	New fire extinguisher to replace the stolen one	<u>182.13</u>
		<u>647.92</u>

Cheques received

Mrs. Lay	Pavilion and Main Hall hire	39.00
Sports & Social Club	Pavilion Hire	7.00
G. Pay	Main Hall hire	12.00
Gil Gilbey	Main Hall hire	45.00
Tennis Club	Pavilion Hire	<u>28.00</u>
		<u>131.00</u>

Mrs. McCash proposed that accounts be paid, Mrs. Dinnin seconded the motion and all present were in favour.

9 Chairman's / Clerk's Report

- **E-mail from Mr. Norcott**

Mr. Stock read out the following e-mail received on 3rd March.

'An excellent Parish Council Newsletter.

The South End of our Village, by the War Memorial and Garden Centre seems to have been forgotten for Autumn leaves clearance. Perhaps this could be done by Easter. Many thanks, Monty Northcott, 11 Watton House.'

Mr. Stock said that although there are leaves on the grass verges in this area, the footpaths are clean.

It was agreed to e-mail Mr. Northcott informing him that our leaf clearance activities are restricted to footpaths only and thanking him for his interest.

Action: J. Allsop

- **Training course**

Mr. Stock said that the Society of Local Council Clerks (SLCC), together with Cheltenham and Gloucester College, run a benchmark distance-learning course 'Working with your Council'. The course will enable the Clerk to:

- update her knowledge to the new 'Quality Standard'
- study at home at her own pace
- obtain special Cheltenham and Gloucester Certificate on completion
- have access to a personal mentor to help with queries
- received complete workbooks that provide an easy reference manual
- rapidly get knowledge of law procedures and finance
- grasp details of planning and community action
- know the roles of Clerk, Chairman and Councillors
- promote best practice

The Clerk would like to take advantage of the course, which costs £70 (for members of the SLCC) if enrolment is before the 31st March 2002. From 1st April 2002 the price will increase to £100. Mr. Stock proposed that the Clerk enrol on the course and we pay the course fee of £70. Mr. Poulton seconded the motion and all present were in favour.

Action: J. Allsop

- **Holiday dates**

Mrs. McCash - 18th March to 2nd April 2002.

The Clerk - 30th March to 6th April 2002.

- **The meeting closed at 8.45 pm.**

- **The date for the next Parish Council meeting is Wednesday 10th April 2002.**