

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Wednesday 9th May 2007

Present: Mr. N. Poulton (Chairman) Mr. J. Meischke (Vice-Chairman)
 Mrs. C. Dinnin Mr. D. Filer
 Mr. I. Knight Mrs. H. McCash
 Mr. M. Smith Mr. D. Stock
 The Clerk (Mrs. J. Allsop)

Member of public: Mrs. R. Cooper Mr. P. Doolan

1 Apologies for absence

Apologies for absence were received from Mr. Clark.

2 Public Participation

None.

3 Declaration of Interests

Mrs. McCash declared a prejudicial interest in item 6 a ii, planning application – 27 High Street (on page 3 of these minutes).

4 Chairman's/Clerk's Report

Mr. Poulton had one additional urgent item.

- **5 Newmans Court**
 This item to be discussed under 5 b ii, planning decisions (on page 3 of these minutes).

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on 11th April 2007**
 Mr. Meischke proposed that the minutes be accepted and signed by the Chairman as a true record.
 Mrs. McCash seconded the motion and all present at that meeting were in favour.

b) Review of actions

- **Place a notice in the Parish News re avoiding distraction burglaries**
 Mr. McCash said that the notice had been written and will appear in the June edition of the Parish News.
- **Arrange meeting between Police Inspector Diane Wilson and Parish Council:** outstanding.
 The Clerk to chase PCSO Weston. **Action: J. Allsop**
- **Arrange meeting with Alistair Woodgate:** completed.
- **Meet with Alistair Woodgate, the St. Albans Diocesan Surveyor, re the sportsfield proposals**
 Mr. Poulton and Mr. Knight met with Alistair Woodgate on 27th April and discussed the sportsfield proposals. A letter has been prepared and sent to Alistair Woodgate outlining these discussions. The Glebe Committee will be visiting the Glebe land in Watton-at-Stone on 24th May. Mr. Poulton and Mr. Knight had offered to be present if needed.
 Refer to item 8 a, Recreation and Amenities Sub-Committee – Sportsfield addition (on page 4 of these minutes).
- **Chase East Herts Council re clearing the litter along the Whempstead Road:** completed.
- **Raise the following issues at a meeting with Hertfordshire Highways on 20th April 2007**
 - Proposed Memorial Seat for High Street
 - Overgrown shrubbery on the Walkern Road
 - Installation of a salt bin on the Walkern Road opposite Beane Road
 - Gully emptying
 Refer to item 9 c, Correspondence received - Raj Goutam (Hertfordshire Highways) re Parish issues (on pages 7 and 8 of these minutes).
- **Chase Allianz Cornhill re changes to the Parish Council and Community Hall insurance policies:**
 This item is on-going. **Action: J. Allsop**
- **Send letter of thanks to Dominic Long (Beane Valley Children Centre) re notice boards:** completed.
- **Write to the planning department re 16 Moorymead Close:** completed.
- **Renew the license for Temporary Access across the Land known as the "Old Cottage Site":**
 completed.
- **Arrange for ferreting licences to be signed by Mr. Adams:** completed.
- **E-mail all Parish Councillors re Budget and Finance Sub-Committee meeting:** completed.

- **Arrange for internal audit of Parish Council accounts to be done by Jim Morrissey**
Refer to item 8 a, Budget and Finance Sub-Committee - Internal and external audit of Parish Council and Community Hall accounts (on page 4 of these minutes).
- **Arrange for Community Hall accounts to be audited by McCash and Hay**
Refer to item 8 a, Budget and Finance Sub-Committee - Internal and external audit of Parish Council and Community Hall accounts (on page 4 of these minutes).
- **Contact Longmores Solicitors re charity funds**
Refer to item 8 a, Budget and Finance Sub-Committee - Deposit accounts and COIF (on page 4 of these minutes).
- **Write to Dave Boddy re review of the charging arrangements:** completed.
- **Place Essex County Council’s archaeological report on circulation:** completed.
- **Obtain in writing the responsibilities of Riparian owners**
Refer to item 8 a, Environment Sub-Committee - Riparian ownership of the River Beane adjacent to the Lammas (on page 5 of these minutes).
- **Purchase dog-waste bin for Watton Green**
This item has been ordered but not yet received. **Action: J. Allsop**
- **Install dog-waste bin on Watton Green:**
On receipt, Mr. Poulton and Mr. Smith to install the bin. **Action: N. Poulton/M. Smith**
- **Bridge over the Lammas**
Refer to item 8 a, Environment Sub-Committee – Bridge over the Lammas (on page 5 of these minutes).
- **Arrange for removal of dead badger from Lammas bank:** completed.
- **Ask Tim Clark to do strimming work on Parish Council land at Rivershill**
Refer to item 8 a, Environment Sub-Committee - Strimming work on Parish Council land at Rivershill (on page 5 of these minutes).
- **Ensure that goal mouths are re-seeded:** outstanding. **Action: I. Knight**
- **Inspect boundary fence for missing rail and repair as necessary:** completed.
Mr. Poulton thanked Mr. Smith for supplying and installing a new rail.
- **Inspect and repair as necessary the loose kicker-board and the split one:** outstanding.
- **Contact Sunstopper Blinds re repair to Pavilion blinds:** completed.
- **Renew CPRE membership:** completed.
- **Nominate PCSO Paul Weston for Safer Neighbourhoods Awards:** completed.
- **Have a key to the external Ladies-toilet at the Community Hall cut for the Allotment holders**
Mr. Meischke said that the Clerk had found a spare key and this will be given to the Allotment holders during their next meeting. **Action: J. Meischke**
- **Write Parish News report:** completed.

c) Action points outstanding for more than two months

None.

6 Planning

a) Applications

i) 45 Rivershill (3/07/0697/FP/JS)

Single storey rear extension, garage conversion and internal alterations

Mr. Meischke visited the neighbouring residents, who had no problem with the application. However, because the Parish Council is concerned about garages being converted into living space and had agreed that it would therefore tend to adopt a negative view of such applications, this application was deferred to this meeting.

Mr. Poulton read out East Herts Council’s notice to refuse permission for a garage conversion at 16 Moorymead Close (an application which was discussed during our meeting in April).

‘The loss of a parking space within this small cul-de-sac is likely to lead to increased parking either on-street or on the frontage of the site. If permitted, the proposal would create a precedent for other similar developments within the cul-de-sac leading to further deterioration in the appearance of the locality and the visual amenities of neighbouring residents, contrary to the aims and objectives of policy ENV9 of the East Hertfordshire Local Plan Second Review April 2007.’

Parish Councillors then looked at the plans for 45 Rivershill and agreed to write to East Herts Council informing them that the Parish Council objects to the application for the following reason.

- The loss of parking space within this cul-de-sac caused by the garage conversion is likely to lead to increased parking either on-street or on the frontage of the site. **Action: J. Allsop**

ii) **27 High Street (3/07/0623/FP/HS)**

Demolition of existing dwelling & erection of a 5 bed detached residential dwelling

Mrs. McCash left the meeting.

Parish Councillors looked at the plans and agreed that they were in keeping with the visual street-scene and adjacent properties.

It was agreed to write to East Herts Council informing them that the Parish Council has no comment on this application. **Action: J. Allsop**

Mrs. McCash returned to the meeting.

b) Decisions

i) **16 Moorymead Close (3/06/2274/LB/SD)**

Garage conversion to habitable room - East Herts Council permission refused

Refer to item 8 a i, Planning application, 45 Rivershill (on page 2 of these minutes).

ii) **5 Newmans Court (3/07/0240/LB/HS)**

Erect twin insulated flue connected to a clear view vision multi-fuel stove. Erect flue through rear wall

of the fireplace & terminate through roof - East Herts Council permission granted

7 Specific items

a) Parish Council information pack

All Parish Councillors present were issued with an A4 ring-binder containing the Parish Council information pack (previously referred to as a starter kit). Mr. Poulton said that some items were missing from the folder, including the seat and litter bin location maps and the Village Directory. These will be issued at a later date.

This folder will be updated on an on-going basis and Parish Councillors will be issued with material as and when appropriate.

b) Modify Village Directory

All Parish Councillors were e-mailed a copy of the 05/2006 edition of the Village Directory and asked to make amendments where necessary. If they have not already done so, Parish Councillors were asked to send their amendments to the Clerk by 25th May. **Action: Parish Councillors**

It was agreed that the Clerk make contact with all organisations listed to check that their current details are correct. **Action: J. Allsop**

c) Review site for seat that was removed from Hockerill Slope

The residents in the vicinity of the Hockerill slope appear to remain happy about the removal of the seat and Mr. Stock said that it should also be noted that no complaints have been received about the seat's removal.

Therefore it was agreed to re-locate the seat to the sportsfield adjacent to the swings on the play area.

Mr. Poulton and Mr. Smith to arrange for the seat to be installed. **Action: N. Poulton/M. Smith**

d) Websites

• **Running of the Parish Council web site**

Mr. Poulton said that he had received a telephone call from Mr. Dunhill who has requested that he continue to run the Watton-at-Stone web site.

This was agreed. Mr. Dunhill to be notified accordingly. **Action: J. Allsop**

Mr. Dunhill will be updating and improving the web site, which will include the current minutes of the monthly Parish Council meetings.

• **E-mail from Andrew Buxton re website**

All Parish Councillors were forwarded Andrew Buxton's e-mail containing a link to photographic images of Watton-at-Stone attached to a Google Earth map. Parish Councillors agreed that this was very impressive and that the link should be added to the Watton-at-Stone web site. Mr. Dunhill to be asked to liaise with Andrew Buxton as necessary.

Mr. Dunhill and Mr. Buxton to be notified accordingly. **Action: J. Allsop**

e) Install the two notice boards supplied by the Beane Valley Children's Centre

It was agreed that the larger of the two notice boards be fitted to the wall of the Community Hall.

Action: N. Poulton/J. Meischke

The smaller notice board is to be used to replace the existing one at Whempstead. **Action: C. Clark**

f) Request by Dominic Long to speak to Parish Councillors re Beane Valley Children's Centre

It was agreed to invite Dominic Long to speak at the Parish Council meeting in June. **Action: N. Poulton**

8 Reports

a) Sub-Committees

Budget & Finance

Mr. Filer reported on the following items concerning the Budget and Finance Sub-Committee.

- **Minutes of Budget and Finance Sub-Committee meeting held on 25th April**
Mr. Filer proposed that the minutes be accepted and signed as a true record. Mr. Stock seconded the motion and all present at that meeting were in favour. Mr. Filer signed the minutes.
- **12-monthly statement of accounts for the Parish Council and Community Hall**
This item was discussed in detail at the Budget and Finance Sub-Committee held on 25th April. Mr. Filer asked Parish Councillors present if they wanted him to go through any of the details again, however, they did not.
- **Summary 12-monthly statement of accounts for the year ended 2006/07**
This was presented at the Annual Parish Meeting prior to this meeting.
- **Internal and external audit of Parish Council and Community Hall accounts**
 - **Parish Council accounts**
The Clerk will collect the audited accounts from Mr. Jim Morrissey on 10th May. **Action: J. Allsop**
 - **Community Hall accounts**
The Clerk will take the Community Hall accounts to McCash and Hay for the annual audit on Monday 14th May 2007. **Action: J. Allsop**
- **Insurance premiums for 2006/07**
When the revised insurance schedules for the Parish Council and Community Hall were received, both schedules had errors on them. Allianz Cornhill and AON Limited have been notified accordingly and the Parish Council await the modified schedules. **Action: J. Allsop**
- **Deposit accounts and COIF**
Mrs. McCash confirmed that once funds had been transferred to the Watton-at-Stone Community Hall account it will be extremely difficult to transfer money back to the Parish Council. Because the Community Hall is a Charity it cannot give away money without good reason and full explanations. The only other way would be for the Parish Council to loan the money to the Community Hall, but then loan agreements with interest etc would need to be drawn-up.
Mr. Filer reported that at its meeting on 25th April, the Budget and Finance Sub-Committee made the following recommendation.
 - The Parish Council transfers £5,000 of funds from its deposit account to the Community Hall Trustees account.
 - The Community Hall Trustees open a COIF account and invest £12,500 of its funds in the new account.
 - The Budget and Finance Sub-Committee meet in six-months time to assess the level of funds the Parish Council holds on deposit.
 Mrs. McCash proposed that the Budget and Finance Sub-Committee's recommendations be accepted. Mr. Filer seconded the motion and all present were in favour. **Action: D. Filer/J. Allsop**

Community Hall Trustees

Mr. Poulton reported on the following item concerning the Community Hall Trustees.

- **Approve minutes of meeting held on 10th April 2007**
Mr. Poulton proposed that the minutes be accepted and signed as a true record. Mr. Meischke seconded the motion and Mr. Knight and Mr. Stock were in favour. Mr. Poulton signed the minutes.

Recreation & Amenities

Mr. Knight reported on the following items concerning the Recreation and Amenities Sub-Committee.

- **Tennis court**
Now that the archaeological report has been received the planning application for the new tennis court can be resubmitted (with a 90° change in the orientation of the court).
- **Sportsfield addition**
As previously reported, Mr. Poulton and Mr. Knight met with Alistair Woodgate (St. Albans Diocesan Surveyor) to discuss the possibility of extending the sportsfield.
The Cricket Club was present at the last meeting of the Sports and Social Club and is not unsympathetic to the proposals for additional football facilities. They are planning to meet with Colin Straker (Chairman of the Sports and Social Club) to discuss the plans in more detail and any affect they may have on the Cricket Club.

Environment

Mrs. Dinnin reported on the following items concerning the Environment Sub-Committee.

- **Lammas**

- **Fallen Willow tree and e-mail from Ian Davis (Environment Agency)**

The Environment Agency have removed the fallen Willow tree across the River Beane on the Lammas. Mrs. Dinnin had had difficulty in obtaining a key the day before the work was done because the Clerk was away. She contacted Mr. Smith who gave her a key to the Lammas gate. However, the Environment Agency contractors did not collect the key and instead gained access by taking the gate off its hinges.

Mr. Meischke to inspect the gate and fix the hinges so that the gate cannot be removed again.

Action: J. Meischke

It was agreed to get two additional keys cut for the Lammas gate.

Action: J. Allsop

- **Riparian ownership of the River Beane adjacent to The Lammas**

Mr. Knight read out an extract from an e-mail dated 23rd April from Ian Davies to Chris Mellish (of 4 The Beaneside).

‘The Environment Agency do not own any of the river at Watton-at-stone and so have no duty to maintain the river there, the legal obligation to maintain the river rests with the relevant landowners.

We do, however, have discretionary powers to maintain the river under the Water resources Act 1991 sections 169 to 172. It is under these that we do our works.

The Agency has come under increasing pressure on finances and staff levels over the last 18 months and we are now struggling to maintain even mildly urban areas such as yours. It is not inconceivable that we may completely withdraw maintenance from your area in the near future leaving the relevant landowners to undertake all maintenance.’

Parish Councillors agreed that this means the Parish Council has ownership of, and the responsibility for, the river-bank trees on the Lammas side.

Mr. Knight said that the Parish Council should consider putting extra funds in its future budgets for tree work. This was agreed.

- **Bridge over the Lammas**

Mr. Smith gave a verbal quotation of £130 to repair the bridge onto the Lammas and this was accepted.

Action: M. Smith

- **Watton Green – clearance of woodland area**

The clearance work is complete. However, because the job was larger than expected, Ted Brown charged an additional £50 (on top of his quotation of £160) for the work done.

- **Strimming work on Parish Council land at Rivershill**

Mr. Meischke to liaise with Tim Clark.

Action: J. Meischke

- **Report of rubbish on Lammas bank by Mrs. Sessions**

Mrs. Sessions (1 Lammas Road) has informed the Parish Council that a ‘camp’ has been built on the Lammas bank. The material used includes a tyre, rope and a plastic sheet.

Mr. Poulton and Mrs. McCash to inspect the site.

Action: N. Poulton/H. McCash

Fred Burnell to be asked to provide a quotation to dismantle the ‘camp’ and remove the material from site.

Action: H. McCash

b) Routine reports

i) Fire-alarm test

The fire-alarm was tested after the meeting had closed.

ii) Monthly village-report

Mrs. Dinnin completed this report on the 8th May 2007, the result of which is as follows.

- **Sportsfield:**

Condition of grass	Good (goal mouths poor).
Litter	Good.
Dog fouling	None.
General	Looked very good.

- **Children’s Play Area:**

Condition of surface	OK.
Litter/Litterbin	Empty.
Large swings	OK.
Small swings	Good.

See-Saw	Good.
Rainbow multi-play and slide	Good.
Two spring sit-on	Good.
Teen shelter	Good.
General	Good.
• Bike ramps area:	
Junior Jump	Good.
Double Ramp	Good.
Fun Box	Good.
• Community Hall:	
General Condition (Exterior)	-
Litterbin	Empty.
Car Park	Good.
General	Good.
• Multi-Purpose Play Area:	
Surface	Good.
Boundary Fencing	Good.
Tennis nets	Good – winders in place.
Litter	Good.
General	May need a sweep, dead blossom around the edge.
• Great Innings Play Area:	
Equipment	OK.
Surfaces	OK.
Litter	Good.
Dog fouling	None.
Trees	Young trees snapped off.
Comments	All looked good.
• Allotments Area:	
Access	Good.
Condition of paths between Allotments	Good.
Condition of Allotments under cultivation	Good.
Condition of Allotments not under cultivation	OK.
Litter	Good.
Comments	Excellent.
• Culverts on Mill Lane	
Litter and rubbish in and around Culverts	No rubbish – will need strimming.
Dog-fouling	OK.
Comments	Environment Agency still to collect debris
• Salt bins	
Perrywood Lane	OK.
Entrance to Great Innings	Full.
Great Innings South – outside number 93	?
Station Road	Full.
Moorymead Close (2)	Full.
Hazeldell	Forgot this one.
Footpath 17	OK.
• Dog-waste bins	
Footpath 17	Full.
Sportsfield	Full.
Church Walk	Full.
Walkern Road	Full.
Station Road	Full.
High Street (by Memorial)	OK.
Great Innings	OK.
Mill Lane	OK.
Opposite 5 School Lane	Full.
• War Memorial	
Comments	Needs weeding.
• Ornate Village Sign	
Comments	Good
Post	Good.

- **Young trees snapped off**

This has previously been reported to East Herts Council who informed us that they do not have the funds to replace the trees.

- iii) **Weekly sportsfield-report and action**

There was nothing to report from Ted Brown’s weekly inspections. However, Rosemary Brown reported that nappies are being deposited in the bins in the toilets.

It was agreed to put up the following notices (which Mr. Knight agreed to laminate).

**‘DO NOT PUT
SOILED NAPPIES
IN ANY OF THE COMMUNITY HALL BINS**
Authorised by: Watton-at-Stone Community Hall Trustees’

Action: J. Allsop/I. Knight

9 Correspondence received

a) **Countryside Management Service – Parish Paths Partnership end-of-year-return**

The Clerk to submit the completed return.

Action: J. Allsop

b) **E-mail from Sarah Wallace and Becky Hankin re Thailand expedition**

Mr. Poulton read out the e-mail. This email was received as a result of a brief discussion between the two girls and Mr. Poulton. In it, they outlined the purpose of their trip and the need to raise funds for it.

Parish Councillors agreed that the expedition to Thailand was a very commendable and a worthwhile trip. They were also complimentary about the fund-raising achieved to date. However, after much discussion, it was agreed that we could not donate public money to activities such as this.

Mr. Poulton to notify Sarah Wallace and Becky Hankin accordingly.

Action: N. Poulton

c) **Raj Goutam – Hertfordshire Highways – Parish issues**

Mr. Poulton read out an e-mail and attachment dated 3rd May from Raj Goutam.

‘Please find attached for your information a response to your enquiries raised through the Inter Parish Meeting.

I would like to take this opportunity to inform you of the following:

1. As you know we look to deliver our services consistently on a needs basis across the district, prioritising the service demands to reduce risks to users. This means that safety related measures and general maintenance works to areas of higher utility are given priority. Therefore very often we need to inform stakeholders that for this reason we are not able to deliver all of the other requests that we receive for highway works.
2. You are encouraged to use our highway fault reporting service which can be accessed either by telephone on 01438 737320 or through the web on www.hertsdirect.org/highwayfaults.
3. It was requested that details of the life expectancy of a pothole repair is provided. Unfortunately I am presently unable to provide you with this information and have sought this from our Strategic Management colleagues. Once this is received, I shall forward you the relevant information.

Furthermore, I would appreciate it if you can confirm your willingness to meet with my Area Engineer and myself on a quarterly basis to walk about the parish and note any concerns that you may have. If you are in agreement, can you kindly forward me some dates and times so that I can diarise these. In the event that you are no longer dealing with Parish issues, can I request that you forward this email to the person who would be responsible.

I trust that you will find the above information helpful.’

Attached table:

Blocked gullies at; High Street, Hockerill, Church Lane, Perrywood Lane & School Lane near the Community Hall	Drain jetting works to be carried out as soon as possible by this summer 2007 to return them to satisfactory operation	Locations forwarded to contractor to advise of comments on reasons why gullies were not cleared. Update May 2007
Request for white lining in School Lane and at the mini roundabouts at the southern end of the village and at the junction of High Street with Great Innings	Informal investigation of the need for future maintenance measures to be carried out	As previously advised, request is on list of road marking for this financial year. Some works in the parish already done. Enq complete

Request for hedge cutting at Walkern Road Bridge	Informal investigation of the need for future maintenance measures to be carried out	Order previously issued, contractor advises work will be undertaken w/c 30 April '07. Informed DC Poulton. Enq complete
Request for a salt bin to be provided at Walkern Road by Beane Road	Informal investigation of the need for future maintenance measures to be carried out	Order being placed for the provision of bin. This is for self help. Location of bin to be confirmed with PC by Area Engineer. Enq complete

10 Reports from other Organisations

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

Mr. Stock said that the Watton-at-Stone Conservation Society is in the process of arranging a public meeting to discuss disbanding the Society.

He also confirmed that the Conservation Society would like to transfer its funds to the Parish Council for use on appropriate projects. Mr. Stock then explained the proposed terms of the transfer and the type of projects the society would want the money spend on so that the Parish Council could agree in principal before any further progress was made.

The Parish Council would be happy to accept the terms specified by the Conservation Society.

Mr. Stock to pursue the matter with the Conservation Society.

Action: D. Stock

- **Watton-at-Stone Pre-School Playgroup**

Mrs. Dinnin said because most of the Watton-at-Stone Pre-School Playgroup meetings are about routine matters concerning daily organisation, she wrote and informed them that she would be attending meetings every three or four months (instead of on a monthly basis).

- **River Beane Restoration Association (RBRA)**

Mr. Knight reported that the RBRA held its AGM at the Community Hall on 25th April 2007. They are continuing to get good support from local MPs.

- **Flood Warden**

Mr. Knight said that two elderly residents of Beane Road had received letters from the Environment Agency to say that their properties were at risk from flooding. Mr. Meischke said that four households in Rivershill had also indiscriminately received flood-warning letters. Mrs. McCash said that in Lammas Road an elderly resident had also received the letter.

Mr. Knight said that the Environment Agency map of the flood areas is in a very crude form. He contacted the Environment Agency about the indiscriminate flood warning letter and received an unsatisfactory response. Mr. Poulton asked Mr. Knight to attend Oliver Heald's next MP surgery, which will be held in the Community Hall on Saturday 7th July between 1100 and 1200. **Action: I. Knight**

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

Mrs. McCash reported that a new kitchen had been fitted in the Memorial Hall.

- **Watton-at-Stone Neighbourhood Watch**

Mrs. McCash said that the Neighbourhood Watch coordinators are working well as a team.

- **Watton-at-Stone Allotment and Garden Association**

The AGM is to be held on 17th May in the Community Hall.

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

Mr. Poulton read out a report received from Mr. Dunhill.

During the Scout and Guide Group AGM held on 18th April the following elections were made.

Roger Green – Chairman

Anne Wilkinson – Secretary

Executive members were all re-elected.

All sections are well supported with some having a waiting list. It was a good year with some success in local activities. Some improvements were carried out to the Scout Hut and more work is planned.

11 Items for Parish News

The following items to be sent to the Editor of the Parish News for inclusion in the next issue.

- Re-election of the Parish Council and co-option of a new Parish Councillor.

The Clerk to write the entry accordingly.

Action: J. Allsop

12 Accounts

Watton-at-Stone Parish Council

Petty Cash

Receipts

None

Payments

Staples – 5 reams of copy paper 10.99

Cheques required

CPRE	Annual Subscription	27.00
Fred Burnell	To remove badger carcass	30.00
Ted Brown	Strimming around sportsfield and MPPA	70.00
Ted Brown	Reinstate litter bin on sportsfield	28.49
J. Allsop	April salary	559.05
J. Allsop	Phone calls to 03/04/07	25.00
Frank Cooper & Son	Sportsfield grass cut	130.42
Ted Brown	32 hours litterpick	224.00
Ted Brown	Woodland clearance work at Watton Green	<u>210.00</u>
		<u>1303.96</u>

Cheques received

None

Watton-at-Stone Community Hall

Petty Cash

Receipts

Jim Keen – Main hall hire	30.00
Desmond Raynor	28.00
Watton Dots & Tots – Pavilion hire	<u>56.00</u>
	<u>114.00</u>

Payments

None

Cheques required

Rosemary Brown	24 hours cleaning	144.00
G. Smith	Window cleaning	56.00
J. Phillips	Opening toilets from 14.03.07 to 20.04.07	38.00
David Bunyan	To check water heater, repair door and floor	205.33
Rosemary Brown	24 hours cleaning	<u>156.00</u>
		<u>599.33</u>

Mrs. McCash proposed that the Parish Council approve the above payments. Mrs. Dinnin seconded the motion and all present were in favour.

13 Co-option of a Parish Councillor 'Exclusion of press and public'

Mrs. Cooper and Mr. Doolan (members of the public) left the meeting.

Because five nominations were received by the Returning Officer at EHDC for election to the Parish Council, we have been asked to co-opt a tenth member within 35 days of the Election (i.e. 3rd May 2007).

The vacancy was advertised on our Parish Council notice boards and applicants were invited to respond in writing by Monday 7th May 2007. A notice was also placed in the May issue of the Parish News.

Three letters were received (i.e. from Mrs. Rosemary Cooper, Mr. Peter Doolan and Mr. Iain Harris), copies of which the Clerk e-mailed to all Parish Councillors prior to the meeting. Mr. Poulton said that he had spoken to all three candidates about the level of commitment required to be a Parish Councillor and the work involved.

Voting slips were handed out and a secret ballot took place.

Subsequently, the Clerk announced that Mr. Harris received five votes whereas Mrs. Cooper and Mr. Doolan both received one vote each. Mr. Harris was duly elected as a Parish Councillor.

Mr. Poulton to write to all candidates accordingly.

Action: N. Poulton

The Clerk to arrange for Mr. Harris to sign the Declaration of Acceptance of Office.

Action: J. Allsop

(Note: Mr. Harris signed this on 18th May 2007.)

- **The meeting closed at 2045.**
- **The date for the next Parish Council meeting is Wednesday 13th June 2007.**