

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 19th February 2008

Present:	Mr. N. Poulton (Chairman)	Mr. J. Meischke (Vice-Chairman)
	Mr. C. Clark	Mrs. C. Dinnin
	Mr. D. Filer	Mr. I. Harris (after 1945)
	Mr. I. Knight	Mrs. H. McCash
	Mr. D. Stock	The Clerk (Mrs. J. Allsop)

1 Apologies for absence

Apologies for absence were received from Mr. Smith.
Mr. Harris sent his apologies and said that he would be arriving late.

2 Public Participation

None.

3 Declaration of Interests

Mr. Poulton declared a personal interest in item 9 f, Correspondence received - Lambert Smith Hampton re ownership of School Lane (Mr. Poulton's garden backs onto the site of the old Horsa Hut).

4 Chairman's/Clerk's Report

None.
Mr. Poulton thanked Mr. Meischke for chairing the January Parish Council meeting in his absence.

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on 15th January 2007**
Mr. Filer proposed that the minutes be accepted and signed by the Chairman as a true record. Mr. Knight seconded the motion and all present at that meeting were in favour.

b) Review of actions

- **Write to East Herts Council re planning application for 14 Beane Road:** completed.
- **Ask Zurich to increase value of Community Hall when submitting insurance quotation:** completed.
Refer to item 8 a, Budget and Finance Sub-Committee - Insurance cover for Community Hall.
- **Write 'exclusion of press and public' minute:** completed.
All Parish Councillors present at the meeting were given a copy of the minute printed on yellow paper.
- **Write to East Herts Council re planning application for 81 Great Innings North:** completed.
- **Write to Hertfordshire Police Authority – Policing Plan 2008-2011:** completed.
- **Contact organisations asking them to submit an up-to-date entry for the website**
This item is on-going and progressing slowly.
- **Investigate obtaining a credit or debit card for use by the Clerk**
Mr. Filer said that Alliance and Leicester charge an annual fee of £50 per credit card. A similar figure is being charged by other credit card providers.
Mr. Filer said that he had asked the Clerk to provide a list of the expenditures she had made on her credit card. **Action: J. Allsop**
Mr. Poulton to investigate further the possibilities of obtaining a credit card. **Action: N. Poulton**
- **Give two copies of the Hire Agreement to the Chairman of the Sports and Social Club for signature**
Two copies of the agreement have been signed by the Parish Council and the Sports and Social Club.
Mr. Knight has given one copy to the Clerk.
- **Visit Watton Green to inspect newly installed access-gate**
Following inspection by Parish Councillors, it was agreed that an additional post was needed between the gate and the ditch to stop vehicle access onto Watton Green. Blue Bury Contractors were instructed to install the post and the work has now been done. Mr. Filer said that if the gate had been positioned 2 meters further forward this problem would not have arisen.
- **Ask Ted Brown to clear the rubbish at the edge of the sportsfield:** completed.
Mr. Meischke confirmed that the rubbish has been cleared.
- **Inspect broken footpath-marker-post on the Lammas**
Mrs. Dinnin said that during a recent visit to the Lammas she had been unable to locate the post. She agreed to liaise with Mr. Knight re its location and make another site visit. **Action: C. Dinnin**
- **Write Parish News report:** completed.

c) Action points outstanding for more than two months

None.

6 Planning

a) Applications

i) 20 Great Innings North ((3/08/0195/FP/CT)

First floor rear extension

Mr. Poulton said that Mr. Harris visited the adjacent neighbour, Simon Osbourne (18 Great Innings North), and he had no problem with the application.

The proposal is to add a rear 1st floor extension on an existing flat roof. Mr. Harris recommended that the Parish Council makes no comment on this application.

Parish Councillors looked at the plans and agreed to write to East Herts Council informing them that they have no comment on the application. **Action: J. Allsop**

Mr. Harris said that Mr. Osbourne also raised an unrelated issue. Namely, there is a fair-size plot between 20 Great Innings North and the old Doctors surgery at number 22 and Mr. Osborne wondered what was happening to this.

Mr. Poulton confirmed that this site is currently up for sale and presumably would be developed for housing.

b) Decisions

i) 14 Beane Road, Watton-at-Stone (3/07/2491/FP)

New two-bedroom bungalow with room in roof -East Herts Council permission granted

Mr. Knight asked why was permission granted by an officer alone when the Parish Council had specifically requested that this application be discussed by the planning committee. Mr. Poulton said that (as a District Councillor) he was the only person who could have requested this, but unfortunately he was away on holiday when the decision was made.

After lengthy discussion, it was agreed to write to Kevin Steptoe of East Herts Council (copying him with our letter to Susie Defoe of 16th January) and asking him to respond on the following accounts.

1. Why did the Parish Council not receive an acknowledgment of its letter requesting that the application be discussed by the Planning Committee?
2. Why did a Planning Officer make the planning decision to grant permission knowing that the Parish Council had requested that the decision be made by the Planning Committee?

Action: J. Allsop

Mr. Poulton said that Mr. Oakman (11 Beane Road) had verbally thanked him for the Parish Council's assistance in this matter.

7 Specific items

a) Watton-at-Stone Neighbourhood Watch

Mrs. McCash said that the Neighbourhood Watch is running well. However, there was a concern raised by one of the Neighbourhood Watch team that the four cars recently targeted for theft/break-ins were owned by members of Neighbourhood Watch team. Mrs. McCash has spoken to PCSO Paul Weston and he is investigating the matter.

Mrs. McCash to arrange for the Clerk to be signed-up for Neighbourhood Watch e-mails so that they can be included on the Watton-at-Stone website. **Action: H. McCash**

b) Overhanging foliage along the wall of the Doctor's Surgery garden

Mrs. McCash said that the Doctor's surgery deny any knowledge of receiving the letter hand-delivered by the Clerk on 20th December 2007.

It was agreed to write again to request that the foliage is cut back as soon as possible.

Action: J. Allsop

c) Watton-at-Stone web site

At the January Parish Council meeting, all Parish Councillors agreed to look at the new website and give any comments to members of the website working group; namely: Mr. Meischke, Mr. Stock, Mr. Knight and Mr. Harris.

Mr. Stock to arrange the first meeting of the working group. **Action: D. Stock**

d) Emergency Plan

Mrs. McCash will present the Emergency Plan to the Parish Council during the March Parish Council meeting. **Action: H. McCash**

8 Reports

a) Sub-Committees

Budget & Finance

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

- **Monthly accounts**

Watton-at-Stone Parish Council

Petty Cash

Receipts

Mr. & Mrs. Milman - Allotment rent	16.00	None
Nina Burrows - Allotment rent	<u>12.00</u>	
	<u>28.00</u>	

Payments

Cheques required

Peter Allsop	Design of new Watton-at-Stone website	100.00
Ted Brown	34 hours litterpick	238.00
Blue Bury Contractors	Clearance work at Watton Green & installation of gate and post	469.38
Hertfordshire County Council	Lighting energy charges	148.79
Hertfordshire County Council	Lighting maintenance charges	205.11
Fred Burnell	Treatment of Moles on sportsfield	88.13
Ted Brown	Cutting back of grass verge on both sides of Church Walk	110.00
Ted Brown	32 hours litterpick	224.00
J. Allsop	February salary	579.63
J. Allsop	100 x 34p stamps	<u>34.00</u>
		<u>2197.04</u>

Cheques received

Jackie Reed	Allotment rent	<u>8.00</u>
		<u>8.00</u>

Watton-at-Stone Community Hall

Petty Cash

Receipts

Jim Keen – Main Hall	60.00
Watton Dots & Tots – Pavilion hire	56.00
Gill Gilbey - Main Hall	<u>30.00</u>
	<u>146.00</u>

Payments

Rosemary Brown – 6 hours cleaning	39.00
J Phillips – toilet opening - 02.01.08 - 12.02.08	<u>42.00</u>
	<u>81.00</u>

Cheques required

Rosemary Brown	24 hours cleaning	156.00
Blue Bury Contractors	Installation of metal gate post and re-hang of gate	105.75
James Turner	Boiler repair	118.63
East Herts Council	Annual Playground Inspection	52.88
Rosemary Brown	24 hours cleaning	<u>156.00</u>
		<u>589.26</u>

Cheques received

Badminton Club	Main Hall hire	234.00
Mrs. Shambrook	Main Hall and Pavilion hire	39.00
Louisa Bailey	Main Hall hire	90.00
Emer Green	Main Hall and Pavilion hire	39.00
Dave Boddy	Main Hall and Pavilion hire	<u>336.60</u>
		<u>738.60</u>

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

- **Investigate obtaining a credit card for the Parish Council and Community Hall**

Refer to item 5 b, Review of Actions - Investigate obtaining a credit or debit card for use by the Clerk.

- **Insurance cover for Community Hall**

Zurich has supplied a quotation to insure the Community Hall in accordance with the new valuation of £635,000 (including the brick wall). Although the quotation is about £650 less than AON charged in 2007/08, it does not cover some of the items we need cover for, e.g. fidelity guarantee, libel and slander, money etc.

The Clerk has e-mailed Zurich asking them to send us a revised quotation to include the missing items, but no response has been received. The Clerk to chase.

Action: J. Allsop

Mr. Harris arrived at the meeting.

Community Hall Trustees

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

- **Estimate for repairing the window-closing system in the Main Hall & replacing broken strip-lights**
Mr. Meischke said that Mr. Ray Allday of R K A Services (UK) Limited visited the Community Hall on 12th February and on the same day faxed through an estimate of £470 for servicing and repairing the window-closure systems.

The work includes the repair and servicing of both sets of the Morse Telflex Clearline Gear (which operate 5 windows on each side of the Main Hall) and replacing the operators and drive cables. Any scaffold required will be provided by R K A Services.

Mrs. McCash proposed that the R K A Services (UK) Limited estimate be accepted. Mrs. Dinnin seconded the motion and all present were in favour.

Whilst the scaffolding is on site, it was agreed to ask Mr. Allday to fit 4 replacement lighting tubes (which we will provide) in the Main Hall. **Action: J. Meischke/J. Allsop**

- **Roof repairs**

Mr. Meischke said that the mortar under the edges of the low-level roof is falling out and is a danger to the public. Because the mortar has been re-pointed on numerous occasions a more permanent solution was required. Mr. Meischke, Mr. Stock and Mr. Knight viewed the problem and agreed that urgent action was required. Therefore, Mr. Meischke obtained two quotations as follows.

- **P J Roofing**

To supply and fix aluminium verge closures to all verge details fixed securely onto existing roof coverings undercoated and finished in black gloss. Check over the main roof areas and replace broken slates as necessary, leaving site clean and tidy on completion - £1860 plus VAT

- **City Roofing**

To supply and fit zinc abutment trim across top of verges and down over sides of 8 verges to both sides of building fixed and sealed with screws and correct fillings - £1065.

Same procedure as above in Black PVC Angled Verge covers - £1295

To supply all plant and material and clear away on completion.

On Mr. Meischke's instructions, the Clerk e-mailed a copy of the quotations to Mr. Stock, Mr. Knight (as Trustees) and Mr. Filer (as Chairman of the Budget and Finance Sub-Committee). They all agreed that we accept City Roofing's quotation to fit Black PVC Angled Verge covers and get the work done without further delay.

The Clerk then e-mailed all Parish Councillors on 13th February as follow.

'Some urgent work is required to the Community Hall low level verges. The mortar is dropping out and is a potential health and safety issue. Also, one of the Mothers at Dots and Tots reported that a piece of mortar fell just in front off them. Because this is a reoccurring problem it was agreed that verge covers should be installed. Two quotations have been sort (see attached) and the Trustees - John, David and Ian plus Denis have agreed to accept City Roofing's quotation to install Black PVC Angle Verge Covers.

The work is due to commence at the beginning of next week.'

Note: The work to the Community Hall roof was done on 20th February.

Mr. Filer said that the Memorial Hall Committee have used City Roofing (who currently have an advert in the Parish Magazine) and were very satisfied with the work they did.

- **Heating**

Turners have repaired the fault to the heating system (which was due to a faulty switch in the boiler room).

- **Lock for storage cupboard**

Some of the Youth Club members have been going into the internal store-cupboard used by regular hirers. They have left used fizzy drinks cans in the cupboard and some of the liquid has gone over the mats owned by Jim Keen and Dave Boddy.

Mr. Poulton has found the key to the cupboard and had three additional keys cut. The cupboard door will now be kept locked and the Clerk will add a key to each of the Main Hall-key rings issued to hirers.

The Clerk said that she will need to get at least one additional key cut. **Action: J. Allsop**

Recreation & Amenities

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

- **Sportsfield development**

In response to an e-mail from Mr. Knight to the secretary to the Diocesan Committee asking for a progress report re our request to lease additional land for sporting facilities, we have been advised that the Diocesan Surveyor is currently having discussions with the East Herts planners.

- **Floodlighting**

The grill and protective glass-cover on the floodlight on the east-side (nearest to the Pavilion on the allotment side) of the MPPA has fallen off and the glass has broken. The bulb is now unprotected from the elements and replacement parts need fitting. Mr. Knight said that the Clerk had informed him that there is no record of the original floodlighting specification. However, Floodlighting Limited supplied and fitted the original system.

Mr. Knight has taken photographs of the damaged lighting column and one that has no damage.

Mr. Knight and Mr. Meischke to investigate obtaining the replacement parts required.

Action: I. Knight/J. Meischke

- **Tennis nets**

Both sets of tennis nets need replacing. Mr. Knight said that it has always been the practice that the Parish Council or Community Hall Trustees pays 50% of the cost to replace nets due to normal wear and tear. The Tennis Club then gives a donation of 50% of the total cost (net of VAT). New steel headline-wires are also required. The cost of one net and wire from Collier Turf is £88.50.

It was agreed that Mr. Knight orders two sets of tennis nets and steel headline-wires. **Action: I. Knight**

Environment

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

- **Watton Green**

Refer to item 5 b, Review of Actions -Visit Watton Green to inspect newly-installed access gate.

Mrs. Dinnin has purchased a padlock (with two keys) for the gate. Mr. Smith has one of the keys and the Clerk has the other one.

It was agreed to paint the post silver to match the gate. This is to be done in spring.

This item to be placed on the agenda for the May 2008 Parish Council meeting, under Environment Sub-Committee.

Agenda: 05/08

- **Cottage site**

On 10th February, Tony Bradford and approximately 5 other workers planted Oak and Hornbeam trees and generally tidied up the site. Tony Bradford will invoice us for the cost of the trees, post and ties.

b) Routine reports

- i) **Fire-alarm test**

The fire-alarm was tested before the start of the meeting.

- ii) **Monthly village-report**

Mrs. Dinnin completed this report on the 19th February 2008, the result of which is as follows.

- **Sportsfield:**

Condition of grass	Good.
Litter	Good.
Dog fouling	None.
General	Very good for winter.

- **Children's Play Area:**

Condition of surface	Good.
Litter/Litterbin	Needs emptying.
Large swings	OK.
Small swings	OK.
See-Saw	OK.
Rainbow multi-play and slide	OK.
Two spring sit-on	OK.
Teen shelter	OK.
General	Good.

- **Bike ramps area:**

Junior Jump	OK. Muddy from use.
Double Ramp	OK.
Fun Box	OK.

- **Community Hall:**

General Condition (Exterior)	Good.
Litterbin	Good.
Car Park	Good.
General	Good.

- **Multi-Purpose Play Area:**

Surface	Good.
Boundary Fencing	Good.
Tennis nets	Good.
Litter	Good.
General	Good.
• Great Innings Play Area:	
Equipment	Good.
Surfaces	Muddy.
Litter	Good.
Dog fouling	None.
Trees	Good.
Comments	Muddy but good for time of year.
• Allotments Area:	
Access	-
Condition of paths between Allotments	Good.
Condition of Allotments under cultivation	Good.
Condition of Allotments not under cultivation	OK.
Litter	None.
Comments	-
• Culverts on Mill Lane	
Litter and rubbish in and around Culverts	Fair.
Dog-fouling	None.
Comments	OK.
• Salt bins	
Perrywood Lane	OK.
Entrance to Great Innings	OK.
Great Innings South – outside number 93	Can't find it!
Station Road	OK.
Moorymead Close (2)	OK.
Hazeldell	OK.
Footpath 17	OK.
• Dog-waste bins	
Footpath 17	All need emptying.
Sportsfield	Needs emptying.
Church Walk	Needs emptying.
Walkern Road	New - Needs emptying.
Station Road	Needs emptying.
High Street (by Memorial)	New - Needs emptying.
Great Innings	New - Needs emptying.
Mill Lane	Needs emptying – broken.
Opposite 5 School Lane	Needs emptying.
• War Memorial	
Comments	Very good.
• Ornate Village Sign	
Comments	Good.
Post	Good.
General Comments	Rubbish and dog bins all need emptying.
• Dog waste bins and litter bins	
Mrs. Dinnin said that all the dog bins and litter bins in the village need emptying. Mr. Poulton said that these are not emptied every week. However, if Parish Councillors feel that the situation is becoming a problem they should contact him immediately.	

iii) Weekly sportsfield-report and action

Members of the Ladies Football Team witnessed a four-wheel-drive vehicle being driven across the sportsfield and making some deep ruts near the car park and Community Hall areas of the football pitch. Police were called out to the incident and PCSO Weston visited the site with the Clerk a few days after the event occurred.

A van had its side window smashed and some equipment removed whilst parked in the Community Hall car park. In spite of requests from the Police, the owner of the vehicle has made no effort to remove the vehicle, which has now been on site for several weeks. Apart from being an eyesore it is a health and safety hazard. Mr. Poulton said that he believed that some fencing posts and poles that had been left in

the Community Hall car park have been used to further damage the vehicle. He has stored these objects in the external storeroom and if the owner comes forward, they can contact him to retrieve them.

Mr. Poulton is in contact with East Herts Council about the removal of the vehicle. **Action: N. Poulton**

9 Correspondence received

a) Audit Commission – Appointment of external auditor

Mr. Poulton read out a letter dated 28th January from the Audit Commission who have appointed BDO Stoy Hayward LLP as the external auditor to the Watton-at-Stone Parish Council. The appointment will be for a five-year period commencing with the 2007/08 accounts.

The Audit Commission also proposes to appoint a panel of its own officers that can be the external auditor to Watton-at-Stone Parish Council in the event that BDO Stoy Hayward LLP is not able to continue with the appointment.

Parish Councillors agreed to accept the Audit Commissions proposals. No response is required.

b) Launch of Hertfordshire's Policing Plan 2008/11

Mr. Filer is to represent the Parish Council at the launch of Hertfordshire's Policing plan for 2008/11 on 31st March.

The Clerk to notify Hertfordshire Police accordingly.

Action: J. Allsop

c) Oliver Heald MP re Government slashes to road-repair budget

Mr. Oliver Heald MP wrote on 23rd January enclosing a press release from Hertfordshire County Council titled 'Government slashes road repair budget'.

Mr. Poulton said that because of Government budget cuts it is extremely unlikely that any funding will be made available for the road improvements near Heath Mount School.

d) Walkern Parish Council - invitation to 2008 Inter Parish Conference on 19/02/08

Watton-at-Stone Parish Councillors were unable to attend the 2008 Inter Parish Conference because it was on the same date as the February Parish Council meeting (i.e. tonight). The Clerk notified Walkern Parish Council accordingly.

e) East Herts Council –Polling District and Polling Place review

Jeff Hughes (East Herts Council) has written to ask if the Parish Council is happy that the Community Hall continues to be used as a polling station for election purposes.

Parish Councillors agreed that they find the current arrangement acceptable.

The Clerk to notify Jeff Hughes accordingly.

Action: J. Allsop

f) Lambert Smith Hampton re ownership of School Lane

Mr. Poulton read out the following letter dated 31st January from Tim Fell (Lambert Smith Hampton).

'Re Watton-at-Stone, Former Horsa Hugh, 9 School Lane

As you may already be aware, Hertfordshire County Council instructed us as their managing agents to sell the above mentioned site.

Currently we are experiencing difficulties with regards to School Lane. School Lane is a private road and we need to trace the owner of this road to arrange access rights over the road for the Former Horsa Hut.

Currently we have been unable to track down the owner of this road, I was not sure if you had any information on who could own this road.

Any advice will be gratefully received, thank you in advance for you assistance in this matter.

Mr. Poulton proposed that the Parish Council replies as follows.

'Many thanks for your letter of the 31st January which was discussed at our Parish Council meeting on Tuesday 19th February.

I'm sorry to report that Councillors have no knowledge as to who might own the private road known as School Lane.

I hope, however, that the following might be of assistance.

Some twenty five years ago the site adjacent to School Lane, now known as Old School Orchard, belonged to Hertfordshire County Council Education Department and was originally the site of the old primary school.

This site was sold to a developer and from the recollection of one of our Councillors the developer, in not being able to trace the ownership of this part of School Lane, arranged some form of indemnity insurance to protect the householders should the owner of this road ever come forward.

Adjacent to the end of the property known as The Beeches in School Lane there were bollards to stop traffic going up and down the whole length of this lane but in the first half of 2001 these bollards were repositioned by Hertfordshire Highways to allow vehicular access to the rear of 7 Rectory Lane.

Finally in year 2007/2008 the Parish Council were informed by Hertfordshire Highways that School Lane would be surface - dressed, this did not proceed in the end due to financial constraints on the County Council.

I hope this information is of assistance.'

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

The Clerk to act accordingly.

Action: J. Allsop

g) East Herts Council re Housing Capacity Assessment

Mr. Poulton asked the Clerk to e-mail all Parish Councillors a copy East Herts Council letter, dated 12th February 2008 re Housing Capacity Assessment.

Action: J. Allsop

Parish Councillors to send their comments to Mr. Poulton so he can draft a response for approval at our Parish Council meeting on 18th March.

Action: Parish Councillors/ N. Poulton

h) Stop Harlow North re East of England Plan

Mr. Poulton read out an e-mail (dated 31st January) concerning development proposals to build North of Harlow. A similar e-mail was forwarded to all Parish Councillors on 15th February.

It was agreed that if Parish Councillors wanted to respond, they could do so individually.

i) Rural Conference - Thursday 29th May 2008

Mr. Poulton received the following e-mail from District Councillor Linda Haysey on 6th February.

'This year the Rural Conference will be held on Thursday 29th May during the day at Standon & Puckeridge Community Centre (more details to follow). Please can you bring this date to the attention of your Parish Councils and also to let Valdis or me know of topics which would be of interest. I know those Parish Councillors who have attended in the past have found this a useful gathering. Many thanks, Linda.'

Mr. Poulton said that he would be going to the Rural Conference and urged as many Parish Councillors as possible to also attend.

Any Parish Councillor who wanted a topic raised at the conference or would like to attend on 29th May to contact Mr. Poulton as soon as possible.

Action: Parish Councillors

The Clerk to forward a copy of District Councillor Linda Haysey e-mail to all Parish Councillors.

Action: J. Allsop

• Road Closure – Church Lane and Perrywood Lane

Mr. Filer said that road-closure notices had been put up in Church Lane and Perrywood Lane because of work to be undertaken by Three Valleys Water Board with effect from 26th February. However, the Parish Council and local residents had not been officially notified about these closures. It was agreed to contact Three Valleys Water asking them why this is so.

Action: N. Poulton/J. Allsop

10 Reports from other Organisations

• Watton-at-Stone Neighbourhood Watch

Refer to item 7 a, Specific items - Watton-at-Stone Neighbourhood Watch.

• Watton-at-Stone School Governors

Mr. Clark said that the building work to provide new accommodation for the Children's Centre at the school site is due to be completed on 11th April.

The New head teacher, Mrs Eileen King, attended the last meeting of the School Governors.

• Watton-at-Stone Sports & Social Club

Mr. Knight said that the Tennis Club had started fundraising for the new tennis court. As part of this, a prize draw is to be held and raffle tickets are now on sale.

• River Beane Restoration Association

Mr. Knight said that the River Beane Restoration Association is active and will hold its AGM in the Watton-at-Stone Community Hall on Tuesday 20th May at 2000.

11 Items for Parish News

No items were identified for inclusion in the March 2008 issue of the Parish News.

12 Exclusion of Press and Public

• Parish Council owned land

The meeting was closed under 'Exclusion of press and public'.

The meeting opened again.

When this matter has been resolved the minute for the discussions of this item will be attached to the Parish Council minutes.

- **The meeting closed at 2039.**
- **The date for the next Parish Council meeting is Tuesday 18th March 2008.**