

Minutes of the meeting of the Wotton-at-Stone Parish Council held in the Community Hall on Tuesday 17th February 2009

Present: Mr. J. Meischke (Vice-Chairman) Mr. C. Clark
 Mrs. C. Dinnin Mr. D. Filer
 Mr. I. Knight Mrs. H. McCash
 Mr. M. Smith Mr. D. Stock
 The Clerk (Mrs. J. Allsop) until 20.08 hrs

Public: Catherine Lofthouse (Mercury Reporter) until 20.08 hrs

1 Apologies for absence

Apologies for absence were received from Mr. Poulton and Mr. Harris.

2 Public Participation

Mr. Meischke welcomed Catherine Lofthouse (Chief Reporter, Hertfordshire Mercury) to the meeting.

Ms. Lofthouse said that she was going round the local villages introducing herself to Parish Council's with an aim to encourage each village to contribute to the Parish News section of the Hertfordshire Mercury. The Parish Council used to have a resident in the village who reported relevant news items to the Hertfordshire Mercury however, this was many years ago.

Mr. Knight said that historically there had been some inaccuracies printed by the Hertfordshire Mercury when they shortened articles submitted to them and the sense of the original article got lost. Therefore, feedback is needed before it goes to print. Ms. Lofthouse said she was happy to help when she could, however she could not contact everyone regarding their articles before they go to print.

3 Declaration of Interests

Mr. Meischke declared a personal and business interest in the following items.

- 6 a i, Planning application – 27 High Street
- 7 b, Specific items, Village Directory
- 9 c, Letter from Bruce Allison re 27 High Street

Mr. Stock will chair the meeting when the above items are up for discussion.

Mrs. McCash declared a business interest in the following items.

- 6 a I, Planning application – 27 High Street
- 9 c, Letter from Bruce Allison re 27 High Street

4 Chairman's/Clerk's Report

Mr. Meischke had three additional items for this meeting.

- **Letter requesting additional salt bins**
This item to be discussed under item 9 g, Correspondence received
- **Gas contract**
This item to be discussed under 8 a Community Hall Trustees.
- **Planning decision for Land to the south of Station Road, Watton At Stone**
This item to be discussed under item 6 b ii, planning decisions.

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on 20th January 2009**
Mrs. McCash 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

- **E-mail the restricted opening times to Parish Council and a notice for the Parish News: completed.**
- **Give copies of licence and attached map re land adjacent to Beane Cottage to Mr. Clark and Mr. Smith: completed.**
- **Write to Glyn Day re vehicles stored at Perrywood Farm: completed.**
The following e-mail was received on 30th January from Mr. Charles Allingham, Planning Enforcement & Compliance Officer at East Herts Council.

'Thank you for your e-mail; Glyn Day has asked me to respond to it.

I currently have a file open on this site and have visited the owner. As you indicate, the use of the site as an operating centre/storage yard for Enterprise is a matter that requires planning permission from this Authority. The owner is now aware of that and has informed me that he will either submit such an application seeking to regularize this use, or cease the use, within the next month.

Breaches of planning control are not offences and government policy requires us to go through this process in such cases.

The article you attach regarding Plashes Farm does appear to be a broadly similar case and action was not taken against them until planning permission was applied for and refused (application number 3/08/1414/FP).

I note that you have already contacted Herts Highways with regard to the impact on local roads of these lorries.'

Mr. Filer said that Enterprise vehicles are still storing their vehicles at Perrywood Farm. The Clerk said she spoke with the planning department at East Herts Council today and they have not received a planning application for this site.

The Clerk to contact East Herts Council if Enterprise has not removed their vehicles by the end of February and no planning application for this site has been received.

Action: J. Allsop

- **Write to planning department re 3 Mill Lane: completed.**
- **Write to planning department re Land to south of Station Road, Watton At Stone: completed.**
- **Send Major Incident Emergency plan to Simon Drinkwater, (East Herts Council) for his comments: completed.**
- **Send letter of thanks to Roger Green re allotment map: completed.**
- **Send amendments to village Directory to the Clerk by 9th February**
Refer to item 7 b, Specific items – Village Directory.
- **Give all Parish Councillors documents re the approved New Model Publication Scheme**
Parish Councillors present were handed out copies of these documents at the beginning of this meeting. Mr. Meischke asked Parish Councillors to retain these documents in their Parish Council Information Packs (red folders).
- **Scan 'press release cuttings' from Alec Sandison onto the computer and take a hard copy for circulation: outstanding.**
- **After scanning and coping press release cuttings, archive file at County Hall: outstanding.**
- **Arrange for Rod Willis, (Sports and Social Club) to sign two copies of the sportsfield hire agreement**
Refer to item 8 a, Recreation and Amenities Sub-Committee - Sports and Social Club hire agreement.
- **Inspect the Byelaw sign on the Lammas re stain marks and take action as necessary**
Mr. Meischke said that the Byelaw sign is not in the best location and needs moving.
Mr. Meischke, Mrs. Dinnin and Mr. Poulton to meet to discuss to agree the best location.
Action: J. Meischke/C. Dinnin/N. Poulton
- **Write to Raj Goutam re trees in Hazeldell and copy letter Bryan Hammond (County Councillor)**
Refer to item 8 a, Environment Sub-Committee - Trees in Hazeldell.
- **Discuss Hazeldell trees with Oliver Heald MP during his surgery on 21st February**
Mr. Stock will report on this item after the surgery has taken place.
Note: The date of the surgery was incorrect in the January 2009 minutes, it is 21st March and not 21st February.
The correction of the January 2009 minutes will be on the March Parish Council agenda. **Agenda: 03.09**
- **Contact Jack Turner's son re damaged seat on sportsfield**
Mr. Knight said that Mr. Poulton had spoken to Jack Turner's son and he was not sure of the outcome. This item to remain on the agenda. **Agenda: 03/09**
- **Arrange For the MPPA fencing to be professionally repaired: outstanding.** **Action: J. Meischke**
- **Ask Ted Brown to clear the leaves in the corner of the MPPA: completed.**
- **Obtain new barrel for Main Hall lock and ask Michael Lewis (A. P. Access) to fit it in**
A new barrel is on order from Laidlaw Solutions.
Michael Lewis (A. P. Access) to be asked to lubricate all the locks in the Community Hall with WD40.
Action: J. Allsop
- **Draft article (for approval by Police) for inclusion in the March Parish News: completed.**

c) Action points outstanding for more than two months

None.

6 Planning

a) Applications

Mr. Stock took the chair.

Mr. Meischke and Mrs. McCash did not participate in the discussions that took place.

i) 27 High Street 3/09/ 0195/FP/HS

Demolition of existing dwelling and the erection of 5 bedroom detached dwelling (revised scheme) (retrospective)

Mr. Stock said that this application is a retrospective one and is identical to the previous plans except for changes to the rear of the building, namely:

1. An additional Velux window to give light to the bathroom.
2. The four Velux windows shown in the original application (for bedroom 5) have been replaced with a very substantial dormer window.

Mr. Stock then read out a letter from Bruce Allison (24 Lammas Road) to the planning department. Mr. Allison and his wife (whose property overlooks the rear of 27 High Street) strongly object to the new dormer window which they feel is an intrusion into their privacy. Especially as the view from the dormer window would look down into their rear bedroom windows and overlook their back garden

Mr. Knight said that he had visited Bruce Allison and discussed his concerns. He also said he had spoken to Paul Reynolds at 25 High Street and he has no problems with the revised plans. However, Mr. Knight had been unable to contact the resident at 23 High Street.

After discussion, it was agreed that the Parish Council does not wish to see a deviation from the original granted plans with regards to the change in window aperture. However, they had no objections to a Velux window being installed to give light to the bathroom. If the planning department does agree to the proposed change in window aperture from four Velux windows to a dormer window, they would like to see a condition imposed to ensure that obscured glass is fitted and retained, and that the window openings do not allow visibility into 24 Lammas Road or its gardens. **Action: J. Allsop**

Mr. Meischke took back the chair.

b) Decisions

i) 1 - 3 Mill Lane (3/08/2111/FO/HS)

Removal of planning condition 11 (working hours) planning ref. 3.08/0679/FP
 - East Herts Council – permission refused

ii) Land to south of Station Road, Watton At Stone

Residential development, community uses (doctors surgery, Early Years Centre and associated parking).
 Outline application to agree the principle of development and the access.
 - East Herts Council – permission granted

7 Specific items

a) Report from Allotment Management Group

Mr. Meischke said that all Parish Councillors have been copied with the final version of the Allotment Allocation Policy, the content of which is also included in the January Parish Council minutes under item 9 b, Specific items - Report from Allotment Management Working Group.

Mr. Stock took the chair.

b) Village Directory

All Parish Councillors have been e-mailed a copy of the amended Village Directory for their comments.

Mr. Stock reported that the Clerk had received requests for inclusion in the Village Directory from some businesses.

Two of the requests were from businesses outside Watton-at-Stone and thus did not qualify for inclusion in the village director.

The Clerk to make contact with all organisations listed in the Village Directory to check that their current details are correct. **Action: J. Allsop**

Mr. Meischke took back the chair.

c) Hedges in the village

- **Allotment Hedge**

Mr. Meischke said that there are 5 or 6 large branches in the allotment hedge on the boundary with the property 'Kimberly' that need cutting back.

It was agreed to ask Ted Brown to do the work.

Action: J. Meischke

- **Hockerill hedge**

Mr. Smith said he had recently visited Mr. and Mrs. Brett, who have agreed with Raj Goutam that Hertfordshire Highways can trim back the hedge adjacent to their property, the ownership of which still needs to be determined. The hedge cutting work to be done at a mutually convenient time so that the Brett's can oversee the work.

It was agreed that Raj Goutam be contacted by phone to inform him of the above and ask him to arrange for the work to be done as soon as possible.

Action: J. Allsop

8 Reports

a) Sub-Committees

Budget & Finance

Mr. Filer reported on the following items.

- **Monthly accounts**

Watton-at-Stone Parish Council

Petty Cash

Receipts

None

Payments

Stamps 1 x 78 p + 12 x 36p

5.10

5.10

Cheques issued

Ted Brown

26 hours litterpick

188.50

J. Allsop

Fasthost – Watton-pc.org.uk domain name

6.99

Russell Scanlan

Allotment liability insurance cover

82.95

Hertfordshire County Council

Street Light energy charges 1st October - 31st December

237.72

Hertfordshire County Council

Street Light maintenance charges 1st October - 31st December

218.13

J. Allsop

February salary

594.94

1329.23

Cheques received

Sports and Social Club

Sportsfield facilities

300.00

Community Hall

Reimbursement for EHC invoice re annual playground

56.39

356.39

Watton-at-Stone Community Hall

Petty Cash

Receipts

Floodlighting to 2nd February 2009

78.00

Jim Keen – Main Hall – 6 weeks

120.00

198.00

Payments

Ted Brown – leaf clearance at MPPA

20.00

R. Brown 14th – 16th January

28.00

R. Brown 21st -23rd January

28.00

R. Brown 28th - 30th January

28.00

R. Brown 4th – 6th February

28.00

HCC – cleaning material

14.38

146.38

Cheques issued

Watton Service Station

Sadolin for Pavilion doors

33.12

John Phillips

Opening toilets from 15th November – 23rd January

70.00

A. P. Access

Replace barrel in Community Hall lock

40.25

Brian Thompson

24 hours cleaning

168.00

311.37

Cheques received

Badminton Club

Main hall hire

175.50

Sports and Social Club

Community Hall facilities

300.00

Dots and Tots

Pavilion hire

153.00

Dave Boddy

Main Hall and Pavilion hire

367.20

Watton School

Main Hall and Pavilion hire

682.88

Youth Drop Inn

Main Hall and Pavilion hire

367.20

Emer Green

Main Hall and Pavilion hire

39.00

2084.78

Mr. Filer said that cheques have been issued but not sent to Hertfordshire County Council for the street light energy and maintenance. The energy costs have gone up by 62% and the maintenance cost by 8%. The Clerk has spoken to Hertfordshire County Council who informed her that they had come to the end of a 2-year contract and were offered a very high price for electricity in October last year and therefore

had renewed on a one year contract only. They expect that in October 2009 our energy costs will drop. It was agreed that Mr. Filer would check these facts before the Clerk submits our cheques in payment.

Action: D. Filer

Mrs. McCash proposed that the Parish Council approves the above payments (with the exception of the Hertfordshire County Council payments for street lighting). Mr. Knight seconded the motion and all present were in favour.

Community Hall Trustees

Mr. Meischke reported on the following items.

- **Renewal of gas contract**

Mr. Meischke and Mr. Poulton will be meeting to obtain gas prices for a new contract before our existing contract runs out at the beginning of March.

Action: J. Meischke/N. Poulton

Mr. Meischke said that at the moment N Power is the cheapest provider.

- **Date of next meeting**

The Trustees will be meeting on 24th February.

Recreation & Amenities

Mr. Knight reported on the following items.

- **MPPA – Floodlighting refurbishment**

Floodlighting Limited's quotation has been accepted and they will contact us as soon as they have received all the parts required to do the work. They anticipate the refurbishment work will be completed before the end of the financial year.

- **Football facilities**

There is no progress on this item.

- **Sports and Social Club hire agreement**

Mr. Knight said that the Clerk had only recently e-mailed him copies of the Sports and Social Club hire agreement and he had not yet arranged for it to be signed by the Rod Willis, Chairman of the Sports and Social Club.

Action: I. Knight

Environment

Mrs. Dinnin reported on the following items.

- **Trees in Hazeldell**

Mr. Stock said that by chance he recently saw a member of the Hertfordshire Highways department and a representative of the NRSWA Team inspecting trees in Hazeldell. He discussed the situation with them and as a result the following letter has been sent to Raj Goutam at Hertfordshire Highways.

'Further to our correspondence on the subject, the Parish council remains very concerned about the number of trees being lost and not replaced within the village. Trees often form a significant part of housing developments etc. but then appear to lose their importance as time goes by; a situation that is far from acceptable.

With regard to Hazeldell, Councillor David Stock spent a lot of time with you and the Reinstatement Team after the gas works were carried out to ensure that corrective tasks outstanding were undertaken. Part of this involved the replacement of damaged trees.

By chance, Councillor Stock saw a member of your department and a representative of the NRSWA Team inspecting the site on 12 February 09 and spoke to them about the current situation regarding the trees. He was told that the problem of the unstaked tree will be resolved by the NRSWA Team. He again explained that the dead tree adjacent to No 63 had died after it was moved by Hertfordshire highways when they installed a driveway across the grass verge.

Although we understand the situation with regard to funding, the Parish Council wants to see a satisfactory conclusion to this subject. We therefore request that you arrange for the tree that died after being moved by Hertfordshire Highways to be replaced with out further delay. And that the tree removed from opposite No 47 be scheduled for replacement as a priority item.

Councillor Stock has been given an action point to discuss this situation with our MP (Oliver Heald) during his surgery on 21st February.'

- **Countryside Management Service – Works Plans for Year 2009/2010**

Mrs. Dinnin said she will be contacting the Countryside Management Service to arrange a meeting to discuss the 2009/2010 work plans on Mr. Poulton's return from holiday.

Action: C. Dinnin

b) Routine reports

- i) **Fire-alarm test**

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

ii) **Monthly village-report**

Mr. Meischke completed this report on the 17th February 2009, the result of which is as follows.

- **Sportsfield:**
 - Condition of grass OK.
 - Litter Good.
 - Dog fouling Good.
 - General Waterlogged by water meter tap.
- **Children's Play Area:**
 - Condition of surface OK.
 - Litter/Litterbin OK.
 - 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.
 - Double Ramp OK.
 - Fun Box OK.
- **Community Hall:**
 - General Condition (Exterior) Muddy.
 - Litterbin OK.
 - Car Park OK.
 - General Good.
- **Multi-Purpose Play Area:**
 - Surface Small holes in court.
 - Boundary Fencing) Rear left corner, right-side centre, and front-centre
 - Tennis nets OK.
 - Litter OK.
 - General Good.
- **Great Innings Play Area:**
 - Equipment OK.
 - Surfaces OK.
 - Litter OK.
 - Dog fouling OK.
 - Trees OK.
 - Comments OK.
- **Allotments Area:**
 - Access OK.
 - Condition of paths between Allotments Good.
 - Condition of Allotments under cultivation Good.
 - Condition of Allotments not under cultivation OK.
 - Litter OK.
 - Comments Kimberley overhanging hedge.
- **Culverts on Mill Lane**
 - Litter and rubbish in and around Culverts OK.
 - Dog-fouling OK.
 - Comments Poor overall.
- **Salt bins**
 - Perrywood Lane Low.
 - Entrance to Great Innings Empty.
 - Great Innings South – outside number 93 Empty.
 - Station Road Low.
 - Moorymead Close (2) Full.
 - Hazeldell Empty.
 - Footpath 17 ¾ full.
 - Beane Road Empty.

- **Dog-waste bins**

Footpath 17	OK.
Sportsfield	OK.
Church Walk	OK.
Walkern Road	OK.
Station Road	OK.
High Street (by Memorial)	OK.
Great Innings	OK.
Mill Lane	OK.
Opposite 5 School Lane	OK.
- **War Memorial**

Comments	Gravel requires sweep up.
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- **Ornate Village Sign**

Comments	OK.
Post	OK.
General Comments	OK.
- **Waterlogged area by water meter tap**

Mr. Knight to inspect the area and take action as necessary. **Action: I. Knight**
- **Small surface holes in tennis court surface and loose fence**

Mr. Meischke and Mr. Knight to make a site visit and agree what action should be taken. **Action: J. Meischke/I. Knight**
- **Ivy on Mill Lane bridge**

Mr. Meischke and Mrs. Dinnin to inspect the ivy on the Mill Pond Bridge on Mill Lane during their site visit of the Lammas. **Action: J. Meischke/C. Dinnin/N. Poulton**

The Clerk to ask Raj Goutam (Hertfordshire Highways) to inspect the ivy on the Mill Lane Bridge as it may be undermining the strength of the bridge. **Action: J. Allsop**
- **iii) Weekly sportsfield-report and action**

Nothing to report

9 Correspondence received

a) East Herts Council –Tree supports – Great Innings play area

Mr. Meischke read out the following letter dated 23rd January from Catherine Davis (Environmental Services, East Herts Council).

‘Thank you for your letter dated 12th December 2008. Please accept my apologies for the delay in responding.

Trevor and myself have removed the tree supports that no longer have tree with them. We have also carried out an inspection on the trees that remain and have decided that they still require the support until they are large in size. There are no dead trees in the area to remove.

If you require any further information, please do not hesitate to contact me.’

b) Aston Parish Council - Invitation to the 2009 Inter Parish Conference

On 24th January, Mr. Poulton e-mailed all Parish Councillors giving them the date of the 2009 Inter Parish conference which is being hosted by Aston Parish Council on Monday 16th March at 7.30. Aston Parish Council is giving all Parish Councils up to 6 minutes in total to give their views on up to 3 topics (Parish Plans, Rural Housing and one of their choice). After all Parish Councils have spoken there will then be general discussion through the chair.

Mr. Clark said he would like to raise the issue of planning for poor winters in rural areas and the problem of pot holes that have opened up during the recent snowy weather conditions. In particular, the roads in Whempstead were in a terrible condition during the recent snowy weather and there was no provision for clearing them. It was virtually impossible to drive down Whempstead Lane. In the past Jeff Skidmore, who used to live at Chapel Farm in Whempstead, had been available to clear the roads for the Highways Department. However, there is currently nobody in place to clear the roads during snowy or icy conditions.

Mr. Clark said that he would like to attend the meeting. Any other Parish Councillors wishing to attend should contact the Clerk. **Action: Parish Councillors**

The Clerk to notify Aston Parish Council that at least two members of the Watton-at-Stone Parish Council will attend the conference and will be raising the issue of planning for poor winters in rural area and the problem of pot holes. **Action: J. Allsop**

c) Letter from Bruce Allison re 27 High Street

This item was discussed under 6 a I, Planning applications – 27 High Street.

d) The Methodist Church re building fund

Mr. Meischke read out the following letter (dated 7th February) from The Rev Mary Dow (Watton-at-Stone Methodist Church)

‘I enclose a copy of our building fund appeal leaflet. I am also applying for grants for the work. One of the grants I am applying for is a Community Capital Grant from East Herts Council. Applicants must provide evidence that they have applied for support from their local Parish Council including financial assistance, and they have to submit evidence of the views of the Parish Council on the project. The closing date is 22nd May 2009.

I would be glad if you would kindly bring this to the Parish Council. Do we have to fill in a form to apply for a grant from you?

I would be happy to address the Parish Council if necessary and to supply more copies of our leaflet. We have been grateful for the interest of the Parish Council in the past.’

After discussion, Mr. Meischke proposed that the Parish Council grant the Methodist Church building fund the sum of £75 and send a letter in support of their Community Capital grants scheme application.

Mrs. McCash seconded the motion and all present were in favour except Mr. Clark who abstained.

Action: J. Allsop

e) Hertfordshire Police Authority – Launch of Hertfordshire’s Policing Plan

Mr. Filer said that every year he attends the Launch of the Hertfordshire Policing Plan, but unfortunately he is unable to attend this year.

Mrs. McCash agreed to attend the Launch on 27th March at the Fielder Centre and will return the acceptance forms.

Action: H. McCash

f) Beane Valley Children’s Centre re East Herts Council Community Planning Grants

The Beane Valley Children Centre has written to advise us that there are still some funds available in this year’s East Herts Council Community Planning Grants. The Clerk to obtain the application forms from East Herts Council and pass them to Mr. Meischke.

Action: J. Allsop

g) Salt Bins for Rivershill

Mr. Meischke read out the following letter (dated 5th February) from Mr. Preston of 68 Rivershill

‘With the recent heavy snowfalls, once again, there have been problems with Rivershill. As you are aware, this road becomes treacherous with snow and ice. The most dangerous area is the second bend in Rivershill. This section of the road frequently causes cars to skid.

The other area of concerns is the alleyway from Rivershill through to the Bull car park. Both elderly folk and children use this walk through to the High Street. Recently, this path way has been very dangerous.

In view of these concerns, I am requesting that three salt bins are provided for Rivershill. One at the entrance to Rivershill, from the High Street, one on the second bend and the third near the entrance to the alleyway.

I would appreciate the Parish Council giving this serious consideration, so that next year, we do not find ourselves in the same treacherous conditions as we have currently been in.’

It was agreed to write to Raj Goutam (Hertfordshire Highways) enclosing a copy of Mr. Preston’s letter and requesting that salt bins are installed in Rivershill before next winter. The Parish Council would like to see as a minimum a salt bin installed by the walk through from the High Street to Rivershill. **Action: J. Allsop**

h) Annual Audit

Mr. Filer said that BDO Stoy Hayward have written concerning the annual audit of the Parish Council accounts for the year 2008/09. These accounts will need to be approved by the Parish Council before 30th June, which is a month earlier than last year’s audit.

Mr. Filer to contact Jim Morrissey regarding the timescale of the audit.

Action: D. Filer

10 Village organisations

- **Watton Youth Drop Inn:** Nothing to report.
- **Watton-at-Stone School Governors:**
Mr. Clark reported that at the December meeting of the School Governors the evacuation problems that occurred when there was a suspected gas leak were discussed. The school evacuation procedures are being reviewed and they plan to carry-out a practise evacuation to the Community Hall during the summer term.
- **Watton-at-Stone Neighbourhood Watch**
Mrs. McCash said that the elderly and vulnerable residents of Watton-at-Stone and Whempstead are receiving invitations to police run events to educate them on crime prevention (e.g. distraction-burglaries).
Mrs. McCash will be chairing the three planned events which will be held at the following locations.

- Methodist Hall on 19th March.
- Community Hall on 25th March.
- Glebe Court, date to be arranged.
- **Watton-at-Stone Allotment and Garden Association:** Nothing to report.
- **Watton-at-Stone Memorial Hall Management Committee:** Nothing to report.
- **Watton-at-Stone Pre-School Playgroup:** Nothing to report.
- **Watton-at-Stone Scout & Guide Group:** Nothing to report.
- **Watton-at-Stone Sports & Social Club:** Nothing to report.
- **Police Authority:** Nothing to report.
- **River Beane Restoration Association:** Nothing to report.

11 Items for Parish News

No items were identified for inclusion in the March 2009 issue of the Parish News.

Catherine Lofthouse and the Clerk left the meeting.

12 Clerks salary and condition's of employment

It was explained that a working party had been formed led by the Parish Council Chairman to formulate a new contract for the Clerk together with a listed job description.

In this contract the Clerk's salary had been listed as Spine Point 20 on the NJC Salary Scale and a Housing Allowance had been defined.

The Contract and Job Description were fully discussed and agreed by the Parish Council with the addition to the Clerk's job description of item (x) as follows.

"To act as Secretary to Watton at Stone Community Hall Trustees".

As part of the contract, the salary, with effect from 1st April 2009 was agreed at £9.468 per hour, which based on 70 hours per calendar month equates to £7953 per annum.

The question of Housing Allowance listed in the contract was discussed and agreed at £276 per annum with effect from 1st April 2009.

It was agreed that the above contract details would be discussed with the Clerk by the Parish Council Chairman.

Action: N. Poulton

Mr. D. Filer proposed the approval of the above Contract and Conditions of Employment and Mrs H McCash seconded the motion. All present were in favour.

- **The meeting closed at 20.55 hrs.**
- **The date for the next Parish Council meeting is Tuesday 17th March 2009.**