

Minutes of the meeting of the Wotton-at-Stone Parish Council held in the Community Hall on Tuesday 9th June 2009

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

1 Apologies for absence

Apologies for absence were received from Mr. Harris.

2 Public Participation

None.

3 Declaration of Interests

None.

4 Letter from Mr. N. Poulton resigning the Chairmanship of the Parish Council

Mr. Poulton read out his letter dated 26th May as follows.

'I am writing following May's Annual Meeting of the Wotton-at-Stone Parish Council held on the 13th May to inform you that I will be resigning the Chairmanship of the Council with effect from the June meeting.

Can I say that it has been a privilege to chair these meetings and I'll give every support to my successor.'

5 Election of Chairman and signing of declaration of Office and Code of Conduct

Mr. Poulton asked for nominations for the election of Chairman.

Mr. Poulton nominated Mr. Meischke.

Mr. Stock seconded the motion and all present were in favour. Mr. Meischke was duly elected and signed the declaration of acceptance of office.

Mr. Filer thanked Mr. Poulton for the excellent job he had done as Chairman of the Parish Council over the past 14 years. All other Parish Councillors present agreed with Mr. Filer's sentiments.

6 Election of Vice-Chairman

Mr. Meischke nominated Mr. Smith for election as Vice-Chairman.

Mrs. McCash seconded the motion and all present were in favour. Mr. Smith was duly elected.

Mr. Filer nominated Mr. Poulton for election as joint Vice-Chairman with Mr. Smith.

Mrs. Dinnin seconded the motion and all present were in favour. Mr. Poulton was duly elected.

7 Chairman's/Clerk's Report

Mr. Meischke had four additional items for this meeting.

- **East Herts Council re Annual Playground safety inspections 2009**

Ian Sharrat (Environmental Manager – Parks and Open Spaces) wrote on the 4th June advising us that the annual playground inspections in East Herts are due to take place in the two weeks beginning Monday 29th June. The cost of this year's inspection is £48 plus VAT and the contractor commissioned is The Play Inspection Company Limited.

Mr. Filer proposed that we instruct East Herts Council to carry-out the sportsfield playground inspection.

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

Action: J. Allsop

- **Planning decisions**

- **142 Hazeldell (3/09/0555/FP/JS)**

Replacement rear conservatory

- East Herts Council - Permission granted

- **152 Hazeldell (3/09/0543/FP/JS)**

Single storey front extension

- East Herts Council - Permission granted

- **Letter from George Bateman**

Mr. Meischke read out the following letter, dated 4th June, from George Bateman (70 High Street) and addressed to Mrs. Dinnin.

'I hope you don't mind that I have written to you, but I thought that as you are a member of the Parish Council, you may be able to help me.

This year at School, I am doing the Duke of Edinburgh Bronze award. There are various parts to the course that I have to complete during the year.

One part is that I volunteer to do something for the local community. I was wondering if there is anything I could help with during the summer in Watton. I really would not mind what it was.

I would also require you to be an assessor for the task I do, all this would entail is a small report to be written in my manual and signed.

I would be most grateful if you were able to think of something that I could help with.'

After discussion, it was agreed to write to George Bateman informing him that the Parish Council would like him to sand and clean six benches and two notice board posts in the village and then apply Sadolin to the wooden surfaces. The Parish Council will supply all materials to complete the job. **Action: J. Allsop**
 Mrs. Dinnin will show George Bateman where the seats and post are located and instruct him on how the work should be done. She also agreed to act as assessor and write the required report. **Action: C. Dinnin**
 Mr. Poulton to obtain all the materials required to do the job. **Action: N. Poulton**

8 Minutes of the last meeting

a) Acceptance

- **Minutes of the Annual Meeting of the Parish Council held on 12th May 2009**
 Mrs. McCash proposed that the minutes be accepted and signed by the Chairman as a true record.
 Mr. Smith seconded the motion and all present at that meeting were in favour.
- **Minutes of the Parish Council meeting held on 12th May 2009**
 Mr. Poulton proposed that the minutes be accepted and signed by the Chairman as a true record.
 Mrs. Dinnin seconded the motion and all present at that meeting were in favour.

b) Review of actions

- **Contact Mr. Poulton re attending Glebe Court open day on 28th May**
 Mr. Poulton, Mr. Meischke and Mr. Knight attended the Glebe Court open day.
- **Keep Oliver Heald MP updated on discussions re trees in the village**
 Because Raj Goutam (Hertfordshire Highways) had not phoned back as promised during their telephone conversation on 11th May, Mr. Stock sent him the following e-mail (with copies to Oliver Heald MP, Bryan Hammond and Nigel Poulton).

‘Important

This e-mail is confidential and intended for the use of the individual to whom it is addressed.
 Any views or opinions presented are solely those of the author and do not necessarily represent those of the Watton-at-Stone Parish Council.

Hi Raj,

I e-mail you because you did not phone me back as promised on 11th May and I am due to report during our Parish Council meeting next Tuesday. To remind you of our discussion, the following is an extract from the minutes of our Parish Council meeting in May.'

Mr. Raj Goutam phoned Mr. Stock on 11th May concerning the letter Hertfordshire Highways had received from Mr. Oliver Heald MP. Again Mr. Stock explained the situation at length and the Parish Council's position with regard to not paying Hertfordshire Highways to replace trees that they had removed etc. In summary, Mr. Goutam said that he had misunderstood the situation about us wanting to secure funding and plant trees ourselves and is going to investigate this possibility further. As far as the tree that was killed as a result of it being moved by Hertfordshire Highways is concerned, Mr. Goutam said that replacing trees is not a priority for him. Mr. Stock repeated his great concern because the tree was moved as the result of a commercial activity, and for no other reason, and should therefore be replaced by Hertfordshire Highways. Mr. Goutam is to report back to us on this matter.

When a response has been received from Hertfordshire Highways, Mr. Stock is to write to (or if appropriate, meet with at his surgery on 20th June) Oliver Heald MP to inform him of the outcome of discussions with East Herts Council and Hertfordshire Highways. **Action: D. Stock**

'I would appreciate a response from you before next Tuesday evening and hope that you have now decided to:

1. Let the Parish Council fund, source and plant trees (with the approval etc. of Hertfordshire Highways on a per-case basis) to replace those lost within our village.
2. Replace the tree killed as a result of being moved by Hertfordshire Highways as part of a commercial activity (i.e. installing a dropped kerb and drive to a residential property).

Best Regards, David Stock - Watton-at-Stone Parish Councillor.'

Bryan Hammond, our County Councillor, did e-mail Raj Goutam saying that "Hopefully we could get a favourable response to Mr. Stock before the Parish Council meeting next week."

However, Mr. Stock was disappointed to report that the following response was received from Raj Goutam.

‘Dear David,

Thank you for your email below and apologies for not having got back to you sooner as I was awaiting the return of my colleague who was away on leave.

The situation as I understand is that Watton-at-Stone Parish Council want to plant trees in the highway verge which you will source, pay for and maintain. Whilst this is acceptable to us there are certain restrictions which I believe may make this an unsuitable proposal for you. Firstly, under the New Road and Street Works Act regulations, you will need to apply for a licence to work on the highway (includes the verge). The cost of this licence is in the region of £344. Further you will need to obtain the relevant statutory plans for the area that you wish to dig to plant in order to ensure that there is no utility plant that is likely to be affected. Again there is likely to be a charge to you by the utility company for these plans, I am not aware of the charges as each utility will charge a different fee. The next element of this exercise is that whoever is going to plant will need to have sufficient indemnity insurance cover and is approved to work on the highway. Therefore the cost to you is going to be rather high.

The next option which I have explored with my colleague in the legal section is whether you can be issued a licence to plant - again this has obstacles in that it is chargeable and only applicable to individual applicants affecting the area immediately outside their dwelling as opposed to the PC. For the PC to qualify, we would need for you to be appointed as our agents which would then be in breach of our contractual arrangements with our current providers who have tendered successfully through a competitive tendering process to do such works.

Therefore taking the above into account and the likely costs which will be incurred, I would suggest that if you wish to proceed with the trees to be planted, then this is done through us where we have provided you with an estimate of £480. You will need to bear in mind that this cost is likely to have changed in the period to when the works are actually ordered and carried out on site which is now going to be in the autumn.

On the issue of replacing the tree removed due to providing a vehicle crossover, I am unable to find any records at present to confirm that there was a tree in the vicinity. Notwithstanding this, as mentioned previously, I am unable to give this request a high priority as there are concerns of a higher priority in the district which need to be attended to first following which all other requests are considered.

I realise that this is not the response you had wished for and regret that I am therefore unable to accede to your request at this time and trust that the above information is helpful.

Regards, Raj’

The Parish Council was not happy with this response in general. Mr. Stock understood the situation with regard to the current financial situation and has been prepared for the tree opposite 47 Hazeldell to be replaced by Hertfordshire Highways at some later date. However, he could not accept the principle of us paying Hertfordshire Highways to replace the tree that was killed (and is still in situ even though Raj Goutam is unable to find a record of there ever being a tree in the vicinity) as the result of them moving it during the performance of a ‘commercial activity’ nor that it is not replaced this autumn. This was agreed by all present.

Mr. Stock to meet with Oliver Heald during his surgery on 20th June to discuss this matter further.

Action: D. Stock

- **Chase Watton School for their entry in the new website**

Mr. Clark said he did chase the school re the draft website entry he had sent them, which resulted in him having to send the draft again. Mr. Clark will chase again if a response is not received in the next three weeks.

Action: C. Clark

- **Write Healthcare sections for the new website**

Mr. Stock said he did not write a Healthcare entry for the new website because Mrs. McCash suggested that she write the article based on the Watton Place Clinic’s Healthcare leaflet and then pass it back to him for his input.

Mrs. McCash said she had not had the time to write the Healthcare section due to ill health in her family.

Action: H. McCash/D. Stock

- **Give draft Healthcare sections for the new website to Doctors Haslam and Shah for their comments: Outstanding.**

- **Write to East Herts Council planning department re 142 Hazeldell (3/09/0555/FP/JS):completed.**

- **Inspect strimming work done on Parish Council land at Rivershill**

Mr. Poulton and Mr. Meischke have inspected the site and reported that the work done by Tim Clark was excellent.

- **Discuss and agree which Parish Council insurance quotation should be accepted**
Refer to item 11 a, Budget and Finance Sub-Committee - Parish Council insurance.
- **Update Asset Registers**
Refer to item 11 a, Budget and Finance Sub-Committee – Asset register.
- **Give copy of signed accounts to McCash and Hay: completed.**
- **Accept Hardgen Elite’s quotation to clean the changing rooms, showers, toilets and corridor areas**
Refer to item 11 a, Community Hall Trustees - Industrial clean of changing rooms and showers.
- **E-mail Sparkle Bright re their quotation for cleaning work at the Community Hall: completed.**
- **Liaise with Bob Adams re the painting work in the changing room corridor**
Mr. Poulton has spoken to Bob Adams and they have agreed to defer the painting work until autumn. This is because the industrial cleaning work done by Hardgen Elite was so excellent.
This item to be diary forwarded to Autumn 2009. **Action: J. Allsop/Agenda: 09/09**
- **Obtain a quotation from Hardgen Elite for cleaning the remainder of the Community Hall**
Refer to item 11 a, Community Hall Trustees - Quotation for industrial cleaning of the Pavilion, kitchen toilets and corridor.
- **Accept P. J. Fencing’s quotation to replace the damaged section of the MPPA fence: completed.**
The Clerk to contact P. J. Fencing to find out when the work will be done. **Action: J. Allsop**
- **Write to all contractions who quoted to replace the damaged MPPA fence: completed.**
- **Chase Adam Welch re War Memorial garden maintenance**
Refer to item 11 a, Environment Sub-Committee - War Memorial.
- **Inspect Allotments area**
Refer to item 10 b, Specific items - Allotment and Gardner’s Association including Representation and item 11 a, Environment Sub-Committee - Allotments.
- **Inspect the Ornate Village Sign post**
Mr. Poulton has spoken to Glyn Mould who carved the Ornate Village sign and also supplied the post on which it stands.
Mr. Mould advised Mr. Poulton that the post is Green Oak and we must not be concerned if it cracks. It needs painting with either Sadolin or Cuprinol.
The Ornate Sign needs washing down with warm water and fairy liquid. When dry, one or two coats of yacht varnish should be applied, the sign could also have a very light rub down with very fine sandpaper prior to washing. It was agreed that Sadolin should be applied to the oak post.
The Clerk to ask Brian Bunyan to supply a quotation to varnish the ornate village sign and apply Sadolin to the Oak post. **Action: J. Allsop**
- **Invite Laura White (East Herts Council) to the September Parish Council meeting: completed.**
- **Provide Mr. Meischke with an up-to-date list of all Allotments holders details: completed.**
- **Pick-up the new Allotment sign and arrange for it to be installed**
Mr. Poulton said he had tried to pick up the sign on three separate occasions, however on each occasion he was told it was still not ready.
This item to remain on the agenda. **Agenda: 07/09**
- **Inform the Allotment and Garden Association that the stile needs to be replaced completed.**

c) Action points outstanding for more than two months

- **Complete Whempstead section for the new website: outstanding.**
- **Complete Neighbourhood Watch section for the new website: outstanding.**

9 Planning

a) Applications

None.

b) Decisions

i) Blue Bury Farm, Walkern Road (3/09/0367/FO)

Variation of condition 3 and 4 of planning permission ref 3/04/0501/FP

- East Herts Council - Permission granted

Refer to item 7 - Chairman's/Clerk's Report for planning decisions for 142 and 152 Hazeldell.

c) Appeal

i) Land East of Walkern Road and North and West of High Elms Lane, Benington

3 no. wind turbines of up to 119m in height, a permanent meteorological mast, substation, access tracks and ancillary infrastructure

After discussion, Parish Councillors agreed to write to the Planning Inspectorate stating our strong objections to the planning appeal and reiterating our objections outlined in our letter to East Herts Council dated 22nd July 2008.

Action: J. Allsop

The Clerk to e-mail all Parish Councillors the planning appeal correspondence.

Action: J. Allsop

Mr. Filer asked if the Parish Council should donate funds towards the Stop Benington Wind Farm campaign. After discussion, it was agreed that it was not appropriate to do so.

10 Specific items

a) Additional drainage for the Walkern Road adjacent to the bridge over the River Beane

Mr. Poulton e-mailed all Parish Councillors on 15th May as follows.

‘As you are probably aware that when we have torrential rain there is flooding at Walkern Road near the entrance to Beane Road.

Both Hertfordshire Highways and the Environment agency have been in contact with Mr. David Taylor about forming a small grass ditch from the corner of his land and ours to the river.

Mr. Taylor is prepared to undertake this work at his expense and has the permission of both statutory bodies to proceed.

I’ve been to visit Mr. and Mrs. Taylor and informed them that as far as I’m concerned he can proceed but I would need to inform the rest of the Councillors regarding this.

Unless I hear from you, I will presume that he can proceed.

I will put this item on the June agenda.’

Mr. Poulton did not receive any objections and the drainage ditch has now been completed.

b) Allotment and Gardner’s Association including Representation

Mr. Meischke said that now that he has been elected Chairman of the Parish Council, he would be standing down as one of the Parish Council representative on the Allotment and Garden Association. Mrs. McCash will act as the Parish Council Representative

Mr. Meischke and Mrs. Dinnin will attend the Allotment and Gardeners evening meeting on Thursday 11th June to discuss outstanding items, including the disused area of the allotments uncultivated plots, and (according to John Love) the new allotment map is not correct. Mr. Meischke said that the map is not definitive but just shows the plot numbers and is for guidance purposes only.

Refer to item 11 a, Environment Sub-Committee – Allotments.

c) Holiday dates of Parish Councillors

Parish Councillors were reminded to give their holiday dates to the Clerk.

Action: Parish Councillors

d) Rural Locality Police meeting

Mrs. McCash attended the Rural Locality Policing Meeting, she requested, in view of the increased acts of vandalism, a higher police presence around the village, particularly on a Friday and Saturday evenings.

Members from other Parishes asked the police to tackle the speeding problems in their villages, the police said that speeding was not at the top of priorities but they would try to visit the villages, with the speed gun, on a regular basis.

e) Rural Parish Conference

Mr. Poulton said that he and Mr. Filer attended the Rural Parish Conference on 27th May 2009. The main topic was the Alternative Refuse Collection (ARC). Parish Councillors will receive full details on ARC when Laura White (Waste Services, East Herts Council) gives her presentation to the Parish Council at the September meeting,

Various other items were also discussed:

- Rural Business Development
- Parish Charter
- Environmental Quality
- Out2Play
- Mobile Meeting Place

Mr. Filer said that they were then split up into discussion groups, the outcome of which was that Parish Council’s would like to be able to discuss items with their District and County Council officers on matters that concern the Parish Councillors.

Discussions on formulating a Parish Charter was not well supported by those present.

f) Agree formation and composition of a new Sub-Committee called “Planning”

Mr. Meischke said he spoke to Mr. Stock about chairing a new planning sub-committee. Mr. Stock suggested that instead of forming a sub-committee he could be elected as Planning Co-ordinator.

After discussion, Mr. Meischke proposed that Mr. Stock be elected as the Planning Co-ordinator. Mr. Knight seconded the motion and all present were in favour.

The Clerk to pass all planning applications to Mr. Stock who will ensure that the ‘Watton-at-Stone Parish Council Protocol for Planning Applications’ is followed.

g) Article in the Parish News re Major Incident Emergency Plan

Mr. Poulton said that Mrs. McCash’s article about the Major Incident Emergency Plan had still has not appeared in the Parish News.

Mrs. McCash to resend her article to Mr. Ranzetta.

Action: H. McCash

h) Donation of a Maple tree from Mrs. J. Goodacre

Mr. Poulton said that Mrs. Goodacre had written to him offering to donate a 12’ Maple tree to the Parish Council. Parish Councillors agreed to accept the tree and that the preferred planting site would be the sportsfield.

Mrs. Dinnin to speak to Adam Welch about the positioning of the tree. If the sportsfield is not appropriate, the tree could be planted on either Watton Green or the Lammas.

Action: C. Dinnin

Mrs. Dinnin to contact Mrs. Goodacre accordingly.

Action: C. Dinnin

i) Parish Council diary

Mr. Meischke suggested that the Parish Council should have an electronic diary which could be accessed by all Parish Councillors but data could only be changed by a restricted number of people. In addition to meeting dates, the electronic diary could include all items relating to Parish Council and Community Hall business (e.g. meter readings, forward planning, tree maintenance schedules, etc).

Parish Councillors agreed that Mr. Meischke should investigate further.

Action: J. Meischke

11 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

None

Cheques issued

Broker Network	Came & Company - Parish Council insurance	1204.78
Ted Brown	Strimming and mowing	30.00
Greenwood Tree Care	Work on the Lammas	190.00
J. Allsop	May salary	711.13
J. Allsop	Monthly allowance	23.00
J. Allsop	Phone charges to 03/04.09	18.95
J. Allsop	E-buyer – external hard-drive	68.48
Ted Brown	32 hours litter picking	243.20
Frank Cooper and Son Limited	May grass cutting	<u>235.75</u>
		<u>2725.29</u>

Cheques received

Mr. Wagman	Allotment rent 2008/09	8.00
		<u>8.00</u>

Watton-at-Stone Community Hall

Petty Cash

Receipts

Floodlighting to 12.05.09	53.00	A. P. Access – fit 2 nd new changing room lock	40.25
Jim Keen – Main Hall	60.00	Rosemary Brown – 22 nd , 23 rd , 24 th April	29.40
Kirsty Green - Main Hall and	45.50	Rosemary Brown – 29 th , 30 th April, 1 st May	<u>29.40</u>
Janine Pinder - Main Hall and	<u>58.50</u>		<u>99.05</u>
	<u>277.00</u>		

Cheques issued

Hardgen Elite	Industrial cleaning of toilets, changing rooms and corridor areas	113.56
Sunstopper Blinds	Repair and replace damaged blinds	355.35
Rosemary Brown	8 hours cleaning	58.80
Brian Thompson	24 hours cleaning	<u>176.40</u>
		<u>704.11</u>

Cheques received

Watton Primary School	Beane Valley - Main Hall, Pavilion and meeting room hire	100.80
		<u>100.80</u>

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

- **Parish Council insurance**

The Parish Council has accepted Came and Company's quotation for insurance cover with a saving of over £200. The insurers are Norwich Union.

Mr. Filer said that we have not gone for the three year long-term undertaking, which would have given us an additional 5% discount per annum.

If in a year's time Came and Company's quotation for 2010/11 is still competitive, the Parish Council could consider taking out a long-term undertaking.

- **Asset register**

It was agreed that the Budget and Finance Sub-Committee should review the Asset register in autumn 2009.

Agenda B & F

- **Internal audit of Parish Council accounts by Jim Morrissey**

All Parish Councillors have been e-mailed a copy of the following letter (dated 20th May) from Jim Morrissey.

'I would confirm that I have now finalised the Internal Audit of the Watton-at-Stone Parish Council and completed the Annual Return for the year ended 31st March 2009.

The reserves position is as follows

31 st March 2009	£8068	31 st March 2008	£7831
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An increase of £237 in the year.

VAT recoverable of £789 is not included in the above figure as it will be received in the current year.

Income and expenditure for the year ended 31st March 2009 was very similar to the budget forecast of breakeven. There are a couple of minor points of note:

Clerk's salary cost was £8600 against a budget of £8050.

The records are maintained on a 'cash' basis and the final quarter of the HCC lighting/maintenance has not been paid as at 31st March 2009 (normally circa £400 per qr).

The total fixed assets' position also increased from £78246 to £87916 primarily due to:

Re-introduction of dog-waste bins £15432 and 20 rubbish bins (1523) onto the schedule.

Inclusion of 'metal gate at Watton Green' £1000 – no cost seen)

A number of increase in values e.g. War Memorial increased from £30,000 to £31,500 and street lighting increased from £28550 to £29977.

I trust the above is self-explanatory but should you require any further information please don't hesitate to contact me.'

Mr. Filer proposed we accept the audit. Mr. Meischke seconded the motion and all present were in favour.

- **Annual Return of the Parish Council accounts for the year ended 31st March 2009**

Jim Morrissey completed and signed sections 1 and 4 of the Annual Return for the year ended 31st March 2009 (all Parish Councillors have been given a copy of the completed Annual Return).

Mr. Filer proposed that the accounts, detailed in section 1 and the Annual governance statement, detailed in section 2 of the Annual Return, be approved by the Parish Council and that the Chairman and the Clerk sign the Annual Return. Mr. Poulton seconded the motion and all present were in favour.

Mr. Meischke and the Clerk duly signed the Annual Return and the Statement of Assurance.

After the public inspection period (which started on 18th May and ends on 15th June), the Clerk to return all relevant documentation to BDO Stoy Hayward LLP before 19th June.

Action: J. Allsop

- **Risk Assessment register for the Parish Council and Community Hall Trustees**

Prior to the meeting, all Parish Councillors were e-mailed a draft Risk Assessment register drawn up by Mr. Filer.

Mr. Filer asked all Parish Councillors to e-mail him any comments or additional items they would like to see added to the Risk Assessment Register.

Action: Parish Councillors

This item to be placed on next months agenda.

Agenda 07/09

Community Hall Trustees

Mr. Poulton reported on the following items.

- **Repair of two blinds in the Pavilion**

Sunstopper Blinds and Awnings have repaired two broken blinds in the Pavilion.

- **Industrial clean of changing rooms and showers**

Hardgen Elite (Contract Cleaners) have done an excellent job of cleaning the changing room, showers and corridor area.

- **Quotation for industrial cleaning of the Pavilion, kitchen toilets and corridor**

Hardgen Elite (Contract Cleaners) have quoted £120.75 for the following work.

To clean thoroughly all external windows throughout the building, including internal windows/frames of all glass windows. The front main entrance doors are also included.

Remove cobwebs in all rooms in the Community Hall; sweep and buffer all floor areas. Wipe/clean all ledges and picture frames.

To clean and disinfect all WC toilets, hand washbasin including both skirting and pipes. Also wash toilet floor areas using a buffering cleaning machine and also to disinfect all hand washbasin taps.

Clean and wipe down all kitchen cabinets inside/out and handles, fridge/freezer. Cooker/microwave, worktops, kitchen hobs and sink.

Wipe down all windowsills, door frames/handles actual doors and all light switches/all eclectic plugs. This also includes all radiators in the building.

Mrs. Dinnin proposed that Hardgen Elite's quotation be accepted. Mrs. McCash seconded the motion and all present were in favour.

Action: N. Poulton

It was agreed to budget annually for industrial cleaning in the Community Hall.

Agenda: B & F

- **Annual fire inspection**

Mr. Poulton said that Fire Protection Services will be doing the annual fire inspection on Monday 22nd June at 09.30 hours. Two of the fire extinguishers need replacing this year because they are now over 10 years old. A budget provision has been made for the new fire equipment.

- **Loose lead flashing on the Community Hall roof, car park side**

Mr. Poulton said one 6-foot section of lead flashing is coming down and some tiles are broken.

Mr. Poulton to contact City Roofing to ask them to reinstate the lead flashing and replace any broken tiles.

Action: N. Poulton

Recreation & Amenities

Mr. Knight reported on the following items.

- **Football facilities**

The Sports and Social Club are still considering what other options are available for additional football facilities following the Glebe Committee's decision to decline the Parish Council's request for additional land.

- **Goal posts**

The aluminium goal posts, which are to be purchased by the Football Club, will be securely stored by the MPPA with a padlock and chain so they cannot be removed. Mr. Smith has offered to help with the fittings once the new goal posts have been purchased.

- **Cleaning**

The cleaners have complained about the dirty condition the Cricket Club are leaving the changing rooms in after use. Mr. Meischke said the Sports and Social Club are supposed to leave the building in a clean condition.

The following is an extract from the Sports and Social Club's hire agreement.

'All parts of the building and its fixtures and fittings shall be left in a clean and tidy condition. All rubbish generated during the occupancy of the Community Hall building shall be removed from the premises by the Sports and Social Club and disposed of in an appropriate manner.

Mr. Knight to remind the Cricket Club of its responsibilities to ensure that the changing room, Pavilion and kitchen facilities are left in a clean and tidy condition.

Action: I. Knight

Environment

Mrs. Dinnin reported on the following items.

- **Grass cutting**

Mrs. Dinnin said that Blue Bury Contractors have completed the Lammas grass cutting work and the area looks fantastic. Grass cutting on Watton Green still needs to be completed.

- **War Memorial**

Mrs. Dinnin said that at the May Parish Council meeting she was asked to speak to Adam Welch about attending to the War Memorial garden. However, when she inspected the site the following day the work had already been done, including cutting the Berberis hedge.

However, there are now weeds growing up between the paving stones and gravel. It was agreed to ask Adam Welch to apply weed-killer and erect appropriate signage while undertaking the work.

Action: C. Dinnin

- **Allotments**

Refer to item 10 b, Specific items - Allotment and Gardner's Association including Representation.

Mrs. Dinnin said that at least four allotments are not being worked by their tenants.

Mr. Meischke, Mrs. Dinnin, Mrs. McCash and Mr. Smith to meet on Wednesday 10th June (at 16.00 hours) to inspect all allotments plots to identify those not being cultivated and decide if the disused area needs clearing again.

b) Routine reports

i) Fire-alarm test

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

ii) Monthly village-report

Mr. Harris completed the report on the 7th June 2009.

It was agreed that only the adverse items highlighted in the monthly village-report will be minuted.

Mr. Meischke identified the main point raised.

- Allotments - Overgrown

The Allotment Management Working Group will inspect the area on are meeting on Wednesday 10th June. Refer to item 11a, Environment Sub-Committee – Allotments.

iii) Weekly sportsfield-report and action

Nothing to report.

Strimmed round everyone and weed killed round the Community Hall and MPPA.

12 Correspondence received

a) E-mail from Paul Patmore, Hertfordshire Highways re automated survey at the Southern end of the High Street

Mr. Poulton read out the following e-mail from Paul Patmore (Design Team - Senior Engineer, Hertfordshire Highways) dated 15th May.

‘As part of the 2009/2010 East Herts Highways Joint Members Panel list of Discretionary Projects, we Have an opportunity to conclude a review of the traffic trends at the southern end of the High Street.

To provide us with a snapshot of the current situation, I have ordered an automated survey to record the vehicle speeds and volumes over a one week period, planned for mid-June, just south of the junction with Rivershill.

This will repeat the survey carried out in 2006 and enable us to assess driver behaviour in this area.

Once this latest survey has been completed, I will contact you again to discuss a jointly derived way forward.

If you have any feedback regarding the intended new traffic survey or any other comments at this stage, please contact me by return e-mail or via the details shown below (I am due to be away from the office over the next couple of weeks. If you e-mail me while I am away there will be an automated response with alternative contact arrangements in my absence).’

Mr. Clark asked if Whempstead could be included in the survey as it is now 4 years since the last one was done.

Mr. Poulton explained that the only reason Watton-at-Stone is having a speed survey is because a large petition was sent to Hertfordshire Highways asking for speed prevention. If Whempstead were to raise a petition, then the Hertfordshire Highways panel may consider having a traffic survey done. The Parish Council agreed that if Whempstead did raise a petition they would give their support. Mr. Poulton said that the need for a traffic surveys is also scored on volume and speed of traffic.

b) BSWW Parish News - annual grant

Rodney Ranzetta wrote on 20th May as follows.

‘I am writing on behalf of the Editorial Team to let you know that we have now attained the revenue and reserve position for which we were aiming which I first contacted you in June 2006. As you know, we have achieved this with the help of the donations received from the Parish Council over the past three years.

We are pleased to able to report that we believe our position is healthy and stable enough to ask you for a reduced amount of financial help, despite the current recession. If the Council could consider an annual grant of £100 in the future, instead of the current £300, this would continue to help us very much.

We are most grateful to the Parish Council for their help and support over these years. We hope that we will continue to be of service to Watton-at-Stone and the nearby villages.’

Mr. Poulton proposed the Parish Council donate £100 towards the running cost of the Parish News.

Mr. Meischke seconded the motion and all present were in favour.

Mr. Ranzetta to be notified accordingly.

Action: J. Allsop

c) Churches serving Watton – Community Service on 5th July

Rodney Ranzetta, of the Churches Serving Watton, wrote on 28th May requesting the use of the Pavilion facilities and sportsfield for the Community Service to be held on Sunday 5th July 2009 at 1030. They will require the facilities from 0930 to 1200 at the latest.

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

A letter to be sent to Rodney Ranzetta and the Cricket Club notified accordingly.

Action: J. Allsop

In the absence of Mr. Meischke and Mr. Smith, Mr. Poulton to present the awards.

13 Village organisations

- **Watton Youth Drop Inn**

Mr. Poulton said that the Watton Youth Drop Inn is looking for more volunteers to help run the club. The rota system would require attendance no more than once a month or as little as every other month.

An advert asking volunteers to come forward has been placed in Parish Council News. Mr. Clark agreed to raise this issue at Watton School. **Action: C. Clark**

- **Watton-at-Stone School Governors**

A full evacuation procedure will be carried-out before the end of the summer term. This will require entry to the Community Hall and the school will use the Beane Valley set of keys to gain access to the building. However, the Beane Valley don't always have their set of keys on-site at the school and therefore the school would like to request their own set of keys to the Community Hall, which they will store in the evacuation folder. The school will reimburse the Parish Council for the cost of the keys.

After discussion, it was agreed to order the keys for the two main door locks, the Main Hall, Pavilion and kitchen. **Action: J, Allsop**

- **Watton-at-Stone Neighbourhood Watch:** Nothing to report.

- **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**

The Youth Football Club are holding a Fun Day on 19th July on the Church Meadow.

- **Police Authority:** Nothing to report.

- **River Beane Restoration Association**

Between 45 and 50 people attended the River Beane Restoration Associations AGM on 2nd June.

Mr. Knight said that the increase in interest in the River Beane was very gratifying. A lot of credit for the increased interest goes to Oliver Heald MP.

In addition, there is a new initiative from the World Wide Life Fund, who are trying to focus attention on the chalk streams (of which the River Beane is one), which are found only in South East England and Northern France. Mr. Knight said that the River Beane will disappear if nothing is done to save it.

14 Items for Parish News

The following items were identified for inclusion in the July 2009 issue of the Parish News.

- Thank you to Nigel Poulton for his years of service as Chairman of the Parish Council

- Election of a new Chairman and 2 Vice-Chairman.

Mrs. Dinnin to write to article.

Action: C. Dinnin

- **The meeting closed at 2108 hours.**

- **The date for the next Parish Council meeting is Tuesday 14th July 2009.**