

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 8th September 2009

Present:	Mr. J. Meischke (Chairman)	Mr. M. Smith (Vice-Chairman)
	Mr. Poulton (Vice-Chairman)	Mr. C. Clark
	Mr. D. Filer	Mr. I. Harris
	Mr. I. Knight	Mr. D. Stock
	The Clerk (Mrs. J. Allsop)	
Public	Mrs. Sarah Denison	Mr. Keith Leutchford
	Mrs. Christine Ellen	

Parish Councillors and members of the public assembled in the Pavilion for the following item.

5 Presentation from Cliff Cardoza (Head of Contract Services, East Herts Council) on the introduction of major changes to refuse and recycling services in the autumn 2009

Mr. Meischke welcomed Cliff Cardoza and invited him to give his presentation on the new ARC refuse and recycling system which is due to be launched at the beginning of November.

A short question and answer session followed Mr. Cardoza's presentation.

Mr. Meischke thanked Mr. Cardoza for coming to talk to the Parish Council.

Mr. Cardoza left the meeting.

Parish Councillors and members of the public assembled in the meeting room for the remainder of the Parish Council meeting.

1 Apologies for absence

Apologies for absence were received from Mrs. C. Dinnin and Mrs. H. McCash.

2 Public Participation

None.

3 Declaration of Interests

Mr. Smith declared a pecuniary interest in item 9 a, East Herts Council - Kissing Gate.

4 Chairman's/Clerk's Report

None.

5 Presentation from Cliff Cardoza (Head of Contract Services, East Herts Council) on the introduction of major changes to refuse and recycling services in the autumn 2009

This item was taken at the start of the meeting.

6 Minutes of the last meeting

a) Acceptance

• Minutes of the Parish Council meeting held on 14th July 2009

Mr. Filer proposed that the minutes be accepted and signed by the Chairman as a true record. Mr. Harris seconded the motion and all present at that meeting were in favour.

b) Review of actions

- Purchase a wire brush and protective clothing for use by George Bateman: completed.**
Mrs. Dinnin to report to the Parish Council on the work carried out by George Bateman at its October meeting. **Action: C. Dinnin**
- Write to Oliver Heald MP to update him on the current situation re trees in the village: completed.**
A copy of Mr. Stock's letter to be placed on circulation. **Action: J. Allsop**
- Write to Mr. Goutam (Hertfordshire Highways) re trees in the village: completed.**
A copy of Mr. Stock's letter to be placed on circulation. **Action: J. Allsop**
- Chase Watton school re website entry**
Mr. Clark has spoken to Watton School and anticipates a response before the end of the week. The website entry will then be passed to Mr. Stock. **Action: C. Clark**
- Inspect hole in the wire fencing at the MPPA**
P. J. Fencing has replaced this section of wire fencing.
- Give copy of P J Fencing's quotation to Mr. Knight: completed.**

- **Accept Brian Bunyan's estimate to varnish the ornate village sign and stain it's post: completed.**
Mr. Bunyan has informed the Clerk that he will do the work before the end of September. This item to remain on the agenda until the work is complete. **Agenda: 10.09**
- **Liaise re installation of Allotment map sign**
Mr. Meischke thanked Mr. Smith for installing the allotment map sign.
- **Contact Mrs. Goodacre re her donation of a Maple tree: completed.**
Refer to item 9 a, Environment Sub-Committee – Maple Tree.
- **E-mail Parish Councillors their Google Calendar user name and password: completed.**
Mr. Filer was unable to access the Google Calendar using the internet address provided. The Clerk therefore provided him with an alternative link. Mr. Poulton said he was having a similar problem; however, Mr. Meischke was not having any problems accessing the site.
The Clerk to e-mail all Parish Councillors the alternative link to the Google Calendar site. **Action: J. Allsop**
- **Chase Adam Welch re weed-killing work around the War Memorial**
Adam Welch has applied some weed killer around the War Memorial and will make a second application soon.
- **Have a Chubb key cut to the Community Hall lower main door lock for Watton School: completed.**
The Clerk to give the new set of Community Hall keys to Watton School, for use in case of an emergency evacuation of the school. **Action: J. Allsop**
- **Write Healthcare sections for the new website:**
Mr. Stock said he had written the draft Healthcare section and passed it to Mrs. McCash for Drs. Haslam and Shah to check the contents. **Action: H. McCash**
- **Write to planning department re Blue Hill Farm, Walkern Road: completed.**
- **Place appeal decision for 1 -3 Mill Lane on circulator: completed.**
- **Write Parish News article re launch of new website: completed.**
The article will appear in the October version of the Parish News.
- **Write to East Herts Council asking them to install a metal dog-bin on Church Walk: completed.**
To date no response has been received. The Clerk to chase. **Action: J. Allsop**
- **Give residents living adjacent to the River Beane a copy of the Riparian rights booklet: completed.**
- **Discuss with Mr. Knight setting up a running bank balance for all accounts**
The Clerk has set up running balance sheets for both the Parish Council and Community Hall accounts using the Microsoft Excel program.
- **Send a copy of the revised Risk Assessment register to all Parish Councillors: completed.**
Refer to item 9 a, Budget and Finance Sub-Committee - Risk Assessment register for the Parish Council and Community Hall Trustees.
- **Ask Adam Welch to quote for inspecting condition of the trees**
Adam Welch is in the process of preparing a risk assessment on the condition of the trees at Watton Green, the Lammas and the sportsfield.
- **Add the condition of trees on the Lammas and Watton Green to the Google calendar**
This item to be deferred until the October Parish Council meeting. **Agenda: 10/09**
- **Add bench seats in the village to the 6-monthly check: completed.**
- **Ask Brian Bunyan to quote for installing a new hardwood door**
Mr. Meischke read out the following estimate (dated 7th September) from Brian Bunyan.
‘Supply labour and materials required to manufacture and fix 1 no. external door (type to match existing) made from hardwood (Sapele or similar) increase thickness of door slightly (as frame allows) to help with stability.
Including coating with Sadolin as required.’ **Total £684**
In July, Mr. Meischke obtained a quotation from Dorsafe for the installation of a metal door at £802.
Parish Councillors unanimously agreed that a hardwood door, of the same style as the existing door at the Community Hall, was more in keeping than a metal door. This item to be included in the 2010/11 budget **Budget: 2010/11**
- **Purchase new hose reel for Changing Room: completed.**
Mr. Poulton and Mr. Meischke have fitted the hose reel in the large visitors changing rooms.
- **Write to Lif Bishop re sportsfield play area: completed.**
- **Contact Beane Valley Children's Centre re use of small changing room: completed.**
Refer to item 9 a, Community Hall Trustees - Small changing room.
- **Write to allotment holders who have not been cultivating their plots: completed.**

- **Replace broken disabled car park sign at Community Hall**
The Clerk to find out the cost of a metal disabled sign from the suppliers of the toilet door signs.
Action: J. Allsop
- **Investigate missing bolt on one of the external toilet doors**
It was agreed to get a carpenter to fit a new bolt to the external toilet door.
Action: J. Meischke/ N. Poulton
- **Inspect gap in the fence near the Mill Lane culvert**
Mr. Smith said he had inspected the gap and felt that no action was required.
- **Investigate the cost of numbered stakes for some or all of the Allotments plots**
Mrs. Dinnin to report on this matter at the October Parish Council meeting under Environment Sub-Committee.
Agenda: Env
- **Ask Adam Welch to quote for removing the grass growing over the footpath on Church Walk**
Refer to item 9 a, Environment Sub-Committee - Church Walk path.
- **Arrange to have the hedge adjacent to the horse's field cut: completed.**
- **Write to Watton Primary school asking them to cut their hedge back as soon as possible: completed and the work has been done.**
- **Contact the SLCC to find out what the Parish Council's legal position is regarding donations: completed.**
- **Speak to the Chairman of Benington Parish Council re donation to Stop Benington Wind Farm Committee completed.**
- **Meet with Mr. Howell to discuss use of the Main Hall facilities**
Mr. Meischke and Mr. Stock met with Mr. Howell on 7th September to watch him demonstrate his radio controlled model helicopters and electric cars. It was confirmed that no petrol-powered models were involved and that only battery-power was to be used.
Mr. Meischke and Mr. Stock said that the demonstration showed that it was unlikely that any damage would occur to the Main Hall.
Mr. Stock proposed that the Parish Council approve the use of the Main Hall by Mr. Howell and hoped that it could lead to the setting up of a radio-controlled model car/helicopter club. Mr. Filer seconded the motion and all present were in favour.
It was agreed to e-mail Mr. Howell and inform him that the Watton-at-Stone Community Hall Trustees will monitor his use of the Main Hall and if damage occurs, review their agreement with him.
Action: J. Allsop
- **Obtain the name of the PCSO who will be taking over from PCSO Paul Weston: Outstanding.**
Action: H. McCash

c) Action points outstanding for more than two months

- **Complete Whempstead section for the new website: outstanding.**
Mr. Clark said he had been unsuccessful in trying to obtain additional information about the history of Whempstead from the internet. He will therefore need to visit the County Archive in Hertford.
Action: C. Clark
- **Complete Neighbourhood Watch section for the new website**
Mrs. McCash was not present at the meeting to report on this item.
Action: H. McCash

7 Planning

a) Applications

None.

b) Decision

i) Blue Hill Farm, Walkern Road (3/09/0874/FP)

Conversion and extension of farm buildings into 5 residential units; 1 no. 5-bedroom, 2 no. 4-bedroom and 2 no. 3-bedroom homes with integrated garages and private gardens

- East Herts Council - Permission granted

This item to be placed on circulation.

Action: J. Allsop

8 Specific items

a) Website and website maintenance

Mr. Stock reported that new Watton-at-Stone website is now on-line and the old website has been archived.

Certain sections (e.g. Healthcare, Whempstead, Neighbourhood Watch) are still awaiting text.

Peter Allsop has stated that he no longer wishes to continue dealing with the website. The Clerk said that her son (Peter Allsop) had not informed her of his intentions. She assured Parish Councillors that Peter would

continue to manage the website until an alternative website manager can be found. Peter has also agreed to train the Clerk to update details on the website, including adding minutes.

This item to remain on the agenda:

Agenda: 10/09

b) Parish Council electronic diary

The Parish Council’s website electronic diary is now in use. The Clerk has also made three additional diaries that Parish Councillors can access from the same site as follows.

- Holiday dates – all Parish Councillors holidays to be added to this diary
- Community Hall bookings
- Community Hall diary

It was agreed that Website diary should be a monthly item on the Parish Council agenda.

Agenda: 10/09

c) Letter from Stop Benington Wind Farm Committee requesting financial support

Mr. Poulton proposed that the Parish Council allocate £2000 to the Stop Benington Wind Farm Committee to assist in the cost of legal advice and representation in opposing the appeal.

After lengthy discussions, in which Mr. Harris raised his concern about the legality of the Parish Council giving a donation to oppose the Wind Farm appeal, Parish Councillors agreed the following.

- Write to Simon Drinkwater (Director of Corporate Governance, East Herts District Council seeking clear unequivocal advice on the following
 - Whether the proposed expenditure is within the law and their legal powers to ensure there is no risk of it being held contrary to law rendering them personally liable to repay it.
 - Should the appeal be successful, and in the unlikely event of Stop Benington Wind Farm being ordered to contribute towards the successful party’s legal costs, is there any risk that the Parish Council might be liable to make a contribution to those costs as a “funder” of the opposition.
- Write to the Stop Benington Wind Farm Committee asking for clarification on the following points.
 1. What will happen if the Stop Benington Wind Farm Committee cannot raise all the funds? Will the fees be abated?
 2. What will it do with any surplus funds?

The Clerk to draft both letters and Mr. Harris to re-write them as necessary.

Action: J. Allsop/I. Harris

d) Local witness at the Public Inquiry into the Benington Wind Farm application

The Barrister working on behalf of Stop the Benington Wind Farm Committee would like local witnesses from the three Parish Councils affected by the Wind Farm application. Namely, Aston, Benington and Watton-at-Stone.

Parish Councillors unanimously agreed that Mr. Poulton represent Watton-at-Stone.

Mrs. Sarah Denison, Mr. Keith Leutchford and Mrs. Christine Ellen left the meeting.

e) Salt bins

It was agreed to e-mail Hertfordshire Highways requesting that they fill all the salt bins in the village and replace the broken lid on the bin at the entrance of Great Innings.

Action: N. Poulton

9 Reports

a) Sub-Committees

Budget & Finance

Mr. Filer reported on the following items.

• **Monthly accounts**

All Parish Councillors present were given a copy of the monthly accounts.

Mr. Filer proposed that the Parish Council approves the payments. Mr. Poulton seconded the motion and all present were in favour.

Mr. Harris proposed that the accounts should not be published, by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972. Mr. Filer seconded the motion and all present were in favour.

• **Self-employment status**

It was agreed that Ted Brown, Rosemary Brown and Brian Thompson be asked to sign the following letter.

‘I write to confirm the arrangements whereby you offer your service to the Watton-at-Stone Parish Council and/or Watton-at-Stone Community Hall Trustees on the following basis:

1. You will be self-employed and therefore responsible for the payment of your own National Insurance Contributions and Income Tax.
2. You will be paid strictly for the hours (or weeks) for which you actually work, with no payment for sickness or holidays.
3. You will submit to us an account (weekly/monthly) for services you have rendered.
4. You will have none of the rights of an employee for purposes of the employment protection legislation.
5. You are free to determine the hours which you work, to ensure the allocated work is completed.
6. You may work for your own or other businesses, but if you wish to terminate the arrangement with our company notice of one month is required.
7. Full parish council agreement must be obtained before any other amendments to our agreement are made.

If you agree the above terms, please sign and return the attached copy of this letter.'

Action: J. Meischke/ J. Allsop

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

All Parish Councillors were copied with the revised version of the Risk Assessment Register asking them to make any further comments to Mr. Filer before the end of July. Mr. Filer received no further comments and proposed that the revised Risk Assessment Register be adopted. Mr. Meischke seconded the motion and all present were in favour.

A copy of the register to be put in the Parish Council blue folder and added to the Watton-at-Stone website under Local Authorities and MPs/Parish Council (www.watton-at-stone-herts.co.uk/files/Risk-Assessment.pdf).

Action: J. Allsop

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

Mr. Filer reported that we had received 'a clean bill of health' from BDO Stoy Hayward who had carried out the annual statutory approval of the Parish Council accounts.

The Parish Council are now required to display a notice of conclusion of audit on the Parish Council notice board for a period of two weeks.

Action: J. Allsop

- **Request for Budget items for 2010/11**

Mr. Filer asked all Parish Councillors to inform him of any items they would like included in the 2010/11 budget as soon as possible via e-mail.

Action: Parish Councillors

It was agreed to obtain quotations for the following work.

- Grass cutting for the sportsfield
- Grass cutting for the Lammas and Watton Green
- Sportsfield hedge cutting

Action: J. Allsop

Adam Welch's three year contract for the following work ends on 31st March 2012.

- Strimming and mowing work High street flowerbed maintenance, including the Memorial garden.
- Leaf clearance.

Community Hall Trustees

Mr. Poulton reported on the following items.

- **Minutes on meeting held on 6th July 2009**

Mr. Meischke proposed that the minutes be accepted and signed by the Chairman as a true record.

Mr. Stock seconded the motion and Mr. Poulton and Mr. Knight were in favour. Mr. Poulton signed the minutes.

- **Painting of the changing room corridor**

Bob Adams will decorate the changing room corridor and adjoining Ladies and Gents toilets sometime between now and Christmas.

- **Business rates**

East Herts Council have written to advise the Community Hall Trustees that if they should have financial difficulties they can spread the payment of their rates over several years. It was agreed that currently it was not necessary to do this.

- **Electrical and gas annual safety inspections**

Keith Burgess has completed the annual electrical safety check and no problems were identified.

James A. Turner Limited will be contacting Mr. Meischke in the next two weeks to arrange a date for the annual gas inspection.

- **Small changing room**

A. P. Access has fitted a new lock on the corridor door of one of the small changing room doors and a bolt has been fitted to the communicating door with the large changing room. Beane Valleys Children's Centre has a key to the new lock and the Clerk will invoice them for the fitting and installation of the lock and bolt. **Action: J. Allsop**

Dave Boddy has complained that the other small changing room is full of Cricket gear. He hires both the large and small changing rooms so that he and other members of his staff can change separately to the children they teach.

At the beginning of this season (2009), Martin Tipper agreed to ensure that the small changing rooms were kept clear of equipment, with the exception of the umpire's coats, which could remain. As the Cricket season will be over at the end of this month, it was agreed not to raise this issue with them until the start of the 2010 season.

This item to be added on the Google Calendar for April 2010.

Action: J. Allsop

This item to be placed on the Parish Council agenda for April 2010.

Agenda: 04/10

- **Community Hall cleaning**

Rose Brown is currently convalescing from a recent medical procedure and therefore Brian Thompson is doing all the cleaning work at the Community Hall.

Recreation & Amenities

Mr. Knight reported on the following items.

- **MPPA**

P. J. Fencing has completed the fence repairs.

- **Football facilities**

Consideration is still being given to finding suitable land for additional football facilities.

Environment

In the absence of Mrs. Dinnin, Mr. Poulton reported on the following items.

- **Allotments**

Mrs. Dinnin attended a meeting of the Allotment and Garden Association on 24th August.

The main points were:

- Request to have the cutting of car park plots added to Adam Welch's schedule.
Parish Councillors agreed this request.
- Holly hedge needs to be cut back further.
The Parish Council does this periodically.
- The Allotment and Garden Association were happy to have numbered plots.

Mrs. Dinnin to investigate the cost of numbered stakes for some or all of the Allotments.

Action: C. Dinnin

- Request for dogs on lead notice. The Parish Council may have a 'dogs on lead' sign, otherwise this item will be considered for inclusion in the 2010/11 budget. **Budget: 2010/11**
- Gate on Church Walk - Refer to item 10 c, Correspondence - E-mail from Bob Thurlow (Chairman of the Allotment and Garden Association).

Date of the next meeting of the Allotment and Garden Association is scheduled for 12th October.

Adam Welch has quoted for the following work on the allotments.

- Raise overhanging branches on allotment lime trees to 12ft. £90
- Remove tree on allotment as discussed £320
- Clear grass and weeds on disused allotment £60

The Parish Council expenditure in the first quarter of this year was over budget. These items either to be considered later in the financial year or included in the budget for 2010/11. **Budget: 2010/11**

- **Bush on Pump Slope**

It was agreed that the single bush by the village pump looks out of place and Adam Welch should be asked to remove it. **Action: C. Dinnin**

- **War Memorial Planting**

Mr. Stock said that he had designed the War Memorial garden to be low maintenance, and this had largely been achieved. In autumn 2007, some more shrubs were purchased to fill in gaps in the hedging and also some ground cover. However, the shrubs went missing and the ground cover died.

Mr. Stock to speak to Major Shepherd (Watton Nursery) to ask his advice on what additional planting should be purchased. **Action: D. Stock**

- **Kissing Gate**

The post to the kissing gate near the War Memorial has rotted. The Countryside Management Service have been informed and told us that the repair of this post is the responsibility of the St. Albans Diocesan Board. Bluebury Contractors have supplied a quotation of £35 plus VAT for replacing the post.

Mr. Poulton proposed that the kissing gate should be repaired as soon as possible and Bluebury Contractors quotation be accepted. Mr. Filer seconded the motion and all present were in favour.

It was agreed to write to the St. Albans Diocesan Board asking them to refund us the £35 plus VAT.

Action: J. Allsop

- **Maple Tree**

Mrs. Dinnin visited Mrs. Goodacre, who is happy for the Maple tree she is donating to the Parish Council to be planted on Watton Green. Adam Welch will arrange to collect the tree and plant it.

- **Church walk path**

Adam Welch has quoted £340 to clear the encroaching grass and mud from both sides of the pathway on Church Walk.

Mr. Poulton proposed that Adam Welch's quotation be accepted. Mr. Meischke seconded the motion and all present were in favour. **Action: J. Allsop**

- **Camping on Watton Green**

Mr. Filer said that campers pitched a tent on Watton Green without permission and also left a wheelbarrow and bottles etc on site. This was reported to police and the site was tidied.

Note: The Parish Council will allow camping on the site but subject to prior consent from the Council.

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. Smith completed the report on 5th September 2009.

Only the adverse items highlighted in the monthly village-report are minuted.

- **Grass**

Mr. Smith said that the football pitch is largely in a very poor condition.

The sportsfield was last fertilised in April 2006 and prior to that earthquake and fertilising work in April 2003.

It was agreed that a maintenance schedule is needed for the sportsfield. Mr. Knight to investigate.

Action: I. Knight

- **MPPA**

Some loose wires need attention on the boundary fencing of the MPPA. Mr. Meischke to investigate and arrange for the repair work to be done. **Action: J. Meischke**

iii) Weekly sportsfield-report and action

None.

iv) Two volunteers to carry out 6-monthly check of MPPA, Play Area on sportsfield and Community Hall equipment

Mr. Poulton and Mr. Stock agreed to do the report.

Action: N. Poulton/D. Stock

10 Correspondence received

a) Beane Valley Children's Centre - Open day

The Parish Council have been invited to attend the Beane Valley Children Centre's Open Day on 14th September. Mr. Poulton and Mr. Clark agreed to represent the Parish Council at the Open Day.

Action: N. Poulton/C. Clark

b) Alan Beadle re memorial bench near Hawkins Hall Farm

Mr. Meischke read out a letter from Alan Beadle and another from Mr. Abel Smith to Alan Beadle.

Mr. Abel Smith has agreed to Mr. Beadle's request to install a bench seat adjacent to the road that leads to Watkins Hall Farm.

Mr. Beadle stated in his letter that he is fully prepared to install the bench and maintain it while he is able.

When it has been installed, Mr. Poulton proposed that the Parish Council insure the bench seat and take over its maintenance when Mr. Beadle is no longer able to do it. Mr. Filer seconded the motion and all present were in favour. **Action: J. Allsop**

Mrs. Dinnin to advise the Clerk when the seat has been installed.

Action: C. Dinnin

c) E-mail from Bob Thurlow (Chairman of the Allotment and Garden Association)

Mr. Meischke read out an e-mail from Bob Thurlow (dated 2nd September) concerning the gate on Church Walk.

Parish Councillors did not agree with the accuracy of Mr. Thurlow's complaint about the gate being unlocked and misused. They were also very disappointed with the tone of the letter, which they did not condone. Nor did they agree with Mr. Thurlow's claims that the gap under the gate is large enough for a small dog to go under. Mr. Meischke said he had checked the gate six times since we received the e-mail and it has not been left unlocked.

Mr. Filer said that he often walks down Church Walk from his home at Watton Green down into the village. The gate has sometimes been unlocked but it is mostly locked.

It was agreed that Mr. Meischke draft a reply to Mr. Thurlow for Mrs. Dinnin, Mrs. McCash and Mr. Poulton comments.

Action: J. Meischke

11 Village organisations

- **Watton Youth Drop Inn**

Mr. Poulton said that the Watton Youth Drop Inn start back in the Community Hall after their summer recess on Wednesday 9th September.

Events for the autumn are being planned and include a session on 23rd September on how to Street Dance.

- **Watton-at-Stone School Governors:** Nothing to report.

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

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

Refer to item 9 a, Environment Sub-Committee – Allotments.

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

Mr. Stock was unable to attend the last meeting of the Memorial Hall Management Committee. However, he was able to confirm that extensive internal re-decorating scheme has been completed.

Mr. Filer said that an electrical inspection had been done and identifies that the ceiling strip-lights are out of date and need replacing. He said that the new painting scheme looked very smart.

- **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.

12 Items for Parish News

Apart from the website entry, which has already been submitted to Rodney Ranzetta, no other items were identified for inclusion in the October 2009 issue of the Parish News.

- **Apologies of absence for the October Parish Council**

Mr. Poulton and Mr. Harris gave their apologies for the October Parish Council.

- **Leave of absence by Chairman of Sub-Committees**

Mr. Meischke asked all Sub-Committees Chairman to ensure that they delegate their responsibilities to another Parish Councillor when they are absent from a Parish Council meeting.

- **The meeting closed at 2110 hours.**

- **The date for the next Parish Council meeting is Tuesday 13th October 2009.**