

**Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 12<sup>th</sup> October 2010**

Present:	Mr. John Meischke (Chairman)	Mr. Michael Smith (Vice-Chairman)
	Mr. Charles Clark	Mrs. Christine Dinnin
	Mr. Iain Harris	Mr. Ian Knight
	Mrs. Helen McCash	Mr. Nigel Poulton
	The Clerk (Mrs. Jane Allsop)	

**1 Apologies for absence**

Apologies for absence were received from Mr. Denis Filer and Mr. David Stock.

**2 Public Participation**

None.

**3 Chairman's/Clerk's Report**

None.

**4 Declaration of Interests**

None.

**5 Minutes of the last meeting**

**a) Acceptance**

**• Minutes of the Parish Council meeting held on 14<sup>th</sup> September 2010**

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

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

**b) Review of actions**

- **Ask Mr. Stock if he wishes to remain on the circulation list during his leave of absence**  
Mr. Meischke said that he spoke to Mr. Stock, who wishes to be removed from the circulation list during his leave of absence, but would like to remain on the e-mail circulation list.
- **Draft a letter to send to Inspector Jon Speed re policing problems in the village: outstanding.**  
**Action: H. McCash**
- **Comment on the draft letter to Inspector Jon Speed: outstanding, refer to above item.**  
**Action: N. Poulton**
- **Give Parish Councillors the police 'Airwave' telephone number: completed.**
- **Make the additional comments required on the Risk Assessment**  
Mr. Meischke said that Mr. Filer had reviewed the Risk Assessment and did not think any additional comments were required, but suggested this item be placed on the agenda for the next Budget & Finance. This was agreed by Parish Councillors.  
**Agenda: B&F**
- **Contact Pre-School Playgroup re attending meetings: Outstanding**
- **Deliver letters to the residents in Whempstead re notice board usage: completed.**
- **Write to the planning department re the two applications for 2 Old School Orchard: completed.**
- **Write to the planning department re the application for 6 the Beaneside: completed.**
- **E-mail all Parish Councillors the planning decision for Blue Hill Farm, Walkern Road: completed.**
- **Write to Eralp Yucelt re filling the salt bins in the village: completed.**  
Mr. Yucelt telephoned the Clerk and asked her to send him a reminder at the end of October so that we can be included in the salt bin filling schedule.  
**Action: J. Allsop**
- **Write a letter of thanks to Gareth Lewis re the GSK team of volunteer work: completed.**
- **Reimburse the Parish Council £85 from the Tennis Club fund: completed.**
- **Modify the Community Hall Asset register so that the contents are displayed by rooms: completed.**
- **Contact Leather Consultancy Limited and T & J Fire re their fire risk assessment quotations**  
Refer to item 8 a, Community Hall Trustees - Report and minutes of meeting held on 5<sup>th</sup> October 2010.
- **Give Mrs. McCash the contact details for Leather Consultancy Limited: completed.**
- **Instruct Trevor Blacktin to organise the repair of the Pavilion windows: completed.**  
The work is due to be done on Friday 15<sup>th</sup> October by Trevor Blacktin's son.
- **Contact James Turner Limited re the showers in the Community Hall**  
Refer to item 8 a, Community Hall Trustees - Report and minutes of meeting held on 5<sup>th</sup> October 2010.

- **Include in draft letter to Inspector Jon Speed request for police presence at football matches Outstanding** **Action: H. McCash**
- **Write to Dr Norden re replacement tree for sportsfield**  
 Mr. Poulton said that he had been in e-mail contact with Dr. Norden, who would like the Parish Council to arrange for the purchase and installation of a fairly substantial tree. The tree variety to be either a Field Maple (Acer Campestre) or a Caucasian Maple (Acer Cappadocicum). The tree will be planted in the top corner of the sportsfield between the seat and the bin and away from the fence. In this location, the tree will also not interfere with the Cricket pitch.  
 Parish Councillors agreed that Adam Welch be instructed to purchase and plant the tree, giving it substantial protection. Mrs. Dinnin and Mr. Poulton to meet Adam Welch, on-site, to discuss the requirements. **Action: C. Dinnin/N. Poulton**  
 The Clerk said that she believed that Dr. Norden was happy to pay £100 towards the cost of a tree and that installation costs, including substantial protection for the tree, would be additional to the £100.  
 Mr. Poulton to send Dr. Norden a copy of Adam Welch's quotation for his approval. **Action: N. Poulton**
- **Ask John Phillips if he intends to start using the uncultivated section of his plot**  
 Mr. Meischke said that at the September Parish Council meeting he reported that he had approached John Phillips about giving up his partially uncultivated plot. John Phillips agreed to give the matter some consideration. Mr. Meischke to chase if a response has not been received by the beginning of December. **Action: J. Meischke/12/10**
- **Speak to John Phillips about the removal of the Chestnut tree on his allotment plot**  
 Mr. Meischke said the John Phillips is willing to remove the Chestnut tree on his allotment later this year. Bob Thurlow has also agreed to remove the Conifer tree on his plot.  
 If the trees have not been removed by December, verbal reminders to be given. **Action: J. Meischke/12/10**
- **Ask Adam Welch to quote for the removal of two trees on the allotments**  
 This item is no longer required – Refer to the above item.
- **Complete Parish Paths Partnership (P3) grant application form**  
 Refer to item 8 a, Environment Sub-Committee - Parish Paths Partnership (P3) Grant.
- **Ask Watton Nursery for advice on replacement planting for the War Memorial garden**  
 On 15<sup>th</sup> September, Mr. Poulton e-mailed Mr. Meischke as follows.  
 'Following last night's Parish council meeting, I met with Jake Shepherd today, for as you know Major has retired, and we went across to look at the garden surrounding the Memorial his recommendation is as follows.  
 Obviously, remove the small dead holly bush but do not replace it with anything else as the bushes both side will grow into the space left.  
 At the rear of the Memorial facing the Church we have planted Berberis this is excellent but takes all the water and goodness out of the ground. Jake recommends we plant cyclamen which like the shade and dry conditions. These plants will add colour especially around Remembrance Sunday, he recommends buying 15 plants at 99p each.  
 So following our conversation today I'm confirming that I will proceed along these lines and this e-mail forms the paper trail which we agreed on last night for items purchased for less than £100.'  
 Mr. Poulton said that he had purchased and planted the 15 cyclamen plants.
- **Contact Nick Whitehead re cutting the sportsfield hedge as soon as possible: completed**  
 The hedge cutting is now complete.
- **Contact Chris Kitts (East Herts Council) re broken manhole on sportsfield: completed.**  
 Refer to the Trustees minutes dated 5<sup>th</sup> October 2010, item 9, Man hole Cover in Sports Field.
- **Update the public house information on the Watton-at-Stone website: completed.**
- **Change the Badminton contact on the Watton-at-Stone website: completed.**
- **Add a Google Calendar reminder for reviewing the asset registers in March and May each year: completed.**
- **Contact the Clerk re attending the Hertfordshire Local Access Forum conference on 9<sup>th</sup> October**  
 No councillors contacted the Clerk and she was subsequently informed by the Hertfordshire Local Access Forum that the meeting had been cancelled due to lack of interest.
- **Inform CDA for Herts that Mr. Poulton will attend their AGM: completed.**  
 Mr. Poulton said he attended the CDA's AGM on 21st September and documents he collected at the meeting are currently on circulation.
- **E-mail Jeff Hughes (East Herts Council) re Independent remuneration panel: completed.**

- **Include an article in the next school newsletter requesting Neighbourhood Watch volunteers to come forward**

Mrs. McCash said she was in the process of putting together a Neighbourhood Watch article to be included in the next school newsletter. She is waiting for additional news from the police before she can submit her article to the school.

This item to be placed on the December Parish Council agenda.

**Agenda: 12/10**

- **Deliver fliers in the areas Neighbourhood Watch volunteers are required**

Refer to the above item. This item to be deferred until the completion of the article for the school newsletter.

**Agenda: 12/10**

- **Write Parish News insert: completed.**

#### **b) Action points outstanding for more than two months**

- **Hertfordshire Arrange to have ‘Peep in the Past’ video is copied to DVD: outstanding.**

Mr. Poulton agreed to complete this action point for Mr. Meischke.

**Action: N. Poulton**

- **Send a signed copy of the Community Hall accounts to McCash and Hay: completed.**

## **6 Planning**

Mr. Meischke reported on the following items.

### **a) Applications**

- i) **Recreation Ground, School Lane (3/10/1557/FN/SD)**

Additioanl tennis court with flood lighting (renewal of application 3/07/1503/FP)

The Clerk wrote to the Planning Department to say that because the applicant is the Watton-at-Stone Parish Council, it cannot make any comment on this application.

### **b) Decisions**

- i) **1 Blue Hill Farm Cottages (3/10/0917/FP/LP)**

Single storey front/side extension

- East Herts Council – permission granted

## **7 Specific items**

### **a) Volunteer work by GSK (Glaxo Smith Klein) teams**

Mr. Smith said that on the morning of 28<sup>th</sup> September, approximately 12 volunteer GSK workers completed the kicker-board painting at the MPPA. The volunteers did a good job, even managing to paint behind the wire mesh.

Mr. Poulton took pictures of the volunteer workers, which he submitted to the Hertfordshire Mercury and an article, including one of the photos, appeared in the 7<sup>th</sup> October issue of the Hertfordshire Mercury

Mr. Meischke will be sending a thank you letter to the volunteer group leader. **Action: J. Meischke**

### **b) Report on LDF meeting held in Datchworth on 30<sup>th</sup> September and the forming of a short-term sub-committee**

Mr. Meischke, Mr. Smith, Mr. Poulton, Mr. Clark and Mr. Filer attended the LDF meeting in Datchworth on 30<sup>th</sup> September, which was chaired by Mike Carver (East Herts Council Executive member for Planning and Transport).

Mr. Smith said East Herts Council have produced a leaflet, which sums up the key issues for housing development. There is also the complete consultation document called ‘Core Strategy Issues and Options Consultation - Local Development Framework’. East Herts Council would like to categorise villages and settlements in certain areas, looking at the individual facilities and needs of each village/settlement.

If housing is restricted to around the towns, the green belt that separates them from villages close by (e.g. Stevenage and Aston) will be lost, and the village will effectively be swallowed up by the town.

East Herts Council want to identify from the local communities their individual housing needs. For example, controlled rent for young people and/or affordable housing. Sustainable local employment plus transport issues needs to be considered too.

Mr. Poulton said that historically East Herts Council have provided 400 homes over the last 20 years. If this were to continue then the 8,500 housing requirement by 2031 would be met. However, this would not meet the requirements set out by central government.

The Parish Council has also received a copy of Hertfordshire County Council 2010 draft consultation documents for Hertfordshire’s Local Transport Plan (LTPS) and questionnaire (see agenda item 9 a).

Parish Councillors need to consider this document at the same time as discussing the local housing needs.

Mrs. McCash proposed that the Parish Council form a small Sub-Committee, who will have delegated powers to answer the questionnaires in both the housing and transport consultation documents. Mrs. Dinnin seconded the motion and all present were in favour.

Mr. Meischke, Mr. Smith, Mr. Poulton, Mr. Clark, Mr. Knight and Mr. Filer to be the members of the Housing and Transport Sub-Committee. An initial meeting will take place on Friday 15<sup>th</sup> October at 1400 in the Community Hall. Mr. Meischke to contact Mr. Filer about this meeting. **Action: J. Meischke**

Mr. Clark said it might be necessary to do a village survey. Mr. Smith asked if Watton-at-Stone had carried out a housing survey recently or if East Herts Council hold any information.

The Clerk agreed to find a copy of the housing survey carried-out by the Parish Council (approximately 10 years ago) and its results. **Action: J. Allsop**

### c) Circulation list

Mr. Meischke suggested that the last person on the circulation list should return all documents to him, rather than the Clerk, so he can read comments made by Parish Councillors. This was agreed.

The Clerk to amend the circulation list accordingly. **Action: J. Allsop**

## 8 Reports

### a) Sub-Committees

#### Budget & Finance

In the absence of Mr. Filer, Mr. Meischke reported on the following items.

- **Monthly accounts**

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

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

The Clerk to remove the 4-line statement at the end of the Parish Council accounts, which refers to Allotment income.

- **6-monthly statement of accounts for the Parish Council and Community Hall**

Mr. Meischke read out Mr. Filer's report as follows.

'First of all my thanks to the Clerk for producing the initial figures for me so quickly.

#### Parish Council Accounts

##### Page 1 and 2 Expenditure

- **Parks and Open Spaces**

The total amount of £6782 under this heading represents 73.6% of the annual budget. However, a number of these items are seasonal and therefore one would expect the 6 monthly figures to be higher than half the annual budget.

It is interesting to note that we have spent £1033 (£580+£153+£300) on the allotments in the 6 months for which the annual income is budgeted at £740. One of these items is unlikely to be repeated (£580) unless we allow trees to grow on the allotments!.

Highways/Footpaths etc

The total amount under this heading of £2850 is on budget at 49.9%. Ted Browns payment for rubbish collection of £1790 looks high but in fact includes £262 from the previous year and this brings the 6 months payment back to budget.

- **Administration**

Under this heading, the expenditure of £10,367 is 52.2% of budget but includes the annual renewal of the insurance premium at £1295.

The total expenditure of £20,000 is 56.2% of budget and bearing in mind the seasonal nature of some of the work and the annual payments, is quite satisfactory.

##### Page 3 Income

The total income of £16910 is 47.5% of budget and includes the total annual income for rubbish collection. However, income from leaf collection, parish paths, VAT and allotment rent come in the second half of the year. Therefore, although Expenditure exceeds income by £3089 I do not see any cause for concern.

#### Community Hall Accounts

##### Page 1 Expenditure

The figure of £644 for Council tax looks a little high but represents 6 out of 10 payments.

The figure of £1625 for maintenance is at 232.2% the main item being the new external door. Other items listed in Jane's notes.

More than 50% of the £1788 figure for gas expenditure is for usage in 2009/10. Npower undercharged us in March 2010 for usage earlier in the year. The invoicing problems have now been resolved and are correct up to 23 July 2010.

The figure of £1470 for annual insurance shows the very good deal we got compared with previous years and compared with our budget of £3000.

The figure of £403 (402.9%) is primarily the cost of replacement swing seats.

The total expenditure figure of £9909 represents 56.8% of budget and is quite satisfactory particularly when compared with our income and the incorrect billing for our gas supply.

**Page 2 Income**

The hire income for the main hall is on budget whilst the income from the pavilion is well above budget at 73.9%. However, we should keep our eye on the income from floodlighting which is well below budget, although the second quarter is normally lower due to summer holidays.

You will note that for this 6-month period the income and expenditure are near enough equal so there is no cause for concern

Please also note that our reserves on this account are reasonably high.

Mr. Poulton proposed that the following amendments be made to the 6-monthly statement of accounts.

**Parish Council**

Allotment expenditures figures of £580 and £50, shown under the headings Parish Paths and Parish Council land, and Land Management General, should both be moved to the Allotments (strimming and insurance) heading.

**Community Hall**

Maintenance expenditure figure of £700 for the hardwood door needs an additional comment referring to the £684 received in October 2009 towards the cost of the door from County Councillor Bryan Hammond's locality budget.

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

The Clerk to amend the 6-monthly statement of accounts accordingly and e-mail them to all Parish Councillors.

**Action: J. Allsop**

• **Request for Budget items for 2011/12**

Mr. Meischke asked all Parish Councillors to inform Mr. Filer of any items they would like included in the 2011/12 budget, as soon as possible via e-mail.

**Action: Parish Councillors**

• **Obtain quotations for works to be carried out in 2011/12**

The Clerk 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 31<sup>st</sup> 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.

• **Report and minutes of meeting held on 5<sup>th</sup> October 2010**

Mr. Poulton proposed that the minutes be accepted and signed as a true record. Mr. Knight seconded the motion and Mr. Meischke was in favour.

• **Replacement Blinds for the Pavilion**

Mr. Poulton said he has obtained the following quotations for replacement blinds in the Pavilion.

- |   |                   |
|---|-------------------|
| • GX Blinds Buntingford                             | £883.20 plus VAT  |
| • Ashley ABC Contractors, King Langley              | £1452.38 plus VAT |
| • Sunstopper Blinds and Awnings, Welwyn Garden City | £1323.00 plus VAT |

Mr. Poulton said that although they provided the cheapest quotation, he was not impressed with GX Blinds. Sunstopper Blinds, who supplied our existing blinds, have quoted for the same type of blinds that are currently in the Pavilion. However, Ashley ABC Contractors were very professional and suggested roller blinds for the lower windows because they are more robust. The roller mechanism is of industrial strength with metal rollers and casing, unlike the current roller blinds on the fire exit doors, which have plastic fittings and do not fit properly.

Mrs. McCash said that Ashley ABC Contractors have done some excellent work for one of her clients. She thoroughly recommended them and proposed that the Parish Council accepts their quotation of £1452.38. Mr. Smith seconded the motion and all present were in favour.

Mr. Poulton said that he would try to obtain grant funding for the blinds. If unsuccessful, it was agreed to fund the blinds out of the Community Hall reserves.

The Clerk to write to the contractors accordingly.

**Action: J. Allsop**

● **Decorating the Pavilion**

Mr. Poulton said that since the Community Hall Trustees meeting on 5<sup>th</sup> October, he had received a quotation of £650 from Adrian Thomson (41 Station Road, Watton-at-Stone) to carry-out the following decoration work at the Community Hall, which includes all materials and labour.

‘Emulsion all walls, undercoat and gloss all painted woodwork and clean and apply Sadolin to stained woodwork.

The Community Hall Trustees, at its meeting on 5<sup>th</sup> October recommended that Bob Adams quotation of £890 be accepted, on the basis that this was the lowest quotation to date and the excellent quality of decoration work he had previously done at the Community Hall.

Mr. Poulton said that he is a member of the Datchworth Village Hall Management Committee and Adrian Thompson has done some very satisfactory decoration work in that hall.

Mr. Knight recommended that Adrian Thompson’s quotation be put before the Budget and Finance Sub-Committee for inclusion in the 2011/12 budget. Mr. Meischke seconded the motion and all present were in favour. The Clerk to write to all the painting contractors accordingly.

**Action: J. Allsop**

● **Fire Risk Assessment**

Mr. Poulton said that the Fire Risk Assessment was carried out by Andy Leather, Leather Consultancy Limited, on 29<sup>th</sup> September (refer to item 7, Community Hall Trustees minutes dated 5<sup>th</sup> October - Fire Risk Assessment). All Trustees have been copied with the 26-page report.

The Clerk to forward the report to all Parish Councillors.

**Action: J. Allsop**

Mr. Poulton has drawn up the following.

- Emergency Escape Lighting – Flick Test Points check list
- Manual Alarm Call Point check list.

Both these checks to be completed and signed monthly. Either Mr. Poulton or Mr. Meischke will do the tests, however, if unavailable one of the other Trustees or a Parish Councillor will complete this duty.

● **A six-monthly fire evacuation for regular hirers.**

Mr. Poulton confirmed that he had carried-out out such a procedure with the Dots and Tots group this morning.

● **Wire fence around the Sports Field**

Mr. Knight has informed Martin Tipper (Cricket Club) that the Parish Council will be removing the cricket wire fencing from the sportsfield hedge.

Mr. Poulton and Mr. Meischke to act accordingly.

**Action: N. Poulton/J. Meischke**

● **Shower system**

There is a continuing problem of water temperature with the home team showers because the hot water that feeds them goes via the kitchen and toilets before it gets to the showers. Mark, from James Turner Limited, suggested that the only solution was to put a new pipe direct from the hot water tank to the showers. James Turner Limited have supplied their quotation of £876 (plus VAT), which includes a 12 month guarantee on the whole hot water system. Currently, large amounts of water are wasted while waiting for the hot water to come through to the showers from this very long pipe run.

Parish Councillors agreed that this problem needs resolving as soon as possible and the work could be funded from the Community Hall’s £900 contingency budget.

Mr. Poulton proposed that James Turners Limited’s quotation be accepted, Mr. Knight seconded the motion and all present were in favour.

The Clerk to act accordingly, requesting that the work is done as soon as possible.

**Action: J. Allsop**

● **Outcome of Annual Playground Report**

The annual playground inspection report has been on circulation. It highlighted items of remedial low-level risks that needed attention.

Mr. Poulton said he took pictures of all the problems highlighted in the report and e-mailed the photographs to Wicksteed Leisure Limited, who responded to his e-mail on 11<sup>th</sup> October as follows.

‘Thank you for your email and photos. I have now looked through them and can quote for the works as follows:-

- To repair wet pour adjacent to the Fireman's Pole included in quote at bottom of page for resetting the pole
- To replace 5 decks on Rainbow Unit:-  
5 x70104F Vamelglass decks (as currently fitted) @ £145.95 each = £729.75

Labour cost to fit decks = £240.00

(if required we can supply metal decks these are available at a cost of £166.00 each = £830.00. The labour cost would remain as quoted)

- Wet pour lifting by the spring see saw - (Quote assumes that it is only on the one edge shown and that it is only the edge lifting and not the complete area)
- To cut back 2 lin.m. wet pour by approx 100mm and infill with new (wet pour is chase cut into tarmac)

1 x 6130.201 Black wet pour repair kit @ £105.00

Labour cost will be £100.00

- To repair wet pour under Spring Horse (indentations where the body hits the wet pour) £60.00 (using wet pour materials from kit quoted above)(As the mobile will continue to make contact with the surfacing it must be noted that indentations are likely to appear again).
- To replace 4 bushes to 2 Seat Swing (as a precaution I have also quoted for new shackles)

4 x 2511.010 CT10 bushes @ £1.00 each = £4.00

4 x 4064.007 Shackles @ £4.40 each - £17.60

Labour cost to fit above parts = £80.00

- For Teenage Shelter
- For Spring Horse (unsure how many caps are missing so have allowed for 6)
- For Rainbow
- For Rainbow

1 X 2611.002 Plastic plugs £0.72

6 x 2611.029 Yellow plastic cups and caps @ £0.74 each = £4.44

1 x 2611.014 2" square plastic plug £0.37 = £0.37

For Rainbow

I assume that by the Fireman's Pole being loose you are referring to it being loose in the ground. Our cost to dig out and reset the pole & make good wet pour where disturbed & to repair the adjacent damaged show in photo 3351 will be:-

1 x 6130.201 Black wet pour repair kit £105.00

Labour cost to carry out works £240

Total cost of parts = £966.88

Total cost of labour = £720.00

Total cost to supply and fit parts = £1686.88

If all works are ordered at the same time the overall labour cost would reduce from £720.00 to £480.00 which would give an overall order value of £1446.88.

Should you decide to order parts as supply only there would be a carriage charge applicable of 8.5% of the total order value. If you order for Wicksteed to fit the parts then our engineers would take the parts to site so there would be no carriage charge.

All prices quoted are subject to VAT. All totals assume that vamelglass decks are ordered. If the metal option is taken then total will increase by £100.25.

The quotation has been raised on the information provided by yourself - Wicksteed have not undertaken and inspection of the site.

I trust that I have quoted for all of the items required however should there be anything else or should you have any queries please do not hesitate to contact me.'

After discussion, Parish Councillors agreed that it would be unwise to wait until the next financial year to do the work for safety seasons. Also, delay in doing the work could see further deterioration to equipment, which would cost more to rectify.

Mrs. McCash proposed that Wicksteed Leisure Limited quotation of £1446.88 plus an additional £100.25 to fit metal decks on the rainbow play equipment. Mrs. Dinnin seconded the motion and all present were in favour.

**Action: J. Allsop**

## Recreation & Amenities

Mr. Knight reported on the following items.

- **New Tennis Court**

The current tennis court planning application ran out in September 2010 and a new application has been submitted to East Herts Council.

Alison Tinniswood (Senior Archaeologist, Hertfordshire County Council) has requested that East Herts Council include in the planning decision, the need for archaeological monitoring of the site during initial earth moving. Mr. Knight said he had spoken to Alison Tinniswood about her letter to East Herts Council and she confirmed that the conditions she has requested are similar to those included in the previously granted planning decision for the tennis court.

- **Clearing of leaves on MPPA**

Mr. Knight said that now that autumn has arrived and the leaves have started to fall from the trees, could Ted Brown be instructed to clear the leaves from the MPPA as and when necessary. This was agreed.

Mr. Poulton to instruct Ted Brown accordingly.

**Action: N. Poulton**

- **MPPA surface**

Mr. Knight said that although this item was not on the agenda, he was concerned the part of the MPPA was becoming slippery due to algae and moss growth and could be dangerous. He has obtained a quotation of £290 per day, from Halycon Courts, for pressure washing the MPPA.

Mr. Knight proposed that one days pressuring washing be carried-out to the parts of the MPPA that have become slippery. The area cleaned will be equivalent to the area of one tennis court. Mrs. McCash seconded the motion and all present were in favour.

Mr. Knight to instruct Halycon Courts to do the work as soon as possible.

**Action: I. Knight**

**Note:** Mr. Knight emailed all Parish Councillors on 13<sup>th</sup> October as follows.

‘Following the meeting yesterday when pressure washing of 1 day - equivalent to one tennis court was agreed to (quote received was £290/per day), I have agreed with the Tennis Club they will pay for the second court to be pressure washed - i.e. 2 days of treatment.

John Meischke has agreed this strategy.

There will be no increase in the net cost to the Parish Council. The Tennis Club will make a donation for the net cost of a single court pressure wash to the Parish Council.’

## Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments – general**

Mrs. Dinnin said that the allotment invoices for the year 1<sup>st</sup> October to 30<sup>th</sup> September have been sent to all allotment holders. To date, two allotment holders have notified the Clerk that they are giving up their plots. Mrs. Dinnin has today re-let the two plots. There is now only one person on the waiting list.

Mrs. Dinnin said that at a recent meeting with Michael Freeman and members from the Allotment and Garden Association, there was a discussion regarding the possibility of restarting the Annual Flower Show. It was agreed to hold it on the 4th September 2011 in the Memorial Hall. Mr. Freeman would put an article in the Parish Magazine and perhaps on the notice boards and if enough interest were shown, they would go ahead.

Mrs. McCash said that the Flower Festival will take place in the Parish Church over the weekend of 24<sup>th</sup> and 25<sup>th</sup> September and suggested that the two events could be combined. She agreed to talk to Mike Freeman accordingly.

**Action: H. McCash**

- **Allotment Tenancy Agreement**

During circulation of the July 2010 issue of ‘Clerk’s and Council’s’, Mr. Poulton highlighted the following text from an article named ‘Allotment – for the benefit of the labouring poor’ in the Legal Matter/News section of the magazine, as follows .

**‘Obligation of tenant**

A tenant has a statutory right to keep hens and rabbits for non-business purposes so long as they do not cause a nuisance or a health risk (section12, Allotment Act 1950).’

**Termination previsions**

The tenancy of an allotment garden can be terminated only by

(a) the landlord (i.e. the council) giving the tenant a notice to quit of at least 12 months expiring on or before April 6 or on or after September 29 in any year.

Parish Councillors agreed that it would not be appropriate for Allotment holders to keep hens and rabbits on their plots.

Item 1 on Page two of the Watton-at-Stone Allotment Tenancy agreement - Termination of the tenancy states: The council giving the TENANT, three months notice of termination.

Mr. Harris proposed that this statement be altered to read ‘12 months notice of termination’ and all new allotment holders be issued with the revised agreement. Mr. Meischke seconded the motion and all present were in favour.

**Action: J. Allsop**

- **List of quotations needed from Adam Welch**

Because John Phillips and Bob Thurlow have agreed to cut down the trees on their allotments (refer to item 5 b, Review of actions - Speak to John Phillips about the removal of the Chestnut tree on his allotment plot), Adam Welch will only be required to quote for purchasing and installing the tree to be paid for by Dr Norden.

**Action: C. Dinnin**



Mrs. Dinnin to remind Adam Welch that the 6-monthly check to report on the trees on Parish Council land within the village is due. **Action: C. Dinnin**

- **Parish Paths Partnership (P3) Grant**

Mrs. Dinnin has completed the P3 application form, which she will pass to the Clerk to copy and post to CMS (Countryside Management Service). **Action: C. Dinnin/J. Allsop**

Mrs. Dinnin said the application includes replacing the stile with a kissing gate on footpath 21. However, she was unsure if CMS were providing the new gate for £150 and the Parish Council installing it.

Mrs. Dinnin to clear this up with Fiona Underhill (CMS). **Action: C. Dinnin**

- **War Memorial planting**

This item was discussed under item 5 b, Review of actions - Ask Watton Nursery for advice on replacement planting for the War Memorial garden.

- **Water supply on the allotments**

After much discussion by Parish Councillors, it was agreed that as the water standpipes were present on the allotments prior to the Parish Council's first Allotment tenancy agreement, the supply of water is the assumed responsibility of the landowner, namely the St. Albans Diocesan Board. For that reason, it was also agreed that the provision of water is not the obligation of the Parish Council or Allotment Holders.

## b) Routine reports

### i) Fire Alarm test

Following the outcome of the recent Fire Risk Assessment, the terminology of the above heading to be changed to:

- **Emergency escape lighting tests and manual alarm call tests**

Mr. Poulton completed the emergency escape lighting tests and manual alarm call tests this afternoon.

### ii) Monthly village-report

Mr. Meischke and Mr. Poulton completed the report on 9<sup>th</sup> October.

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

- **Children's play area**

Refer to item 8 a, Community Hall - Outcome of Annual Playground Report.

- **Branches overhanging the MPPA**

The branches on two of the oak trees need trimming back because they are over hanging the MPPA and obstruction the floodlights.

Adam Welch to be asked to cut back the overhanging branches. **Action: C. Dinnin/N. Poulton**

- **Salt bins**

Refer to item 5 b, Review of actions - Write to Eralp Yucelt re filling the salt bins in the village.

- **War Memorial garden**

Adam Welch will weed and clear the leaves from the War Memorial site for Remembrance Sunday.

### iii) 6-monthly check of MPPA, Play Area on sportsfield and Community Hall equipment

Only the adverse items highlighted in the 6-monthly check are minuted.

- **Community Hall**

Mr. Meischke said that a new sink and worktop will be needed in the kitchen. This item to be considered for inclusion in the 2011/12 budget. **Budget 2011/12**

- **Bench seats**

**Great Innings Play area** - Remove seat from the 6-monthly check. This seat is the responsibility of East Herts Council and not the Parish Council. **Action: J. Allsop**

**High Street/Mill Lane** – the seat was repaired earlier in the year and needs painting.

**Outside the Counting House, High Street** - this seat needs painting.

GSK volunteer workers could be asked to paint any seats that need attention. **Action: J. Meischke**

**The Freeman Memorial seat on the Sportsfield** – this seat has been vandalised. Debra and Mike Freeman have offered to pay for the repair work required. Mr. Meischke to ask Mark Lee, who repaired the High Street/Mill Lane seat, to do the work. **Action: J. Meischke**

Refer also to the items highlighted in the Monthly village-report.

### iv) Weekly sportsfield-report and action

Under instruction from Mr. Poulton, Ted Brown has today cleared the car park drain and sprayed the weeds around the Community Hall.

v) **Website**

It was agreed to include the following item under the Village Events section.

- Remembrance Sunday – 14<sup>th</sup> November 1030 for 1045 at the Church.
- Flower Festival and other events to be held at the Parish Church.

Mrs. McCash to pass the information to the Clerk

**Action: H. McCash**

- Parish Council and Community Hall Trustees meeting dates

(Note: the Parish Council meeting dates are already on the website under Local Authorities and MP's/Parish Council/ Civic Year).

The Clerk to add the above events to the Village Events section of the website.

**Action: J. Allsop**

v) **Website diary**

None.

## 9 Correspondence received

### a) Hertfordshire County Council – Hertfordshire’s Local Transport Plan (LTPS)– 2010 consultation draft

This item was discussed under 7b, Specific items - Report on LDF meeting held in Datchworth on 30<sup>th</sup> September and the forming of a short-term sub-committee.

## 10 Village organisations

- **Watton Youth Drop Inn**

Mr. Poulton said that the Watton Youth Drop Inn continues to be going from strength to strength. However, there continues to be a shortage of volunteer workers.

Mr. Knight agreed to write an article for the Parish News asking for volunteer helpers. **Action: I. Knight**

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

Mr. Clark said that building work at the school is due to start next Thursday. The work, which was originally scheduled to be done in 2011/12, involves moving the reception area to the side of the building closest to Glebe Close.

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

- **Watton-at-Stone Allotment and Garden Association:** Nothing to report.

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

The War Memorial Management Committee will hold its AGM on 16<sup>th</sup> November.

- **Watton-at-Stone Pre-School Playgroup:** Nothing to report.

- **Watton-at-Stone Scout & Guide Group:**

Mr. Poulton said that the Scout and Guide Group are holding their next meeting tomorrow evening, 13<sup>th</sup> October, in the Scout Hut.

- **Watton-at-Stone Sports & Social Club:** Nothing to report.

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

- **River Beane Restoration Association**

Mr. Knight said that with the demise of the regional assembles, the County Council has acquired the responsibility for the rivers.

Hertfordshire County Council has arranged a meeting for Thursday 28<sup>th</sup> October to discuss with interested parties (Environment Agency, Veolia, River Beane Restoration Association and others) the current situation relating to the chalk streams in the County.

## 11 Items for Parish News

The following item was identified for inclusion in the November 2010 issue of the Parish News.

- GSK work at the MPPA.
- Watton-at-Stone website – village events section.

The Clerk to write the entry accordingly.

**Action: J. Allsop**

- **The meeting closed at 2052.**

- **The date for the next Parish Council meeting is Tuesday 9<sup>th</sup> November 2010.**