

## Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 14<sup>th</sup> December 2010

Present: Mr. Michael Smith (Vice-Chairman) Mrs. Christine Dinnin  
 Mr. Denis Filer Mr. Ian Knight  
 Mrs. Helen McCash Mr. Nigel Poulton  
 The Clerk (Mrs. Jane Allsop)

Members of public: Mr. Chris Fowler and Mr. Harry Slater

In the absence of Mr. Meischke, Mr. Smith took the chair.

### 1 Apologies for absence and leave of absence

Apologies for absence: Mr. John Meischke (Chairman) and Mr. Iain Harris.

Leave of absence: Mr. David Stock.

### 2 Public Participation

Mr. Harry Slater (2 Glebe Court) has given Mr. Poulton a replacement petition, because the one originally sent to Hertfordshire Highways was mislaid in the post. The letter was requesting safety issues for School Lane and the items identified were a one way system, speed bumps, "slow" painted on a asphalt, signage improved (old folk warning triangles) blind bend sign.

Hertfordshire Highways will be discussing this issue at a meeting in January 2011. Members of the public will be able to attend the meeting to put forward their comments.

Mr. Slater said that a lot of children and elderly people use School Lane and the current traffic system is a danger.

Mr. Poulton told Mr. Slater that the Parish Council is not responsible for highway issues and that it was down to Hertfordshire Highways, who in turn would need to consult with the police and the emergency services.

Mr. Poulton proposed that a letter supporting Mr. Slater's letter be sent to Hertfordshire Highways.

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

**Action: J. Allsop**

### 3 Chairman's/Clerk's Report

Mr. Smith had raised one additional item.

- **Use of paper by Parish Councillors**

Mr. Smith said that the amount of information sent to Parish Councillors by the Clerk has been growing and therefore personal use of paper and printer ink had increased.

Mr. Smith proposed that a ream (500 sheets) of copy paper be purchased for each Parish Councillor, with the exception of Mr. Filer as the Clerk still prints off most documents for him. Mrs. McCash seconded the motion and all present were in favour.

**Action: J. Allsop**

Parish Councillors to ask the Clerk for additional copy paper as and when necessary.

### 4 Declaration of Interests

Mr. Poulton declared a non-pecuniary interest in item 7 a i and ii, Planning applications 1 High Street (Mr. Poulton has been helping with the application papers).

### 5 Minutes of the last meeting

#### a) Acceptance

- **Minutes of the Parish Council meeting held on 9<sup>th</sup> November 2010**

Mr. Filer 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

- **E-mail a copy of Mr. Slater's letter to Hertfordshire Highways to all Parish Councillors: completed.**

- **Place 'Peep in the Past' DVD on circulation**

Mr. Smith said that Mr. Meischke had passed the DVD to him, but he did not realise it was the only copy. He agreed to put it on circulation.

**Action: M. Smith**

- **Give Mr. Filer items for 2011/12 budget before Friday 12<sup>th</sup> November: completed.**

- **Give the Clerk a hard copy of the responses to the transport plan: completed.**

- **Carry-out six-monthly accounts inspection: completed.**

Refer to item 8 a, Budget and Finance Sub-Committee – six-monthly accounts inspection.

- **Arrange date for Budget and Finance Sub-Committee meeting: completed.**  
Refer to item 8 a, Budget and Finance Sub-Committee – Approval of minutes of Budget and Finance Sub-Committee meeting held on 19<sup>th</sup> November 2010
- **Submit Community Grant Scheme application to East Herts Council for new Pavilion blinds: completed.**
- **Arrange for Public car park sign to be made and erected on the Community Hall wall facing the car park:**  
Refer to item 8 a, Community Hall Trustees - Cost of Providing car park sign.
- **Accept Adam Welch’s quotation for work to Oak trees overhanging the MPPA: completed.**
- **Accept Adam Welch’s quotation to supply and plant eight foot tree: completed.**
- **Ask Adam Welch’s to carry-out an inspection of all the trees on Parish Council land: completed.**
- **Give Mr. Filer costs for painting the MPPA surface: completed.**
- **Add Adam Welch’s annual inspection of trees to the website diary: completed.**
- **Respond to Hertfordshire Library Services’ consultation: completed.**
- **Respond to Hertfordshire Highways Waiting Restrictions Consultation re Moorymead Close: completed.**
- **Draft letter to Datchworth Parish Council re Watton Youth Football Club: completed.**
- **E-mail all Parish Councillors a copy of the River Quality Scrutiny Topic Group meeting: completed.**

**c) Action points outstanding for more than two months**

- **Obtain quotations for hedge cutting in 2011/12: completed.**  
Refer to item 8 a, Budget and Finance Sub-Committee – Budget 2011/12.
- **Give the Clerk details of Church items to be included on Village Events section of the website: completed.**
- **Add items to Village Events section of the website: completed.**
- **Draft letter to Inspector Jon Speed re policing problems in the village: completed.**
- **Comment on the draft letter to Inspector Jon Speed: completed.**

Mrs. McCash read out the following letter, which was sent to Inspector John Speed on 23<sup>rd</sup> November.

‘I have been asked to write on behalf of Watton at Stone Parish Council to raise two matters with you.

Firstly, we should like to thank you and your team, in particular P C Andy Woodwood and PCSO Sally Brookes for their increased attention to policing issues within the village.

We trust that this increased police presence in and around the village will be maintained. It is of great importance to the old and venerable that we ensure crime is kept as low as possible so that they can feel safe in their homes and round the village.

Secondly, in these times of stringent cut backs we would like to strongly emphasise, the on going need for PCSO’s. Their support in the community is paramount in the supply of regular, active and visual policing of all rural areas, we would most defiantly not wish to see any reduction in our village policing, as we feel this would be a detrimental step, which would in the long run lead to a need for higher police activity as crime would without a doubt increase.

Please do not hesitate to contact me if you would like to discuss any of the issues raised in this letter further.’

- **Request police presence at football matches**

The following e-mail was sent to PC Andy Woodward and PCSO Sally Brooks on 7<sup>th</sup> December.

‘You may recall at the last Police Locality meeting Nigel Poulton mentioned to you the language which the footballers shout during their matches.

We’ve had complaints from local people plus the residents of Glebe Court over this foul language.

The Parish Council have discussed this issue with the Sports and Social Club but they seem unable to control the footballers’ language.

It would be greatly appreciated if you could attend the start of one of the home football matches and warn the players about their language.

Is this possible if so I’ll let you know the times and dates of their home matches.’

The Clerk has e-mailed PC Andy Woodward the dates of the next two football matches in the village.

## 6 Planning

Mr. Harris, e-mailed the Clerk on 10<sup>th</sup> December, giving his apologies to this meeting and stating that he supports both the planning applications under item 6 a – 1 High Street.

Mr. Smith reported on the following items.

### a) Applications

#### i) 1 High Street (3/10/2010/LB)

Change of use from Public House to residence. Conversion and extension of existing outbuilding to form garaging. Modifications to existing vehicular crossover.

This item was discussed with the item below.

#### ii) 1 High Street (3/10/2011/LB)

Demolish former toilet accommodation, construct single storey rear extension, insert roof lights and internal alterations to accommodate residential use. Conversion and extension of existing outbuilding to form garaging. Modifications to existing vehicular crossover.

The plans for both these application have been on high-speed circulation. Parish Councillors first viewed the draft plans during their meeting in September and again at the public consultation on 27<sup>th</sup> September. After discussion, Parish Councillors agreed to write strongly supporting both the applications.

**Action: J. Allsop**

### b) Decisions

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

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

- East Herts Council – permission granted

## 7 Specific items

### a) Churches Serving Watton – 2011 Community Service

Mr. Knight has booked the Pavilion facilities at the Community Hall for use during the Community Service on Sunday 3<sup>rd</sup> July 2011.

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

Mr. Knight to inform the Churches Serving Watton and the Cricket Club.

**Action: I. Knight**

### b) Letter from Mr. H Slater to Hertfordshire Highways re School Lane

This item was discussed under item 2, Public participation.

### c) Include an article in the next School newsletter requesting Neighbourhood Watch volunteers to come forward and arrange for fliers to be delivered in the areas where volunteers are required

Mrs. McCash said that following discussions with PC Andy Woodward this item has been put on hold.

### d) Hertfordshire Police - Community Speed Watch

PC Andy Woodward e-mail Mr. Poulton and Mrs. McCash on 8<sup>th</sup> December as follows.

‘Hi Nigel and Helen,

I hope you are both well. I am writing to inform you both about the launch of the Community Speed Watch programme in East Herts. It basically involves a small group of volunteers from a neighbourhood all receiving a small amount of training in using the SID (the speed detection device with the smiley face, which the PCSO's currently use). These volunteers would then be able to take this device out onto agreed roads (subject to a few rules i.e. daylight, not on a dangerous bend etc). They would also be supplied with high visibility jackets. The volunteers who do catch vehicles exceeding the speed limit would then write down the index numbers and give them to us for PNC checks to be completed and warning letters sent out to the owners of these vehicles.

At present CSW is being trialled in North Herts and this trial is scheduled to conclude in February/March 2011. At the end of this trial if it is deemed a success (which I strongly believe it will be) then it will be rolled out in East Herts and Broxbourne. What I would like is to try and muster a team of around 6 people from Watton At Stone (Yourselves can be included in that too!) who are willing to take part in this scheme. These volunteers will need to be vetted and this will take about 3 months and will not happen until the conclusion of the trial in North Herts so we are looking at a timetable of starting this scheme for real in the early summer of next year.

If you have any questions please let me know and I will try to answer them. If you could assist in coming up with about 6 willing volunteers for next summer then that would be fantastic.

Thank you both. Andy’

Mrs. McCash agreed to draft an e-mail for the Clerk to send to all Parish Councillors asking if any Parish Councillors would be interested in receiving a small amount of training in using the speed detection device on a volunteer basis. **Action: H. McCash/J. Allsop**

If less than six volunteers come forward from the Parish Council, neighbourhood watch co-ordinators will be asked if they would be interested.

Mr. Poulton said that he had been out with the police using the speed detection device on numerous occasions and would be offering his services.

## 8 Reports

### a) Sub-Committees

#### Budget & Finance

Mr. Filer reported on the following items.

- **Monthly accounts**

Payment of City Roofing Contractors invoice for £193.88 (including VAT) to replace broken roof tiles and cleaning out the blocked gutters is included in the monthly accounts. A quotation for the work was not received because it would have increased the overall cost of the work being done, due to call out charges.

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

- **Six-monthly inspection of accounts**

Mrs. McCash said that she carried-out the six-month inspection of the Parish Council and Community Hall accounts on the 24<sup>th</sup> November and the accounts were in good order.

A copy of Mrs. McCash's report to be included in the Community Hall and Parish Council accounts for 2010/11. **Action: J. Allsop**

Mrs. McCash said that the bank statements for the Parish Council and Community Hall are only issued every three months and therefore she had been unable to check many of the expenditure and income items against a bank statement. The Clerk said she had previously been informed by the Alliance and Leicester bank that they would charge for monthly statements. Santander has now taken over the Alliance and Leicester bank. The Clerk to contact Santander to see if this still applies. **Action: J. Allsop**

It was agreed that if no bank statement is available, Mrs. McCash should check the bank details on-line with the Clerk.

- **Approval of minutes of Budget and Finance Sub-Committee meeting held on 19<sup>th</sup> November 2010**

Mr. Poulton proposed that the minutes of the Budget and Finance Sub-Committee meeting be accepted and signed by the Chairman as a true record. Mr. Knight seconded the motion and all present at that meeting were in favour.

- **2011/12 budget**

- **Community Hall hire-charges**

Mr. Knight proposed that the Community Hall hire-charges should remain the same gross amount (i.e. gross including VAT regardless of the percentage rate). Mrs. McCash seconded the motion and all present were in favour.

- **The Sports and Social Club hire-charge**

Mrs. McCash proposed that the Sports and Social Club hire-charge to be increased from £2,600 to £2,650 per annum. Mrs. Dinnin seconded the motion and all present were in favour.

The Clerk to write to the Sports and Social Club accordingly. **Action: J. Allsop**

- **Allotment rents**

Mr. Poulton proposed that the allotment rent remains the same at £20 per full allotment and £10 for one-half of an allotment. Mrs. Dinnin seconded the motion and all present were in favour.

- **Various quotations**

Mrs. McCash proposed that the following quotations be accepted.

- Frank Cooper and Son Limited's quotation of £48 per cut (plus VAT), to gang-mow the sportsfield grass be accepted.
- Ted Brown's verbal quotations of £70 and £30 per cut for strimming and mowing works and £60 for pruning the Community Hall garden once a year be accepted.
- Nick Whitehead's verbal quotation of £340 (plus VAT) for sportsfield hedge cutting be accepted.

- Blue Bury Contractors verbal quotation of 1% increase on the 2010 charge of £1060 plus VAT (namely, £1070.60, plus VAT) for grass cutting work on the Lammas and Watton Green be accepted.

Mrs. Dinnin seconded the recommendations and all present were in favour.

The Clerk to write to all contractors accordingly.

**Action: J. Allsop**

- Employees and self-employed remuneration**

This item was discussed directly after item 8 a, Community Hall - Car park usage.

- Estimated election costs**

Mr. Filer said that in his draft budget statement, issued to all Parish Councillors prior to the meeting, he had included a figure of £600 for election costs, presuming a contested election. However, Jeff Hughes (East Herts Council) has now written suggesting a figure of £1,100 should be submitted. Mr. Filer proposed that the sum of £1,100 for election costs be included in the 2011/12 budget.

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

- Budget 2011/12 details**

Prior to the meeting, all Parish Councillors were given a copy of the draft budget-figures for 2011/2012.

Mr. Filer said that he and the Clerk had reviewed each item and compared the figures with those already spent this year and in previous years. A similar process was then repeated at the Budget & Finance Sub-Committee meeting held on the 19<sup>th</sup> November and alterations made where necessary.

- Gas supply**

However, since the Budget and Finance Sub-Committee meeting took place, Mr. Meischke has been in negotiation with Khaled Hussain, of Make it Cheaper, re a new gas contract. The current gas contract with Npower is due to end in March 2011.

Khaled Hussain has obtained quotations based on an annual consumption of 51846 kWh; however, the actual annual gas usage at the Community Hall is in the region of 75720 kWh per annum. This figure cannot be altered until we accept a new contract and then ask Transco to alter the actual usage.

If a contract were taken out with British Gas, who provided the best quotation, the cost would be approximately £2,600, which is a £400 reduction on NPower's current rates, based on a 75720 kWh annual usage.

Mr. Filer proposed that Khaled Hussain, of Make it Cheaper, be instructed to accept British Gas' quotation and that notification is given to Npower. Mrs. McCash seconded the motion and all present were in favour.

**Action: J. Allsop**

Mr. Filer proposed the draft 2010/11 budget figures for the Parish Council and Community Hall be accepted, subject to the following changes.

**Community Hall**

- Expenditure**

Gas	£2,600	(- £400)
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**Income**

Grant from Parish Council	£5,930	(- £400)
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**Parish Council**

- Expenditure**

Clerk's salary (Tax, NI and allowances)	£10,625	(- £175)
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Election costs	£1,100	(+500)
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Grant to Community Hall	£5,930	(- £400)
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**Income**

Precept	£29,995	(-£75)
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Mr. Smith seconded the motion and all present were in favour.

The Clerk to issue revised budget sheets, which will be attached to these minutes.

**Action: J. Allsop**

**See attached**

- Precept 2011/12**

Mr. Filer proposed that the Parish Council agrees a Precept of £ 29,995 and that the Precept forms be duly completed and returned to East Herts Council. Mrs. McCash seconded the motion and all present were in favour.

**Action: J. Allsop**

- Coif investment**

Mr. Filer said that he had telephoned CCLA Investment Management Limited re our COIF Charities Deposit Fund account to find out if they have any other accounts which would give the Community Hall a

better rate of interest. He was informed that they do, but it would require investing in shares. Mr. Filer said he was not happy with this option as the share value could easily go down and we are dealing with public money. However, he agreed to continue to see what options the CCLA Investment Management Limited may have.

**Action: D. Filer**

Mr. Filer said he carried-out a similar process with the War Memorial Hall's bankers who had nothing available for long-term high interest.

- **Community Hall advert in the Parish News**

BSWW Parish news have submitted their invoice of £100, which is the 2011 annual charge for the Council Community Hall advert. Mr. Smith proposed that the invoice be paid, Mrs. Dinnin seconded the motion and all present were in favour.

**Action: J. Allsop**

- **SLCC Annual membership**

The SLCC membership renewal is £118. The membership provides the Parish Council with legal advice and useful information about changes in legislation, e.g. changes in accounting practises. Although this information is also available from the Hertfordshire Association of Local Councils, the annual membership fee would be in the region of a thousand pounds.

Mrs. McCash proposed we renew the SLCC membership. Mr. Smith seconded the motion and all present were in favour.

**Action: J. Allsop**

- **Payment approval of invoice for repairing the tiles on the Community Hall roof**

This payment was approved under 8 a, Budget and Finance Sub-Committee - monthly accounts.

- **Gas supplier cost – contract renewal**

This item was discussed under 8 a, Budget and Finance Sub-Committee – Budget 2011/12.

## Community Hall Trustees

Mr. Poulton reported on the following items.

- **Cost of Providing car park sign**

At the November Parish Council meeting, it was agreed to have a sign made-up with the following wording and erect it on the Community Hall wall facing the car park.

‘This is a Public Car Park.

Please avoid blocking-in other users and be prepared to move your vehicle in the event that other vehicles cannot exit the car park’.

Two quotations have been obtained.

- Arro Signs - £135 plus VAT

The sign to be identical in size and design as the existing byelaws sign (White laminate sign with black engraved text).

- A.S.A.P. Signs - £ 35 plus VAT

This is a verbal quotation for a white aluminium composite sign with black printed wording.

Mrs. McCash proposed that Arro Signs quotation is accepted because the style will be identical to the sign already on the Community Hall wall. Mrs. Dinnin seconded the motion and all present were in favour.

**Action: J. Allsop**

- **New water heating system for the "Home Team" showers**

James Turner installed the new water heating system to the 'Home Team' showers on 22<sup>nd</sup> November.

Mr. Poulton said that the Footballers and Cricketers should notice a vast improvement.

Mr. Smith said that at the last meeting of the Sports and Social Club no mention was made of the temperature of the showers. Mr. Knight said he had received no reports on the improved temperature of the showers.

- **Car park usage**

Mr. Fowler (1 School Lane) who lives opposite the Community Hall car park, explained the problems he was having at night with cars parking in the area and playing loud 'boom booming' music. He said that this was happening on a regular basis of three to four nights a week. He has contacted the police on several occasions and a patrol car was sent out on one occasion. However, by the time the patrol car arrived the disturbance had gone. The police have asked Mr. Fowler to make a note of the model of the cars, their registration numbers and the date and time the problem occurred.

Mr. Fowler said there are two cars that are regularly showing up at night in the Community Hall car park. He suggested that the car park should be locked up at night and recommended a lockable bar that slides across the entrance from the car park wall. He also offered to lock the car park each night and unlock it first thing in the morning. Mr. Poulton said he was concerned that locking the car park could cause more problems than it would solve. Firstly, what happens if cars are legitimately parked in the car park and are locked in. In addition, what type of barrier/gates could be used.

It was agreed that the problem at the Community Hall car park is not so much a car parking problem but a noise issue.

If the noise problem is persisting three to four times a week, Mr. Fowler could contact the Environmental Health Department at East Herts Council for advice.

Mr. Smith agreed to obtain the cost of sliding gates.

**Action: M. Smith**

The Society of Local Council Clerks to be contacted to seek their advice on this noise issue.

**Action: J. Allsop**

Mr. Fowler left the meeting.

Mrs. McCash expressed her concern for Mr. Fowler's safety should gates be installed and he takes on the task of closing them at night.

- **Employees and self-employed remuneration**

This item was discussed under 'Exclusion of the Public and Press' and the meeting was closed to the public.

### Recreation & Amenities

Mr. Knight reported on the following items.

- **MPPA - drain clear**

The tennis court is suffering from the usual seasonal accumulation of fallen leaves. This is affecting the drainage of the MPPA surface, as the aggregate trench is full of rotten leaves.

Ted Brown to be asked to clear the leaves periodically over the next few weeks.

**Action: I. Knight**

- **MPPA - oak tree pruning**

Adam Welch has been instructed to prune the Oak tree, but due to the recent cold weather this work is outstanding. Mrs. Dinnin agreed to chase.

**Action: C. Dinnin**

- **Dog fouling on the MPPA**

Dog owners have been walking their dogs on the MPPA and allowing them to foul without clearing up the debris. It was agreed to obtain 'No dogs' notices which Mr. Knight will put up on the MPPA fencing.

**Action: I. Knight/J. Allsop**

- **Floodlight**

The fitting on the floodlight nearest to Church Walk and the Community Hall is slightly out of alignment.

It was agreed to look up the guarantee to see if we are still covered and take action as appropriate.

**Action: I. Knight/J. Allsop**

### Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

Mrs. Dinnin said that while carrying out the monthly-village report she noted that the two trees which are growing on Bob Thurlow and John Phillips' plots have still not been cut back.

Mrs. Dinnin has spoken to Mr. Meischke, who suggested that we give them one more chance to cut the trees back before taking official action.

Mrs. Dinnin to speak to Bob Thurlow and Mr. Meischke will speak to John Phillips.

**Action: C. Dinnin/J. Meischke**

Mr. Smith said he had purchased the kissing gate, which will be paid for out of our Parish Paths

Partnership (P3) grant. He said he anticipated installing it and making it rabbit-proof before the end of the year.

**Action: M. Smith**

#### **P3 annual grant**

The Clerk to remind Fiona Underhill (Countryside Management Service) that the Parish Council is awaiting their annual P3 grant of £1000.

**Action: J. Allsop**

- **Footpath 17**

Mr. Smith said that dog fouling is a big problem on footpath 17 especially along the boundary of the school. Mrs. Dinnin said that in the current weather conditions dog walks use this area because it is a dry walk. Mr. Poulton said that Watton-at-Stone Primary School are in the best position to report dog-fouling problems to Hertfordshire Highways.

## b) Routine reports

### i) Emergency escape lighting tests and manual alarm call tests

Mr. Poulton and Mr. Meischke carried-out the emergency escape lighting tests and manual alarm call tests on Sunday 12<sup>th</sup> December.

**ii) Monthly village-report**

Mrs. Dinnin completed the report on 13<sup>th</sup> December.

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

- Due to the current weather conditions, the salt bins are being vigorously used.

**iii) Weekly sportsfield-report and action**

Ted and Rosemary Brown will be on holiday from 27<sup>th</sup> to 31<sup>st</sup> December.

**v) Website**

None.

**v) Website diary**

None.

**9 Correspondence received**

**a) Policing plan for 2011-2014**

All Parish Councillors were sent a copy of an e-mail from Stuart Nagler JP DL (Chair, Hertfordshire Police Authority) dated 30<sup>th</sup> November and attached Hertfordshire Policing Plan for 2011-2014. The Parish Council need to respond to the plan by 14<sup>th</sup> January 2014.

Mrs. McCash agreed to draft a response for discussion at the January 2011 Parish Council meeting.

**Action: H. McCash**

**Agenda: 01/2011**

Mr. Poulton said that the funding of a PCSO by a group of Parish Councillors could be put on the agenda for the next inter Parish Conference. Mr. Filer said that this type of funding would unreasonably increase the annual precept of all Parish Councils involved. Mrs. McCash said that the funding of a PCSO from a Parish Council precept may actually show a decrease in the overall cost of a PCSO to the rate payer.

**b) E-mail from Lance Holman, Hertfordshire Highways re plans to implement waiting restrictions in Moorymead Close**

All Parish Councillors have been sent a copy of Lance Holman's e-mail (dated 1<sup>st</sup> December) thanking the Parish Council for their comments regarding the proposals for Moorymead Close and stating that he will keep us informed of any developments.

Mr. Filer said that he had recently counted 36 cars parked along Moorymead Close. He said that this was a totally unacceptable level of parking, especially as emergency vehicular access is being obstructed. However, he showed concern that if double-yellow lines were installed, the parking problem could extend to other areas in the village such as Hazeldell.

**c) E-mail from Bob Thurlow re allotment holders contact details**

All Parish Councillors have been copied with Bob Thurlow's e-mail (dated 3<sup>rd</sup> December) requesting that the Clerk give Dave Wilkinson a current list of allotment holders addresses so that he can circulate seed catalogues.

Mr. Harris' legal expertise was sort on this matter and the following response was emailed to Bob Thurlow on 7<sup>th</sup> December.

'I am replying on behalf of the Parish Council to the request in your email of 3<sup>rd</sup> December that I give Dave Wilkinson a current list of allotment holders addresses.

I know that on its face this seems an innocuous request but as you will appreciate the Parish Council has to act in accordance with the law.

The position is that the names and addresses of the allotment holders is exempt information under the Environmental Information Regulations 2004. Accordingly I have to refuse, on behalf of the Parish Council, your request under Paragraph 14(1) of the Regulations. The reason for refusal is that the request is for personal data of which you are not the data subject.

I also have to say that you may make representations to the Parish Council under regulation 11; and I draw to your attention the enforcement and appeal provisions applied by regulation 18''.

**d) E-mail from Rosemary Cooper re High Street bench at bus stop (near Great Innings junction)**

All Parish Councillors were sent a copy of Rosemary Cooper's e-mail, dated 7<sup>th</sup> December, as follows.

'Any chance of getting a clean-up of said bench. All the yew berries came off in the snow, and it is badly marked with berry juice. I took a stiff brush down yesterday on way to get paper, but not enough, berries are squashed and ground into it, so cannot sit on it without marking clothes. It needs a good rub down, can PC organise something? (PS congrats on careful repair to seat opp. surgery, I sit on it most Monday mornings to see if anyone wants a beginners walk).'

Mr. Smith and Mr. Poulton agreed to inspect the bench on Friday 17<sup>th</sup> December and take action as necessary.

**Action: M. Smith/N. Poulton**



**e) Hertfordshire County Council – Rights of Way Improvement Plan**

The Hertfordshire County Council’s Rights of Way Improvement Plan document is currently on circulation together with the Home to School Transport Plan.

Mr. Poulton and Mr. Smith agreed to form part of a working group, which will meet on Wednesday 5<sup>th</sup> January 2011 at 1500, to discuss both these documents and present their recommendations to the January Parish Council meeting. All Parish Councillors are welcome to attend the working group meeting.

**Action: Parish Councillors**

**f) Hertfordshire Highways – carriageway repair work – A602/119 roundabout, Watton-at-Stone**

Hertfordshire Highways have hand-delivered, to all households in Watton-at-Stone, notices advising of the forthcoming carriage repair work at the A602/119 roundabout, which subject to weather conditions will be carried-out on Tuesday 4<sup>th</sup> January 2011 for three night between the hours of 2000 and 0600.

**10 Village organisations**

- **Watton Youth Drop Inn**

Mr. Poulton said that the Watton Youth Drop Inn would not be meeting on Wednesday 24<sup>th</sup> February.

The Clerk to invoice the Watton Youth Drop Inn accordingly.

**Action: J. Allsop**

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

- **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**

Mrs. McCash, in the absence of Mr. Stock, reported that the War Memorial Management Committee held it’s AGM on Tuesday 16<sup>th</sup> November and a healthy profit was presented to the meeting.

The following officers were re-elected.

Chairman:	Helen McCash
Secretary:	Carole Moore
Bookings Secretary:	Mary Phillips
Treasurer:	Pam Filer.

A fire risk assessment will be carried-out soon and a new first aid kit and accident report book has been purchased.

- **Watton-at-Stone Pre-School Playgroup**

Mrs. Dinnin said the Pre-School Playgroup held their Christmas fund raising event on Sunday 5<sup>th</sup> December and approximately £800 was raised. However, expenses need to be taken out of this figure.

Pupil numbers are on the low side for next term (January 2011) therefore the current fees will remain the same for 2011.

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

Mr. Poulton said that it would appear that the garage on the Scout and Guide hut site is being leased to a Lady but is also included in the Scout and Guide ground rent paid to the Abel Smith estate.

Mr. Poulton has agreed to act as an intermediary for both parties.

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

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

- **River Beane Restoration Association:** Nothing to report.

**11 Items for Parish News**

There were three items identified for inclusion in the February 2011 issue of the Parish News.

- New hot water system for the “Home Team” showers.

**Action: J. Allsop**

- Parish Council budget set with slight decrease in precept level.

**Action: D. Filer**

- Transport Survey and covering letter.

**Action: I. Knight/J. Allsop**

- **The meeting closed at 2130.**

- **The date for the next Parish Council meeting is Tuesday 11<sup>th</sup> January 2011.**