

Minutes of the meeting of the Wotton-at-Stone Parish Council held in the Community Hall on Tuesday 21st June 2011

Present: Mr. Michael Smith (Chairman) Mr. John Meischke (Vice-Chairman)
 Mr. Denis Filer Mr. Ian Knight
 Mrs. Helen McCash Mr. David Stock
 Ms. Emma Waltham The Clerk (Mrs. Jane Allsop)

1 Apologies for absence and leave of absence

Apologies for absence from Mr. Nigel Poulton, Mrs. Christine Dinnin Mr. Iain Harris.

2 Public Participation

None.

3 Chairman's/Clerk's Report

Mr. Smith had five additional items for this meeting.

- **East Herts Council - Annual playground inspection**

Ian Sharratt (Environmental Manager – Parks and Open Spaces) wrote on the 14th June advising us that the annual playground inspections in East Herts are due to take place in the final two weeks in July. The cost of this year's inspection is £46.55 plus VAT. The inspection includes an equipment risk assessment and a printed report.

Mr. Meischke proposed that we instruct East Herts Council to carry-out the sportsfield playground inspection. Mrs. McCash seconded the motion and all present were in favour.

Action: J. Allsop

- **Annual Community Service**

Mr. Smith read out a letter (dated 9th June) from Pauline Bunce, of the Churches Serving Watton, requesting the use of the Pavilion facilities and sportsfield for the Community Service on Sunday 3rd July 2011. They will require the facilities from 1030 to 1200.

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

A letter to be sent to Pauline Bunce accordingly.

Action: J. Allsop

The Cricket Club are aware of the dates and times of the Community Service.

- **E-mail from Peter Knight re Letter from scouts night hike on 1st October – even between 1600 and 2200**

Mr. Smith read out the following e-mail (dated 21st June) from Peter Knight (Deputy District Commissioner Hertford District Scouts).

'Hertford District Scouts and Guides intend to run our annual night hike on 1st October 2011. This will start from Watton School (booked) and head out towards Bramfield Woods and back.

We will be using the field by the War Memorial (booked) and would have the people parking their cars walk on the path through the allotment area and then on to the school. This car parking solution worked well in 2007.

The event is going to run from 1600 until late at night, although the majority will be back before 2200.

I am in the process of sorting out with Mr. Abel Smith, the Forestry Commission, farmers etc, but would hope there is no problems or concerns with the Parish Council. I will be leafleting near by houses, and would appreciate a contact for Beane River view, the parish magazine and the Allotment Association, so I may make sure all parties are happy with the proposal.

The police will be notified and all relevant risk assessments and risk mitigation measures put in place, we have been running this now for over 10 years and we have a good record.

Obviously it is several hundred people (but not all at once in the same place!), but we have plenty of time to make sure its not going to be a problem. I am very happy to provide you with any further information should you wish it, but would appreciate it if you would raise it with the parish council and hope there are no issues with this popular event that was successfully run in your area back in 2007.'

E-mail Peter Knight contact details for the Parish News and the River Beane Restoration Association and inform him that the Parish Council are the contact for the Allotments.

Action: J. Allsop

- **Planning e-consultation**

Paul Burt (Business Manager Development Control, East Herts Council) wrote on 26th May and Mr. Smith read out the following extract. .

‘After carefully considering the E-Consultation, we hereby give notice that as from the 1st July 2011 hard copy plans will not be distributed to the Parish Councils.’

All Parish Councillors to be e-mailed the e-consultation planning application notifications as soon as they arrive, so that they can view the planning application on-line. **Action: J. Allsop**

The Clerk will print off a hardcopy of the plans, and associated documents, and give these to the planning co-ordinator. **Action: J. Allsop**

- **Planning application – 22 Rivershill**

This item to be discussed under 6 a, Planning applications.

4 Declaration of Interests

Mr. Smith declared a pecuniary interest in item 8a, Environment Sub-Committee – Grass cutting on the Lammas and Watton Green.

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Annual Meeting of the Parish Council held on 10th May 2011**

Mr. Meischke proposed that the minutes be accepted and signed by the Chairman as a true record. Mrs. McCash seconded the motion and all present were in favour.

- **Minutes of the Parish Council meeting held on Tuesday 10th May 2011**

Mr. Meischke proposed that the minutes be accepted and signed by the Chairman as a true record. Mrs. McCash seconded the motion and all present were in favour.

b) Review of actions

- **Arrange for the Annual reports to be included in the Parish Council News: completed.**

- **Amend Standing Orders**

At the Annual meeting held on 10th May, Parish Councillors were asked to amend the existing Standing Orders to show that the Parish Council now meets on the third Tuesday of every month, with two exceptions, the December meeting will be held on the second Tuesday and in August, there is no meeting.

The Clerk to e-mail the above amendment to all Parish Councillors.

Action: J. Allsop

If they have not already done so, Parish Councillors to amend their standing orders.

Action: Parish Councillors

- **Purchase one copy of the NALC’s revised version of the Standing Orders: completed.**

Refer to item 7 f, Specific items - New Standing Orders booklet.

- **Type up the new version of the NALC Standing Orders**

Refer to item 7f, Specific items - New Standing Orders booklet .

- **Send all Parish Councillors a copy of their Notices of Registrable Interests**

All Parish Councillors, with the exception of Mr. Poulton have been e-mailed a copy of their Notices of Registrable Interests.

The Clerk to give Mr. Poulton his Notices of Registrable Interest on his return from holiday.

Action: J. Allsop

- **Check details on Notice of Registrable Interests and amend as required**

All Parish Councillors, with the exception of Mr. Poulton (see above item) have checked the details on their Notices of Registrable Interests and amended them as required.

- **E-mail all Parish Councillors letter from River Beane Restoration Association: completed.**

- **Write to all candidates who applied for co-option to the Parish Council: completed.**

- **Arrange for Ms. Waltham to sign the Declaration of Acceptance of Office: completed.**

- **Take ‘Peep in the Past’ film to Stanley Productions (London) to obtain a quotation**

Mr. Smith said that Mrs. Dinnin showed the ‘Peep in the Past’ film to her son Alex and he informed her this is a video tape and unless we can find the original film, the quality could not be improved.

It was agreed that no further action should be taken.

- **Arrange for the rubbish to be removed from around the Cricket Shed and inform Bob Clayton**

Mr. Knight said that he and Ted Brown had removed the rubbish from around the Cricket shed.

- **Include paragraph about gritting in both the Community Hall and Sports and Social Club hire agreements: completed.**
Mr. Knight to arrange for the Chairman of the Sports and Social Club and the Chairman of the Parish Council to sign two copies of the Sports and Social Club hire agreement. **Action: I. Knight**
- **Fix the two aluminium dog signs to the MPPA fencing: completed.**
- **Chase CMS for Parish Paths Partnership grant form: completed.**
- **Chase Hugh McAlpine about the repair of the War Memorial**
Hugh McAlpine, found the missing chip of stonework and glued it back for £30.
- **Speak to Nick Fox (Abel Smith Estate) re permission for Water Vole Survey**
Mr. Meischke said that he spoke to Nick Fox, who would be happy for the Wildlife Trusts to carry out a Water Vole survey on the Abel Smith stretch of the River Beane adjacent to the Lammas.
Mr. Meischke said he was unsuccessful in trying to telephone the Environment Agency to give them permission to survey this section of river.
Mr. Meischke to try to contact the Environment Agency again. **Action: J. Meischke**
- **E-mail Mr. Meischke details on Water Vole Survey: completed.**
- **Write to Planning department re 31 Lammas Road: completed.**
- **Write to Stuart Nagler re Special Constables**
Refer to item 7 g, Specific items - Special Constables.
- **Write to Inspector John Speed re low police detection rates in East Hertfordshire**
Mrs. McCash said she is arranging a meeting with Inspector John Speed and will raise this issue with him as well as other topics related to Watton-at-Stone. **Action: H. McCash**
- **Obtain the keys to the Whempstead notice board from Mr. Clark and remove all the notices: outstanding.**
- **Ask Mr. Clark if his son Tim is available to do the strimming work on the Parish Council land at Rivershill**
Mr. Meischke said that Tim Clark has completed the clearance work to a very high standard.
- **Complete the on-line Bus Strategy Consultation: completed.**
- **Ask Ted Brown to trim and clear the car park end of the footpath between the High Street and Rivershill: completed.**
- **Inform Hertfordshire Highways about potholes on footpath between the High Street and the Lammas Road: completed.**
Mr. Filer confirmed that the potholes had been filled, however it was a rough job but adequate for the time being.
- **Arrange for ferreting licences to be signed by Mr. Adams and Mr. Phillips: completed.**
- **Arrange for Mr. Smith to sign the ferreting licences: completed.**
- **Return a copy of the signed licences to Mr. Adams and Mr. Phillips: completed.**
- **Post Annual return and supporting documentation to BDO by Friday 17th June 2011: completed.**
- **Send signed copy of Community Hall audited accounts to McCash and Hay: completed.**
- **Accept AON Limited's quotation for Parish Council insurance: completed.**
- **Carry out Employee Performance review: completed.**
- **Ask Brian Bunyan to repair broken catch on the external cupboard doors**
Refer to item 5 c, Action points outstanding for more than two months - Chase Brian Bunyan about replacing glass with wooden panels on main entrance door.
- **Check that the horizontal sections of the goal supports are chained and locked**
Mr. Knight confirmed that the goal supports are chained and padlocked.
- **Inspect Lammas bank steps**
Mr. Smith read out part of an e-mail (dated 10th June) from Derek Turner of the Countryside Management Service
‘I have arranged with Mr. Abel Smith for us to detail with the handrails on Footpath 11 on Tuesday (14th June) using material supplied by Tom Goldsmith.’
- **Accept Adam Welch's quotation to cut down trees on plot 34a: completed.**
- **Inform John Phillips about trees being cut down on plot 34a: completed.**

- **Send out letters to allotment holders who are not cultivating their plots: completed.**
- **Arrange for new brushes to be fitted to the boot cleaners**
Mr. Knight said he would have the new brushes fitted before the start of the football season. The work had been started but is a slow process to complete.
This item to be placed on the September agenda. **Action: I. Knight - 09/11**
- **Obtain cost of dog bins from East Herts Council**
Jackie Bruce (Service Development Officer, East Herts Council) e-mailed on 10th June, the costs for Wybone dog bins as follows.
Wybone Dog Bin WDB/112 - £361.40 + Carriage + VAT
Ground Anchor - £40.19 + Carriage + VAT
Wybone WDB Post mounted Dog Bin - £144.99 + Carriage + VAT
Mrs. McCash proposed that a Wybone WDB Post mounted dog bin be purchased. Mr. Meischke seconded the motion and all present were in favour. **Action: J. Allsop**
- **Contact Christopher Billet of ZoomPC (Stevenage) re request for website entry: completed.**
- **Raise the issue of bonfires and parking considerably at next Allotment and Garden meeting: outstanding.**
- **Write letter of thanks to Charles Clark for his years of service on the Parish Council: completed.**

c) Action points outstanding for more than two months

- **Chase Brian Bunyan about replacing glass with wooden panels on Main entrance door: outstanding.**
Mr. Meischke said that Brian Bunyan has promised to replace the glass with wooden panels on the main entrance door and repair the broken catch on the external cupboard doors on Thursday this week.
Mr. Meischke to chase to Brian Bunyan to ensure the work is done. **Action: J. Meischke**

6 Planning

a) Applications

i) 110, Great Innings North (3/11/0773/FP)

Part two-storey, part single-storey side extension

Ms Waltham visited the neighbouring properties, who had no objections to the application.

Parish Councillors present at the informal planning meeting held in the Community Hall on 1st June, viewed the plans and instructed the Clerk to write to East Herts Council informing them that we have no comment on this application.

ii) 113, High Street(3/11/0783/LB)

Internal refurbishment including removal of existing internal walls to enlarge kitchen, addition of 3 no. new fixed seating areas, blocking up of existing doorways, new stud partition and door to form disabled WC and installation of new floor finishes

Mr. Harris reviewed this application, which is for listed building consent and recommended that the Parish Council write in support. Mr. Smith and Mr. Poulton endorsed Mr. Harris' recommendation and the Clerk was instructed to write East Herts Council accordingly.

Parish Council agreed with this decision.

iii) 1, High Street (3/11/0772/FP)

2 No. detached dwellings with associated car parking and vehicular access

The plans submitted in December 2010 were later withdrawn and the current application shows some changes to the original plans, including a small reduction in height level of the two properties and a reconfiguration to property one so that gap between the dwelling and Walkern Road is extended.

Mr. Smith read out a statement sent to East Herts Council by Mr. and Mrs. Taylor of Beane Cottage outlining their concerns to the new application.

At the December 2010 meeting, Parish Councillors agreed to write in support of the application.

Parish Councillors looked at the plans and agreed to write to East Herts Council informing them that they have no comment on the application. **Action: J. Allsop**

iv) Land to south of, Station Road, Watton At Stone (3/11/0872/RP)

The erection of 111 residential units with landscaping, amenity infrastructure and parking

A majority of Parish Councillors met on the 1st June to view and discuss the plans. Parish Councillors who were unable to attend the meeting were also given an opportunity to study the plans. The points raised at the meeting and some extra items identified were e-mailed to all Parish Councillors on 2nd June.

After further discussion by Parish Councillors, it was agreed to write to East Herts Council as follows.

‘The Parish Council are particularly concerned that traffic control/calming /speed management be adequately addressed and look forward to seeing the proposals (we note that £55,000 has been set aside for this).

Some areas are marked ‘Public Open Spaces’ (POS) however, we note that the larger area to the south of the development is not so marked, we trust this is an oversight. We are particularly concerned that this area is physically protected from vehicular access. We are also concerned that a responsible agency be appointed to maintain this site in the future. We trust these issues will be addressed in the S 106 agreement.

The Parish Council would like to see the following.

- A ten-year maintenance program for all planting within the site so that it matures according to plan.
- Village residents in housing need to be awarded extra points when allocations are first made.
- A footpath fit for purpose, temporary or permanent, from the eastern edge of the development connecting it to the footpaths serving the school. This will save children walking to school via Station Rd. and will provide a drop-off point for children arriving by car, thus relieving the pressure on Glebe Close and Hockerill.

This development will increase dwellings in Watton-at-Stone by about 10% and will place increasing demand on our already stretched recreational facilities. The Parish Council do not think that it would be unreasonable to expect a contribution to be made towards the provision of more play equipment and surfaces and improving access to and modernisation of our community hall. Further tennis courts are in the advanced stage of planning and also require additional funds.

The Parish Council are disappointed to see that no provision is made for renewable energy and water conservation given the stated policies of local government. A new development of this size would be an ideal time to include such measures given the incentives currently available. This is a particularly sensitive issue for Watton-at-Stone seeing that they are being asked to consider a large wind turbine on our boundary and suffer the degradation of the River Beane due to over extraction.

The Parish Council note that this is phase one of the total development proposed at the public consultation period. Much was made of the Early Learning Centre and Medical Centre and was more than instrumental in persuading us to embrace the proposal. They trust that this will be addressed sooner rather than later.’

Action: J. Allsop

v) 22 Rivershill (3/11/0967/FP)

Single-storey and two-storey, side and rear extensions, replacing existing garage and conservatory

Mr. Stock reminded Parish Councillors that we had objected to the previous application because it was an over-development of the site and not in keeping with the extensions on the adjacent properties. The residents of 20 and 22 Rivershill also objected to the application.

Yesterday, Mr. Stock had a visit from Vernon Dunhill (20 Rivershill) to discuss this new application and to say that he had no objection to it (mainly because the objections to the first application had been addressed).

Also, Helen Doubal (24 Rivershill) e-mailed the Clerk on 20th June as follows.

‘We don’t have any comments on the amended plans for 22 – similar in many ways to what we did with ours, so no objections.’

Mr. Stock explained the differences between the refused-application and the current application in detail. All Parish Councillors then agreed that we write to East Herts Council informing them that they have no comment on the application.

Action: J. Allsop

b) Decisions

i) 22 Rivershill (03/11/0508/FP)

Single storey and two-storey side and rear extensions, replacing existing garage and conservatory

-East Herts Council permission refused

ii) 99 High street (3/11/0350)

New dwelling with part formed of conversion of existing stable with attached existing garage and parking

-East Herts Council permission refused

iii) 39 Hazeldell (03/11/0557/FP)

Single storey porch/front extension

-East Herts Council permission granted

7 Specific items

a) Strimming work on Parish Council land at Rivershill

Refer to item 5a, Review of actions – Ask Mr. Clark if his son Tim is available to do the strimming work on the Parish Council land at Rivershill.

b) Circulating by email planning application reference numbers

The Clerk is forwarding all Parish Councillors the e-mails received from the planning department advising of new planning applications.

c) Queen's Diamond Jubilee celebration

At the January 2011 meeting, it was agreed to put this item on the June Parish Council agenda, after the election of the new Parish Council.

The May Bank Holiday has been moved in 2012 to Monday 4th June, which is the date for the Watton-at-Stone Church Fete. An additional Jubilee Bank Holiday will be held the following day on Tuesday 5th June.

Mr. Meischke suggested that the Sports and Social Club could consider doing a sporting event.

Other ideas put forward by Parish Councillors included the use of the marquee tents used by the fete for a barn dance and pig-roast after the fete has finished. Mr. Knight said that the tents are hired from the Scout Association and dismantled on the day of the fete to avoid vandalism overnight. It may not be possible for the hire to be extended for use into the evening of Monday 4th June

It was agreed to produce a flier asking residents to attend a meeting in September to discuss the Queen's Diamond Jubilee celebrations in the village.

Ms. Waltham agreed to produce a draft flier for Parish Councillors to comment on at the July Parish Council meeting. Once finalized, the flier will be distributed throughout the village via the September issue of the Parish News.

Action: E. Waltham

The Queen's Diamond Jubilee celebration to be placed on the July agenda.

Agenda: 07/11

d) Localism Bill: Real planning powers handed to the parishes

Parish Councillors discussed the issue of producing a Parish Plan for Watton-at-Stone, which would give them more planning powers under the Localism Bill. There is a large amount of work involved in producing such a document and it took Aston Parish Council approximately two years to produce their Parish Plan.

Parish Councillors agreed that unless something different occurs in the future, they will not take this item further.

e) Modification to agenda - items listed under 'Review of actions'

Mr. Smith said that he had asked the Clerk to do a mock-up modification to the 'Review of actions', to include a new item 'd - Action points resolved'.

All Parish Councillors were e-mailed a copy of the mock-up modification prior to this meeting.

Parish Councillors agreed to adopt item 'd) - Action points resolved'. However, instead of bullet points, each item will be numbered so that Parish Councillors can identify any item easily should they want to report on it further.

Action: J. Allsop

f) New Standing Orders booklet

The News standing orders booklet is a 114 paged booklet that is divided into two parts

Part one – Law and Procedure for Local Councils

Part two – Model Standing Orders for Local Council

The Clerk showed Parish Councillors the booklet, which is soft-backed. She asked that this booklet does not go on circulation to ensure it does not get damaged and any modification made to the Standing Orders are made to a photocopy version and the original remains untouched.

The Clerk to scan section two of the Standing Orders for Local Councils booklet and e-mail it to all Parish Councillors.

Action: J. Allsop

The Clerk to scan part one of the booklet and upload it to the Parish Council's Google calendar account so that all Parish Councillors can access it. Also, section two to be typed up so that it can be amended by the Parish Council as required prior to adoption. Both these items to be completed before the September Parish Council meeting.

Action: J. Allsop

g) Special Constables

Assistant Chief Constable Chris Miller e-mailed on 22nd June forwarding Hertfordshire Constabularies newsletter on Special Constables and offering to visit to explain more if the Parish Council are interested. A copy of the newsletter and email has been forwarded to all Parish Councillors.

In the newsletter, it states ‘Although Special Constables are volunteers, the cost of a Rural Special Constable is £500 for training and equipment, with an annual cost of £250. A Mounted Rural Special Constable costs £1,000 for training and equipment and a further £250 annually.’

It was agreed to invite Assistant Chief Constable Chris Miller to attend the July Parish Council meeting.

Action: J. Allsop

8 Reports

a) Sub-Committees

Budget & Finance

Mr. Filer reported on the following items.

- **Monthly accounts**

Watton-at-Stone Parish Council		
Petty Cash – Receipts		Petty cash - Payments
Steven & Lyn Dann - Allotment rent	10.00	None
Karin Kus - Allotment rent	<u>10.00</u>	
	<u>20.00</u>	
Cheques issued		
NALC	- Standing orders version II	35.00
AON Limited	Annual insurance premium	736.91
Hugh McAlpine	Repair war memorial	30.00
Allotment & Garden Assoc.	Public Liability insurance for Allotment Holders	81.75
Tim Clark	Work carried out on Parish Council land at Rivershill	80.00
Frank Cooper and son	Sportsfield maintenance	952.00
Frank Cooper and son	Grass cutting 6th, 13th, 20th, 27th May	230.40
Adam Welch	Remove trees on allotments, re-stake maple tree, re-cut Lammas steps	370.00
Blue Bury Contractors	Grass Cutting on the Lammas And Watton Green	900.00
Wages, Salaries, Allowances	June 2011 salary	1204.44
		<u>4620.50</u>
Cheques received		
Sports and Social Club	Hire of the sportsfield facilities - ¼ year rent	<u>331.25</u>
		<u>331.25</u>
Watton-at-Stone Community Hall		
Petty Cash – Receipts		Petty Cash -Payments
Floodlighting – 10.05.11	66.00	None
Jim Keen – Main Hall	140.00	
Barbara Smart – Pavilion	72.00	
Sharon Ling – Main Hall	60.00	
Sharon Ling – Pavilion	12.00	
Oasis	24.50	
Craft club	15.00	
Knitter natter	<u>20.00</u>	
	<u>409.50</u>	
Cheques issued		
P. J. Fencing	Repair to MPPA fencing	210.00
H. M. Revenue and Customs	VAT return 04/11	72.40
Wages	Cleaning	<u>313.65</u>
		<u>596.05</u>
Cheques received		
Sports and Social Club	Hire of Community Hall facilities - ¼ year rent	331.25
Watton School (for Dots and Tots)	Main Hall and Pavilion hire	<u>331.20</u>
		<u>662.45</u>

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

- **Santander bank signatories**

The Clerk has been verbally informed that Santander, who took over from Alliance and Leicester in 2010, will allow an unlimited number of banking signatories. Alliance and Leicester would only allow a maximum of five signatories.

Change of bank signatory forms have been obtained, however the forms do not have enough space for eleven signatories. The Clerk to contact Santander to find out if the forms can be copied to allow for the signatories required.

Action: J. Allsop

Mr. Filer proposed that all Parish Councillors should be signatories on the Santander accounts for the Watton-at-Stone Parish Council current and instant access accounts and the Watton-at-Stone Community Hall current account. Mrs. McCash seconded the motion and all present were in favour.

The Clerk to arrange for Parish Councillors to sign the appropriate documents.

Action: J. Allsop

Community Hall Trustees

In the absence of Mr. Poulton, Mr. Smith reported on the following item.

- **Sewage on sportsfield**

Mr. Poulton e-mailed all Parish Councillors on 29th May to report that there was another sewage leak on the sportsfield by the cricket shed and he had contacted the Environmental Health Department at East Herts Council. The sewer is private and East Herts Council needed to contact the owners first before they could take any action.

Mr. Poulton emailed Parish Council again on 3rd June as follows.

‘I’m pleased to report that the sewage block has been cleared, the area around the blockage has been cleared as much as possible so to be on the safe side orange screen has been put up.

East Herts Council are in contact with the properties concerned to see what measures need to be taken to stop this happening again.’

Recreation & Amenities

Mr. Knight reported on the following items.

- **Sportsfield**

Mr. Knight said that due to recent rain, the grass has greatly improved.

- **Erection of barrier from sportsfield to School Lane**

Mr. Poulton emailed all Parish Councillors on 16th May as follows.

‘I’ve been approached by Mr. Beatty, 1 Old School Orchard re the pedestrian entrance to the sports field along School Lane

He has now retired and he has noticed on several occasions young children running out of this entrance onto School Lane without realising that this lane also carries vehicles.

He says that he is very concerned that a child will one day run out of the sports field into an oncoming vehicle.

I must admit the entrance is very large and there is no indication that a road is the other side.

Now this has been brought to our attention I feel that we need to construct some form of barrier at this point.

Looking at this entrance it could, at a squeeze, be possible to get vehicles onto the sports field at this point which is something we also need to deter.’

Mr. Smith and Mr. Poulton inspected the site and felt that the problem could be easily solved by putting up some wooden post and rails.

Mr. Smith proposed that the work should be done. Mr. Stock seconded the motion and all present were in favour.

Mr. Smith and Mr. Poulton to arrange for the post and rail fence to be installed.

Action: M. Smith/N. Poulton

- **Rubbish around Cricket shed**

Refer to item 5 a, Review of actions - Arrange for the rubbish to be removed from around the Cricket Shed and inform Bob Clayton.

Environment Sub-Committee

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

- **Grass cutting on the Lammas and Watton Green**

Blue Bury Contractors have cut the grass on the Lammas and Watton Green.

- **Allotments**

- **Trees**

Adam Welch has removed the Chestnut and Sycamore trees on plot 34a down to ground level and removed all the waste.

- **Lease and water usage**

Mr. Smith read out Mrs. Dinnin’s draft letter to allotment holders concerning the Parish Council’s new lease with the St. Albans Diocesan Board and the new requirement to take over the responsibility for paying for water usage. Parish Councillors agreed several amendments to the draft letter. Mr. Smith

suggested that the alteration to the letter should be made in readiness for Mrs. Dinnin's return from holiday. Mrs. McCash agreed to re-draft the letter and show it to Mrs. Dinnin. **Action: H. McCash**
 Mrs. McCash also agreed to write a draft clause about water usage to be included in the allotment tenancy agreement and ask both Mrs. Dinnin and Mr. Harris for their comments. **Action: H. McCash**
 Mrs. McCash suggested that the allotment water meter should be read monthly by the person doing the monthly-village report. This was agreed.

The Clerk to add this to the monthly-village report when the new allotment lease comes into force.

Action: J. Allsop

b) Routine reports

i) Emergency escape lighting tests and manual alarm call tests

The emergency lighting test was not done prior to the meeting.

Note: Mr. Meischke and Mr. Smith carried-out the emergency escape lighting tests and manual alarm call tests directly after the meeting finished and all was well.

ii) Monthly village-report

Mrs .McCash completed the report on 20th and 21st June.

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

- **See-saw**

The box section in the middle of the see-saw was full of water.

Mr. Smith to inspect and take action as required.

Action: M. Smith

- **Entrance to Allotments**

The entrance to the allotments is overgrown with tree and shrubbery growth.

The Clerk to contact Circle Anglia and ask them to cut back their section of the tree and shrubbery growth.

Action: J. Allsop

Mr. Poulton to visit the new residents of 122 High Street to ask them to cut back their section of the tree and shrubbery growth.

Action: N. poulton

- **High Street flowerbeds and War Memorial**

Mrs. Dinnin to contact Adam Welch re flowerbed maintenance in the High street. **Action: C. Dinnin**

iii) Weekly sportsfield-report and action

None.

iv) Website

Mr. Stock suggested that it would be a good idea if we were to add photographs of each of the Parish Councillors listed in our website so that parishioners could identify us more easily. He proposed that, before our meeting in September, each Parish Councillor provides the Clerk with a digital photograph of themselves (head and shoulders) for upload to the Parish Council page of the website. Mr. Filer seconded the motion and all present were in favour.

Action: Parish Councillors

The Clerk to arrange for the digital photographs to be uploaded to the website.

Action: J. Allsop

v) Website diary

None.

9 Correspondence received

a) St. Albans Diocesan board re Allotment lease and water usage

Refer to item 8 a, Environment Sub-Committee – Allotments.

b) Hertfordshire County Council - Street Lighting

Prior to the meeting all Parish Councillors were e-mailed a copy of a letter from Rob Smith (Assistant Director, Transport Management, Hertfordshire County Council) dated 25th May.

In November 2010, Hertfordshire County Council approved changes to the county's street lighting policy, designed to reduce both carbon emissions and the council's energy bill. The decision was made to convert the majority of the county's streetlights to part-night operation. In the future, most lights will be on from dusk until midnight and, during the winter, during the morning rush hour. They will be switched off between midnight and 0600, when road and pedestrian traffic is significantly lower. The changes will be made over 18 months, starting in June 2011.

Most of the streetlights in the county will be converted to part-night lighting but there will be some exceptions, such as Town centres and other civic districts where there is a significant night-time economy.

Work will start in Welwyn Garden City and progress south through Hatfield to Potters Bar and southwest to Cheshunt (ie the districts of Welwyn & Hatfield and Broxbourne). Following these areas, part-night lighting will be installed in Hertsmere, Watford and Three Rivers before progressing through the rest of the county.

After discussion, Mr. Stock proposed that the Parish Council write to County Councillor Bryan Hammond requesting that the High Street lighting in Watton-at-Stone remains operational until 0200 and not midnight.

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

Action: J. Allsop

c) E-mail (dated 9th June) re Sustainable Communities Act

All Parish Councillors have been sent a copy of Steve Shaw's email (dated 9th June) asking for support Leiston-cum-Sizewell Town Council's proposals relating to large planning applications.

Parish Councillors agreed that they were in support of Leiston-cum-Sizewell Town Council proposals especially when major developments need to be considered or item such as wind turbine applications.

Steve Shaw to be e-mailed accordingly.

Action: J. Allsop

10 Village organisations

- **Watton Youth Drop Inn:** Nothing to report.
- **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**

Mr. Stock was pleased to report that the War Memorial Hall continues to enjoy a regular income from bookings. That said, the management committee has now to review the current hire-charges due to the significant increases in overheads and unforeseen costs (e.g. to meet fire regulations).

The final phase of the recent programme-of-works, namely the refurbishment of the floor in the Main Hall floor, is due to start within the next few weeks and is one of the high-expenditure tasks undertaken to improve the inside of the War Memorial Hall.

- **Watton-at-Stone Pre-School Playgroup:** Nothing to report.
- **Watton-at-Stone Scout & Guide Group:** Nothing to report.
- **Watton-at-Stone Sports & Social Club**

Ms. Waltham Emma agreed to attend the next meeting of the Sports and Social club with Ian Knight on 5th July.

Action: E. Waltham

Parish Council representatives to other organisations to be put on the July agenda.

Agenda: 07/11

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

11 Items for Parish News

Mr. Knight said that the July/August Parish News issue will be published and distributed around the village in just over a week. The next Parish News issue will be distributed at the beginning of September 2011 and articles for inclusion in that issue will need to be submitted by 12th August.

It was agreed to make a decision on items for the Parish News at the July Parish Council meeting.

Agenda: 07/11

Mr. Smith to ask Mr. Poulton to meet with Ms. Waltham to go through the role of the Parish Council and the relationship they have with both the District and County Councils.

Action: M. Smith/N. Poulton.

- **The meeting closed at 2130.**
- **The date for the next Parish Council meeting is Tuesday 19th July 2011.**