

Minutes of the meeting of the Wotton-at-Stone Parish Council held in the Community Hall on Tuesday 17th March 2015

Present:	Mr. Michael Smith (Chairman	Mr. John Meischke (Vice-Chairman)
	Mrs. Christine Dinnin	Mr. Denis Filer
	Mr. Iain Harris	Mr. Ian Knight
	Mrs. Helen McCash	Mr. David Stock
	Ms. Emma Waltham	Mrs. Jane Allsop (Clerk)
Police:	Sergeant Duncan Wallace (until at 1931)	
Members of public:	Mr. David Humby (until 2002)	

1 Apologies for absence

Apologies for absence: Mrs. Margaret Stanley.

2 Public Participation

Refer to item 7 a, Specific items - Traffic along Station Road and the High Street and 7 c, Bus service consultation.

3 Chairman's/Clerk's Report

None.

4 Declaration of Interests

Mrs. McCash declared a pecuniary interest in item 8 a, Budget and Finance Sub-Committee - External audit of Community Hall accounts for the year ended 2014/15 (Mrs. McCash is a partner at McCash and Hay).

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 17th February 2015**

Mr. Filer read the following statement, which he asked to be included in the minutes.

'No problem with the minute of what Mr. Stock said, this is quite correct, but the end few words 'the majority agreed' or the original minute which said 'this was agreed' don't represent what was said at the meeting. The wording infers that we had a discussion on what Mr. Stock said which we didn't. I do remember Mrs. McCash saying 'I agree' but John as Chairman didn't ask for any agreement and it was not discussed.

Let me say where I am coming from in this matter and why in the case I think it is important:-

I believe that we have a potentially dangerous situation on Station Road where in effect the road width is reduced to a single carriageway due to cars parked on the half width layby. I think that the ideal solution to this problem is to do away with the lay-by and then put down double yellow lines to prohibit parking in front of the new estate. However, this idea may not be accepted and an alternative would be to make a full width layby for the parking of cars and then prohibit further parking each side of it. This would mean encroaching more on the green space and therefore we would be wise to leave this option open.'

After discussion, all Parish Councillors agreed that the minutes be approved without any amendments.

- **Police report – Sergeant Duncan Wallace**

Sergeant Wallace said that since our previous meeting there had been 6 offences, which was a reduction of 4 from the same period last year when there were 10. He then informed Parish Councillors of the offences that had taken place.

DC Kirsty Richardson has issued 4 tickets for vehicle obstruction in the village. She has not been able to patrol the village as much as she would have liked due to additional work she has had to do in the towns.

Several former Wotton-at-Stone residents have been arrested for drug offences.

Sergeant Wallace explained that the police issue fixed penalty tickets for a range of offences including possession of cannabis. First-time offenders in possession of cannabis are given a verbal warning, for their second offence a fixed penalty is given, which goes on their records but not as a criminal conviction. If they offend for a third time, they are charged with the offence.

Sergeant Wallace attended a meeting, on 12th March, at East Herts Council to discuss the Great Innings play area. East Herts Council have not received any calls concerning disruptive behaviour and noise issues in this area recently. It was agreed that the winter periods are the quietest time of year and they would all meet up again in three months' time. In the meantime, East Herts Council will distribute leaflets to local residents, which will outline how offenses/disturbances at the Great Innings play area can be reported.

Sergeant Wallace confirmed that he would be attending the site meeting arranged by Sir Oliver Heald MP at Station Road on Friday 20th March.

Mr. Meischke informed Sergeant Wallace that Watton Youth Drop Inn is reopening on Friday 10th April and asked if he could arrange a police presence during the evening of the reopening and other forthcoming Friday evenings. He said that unless they are called elsewhere, he would have police officers present.

Sergeant Wallace left meeting.

b) Review of actions

1. Order a new seat for the High Street

Mr. Smith said that he has repaired the existing High Street seat outside the Grey House and it is no longer necessary to order a new seat. He thanked Mr. Harris for providing some tools and a supply of electricity to accomplish the repair. If a bus shelter is installed at this site, the seat will no longer be required.

c) Action points resolved

1. E-mail East Herts Council re planning application for 32 Lammas Road (3/15/0128/FP)
2. E-mail East Herts Council re planning application for 12 Lammas Road (3/15/0015/FP)
3. Confirm that Mrs. Stanley’s revised report on the High Street has been submitted to Hertfordshire Highways
4. Re-circulate Mrs. Stanley’s revised report on the High Street to all Parish Councillors
Some councillors said that they had still not received a copy of the report. The Clerk to e-mail all Parish Councillors again. **Action: J. Allsop**
5. E-mail Adam Welch if required
6. Obtain new gas contract and terminate contract with British Gas
7. Cancel existing direct debit with British Gas
8. Purchase a diary for Rosemary Brown to record the fire inspection details
9. E-mail Adam Welch’s Annual Tree Inspection report to all Parish Councillors
10. Meet with Mr. Wilkinson re access across Parish Council land at Rivershill
11. Write Parish News entry

d) Items outstanding for more than two months

1. Come up with a design plan for bespoke bus shelter by Alms-houses

Mr. Smith and Mr. Meischke have looked at the possibility of making a bespoke bus shelter in the curved walled recess at the entrance to School Lane and agreed that it is not very feasible.

Parish Councillors suggested that, rather than leave this area as it is, that a bespoke semi-circular bench could be installed. Mr. Smith said that he would investigate costings for this option with the possibility of it being made at the same time as the Watton Green tree seat is repaired. **Action: M. Smith**

Mr. Smith said that the owners of bus shelters are responsible for their maintenance. He suggested that if the Parish Council purchase any bus shelters they could include notice boards in them for advertising and general notices.

2. **Arrange for the MPPA fence to be repaired:** outstanding. **Action: M. Smith/J. Meischke**

3. Transfer new Homes Bonus funds to deposit account

The Clerk said she is expecting the final invoices from Dots and Tots re their 2014 New Homes Bonus grants. When these have been paid, she will arrange for the remaining new Homes Bonus funds to be transferred to the deposit account. **Action: J. Allsop**

6 Planning

Mr. Harris reported on the following items.

a) Applications

None.

b) Decisions

- i) **32 Lammas Road (3/15/0128/FP)**
First floor rear and single storey rear extensions, front velux rooflight **-East Herts Council - granted**

c) Appeal

- i) **37 Station Road (3/14/1133/FP)**
Erection of one dwelling **-Planning inspectorate - Dismissed**

Mr. Stock suggested that the Parish Council waits until after the elections on 7th May before it reviews its planning policy re the conversion of garages into living space etc. It was agreed to put this item on the agenda for the Parish Council meeting in June. **Agenda: 06/15**

7 Specific items

a) Traffic along Station Road

Mr. Smith, Mr. Stock and Mrs. McCash are to attend the site meeting arranged by Sir Oliver Heald MP (who is also to attend) for Friday 20th March. Additional attendees are to include David Burt from HCC, County Councillor Ken Crofton, District Councillor Rik Sharma, Police Sergeant Duncan Wallace and Mr. Mike Freeman from the Drive- Safe team (who monitor speeds in the village).

Mr. Stock said that he had previously told Mike Freeman that he would be interested to hear of any problems re traffic movements and incidents witnessed by the Drive-Safe volunteers during their speed-monitoring sessions in Station Road. Subsequently, Mr. Stock invited Mr. Freeman to attend the site meeting to share his experiences with the other attendees.

The purpose of the site meeting is to discuss and demonstrate the problems encountered by pedestrians and drivers due to the poor visibility and congestion caused by excessive on-street parking along the stretch of Station Road between the railway bridge and the entrance to Clappers Lane, and to press for urgent action from HCC.

Mr. Humby then introduced himself. He said he retired four years ago as a Hertfordshire Highways Engineer where his duties covered dealing with traffic control issues. He was aware, at that time of the planning application for Gatekeeper Meadow, of some of the potential problems coming forward with its exit onto Station Road.

He said that part of the planning condition for this development was to ensure that there was a clear line of sight for those exiting Gatekeeper Meadow onto Station Road. Drivers that are emerging from the development are required to have a clear line of sight both right and left when leaving the development and if required, a visibility obstruction needs to be installed in order that drivers can see clearly up and down the road. This also relates to the speed of the roads in the area.

Mr. Humby said that it was evident that the majority of the cars are parked by residents (although we cannot say for sure). All the potential problems were set out in papers when East Herts Council took the planning decision, as indicated in the S278, which would ensure that the design of the access was safe and in the event that cars parked in the area, a Traffic Regulation Order (TRO) would be implemented. This would be subject to a public consultation and it is only the highways authority that can implement a TRO.

He continued by saying that, in the longer term, the Parish Council may want to resolve all the other issues in Station Road, however, this particular problem should be resolved under planning control and the costs borne by the developers.

Mr. Smith said that the regulations on the legal line of sight are a minimum of 4 meters x 90 metres clear line of sight.

It is Mr. Humby's opinion that the installation of double yellow-lines would resolve the visibility problems in Station Road and exiting the Gatekeeper Meadow estate. However, this would need to be implemented by the highways authority through the S278 order. The planning authority need to be contacted to say that there is a planning breach and then the highways authority can implement this with the developers taking the costs.

Mr. Knight said that surely highways are responsible for the problems by making this section of road wider.

Mr. Smith said that at the site meeting on Friday 20th March, the 3 Parish Council attendees need to ensure that the HCC attendees can see and agree that there is a problem and then get East Herts Council to move it forward via the S278 in the planning consent. Mr. Stock agreed with this and said that all three parties need to work together to resolve this problem and with some urgency.

Mr. Stock said that there had been some difficulty in trying to highlight the urgency of resolving the on-street parking issues (which are viewed as a 'cause-and-effect' resulting from the Gatekeeper Meadow development) and decoupling them from the historical problems along Station Road that we continue to pursue with HCC.

Mr. Humby said that if it is dealt with as a post-planning matter, then it should be possible to persuade the developer to fund the yellow lines. He reiterated that the funding of the yellow lines should not have to come from Hertfordshire County Council.

Mr. Smith read out section 3.9 of the planning consent for Gatekeeper Meadow.

'The S278 agreement for off-site works will have to include the provision of a traffic relation order at Station Road junction to restrict parked cars. With regards to traffic speed along Station Road it may be reasonable to utilise a proportion of the S106 contributions but this should be assessed after the development has occurred.'

It was agreed that EHDC be contacted reference the above point.

Action: M. Smith

b) Traffic along the High Street

To date no response has been received from David Burt re our e-mail dated 22nd January attaching the report Mrs. Stanley wrote summarising the traffic problems in the High Street.

It was agreed to e-mail and write to David Burt asking him to respond to our e-mail.

Action: J. Allsop

c) Bus shelters

Refer to item 5 d, Items outstanding for more than two months - Come up with a design plan for bespoke bus shelter by Arms-houses.

d) Bus service consultation

Mr. Humby said that the County Council is currently holding a public consultation on changes to bus services in the county in order to achieve budget savings for 2015 and beyond. In autumn 2014, they held an initial consultation, which sought to reduce services in the evening and on Sundays. This did not affect services in Watton-at-Stone as there are no buses on a Sunday and the early evening service on the 390 was withdrawn in April 2012. However, this new consultation does include proposals that would affect Saturday services on the 390. In particular, proposals to withdraw the early morning 390 services to Hertford and Stevenage which if implemented would mean that the first bus to Hertford would be at 0943 to Hertford and 1023 to Stevenage. This would have a detrimental effect on people from the village (particularly the young and elderly) who wish to travel to work, business or shop in either town. The consultation is open until April 10th.

Parish Councillors agreed to respond to the online consultation as well as by letter and will include the points raised by Mr. Humby. A copy of the letter to be sent to County Councillor Ken Crofton. **Action: M. Smith**

e) Street lighting

The Clerk reported that Hertfordshire County Council e-mailed her a list of the street lighting in the Watton-at-Stone Parish Council's ownership. She compared their list to the one she had on file and the only lamppost that she did not have listed was the one on Church Walk, which definitely belongs to the Parish Council. She has now added this streetlight to the Parish Council's records.

The Clerk has asked Hertfordshire County Council (via e-mail) to bill the Parish Council, as soon as possible, for all outstanding lighting charges. No response has been received to date.

The Clerk to chase.

Action: J. Allsop

f) Registration of land in Parish Council ownership

Nothing to report

g) Great innings play area

Refer to item 5 a, Minutes of the last meeting, Acceptance - Police report – Sergeant Duncan Wallace.

Ms. Waltham said she had nothing further to report.

h) Green Belt/District Plan

Mr. Smith said that he had been in touch with East Herts about the District Plan and changes in the Green Belt boundaries. He was informed that because the council is going into purdah (pre-election period) on 30th March due to the elections in May, this item will not progress until after the elections have taken place.

i) Bench in High Street

Refer to item 5 b, Review of actions – Order a new seat for the High Street.

j) Church Walk bench

Work to the Church Walk bench is outstanding. Mrs. Dinnin and Mr. Smith to inspect the bench and decide on a course of action.

Action: C. Dinnin/M. Smith

k) Station car park sign

The Clerk to chase Great Northern Railway.

Action: J. Allsop

l) Fly-posting

During the Parish Council meeting in February, it was reported that there has been a substantial increase in the amount of posters (commercial and non-commercial) being displayed on trees, lampposts, telegraph poles and railings etc. throughout the village.

Mr. Stock asked whether or not we had a view on this.

East Herts Council has previously given Parish Councillors and the Clerk permission to remove any fly-posting in the village. Parish Councillors have tended to remove any posters advertising local events soon after the date of the event has passed.

It was agreed to put this item on the agenda for the Parish Council meeting in June, i.e., after the elections on 7th May.

Agenda: 06/15

Mr. Harris agreed to write an item re fly-posting for inclusion in the next issue of the Parish News.

Action: I. Harris

m) Vandalism of trees along Station Road

Some of the trees on Station Road, which were installed by the developers of Gatekeeper Meadow, have disappeared. It was agreed to contact the Barratt Homes, the developers to ask them to reinstate the trees.

Action: J. Allsop

8 Sub-Committees

a) Budget & Finance

Mr. Filer reported on the following items concerning the Budget and Finance Sub-Committee.

- **Monthly accounts**

Watton-at-Stone Parish Council

Petty Cash – Receipts		Petty cash - Payments	
None		None	
Cheques issued			
Community Hall	1/2 year grant		2,580.00
Adam Welch	leaf clearance		150.00
I D V Trading	Cricket Club - New homes bonus 2014 grant		2121.60
Wages	March 2015		259.20
WAS PCC	Mower - 2014 New Homes bonus grant		699.00
Jim Morrissey	Internal audit of accounts for the year ended 31/03/2014		100.00
			<u>5,909.80</u>
Cheques received			
Sports and Social Club	Sportsfield facilities		362.50
Mrs. D. Freeman	Donation towards new bench		425.66
Charles Clark	Allotment rent		26.50
Richard Aston	Allotment rent		13.25
			<u>827.91</u>

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Carla Beach – Pavilion and meeting room	126.00	None	
Vince Geoff - Main Hall	110.00		
Vicki Roos – Meeting room	84.00		
Mike – Watton under 9s – Main Hall	20.00		
Caroline Haig - Main Hall & Pavilion	45.50		
Chris Batchelor– Main Hall & Pavilion	51.00		
Emma Waltham – Main Hall & Pavilion	45.50		
Floodlighting to 23/03/15	100.00		
	<u>582.00</u>		
Cheques issued			
BSWW	Parish News advert – annual subscription		100.00
Total Contract Cleaners	cleaning on 1st, 8th, 15th and 22nd December		120.00
Wages	March 2015		153.08
			<u>373.08</u>
Cheques received			
Community Hall	1/2 year grant		2,580.00
Sports and Social Club	Hire of the Community Hall facilities		362.50
Denise Newman	Pavilion hire		28.00
Paula Sutton	Main Hall hire		194.40
Mrs. Crickmay-Heraty	Pavilion hire		16.00
Watton House	Meeting room		15.00
Dots and Tots	Pavilion and Main Hall		<u>178.20</u>
			<u>3,374.10</u>

Parish Councillors agreed the payments.

- **East Herts Council - Precept form**

At its December 2014 meeting, the Parish Council agreed that the provisional precept requirement for 2015/16 is £30,895. The Parish Council now formally agreed this figure and the Precept form was duly signed by Mr. Smith, Mr. Meischke and Mrs. Dinnin. The Clerk countersigned the form.

The completed precept form to be returned to East Herts Council.

Action: J. Allsop

- **Risk Assessment – approval required by Parish Council**

All Parish Councillors were handed a copy of the Watton-at-Stone Parish Council’s Financial Risk Assessment (dated July 2009).

Mr. Filer said that the Financial Risk Assessment and internal control needs reviewing annually before the end of the financial year, namely 31st March 2015.

Mr. Harris said that the Risk Assessment document covers more than financial risks, it also cover items such as the inspection of play equipment and trees. It was agreed that the document needs to be reviewed again after the new Parish Council has been elected.

However, for the purpose of complying with the audit requirements, the Parish Council approved the document as it stands with the date changed to March 2015.

Action: J. Allsop

This item to be placed on the June Parish Council agenda for discussion.

Agenda: 06/15

- **Appointment of Internal Auditor for the Parish Council accounts for the year ended 2014/15**

It was agreed to re-appoint Mr. Jim Morrissey to carry-out the internal audit of the Parish Council accounts.

The Clerk to arrange for the Parish Council accounts, for the year ending 31st March 2015, to be submitted to Jim Morrissey for auditing.

Action: J. Allsop

- **Appointment of the External audit of the Community Hall accounts for the year ended 2014/15**

It was agreed to re-appoint McCash and Hay to carry-out the audit of the Community Hall accounts.

The Clerk will arrange for the Community Hall accounts, for the year ending 31st March 2015, to be submitted to McCash and Hay for auditing.

Action: J. Allsop

- **Insurance renewal for the Community Hall**

Mr. Filer said that Norris and Fisher have sent the Community Hall insurance renewal papers from Ansva Insurance Limited. He said that the long-term undertaking (LTU) expires in April 2015, so we are not obliged to renew our policy with Ansva. However, they are very competitively priced and the premium for this year is £1236.92 for a three year LTU.

Parish Council approved the renewal of the Community Hall’s insurance cover with Ansva Insurance. The Clerk to renew the policy accordingly.

Action: J. Allsop

- **Gas and Electric contracts**

One-year contracts for the supply of both gas and electricity at the Community Hall have been agreed with the supplier EON.

The new contract start date for the Gas is 8th April 2015 and for electricity is 26th April 2015.

The British Gas direct debits have been cancelled with the bank

- **Community Hall rates notice for 2015/16**

The annual demand for rates has been received from East Herts Council at £1281.80 for the year, payable in 10 monthly payments. This is an increase of 2.25% on the previous year.

The Community Hall benefits from an 80% rate relief.

The Clerk said that it had been previously minuted on numerous occasions, that to obtain 100% rate relief a Community Hall management committee would need to be formed and members would include regular hirers. The Parish Council would then lose control of the facility. It was agreed when the facility was built that the Parish Council should manage (via the board of Trustees) the Community Hall to avoid ‘special-interest groups’ taking control.

Note: the above was last reported on at the Parish Council meeting dated 20th March 2012 (refer to item 8 a, Budget and Finance Sub-Committee - Community Hall Rates.

- **Pensions**

Mrs. McCash said that the Government have brought in legislation for employers to supply pensions. However, the present rules do not come into place for 5 or less employees until 2017 and Town and Parish Councils are excluded. If the Parish Council is required to offer their employee(s) a pension the employee has the right to refuse it but can also change their minds at any stage. Mrs. McCash said she would keep the Parish Council updated on this issue.

- **CPRE – Membership renewal**

The annual CPRE subscription for 2014/15 is £36.

It was agreed to renew this membership.

Action: J. Allsop

Community Hall Trustees

Mr. Harris asked Mr. Meischke to report on the following items concerning the Community Hall Trustees.

- **Pavilion windows and doors**

Mr. Meischke said that he, Mr. Stock and Mr. Smith had discussed and agreed the design of the replacement windows and doors on the end of Pavilion with the suppliers. We now await colour samples and a detailed quotation.

- **Prepare a proposal for a Child-Safeguarding Policy**

Mr. Meischke said that he had agreed to write a Child-Safeguarding policy. This item to be placed on the June 2015 agenda under Community Hall Trustees. **Agenda: 06/15**

Recreation & Amenities

Mr. Knight reported on the following items.

- **Sportsfield - Cricket club fencing**

The Cricket Club have purchased all the items they requested funding from the New Homes bonus, namely:

- Provision of artificial cricket wicket and separate bowlers' run-up mat for use either on an existing concrete base or on the grass wicket. This is for net practice and coaching.
- Perimeter netting to prevent loss of cricket balls in hedgerows and nearby gardens. This will be removed directly after their last Cricket match each season.

Mr. Knight and Mr. Smith will meet with the footballers to discuss the football pitch maintenance that will be carried-out at the end of April. The goal posts will be removed once the remedial work has been done. **Action: I. Knight/ M. Smith**

- **MPPA**

Mr. Smith said he is actioned to repair the tears in the chain link fencing. **Action: M. Smith**

Two sets of boot-scraper brushes are on order. Mr. Knight said that this was an agreed budget item for 2014/15.

- **New tennis court**

Mr. Smith has asked Mr. Knight to put together the necessary paperwork so he can apply for S106 funding towards the building of the new tennis court. **Action: I. Knight/M. Smith**

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Lammas**

It was reported in September 2014 that three of the Elm trees on the Lammas had brown spots on their leaves and Tony Bradford was asked to look at the trees.

Mrs. Dinnin said that Tony Bradford e-mailed on 16th February and suggested that the six Elm trees would benefit from the removal of the spiral tree protectors, which are now too tight. He also suggested that the Lammas being waterlogged for several months during early 2014 might have upset the trees.

Mrs. Dinnin said she had replied to Tony Bradford's e-mail. Mr. Smith said that he had now removed the tree protectors

Mr. Smith was pleased to report that the Parish Council has been successful in their bid for S106 funding on the Lammas and work would begin shortly. Mr. Smith produced samples of notices that he would display at strategic points in the village.

John Bryden (Environment Agency) and Charlie Bell (Herts and Middlesex Wildlife Trust) are both leaving their respective jobs for new ones and therefore the Parish Council will have two new points of contact to progress the Lammas forward.

- **Allotments**

Mr. Smith said that East Herts Council has rejected the Parish Council's application for S106 funding on the allotments because they consider it maintenance work. Mr. Smith said that he would like the Parish Council to agree to the installation of dipping tanks on the allotments. This was agreed. The remainder of the work could be funded from the New Homes bonus funds if the Allotment and Garden Association apply to the Parish Council for funding later in 2015.

It was agreed to write to the allotment and Garden Association to inform them that the Parish Council were unsuccessful in their allotment S106 grant application for funding. **Action: M. Smith**

- **Watton Green**

Tony Bradford, in his e-mail dated 16th February, also made comments on the tree planting at Watton Green. He offered his professional expertise, free of charge, on any future tree management.

- **P3 grant**

Mrs. Dinnin said that she met with Tom Goldsmith (CMS) to discuss our P3 grant for 2015/16. She suggested to him that some of the funding could go towards clearing the trees along the Lammas, however he offered a CMS working party to help instead. Mrs. Dinnin did not accept his offer as the Parish Council had already got contractors in place.

Tom Goldsmith identified the Abel Smith Estate owned riverside footpath between the Lammas and Walkern Road as needing urgent work. Mrs. Dinnin agreed with him that the P3 grant of £1000 should go towards renovating this footpath which is now in urgent need of re-instating. Tom Goldsmith will liaise with Nick Fox (Abel Smith estate Manager) to take this matter forward.

Mrs. Dinnin said that our new contact at CMS has looked at the steps on the Lammas bank and is happy with them. Some of the tree protectors on the Lammas bank need removing. Mrs. Dinnin will arrange for this to be done.

Action: C. Dinnin

New Homes Bonus Sub-Committee

Nothing to report.

b) Routine Reports

i) Emergency escape lighting tests and manual alarm call tests

Mr. Smith and Mr. Stock did the emergency escape lighting tests and manual alarm prior to the meeting.

- **Fire Inspection**

The Clerk has purchased a diary, which she had given to Rosemary Brown to record the weekly fire inspections. Mr. Meischke said he would arrange to meet Rosemary to show her how to carry out and record the fire inspections.

Action: J. Meischke

ii) Monthly village-report

Mrs. McCash completed the report on 16th March.

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

- **Rainbow multi-play and slide** – muddy at the bottom.

Mr. Meischke to inspect and take action if required.

Action: J. Meischke

- **MPPA** – leaves in the corner.

Mr. Meischke to ask Mr. Brown to clear the leaves.

Action: J. Meischke

- **Entrance to Allotment** – hedge on left-hand side is just starting to encroach. Mrs. Dinnin to inspect and take action if required.

Action: C. Dinnin

- **Allotments** - two large conifers near Harry's bench are in danger of splitting and need attention.

Mrs. Dinnin and Mr. Smith to inspect and take action if required.

Action: C. Dinnin/M. Smith

Mrs. McCash received various requests for rabbit fencing from allotment holders during her visit.

- **Church Walk** - A tree on the edge of the footpath at the top right-hand side of Church Walk, nearly opposite the bank, is in danger of falling over. Mr. Smith and Mrs. Dinnin to inspect.

Action: M. Smith/C. Dinnin

iii) Weekly sportsfield

Nothing to report.

iv) Website

None.

vi) Highway and Lighting faults

The Clerk to report the following faults.

- **Walkern Road Bridge** – holes in surface.

Station Road – large hole near entrance to Glebe Close.

Action: J. Allsop

- **Hedge obstructing notices on Walkern road** - Mr. Smith agreed to look into having the shrubbery cut back.

Action: M. Smith

9 Correspondence received

Mr. Smith said that the Clerk had received the nomination packs for election as a Parish Councillor, via e-mail. Any Parish Councillors wishing to stand for re-election needs to submit their nomination papers to East Herts Council between 30th March and 9th April.

Parish Councillors wishing to stand for election should ask the Clerk to forward the nomination pack.

Action: Parish Councillors

It was agreed that Parish Councillors could deposit their completed nomination papers with the Clerk and she would arrange to get these to East Herts Council before the deadline date of 9th April. **Action: J. Allsop**

Alternatively, Parish Councillors can arrange to get their completed nomination papers to East Herts Council themselves.

All Parish Councillors present at the meeting, with the exception of Mr. Harris, expressed a wish to stand for office again.

10 Village organisations

- **Watton Youth Drop Inn**

Mr. Meischke reported that Watton Youth Drop Inn will be re-opening on Friday 10th April.

- **Police Authority**

Mrs. McCash said that the police are encouraging people to sign up for the OWL messages. She has asked Sergeant Duncan Wallace to produce an article for the Parish News to tell people how they can registering for the OWL messaging service.

11 Items for Parish News

The following items were identified for inclusion in the April 2015 issue of the Parish News.

- Parking issues on Station Road.

Action: M. Smith

- Fly-posting.

Action: I. Harris

- **The meeting closed at 2115.**

- **The date for the next Parish Council meeting is Tuesday 21st April 2015.**