

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 20th October 2015

Present:	Mr. Michael Smith (Chairman)	Mr. John Meischke
	Mrs. Christine Dinnin	Mr. Denis Filer
	Mrs. Catherine Hammon	Mr. Ian Knight
	Mrs. Helen McCash	Mrs. Margaret Stanley
	Mrs. Jane Allsop (Clerk)	
Members of public:	District Councillor Mike Freeman (after 2000)	

1 Apologies for absence

Apologies for absence: Mr. David Stock and Dr. Emma Waltham.

2 Public Participation

None.

3 Chairman's/Clerk's Report

Mr. Smith welcomed our new Parish Councillor, Catherine Hammon, to the meeting.

4 Declaration of Interests

None.

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 8th September 2015**
Parish Councillors agreed that the minutes be approved.

b) Review of actions

1. **Generate a new notice for the MPPA after speaking to footballer:** Outstanding. **Action: I. Knight**
2. **Draw up an Asset Management plan:** In progress. **Action: M. Stanley**

c) Action points resolved

1. E-mail D. C. Kirsty Richardson report on policing incidents in Watton-at-Stone
2. Forward e-mail attaching Long-term-capital expenditure document
3. Contact residents of 15 and 17a Walkern Road re overhanging hedges
4. Generate a new notice for the MPPA after speaking to footballers
5. **Liaise with Mike Taylor re painting the swings**
Mr. Meischke said that the painting of the swings had not gone quite to plan. Mike Taylor had intended to burn off the existing paint before applying the new paint. However, he was not able to do this as their appeared to be a powder coating preventing him from doing so. He therefore rubbed down all the paintwork before applying the paint provided by the Parish Council.
The overall cost of the job has decreased from Mick Taylors original quotation of £350 to £140 for preparing and painting. The Community Hall paid for the Hammerite paint at a cost of £84.96.
6. Give Mr. Stock comments on HCC draft minutes of meeting on 2nd September
7. Send comments on minutes of meeting held on 2nd September to HCC
8. Confirm date of public meeting to discuss District Plan and Neighbourhood plan
9. Write to East Herts Council re their land at Great Innings
10. Contact Mike Freeman re Watton book-swap
11. Contact HCC asking them to update the bus stop timetables
12. Amend agreement for the Community Hall hirings' and upload it to the Watton-at-Stone website
13. Ask all current hirers to sign the revised hire agreement
14. Upload child safeguarding text to website and remove existing documents
15. E-mail Mr. Filer budget requests for 2016/17

16. Invoice all allotment holders for their plots and include EHDC bonfire leaflet
17. Put new teaspoons in the Community Hall
18. Instruct Sports Courts to carry out a moss kill on the MPPA
19. Liaise with Cricket Club re improvements to the cricket wicket
20. Contact the Church re potential use of disused allotments as a burial ground
21. **Contact Adam Welch re War Memorial garden** – refer to Environment Sub-Committee.
22. Contact the owners of the discussed Mill Lane site asking them to secure the site bring up
23. Look at repairing/replacing the rustic bench on Watton Green
24. Carry out the emergency escape lighting tests and manual alarm call tests
25. Read gas and electricity meters
26. **Instruct Kompan to attend to any items identified in the annual playground report**
Mr. Meischke said that Kompan have only just responded to our e-mail. They have agreed to repair their items identified in the annual play inspection. Mark Blacktin has been instructed to repair various other works identified in the annual play inspection.
27. **Look at all items identified in the annual playground report**
See above item.
28. Give exact location of elder bush in Station Road to the Clerk so she can report it to HCC
29. Forward to Parish Councillors e-mail of 7th September from Charles Clark (Chairman of School Governors)
30. Write Parish News articles for inclusion in the October issue
31. Write to all Parish Councillors vacancy applicants

d) Action points outstanding

1. **Arrange for change of bank signatories:** outstanding. **Action: J. Allsop**
2. **Speak to the Moray family re this memorial seat in the High Street**
Refer to Environment Sub-Committee.
3. **Write modification for Risk Assessment re Clerk’s salary and pay roll**
Mrs. McCash to investigate. **Action: H. McCash**
4. **Continue to chase HCC re Station Car Park sign in Station Road until installed**
The Clerk said that although she has contacted HCC on numerous occasions the developers of Gatekeeper Meadow have still not installed a new station car park sign.
It was agreed to ask District Councillor Freeman to assist. **Action: J. Allsop**
5. **Upload Parish Council toolkit documents to the Parish Council website and update tool kit folders**
This action point is in progress. **Action: M. Stanley/J. Allsop**
6. **Produce contents list for Parish Councillors Tool Kit folder and for the webpage**
This action point is in progress. **Action: M. Stanley/J. Allsop**

6 Planning

Mrs. McCash reported on the following items.

a) Applications

None.

b) Decisions

i) 14 Rivershill (3/15/1580/HH)

Two -storey side and rear extension, single storey rear extension **- East Herts Council – granted**

Mrs. McCash said that the permission clauses including one referring to the colour of the roof tiles and the other to do with the front door panels. There was no mention of the Parish Council’s concern about parking or drainage.

7 Specific items

a) Co-option of a Parish Councillor

Mrs. Catherine Hammond who was co-opted as a Parish Councillor after the deadline date for applications on 11th September, duly signed the Declaration of Acceptance of Office on 25th September 2015. The Clerk has notified Jeff Hughes (East Herts Council) accordingly.

b) Traffic along Station Road

In the absence of Mr. Stock, Mr. Smith asked Parish Councillors to recognise the revised HCC minutes of the meeting held on 2nd September as a true record. Parish Councillors who attended the meeting agreed. An electronic copy of these minutes has been downloaded to the Parish Council laptop.

Mr. Smith handed round a draft document to all Parish Councillors that he suggested could be publicised on the Watton-at-Stone website, village notice boards and in the Parish News. He said that that members of the public need to be reassured that the Parish Council are in detailed discussion with HCC to resolve the current traffic problems in both Station Road and the High Street and preliminary designs are underway. Mrs. Stanley suggested that Mr. Smith's draft document was too detailed. After discussion, Parish Councillors agreed that she draft a short statement for publication and e-mail it to all Parish Councillors for their comments/approval.

Action: M. Stanley

c) Traffic along High Street

See above.

d) Agenda for village meeting to be held on Thursday 12th November

Mr. Smith read out his draft agenda items for the village meeting on 12th November. After discussion, Parish Councillors agreed the follows items.

1. Apologies for absence
2. New Bus timetables
3. Library provision
4. The High Street and Station Road
5. The Community Hall
6. Village projects and the New Homes Bonus
7. Update on the Draft District Plan (Green Belt Review)
8. Neighbourhood Planning

Copies of the agenda to be put up on the village website and notices boards.

Action: J. Allsop

Mr. Smith said that he had invited District Councillor Mike Freeman to talk on the items 2 and 3.

With reference to items 7 and 8, an East Herts Council Officer will not be attending the Village meeting on 12th November.

e) Village Hierarchy report

At the July 2015 meeting, Mr. Smith and Mr. Freeman were actioned to look at the Watton-at-Stone Village Hierarchy. Mr. Smith reminded Parish Councillors that East Herts Council are conducting this study to identify, via a points system, villages that are best placed to sustain additional housing. The results of the study will form part of the evidence base for the District Plan.

Mr. Smith said that he and Mr. Freeman have managed to reduce the point scoring for Watton-at-Stone from 111 to 88 and although this is significant, it still places Watton-at-Stone as second highest in the criteria for villages best placed to cope with additional housing.

Mr. Smith said that he would be reporting on the Village Hierarchy report at the Village meeting on Thursday 12th November.

f) Maintenance of the Open-space arear at the rear of the Gatekeeper Meadow

Mr. Smith said that the grass on the open-space area at the rear of Gatekeeper Meadow has been cut, however the area still looks very untidy. As reported at the September Parish Council meeting, District Councillor Freeman has confirmed that East Herts Council will be adopting the land, but responsibility with its maintenance rests with the developer until the process is complete.

g) Parish Council land

Mr. Smith said that he would be contacting a couple of Estate Agents to get someone to look at the Parish Council land in both Rivershill and in Walkern Road.

Action: M. Smith

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
Community Hall – for annual play	49.80	Ted Brown – grass cutting and gardening
2 Allotment holders - rent and water	31.50	
	81.30	
Cheques issued		
S J Murphy Limited	Community Hall - Wall of Pavilion windows	20,160.00
Fred Burnell Pest Control	destroy wasps nest	48.00
Frank Cooper and Son	3 sportsfield grass cut	208.80
Wages and salaries	October 2015	1131.21
Post Office Limited	Tax and NI	155.61
Earl Haig Fund	Poppy donation	70.00
Affinity Water	Allotment water charges	188.55
St. Albans Diocesan Board	sportsfield extension rent	125.00
Perfect Ground Solutions	Cricket square maintenance	904.00
N J Whitehead	Cutting sportsfield hedge	480.00
Mark Blacktin	remove and dispose of bench on Church Walk	60.00
Mark Blacktin	fix new railings to sportsfield top corner fence	50.00
Mark Blacktin	paint safety rails from sportsfield onto School Lane	98.75
		23,679.92
Cheques received		
3 Allotment holders	Rent and water charges – 2015/16	199.49
1 Allotment holder	Rent for October 2015 only	2.62
Cricket Club	Donation towards work to Cricket table	768.32
		970.43

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments
Carla Beach - Pavilion	126.00	Sainsbury – cleaning materials
Vince Geoff - Main Hall	31.00	Parish Council – East Herts annual playground inspection
Phillip Little - Main Hall	24.00	
Dots and Tots - Pavilion	77.40	
Sarah Saunders - Main Hall & Pavilion	52.00	
Tim Clark - Pavilion	24.50	
Mark Wild - Pavilion	40.00	
Mark Dixon - Main Hall and Pavilion	97.00	
Mark Dixon - donation	3.00	
Pauline Hooper - Main Hall and Pavilion	64.00	
Floodlighting donations from 2/9 to	220.00	
	758.90	
Cheques issued		
East Herts Council	Rates	128.00
D. P Electrics	Annual emergency lighting and PAT testing	138.00
Wages	October 2015	498.83
Total Contract Cleaners	Hall cleaning in August 2015	120.00
HCC	Cleaning materials	102.78
Sports Courts	Pressure wash and moss kill	714.00
Mark Blacktin	Clean graffiti, limescale and dirt from Community Hall walls	92.50
		1794.11
Cheques received		
Mr. and Mrs. Hill	Watton Football under 8s - Main Hall hire	169.65
Badminton Club	Main Hall	135.00
Felicitas Dixon	Main Hall and Pavilion	32.50
Bateman	Main Hall and Pavilion	45.50
		382.65

Parish Councillors agreed the payments.

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

Prior to the meeting, all Parish Councillors were e-mailed a copy of the 6-monthly statement of accounts for the period ending the 30th September 2015.

Mr. Filer went through the expenditure and income items for both the Parish Council and Community Hall accounts and explained the variations in both statements. Mr. Filer said that he was not unduly concerned in the variations of these six-monthly figures

- **6-monthly inspection of accounts**

Mrs. McCash said that she carried-out the six-month inspection of the Parish Council and Community Hall accounts and they were in good order.

She has given the Clerk a signed copy of her report to be included in the Community Hall and Parish Council accounts for 2015/16.

- **Budget items for 2016/17**

Mr. Filer said that he had received budget items from Mrs Dinnin and Mr. Knight. Mr. Meischke said that the Trustees have now done their inspection of the Community Hall and would be in a position to give Mr. Filer their budget items for 2016/17 soon.

Mr. Filer asked all other Parish Councillors who had not already done so to e-mail him any items they would like included in the 2016/17 budget, as soon as possible.

Action: Parish Councillors

Community Hall Trustees

Mr. Meischke reported on the following items concerning the Community Hall Trustees.

- **Installation of new wall of windows in the Pavilion**

The new wall of windows in the Pavilion has been installed and looks very good. It was agreed that the choice of colour of the obscured high-level panels was in keeping with the building. Mr. Meischke said that the installers (Stanley J Murphy Limited) have completed their post installation snag report.

District Councillor Mike Freeman arrived at the meeting at 20.00

- **Trustees report on Development Progress of the Community Hall**

Mr. Meischke said that the Trustees met on 14th October 2015 to discuss the Development of the Community Hall. He then handed round copies of their report titled 'Development Progress of the Community Hall – October 2015 to all non-Trustee Parish Councillors. A copy of this report is attached to these minutes. **See attached**

- **Repair to roof**

Mr. Meischke said that, as reported at the September Parish Council meeting, City Roofing Contractors could not find where the roof was leaking. The problem appears to happen when it is raining with the wind blowing in a certain direction. When the problem occurs again, Mr. Meischke will ask City Roofing Contractors to make a site visit so they can identify where the leak is coming from.

- **Annual heating and boiler inspection**

Mr. Meischke said that James Turner Limited carried out the annual heating and boiler inspection. However, the engineer who carried out the inspection said that the boilers are now at the end of their working life and if they break down, repairing them would be problematic and he recommended that they be replaced. The gas fired water heater can no longer be repaired if it breaks down. All three boilers are now over 20 years old.

Mr. Meischke said that he is seeking advice on the maintenance of the shower systems, in particular regulations regarding the prevention of Legionnaire's disease. Although it is very unlikely to occur, the Community Hall showers should have a programme of checks to ensure that the Legionella bacteria does not occur. He has already established that the shower heads will need to be descaled and cleaned every three months and water should be flushed through the system on a regular basis so that it is not standing around in the pipes for a length of time as this is where the Legionella bacteria forms. Rosemary Brown has already been instructed to flush through the water in the showers once a week.

Mr. Meischke has asked James Turner Limited for a contact who will be able to visit the Community Hall to work out a maintenance programme and advice on a new heating and shower system for the Community Hall so that standing water is reduced to a minimum.

Recreation & Amenities

Mr. Knight reported on the following items.

- **MPPA**

- **Moss Kill**

Mr. Knight said that Sports Courts have done an excellent job of the moss kill and pressure washing of the MPPA.

- **Trouble with youths**

Mr. Knight was happy to report that there have been no more problems of vandalism on the MPPA or to cricket club equipment on the sportsfield.

- **Sportsfield – cricket square**

Mr. Knight said that Perfect Ground Solutions have completed their works on the Cricket square. The Cricket Club have given the Parish Council a donation to cover the net amount of the invoice

Mr. Knight said that a new tennis net winder mechanism is needed as the spare one is now in use. Cost would be £107 plus VAT. Mr. Meischke said that he believed that there is a spare mechanism in the internal cleaning cupboard. Mr. Meischke to check before any purchase is made. **Action: J. Meischke**

Mr. Knight to purchase a new winder mechanism if required.

Action: I. Knight

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

The allotment rents letters and bonfire leaflets have all been sent out to current Allotment holders. Payment of the invoices is slow and some people have given up their plots.

Mr. Smith to turn off the Allotment water supply at the end of October.

Action: M. Smith

- **War Memorial**

Mrs. Dinnin had spoken to Adam Welch about work that needed to be done to the War Memorial garden before Remembrance Sunday. She asked him to remove any dead growth in the flower beds and the weeds, which are mainly nettles in the newly planted shrub area.

The Clerk to check the records to find out when the War Memorial was last cleaned.

Action: J. Allsop

- **The Lammas**

The renovation work to the Abel Smith Estate owned riverside footpath between the Lammas and Walkern Road has now been completed. Funding for this renovation work came from a P3 grant (Parish Paths Partnership).

Mrs. Dinnin said that the footpath is wider than it was before and they have done a fantastic job. Mr. Knight said he could not see any drainage points on the footpath. Mrs. Dinnin agreed to investigate.

Action: C. Dinnin

Bluebury contractors have cut the grass on the Lammas and Watton Green. Mrs. Dinnin said both sites are looking good.

Mr. Smith said that some of the trees that were cut back on along the Lammas riverbank are already 10-feet high in places due to the very strong tree growth seen this year. The Parish Council needs to ensure that we keep the riverbank with clear and dappled shaded areas and not let this riverbank get overgrown again. Unfortunately, since John Bryden (Environment Agency) and Charlie Bell (Herts and Middlesex Wildlife Trust) left their respective jobs for new ones, no progress has been made to improve the flow of the river Beane along the Lammas. Mr. Smith said he had been in contact with their replacements (Tim Hall, Herts and Middlesex Wildlife Trust and Sarah Jane Scott, Environment Agency, who is currently on 12 months maternity leave) but to no avail. He will continue to pursue.

Action: M. Smith

- **Benches – Church Walk, the Lammas and Rustic bench on Watton Green**

Mr. Smith said that four new seats are needed in the village.

- **The Lammas**

Mr. Smith said that when he was down at the Lammas organising the grass cutting one of the concrete bench got flattened by the grass cutting tractor. Mr. Smith suggested that instead of replacing the bench he would not charge for the second Lammas and Watton Green grass cuts, which would have cost £450. This was agreed by Parish Councillors

- **Church Walk**

The bench on Church Walk was vandalised in September and Mr. Smith removed it from site.

- **High Street – opposite the George and Dragon public house**

Mrs. Dinnin said that the Moray family would like their memorial seat replaced. The family may be willing to fund the cost of this seat, Mrs. Dinnin to liaise with the family to get confirmation.

Action: C. Dinnin

- **Watton Green**

Mr. Smith has looked at the cost of repairing the tree seat or replacing it with a new one and the cost of the new one is less than the repair work.

New Homes Bonus Sub-Committee

Mrs. Stanley reported on the following.

- **2015 New Homes Bonus funding**

Mrs. Stanley said that to date we have only received one application for the 2015 New Homes Bonus funding, which is from the Parish Church. Mrs. McCash said she would be submitting an application from the War Memorial Hall committee.

The Clerk said that Lif Bishop, Beane Valley Children's Centre, had e-mailed her to ask if the Parish Council would consider granting money towards a defibrillator. The Clerk informed her that in February 2013 Professor Haslam had written to the Parish Council advising against the purchase of a defibrillator for the village. Mrs. McCash said that the Clerk mentioned Lif Bishop's request to her and she had spoken to Dr. Shah who said that he and Professor Haslam are still very against the public having access to defibrillators, because if used by an inexperienced person, more harm than good could be caused.

After a short discussion, Parish Councillors agreed to inform Lif Bishop that they would not support an application for the funding of a defibrillator from the New Homes Bonus funds. **Action: J. Allsop**

b) Routine Reports

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

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

- ii) **Gas and electricity meter readings**

Mr. Meischke said he would take the meter readings and forward them to the Clerk. **Action: J. Meischke**

- iii) **Fire Inspection**

Mr. Meischke said that Rosemary Brown had not identified any problems during her weekly inspection of the fire equipment and he had duly signed the fire inspection booklet accordingly.

- iv) **Monthly village-report**

Mrs. Dinnin completed the report on 18th October.

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

- **Swings** – newly painted. Some of the safety surface is damaged.
- **Rainbow multi play and slide** - shelf had been destroyed again and removed by Mr. Meischke.

Mr. Smith and Mr. Meischke to inspect and assess if this shelf should be reinstalled again.

Action: M. Smith/ J. Meischke

Fir trees and Oak tree on sportsfield – These two trees have had their bottom branches damaged by vandals. It was agreed to remove the bottom branches of the trees, giving them a lollipop effect. This would also prevent teenagers from hiding behind them. The Oak tree needs the elder removing from around its base.

Mrs. Dinnin to ask Adam Welch to submit his quotation to remove the lower branches and cut back the elder under the Oak tree. **Action: C. Dinnin/J. Meischke**

- **Watton Green** – the trees that were planted last year are looking sad again. It was agreed to monitor the trees in spring 2016.
- **Mill Lane clothes recycling bin** – Mrs. McCash asked that this bin be included on the monthly village-report and if it needs emptying report back to her or to the Clerk. This was agreed.

Action: J. Allsop

- **Allotment** – A few are in a poor state. Mrs. Dinnin said she would wait to see who would be giving up their plots before taking further action.

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

Mr. Meischke and Dr. Waltham did the report, with Mrs. Hammon in attendance, on Sunday 18th October.

Mr. Meischke said he still needed to inspect the village benches.

- **MPPA Fence** - some of the fence-work has been undone. Mr. Meischke said he had carried out temporary repairs. The gate nearest church walk requires attention
- **Play area** - Mr. Meischke said that Kompan have only just responded to our e-mail agreeing to our request that they repair their items identified in the annual play inspection.

Various other repair work identified in the annual play inspection are due to be done by Mark Blacktin.

- **Rainbow multi play and slide** – refer to item 8 b iv, Monthly village-report.
- **Weeds under sportsfield bench** - Mr. Meischke to ask Ted Brown to weed kill. **Action: J. Meischke**

• **Community Hall**

- **Pavilion blinds** – Mr. Meischke to arrange for the pavilion window blinds to be re-installed on the new wall of windows and new blinds made for the double doors. **Action: J. Meischke**
- **Benches in sports hall** – missing some rubber feet. Purchase new feet. **Action: J. Meischke /J. Allsop**
- **External toilet** – door sticking. Mr. Meischke to ask Mark Blacktin to repair. **Action: J. Meischke**
- **Internal toilet** - door lock faulty. Mr. Meischke has repaired this lock.
- **Changing room corridor** - Carpet doormat is a trip hazard.
Mr. Meischke has a replacement mat on order. **Action: J. Meischke**
- **First Aid equipment** – eyewash, eye bath and eye pads need replacing.
The Clerk to order replacements from County Supplies. **Action: J. Allsop**

vi) **Weekly sportsfield**

Nothing to report.

vii) **Website**

Nothing to report.

viii) **Highway and Lighting faults**

District Councillor Freeman said that the white-lining at the junction with the former Waggon & Horses building has all but disappeared and urgently need repainting. Many motorised are unaware that this is a priority junction for traffic going towards Walkern. An accident has already occurred at this location and although he had e-mailed Highways asking them to have the white-lines installed, they failed to respond to it and claim they do not have a copy of this correspondence.

Many of the road signs in the village are dirty. Mr. Freeman said the signage used to be kept clean by the HCC contractors but he would arrange to clean some of the worse affected signs with his Speed-Kill team.

• **Village Hierarchy Scheme and National Housing problems**

For the benefit of Mrs. Hammon, District Councillor Freeman summarised the purpose of the Village Hierarchy scheme and how it affects Watton-at-Stone. He also spoke about the national housing problems and their effects on further housing requirements for our village.

9 Correspondence received

• **Groundwork – Tesco Local Community Scheme**

Mr. Smith said that funding is available from the Tesco Local Community Scheme. The first funding round of this programme opens for applications across England, Wales and Scotland opened on Monday 19th October, and will close on 30th November 2015 with grants of up to £12,000 being made available to create ‘better and happier places’. There will be two funding rounds per year over the next three years. The grants programme is managed by Groundwork and funded by Tesco customers from the proceeds of the 5p charge for plastic carrier bags as a result of a government carrier bag levy.

10 Village organisations

• **Watton youth club (formerly Watton Youth Drop Inn)**

Mr. Meischke reported that there has been a considerable amount of problems within Watton Youth Drop Inn both out on the field and in the Community Hall building. The police have been kept informed as and when incidents have occurred. It was decided to close Watton Youth Drop in and for legal reasons re-open it as Watton Youth Club. Under the old system, children signed in and were then free to leave the Community Hall as and when they felt like it. As a Youth Club after the children have signed in, they have to remain within the premises. If this new system does not work, the Youth Club will be closed.

Watton Youth Club will be holding its first session on Friday 23rd October. This will be followed by a party on Friday 30th October. The Youth Club will then hold their sessions every fortnight.

11 Items for Parish News

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

- Agenda for the Village meeting **Action: M. Smith**
Mr. Knight said that he would try his best to get this item included in the Parish News although the deadline for items to be included in the November issue was over a week ago.

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

- Traffic issues in Station Road and the High Street **Action: M. Smith**

The meeting closed at 2115.

The date for the next Parish Council meeting is Tuesday 17th November 2015.