

Minutes of the meeting of the Wotton-at-Stone Parish Council held in the Community Hall on Tuesday 17th November 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
	Mr. David Stock	Dr. Emma Waltham
	Mrs. Jane Allsop (Clerk)	
Members of public:	District Councillor Mike Freeman	
	David Humby (from 1930 20.30)	
	DC Kirsty Richardson (from 1940 – 2030)	

1 Apologies for absence

Apologies for absence: None.

2 Public Participation

None.

3 Chairman's/Clerk's Report

None.

4 Declaration of Interests

Mrs. Hammon declared personal interest in item 2 b 3, Review of actions – Contact Estate Agents re Parish Council land (Mrs. Hammon may be interested in purchasing the Parish Council owned land at Rivershill).

Mrs. Hammon declared personal interest in item 6 a i, Planning applications - Heath Mount School Woodhall Park (Mrs. Hammon's son attends Health Mount School).

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 20th October 2015**
Parish Councillors agreed that the minutes be approved.

b) Review of actions

1. **Draft Parish News insert about traffic issues in the village:** completed.
2. **Ask District Councillor Michael Freeman to chase HCC re Station Car Park sign**
The station car park signs have been reinstated.
3. **Contact Estate Agents re Parish Council land**

Mrs. Hammon left the meeting while this item was discussed.

Mr. Smith said that he had spoken to the estate agents Lambert Smith Hamilton about open market value of the Parish Council land at both Walkern Road and Rivershill.

The land at Rivershill is heavily wooded and has a restricted access and it would be ideal as a garden extension. Only two properties would benefit from this land for the purpose of a garden extension. Parish Councillor Catherine Hammon has shown an interest in purchasing this land, although she has no property adjacent to the land and therefore would have no proper access.

Valuation for this land was discussed by Parish Councillors and it was agreed to advertise it for sale on the village noticeboards and notify the property owners that adjoin this land. Any purchaser would be responsible for all legal fees resulting in the sale of this land.

It was agreed that prior to advertising the land for sale, the Parish Council need to establish who owns the small piece of land the Parish Council has to go across before entering their land.

Action: M. Smith/ J. Meischke/J. Allsop

Parish Councillors discussed the value of part of their land at Walkern Road, which is currently used, by formal agreement, as a garden extension for Beane Cottage. It was agreed that sometime between now and 2020, when their agreement between the Parish Council and the owners of Beane Cottage is up for renewal, this land to be offered for sale to the owners of Beane Cottage.

Mrs. Hammon returned to the meeting.

4. **Look to see if there is a tennis net winder mechanism in the Community Hall**

Mr. Meischke said there is not a spare tennis net winder mechanism in the Community Hall storeroom.

A replacement winder mechanism has been purchased from Newitts.

5. **Check the Parish Council records to find out when the War Memorial was last cleaned**
Mrs Dinnin said that the War Memorial was last cleaned in 2008. She said that on further inspection of the War Memorial, provided the moss is removed, it would not need a professional clean for a couple of years.
District Councillor Freeman offered to clean the moss from the War Memorial. Parish Councillors greatly appreciated his offer. **Action: M. Freeman**
6. **Inspect footpath from Walkern Road to the Lammas re drainage points**
Mrs. Dinnin said that the footpath drainage is fine and the footpath looks brilliant.
7. **Pursue both Environment Agency and Herts and Middlesex Wildlife Trust re Lammas**
This item is ongoing. **Action: M. Smith**
8. **Memorial seat outside the Counting House in the High Street**
Mrs. Dinnin said that she had been contacting the wrong family regarding the seat outside the Counting House. The seat is in memory of the Hale family and not the Moray family. There is only one known family member who is an in-law not a direct relative.
It was agreed that the Parish Council replace the seat. As previously agreed, the planter adjacent to the seat to be removed and not replaced. Refer to item 8 a, Environment Sub-Committee – benches.
9. **Purchase new rubber feet for sports hall benches**
Four rubber feet have been purchased and now require fitting. **Action: J. Meischke**

c) Action points resolved

1. Post Agenda for village meeting to be held on Thursday 12th November on notice boards and website
2. Purchase new a tennis net winder mechanism
3. Turn off the Allotment water supply at the end of October
4. E-mail Lif Bishop (Beane Valley Children’s centre) re defibrillator
5. Take Gas and Electricity meter readings and forward them to the Clerk
6. Inspect damaged shelf on Rainbow multi-play and slide
7. **Ask Adam Welch to quote for work to conifers and elder on the sportsfield –**
Mrs. Dinnin said that Adam Welch has submitted a quotation of £90 to remove the lower branches of both conifers on the sportsfield, as discussed. It was agreed to accept this quotation. **Action: J. Allsop**
8. Include Mill Lane clothes recycling bin on the monthly village-report
9. Ask Ted Brown to weed-kill under the sportsfield bench
10. Arrange for the Pavilion window blinds to be re-installed - refer to Community Hall Trustees
11. Arrange for repair to external toilets door from sticking - refer to Community Hall Trustees
12. New mat for changing room corridor - refer to Community Hall Trustees
13. Order eyewash and eye pads need replacing

d) Action points outstanding

1. **Arrange for change of bank signatories**
The Clerk said that the forms have been completed and are ready for signing and returning to Santander.
2. **Write modification for Risk Assessment re Clerk’s salary and pay roll**
Mrs. McCash read out the following text, which will be included in the Risk Assessment
‘The wages return for HMRC Real Time Information, is processed by McCash and Hay monthly, when the clerks salary is prepared again in line with HMRC's Real Time Information requirements’
The Clerk to modify the Risk Assessment accordingly. **Action: J. Allsop**
3. **Upload Parish Council toolkit documents to the Parish Council website and update tool kit folders**
This item to be deferred until the February 2016 meeting. **Agenda 02/16**
4. **Produce contents list for Parish Councillors Tool Kit folder and for the webpage**
This item to be deferred until the February 2016 meeting. **Agenda 02/16**
5. **Generate a new notice for the MPPA**
Mr. Knight said that this action point is ongoing and he will now generate a new notice. **Action: I. Knight**
6. **Draw up an Asset Management plan:** In progress. **Action: M. Stanley**
7. **Give Mr. Filer budget items for 2016/17**
Mr. Filer said that he had received sufficient items from Parish Councillors to now put together a draft budget for discussion. Refer to item 8 a, Budget and Finance Sub-Committee.

6 Planning

Mrs. McCash reported on the following items.

a) Applications

i) Heath Mount School Woodhall Park (3/15/1772/VAR)

Variation of condition 2 (approved plans) of Planning Permission for Erection of six replacement classrooms and performing arts space

Mrs. McCash said that this application is a small amendment to the originally submitted plans and the Parish Council made a no comment response.

ii) Gregorys Farm, Whempstead (3/15/2046/FUL)

Change of use and alteration of buildings from ancillary to residential accommodation

Mrs. McCash said that the developers had started work on alterations to the farm buildings without acquiring planning permission first. She discussed this application with District Councillor Freeman and they had both visited the site independently.

She suggested that the Parish Council make 'no comment' response to this application. Parish Councillors were appalled that a development company would start work without prior planning consent.

After discussion, Parish Councillors agreed that the Clerk be instructed to send a 'No comment' response to the planning department. **Action: J. Allsop**

iii) Bridge House, 1b High Street (3/15/2182/HH)

Erection of side conservatory

Bridge House is situated adjacent to the Walkern Road, in the former grounds of the Waggon and Horses pub.

Mrs. McCash visited the site and spoke to the applicants who showed her the drawings and brochures for the proposed conservatory, which looks very tasteful and in keeping with the area. She suggested that the Parish Council make a 'no comment' response.

After discussion, Parish Councillors agreed that the Clerk be instructed to send a 'No comment' response to the planning department. **Action: J. Allsop**

b) Decisions

None.

7 Specific items

a) Traffic along Station Road

Mr. Stock said the status of the drawings in the public-consultation letter (dated 12th November and distributed by HCC's Highways Department to residents in the village) is not clear to him. The detail shown does not reflect our previous discussions/communications with HCC nor our points raised and recorded in the revised minutes of our meeting with them on 17 November. For example, if these drawings accurately reflect the position and capacity of the two laybys, he remains concerned about the sight-lines along this stretch of road. This and other aspects of the proposed changes in Station Road were discussed further. Mr. Stock to compose a letter to Michael Stutley (HCC) accordingly. **Action: D. Stock**

Note: To avoid repetition and for the sake of completeness, this letter is attached. **See attached.**

The Parish Council now awaits resident-responses to the public-consultation letter before we next meet with HCC.

DC Kirsty Richardson Police arrived at the meeting.

b) Traffic along High Street

As above, there is some question about the status of the drawings and, again, the Parish Council awaits the responses of residents to the public-consultation letter before we next meet with HCC.

Mrs. McCash said there was concern about the length of the junction-protection double-yellow lines outside Watton Place Clinic, i.e., they need to be reduced in length so as to allow non-emergency ambulances to legally park there. Parish Councillors asked Mrs. McCash to encourage the 'Clinic' to write to HCC accordingly. She said she had already done so.

There was also a question about the need for double-yellow lines outside Sandy's.

c) Village meeting held on Thursday 12th November

Mr. Filer said he would like to congratulate the four people who headed up the village meeting on 12th November, namely: Parish Councillors Michael Smith (Chairman), John Meischke (Vice-Chairman), Margaret Stanley and District Councillor Michael Freeman.

Mr. Smith handed round copies of his report on the meeting. It was agreed that this report should be included in the next issue of the Parish News as well as uploaded to the village website. The report reads as follows:

‘Village Meeting 12th November

About 120 people attended this meeting. Several topics were discussed. Considerable concern was raised over the high volumes of traffic within the village leading to potentially dangerous situations. The meeting was updated on the County Council's Highways Department's plans to address these problems and all residents should by now have received a copy of their detailed plans for comment.

The other main topic was the future development of the village particularly where this could involve Green Belt land. There was a general acceptance at the meeting that some degree of development in the village is almost inevitable but the Parish Council (PC) remains opposed to development on Green Belt land, which is also the view of the majority of residents.

District Councillor Michael Freeman gave a detailed explanation of the housing challenges facing the country, the district of East Hertfordshire and the village of Watton at Stone. He explained that a number of serious issues could still influence the final draft of East Herts Council's District Plan although the PC will reiterate its position on the Green Belt and ask the District Council to reflect this position in its final draft.

Michael Freeman argued that instead of trying to erect a barricade against any form of development which would leave the village with very few options if development is unavoidable, it would be more productive and better for the village in the long run if a three part approach is adopted, based on strong planning policy grounds:

1. We should continue to exploit the potential for development on all the remaining brown field sites in the village as an alternative to Green Belt. We are also talking to the Woodhall Estate on its plans for the future.
2. If the above does not deliver the number of housing units we are being asked to accommodate, we should argue that the Green Belt review commissioned by East Herts Council has confirmed that the Green Belt around Watton is of major importance and therefore should not be developed.
3. We should then argue that in accordance with the National Planning Policy Framework handed down to local authorities by the Government, development on Green Belt land can only be permitted in “very special circumstances” and we will all want convincing that those circumstances exist.

No vote was taken on this proposal but there was widespread agreement that it is the way forward.

The PC is of the firm opinion that a Neighbourhood Plan should be developed. PC Chairman Mike Smith was at pains to describe its potential benefits but also emphasised its downsides. He said that we should be in no doubt that such plans are pro development, not just new building but all aspects of how the village will develop in the future. Furthermore, the plan must be in line with the broader Local (District) Plan being developed by the District Council. For example, it could not reduce the number of houses required by that Plan. In addition, it will require considerable input in terms of money and time although there is grant funding available to support the costs.

Mike Smith added that a 900 house leaflet drop concerning Neighbourhood Plans had generated only 6 replies and so he asked those at the meeting if they would give a show of hands to demonstrate that there is support for this important issue. Approximately two thirds of those present agreed that a Neighbourhood Plan should be pursued.

As a result it has since emerged that we now have 22 volunteers, add to this representatives from other interested parties, the Parish Council now has high hopes that a balanced plan can be developed.’

Mr. Smith gave all Parish Councillors a copy of a letter he had drafted to the East Herts Council re the Green Belt review. Parish Councillors agreed that this letter be sent to East Herts Council. **Action: J. Allsop**

• Police report by DC Kirsty Richardson

Mr. Smith welcomed DC Kirsty Richardson to the meeting.

DC Richardson handed out her police report for crime figures for Watton-at-Stone over the last month and went through each of the items recorded. Reported crime figures for this period are down to 7 compared with 10 incidents for the same period last year. Over the last month, police have issued 10 fixed penalty tickets on vehicles parked within 10 meters of the junction of Clappers Lane with Station Road.

The fatal motorbike accident that occurred on 5th November on the road to Stapleford caused the police to re-route traffic through Watton-at-Stone with huge congestion problems in the village.

Mr. Meischke reported that the Youth Club (formerly Watton Youth Drop Inn) has now re-opened on a fortnightly basis. Youths have to sign in and are not allowed entry unless they have a parent or guardian accompanying them. This caused a problem on the first week the club reopened when youths coming from Hertford were refused access because they did not have a parent with them. They then caused aggravation outside the hall. Mr. Meischke asked DC Richardson to liaise with Lyn Oakman re the opening dates for the Youth Club so that the police could attend.

The Old Mill Lane site continues to be unsecured. Mr. Smith said that planning officers are looking at the possibilities of allowing development on this site. In addition, their enforcement officer will see if they can take steps to ensure that the owners makes the site safe.

- DC Kirsty Richardson and David Humby left the meeting

8 Sub-Committees

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		
1 Allotment holders - rent and water charges	15.75		Ted Brown – grass cutting & gardening		30.00
	15.75		Ted Brown – MPPA leaf clearance		30.00
					60.00
Cheques issued					
Frank Cooper and Son	1 grass cut				69.60
Wages and Salaries	November 2015				1131.21
Adam Welch	½ year maintenance schedule minus leaf collection				1,400.00
Mark Blacktin	repair post and rail fence plus MPPA fence and gate				132.00
					2,732.81
Cheques received					
26 Allotment holders	Rent and water charges – 2015/16				724.50
					724.50

Watton-at-Stone Community Hall

Petty Cash – Receipts			Petty Cash -Payments		
Carla Beach - Pavilion		126.00	None		0.00
Vince Geoff - Main Hall – owed from 06/10/15		5.00			0.00
Phillip Little - Main Hall		36.00			
Amy & Jon – Main Hall and Pavilion		45.50			
Serna Grey– Main Hall and Pavilion		65.00			
Mark Wild – Main Hall and Pavilion		64.00			
Lawrence Brown – Main Hall and Pavilion		81.00			
Keith Swabey – Main Hall		8.00			
Caroline Paton – Main Hall and Pavilion		39.00			
Caroline Paton – donation		1.00			
Floodlighting from 14/10 to 20/10/15		40.00			
		510.50			
Cheques issued					
M. Taylor	prepare and paint swings with paint provided				140.00
James A Turner Limited	boiler servicing				237.60
Thames Water	Sewage				123.95
Total Contract Cleaners	Hall cleaning in September 2015				90.00
Wages	November 2015				174.90
					766.45
Cheques received					
Sarah Endersbee	Main Hall and Pavilion				39.00
Jamie Whitehouse	Main Hall and Pavilion				52.00
					91.00

Parish Councillors agreed the payments.

- **Arrange meeting for Budget and Finance Sub-Committee to discuss budget**

The Budget and Finance Sub-Committee will meet on Tuesday 1st December at 1900 in The Nigel Poulton Community Hall.

Community Hall Trustees

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

- **Trustees report on inspection of the Community Hall by Wodson Park official**

Dr. Waltham said that she and Mr. Meischke had a site meeting at the Community Hall with Jan Stock, Wodson Park's General Manager.

Jan Stock came up with suggestions for improving the hiring of the hall, was very complimentary about the building, and liked it as a sports facility. She agreed to put Dr. Waltham and Mr. Meischke in contact with Sport England, Age UK and Health Walks, who would be able to help set up group activities for different age groups in the village.

Jan Stock suggested that smoke alarms should be installed in both of the internal cupboards (these have been ordered) and the Pavilion could do with a spruce up, including decoration work and new lighting. Mr. Meischke said that he had obtained a quotation for the painting of the pavilion walls, ceiling and woodwork. He had also obtained a quotation for the installation of new lighting.

Dr Waltham said that she had started to put together an action plan for the Community Hall and the Trustees would be considering this at their meeting on Tuesday 24th November.

- **Repair to roof**

Mr. Meischke said that he had made numerous visits to the Community Hall during the rain and sometimes the pavilion floor had been drenched with water and other occasions it had not. City Roofing Limited has suggested that the only option is to remove the ceiling and reveal the roof tiles to see what is happening. Any decoration work to the hall will be done after the roof has been repaired.

- **Replacement boiler**

Mr. Meischke and Mr. Smith are scheduled to meet with a representative from James Turner Limited on Friday 20th November concerning the boiler system at the Community Hall.

Action: J. Meischke/ M. Smith

- **New mat for changing room corridor:** The new mat has been installed.

- **Repair to external toilets door from sticking:** Completed.

- **Pavilion update (blinds, decoration and lights)**

Mr. Meischke said that he had obtained two quotations for the pavilion window blinds to be re-installed on the new wall of windows and new blinds made for the double doors.

- **Ashley blinds (who originally installed the blinds)**

Make 2 x new blinds for double doors using material provided £335.16 plus VAT

Make 2 x panel flaps to cover windows in Main Hall doors using fabric provided

£383.80 plus VAT

Re-fit 2 x existing roller blinds £100 plus VAT

- **Mark Morris (Knebworth) - £320 plus VAT**

Make 2 x new blinds for double doors and re-install 2 x existing roller blinds

£320 plus VAT

It was agreed to accept Mark Morris's quotation.

Action: J. Meischke

Mr. Meischke said that he had obtained quotations for improving the Pavilion lighting from D. P. Electrics and a decoration quotation from Mick Taylor. However, before any decoration work can be done, the leak in the roof needs to be repaired and this will involve the pavilion ceiling being taken down.

It was agreed to ask Peter Philips to supply a quotation for decorating the Pavilion. **Action: J. Meischke**

Mrs. McCash was of the opinion that the Community Hall should not rely on New Homes Bonus funding to help it out and that they had already had £10,000 this year towards the new wall of windows in the Pavilion.

The Trustees will discuss Pavilion improvements at their meeting on 24th November.

- **Kitchen cutlery**

Christine Grant can provide 40 sets of kitchen cutlery in exchange for a donation. It was agreed that Mr. Meischke should obtain this cutlery.

Action: J. Meischke

- **Rainbow multi play and slide**

The Plastic sheeting needed to repair the multi play and slide equipment is on order from Kedel Limited.

- **Internet connection**

Mr. Meischke said that Virgin Media have verbally estimated £2,000 to run their Ethernet cables to the Community Hall to allow for an internet connect. There would then be a monthly charge for connecting the hall to the internet.

BT would charge £30 per month for a phone line and internet connection. He agreed to contact BT again about their internet speeds.

Action: J. Meischke

Recreation & Amenities

- **Goal Mouths**

Mr. Smith said that the footballers playing when the ground has been wet had already destroyed all the effort spent on re grassing the sportsfield goalmouths.

He said that there are artificial mattings on the market that prevent damage to the grass roots. This could be installed in both goalmouth areas. He agreed to investigate further.

Action: M. Smith

Mr. Knight agreed to monitor the condition of the sportsfield and cancel any football matches if he deems the sportsfield too wet for use.

Action: I. Knight

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **War Memorial**

Refer to item 5 b 5, Review of actions –Check the Parish Council records to find out when the War Memorial was last cleaned.

- **The Lammas**

Mrs. Dinnin suggested that Adam Welch be asked to put wood chippings along the original Lammas river path now that it has been cleared, in the hope that it would encourage people to use this path and let the other path go back to grass. Mr. Smith said that Adam Welch would need to ensure that he used hardwood chippings and not softwood ones as they deteriorate quickly causing a slippery surface.

- **Benches**

As reported at the October Parish Council meeting, the Parish Council need to purchase four new benches for the following locations

- The Lammas
- Church Walk
- High Street – opposite the George and Dragon public house
- Watton Green – tree bench

Mr. Smith said that Philip Scott had reminded him that a picnic bench had formed part of the plan for the improvements to the sportsfield play area.

Mr. Smith handed round print outs showing the style of the proposed seats for the High Street, Watton Green tree seat and the picnic bench from Marmax Products Limited. The remaining two seats will come from GoPlastic Limited. All five items are made out of recycled plastic.

Parish Councillors agreed to purchase the four seats and the picnic bench at a total price of £1,800 plus VAT.

Action: M. Smith/J. Meischke

New Homes Bonus Sub-Committee

Mrs. Stanley reported on the following.

- **Application for funding**

Mrs. Stanley said that the Parish Council had received a healthy number of applications for funding from the New Homes Bonus funds. These applications will be discussed at a meeting of the New Homes Bonus Sub-Committee.

- **Arrange meeting for New Homes Bonus Sub-Committee to discuss funding request**

Mrs. Stanley said that she would e-mail Parish Councillors a date for the New Homes Bonus Sub-Committee meeting.

Action: M. Stanley

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 read both the gas and electricity meters prior to the meeting and gave the readings to the Clerk. The Clerk to submit these meter readings to E-on.

Action: J. Allsop

- Denis left the meeting 21.22

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**

Mr. Smith completed the report on 14th November 2015.

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

- **Goal Mouths:** refer to Recreation and Amenities Sub-Committee.
- **Large litterbin:** full and always in good use.
- **MPPA fencing:** continuing to deteriorate.
- **Culverts:** non-offensive graffiti painting on Mill Lane culverts. No action required.
- **Salt bins:** all full and serviceable ready for the winter season
- **Dog bins:** all empty and serviceable. However, the bin by the War Memorial is breaking up. Notify East Herts Council accordingly.

Action: J. Allsop

- **War memorial:** refer to item 5 b 5, Review of actions –Check the Parish Council records to find out when the War Memorial was last cleaned.
- **Grass around the Ornate village sign:** needs cutting.
- **General comments:**
 - **Village:** In good order, due to high winds blowing leaves or litter away from public places.
 - **Virgin Media roadside boxes:** the door of one of the boxes in Hockerill is not secure.
The Clerk to report this to Virgin Media as a health and safety risk. **Action: J. Allsop**

It was agreed that the Clerk destroy all monthly village-reports that are older than three years.

Action: J. Allsop

vi) **Weekly sportsfield**

Nothing to report.

vii) **Website**

Nothing to report.

viii) **Highway and Lighting faults**

Mrs. Dinnin said that the streetlamp near the entrance to Mill Lane, which is attached to the house wall, is out. The Clerk to report this fault.

Action: J. Allsop

9 Correspondence received

a) **East Herts Council – unauthorised adverts/flyposting**

All Parish Councillors had been e-mailed a copy of the correspondence from Paul Dean (Principal Planning Enforcement Officer, East Herts Council), dated 23rd October, re unauthorised adverts and flyposting.

Mr. Freeman said that this letter was not really aimed at Parish Councils.

Mr. Stock said the Parish Council already has its own policy on flyposting within the village and felt that this is sufficient and we should continue to adhere to it. This was agreed by all present.

b) **Bidwells re St Albans Diocesan Board of Finance rent payments**

Bidwells have written to inform the Parish Council that they will collect all future rent payments due to the St. Albans Diocesan Board of Finance.

- **Correspondence from Dr. Norden**

Correspondence received from Dr. Norden concerning policing matters to be e-mailed to all Parish Councillors.

Action: M. Smith

- **Mr. Peter Morris 12b High Street**

Mr. Smith read out letter, dated 6th November, from Mr. Peter Morris concerning the condition of the street pavements near his property. Mr. Smith to write in reply to Mr. Morris informing him that this matter is being referred to the Highways department who are responsible for footpath maintenance.

Action: M. Smith

10 Village organisations

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

Mr. Stock is to attend the War Memorial Hall Management Committee AGM and committee meeting tomorrow evening (18th November).

- **Watton Youth Club**

Refer to Police report by DC Kirsty Richardson which directly follows item 7 c, Village meeting held on Thursday 12th November.

11 Items for Parish News

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.
- Report on Public meeting held on 12th November.

The meeting closed at 21.44.

The date for the next Parish Council meeting is Tuesday 15th December 2015.