

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 18th October 2016

Present:	Mr. Michael Smith (Chairman)	Mr. John Meischke (Vice-Chairman)
	Mrs. Christine Dinnin	Mr. Ian Knight
	Mrs. Helen McCash	Mrs. Margaret Stanley
	Dr. Emma Waltham	Mrs. Jane Allsop (Clerk)
Public:	District Councillor Michael Freeman until 2023	

1 Apologies for absence

Apologies for absence: Mr. Denis Filer. Mrs. Catherine Hammon, Mr. David Stock

2 Public Participation

None.

3 Chairman's/Clerk's Report

None.

4 Declaration of Interests

None.

5 Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 27th September 2016**
Parish Councillors agreed that the minutes be approved.

b) Review of actions

- 1. Obtain a copy of the Major Incident Plan for Watton-at-Stone**
Mrs. McCash said that this action point is outstanding. **Action: H. McCash**
- 2. Obtain prices of new notice boards**
Refer to item 7 e, Specific items Parish Council noticeboards.
- 3. Inspect hedge at Old School Orchard**
Mrs. Dinnin and Mr. Smith said that they had independently inspected the hedge and no cutting back is required at this time.
- 4. Find someone who would be willing to be the internal auditor for the Parish Council**
Refer to item 8 a, Budget and Finance Sub-Committee - Appointment of internal auditor.
- 5. Write to the Leader of the Hertfordshire County Council (HCC) about Station Road**
Mr. Smith said he sent the leader of HCC a copy of the Station Road article he wrote for the November issue of the Parish News.

District Councillor Michael Freeman said that East Herts Council have lodged a formal complaint to HCC about the delays in implemental traffic control in Station Road.
- 6. Give Mr. Filer budget items for 2017/18**
Mr. Smith reminded Parish Councillors to e-mail their items for the 2017/18 Parish Council and Community Hall budgets to Mr. Filer before the November Parish Council meeting. **Action: Parish Councillors**
- 7. Speak to Nicola Clowes re future of Dots and Tots**
Mrs. Dinnin said that she had spoken to Caroline Hayes who informed her that she and Nicola Clowes have been trying to find volunteers to run the Dots and Tots group, but so far had been unable to do so.

Caroline and Nicola have done a good job of tidying the toy cupboard and have removed certain items that belonged to themselves.

Mr. Meischke said he did not want the Parish Council to make a hurried decision about the future of the toys, which can stay where they are, in the hope that the group will reopen in the future.
- 8. Pursue appropriate funding-streams re defibrillator for the village**
Mr. Knight said that a defibrillator would cost in the region of £1500 and £2000 to install.

Mrs. McCash expressed her very strong views that the Parish Council should be providing this facility for the village even if it only saves one life.

Mr. Knight said that he has the name and contact details of a women from Welwyn who might be able to help with finding funding sources and arrange for the installation of a defibrillator.

Mrs. McCash said she was happy to find out more about installation costs and funding streams
Parish Councillors agreed that Mrs. McCash should find out the installation costs and possible funding streams available. **Action: H. McCash**

Mr. Knight agreed to give Mrs. McCash the details of the Welwyn contact. **Action: I. Knight**

Dr. Waltham said she has a contact who would be willing to fundraise and agreed to pass their name to Mrs. McCash. **Action: E. Waltham**

9. Speak to tennis court contractors re additional nets and winder mechanism

Mr. Smith said he had spoken to the contractor but they had not given him any prices to date.

Mr. Smith to chase.

Action: M. Smith

c) Action points resolved

1. Write to Vivien Monk-Hartley to ask her to cut back the trees that are overhanging the allotments
2. Write to planning department re application for Windrush
3. Write to planning department re application for land adjacent to the Moat House Perrywood Lane
4. Visit the neighbours of 14 Glebe Close re planning application
5. Contact Parish Councillors re plans for 14 Glebe Close and write to East Herts Council accordingly
6. Send out annual allotment invoices at the beginning of October
7. Purchase 10 chairs for the Community Hall
8. Obtain up-to-date lighting and painting quotations for the Pavilion - refer to 8 a, Community Hall
9. Arrange for outside toilets to be upgraded - refer to item 8 a, Community Hall
10. Re-visit marketing of the Community Hall - refer to item 8 a, Community Hall
11. Transfer Parish Council grant for new boilers to Community Hall
12. Notify Countryside Management Services about use of remaining P3 funds
13. Instruct Adam Welch to do additional work required at War Memorial garden
14. **Issue New Homes Bonus minutes:** outstanding.
15. Arrange for the emergency escape lighting tests and manual alarm call tests to be carried out
16. Inspect roof vent on car park side of the Community Hall
17. Notify Highways about lighting faults
18. Contact East Herts Council re Parish and Urban Conference
19. E-mail a copy of the annual playground inspection to all Parish Councillors
20. Speak to the Steering group about attending Planning training event
21. Write article for the Parish News re Station Road

Action: M. Stanley/J. Allsop

d) Action points outstanding

1. Inspect sportsfield post and rail and take action as required

Mr. Smith said that he would look at the post and rail fence with a view to repairing it at the same time as the new fencing for the tennis court is installed.

Action: M. Smith

2. Ask Football Club to chain the 5-a-side football posts stored behind the cricket shed

Mr. Knight said that the 5-a-side football posts remain unlocked. He said that they are being used and agreed to monitor the situation.

Action: I. Knight

6 Planning

Mrs. McCash reported on the following items.

a) Applications

i) 14 Glebe Close (3/16/2098/HH)

Single storey flat roof extensions

Mrs. McCash e-mailed (on 29th September) all Parish Councillors the correspondence for this application and suggested a 'no comment' response.

This was endorsed by the following Parish Councillors: Mr. Filer and Mr. Knight. The Clerk wrote to East Herts Council accordingly.

Appeals

Mrs. McCash said that the following appeal had been received after the Parish Council agenda was published.

• Gregory Farm – Appeal reference AP/16/0104/REFUSE

Conversion of buildings to form 2 no. Work/Live Units

Parish Councillors agreed that their 'no comment' response to the original application still stands.

Mrs. McCash said that no further action is required by the Parish Council.

b) Decisions

None.

7 Specific items

a) District Councillor Michael Freeman's Report

District Councillor Freeman reported on the following items.

District Plan

Mr. Freeman said he had drafted a flier for distribution to all Watton-at-Stone household, which he then read to all Parish Councillors. The Steering Group has also produced a flier about the neighbourhood plan to be disturbed throughout the village.

Parish Councillors agreed that instead of these fliers being inserted in the Parish News, they should be hand delivered to all households in the village. Mr. Knight to arrange for the printing of these leaflets in two different colours.

Action: I. Knight

Parish Councillors present at the meeting, District Councillor Freeman and the Clerk agreed to deliver the leaflets.

Action: Parish Councillors/M. Freeman/J. Allsop

Neighbourhood Plan – progress report

Dr. Waltham gave her update on the Neighbourhood Plan.

A consultation weekend will be held in the Community Hall from 1000 to 1400 over the weekend of 26th/27th November.

The first consultation, which ended in June 2016, was a ‘blue sky’ event, asking villagers what they would like in the village.

This second consultation will take some of the ideas identified in the first consultation. There will be a survey for members of the public to complete and they will be able to identify where their favoured development areas are, what type of housing is preferred and if they wish to see more development in the village or not.

As discussed earlier under ‘District Plan’, a flier has been produced which will be hand delivered to all households in the village. The Steering Group have agreed that they will employ someone to write the Neighbourhood Plan and funding to pay for this is available from East Herts Council.

Dr. Waltham said that the earliest timescale for adopting our Neighbourhood plan would be in 2019. The timescales are getting longer as more Neighbourhood Plans are submitted from other parishes.

At the last meeting of the Steering Group concern was shown that the East Hertfordshire District Plan no longer identifies a minimum development target for Watton-at-Stone. It will therefore be up to Watton-at-Stone to decide how many units are build and where they are located. This puts Watton-at-Stone in a very difficult predicament.

If the village decide they do not want any building on Green Belt sites and we stipulate Brownfield sites only, we might be allowed a say as to how any Green Belt sites are developed if we have a Neighbourhood Plan.

Dr. Waltham said we should not lose site of the fact that there are people in the village who want more homes built.

Mr. Freeman said that the brownfield sites in the village do have their problems, the Mill Lane site being one of them.

Watton-at-Stone are not the only Type 1 village that has a no minimum development target, the villages of Stansted Abbots and Hertford Health, who like Watton-at-Stone are surrounded by Green Belt land, are being treated in the same way.

Parking

Mr. Freeman asked Parish Councillors to consider nominating two areas in the village that East Herts Council could designate as restricted parking. He asked that Glebe Close and Hockerill be excluded because different measures are being taken with these areas.

It is expected that parking problems in Great Innings north and Hazeldell areas will be worse after the yellow lines in Station Road are installed.

Mr. Freeman said that he would be pursuing the widening of Rectory Lane to allow for additional parking in this area.

He would also be talk to Circle Anglia about the garages between Rectory Lane and Glebe Close, many of which are in very poor condition, several are empty and others are being used to run businesses. These garages should be available for residents to park their cars in. Another possibility raised would be to demolish the garages and turn the area into a car park.

Dog Fouling notices

Mr. Freeman said that he had completed putting up the new dog-fouling signs. Unfortunately two of these have already been removed.

The East Herts Council Dog Warden is already enforcing the new regulations and doing spot checks to see that dog owners are carrying a bag to dispose of their dog waste. Those not carrying bags are liable for a fine.

Train service

Mr. Freeman said that notices have been put up around the village, on Facebook and on the Watton-at-Stone website to clarify the situation regarding proposed train services and to reassure residents that Watton-at-Stone station is not about to close. He said that the Govia Thameslink consultation document was badly worded and led to misinterpretation of the facts.

Mr. Freeman said that from May 2018, some of the evening and weekend scheduled train services will continue to terminate at Stevenage, but the daytime service will terminate at Hertford North or Watton-at-Stone stations, with bus services taking commuters on to Stevenage.

Sir Oliver Heald (our local MP) has written to Chris Grayling MP asking him to accelerate the building of the new platform at Stevenage.

Due to the increased numbers of children in Watton-at-Stone and other villages in the area, Hertford and Ware schools will not be able to accommodate all students at secondary school level. Some children will therefore be sent to Stevenage secondary schools instead.

b) Traffic along Station Road

Nothing to report.

c) Traffic along High Street

Nothing to report.

d) Neighbourhood Plan – progress report

Dr. Waltham gave her report under item 7 a, Specific items - District Councillor Michael Freeman’s Report.

e) Parish Council notice boards

Mr. Smith said that at the last Parish Council meeting it was agreed to obtain prices for two large double opening notice boards. After thinking about this issue further, he felt that what the Parish Council need one official notice board with Watton-at-Stone Parish Council as a header and £600-£700 should be sufficient to buy this notice board. Both the Clerk and Mrs. McCash said that a good quality notice board would cost at least twice this amount. The Clerk said that the old Parish Council notice board, which has been donated to the Parish Church, is now over 20 years old and still in good condition. This notice board was purchased from Greenbarnes and is made out of recycled plastic.

Members of the public could advertise events within the village on the other Parish Council owned notice boards (at the Community Hall and Great Innings roundabout). Mr. Meischke suggested that these notice boards should not have lockable doors to allow people to put up their own notices. After discussion, Parish Councillors decided that the notice boards should remain locked.

Mr. Smith said that the current notice board sited outside the village shop could be relocated to the Community Hall and hung so that the door opens outwards rather than upwards, for ease of access. This would also help solve the problem of water getting into the notice board. The Parish Council notice board, which is currently in store at Mr. Smith’s home, to be erected on Station Road on the piece of land in front of Moorymead Close. The notice board changes to take place after a new Parish Council notice board has been purchased.

The Clerk to obtain prices for one good quality notice board with a “Watton-at-Stone Parish Council” header.

Action: J. Allsop

f) Hedges in the School Lane area

Refer to item 5 b 3, Review of actions -Inspect hedge at Old School Orchard.

g) Update on Govia Thameslink Railway (GTR) – train timetable consultation

Refer to item 7 a, Specific items - District Councillor Michael Freeman’s Report

8 Sub-Committees

Budget & Finance

In the absence of Mr. Filer, Mrs. McCash reported on the following items concerning the Budget and Finance Sub-Committee.

• **Monthly accounts**

Mr. Meischke said that the ‘Forever Active’ income had been incorrectly recorded in the petty cash book as ‘Friends of the Nigel Poulton Community Hall’. The September minutes will also require amending.

The Clerk agreed to amend the entries accordingly.

Action: J. Allsop

Watton-at-Stone Parish Council

Petty Cash – Receipts		Petty cash - Payments	
None		1 allotment rent	<u>26.50</u>
			<u>26.50</u>
Cheques issued			
East Herts District Council	Annual Playground inspection		49.80
Community Hall	grant for net value of 2 new boilers and shower fittings		7,805.36
Frank Cooper and Son	Grass cutting - 2nd, 9th, 23rd September 2016		212.40
Wages	To October 2016		317.20
Nick Whitehead	sportsfield hedge cutting		480.00
Mark Blacktin	remove tar and other substances from Lammas benches		60.00
Community Hall	½ year grant		<u>4360.00</u>
Sports courts	75% of new tennis court - £1,000		<u>28971.60</u>
			<u>42,256.36</u>
Cheques received			
Allotment holders	11 Allotment rents received by bank transfer		258.75
Allotment holders	9 Allotment rent by cheque		<u>296.50</u>
			<u>555.25</u>

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Floodlighting from 10.08.16 to 10	160.00	None	
Forever Active	66.00		
Carla Beach – (3 weeks)	105.00		
Phillip Little - Main Hall (1 weeks)	12.00		
Tony Silvestri – Pavilion (3 weeks)	30.00		
Laura McOwen– Pavilion	48.00		
Felicitas Dixon	45.00		
S. Thompson – Main Hall & Pavilion	<u>45.00</u>		
	<u>511.00</u>		
Cheques issued			
WAS PCC	use of field for car park on fun day		50.00
East Herts Council	Rates		129.00
The Classroom Company	10 adult plastic chairs		214.08
Total Contract Cleaners	Hall cleaning in September 2016		120.00
Affinity Water	water supply		70.14
Thames Water			110.57
D P Electrics	annual PAT testing and emergency lighting		204.00
Hertfordshire County	cleaning materials		33.36
Wages	To October 2016		162.00
E.ON	Gas		14.41
E.ON	Electricity		79.53
East Herts Council	Rates		129.00
			<u>1316.09</u>
Cheques received			
Sports and Social Club	Hire of the Community Hall facilities		370.00
Badminton Club	Main Hall hire		142.50
S. Hankin	Pavilion hire		<u>21.00</u>
			<u>533.50</u>

Parish Councillors agreed the payments, which cover a ten-week period.

• **Appointment of internal auditor**

Mrs. McCash said that she is still trying to find someone who is willing to take on this position.

Action: H. McCash

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

Mrs. McCash said that due Mr. Filer’s absence this item is being deferred to the November Parish Council meeting.

Agenda: 11/2016

• **6-monthly inspection of accounts**

Mrs. McCash said she would do the 6-monthly inspection of accounts prior to the November Parish Council meeting.

Action: H. McCash

Agenda: 11/2016

• **Renewal of SiteGround website hosting**

SiteGround, who host the Watton-at-Stone website, is up for renewal on 21st November.

The fees excluding VAT are as follows

- 1-year £83.40
- 2-year £133.34
- 3-year £175.14

Dr. Waltham said that this was quite expensive, but due to the short timescale involved, we should probably renew the hosting for one year only. This was agreed.

Action: J. Allsop

• **Clerk’s salary**

The Clerk left the meeting

Mrs. McCash reported that in May 2016, NALC/SLCC agreed the national salary pay awards for 2016-18. The Clerk’s salary is based on the NALC/SLCC agreed salary ranges and at present, she is on spine point LC2-SCP27 and is paid £12.317 per hour. The NALC/SLCC increase this amount to £12.440 per hour from 1st April 2016.

After discussion, Parish Councillors agreed to pay the Clerk the increased hourly rate, backdated to 1st April 2016.

Mrs. McCash to work out the relevant Tax and NI figures for the Clerk’s salary.

Action: H. McCash

- **Website hosting**

In November 2013, the Parish Council agreed to reimburse the Clerk for a payment she had made on her credit card for a three years webhosting. The minute extract under 8 a, Budget and Finance Sub-Committee, reads as follows.

- **Website hosting**

The Clerk said that SiteGround, who host the Watton-at-Stone website, had taken payment from her credit card 15 days in advance of the renewal date of Friday 22nd November and therefore approval at this meeting had not been possible. The Parish Council has always purchased a two-year hosting but SiteGround only took for one year at a cost of £83.40, which is charged at a higher rate. The Clerk said she contacted SiteGround and they agreed to change this to a three-year contract for an additional £91.74.

Parish Councillors agreed to reimburse the Clerk for the £83.40 and £91.74 payments for the three-year hosting of the Watton-at-Stone website.

The Clerk forgot to claim the £175.14 back from the Parish Council. Mrs. McCash proposed that the Clerk should now be reimbursed. This was agreed by Parish Councillors. **Action: H. McCash**

The Clerk returned to the meeting

Community Hall Trustees

Mr. Meischke reported on the following items.

- **Main Hall**

The high-level windows in the Main Hall will not close on one side. The Clerk to find out who repaired the windows last time and pass this information to Mr. Meischke. **Action: J. Allsop**

- **Outside toilets**

- **Drainage**

Thames Water were called out to investigate a blocked drain from the car park side of the Community Hall. They inspected the drains and said that the problem is caused by not enough water being used to flush the toilets, which causes toilet paper to back up the pipe. Part of the problem may be because one of the external toilets is not flushing properly.

- **Refurbishment**

Mark Blacktin has completed the refurbishment work in the external toilets, which looks very good.

The new flooring is due to be installed within the next week. There is a problem with one of the toilets flushing correctly. It was agreed that Mark Blacktin be instructed to remove the cistern to enable the problem to be rectified and then reinstall it again. Mr. Meischke to instruct Mark Blacktin accordingly.

Action: J. Meischke

- **Pavilion - Lighting and decoration quotations**

Mr. Meischke said that D.P. Electrics have agreed that their Pavilion lighting quotation dated 10th November 2015 remains unchanged at £1414 plus VAT to fit 7 x SLED2 ceiling lights.

Mr. Meischke to check that Mike Taylor's quotation remains unchanged.

Parish Councillors agreed that this work, which was put on hold in April 2016, could now go ahead.

Mr. Meischke to contact both contractors accordingly.

Action: J. Meischke

- **Annual playground inspection report**

Mr. Meischke said that the annual playground inspection did not identify any worrying problems.

- **Swings** -chains were identified as having some wear but will not need replacing for at least another year. The safety surface under the swings is nearing the end of its serviceable life.

It was agreed that the Budget and Finance Sub-Committee make a budget provision to replace both sets of swing and install new safety surfacing within the next year or two.

Budget: 2017/18

- **Crazy Daisy Spinning Pole** – missing its top flower cap. Ask Kompan to supply replacement bit.

Action: J. Allsop

- **Forever Active report**

Mr. Meischke said that recently the numbers attending the Forever Active activities had gone down. However, within the last week the numbers have hugely increased, with almost more people than we can cope with. Yoga, which was always poorly attended, is now very busy, but the Tai Chi class only had one student.

Mr. Meischke said that he hoped to have a better picture of how the different activities are performing by the end of October.

- **Path surrounding Community Hall**

To get power to the floodlighting columns on the new tennis court, a trench was dug across the sportsfield and around the field side of the Community Hall, before going under the footpath to the hall to allow cables to be laid. The power cables then go into the meeting room below ground level. The trench has now been

backfilled, however, it was noted that the sportsfield grass is encroaching over the footpath by at least a quarter of a meter.

It was agreed to ask either Mark Blacktin or Adam Welch to do the work. **Action: C. Dinnin/M. Smith**

- **New light meter installation**

A coin-meter box is being installed in the meeting room for the new tennis court floodlights. This did not form part of the original floodlighting installation costs and Mr. Meischke has been working with Mr. Smith and Mark Blacktin to fit the new box. A hole has had to be cut into the brickwork below the existing coin-meter. This will then need to be connected to the electrical supply to the floodlighting columns. The Parish Council did not need to purchase a new coin-meter box as they had a new one stored in the cupboard.

- **Child safeguarding**

Mr. Meischke said that last week he attended a child-safeguarding course. Literature he obtained at the course is now in the filing cupboard in the meeting room. Although the Parish Council are not personally responsible for child safety, this literature shows Parish Councillors how to follow certain procedures should they become aware of any child abuse.

Recreation & Amenities

Mr. Knight reported on the following items.

- **New Tennis Court**

Mr. Knight said that Sports Courts have now completed the construction of the new tennis court and work to install the floodlighting columns can begin. The cabling from the new tennis court to the Community Hall has now been installed ready for connection. Two additional cables were also installed to allow for egress lighting to the new and existing courts.

Sports Courts will install temporary white-lining on the new court, with the permeant lining being installed in spring next year.

The archaeologists, who were on site when the groundworks took place, found some Roman remains as well as identifying a Roman ditch and some small amounts of pottery. Mr. Knight said he hoped that the invoice for the archaeologists work will be less than the £3000 budget.

The wheels are in motion to tidy up the land around the new and existing tennis courts.

A footpath needs to be laid between the old courts and the new one, this was not included in the contractor's quotation because they wanted to do a "Rolls Royce" job and the Parish Council's intension is to get someone like Mark Blacktin to lay a simple paving slab footpath.

In hindsight, a gate should have been installed between the two courts, but it is now too late to do this.

Mr. Smith said that he had the slope eased between the two courts and could probably install some steps from one court to the other. The gate that is currently locked on the MPPA could then be left unlocked allowing access from one court to the other.

The branches on the Spanish Oak tree are overhanging one of the floodlighting columns. The floodlighting contractors could cut back this branch while their scaffolding is on site. The floodlighting contractors to be asked to do this work and replace the broken bulb on the MPPA. **Action: M. Smith/I. Knight**

The Paul Hart memorial bench will need relocating now that the new tennis court has been installed.

Temporary fencing is to be installed between the horses' field and the sportsfield to allow the horses to use the field again. Mr. Smith said that if Vivien Monk agrees to electric fencing being used as a temporary measure, he could do this for no additional cost.

Mr. Smith said that the grass seeding work around the tennis court would cost in the region of £75.

It was agreed that post and rail fencing would be installed when the grass has grown. The old post and rail fencing should cover 2/3 of the fencing required and new fencing will be required to complete the job. Blue Bury contractors to do this work, the grass seeding work and other groundworks around the new and existing tennis courts.

It was agreed to keep the tennis courts locked until the new footpath is installed.

The Clerk asked what should be done with the Santander Tennis Court fund account when the funds are removed to pay for the tennis court. She said that this account does not incur any monthly charges.

After discussion, it was agreed that all floodlighting donations received should be paid into the tennis court fund account and the funds go towards maintenance costs for the three tennis courts. **Action: J. Allsop**

- **Defibrillator**

This item was discussed under item 5 b 8, Review of actions - Pursue appropriate funding-streams re defibrillator for the village.

- **Tennis nets and tennis post winder mechanism**

This item was discussed under item 5 b 8, Review of actions - Speak to tennis court contractors re additional nets and winder mechanism.

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

The allotment holders have requested that we turn off the water supply at the end of November instead of the end of October. This was agreed.

The allotment rent renewal invoices have been sent out. Unfortunately, the figure used were incorrect and revised invoices need to be sent out.

Mrs. Dinnin said that so far, three people have definitely given up their allotment plots.

One other allotment holder, who has three plots, has been asked to tidy his plot, but to date has not done so or replied to our request. Mrs. Dinnin said she intended to write to him and tell him that his tenancy will be terminated.

Action: C. Dinnin

- **P3 grant update**

The Parish Council agreed to return £270 of the £1,000 P3 grant to Tom Goldsmith because there was an underspend on the gate repairs. However, now that work is needed on the Church Walk footpath, it was agreed to ask Tom Goldsmith if we could keep the £270 to go towards this work.

Action: C. Dinnin

- **War Memorial cleaning**

The horizontal stones around the War Memorial need cleaning. It was agreed to ask Paul Reynolds if he could do this work.

Action: C. Dinnin/J. Allsop

New Homes Bonus Sub-Committee

- **Report on meeting held on 5th September 2016**

Mrs. Stanley said that the New Homes Bonus minutes have not gone out yet because Mr. Stock was concerned about the accuracy of a section of these minutes. Mrs. Stanley agreed to look at this section again.

Action: M. Stanley

b) Routine Reports

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

Mr. Smith and Mr. Meischke carried-out the emergency escape lighting tests and manual alarm call tests prior to the meeting.

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

The Clerk to e-mail Mr. Meischke at the end of each month to ask him to take the gas and electricity meter readings.

- iii) **Weekly reports - Fire Inspection and shower tests**

Nothing adverse to report.

- iv) **Monthly village-report**

Mr. Meischke completed the October report.

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

- **Roof vent on car park side of the Community Hall**

Mr. Meischke said that he had inspected the roof-heating vent on the car park side of the Community Hall, which Mrs. McCash had reported at last month's monthly village-report as possibly coming away from the roof. He said the appearance of a gap is in fact a drip tray around the roof-heating vent.

- **Crazy Daisy equipment**

It was highlighted in the Annual Playground inspection that the Kompan's Crazy Daisy spinning pole is missing its flower end cap and the seat of the Crazy Daisy Hammock swing is too low with insufficient clearance under it.

The Clerk to contact Kompan about both items.

Action: J. Allsop

- **Disabled car parking sign**

The painted disabled sign is wearing off the tarmac and needs reapplying. It was agreed to repaint this in spring 2017. This item to be put on the agenda for April 2017.

Agenda: 04/2017

- Floodlight obscured by tree – refer to item 8 a, Recreation and Amenities Sub-Committee – New tennis court.

- **Allotments** – A tree, on the boundary of the house next to the War Memorial hall is blocking the entrance to the allotments. Mr. Meischke said that this tree is our responsibility and suggested that it should be removed down to ground level. Mrs. Dinnin to ask Adam Welch to quote for doing the work.

Action: C. Dinnin

- **Mill Lane litter bins** – the two litterbins were overflowing.

It was agreed that the bin sizes are too small for this area and that large post mounted Glasdon bins with metal liners should be purchased.

Action: J. Allsop

One of the existing bins can then be attached to the bench at the Mill Lane end of the Lammas

- **Ornate village sign** – the ornate village sign is in good condition but the post looks very dry and needs varnishing. Mrs. Dinnin to ask Mark Blacktin to varnish the post. **Action: C. Dinnin**
- **Church Lane/Perrywood Lane** - signposts missing.
The signposts on the top of the post at the crossroad with Church Lane and Perrywood Lane are missing. The Clerk agreed to look on Google Maps to see if street view shows the missing signs. If unsuccessful, the Clerk to ask Alan Rattue if he has any photographs of the missing signage. **Action: J. Allsop**
- v) **Weekly sportsfield**
Mr. Meischke said that Ted Brown had done some weed killing and gardening around the Community Hall. He has also been instructed to weed-kill around the swings and slide areas.
- vi) **Website**
Refer to item 8 a, Budget and Finance Sub-Committee - Renewal of SiteGround website hosting.
- vii) **Facebook**
No items were identified.
- viii) **Highway and Lighting faults**
Ask Hertfordshire Highways when the streetlight stump (wrapped in yellow and black tape), near the Station Road/High Street roundabout will be repaired/removed. **Action: J. Allsop**

9 Correspondence received

a) Request for funding from Watton Scout and Guide Group re village fireworks display

The Clerk forwarded the following e-mail from David Smith (Scout and Guide Group) to all Parish Councillors on 1st October.

“After the success of last year’s scouting fireworks display, I would like to organise and run a village fireworks display again this year. I am hoping that this will be held on Thursday the 3rd of November 7 - 8 o'clock. My aim is for it not to just be an event for the group, all villagers will be have the option to purchase tickets and there will be a BBQ, raffle, cake stall and other activities. I hope it will be a fun evening for all.

The purpose of this e-mail is to enquire if the Parish Council have any funds available for such events or would be willing to make a donation towards this event. I appreciate that this is short notice and normally, formal applications need to be made but thought I would ask the question anyway as you never know!

I am happy to give further details if required and can be contacted on

Parish Councillors approved the request for funding via e-mail.

It was agreed to grant the Scout and Guide Group £500 towards the village fireworks display on 3rd November.

Mr. Meischke to notify David Smith accordingly.

Action: J. Meischke

The Clerk said that this grant can come from our S137 allowance. She agreed to give Mr. Smith the current S137 allowance figures.

Action: J. Allsop

b) Request for funding for Community Coffee morning

The Clerk said that she had received a verbal request from Sandra Smith for funding towards a coffee morning event due to be held at the Methodist Church Hall in early December.

After discussion, Parish Councillors agreed that it would not be appropriate to give funding towards this event.

10 Village organisations

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

In the absence of Mr. Stock, Mrs. McCash reported that the War Memorial Hall Management Committee AGM and committee meeting will be held on 16th November.

11 Items for Parish News

The following item has been submitted for inclusion in the November issue of the Parish News.

- Station Road traffic.

The meeting closed at 2144

The date for the next Parish Council meeting is Tuesday 15th November 2016.