

## Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 16<sup>th</sup> May 2017

<b>Present:</b>	Mr. Mike Smith (Chairman)	Mr. John Meischke (Vice-Chairman)
	Mrs. Christine Dinnin	Mrs. Catherine Hammon.
	Mr. Ian Knight	Mrs. Helen McCash
	Mr. David Stock	Dr. Emma Waltham
	Mrs. Jane Allsop (Clerk)	
<b>Police:</b>	PCSO Neil Major (until 1958)	
<b>Public:</b>	None	

### 1. Apologies for absence

Apologies for absence: Mr. Denis Filer and Mrs. Margaret Stanley.

### 2. Public Participation

Mr. Smith invited PCSO Neil Major to give his report.

PCSO Major read from Sergeant Duncan Wallace's written report.

During the period 1<sup>st</sup> April 2017 and 21<sup>st</sup> May 2017 there have been 14 recorded crimes, two of which are non-recordable, bringing the figure down to 12. For the same period in 2016 there were 21 recorded crimes.

He then went through the details of each incident.

Watton-at-Stone is the only area in East Herts to have reduced crimes figures. East Herts crime levels are up by 23.7%, however this increase is partially due to the change in the way crimes are logged.

PCSO Neil Major left the meeting

### 3. Chairman's/Clerk's Report

None.

### 4. Declaration of Interests

Mrs. McCash (as a partner at McCash and Hay) declared a pecuniary interest in the following item under item 8 a, Budget and Finance Sub-Committee.

- Internal Audit of the Parish Council accounts for the year ended 31<sup>st</sup> March 2017
- Annual Return of the Parish Council accounts for the year ended 31<sup>st</sup> March 2017
- Audit of the Community Hall accounts for the year ended 31<sup>st</sup> March 2017

### 5. Minutes of the last meeting

#### a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 18<sup>th</sup> April 2017**  
Parish Councillors agreed that the minutes be approved.

#### b) Review of actions

1. **Ask HCC to fit a seat in the bus shelter opposite the Bull Public House:** outstanding. **Action: M. Smith**
2. **Ask Glebe Court to remove the tree that has fallen at the back of War Memorial hall site**  
Mrs. Dinnin said that District Councillor Freeman has agreed to get a working party of allotment holders together to cut up the fallen tree. No action is required by the Parish Council.
3. **Submit Annual Return and all relevant documentation to BDO by 29<sup>th</sup> May 2017**  
This action point cannot be completed until the Parish Council approve and sign the Annual return – refer to item 8 a, Budget and Finance Sub-Committee - Annual Return of the Parish Council accounts for the year ended 31<sup>st</sup> March 2017.
4. **Ask to D. P. Electrics to relocate isolation switch for the electronic external toilet lock**  
Refer to item 8 a Community Hall Trustees - External toilet door electronic locking mechanism.
5. **Instruct D. P. Electrics to change the grey cable on the Pavilion lighting to white cable**  
Mr. Meischke said that D. P. Electrics cannot change the grey cabling because it is bonded to the light fitting. Mr. Meischke to see if the problem can be resolved. **Action: J. Meischke**
6. **Ask Mark Blacktin to repaint the disabled car park sign**  
Refer to item 8 a, Community Hall Trustees - Disabled car parking sign and parking
7. **Investigate possibility of installing a height barrier at the Community Hall car park entrance**  
Refer to item 8 a, Community Hall Trustees - Disabled car parking sign and parking.
8. **Meet with Little Gems (Community Hall cleaners) to discuss annual contract**  
Refer to item 8 a, Community Hall Trustees – Cleaners.
9. **Check the showers timeclock**  
Mr. Meischke said he had to get James Turner out to do temporary repairs to the secondary pump, which is responsible for circulating the water to prevent legionnaires disease. This pump was fitted when the

Community Hall was built in 1995. James Turner have quoted £410 plus VAT to supply and fit the new pump, this includes a £50 fee for their call out to investigate the problem and make the temporary repairs, James Turner has now invoiced us for the call out.

Parish Council approved James Turners' quotation.

**Action: J. Meischke /J. Allsop**

**10. Accept J. Hart and Son Limited's quotation to install goal posts and oversee the work**

Mr. Smith said that the goal posts are due to be installed during the last week in May.

**11. Unlock the gates on tennis courts**

Mr. Knight confirmed that the gates were now unlocked.

**12. Ask Mark Blacktin to quote for laying some hard standing between the single and double courts**

Mark Blacktin e-mailed Mr. Meischke a quotation of £270 to install paving slabs between the two courts and use railway sleepers as a retaining wall to prevent soil coming onto the courts.

Parish Councillors approved the quotation. Mr. Meischke to notify Mark Blacktin.

**Action: J. Meischke**

**13. Ask the goal post contractors to quote for concreting the area around the boot scraper**

Mr. Smith will ask the goal post contractors to flatten the site and concrete the area when they are on site installing the goal posts.

**Action: M. Smith**

**14. Investigate purchase of large boot scraper**

Mr. Smith and Mr. Meischke to investigate either purchasing or making a larger boot scraper.

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

**15. Submit P3 application for 2017/18**

Mrs. Dinnin said that on advice from Heidi Hutton and Tom Goldsmith, she had submitted a £1,000 P3 grant application to Stephen Windmill at Groundwork, to replace the wooden steps on the Lammas bank.

Heidi Hutton and Tom Goldsmith have advised us that this work needs doing and will be done by a team of volunteers under Heidi's leadership.

**16. Monitor hedge which overhangs the allotments**

One has been done the other is awaiting attention but is less intrusive.

**17. Reimburse Allotment and Garden Association for their public liability insurance cover: Completed.**

**18. Arrange for the bike ramp to be removed prior to the annual playground inspection: Completed.**

**19. Obtain quotation for new tennis court signs**

Mr. Knight said that the Clerk has ordered the cycling and dog signs from 1<sup>st</sup> Call Signs and will pick these up when they are ready.

**Action: J. Allsop**

**c) Action points resolved**

1. Notify allotment holders of price increase
2. Write to EHDC re planning application for 132 High Street
3. Write to EHDC re planning application for 37 Station Road
4. Contact Bradley Joseph (HCC)
5. Produce summarised 12-month statement of accounts for the Parish Council and Community Hall
6. Accept Mark Blacktin's quote to reinstate the loft lagging and board above the loft ladder area
7. Write to Marshfield Homes Limited re development at Perrywood Lane

**d) Action points outstanding**

1. **Replace missing sections of sportsfield fence:** completed.
2. **Give McCash and Hay the Parish Council and Community Hall accounts for auditing:** completed.
3. **Inspect Oak tree by MPPA re possible dead sections**  
Mrs. Dinnin and Mr. Knight to inspect now that the leaves are on the trees and ask Adam to quote for removing any dead sections.  
**Action: C. Dinnin/I. Knight**
4. **Chase Paul Reynolds re pressure washing War Memorial**  
Mrs. Dinnin said that Paul Reynolds had apologised for the delay which was due to spare parts being on order for his pressure washer. However, he will be doing the work soon. Mrs. Dinnin to continue to chase.  
**Action: C. Dinnin**

**6. Planning**

Mrs. McCash reported on the following items.

**a) Applications**

**i) 16 Glebe Close (3/17/0981/HH)**

Single storey extension

In accordance with our Planning Protocol, Mrs. McCash asked Mrs. Dinnin to visit the neighbours of the property involved in this application. Mrs. Dinnin confirmed that the neighbours had no objections.

Mrs. McCash outlined the application for Parish Councillors and suggested a 'no comment' response.

This was endorsed by Parish Councillors. The Clerk to write accordingly.

**Action: J. Allsop**

## b) Decisions

None.

## 7. Specific items

### a) District Councillor Michael Freeman's Report

Mr. Smith said that District Councillor Freeman had not submitted a report this month. However, we have today received an e-mail from the Hertfordshire Road Safety Partnership advising us that we had been successful in the grant application, submitted by Mr. Freeman, to provide a speed warning sign for Walkern Road. Parish Councillors agreed that the existing one at the northern entrance of the village was a success.

The speed warning devices are under warranty for 5 years (until 2022) but if they fail after that time, they are removed and not replaced. The Walkern road device will be installed sometime during the summer months.

### b) Station Road update

Again, Mr. Stock has spoken to Bradley Joseph (HCC) about the need to reposition the white lines adjacent to the Gatekeeper Meadow development so that they are in the centre of Station Road and the two traffic-lanes become of equal width. He also reminded him that the two speed-cushions are not acceptable because vehicles can easily straddle them and therefore have no traffic-calming effect. Bradley has acknowledged the problems and said that the white centre-line marking and the corrective work to the speed-cushions would be carried out by the contractors at their own expense. It is proving difficult to establish when this work will be carried out.

When the issues concerning the signage, speed cushions and white-lining have been resolved, Mr. Stock to ask Mr. Freeman to repeat some speed-monitoring in this area.

**Action: D. Stock**

Mr. Stock met with some Hazeldell residents who had some comments/issues re the raised platform adjacent to the entrance to Hazeldell. Further to this, Mr. Stock arranged a site meeting on Friday 12 May between himself, one of the residents and Bradley Joseph. In summary, the discussions involved the possibility of improving the lighting to make the platform more visible during the hours of darkness and installing appropriate signage; to slow traffic down and decrease the noise caused by vehicles 'hitting' the platform at speed. Mr. Stock had noted that there are still no signs to warn traffic of the presence of the platform as they approach it from the direction of the High Street (two poles have been installed but without warning-signs). Bradley is to investigate the possibility of improving the lighting and why the signage has not been installed.

Mr. Stock to contact Bradley Joseph for a formal response to the issues raised.

**Action: D. Stock**

Mr. Stock to report back to the residents who contacted him once he has received a response from HCC.

**Action: D. Stock**

In addition to noting some poor workmanship issues after the site meeting, Bradley did understand why the Parish Council requested/highlighted the need for double yellow-lines to be painted on the stretch of Station Road on the opposite side to Nos 39/41 and between the entrance to Hazeldell and the 'Yard', and also between the entrances to Nos 39 and 41. Although this request was accepted at the time, he agreed that its omission was probably due to confusion caused by changes in personnel and like us (the Parish Council) thought the best thing to do now is to monitor the situation and resolve issues as and when they arise.

Some Parish Councillors had noted that the joints between new and old tarmac and kerbs etc. had not been sealed and could therefore give rise to problems after periods of heavy rain, frost and snow etc. Mr. Stock to raise this issue with Bradley Joseph.

**Action: D. Stock**

The Clerk is keeping a record (file) of all issues concerning Station Road and the High Street so Mr. Smith reminded Parish Councillors to ensure that all communications (e.g., comments/complaints received together with resultant actions and outcomes) are copied to the Clerk for inclusion in the appropriate file. The appropriate 'Lead Parish-Councillor' should also be made aware.

Although the works are close to completion, Mr. Stock will continue as the 'Lead' for Station Road to handle any issues arising from the changes that have been made. The subject will be removed as a regular Agenda-item after what is considered to be a reasonable 'settling-in period'.

### c) Traffic along High Street, including the mini roundabouts

Mrs. Stanley, the Lead Parish Councillor for this, was unable to attend tonight's meeting.

Mr. Smith has been dealing with some complaints from residents who, due to the effect of the waiting restrictions, are upset about vehicles parking either side of their driveway and partially on the pavement opposite, therefore making it very difficult to see oncoming traffic. Mr. Freeman is obtaining official signs from EHDC prohibiting pavement parking.

Mrs. McCash, who is the 'deputy lead' for High Street issues, reported that users of the War Memorial Hall are having problems exiting the car park because of on-street parking in this area. Also, some drivers appear to be ignoring the single yellow-line parking restrictions outside of the Bull. Mrs. Stanley and Mrs. McCash to raise these issues with Bradley Joseph (HCC).

**Action: M. Stanley/H. McCash**

Dr. Waltham noted that since the yellow lines have been painted, traffic appears to be moving faster in places and it is more difficult to cross the High Street. It was agreed to ask Mr. Freeman to carry out further speed-monitoring in this area.

**Action: J. Allsop**

The previously postponed discussions with HCC re the problems associated with the mini-roundabout at the Great Innings/High Street junction are to be instigated. This subject to be discussed further during our meeting in June.

**Agenda: 06/2017**

#### **d) Neighbourhood plan – progress report**

Dr. Waltham said that following the error made by the Woodhall Estate in their flier distributed to all households in Watton-at-Stone, the following statement was uploaded to the Watton-at-Stone Facebook page.

"The Parish Council and Neighbourhood Plan steering committee wish to make it very clear that they have not 'engaged' Woodhall Estate to put forward land for development. The Estate team has had a few meetings with the Neighbourhood Plan team but they have not had any greater degree of access to them or insight into their emerging thinking than anyone else, and is certainly not being preferred over any other option. The process of deciding whether any land (and if so, which plot) might properly be released from the greenbelt remains very much under discussion. Following the public consultations, professional advice on the greenbelt issue is being sought. No decisions have yet been made. Woodhall has apologised for this misleading error in their flyer."

Dr. Waltham said that it was very disappointing that the Woodhall Estate did very little to retract their statement at their public exhibition, although they did apologise to the Parish Council via e-mail.

Following the recent Neighbourhood Plan consultation, an update will shortly be published on the Neighbourhood Plan website.

Dr. Waltham said that as Watton-at-Stone qualifies as a complex Neighbourhood Plan, approval has now been granted for free help re quantifying the need for releasing Green belt land, which potentially could be as much as 200 houses being built on Green Belt land or none at all, with development being restricted to brownfield sites only.

The Steering Group committee have arranged a meeting of the Neighbourhood Plan committee for Wednesday 24<sup>th</sup> May at the School. This is to update all volunteers on the progress made to date.

The Steering Group had arranged to meet Mr. Alan Thornhill, who owns the land adjacent to the BT telephone exchange, regarding its potential development, although currently this plot lies within the green belt. However, this meeting was subsequently cancelled because Mr. Thornhill decided to carry out extensive clearance work, including bringing substantial amounts of hardcore and soil onto the land. This was followed by uproar from residents, for several reasons, including the fact that it is currently nesting season and will have disturbed numerous birds and animals on the land. East Herts Council enforcement officers have visited the site and the Steering Group await their comments before agreeing to reschedule a meeting with Mr. Thornhill.

#### **e) Defibrillator/kiosk adoption update**

Mr. Smith said the Parish Council's request to adopt the Grade II listed redundant red British Telecom phone box and use it to house our defibrillator is in consultation process.

Mr. Meischke said that the defibrillator had to be returned to the supplier to have its cabinet modified, as it requires a higher electrical classification when it is in a phone box, than if it had been installed on the outside wall of the Community Hall. the cost of the modification was £48 including VAT.

#### **f) Installation of replacement play equipment on sportsfield**

Mr. Smith said that Kompan finished installing the replacement play equipment before the May bank holiday weekend. They have e-mailed their invoice to the Clerk today and this has been forwarded to our insurance brokers, Aon, for a final settlement, less a £125 excess.

#### **g) Ferreting Licenses**

In May 2016, the Parish Council issued the following ferreting licenses

- Bob Adams                                      the Lammas and the paddock at the far end of the Lammas
- Roger Bridges                                    the Allotments, the Lammas, Watton Green and the Cottage site.

It was agreed to contact both Bob Adams and Roger Bridges asking them if they wish to have their ferreting licenses renewed.

**Action: J. Allsop**

#### **h) License across Cottage site**

Parish Councillors agreed to renew the licence for Temporary Access across the Land known as the "Old Cottage Site", at Watton Green, issued to Mr. Denis E. Filer (of Brambles, Watton Green)

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

#### **i) Removal of trees and undergrowth from land adjacent to telephone exchange**

Refer to item 7 d, Specific items - Neighbourhood plan – progress report.

## 8. Sub-Committees

### Budget & Finance

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

- **Monthly accounts**

#### Watton-at-Stone Parish Council

<b>Petty Cash – Receipts</b>		<b>Petty cash - Payments</b>	
Donation	4.25	24 x 1 <sup>st</sup> class stamps	<u>15.60</u>
Allotment rent	15.75	1 <sup>st</sup> call signs - header for notice	<u>30.00</u>
	<b>20.00</b>		<b><u>45.60</u></b>
<b>Cheques issued</b>			
Tree Smiths	Cut down and removed two conifers on sportsfield		1,050.00
Microsoft	Office 365		59.99
C. Hammon	hosting of Neighbourhood Plan website		72.00
Allotment & Garden	Public liability insurance premium for Allotment holders		78.50
Wages and salaries	April		1276.86
Hertfordshire County	Velcro hooks and plastic wallets		20.08
Defib Store	Defib Store -- modification to Defibrillator cabinet		48.00
Frank Cooper and Son	3 x sportsfield grass cuts		212.40
McCash and Hay	Audit of the Parish Council accounts		292.50
HAPTC	Neighbourhood plan seminar on 24/05/17		<u>230.00</u>
			<b><u>3,340.33</u></b>
<b>Cheques received</b>			
East Herts District Council	Precept payment – ½ year		17050.00
			<b><u>17050.00</u></b>

#### Watton-at-Stone Community Hall

<b>Petty Cash – Receipts</b>		<b>Petty Cash -Payments</b>	
Carla Beach – (4 weeks)	166.00	None	
Tony Silvestri – Pavilion (3 weeks)	30.00		
Forever Active	320.00		
Felicitas - donation	5.00		
Val Little – Pavilion	24.00		
Michaela Davis	45.00		
	<b><u>590.00</u></b>		
<b>Cheques issued</b>			
wages	April 2017		190.13
McCash and Hay	Audit of accounts for the year ending 31st March 2017		144.00
Mark Blacktin	Re-install loft felt and board above hatch cover		80.00
Hertfordshire County	lockable cupboard, cleaning materials, petty cash box		<u>169.16</u>
			<b><u>583.29</u></b>
<b>Cheques received</b>			
Chloe Teoli	Main Hall		566.60
Post Office	Cash banked		296.50
HMRC	VAT return		87.45
Begona Garcia	Meeting room		71.25
Louse Bater	Pavilion hire		167.00
Post Office	Cash banked		535.00
Post Office	Cash banked		41.50
Runaround Rascals	Main Hall		432.25
Post Office	Cash banked		51.50
Olivia Cox	Main Hall and Pavilion		54.00
Runaround Rascals	Main Hall		66.50
Dean Capon	hire of Community Hall		20.00
			<b><u>£2389.55</u></b>

Parish Councillors agreed the payments.

• **Internal Audit of the Parish Council accounts for the year ended 31<sup>st</sup> March 2017**

The Clerk said that Stuart McCash had completed the internal audit of the Parish Council accounts for the year ended 31<sup>st</sup> March 2017. She read out his report, which was addressed to Mr. Filer, the first paragraph of which reads as follows.

“As requested I have carried out my review of the Parish Council accounts for the year ended 31<sup>st</sup> March 2017. I can confirm that all transactions have been correctly and accurately recorded and that all necessary receipts and authorisations have also been produced.

The Clerk to e-mail Parish Councillors a copy of Stuart McCash’s internal audit report. **Action: J. Allsop**

The Clerk will send the completed Annual Return and relevant documentation to BDO by 29<sup>th</sup> May 2017.

**Action: J. Allsop**

• **Annual Return of the Parish Council accounts for the year ended 31<sup>st</sup> March 2017**

The Clerk took the Parish Council through the annual governance statement and the following questions were answered as listed below.

<b>Section 1 – Annual governance statement</b>	
We acknowledge as members of the Watton-at-Stone Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 <sup>st</sup> March 2017 that,	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practice that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes
4. We have provided proper opportunity during the year for the exercise of electors’ right in accordance with the requirements of the Accounts and Audit Regulations.	Yes
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
6. We have maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7. We have taken appropriate action on all matters raised in reports from internal and external audit.	Yes
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the smaller authority and, where appropriate have included them in the accounting statements.	Yes
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our responsibility fund(s) assets, including financial report and, if required, independent examination or audit	N/A

Parish Councillors agreed that the Annual governance statement detailed in section one (listed above) of the Annual Return, together with section two, the accounting statement 2016/17, be approved and signed by the Chairman and the Clerk.

• **Audit of the Community Hall accounts for the year ended 31<sup>st</sup> March 2017**

All Parish Councillors were e-mailed a copy of the audited Community Hall accounts for the year ended 31<sup>st</sup> March 2017. Parish Councillors approved the audited Community Hall accounts and Mr. Smith signed two copies of the accounts.

The Clerk to give one signed copy of the accounts to McCash and Hay.

**Action: J. Allsop**

• **Parish Council and Community Hall insurance renewal**

In June 2016, the Parish Council entered into a 3-year policy agreement with Aon. During 2016/17, the Parish Council built the single tennis court which has added an additional £48,000 to their policy. They have also submitted two claims. One for vandalised bench and the other for the arson damaged play equipment.

The Parish Council has today received the renewal papers from AON. The premium for this year £1,618.64, which is £76.30 less than Zurich quoted in 2016 for a 3-year agreement.

In 2016/17, the Parish Council paid AON £1,077.34 in insurance premium. However, £134.97 was for 6-month cover for the tennis court.

Parish Councillors agreed to renew the AON policy.

**Action: J. Allsop**

- **Report on meeting to discuss new deposit account for the Parish Council and a credit or debit card**

Mr. Meischke said that researching deposit accounts and credit/debit cards for the Parish Council has been almost impossible without going on line. Also, some of the information is not available until completion of an application form.

Mr. Meischke suggested that the Parish Council have a top up cash card, and money is transferred into this as and when needed. The funds would be transferred by a letter faxed to Santander. The Clerk said potentially all cheque payments could be made by bank transfer by faxing a letter of authorisation to our bank.

Parish Councillors approved the idea of a top up cash card. Mr. Meischke gave Parish Councillors the details on several deposit accounts and agree to investigate further and report his findings to Mr. Filer.

**Action: J. Meischke**

### Community Hall Trustees

Mr. Meischke reported on the following items.

- **External toilet door electronic locking mechanism**

Mr. Meischke said that there had been lots of problems with the electronic lock which turned out to be two broken wires. Now that he has repaired these, the lock is working well.

D. P. Electrics have been asked to remove the isolator switch, situated in the toilet entrance area, and replace it with an inline fuse. Mr. Meischke to chase.

**Action: J. Meischke**

- **Forever Active report**

Numbers for the Forever Active programme have dropped this month due to people being away on holiday.

- **Disabled car parking sign and parking**

Mark Blacktin needs to be given the paint to mark-out the disabled sign, which Mr. Knight said is currently stored in the small external cupboard.

**Action: J. Meischke**

Mr. Meischke said that there have been more problems with car parking at the Community Hall since the yellow lines were painted in the High Street. He produced a notice which could be left on the windscreen of regular offender's cars who are not using the Community Hall or sportsfield facilities. Parish Councillors agreed this was a promising idea. Mr. Meischke to liaise with Mr. Stock re the wording of the notice.

**Action: J. Meischke/D. Stock**

It was agreed to ask Woodhall estate about making land available for parking in School Lane

**Action: M. Smith**

- **Loft lagging**

Mark Blacktin has refitted the loft lagging and boarded the area where the loft ladder goes up to prevent the lagging getting pulled down again.

- **Cleaners**

Mr. Meischke, Mr. Stock and Mr. Smith met with the cleaners, Little Gems, to discuss a cleaning contract. Little Gems would take overall responsibilities of cleaning the Community Hall on either a Sunday afternoon or Monday morning for a weekly figure of £50 a week. This includes cleaning the windows, apart from the high-level windows in the Main Hall. If, however on arriving at the hall they find that the facilities are unreasonably dirty, they must contact Mr. Meischke, Mr. Smith or one of the Trustees before starting work to approve any additional work required.

Parish Councillors approved the £50 per week contract with Little Gems. Mr. Meischke to notice them accordingly.

**Action: J. Meischke**

- **Kitchen water heater**

Mr. Meischke said he turned down the thermostat on the kitchen water heater, however the water was then too cold, when he turned it up again it kept clicking off. It was agreed that an on-demand water heater is required. James Turner to be asked to supply a quotation.

**Action: J. Meischke**

### Recreation and Amenities Sub-Committee

Mr. Knight reported on the following items.

- **Sportsfield**

Mr. Smith obtained approval from Parish Councillors, via e-mail for the following work

- **Fence**

10 posts and 4 rails (some rails reused).	£134
Labour and sundries	£210
Remove and dispose of damaged ramp	£30
Fix replacement bench	£70
Total	£444 (+ vat)

- **Football pitch**

Unfortunately, this area requires a little more input because of weed burden.

Weed Kill X 2	£80
Liquid turf fertilizer	£60
Over seed and rake	£140
Rolling (if needed).	£65

Erecting the goal posts is just shy of £500 approximately £100 will be needed for grass reseeded in this area.

- **MPPA / tennis court**

After a question from Mr. Stock about the extensive priority use the tennis club had on the MPPA and the new court, Mr. Knight sent revised timings to all Parish Councillors.

After discussions, Parish Councillors agreed the proposed Tennis Club usage times on a trial basis. If any complaints are received then the Parish Council can review these times again.

Mr. Knight to liaise with the Clerk in having the signs made.

**Action: I. Knight/J. Allsop**

Leaves are getting blown onto the new tennis court because there are no kicker boards to prevent them going through the wire fencing. Mr. Smith to arrange for green chicken wire to be installed to alleviate this problem.

**Action: M. Smith**

The Cricket Club to be asked if the new football goal posts can be locked onto the cricket shed.

**Action: I. Knight**

### Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

All allotment plots have been let and there is one person on the waiting list.

Blue Bury Contractors have sprayed the weeds on the disused area of the allotments.

- **Trees on Lammas bank**

Heidi Hutton (CMS) had informed Mrs. Dinnin that there is a tree on the Lammas bank that needs immediate attention.

Mrs. Dinnin and Mr. Smith to inspect the tree and take action as required.

**Action: C. Dinnin/M. Smith**

Blue Bury Contractors have spot sprayed weeds on the Lammas.

It was agreed to tell Adam Welch that no further wood chippings are needed along the river path until further notice.

**Action: C. Dinnin**

Bob Thornton will be doing something about planting along the Lammas riverbank. However, this is unlikely to give more privacy to the Nesfield's property at Beaneside, which is the closest property to the river and they will need to provide their own screening.

### New Homes Bonus Sub-Committee

- **Methodist Church – grant re Meditation Garden**

John Ellis, Methodist Church, e-mailed on 19<sup>th</sup> April informing us that the contractor due to do the work on the Meditation Garden had decided that they no longer wish to do the job. The Methodist Church has obtained a quotation of £965 plus VAT from another contractor. The previous quote was £760 and the contractor was not VAT registered. Parish Councillors agreed to grant the Methodist Church a further £205 from the New Homes Bonus funds, to cover the cost of the NET value of the quotation. Mr. Ellis has been notified accordingly and has e-mailed his thanks for the Parish Council's support.

### b) Routine Reports

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

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

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

The Clerk to e-mail either Mr. Meischke or Mr. Smith, at the end of each month, to ask them to take the gas and electricity meter readings.

**Action: J. Allsop**

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

Nothing adverse to report.



iv) **Monthly village-report**

Dr. Waltham completed the report on 14<sup>th</sup> May.

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

- **Surface under rainbow safety surfaced** – the surface is in quite poor condition – it was agreed to await the annual playground inspection report
- **Bike ramp** – there is quite a lot of broken glass on area where the bike ramp was recently removed. Mr. Meischke to ask Ted Brown to remove. **Action: J. Meischke**
- **Litterbins:** Crows have been removing items from the litterbins.
- **Hedge** – Mr. Brett's hedge (5 Old School Orchard) that runs adjacent to the footpath at the back of the George and Dragon needs cutting back. It was agreed to write to Mr. Brett advising him that the Parish Council will be arranging for his hedge to be cut back and bill him accordingly. **Action: J. Allsop**
- **Trees at 1 Hazeldell** - Mrs. McCash said that the trees are overhanging the footpath again. Mr. Smith to inspect and take action as required. **Action: M. Smith**

v) **Weekly sportsfield**

Nothing to report.

vi) **Website/Facebook**

Items are being uploaded to the Parish Council's Facebook page as and when required.

vii) **Highway and Lighting faults**

None.

viii) **Dog fouling**

Nothing to report

9. **Correspondence received**

None.

10. **Village organisations**

- **War Memorial**  
Mr. Stock attended a recent meeting of the War Memorial Hall Management Committee. All continues to run smoothly and there are plans for further improvements and decorating to the external and internal parts of the building.
- **Scouts and guide Group**  
The Scout Hut will need replacing within the next two years and their committee needs to formulise plans to fund raise for its replacement. Mr. Smith and Mrs. Dinnin will be attending their next meeting and reassure them that the Parish Council will commit New Homes Bonus funds towards this project.
- **CCTV**  
Mr. Meischke and Mr. Smith will be meeting with Herts CCTV partnership to discuss CCTV around the Community Hall and sportsfield area on Thursday 25<sup>th</sup> May at 0930.

11. **Items for Parish News**

The following items will be included as inserts in the June 2017 issues of the Parish News.

- The Annual Parish report
- The Community Hall Trustees report
- 12-month summarised accounts for the year ended 31<sup>st</sup> March 2016 **Action: I. Knight**

**The meeting closed at 2157.**

**The date for the next Parish Council meeting is Tuesday 20<sup>th</sup> June 2017.**