

**Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 5<sup>th</sup> September 2017**

<b>Present:</b>	Mr. Mike Smith (Chairman)	Mr. John Meischke (Vice-Chairman)
	Mrs. Christine Dinnin	Mr. Ian Knight
	Mrs. Margaret Stanley (after 1717)	Mr. David Stock
	Mrs. Jane Allsop (Clerk)	
<b>Police</b>	Sergeant Duncan Wallace (from 1927 until 1948)	
<b>Public:</b>	District Councillor Michael Freeman (from 2005 until 2104)	

**1. Apologies for absence**

Apologies for absence: Mr. Denis Filer, Mrs. Catherine Hammon, Mrs. Helen McCash, Dr. Emma Waltham.

**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 18<sup>th</sup> July 2017**  
Parish Councillors agreed that the minutes be approved.

**b) Review of actions**

**1. Speak to Maureen Monk about the memorial seat**

Mrs. Dinnin said that the Jeff Monk memorial seat has been purchased and installed on Watton Green. Maureen Monk paid a cash donation for the net value of the seat and this has been deposited in the Parish Council’s account. Mrs. Monk is organising a memorial plaque to be fitted to the seat.

**2. Give Mr. Filer any changes to Long-term capital expenditures list**

Mr. Meischke said he had given Mr. Filer his items. All Parish Councillors to ensure that they give their items to Mr. Filer as soon as possible. **Action: Parish Councillors**

**3. Talk to the Ladies Football Club about the storing of the floodlighting battery packs**

Mr. Smith said that the portable floodlighting batteries have been left in a bin in the external storeroom, which is better than being on concrete floor, but they should be stored properly and kept regularly charged. It was agreed to look for a permanent solution to storing and charging the batteries. **Action: J. Meischke**  
Mr. Meischke asked if Ware Rotary Club could borrow the portable floodlights for their fireworks party in November. This was agreed by Parish Councillors present at the meeting and a £30 charge for their use. Ware Rotary Club will be responsible for any damaged caused to the units. **Action: J. Meischke**

**4. Hedging behind the play area along its length to the gap in the hedge**

Refer to item 8 a, Recreation and Amenities Sub-Committee - Hedging behind the play area along its length to the gap in the hedge.

**c) Action points resolved**

**1. Submit application to EHDC re change of use for adopted BT phone box**

Refer to item 7 f, Specific items - Defibrillator/kiosk adoption and change of use update.

**2. Prepare letter to be sent to Leader of HCC and County Councillor Ken Crofton**

Mr. Stock wrote this letter on 26<sup>th</sup> August and the Clerk posted and e-mailed it to County Councillor Gordon (the leader of HCC) and County Councillor Crofton on the same day. Unfortunately, no response has been received to date and the Parish Councillors present agreed that it would appear that our concerns about the issues raised re the works in Station Road and the High Street may not be shared by others. It was agreed to write again to both parties expressing our disappointment and the lack of response and asking for their reactions to, and views on, the issues raised in our original letter. **Action: D. Stock**

**3. Arrange for D. P. Electrics to carry-out the electrical inspections**

Refer to item 8 a, Community Hall - Electrical, emergency lighting and PAT testing inspections.

Sergeant Duncan Wallace arrived at the meeting.

4. Accept Jarratt Fencing’s quotation to install fencing behind the new tennis court
5. Contact All Type Fencing re their quotations
6. Give the Clerk the link for dog signs from Amazon

7. Purchase 5 dog signs
8. **Ask Ted Brown to remove the glass embedded in the grass where one of the bike ramp used to be**  
Mr. Smith and Mr. Meischke believed that most, if not all, of the glass has now been removed from this area. Mr. Smith said that he has tried to re-seed this area but it had not taken but would be doing this again.  
**Action: M. Smith**
9. Inspect War memorial and instruct Adam Welch to clear as required
10. **Inspect area around the Village Pump**  
Mr. Smith said that he had looked at the area around the Village Pump and it is in need of attention. As the village pump is owned by the Abel Smith Estate, he agreed to speak to Lindsay Holt (Estate Manager) to see if they can come up with a joint plan to improve the area.  
**Action: M. Smith**
11. Write to the Old Chapel and 1 Homeleigh Cottages in Whempstead re Common Lane
  - **Police report by Sergeant Duncan Wallace**  
Mr. Smith welcomed Sergeant Duncan Wallace and invited him to give his police report. Sergeant Wallace was happy to report that PCSO Sally Brooks is now back to operational fitness. He said that there were 34 reported offenses in the Watton-at-Stone area since 1<sup>st</sup> July. He then detailed these offences for the benefit of Parish Councillors.  
Hertfordshire crime is up across the force with Watton-at-Stone slightly below the average. He said that when PCSO Brooks was out of action he had been running on 5 PCSOs for the area. Now that she is back in action he is up to 6 PCSOs for a brief time, before ones leaves to become an officer. Parish Councillors asked if there was any update on the arson attack that occurred at the play area in February this year. Sergeant Wallace said he had a very good idea of who were responsible, unfortunately, the police do not have convictable evidence.  
Mr. Stock said that fly-tipping around Watton-at-Stone is getting worse. Sergeant Wallace agreed that it is like a looming dark cloud but Watton-at-Stone is not as badly affected as in some areas. He said Watton-at-Stone is unfortunate that it borders Stevenage and therefore get the small fly-tippers. They don't however, suffer from the large commercial fly-tips.  
Mr. Stock asked if cameras could be put up in the worst offending areas. Sergeant Wallace said that this would be possible but East Herts Council are the lead agency for fly tipping and the Police report to them.  
Mr. Smith asked how the police obtain clues about who has dumped the rubbish. Sergeant Wallace said that if they find evidence that does point towards an individual, it is often difficult to prove they were actually responsible for dumping the material and it wasn't done by a third party.

**Sergeant Wallace left the meeting at 1948.**

**b) Actions outstanding for more than two months**

1. **Produce a list of items/problems/issues arising re the High Street, arrange meeting for early autumn**  
Mrs. Stanley agreed to produce a list on all issues concerning the High Street for discussion at the October Parish Council meeting.  
**Action: M. Stanley**
2. **Raise High Street parking issues with HCC**  
Mrs. Stanley to liaise with Mrs. McCash.  
**Action: M. Stanley/H. McCash**
3. **Chase Paul Reynolds re cleaning the War Memorial**  
Mrs. Dinnin said she had spoken to Paul Reynolds on several occasions and on the latest occasion he said that he hoped to clean the war memorial by the end of this week. Mrs. Dinnin to chase if required.  
**Action: C. Dinnin**

**6. Planning**

Mrs. McCash was not present at the meeting to report on the following items.

**a) Applications**

- i) **None. A602 improvement (HCC planning submission)**  
A119 Junction (PL\0851\17) and Ware Road Improvements (PL\0852\17)  
Parish Councillors agreed via e-mail a no comment response.

**b) Decisions**

None.

**7. Specific items**

- a) **District Councillor Michael Freeman's Report**  
Refer to item following 7 i, Specific items - Scout and Guides – Fire work display.
- b) **CVS Cark Scheme**  
Refer to item following 7 i, Specific items - Scout and Guides – Fire work display.

**c) Station Road update**

Mr. Stock has re-established contact with Farid Tilavi (who has now returned to HCC and taken over the tasks of Bradley Joseph) and received an update on the problems and issues outstanding in Station Road and the High Street.

According to Farid, the defects outstanding (which were reported to Ringway “long ago”) are being programmed by Ringway for all areas within East Herts. He has been told that the time-frame for rectifying the defects in all schemes is between 18 September and 31 October 2017. He has not yet received details of the programme for us but he expects the work to be done within the overall time-frame quoted.

Farid is to contact Mr. Stock when he is able to provide us with more precise information concerning Watton-at-Stone.

If no further information has been received by us prior to our Parish Council meeting in October, Mr. Stock to contact Farid again. **Action: D. Stock**

**d) Traffic along High Street, including the mini roundabouts**

Refer to item 5 b 1, Actions outstanding for more than two months - Produce a list of items/problems/issues arising re the High Street, arrange meeting for early autumn.

**e) Neighbourhood plan – progress report**

In the absence of Dr. Waltham and Mrs. Hammon, Mr. Smith read out Dr. Waltham’s progress report.

“The East Herts District Plan inspector has said that a Neighbourhood Plan cannot change a Green Belt boundary. Consequently, the NP Steering Group is meeting with EHDC next week to discuss the implications. Catherine Hammon is attending, with other NP members, plus Cllr. Freeman.

Meanwhile, AECOM is undertaking a review of the sites the NP group identified as being potentially developable. This review will be completed by October.

Over the summer the NP group has come up with a draft vision statement and a list of objectives. Work is now underway to draw up policies.

The Steering Group will meet again next week, following the meeting with EHDC.”

Mick Ryan has sold the Walkern Road site highlighted for Green Belt release to Fairview New Homes.

**f) Defibrillator/kiosk adoption update and change of use update**

The Parish Council is now the owner of the red K6 phone box in the High Street, which they purchased for £1.

A Listed Buildings application has been submitted to East Herts Council requesting permission for a change of use to enable the phone box to house a defibrillator and have the associated signage on it. The application is for a non-illuminated signage.

Mr. Smith suggested that we put signage up around the village indicating where the defibrillator is housed and the approximate distance. Parish Councillors agreed and three signs will be purchased for the High Street. one near the entrance of Rivershill, one at the Station Road roundabout and one at the Great Innings roundabout, stating the distances from the sign to the Defibrillator.

Cllr. Freeman arrived at meeting 2005

Mr. Smith said that a clear sign should be posted at the community hall outlining the procedure should a person become unresponsive. A defibrillator alone will not revive an unresponsive person.

It was agreed that when the defibrillator is fully installed some CPR session should be held at the Community Hall.

The Football Club believe that as members of the FA (Football Association) they need to have a defibrillator available at the Community Hall. The Parish Council agreed that the High Street location of the defibrillator is as close to the Community Hall as the far side of the sportsfield. If the FA don’t accept the defibrillator’s location, the football club will need to fundraise to purchase one.

**g) Update on land adjacent to telephone exchange in the High Street**

The Parish Council is waiting for the results of the ecological survey on the land adjacent to the telephone exchange. This item to remain on the Parish Council agenda. **Agenda: 10/2017**

**h) CCTV**

The revised quotation for the installation and monitoring of a CCTV system at the Community Hall was received from Hertfordshire CCTV Partnership LTD. This quote, which was e-mailed to all Parish Councillors, was more than £10,000. Parish Councillors agreed that it was likely the price quoted would rise even higher and that as there is no guarantee that the quality of pictures obtained from the CCTV system were of evidential quality, they could not pursue this option further.

After discussion, Parish Councillors agreed to look at the cost of purchasing a CCTV system where they monitor the footage as and when the need arises. Mr. Meischke agreed to explore the options.

**Action: J. Meischke**

If Mr. Meischke comes up with some affordable options, the Parish Council will need to investigate the legal aspect concerning data protection required prior to installing a CCTV system.

- **HAPTC membership/Data Protection**

Data Protection Law is about to change and HAPTC (Hertfordshire Association of Parish and Town Councils) are running a seminar to show how these changes may affect Parish and Town Councils.

It was generally agreed that this information would be widely available and that the cost of joining the above was not justified.

i) **Scout and Guides – Fire work display**

Mrs. Dinnin said that at the October 2016 Parish Council it was agreed to grant the Scout and Guide Group £500 towards their village fireworks display. She said that the firework display had been a wonderful well attended evening. Entry tickets included the cost of a hotdog/burger in a bun and a drink. The following day there was no evidence that the event had occurred as marshals had cleared the site of all litter. She asked Parish Council to support the Scout and Guide firework display again this year.

Mr. Meischke said he was happy for the Parish Council to support the event as a social initiative but that it should be fund raising considering their plans for a new HQ.

Parish Councillors agreed to donate £500 towards the event but ask the Scout and Guide Group to confirm how much money was raised at the event. Mrs. Dinnin to contact the Scout and Guide Group accordingly.

**Action: C. Dinnin**

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

- **East Herts District Council - Housing**

Cllr. Freeman said that East Herts Council are going back into the housing market. Existing housing association properties will be moved over to a housing investment group, effectively removing them from the right to buy scheme, and this stock will be further increased by building more properties for the rental sector.

- **2018 Train Timetable proposals – Public meeting**

Cllr. Freeman said he looked forward to seeing Parish Councillors at the public meeting on Thursday 7<sup>th</sup> September at the school. GOVIA are slightly optimistic that they can bring the 2024 build forward to 2020. However, the delays in building the platform were down to Network Rail (Government Body)

There will be a tailored made bus service to and from Watton-at-Stone to Stevenage station to accommodate for the lack of train service in the new timetable. This service will be totally separate to the Hertford to Stevenage service.

- **Speed monitoring**

Cllr. Freeman said he and his team had monitored over 14,000 vehicles, of which over 30% of drivers are exceeding 30 mph and 5% are doing more than 40 mph.

In view of the strong possibility that there will be a housing development on the Walkern Road land adjacent to the by-pass bridge, Parish Councillors asked if the Walkern Road speed sign could be put on the other side of the 30mph sign. Cllr. Freeman agreed to speak to HCC to ask them if they would consider this option.

- **Brown waste bins for garden waste**

East Herts District Council are considering charging for the brown bin service.

- **Hedge cutting**

Cllr. Freeman said that East Herts Council's contractors will be cutting back the height of the hedge between Hockerill and Station Road. He said that HCC need to recognise that it is their responsibility to cut this hedge.

- **Fly tipping**

Cllr. Freeman said he would look into the possibility of CCTV camera installation to temporarily cover the worst affected fly tipping areas in Watton-at-Stone.

b) **CVS Car Scheme**

At the June Parish Council meeting, Cllr. Freeman said that, at the request of two Watton-at-Stone residents, he had been looking into a car scheme for villagers to enable those without transport, in particular the elderly, to be transported to and from events, such as hospital appointments, for a small fee. He found out that CVS run a car scheme and agreed to send the details to Parish Councillors.

He showed Parish Councillors the CVS posters, which makes clear that the scheme is not intended to be used in place of buses, hospital transport or taxis if individuals are able to use those facilities, but something the CVS pointed out is that hospital transport services can sometimes be a bit unpredictable either when calling at the patient's home, or when picking them up from the hospital.

Cllr Freeman said he was having second thoughts about a leaflet drop to the whole village as he expects that most would go straight into the re-cycling bin. Instead there are lots of groups we can perhaps channel the leaflets through – Glebe Court, the Methodist Church etc.

The two ladies who originally raised the issue with Cllr. Freeman want to see how the Datchworth CVS car scheme takes off before they get involved in a scheme for Watton-at-Stone.

The Parish Council agreed to put up posters on their notice boards and Cllr. Freeman agreed to draft some text to be put up on the Watton-at-Stone website and on the Parish Council’s Facebook page. **Action: J. Allsop**  
Cllr. Freeman 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

<b>Petty Cash – Receipts</b>		<b>Petty cash - Payments</b>	
Maureen Monk – donation towards memorial seat	538.15	BT phone box	1.00
	<u>538.15</u>		<u>1.00</u>
<b>Cheques issued</b>			
Wages & salaries	2 months		2639.92
Adam Welch	work to clear allotments		150.00
British Telecom	Phone line - annual charge		208.80
KPCM Supplies @Amazon	(KPCM Supplies @Amazon) 5 dog on leads/pick up signs		25.94
Frank Cooper	5 x sportsfield grass cuts in 2nd, 9th, 16th, 23rd, 30th June		354.00
Blue Bury Contractors	Various work on sportsfield and the Lammas		768.00
HCC	Stationery		32.70
KPCM Supplies @Amazon	5 replacement dog-on-lead/pick-up signs		24.50
Adam Welch	remove dead branches from Oak tree		340.00
Frank Cooper	2 x sportsfield grass cuts in 21st and 28th July 2017		141.60
Frank Cooper	Football pitch line marking		84.00
East Herts Council	annual playground inspection		51.05
Glasdon	Memorial seat for Jeff Monk		645.74
Adam Welch			90.00
BDO	Annual audit		480.00
Community Hall	½ year grant		3,315.00
	Dog waste bags for dispenser		<u>90.24</u>
			<b><u>9,441.49</u></b>
<b>Cheques received</b>			
East Herts District Council	New Homes Bonus funds		<u>41,727.00</u>
			<b><u>41,727.00</u></b>

#### Watton-at-Stone Community Hall

<b>Petty Cash – Receipts</b>		<b>Petty Cash -Payments</b>	
Carla Beach – (7 weeks)	290.50	Amazon - plasters	2.49
Tony Silvestri – Pavilion (4 weeks)	40.00	Amazon – Plasters	1.50
Ildiko Imre-Kada – meeting room	60.00	HCC – cleaning materials	<u>42.75</u>
Clare Keenan – Main Hal & Pavilion	45.00		<b><u>46.74</u></b>
Donations re toy use	5.00		
Floodlighting to 31/08/17	78.00		
Forever Active - July	290.00		
Forever Active - August	<u>444.00</u>		
	<b><u>1252.50</u></b>		

<b>Cheques issued</b>		
Wages	2 months	813.36
Laidlaw	6 internal door keys	90.86
James Turner	Supply and fit new toilet cistern	115.39
		<b>1019.61</b>
<b>Cheques received</b>		
Peter Khera	Main Hall	181.45
Paula Sutton	Main Hall	188.10
Sports and Social Club	Hire of facilities	375.00
Dixon	Main Hall and Pavilion	22.00
Watton Youth Club	Main Hall and Pavilion	153.00
Woodhall estate	Meeting room and Main Hall	81.00
Louse Bater	Pavilion hire	83.60
Post Office	Cash banked	290.00
Chloe Teoli	Main Hall	627.00
Parish Council	½ year grant	3315.00
Felicitas Dixon	Main Hall and Pavilion hire	45.00
Dave Boddy	Main Hall	90.00
		<b>5451.15</b>

Parish Councillors agreed the payments.

- **BDO – completion of annual audit for the year ending 31<sup>st</sup> March 2017**

The Parish Council has now received ‘a clean bill of health’ from BDO who have signed off the annual statutory approval of the Parish Council accounts for the year ended 31<sup>st</sup> March 2017. They accepted the evidence the Clerk gave them on the S106 grant received during that year and details on the sale of the Parish Council land at Rivershill.

There was one issue arising from the audit, which was that under section 2 – Accounting statements 2016/17. Box 11 – for local councils only – disclosure note re Trust funds (including charitable) was not completed. A tick should have been put in the box marked NO.

As required, the Clerk displayed a notice of conclusion of audit on the Parish Council notice board for a period of two weeks as well as on the Watton-at-Stone website together with a copy of the completed annual return and BDO’s issues arising report.

- **Nationwide building Society account – transfer of funds**

A total of £60,000 has now been transferred from the Parish Council’s current account to its Nationwide Building Society account.

- **Request for Budget items for 2018/19**

Parish Councillors to give their budget items for 2018/19 to Mr. Filer by the end of October so he can start putting together the draft budget figures with the Clerk. **Action: Parish Councillors**

- **Confirm Allotment rent and water charges for 2017/18**

It was agreed that the Allotment water charges remain at £6.50 for a full plot and £3.25 for a half plot.

- **HAPTC – cost of annual membership**

Refer to item 7 h, Specific items – CCTV.

## Community Hall Trustees

Mr. Meischke reported on the following item.

- **Electrical, emergency lighting and PAT testing inspections**

Mr. Meischke said that D. P. Electrics have completed the annual emergency lighting and PAT testing and the 5-year electrical test. They only gave him the written reports today and he is concerned about the lack of testing between the MPPA floodlights and the money boxes in the 5-year report. He agreed to look into this further. **Action: J. Meischke**

D. P. Electrics had quoted £280 (plus VAT) to replace the broken emergency light with battery in the Main Hall. However, he was uncertain if this price includes an access tower. Parish Councillors asked Mr. Meischke to find out if the price does include an access tower or not. **Action: J. Meischke**

- **Repairs to equipment on the Children’s Play area**

East Herts Council have e-mailed a copy of the Annual playground inspection carried out at the sportsfield on 20<sup>th</sup> June 2017 by the Play Inspection Company. A copy of the report was e-mailed to all Parish Councillors on 20<sup>th</sup> July.

Mr. Meischke and Mr. Smith have looked at all the items highlighted for attention in the report and asked Mark Blacktin to quote for the following work to the multi play and slide equipment.

- Add metal filler JB weld or replace bolt if possible to yellow railings £45
- Add wood hardener and wood filler to existing wood half round bridge section. Tighten £60
- Repair safety flooring around fireman pole, along edging to meet concrete surround and additional small areas of damage £170
- Repair metal sake ramp using pop rivets or self-tapping screws £50

**Total including labour** £325

- **Quotation for steps on the grass bank behind the tennis court**

Mr. Meischke said that Mark Blacktin had also provided a quotation of £195 to install seven paving slabs into the bank behind the new tennis court link walkway in a zig-zag pattern. The zig sag effect should deter bikers riding down the slope but help tennis players to retrieve tennis balls. A more defined set of steps might require the installation of a hand rail.

Parish Councillors present at the meeting agreed to accept Mark Blacktin’s two quotations for:

- repairing the multi play and slide equipment
- installing steps in the bank behind the new tennis court link walkway.

Mr. Meischke to notify him accordingly.

**Action: J. Meischke**

- **Community Hall roof**

Mr. Meischke said that during high winds the West side of the Main Hall high roof lifts as the wind gets under the bottom row of the tiles. It was agreed to obtain quotations to rectify this problem.

**Action: J. Meischke**

## Recreation and Amenities Sub-Committee

Mr. Knight reported on the following items.

- **Tennis Court/MPPA**

Mr. Knight said that two more sets of the ‘no cycling’ signs are required for the tennis courts. Parish Councillors agreed the purchase. The Clerk to instruct 1<sup>st</sup> Call Signs to make the signs. **Action: J. Allsop**

- **Sportsfield**

The sportsfield grass is looking in good condition and the plantain weeds are being kept under control.

- **Cricket nets**

Funds to cover the cost of installing cricket nets are being raised and grants applied for by the Cricket Club. The Diocesan Board have agreed that the legal costs for the Deed of Waiver will be in the region of £1,000 with an additional cost of £250 if the Parish Council request the Diocesan board draw up the Deed of Waiver document. In addition to this, the Diocesan Board require a fee of £500 for agreeing to a Deed of Waiver.

Parish Councillors present at the meeting agreed to pay the £500 fee required by the Diocesan Board. This is on the condition that the Cricket Club raise sufficient funds to purchase and install the cricket nets, plus cover the cost of the legal fees of £1,250. County Councillor Ken Crofton has already agreed to grant £1,000 towards the legal costs, leaving the Cricket Club to pay the remaining £250. The Parish Council has also agreed a £3,000 grant from their New Homes Bonus funds towards this project.

- **Cricket square**

Mr. Knight said that Bob Spinks (Cricket Club) has asked if the Parish Council would agree to pay for work required to the cricket square. The Cricket Club will give the Parish Council a donation for the net value of the invoice. As the Parish Council own the sportsfield, Parish Councillors present at the meeting agreed to this arrangement. Mr. Knight to notify Mr. Spinks accordingly. **Action: I. Knight**

- **Fencing behind the new tennis court**

Mr. Smith said that he had accepted Jarratt Fencing’s quotation and they expected to do the work sometime in October.

- **Hedging behind the play area along its length to the gap in the hedge**

It was agreed to cut this section of hedge on a regular basis (more than once a year) to keep it in good order and not to install wooden fencing. It was also agreed to keep trimmed back the hedge along its length with School Lane.

- **Sportsfield hedge cut**

The sportsfield hedge has now been cut. Nick Whitehead cut back Mr. Brett's hedge (5 Old School Orchard) in exchange for not having to do the hedge behind the play area, because Blue Bury Contractors had recently done this.

It was agreed to ask Mr. Brett to pay the Parish Council £65 for the hedge cutting, which is the same amount that he was charge in both 2014 and 2015.

**Action: J. Allsop**

Mr. Smith said that Nick Whitehead does not want to quote for cutting the sportsfield hedge in 2018.

### **Environment Sub-Committee**

Mrs. Dinnin reported on the following items.

- **Allotments**

The dog fouling signs have now been put up on the allotments.

Mrs. Dinnin ask Mr. Evernden to cut his hedge which backs on to the allotments as it had overgrown again. The adjacent hedge belonging to the Barrett's still needs cutting and Mrs. Dinnin said she would contact them again.

- **Lammas**

Mrs. Dinnin said that on 19<sup>th</sup> September, a team of CMS volunteers will be reinstating the steps on the Lammas bank. The cost of the materials required to do the job is approximately £550 excluding VAT and this will be funded from the £1,000 P3 grant the Parish Council has already received.

- **War Memorial**

Refer to item 5 b, Actions outstanding for more than two months - Chase Paul Reynolds re cleaning the War Memorial.

- **Watton Green**

Mrs. Dinnin e-mailed all Parish Councillors a copy of Tony Bradford's report on the Cottage site at Watton Green. Parish Councillors agreed to Tony Bradford's strategy for improving this wooded site.

- **Grass cutting**

Mr. Smith said that Blue Bury Contractors have topped the grass on both the Lammas and Watton Green. He said that whilst on site at Watton Green he found 6 cans marked hypochlorite containing about 40 litres of liquid. These have been safely disposed of.

### **New Homes Bonus Sub-Committee**

Nothing to report.

### **b) Routine Reports**

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

Mr. Smith and Mr. 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**

In the absence of Mrs. McCash, who completed the report on 4<sup>th</sup> & 5<sup>th</sup> September, Mr. Meischke reported on the following items.

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

- **Play area**

- **Swings** - poor paint work.
- **General** - nettles need strimming behind play area.

- **Salt bins** - Salt bins not checked – it was agreed that whoever does the report in October should check all the salt bins.

- **General comments**

Nick Whitehead was cutting and tidying the hedge while Mrs. McCash was there. She also commented that the path to the new tennis court needs the grass cutting back, that area needs the grass and nettles strimming, looks very scruffy.

Mr. Meischke to ask Ted Brown to do any strimming work required.

**Action: J. Meischke**

- v) **Weekly sportsfield**

Nothing to report.



**vi) Website/Facebook**

Mr. Stock plans to start work on the review and redesign of the content of the website during the next few weeks.

**vii) Highway and Lighting faults**

None.

**viii) Dog fouling reports**

Mr. Smith said that Mr. Moray, who lives near Glebe Close, has been keeping the dog waste bag dispenser filled as and when required. He said that he would be sending him a letter of thanks. **Action: M. Smith**

**9. Correspondence received****a) HAPTC – New Data Protection Act for 2018**

Refer to item 7 h, Specific items – CCTV.

**b) Essex and Herts Air Ambulance**

Essex and Herts Air Ambulance have changed their recycling Clothes Bank provider. The Clerk said that the previous provider tried to persuade the Parish Council to support a Mountain Rescue charity, which did not seem appropriate as there are no mountains in Hertfordshire. She therefore asked them to remove their clothes bank and Essex and Herts Air Ambulance will arrange for the new recycling clothes bank to be installed. Lindsay Holt (Abel Smith estate) has given her e-mail permission for the new clothes bank to be installed at the Scout Hut, on the proviso that if they require it to be removed the installers will do so.

**10. Village organisations****• Forever active**

Mr. Meischke said that the Green Dragon Archery Club are trying to establish an annex club at the Community Hall. There are already 2 people who belong to this Archery club that attend the Forever Active sessions. It is hoped that if more members of the Archery Club attend at Watton-at-Stone, they may be able to hire the Community Hall facilities as a club in their own right.

Philip Smith, Forever Active Table Tennis Couch, is setting up a Watton-at-Stone Table Tennis Club to enable some of the players to take part in league matches. It is planned that matches will take place every other Friday, alternating with the Youth Club. However, setting the system up has not been straight forward as two of the matches were scheduled for consecutive weeks and therefore clashed with Youth Club, however a compromise has been sort and four dates are now booked.

Mr. Meischke has spoken to Lyn Oakman about the Youth Club putting up the Christmas decorations in the Community Hall.

Mr. Meischke said that Health and Safety for the Village Halls should be separate item on the Parish Council's monthly agenda. It was agreed to add this to the agenda under the heading 'Routine reports'.

**Action: J. Allsop**

**11. Items for Parish News**

The following item was identified for inclusion in the October 2017 issues of the Parish News.

- Awarding of the Parish Council Trophies at the Annual Community Service. **Action: J. Allsop**

**The meeting closed at 2145.**

**The date for the next Parish Council meeting is Tuesday 17<sup>th</sup> October 2017.**