

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 17th October 2017

| | | |
|-----------------|------------------------------------|------------------------------------|
| Present: | Mr. Mike Smith (Chairman) | Mr. John Meischke (Vice-Chairman) |
| | Mrs. Christine Dinnin | Mr. Denis Filer |
| | Mrs. Catherine Hammon (after 1935) | Mr. Ian Knight |
| | Mrs. Helen McCash | Mrs. Margaret Stanley (after 1916) |
| | Mr. David Stock | Dr. Emma Waltham |
| | Mrs. Jane Allsop (Clerk) | |
| Public: | None. | |

1. Apologies for absence

Apologies for absence: None

2. Public Participation

None.

3. Chairman’s/Clerk’s Report

Mr. Smith said that Budget and Finance Sub-Committee items will be discussed directly after 5 a, Minutes of last meeting – Acceptance.

4. Declaration of Interests

None.

5. Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 5th September 2017**

Parish Councillors agreed that the minutes be approved.

Mrs. Stanley arrived at the meeting

Budget and Finance Sub-Committee

Mr. Filer reported on the following items concerning the Budget and Finance Sub-Committee.

- **Monthly accounts**

Watton-at-Stone Parish Council

| Petty Cash – Receipts | | Petty cash - Payments | |
|------------------------------|---|------------------------------|------------------------|
| None | | None | |
| Cheques issued | | | |
| Frank Cooper | 5 x sportsfield grass cuts in 4th, 11th, 25th, 31st August 2017 | | 354.00 |
| Norbury Fencing | Wood to repair Lammas bank to come out of £1,000 P3 grant | | 651.06 |
| N. J. Whitehead | Sportsfield hedge cut | | 480.00 |
| Post office | NI contributions £117.87 Clerk - £117.87 £102.51PC | | 220.38 |
| Frank Cooper | 1 x sportsfield grass cuts in September 2017 | | 70.80 |
| Wages and salaries | September/October 2017 | | 1680.36 |
| Bidwells | Sportsfield extension Glebe rent | | 125.00 |
| Mark Blacktin | repair to play equipment | | 325.00 |
| Mark Blacktin | install paving slabs in slope above new tennis court link | | 195.00 |
| Perfect Ground | Work to cricket square | | 1,078.20 |
| | | | <u>5,179.80</u> |
| Cheques received | | | |
| Steve Brett | Hedge cutting | | 65.00 |
| 23 Allotment holders | Allotment rent 2017/2018 | | 724.50 |
| Cricket Club | Donation towards work to cricket square (net value) | | 916.00 |
| | | | <u>1705.50</u> |

Watton-at-Stone Community Hall

| Petty Cash – Receipts | | Petty Cash -Payments | |
|--|---|----------------------|----------------|
| Helen Blacktin | 45.00 | None | |
| Carla Beach – (6 weeks) | 235.00 | | |
| Tony Silvestri – Pavilion (5 weeks) | 50.00 | | |
| Ildiko Imre-Kada – meeting room | 90.00 | | |
| Nicola Holloway – Main Hall & Pavilion | 54.00 | | |
| Donations re toy use | 10.00 | | |
| Floodlighting to 06/10/17 | 160.00 | | |
| Forever Active - September | 405.00 | | |
| | 1049.00 | | |
| Cheques issued | | | |
| Wages | September/October | | 571.80 |
| D. P. Electrics | Electrical inspections – annual emergency, PAT test & 5 | | 306.00 |
| Stevenage glass | Replace broken high-level window | | 240.00 |
| P. J. Roofing | Fix down bottom row of roof tiles on one side of high level | | 936.00 |
| | | | 2053.80 |
| Cheques received | | | |
| Fran Lynch | Main Hall and Pavilion | | 90.00 |
| Begonia Garcia | Meeting room | | 71.25 |
| Scouts | Main Hall hire | | 15.00 |
| Felicitas Dixon | Main Hall and Pavilion | | 22.00 |
| Sarah Sutton | Main Hall and Pavilion | | 45.00 |
| Steve Smith | Main Hall | | 15.00 |
| Badminton Club | Main Hall | | 142.50 |
| Ildiko Imre-Kada | Meeting room | | 120.00 |
| | | | 520.75 |

Parish Councillors agreed the payments.

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

Prior to the meeting, all Parish Councillors were e-mailed a copy of the 6-monthly statement of accounts for the period ending the 30th September 2016.

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

Mr. Filer said that the Parish Council has just under £115,000 in New Homes bonus funds. Parish Councillors agreed to look at how these funds should be spent after the Neighbourhood Plan has been completed. Several items were identified including replacing the swings on the play area and putting funds towards the building of a new Scout Hut.

- **6-monthly inspection of accounts**

Mrs. Stanley carried-out the three-month inspection of the Parish Council and Community Hall accounts on 16th October and they were in good order.

A copy of Mrs. Stanley's reports is included in the Parish Council and Community Hall accounts for 2017/18.

- **Renewal of Site-Ground website hosting**

The Clerk said that she was unable to look at the pricing for the SiteGround website hosting because they are asking her to update her credit card details and she didn't want to do this until the Parish Council have approved continuing with SiteGround.

The hosting cost for 2016/17 was £83.40 plus VAT. The Clerk said that a 3-year hosting would be approximately double this cost. Parish Councillors agreed that we should renew the SiteGround hosting for another three years.

Action: J. Allsop

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

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

Action: Parish Councillors

Mrs. Hammon arrived at meeting

b) Review of actions

1. **Look at permanent storage solution for portable floodlight battery packs**
Refer to item 8 a, Community Hall Trustees.
2. **Explore further options for CCTV system**
Refer to item 8 a, Community Hall Trustees.
3. **Contact the Scout and Guide Group re Parish Council grant**
Refer to item 8 a, Community Hall Trustees.
4. **Give Mr. Filer 2018/19 budget items before the end of October**
Refer to item 8 a, Budget and Finance Sub-Committee – Request for Budget items for 2018/19.
5. **Look at having electrical testing from the floodlights to the coin meter box**
Refer to item 8 a, Community Hall Trustees.
6. **Find out if D. P. Electricians quote to repair emergency lights includes an access tower**
Refer to item 8 a, Community Hall Trustees.
7. **Obtain quotations for the repair of the Main Hall high roof**
All Parish Councillors were e-mailed a quotation of £780 (plus VAT) from P. J. Roofing to rectify the problem of the roof tiles lifting in high winds. Mr. Meischke was unsuccessful in finding anyone else interested in quoting to do the work and therefore Parish Councillors approved accepting P. J. Roofing's quotation via e-mail. Mr. Meischke said that the work, which has now been completed, involved drilling and screwing down the bottom row of tiles. P. J. Roofing had told him that the tiles were lifting because the clips that hold down the bottom row of tiles had broken due to age related fatigue. Parish Councillors were pleased that the work was done before the autumn/winter seasonal stormy weather.
8. **Ask 1st Call signs to make two more 'no cycling' signs for the tennis courts**
Mr. Knight said that the signs had been made and he would be putting them up on the tennis courts.

Action: I. Knight**c) Action points resolved**

1. Submit application to EHDC re change of use for adopted BT phone box
2. **Write again to the Leader of HCC and County Councillor Ken Crofton re outstanding issues**
Refer to item 7 b, Specific items – Station Road update.
3. Re-seed grass on sportsfield where one of the bike ramp used to be
4. Contact Lindsay Holt (Woodhall Estate Manager) re Village Pump
5. **If required, Contact Farid (Hertfordshire Highways) re Station Road issues**
Refer to item 7 b, Specific items – Station Road update.
6. Upload information re CVS car scheme on both the website and Parish Council's Facebook page
7. **Accept two quotations from Mark Blacktin**
Mr. Meischke said that Mark Blacktin has done an excellent job with both the play area and installing the zig-zag path.
Dr. Waltham said that she had walked down the zig-zag steps and did not feel safe. Also, that the paving slabs felt wobbly and she suggested that a handrail could be installed. Mr. Meischke said that because of the angle of the steps a handrail would not be possible. Both Dr. Waltham and Mrs. Stanley expressed their concern about children injuring themselves whilst using the steps. Mr. Smith that the paving slabs could be moved across a bit so that they overlap each other.
Mr. Meischke agreed to look at the steps to see how they could be modified.
8. Inform Bob Spinks that the Parish Council agree to work required on the cricket square
9. Invoice Mr. Brett for hedge cutting
10. Ask Ted Brown to do any strimming work required around the tennis court areas
11. Send letter of thanks to Mr. Moray for filling waste bag dispenser
12. Add 'Health and Safety for the village halls' as a separate item under 'Routine reports'
13. Write article to be included in next edition of the Parish News

Action: J. Meischke**d) Actions outstanding for more than two months**

1. **Give Mr. Filer any changes to Long-term capital expenditures list**
Mr. Filer said he was still waiting to hear from Parish Councillors.
2. **Produce a list on all issues concerning the High Street for the October Parish Council meeting**
Mrs. Stanley said that she and Mrs. McCash had compiled a list of the issues concerning the High Street which needed to be reported back to HCC. This included:
 - limited residents' parking resulting in some disgruntled residents
 - the lack of pull in spaces/bolt holes, rather than continuous yellow lines
 - the proposed bollards outside the memorial hall were not provided
 - the re-positioning of the roundabout at the Great Innings junction

It was noted the Abel Smith estate had, in the last couple of weeks, completed a car parking area for properties 112, 114 and 116 High Street, which is accessed at the back of 112 High Street. However, some of the residents are still parking on the High Street. Traffic congestion was particularly bad along the High Street during the weekend when there is no restricted parking often resulting in a continuous row of parked cars, possibly from sports fixtures or customers of local amenities and businesses. Mrs. McCash said that this had recently caused difficulties for an ambulance trying to reach an emergency.

Mrs. Stanley said that cars were frequently parked on the single yellow lines during the restricted times and also on the double yellow lines. It was agreed that it would be useful to know how many parking tickets had been issued since the High Street scheme was implemented and District Councillor Freeman should be asked for this information. These figures could then be included in the December issue of the Parish News. **Action: M. Stanley**

It was agreed that a meeting should be arranged between the Parish Council and HCC in the new year which would give a reasonable time for the ongoing problems to be monitored, and possibly resolved, since the implementation of the HCC scheme. Mrs. Stanley will e-mail Farid Tilavi to forewarn him of the meeting and advise him of the problems which have become apparent to date. **Action: M. Stanley**

3. **Liase with Mrs. McCash re High Street parking issues that need reporting to HCC**
Refer to above item.
4. **Chase Paul Reynolds re cleaning the War Memorial**
Refer to item 8 a, Environment Su-b-committee – War Memorial.

6. Planning

Mrs. McCash reported on the following items.

a) Applications

i) Land adjacent to 16 Newmans Court (3/17/2050/FUL)

Erection of a pair of timber (Somerset style) gates across the access road into the private car park

Mrs. McCash said that the only people affected by this application is Watton Place Clinic. As they had no objections, she instructed the Clerk to e-mail the planning department with a “no comment” response.

ii) 14 Hazeldell (3/17/2088/HH)

Single-storey front infill extension with pitched roof

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

Mrs. McCash said that the single storey extension is the usual infill extensions and Parish Councillors endorsed a 'no comment' response via e-mail. The Clerk has e-mailed the planning department accordingly.

iii) Cannon House 69-71 High Street (3/17/2188/HH)

New annex building in rear garden

In accordance with our Planning Protocol, Mrs. McCash asked Mr. Meischke to visit the neighbours.

Mr. Meischke said he visited the neighbours who had no objections to the application and therefore proposed a ‘no comment’ response. This was agreed by Parish Councillors and the Clerk was instructed to respond to the planning department accordingly. **Action: J. Allsop**

iv) 23 Lammas Road (3/17/2263/HH)

2-storey ground and first floor extension. All UPVC windows replaced with aluminium framed windows. new clay tiles to existing and proposed roofs

Mr. Smith said that he had spoken to a lady at 22 Lammas Road who had some reservations about the application overlooking their property. However, she would be submitting her own objections to planning department. Mr. Smith said there was no answer at 24 Lammas Road.

Parish Councillors discussed the application and agreed a ‘no comment’ response but asked the planning department to take into consideration any objections received from the neighbours. **Action: J. Allsop**

Mrs. McCash said that the following planning application was received today.

- **Amon Luin, Walkern Road (3/17/2320/HH)**

Single storey rear extension

Mrs. McCash said that this is a small rear extension which does not affect the neighbouring properties.

Parish Councillors discussed the application and agreed a ‘no comment’.
Action: J. Allsop

b) Decisions

The Planning Inspectorate have allowed holiday let conversions with conditions concerning occupation at Gregorys Farm Whempstead. However, Barn conversion to permanent dwellings have been refused on appeal.

7. Specific items

a) District Councillor Michael Freeman's Report

Mr. Smith read from Councillors Freeman's report as follows.

District Plan – Examination in Public

The first two weeks' hearings have been held covering many issues including (a) villages and (b) the Green Belt. As previously indicated, the Inspector has now confirmed that Neighbourhood Plans cannot amend Green Belt boundaries and any such changes must be made by the Local Planning Authority (EHDC) taking into account recommendations made in the Neighbourhood Plan.

EHDC are drafting a policy amendment to this effect, proposing that any changes to Green Belt boundaries are made at the first review of the District Plan which will be five years after its adoption.

We should also expect the Inspector to say that the development requirement for Group 1 villages like ours should revert to a minimum of 10% - which is what it was before an earlier Inspector suggested the alternative approach whereby Neighbourhood Plans should be encouraged to consider amending their Green Belt boundaries in return for infrastructure benefits etc.

The next round of Examination hearings is due in November.

Train services from Watton

A public meeting with Govia/Thameslink was held on 10th September which answered many of the questions and concerns raised by our residents although there is still concern over the curtailment of services to Stevenage while the new platform is built there. Our speakers confirmed (a) that trains from London will terminate at Watton and go back to London from here; (b) that there will be a doubling of daytime services from Watton from May 2018; (c) that new trains will be introduced during 2018; (d) that there will be significant increases in peak hour services from Hertford to London; and (e) that there will still be early morning, late evening and Sunday services from Watton to Stevenage while the platform work is carried out.

We await an update from our MPs on discussions with the Rail Minister who we have asked to bring forward the platform work at Stevenage to the earliest possible date.

Govia/Thameslink are appointing a project manager to work with local residents to determine the form, frequency etc of the replacement bus service from Watton to Stevenage which as things stand will be introduced in May 2018.

Verge cutting

The overgrown brambles etc outside the George and Dragon, and those coming from Station Road on to Hockerill, have now been cut by EHDC. These pieces of land are the responsibility of Hertfordshire County Council and EHDC officers are in discussion with them to have the sites included in the maintenance contract we have with HCC so that in future they should be cut on a regular basis.

High Street Parking Enforcement

Further visits have been made by our enforcement officers, and tickets issued. Please let me know if you perceive there are ongoing problems in this regard.

The restrictions in Station Road appear to be working satisfactorily.

Circle Anglia (now Centra) Housing Association

I will be making a "tour" of Watton with our Centra Neighbourhood Officer on 26th October where we will be discussing not only the residential properties in their portfolio (and any work required) but also the common areas which are the responsibility (we have previously had to deal with reports of rats and other issues).

Planning Matters

We have received reports that the area of land off Perrywood Lane formerly known as Monk's Yard, for which residential planning permission has been refused at appeal, is being used for the dumping of house clearance waste. EHDC Enforcement Officers are aware.

Elsewhere, the Planning Inspectorate have upheld EHDC's refusal of planning permission for the various applications at Gregory's Farm, Whempstead, and have made an award of costs in favour of EHDC.

b) Station Road update

• **Re his Action Point from our previous meeting**

On 6th September Mr. Stock wrote again to Mr. Robert Gordon (Leader of HCC) and to Ken Crofton (our local County Councillor) asking for their responses and views on the various issues raised in his original letter, dated 26th July, concerning the quality and ineffectiveness of some of the works carried out, the subsequent amount of corrective work required and the resultant need for further road closures, etc.

The reply received from Mr. Gordon, who sadly is now deceased, was that he could not recall our letter and felt that it was best dealt with by Ken Crofton or Mr. Ralph Sangster (the Cabinet Member for Highways)

to whom he had passed our correspondence. The aim being for Mr. Sangster to give any necessary support to Mr. Crofton to ensure that we received an appropriate response.

The reply received from Mr. Crofton was to confirm that he had involved the Executive Member for Highways to record his frustration and that of the Parish Council at the lack of urgency in concluding the Station Road and High Street traffic schemes. Also, that the Executive Member for Highways had assured him that he will “engage with the correct officers to achieve speedy action”.

Although welcoming the replies, Mr. Stock remained very disappointed and perplexed that we had still not received an appropriate response to the issues raised in our original letter. This view was shared by all Parish Councillors present and various options were discussed. It was agreed that initially Mr. Stock writes a further letter to Ken Croton, with a copy to Ralph Sangster, to say that our concerns have not been addressed and once again asking for his responses and views on the points highlighted in our letter of 26th July.

Action: D. Stock

- **Re the date for the corrective works**

Mr. Stock continued to be in contact with Farid Tilavi (HCC) and has now been told that, although there had been some difficulties, it is hoped that the work will be carried out during the 5-day period 20th to 24th November. This will involve more road-closures between 0930 and 1600. It seems that the plan is subject to the Contractor getting the appropriate permits to close the road etc.

Mr. Stock to get an update from HCC prior to our Parish Council meeting in November.

Action: D. Stock

c) Traffic along High Street, including the mini roundabouts

Refer to item 5 d 2, Actions outstanding for more than two months - Produce a list on all issues concerning the High Street for the October Parish Council meeting.

d) Neighbourhood plan (NP) – progress report

Dr. Waltham said that in September the Steering Group found out that the Planning Inspector examining the District Plan had said that a Neighbourhood Plan cannot change a Green Belt boundary. They spoke to Chris Butcher (Principal Planning Officer at East Herts Council) about the implications and it was agreed that the Steering Group should continue to put together the evidence based material relating to Green Belt release and EHDC will propose that it makes changes to their District Plan taking the evidence into consideration.

During the hearings, EHDC put forward a suggestion that the District Plan would make amendments to the Green Belt based on recommendations by a Neighbourhood Plan. They would not look to make any Green Belt changes in the first 5 years of the District Plan. Therefore, sites such as the Fairview New Homes site at Walkern Road and The Woodhall Estate site at the North-Western end of the High Street would not be developed until at least 5 years after the District Plan had been adopted. Watton-at-Stone would therefore see minimal development during this time with only the brownfield sites at Station Road and Great Innings and possible one or two infill properties.

The East Herts Green Belt review, carried out by Peter Brett in 2015, concluded that all Green Belt in East Hertfordshire was fit for purpose and it could not recommend any release. EHDC could not therefore use the Peter Brett assessment to shortlist Green Belt sites to develop. They have therefore decided to look at sites based on how sustainable a development would be. Sustainable housing is where planning can prove that additional housing can be sustained by the infra structure in that area. Watton-at-Stone has the potential for sustainable housing.

Dr. Waltham said that AECOM has submitted a draft report, but it is basically a repeat of the work the Neighbourhood Plan group has already done, so it does not move us forward.

In summary the Steering Group are working hard but are finding it challenging to produce an evidence-base. There is the possibility that the Steering Group could tap into funds and commission a consultant to help. Another alternative is to do a Neighbourhood Plan that includes policies but no recommendations on the Green Belt.

e) Defibrillator/kiosk change of use update

East Herts Council have approved the Listed Buildings application for a change of use to enable the K6 red phone box to house a defibrillator. However, as the box is in a conservation area, the signage on the side facing the road must remain unchanged. The other two sides can have the signage changed to defibrillator, but the text needs to be the existing red colour.

Mr. Meischke said that when BT sell a K6 box they agree to provide a connected electrical supply to the box for 7 years. The phone box the Parish Council has just purchased outside 113 High Street has no electrical supply. This is probably because the electrical supply was not reconnected after someone tried to steal the box. Ken Crofton was contacted, via e-mail, to ask if it was possible to tap into the electrical supply of the lighting column adjacent to the telephone box. However, after investigation Ken Crofton was informed that this is not possible because it is an unmetered supply.

Mr. Meischke said that he spoke to Community Heartbeat, who are specialists on the installation of defibrillators and associated regulations, who were very helpful. He said that they were in the process of making a solar powered unit which should be available to purchase in about a year.

It was agreed to obtain a quotation to connect the phone box to an electricity supply. **Action: J. Meischke**

Mr. Smith said he had quotations from 1st Call signs for signage in the K6 box windows and also lamppost signs as follows

- Three Defibrillator Plastic signs for kiosk £8.00 each
- Long di bond signs with post fixings on the back (for fixing to a lamppost) £68.00 each
clips for the above £2.50 each
- Two CPR advisory signs at Community Hall £12.00 each

Parish Councillors agreed their purchase in principal once an electrical supply has been agreed.

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

No update.

g) CCTV

Mr. Meischke said that he was actioned at the September Parish Council meeting to obtain quotations for a non-monitored CCTV system because the quotation for a monitored system had been unreasonably high.

He obtained a quotation from RVTV Security re the installation of a high definition unmonitored CCTV system and e-mailed this to all Trustees. This non-monitored system has a 30-day recorder. The quote includes 2 options. The details of which are included in the minutes of the Trustees meeting held on 18th September. Mr. Meischke went through the details of both options and said that the Trustees had identified the need for an additional camera on the West side of the Community Hall building.

Mr. Meischke asked for the Parish Council's approval that some of the Trustees and Mr. Smith to meet again with RVTV Security to discuss the following.

- Need for a HD screen
- Cost of adding a camera to the west side of the building
- Cost of replacing individual cameras when they get damaged.

Parish Councillors were in agreement.

Action: J. Meischke

Mr. Stock said that we need to have a good demonstration of the CCTV camera quality from RVTV Security. It was noted the CCTV footage taken at the Perrywood Lane development during a recent burglary was of no evidential help to the police.

Mr. Knight has been actioned to investigate the legal aspect concerning data protection requirements prior to installing a CCTV system and the possible need for contacting residents living near the Community Hall.

Action: I. Knight

h) BT broadband

Dr. Norden e-mailed the Parish Council on the 9th October with a copy of an update from BT Open,

Extract of the e-mail is as follows.

'The current plan is to have your cabinet up and running by the end of December, this does assume that we do not hit any issues.

You will shortly see the cabinet being placed, once in place we need to connect the power and all the electronics (not as quick as it sounds!).'

i) Scouts and Guides Bonfire night on the 3rd November

Mrs. Dinnin said that the 2016 November fireworks display raised £1,100 of funds for the Scout Group. This includes the £500 donation from the Parish Council.

She said that Richard Wing is now in charge of the Scout finances and has centralised the funding for all the Watton-at-Stone Scout and Guide Groups. Each section must submit their budgets to the central financial committee. This will stop double purchases of items such as tents etc.

As agreed at the September Parish Council meeting, the Scout and Guide Group are to be given a grant of £500 towards setting up the 2017 Fire Works display. However, they are unlikely to repeat this grant in 2018 although they will help towards funding the new Scout Hut.

East Herts Council have agreed to grant the Scout and Guide Group £3,600 towards a store which will house their equipment when they move out of the old hut in January 2018.

The Abel Smith estate have drawn up a new lease for the Scout Hut land, which hopefully will soon be signed. The new Scout Hut will be built further into the plot allowing a larger car park at the Mill Lane end.

Mrs. Dinnin said that Richard Wing has thanked the Parish Council for their support.

8. Sub-Committees

Budget & Finance

Refer to item 5 a, minutes of last meeting – Acceptance - Minutes of the Parish Council meeting held on Tuesday 5th September 2017.

Community Hall Trustees

Mr. Meischke reported on the following item.

- **Minutes, report and update re Trustees meeting held on Monday 18th September 2017**

Mr. Meischke went through the different items discussed at the Trustees meeting and gave updates are required.

- **Repairs required to West side of Main Hall roof**

On the Trustees recommendation, Parish Councillors accepted P. J Roofing's quotation of £780 plus VAT via e-mail. P. J. Roofing have now completed the work, which involved screwing down the bottom row of tiles on the west side of the high-level roof to prevent it from lifting during high winds.

- **Broken Main Hall window**

Stevenage Glass have replaced the window smashed by vandals throwing stones. This incident, which happened on Thursday 14th September, whilst Dave and Jane Boddy were holding their Jujitsu session at the hall, has been reported to the police and a crime reference number obtained.

- **CCTV – discuss latest quotation**

Refer to item 7 g, Specific items – CCTV.

- **Electric sockets for the loft and referee changing room D P electrics**

The Trustees approved D. P. Electrics quotation for the installation of electrical sockets in both the loft and referee changing rooms. The sockets have both been installed. The one in the loft will allow power to a CCTV recording machine and the one in the referee changing room is to enable the portable floodlights to be charged.

- **Hall lights**

- **Mr. Meischke said that at the September Parish Council meeting he reported that D. P. Electrics had quoted £280 (plus VAT) to replace the broken emergency light with battery in the Main Hall.**

Mr. Meischke asked them to provide a second quote for the following items.

- to supply and fit new led emergency lights and new battery for emergency fluorescent in hall
 - to supply and fit 40 new lamps and starters
 - to supply 4 new emergency batteries
- Total: £860 (plus VAT)

Mr. Meischke said that D. P. Electrics have confirmed that this cost is without an access tower.

He has investigated the cost of hiring an access tower and was surprised to find out that Jewson (builders merchants) can deliver a tower for one-day usage for around £100.

The Trustees recommendation is for the Parish Council make the decision to either replace just the single broken emergency light with battery or replace the lighting as outlined in the quotation above. Parish Councillors agreed to just have the broken emergency light with battery replaced.

Mr. Meischke to accept D. P. Electrics quotation and order the hire of the access tower.

Action: J. Meischke

- **Tennis Court floodlighting columns**

D. P. Electrics have tested the floodlighting columns and confirmed their electrical safety.

- **Update Action Plan**

Dr. Waltham has updated the Action Plan for the Community Hall.

Recreation and Amenities Sub-Committee

Mr. Knight reported on the following items.

- **Tennis Court/MPPA**

Mr. Smith has text, e-mailed and phoned Chris Rolph, Sports Courts, re the hole in the New Tennis Court and repair required to the joint between two courts but without success.

Mr. Smith will be installing chicken wire along the bottom sections of the tennis court to stop leaves going onto the court.

Action: M. Smith

- **Sportsfield**

Nothing to report

- **Cricket nets**

Mrs. Dinnin said that the Cricket Club are waiting to find out if their EHDC grant application for funding has been successful.

- **Portable floodlights**

One of the tripods has been damaged. The Football Club wanted to ask Tony Common to repair it but Mr. Meischke has insisted that they pay for a replacement one. The net cost of the new Tripod is £90 plus £10 postage (plus VAT). Steve Betts has agreed that the Football Club will give the Parish Council a donation for the net amount.

One of the battery bags has gone missing. Replacements come as a dual package for a battery and tripod bags at a cost of £35 plus VAT. It was agreed that Steve Betts can find a suitable bag to put the battery-pack in.

Mr. Meischke to order the replacement tripod.

Action: J. Meischke

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

The allotment rent renewals have gone out to all Allotment holders. To date nobody has given up their plot. There are five people on the waiting list. If no plots become available, one option would be to ask some of the allotment holders who have several plots to give up one of their plots.

Mrs. Dinnin said that all the plot numbering posts have gone missing over the years. She suggested that we purchase some new ones and agreed to investigate.

Action: C. Dinnin

Mr. Smith said that GPS has increased significantly, and we should be able to print off a very good plan of the allotments via this source.

- **Lammas**

Mrs. Dinnin said that the team of CMS volunteers who reinstated the steps on the Lammas bank have done an excellent job and a letter of thanks has been sent to them.

The cost of the materials required to do the job was £542.55 (plus VAT) and was funded from the £1,000 P3 grant the Parish Council has already received.

- **War Memorial**

Mrs. Dinnin said that Paul Reynolds has still not pressure washed the War Memorial. Mr. Meischke to ask Paul Reynolds to do the work before the end of the week, otherwise the Parish Council will find an alternative way of having the work done before Remembrance Sunday.

Action: J. Meischke

Mr. Smith said that one of the triangle slabs surrounding the War Memorial is rocking. He did make it settle a bit better, but it needs properly embedding. Mrs. Dinnin to ask Mark Blacktin to do the work.

Action: C. Dinnin

Mrs. Dinnin said she had removed the weeds from around the War Memorial. However, Adam Welch would be doing his usual tidy up of the area, including leaf clearance, before Remembrance Sunday

- **High Street maintenance work, leaf clearance, mowing and strimming work in the village**

Mrs. Dinnin said that Adam Welch's three-year contract for the High Street maintenance work comes to an end when he finishes the leaf clearance work at the beginning of 2018.

It was agreed to ask him to quote again adding any additional areas identified by the Parish Councillors.

This will include the branches overhanging the stretch of footpath at Great Innings on its boundary with the Grey House (High Street).

Mrs. Dinnin asked Parish Councillors to e-mail her any additional items.

Action: Parish Councillors

It was agreed also to ask Steven Vidler to quote for the work. Also, to put an advert in the December issues of the Parish News and on the Parish Council's Facebook page inviting contractors to submit their quotations.

Action: C. Dinnin/J. Allsop

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) **Health and Safety for village halls**

Mr. Meischke said that this item is on the agenda each month to identify any problems in and around the Community Hall.

Mrs. Dinnin said that the Main entrance door sticks. Mr. Meischke to inspect. **Action: J. Meischke**

v) **Monthly village-report**

Mr. Smith completed the report on 12th October,

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

Sportsfield - In good order. The exercise equipment does not appear to be getting much use.

Allotment - Hedge belonging to High Street property that backs onto allotments needs cutting back by several feet. Mrs. Dinnin to speak to the owners again. **Action: C. Dinnin**

Clothes bin in Mill Lane – the old Air Ambulance clothes bin has now been removed but a replacement one has not yet arrived. It was agreed to contact Air Ambulance to find out when they are installing a new one. **Action: J. Allsop**

Monthly village-report book - Remove ‘double bike ramps’ from report and change ‘Multi-Purpose Play area’ to ‘Tennis Courts - A and B’. **Action: J. Allsop**

Salt bins - The salt bin at the entrance to Great Innings and one in Hazeldell are only 2/3 full.

HCC to be asked to ensure that all bins are full before the wintry weather sets in. **Action: J. Allsop**

Dog bin – Lid to dog bin on footpath 17 is broken.

War Memorial – Loose slab – refer to item 8 a, Environment Sub-Committee – War Memorial.

vi) **Weekly sportsfield**

Nothing to report.

vii) **Website/Facebook**

Nothing to report.

viii) **Highway and Lighting faults**

None.

ix) **Dog fouling reports**

Mr. Smith said that he had been approached by residents to ask why we have dogs on leads signs around the sportsfield. Mr. Smith said he explained the situation on the sportsfield, that dog owners often fail to pick up fouling when their dog has moved far away from them and either they cannot identify where the fouling occurred or can't be bothered to collect the dog waste. If the problems persist the Parish Council may have no alternative than to make the area a dog exclusion zone.

9. Correspondence received

None.

10. Village organisations

- **Youth club**

Mr. Meischke said that the Youth Club are going to put up the Christmas decorations in the Community Hall during late November.

- **Forever active**

Mr. Meischke said that he had been asked by the East Herts Forever Active team if they needed any money for equipment. He asked for two new bowls mats and was then told that there were no funds for the mats. He responded by saying that that as EHDC have failed to provide a coach for the carpet bowls group and had, to date, provided no equipment for this group. Nigel Farren (Project Coordinator, Forever Active East Herts) agreed to go back to the council to see if he can get any funding for one mat. Mr. Meischke asked if the Parish Council would be willing to fund the purchase of a bowls mat if East Herts Council don't agree to fund it. Parish Councillors were in agreement.

11. Items for Parish News

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

- Air ambulance
- Invitation to tender for strimming, mowing and leaf pick work in Watton-at-Stone

Action: M. Smith/J. Allsop

The meeting closed at 2150.

The date for the next Parish Council meeting is Tuesday 21st November 2017.