

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 12th December 2017

Present:	Mr. Mike Smith (Chairman)	Mr. John Meischke (Vice-Chairman)
	Mrs. Christine Dinnin	Mr. Denis Filer
	Mrs. Catherine Hammon	Mr. Ian Knight
	Mrs. Margaret Stanley	Mr. David Stock
	Dr. Emma Waltham	Mrs. Jane Allsop (Clerk)
Public:	County Councillor Ken Crofton	
	PCSO Sally Brooks (until 1925)	

1. Apologies for absence

Apologies for absence: Mrs. Helen McCash.

2. Public Participation

Mr. Smith welcomed PCSO Sally Brooks to the meeting. She said that she was now back on full operational duty.

PCSO Brooks reported on the following incidents that have occurred in the past month

- One incident of public order in Clappers Lane, this is part of an on-going neighbour dispute.
- Damage to two vehicles, one in Moorymead and another one on Station Road.
- Two reports have been made regarding youths smoking Cannabis within the stairwell of flats in Great Innings.
- The basketball courts up at Great Innings is very quiet, probably due to the cold weather.

Mr. Meischke informed PCSO Brooks that the Parish Council have installed CCTV around the Community Hall and sportsfield areas. He confirmed that both the day and night-time camera footage is of good quality and should be of evidential quality to the police. This is a non-monitored system and has a 30-day recorder. Mr. Meischke said that he and Mr. Freeman know how to use the recording system and that the installers, who are a local firm, will be happy to put any recordings onto a flash drive for the police if the need arises.

Mr. Meischke said that all the associated paperwork has been completed, except for the Data Protection Registration, which Mr. Knight and the Clerk would be doing tomorrow.

PCSO Brooks was very pleased to hear that a CCTV system has been installed.

PCSO Brooks left the meeting.

3. Chairman’s/Clerk’s Report

None.

4. Declaration of Interests

Mr. Filer declared a personal interest in item 7 i, Specific items - Land at Perrywood Lane (Mr. Filer’s daughter is part owner of the land).

5. Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 21st November 2017**
Parish Councillors agreed that the minutes be approved.

b) Review of actions

1. **Ask Ian Vosper for his opinion on an internal gate between the tennis courts and the zig zag steps**
Refer to item 8 a, Recreation and Amenities Sub-Committee - Tennis Courts.
2. **Discuss the issue of internal gate between the tennis courts and the zig zag steps**
Refer to item 8 a, Recreation and Amenities Sub-Committee - Tennis Courts.
3. **Install defibrillator in kiosk**
Refer to item 7 e, Specific items - Defibrillator/kiosk update.
4. **Source shelving to store reserve library books in the loft**
This item is outstanding. **Action: J. Meischke**
5. **Inspect allotment plot that has heavy-duty wooden posts around it**
Refer to item 8 a, Environment Sub-Committee – Allotments.
6. **Investigate the cost of materials and labour to seal War Memorial stonework**
This item is outstanding. **Action: M. Smith**

c) Action points resolved

1. Work with Mr. Tilavi (HCC) until the Station Road project reaches a satisfactory conclusion
2. E-mail Mr. Tilavi copies of Mrs. Hammon’s observations re High Street and Station Road
3. Report cars parking on pavement in the High Street, almost opposite the Great Innings Roundabout
4. Write to planning department re Scout and Guide Group application at Mill Lane (3/17/2372/FUL)

5. Write to planning department re Gregorys Farm (3/17/2624/LBC)
6. **Order 2 CCTV signs from 1st Call signs:** outstanding **Action: J. Allsop**
7. Update CCTV data protection document to fit the Parish Council's needs
8. Upload an article to the Parish Council's Facebook re the installation of CCTV
9. Send Scout and Guide Group grant payment
10. Send Mr. Knight invoice re replacement tripod so he can chase the Football Club for payment
11. Ask Ted Brown to clear leaves around tennis courts and weed kill where necessary
12. Give Mr. Knight the name of the company the Parish Council last purchased a notice board from
13. E-mail all allotment holders asking if anyone would consider giving up their plots
14. Send letter of thanks to Paul Reynolds re pressure washing the War Memorial stonework
15. Ask Adam Welch and Frank Cooper and Son Lt to provide quotations for village maintenance work
16. Send John Love (Ware Rotary) a letter of thanks for planting crocus bulbs in the village
17. Provide Beanebytes with a copy of the 'data-mapping' for the new website prior to meeting in December
18. Place notice on Parish Council's Facebook page re CCTV installation at the Community Hall
19. Place notice on Parish Council's Facebook page re dog fouling on footpath 17 by the school
20. Report the light out on the A602 at its junction with Whempstead Road
21. Write parish News article re Defibrillator installation in red phone kiosk
22. **Write parish News article re Dog fouling on footpath 17:** outstanding **Action: E. Waltham**

6. Planning

In the absence of Mrs. McCash, Mr. Smith reported on the following items.

a) Applications

None.

b) Decisions

None.

c) Withdrawn

i) 23 Lammas Road (3/17/(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

7. Specific items

a) District Councillor Michael Freeman's Report

Mr. Smith read from District Councillor Freeman's report.

1. **Police:** The police have spoken to the builders who were parking their vehicles on the pavement opposite the Great Innings junction and will continue to monitor the position for us. I have also asked them to keep an eye on the pavement parking which occurs at this end of the village.
2. **Parking:** I am asking our Parking Enforcement Officers to organise another "blitz" outside the shops.
3. **Dog fouling:** I have sent a report to Mike and Emma and will continue to monitor the footpath by the school, clearing up as and when required. I await advices from our Dog Officer as to covert surveillance at this location. I understand Mr. Smith is talking further to Chairman of Governors Charlie Clark about getting the school caretaker involved.

Mr. Smith said he did ask if the school caretaker could clear the footpath of dog fouling before school each morning, but was informed that he did not want to do this nor was it part of his job description.

4. **Trains:** Some potentially very positive news about the train services concerning the phased introduction of fast through services which may prolong Wattons service to Stevenage.

b) Station Road update

Mr. Stock has been engaged in a number of e-mail exchanges with Farid Tilavi (HCC) re the ineffectiveness of the two newly-installed speed-cushions.

He informed HCC that since the completion of the works in Station Road, he had already received a number of very negative comments from residents about the total ineffectiveness of the two speed-cushions. He reminded Farid that he had pointed this out to HCC re the two previously and wrongly installed speed-cushions and that (unlike the majority of other installations in the county) their dimensions are such that vehicles can easily straddle them and/or drive between them with little or no impact or feel; thus completely ignoring the purpose of the 'humps'.

Mr. Stock has witnessed the total ineffectiveness of the speed cushions on a number of occasions and invited all Parish Councillors and Farid to visit the site and take a look for themselves. The councillors that did so all agreed that the 'humps' appeared to be useless. Farid also visited the site but said there was not much traffic so he could not judge speed based on just a few vehicles. He measured the speed-cushions and said that they are correct and the maximum that are allowed on a bus route. HCC will conduct a 'before-and-after' study which will include a speed check. The outcome of the survey will result in a recommendation to the HCC Project Sponsor. Farid said that if this survey proves that the speed has not reduced, then 'we' have to come up with a new solution.

Mr. Stock repeated the Parish Council's much-stated view that the problem is not one of excessive speeding but one of traffic-flow (much improved since the installation of double-yellow lines) and pedestrian safety. Our desire has always been to get driver's attention to the fact that there is a lot of pedestrian movement in and crossing Station Road. He felt that the addition of the bus stop adjacent to the station (and which encroaches in to the carriage way) will no doubt heighten the pedestrian-safety issues therefore necessitating a solution that is more effective than the existing speed-cushions. Mr. Stock drew Farid's attention to our original request/hope to have a raised platform (as has been installed next to the Hazeldell entrance) in the vicinity of the ticket office and asked him to make the Project Sponsor aware of our concerns about the apparent failure of the speed-cushions to satisfy our fundamental objectives.

Although it was agreed that the other improvements to Station Road have eventually resulted in a good outcome, the subject of the failure of the speed-cushions was discussed at length, as was the statement that Station Road was on a bus-route. It was agreed that we await the outcome of HCC's before-and-after survey and in the meantime, review the results of Mike Freeman's upcoming speed-checks in Station Road.

Mr. Stock to request that Mike Freeman observes and reports on the traffic movements at the site of the speed-cushions. **Action: D. Stock**

Mr. Stock to contact HCC to establish the duration of the before-and-after survey and request that particular attention is given to monitoring how easily vehicles pass over the 'humps' with little or no impact, and what HCC's view is on the need for an alternative solution. **Action: D. Stock**

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

During his communications with Farid Tilavi (HCC) Mr. Stock raised the problem of the unfinished re-painting of the double-yellow lines at the entrance to Rivershill. Farid confirmed that the work is yet to be completed. Mr. Stock said we needed to keep an eye on this and also to ensure that corrective work is carried out on the very poor quality of the newly-laid double-yellow lines in the High Street, especially in the vicinity of the War Memorial Hall. In addition, he drew councillor's attention to the issue of the different gradients of the footpath crossing-point at the bottom of the 'Hockerill slope'. This subject had been raised with Bradley Joseph during a general site meeting and may have been missed as a result of him leaving HCC. Mrs. Stanley to add this to the list of the High Street/mini-roundabout issues to be discussed with Farid Tilavi.

Action: M. Stanley

Mrs. Stanley said that, as reported at the November Parish Council meeting, the Parish Council will continue to monitor the High Street situation until the New Year and will get back to Mr. Tilavi with all problems and concerns, so that a scheme can be agreed on to resolve the issues caused by the double-yellow lines and timed parking-restrictions.

She suggested that Mr. Tilavi could bring along some bollard samples that might be suitable for installation near the War Memorial Hall.

d) **Neighbourhood plan (NP) – progress report**

Dr. Waltham said that approximately 50 people attended the Neighbourhood Plan village meeting on 5th December at Watton-at-Stone School.

The Steering Group gave an update of how the Neighbourhood Plan is progressing and explained how they had reached the decision not to include any recommendations on Green Belt release in Watton-at-Stone within the plan. Representatives from Fairview New Homes and the Abel Smith estate were also present at the meeting. Dr. Waltham said contrary to what they had been told, Fairview New Homes have not bought the Walkern Road site but have an option to purchase it.

The Steering Group will be meeting with both Fairview New Homes and the Abel Smith estate in the New Year. Dr. Waltham said that any discussions with potential developers can be included as critical information in the neighbourhood plan.

The Steering Group will, at their next meeting, go through the policies for the Neighbourhood plan.

Dr. Waltham said that there is someone who has recently moved to the village who has already written a Neighbourhood plan which was a very good example.

Although the Steering Group initially felt that the AECOM report was of little help, they will be looking at it again with view to finalising it and uploading its content on the Neighbourhood Plan's website.

By springtime it is anticipated that the inspector will make final comments on the East Herts plan and hopefully it will be confirmed in Autumn 2017. The Steering Group would like to have put together their plan by the time the East Herts Plan has been adopted. There is still a lot of physical work to do to complete it with a lot of writing to be done, tidying up and pulling the plan together. Dr. Waltham said that the plan can still include recommendations, for example, if consideration is given to building on the Abel Smith land at the Northern end of the High Street, then the plan could have a policy to say that there is no building on the higher part that backs onto Great Innings and Moorymead Close and visual protect sight lines as you enter the village.

e) Defibrillator/kiosk update

Mr. Smith said that Network Power East have submitted their quotation of £1,028 to provide power to the K6 red kiosk. He said that he and Mr. Meischke feel it would be sufficient to install a solar powered light when the defibrillator is installed in the kiosk together with the associated defibrillator signage.

This was agreed by Parish Councillors.

Action: M. Smith/J. Meischke

f) CCTV

Mr. Smith said that he had e-mailed the CCTV data protection document to all Parish Councillors which was duly approved. The Clerk to upload a copy of this document to the Watton-at-Stone website when the Data Protection Registration has been completed.

Action: J. Allsop

Mr. Knight said that he will be completing the Data Protection Registration on the Information Commissioner's Office website with the Clerk tomorrow. The cost of registration is £35 per annum.

Action: I. Knight/J. Allsop

g) Report on meeting with Beanebytes on 12th December

Mr. Stock met with Mark Stewart, of Beanebytes, earlier today together with other members of the Parish Council Working-Group (namely Mr. Smith and Mr. Meischke; Dr. Waltham and the Clerk were unable to attend) and reported as follows.

- There was a lengthy discussion based on the model structure/data map that he had produced and given to Beanebytes earlier.
- The objectives re the features, facilities, content and our access to the new website (e.g., for updates, changes and additions) were explained in detail and Mark Stewart was confident that these could be met in full.
- We will be responsible for the population of the site, i.e., the content of individual pages. Initially, we provide Mark Stewart with the content which he then loads during the build.
- The website will be under the control of the Parish Council. The post-design/build-phase involvement of Beanebytes will be one of 'maintenance'; which is anticipated to be at a low-level.
- Within a day or two, Beanebytes will provide Mr. Stock with a quote to build and maintain the new website. After some discussion by Parish Councillors, and bearing in mind the two meetings with Beanebytes to-date, it was agreed that if the anticipated spend is less than £2000 to £3000 we should proceed. Once the Working Group has reviewed the quote and clarified any questions/points outstanding, it will be passed to the Parish Council for approval and acceptance.
- If the Parish Council accepts the quote, then Beanebytes will start the build and provide the Working Group with the initial design of the Home Page for discussion and agreement. Once this has been agreed, the template and elements will be used throughout the site. The Working Group would work closely with Beanebytes to resolve any issues as they arise.
- With regard to the picture content, it was suggested that we could invite the Photographic Society and residents to provide us with photographs. Dr. Waltham said that some of the pictures used in the Parish Plan could be of use.
- To avoid confusion, Mr. Stock proposed that we add the subject of the 'New Website' to Specific Items on the Agenda while retaining the subject of our current website under the heading of Routine Reports.

Action: D. Stock

This was agreed.

Action: J. Allsop

h) BT fast broadband installation – update

BT are currently installing the new fibre optic link into the village with a new much larger box located in the High street at its junction with Rivershill. The Clerk said that Dr. Norden e-mailed in late November stating that he had asked BT Openreach for a progress report and the target date for completing the installation has slipped from December to mid-January. He said that he would be contacting them again in mid-December and would let the Parish Council know the outcome.

i) Land at Perrywood Lane, Watton at Stone

Mr. Smith said that the Parish Council were contacted Paul Atton, of Planning Associates, who are acting on behalf of Marchfield Homes Ltd. They are interested in purchasing the land in front of their recently completed development in Perrywood Lane. This land is currently owned by the Monk family and had planning refused at appeal to build two houses.

It was suggested to Mr. Atton that the Parish Council have in the past supported development on this site. Parish Councillors agreed that if the development was in keeping with the area they would do so again. Marchfield Homes Ltd are considering building a single bungalow and have contacted Lisa Page (Planning Department) for her views.

- **Mill Lane site**

Mr. Meischke said that the person who had contacted him with a view to purchasing and developing the derelict Mill Lane site had a negative response from the current owners and will not be pursuing the matter further.

8. Sub-Committees

Budget & Finance

- Monthly accounts

Watton-at-Stone Parish Council

Petty Cash – Receipts		Petty cash - Payments	
None		None	
Cheques issued			
Jarrett Fencing	Sportsfield boundary fencing behind single tennis court		982.45
Scout and Guide Group	Grant for Firework display		500.00
J. Allsop	Salary, home allowance and £11 towards mobile phone costs		959.56
Ted Brown	32 hours litterpick at £8.45 per hour		270.40
Ted Brown	Leaf clearance around Tennis Courts		25.00
			2737.41
Cheques received			
Rotary Fireworks Display	Donation for use of portable floodlights		50.00
			50.00

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Carla Beach – (3 weeks)	94.50	None	
Tony Silvestri – Pavilion (1 weeks)	10.00		
Youth Football – Main Hall	20.00		
Donations re toy use	5.00		
Lucy Ward – Main Hall & Pavilion	52.50		
David Stock – Main Hall	8.00		
Angela Hodgson – Pavilion	21.00		
E. Capon – Pavilion hire	49.00		
Leah Mason – Main Hall and Pavilion	18.00		
Floodlighting to 6/12/17	40.00		
Forever Active - October	459.00		
	817.00		
Cheques issued			
D. P. Electrics	to supply and fit waterproof double socket referee changing room		134.00
D. P. Electrics	TO supply and fit double socket in roof for CCTV camera		103.20
D. P. Electrics	Test tennis courts lights		84.00
Jewson	Scaffolding hire for Main Hall lighting		112.79
Wages	November/December 2017		419.70
			633.99
Cheques received			
Chloe Teoli	Main Hall		638.55
David Boddy	Main Hall		150.00
Felicitas Dixon	Main Hall and Pavilion		22.00
East Herts District Council	Grant for bowls mat		342.50
Philip Smith	Tennis Club LEAGUE - Main Hall hire		105.45
Felicitas Dixon	Main Hall and Pavilion		22.00
Leah Mason	Main Hall and Pavilion		108.00
Philip Smith	Main Hall		105.45
			1493.95

Parish Councillors agreed the payments.

- **Approval of minutes of Budget and Finance Sub-Committee meeting held on 28th November 2017**

Parish Councillors who attended the Budget and Finance Sub-Committee meeting on 28th November approved minutes. Mr. Filer to sign a copy of the minutes.

Action: D. Filer

The following recommendations were approved.

- **Hire charges for 2017/18**

The Community Hall hire-charges to remain the same gross amount (i.e. gross including VAT regardless of the percentage rate).

The Community Hall Trustees to review the hiring costs annually in November each year and give their recommendations to the Budget and Finance Sub-Committee for discussion when setting the budget.

- **The Sports and Social Club hire-charge for 2018/19**

The Sports & Social Club annual hire charge remains the same at £3,000 per annum.

Notify the Sports and Social Club accordingly.

Action: I. Knight

- **Allotment rents for 2017/18**
The allotment rent remains the same at £28 per full allotment and £14 for one half of an allotment.
- **Accept the following Quotations received from contractors**
 - Frank Cooper and Son Limited quotation (dated 24th November) to gang-mow sportsfield at £59 per cut (plus VAT).
 - Blue Bury Contractors quotation for grass cutting works on the Lammass and Watton Green £1,360 (plus VAT)
- **High Street maintenance work, leaf clearance, mowing and strimming work in the village**
Contractors are being asked to submit their quotations for the High Street maintenance work, leaf clearance, mowing and strimming work in the village by 12th January 2018. At their January 2018 meeting, Parish Councillors will decide who to award the contract too. The Clerk said she was already in receipt of two quotations.
- **Hedge cutting**
As Nick Whitehead, who has cut the sportsfield hedge for over 20 years, does not wish to quote for 2018, Mr. Smith will be asking Steve Presland, who did all the tractor flailing hedge work involved in cutting the sportsfield hedge this year, if he is interested in submitting a quotation. **Action: M. Smith**
- **Employees and self-employed remuneration**
Parish Councillors approved the rate increases for both Ted and Rosemary Brown.
When reviewing remunerations, a question was raised concerning the employment status of Mrs. Rosemary Brown. Mr. Smith said that previously, against the standard IR test, she was deemed to be self-employed. When questioned, Mrs. Brown has stated that she was compliant with IR requirements concerning income and we have a letter on file to that effect.
- **Budget 2018/19**
All Parish Councillors were copied with the budget figures for 2018/19 prior to the meeting together with the budget notes, which they formally approved.
Approved budgets attached. **See attached**
- **Precept 2018/19**
It was agreed that the provisional precept requirement for 2018/19 is £35,455.
The Clerk to notify East Herts Council accordingly. **Action: J. Allsop**
- **SLCC Annual membership**
The SLCC membership renewal for 2018 is £147, an increase of £8 on the 2017 fees. Mr. Filer said that the membership, which is in the Clerk's name, provides the Parish Council with legal advice and useful information about changes in legislation, e.g. change in accounting practices. Although this information is also available from the Hertfordshire Association of Local Councils, their annual membership fee would be in the region of a thousand pounds. Parish Councillors agreed to renew the SLCC membership.
Action: J. Allsop

Community Hall Trustees

Mr. Meischke reported on the following item.

- **Hall lights**
Mr. Meischke said that at the October meeting, Parish Councillors had instructed him to accept D. P. Electrics' quotation of £280 (plus VAT) to replace the broken emergency light with battery in the Main Hall.
Mr. Meischke had also obtained a second quote for the following items, which the Parish Council did not accept.
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, supply 4 new emergency batteries Total: £860 (plus VAT)
D. P. Electrics had confirmed that both quotations were without an access tower.
Mr. Meischke said that he had notified D. P. Electrics of the Parish Council's decision using the quotation number provided. On the day the lights were installed he initially helped them put together the access tower he had hired and then left them to get on with their work.
The Clerk subsequently received an invoice for £860 plus VAT and queried this with Mr. Meischke, who contacted D. P. Electrics. It has now transpired that D. P. Electrics overwrote the original quotation for £280 with the second quotation of £860, using the same quotation number and have replaced all the lighting in the Main Hall. They have now reissued their invoice reducing it by £100 to £760 plus VAT.
Mr. Meischke said that the positive spin on this is that we now have all new lighting and hopefully won't have to pay out more money for hiring another scaffolding tower for several years. Also, that the discount on the lighting has covered the cost of the scaffolding hire of £93.99 (plus VAT).
Parish Councillors agreed to pay D. P. Electrics invoice. **Action: J. Allsop**

- **Set a date for the next Trustees meeting**

Mr. Meischke to arrange a meeting of the Trustees for early in 2018.

Recreation and Amenities Sub-Committee

Mr. Knight reported on the following items.

- **Tennis Court**

Mr. Meischke met with Ian Vosper to discuss the zig zag steps and it was agreed that they should be removed. Mark Blacktin has been instructed accordingly.

Mr. Knight suggested that existing exit gates in the corner of the two tennis courts are contained in a fenced area, which would allow access between the courts but stop access to the grass sloped area.

The wire fencing around the original two courts is broken in many places and there are sharp rusting bits of metal sticking out, which are potentially hazardous. Parish Councillors agreed that the fencing needs to be replaced.

Mr. Knight said that he anticipated the cost being around £15,000 and agreed to obtain several quotations.

Action: I. Knight

Councillor Crofton said that funding could be available from the LTA. Mr. Knight told him that the Tennis Club have been unsuccessful in securing funds in the past because it is Parish Council owned

land. Councillor Crofton said that if the Parish Council apply via the Sports Partnership they will help formulate the application which is more likely to have a successful outcome. Mr. Knight to e-mail

Councillor Crofton to ask him for the Sports Partnership contact details.

Action: I. Knight

The leaves around the perimeter of the tennis courts needs clearing. Mr. Meischke to instruct Ted Brown to do the work.

Action: J. Meischke

- **Cricket nets**

The Cricket Club have been successful in obtain an £8,000 grant towards the installation of Cricket nets.

They are now in the process of obtaining firm quotations for the concrete base.

Mr. Smith said that the Diocesan Board will need to be instructed to draw up the Deed of Waiver.

Action: M. Smith

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **Allotments**

Mrs. Dinnin said that she had inspected the allotment plot that Mr. Stock had identified as having installed heavy-duty wooden posts around it. She said that it looks as though a low-level fence will be installed but she would monitor the situation.

Action: C. Dinnin

Mr. Smith said that he had sourced some recycled plastic posts for the allotments. The 60 marker posts will cost approximately £78 and there will be an additional cost of approximately £30 for numbering and letters.

Parish Councillors agreed that Mr. Smith should proceed with the purchase of the marker posts, numbering and letters.

Once the marker posts have been installed, it was agreed to write to all allotment holders telling them that if their allotment marker post goes missing they will be charged £10 for the installation of a replacement post.

Mrs. Dinnin said that the Clerk had contacted the allotment holders who have provided the Parish Council with an e-mail address, to ask if they would consider giving up one of their plots to accommodate those on the waiting list. One large plot, which will be split into two, and one small plots have been promised at the beginning of Next Year and there may possibly be a further small plot available soon.

Mrs. Dinnin said that there are currently six people on the waiting list and she would contact the first three to tell them that plots will be coming available in the New Year.

Action: C. Dinnin

New Homes Bonus Sub-Committee

Nothing to report.

b) Routine Reports

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

Mr. Meischke to carry-out the emergency escape lighting tests and manual alarm call tests as soon as possible.

Action: J. Meischke

- 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**

Nothing adverse to report.

v) **Monthly village-report**

Dr. Waltham completed the report on 12th December.

She said it was not possible to look at all the items on the report because items such as the sportsfield grass and allotments were covered in snow.

- **Salt Bins** – bin at the entrance of Great Innings is empty. Dr. Waltham did not check the bins at Perrywood Lane, Hazeldell, Beane Road and High Elms lane. The remaining bins were half-full. County Councillor Ken Crofton said that Highways were in the process of refilling the salt bins throughout the county.

vi) **Weekly sportsfield**

Nothing to report.

vii) **Website/Facebook**

Nothing to report.

viii) **Highway and Lighting faults**

The following items to be reported to Highways online faults.

- Hole in road near roundabout at High Street/Great Innings junction
- Light out on footpath from Lammas Road to High Street

Action: J. Allsop

ix) **Dog fouling reports**

Nothing to report.

9. Correspondence received

- **P3 Work Plan Form completion**

Mrs. Dinnin said that Sarah Holloway, Project Officer at Groundwork Hertfordshire, e-mailed on 5th December requesting that as the end of the year is fast approaching, she will need us to send an electronic copy of our 2017 P3 Work Plan form with the work completion date added and initialled.

Mrs. Dinnin said that the Parish Council had spent just over half of the £1,000 P3 grant. She spoke to Tom Goldsmith (HCC Rights of Way Officer) to ask if we could spend some of the remaining funds on allotment marker posts or clearing Church Walk, but was informed that we could not do so. He did identify that a new footpath signs is required in Hazeldell and one on the bypass. Parish Councillors agreed that Mrs. Dinnin should ask Tom Goldsmith to use the remaining on funds to the benefit Watton-at-Stone.

Action: C. Dinnin

- **Amenity land at the back of the Gatekeep Meadow estate**

Dr. Waltham said that she had been approached by two horticulturalists about the amenity land between the back of the estate and Church Lane. They would like to landscape it and could apply for funding from the Chelsea Fringe project. They would consult with the Parish Council and residents to agree a landscaping scheme, with a wellbeing theme.

Councillor Freeman is pushing EHDC to take over the land from the developers with a view to the Parish Council managing the site. There is £116,000 for managing the land in perpetuity but these funds would go back to the developer if the land is not handed over within a set period.

10. Village organisations

Nothing to report.

11. Items for Parish News

The following item was identified for inclusion in the February 2018 issues of the Parish News.

- Defibrillator

Action: M. Smith

The meeting closed at 2104.

The date for the next Parish Council meeting is Tuesday 16th January 2018.