

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 15th May 2018

Present:	Mr. Mike Smith (Chairman)	Mr. John Meischke (Vice-Chairman).
	Mrs. Christine Dinnin	Mr. Ian Knight
	Mrs. Catherine Hammon (after 1918)	Mrs. McCash
	Mrs. Stanley	Mr. David Stock
	Mrs. Jane Allsop (Clerk)	
Public:	None.	
Police:	None.	

1. Apologies for absence

Apologies for absence: Dr. Emma Waltham.

2. Public Participation

None.

3. Chairman’s/Clerk’s Report

None.

4. Declaration of Interests

Mrs. McCash (as a partner at McCash and Hay) declared a pecuniary interest in the following items.

- 5 b, 3, Review of actions -Submit Annual Return and all relevant documentation to PKF Littlejohn 11th June 2017
- 8 a, Budget and Finance Sub-Committee items -
 - Internal Audit of the Parish Council accounts for the year ended 31st March 2018
 - Annual Return of the Parish Council accounts for the year ended 31st March 2018
 - Audit of the Community Hall accounts for the year ended 31st March 2018

Mr. Meischke declared a pecuniary interest in the following items.

- 8 a, Community Hall Trustees - Archery equipment grant.
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5. Minutes of the last meeting

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 17th April 2018**
Parish Councillors agreed that the minutes be approved.

b) Review of actions

- 1. Liaise with Rosemary Brown and David Payne re monitoring dog-fouling on the sportsfield**
Mr. Meischke said he had spoken to Rosemary Brown who has agreed to monitor dog-fouling. However, he needs the contact details for David Payne, so he can ask him the same question.
Mrs. Dinnin to give Mr. Meischke the contact details. **Action: C. Dinnin/J. Meischke**
- 2. Inspect bottom of Station Road re leaf debris in the gutters and take action as required:** Outstanding.
Action: C. Dinnin
- 3. Submit Annual Return and all relevant documentation to PKF Littlejohn 11th June 2017**
Refer it item 8 a, Budget and Finance Sub-Committee - Annual Return of the Parish Council accounts for the year ended 31st March 2018.
- 4. Provide images for the Open Spaces and Walks section of the website:** completed.
- 5. Investigate the cost of the Community Hall being connected to broadband:** outstanding.
Action: J. Meischke
- 6. Chase Tom Goldsmith (HCC Rights of Way Officer) re P3 grant application for 2018/19**
Mrs. Dinnin said that she had spoken to Tom Goldsmith about our P3 grant application for 2018/19. There is very little money available in the P3 grant pot this year and replacing the two styles, one at the far end of Church Walk and the one in Church Lane, are considered to be a low priority. If the Parish Council would like to pay for replacing the two styles, the cost is £330 each and installation would be by volunteers and free of charge.

7. **Show Mrs. Dinnin the damaged oak tree branch by the tennis courts**
Mrs. Dinnin said that she and Dr. Waltham looked at the small piece of branch high in the Oak tree's canopy and deemed it was not a danger as it would soon be cradled in adjacent foliage and would also be very difficult and expensive to remove.
8. **Arrange for area around Community Hall building to be weed killed**
Mr. Meischke said he needs the contact details for David Payne, so he could ask him to do the weed killing.
Action: J. Meischke
9. **Contact Air Ambulance re the reinstatement of clothes bin in Mill Lane**
The Air Ambulance clothes bin has now been reinstated in the car park of the Scout Hut.
- c) **Action points resolved**
1. Submit Parish Council accounts for the year ended 31st March 2018 to Stuart McCash for the internal audit
 2. Speak to contact who might be interested in doing the Parish Council audit for 2018/19
 3. Instruct Mr. Payne re grass cutting around the Community Hall and swings areas
 4. Instruct Mark Burrows to arrange for a structural inspection of the Parish Council owned street lights
 5. Produce summarised version of the 12-monthly statement of accounts for the Annual Parish meeting
 6. Renew the annual subscriptions for CDA for Herts, CPRE and CVS for Broxbourne and East Herts
 7. Ask Beanebytes to go live with the new website
 8. Ask Beanebytes to set up a separate access to the News section of the new website for use by Dr. Waltham
 9. Advertise new website on the Parish Council's Facebook page
 10. Prepare an entry about the launch of the new website for the Parish News and the Notice Boards
 11. Accept Sports Courts quote re new tennis court fencing and ensure they rectify the faulty mortar
 12. Inspect goal mouths and agree a course of action
 13. Chase Bidwells re progress report re Dead of Waiver
 14. Advertise vacant allotment plots on the notice boards, Website and Facebook
 15. E-mail contractors who quoted for work to the multi-stemmed willow tree
 16. Complete and return the New Homes Bonus form to East Herts Council
 17. Post articles re new website and defibrillator on website and Facebook
 18. Write articles for inclusion in June Parish News
 19. Contact East Herts Council re resignation of Parish Councillor Mr. Denis Filer
- d) **Actions outstanding for more than two months**
1. **Arrange for War Memorial to have a clean before sealing the stonework**
Mr. Smith said that now the weather has improved he will arrange for the War Memorial to be cleaned again and then sealed.
Action: M. Smith
 2. **On receipt, e-mail all Parish Councillors the kitchen estimate**
Mr. Meischke said that the kitchen has now been remeasured and he is awaiting a quotation.
This item to remain under actions outstanding.
Action: J. Meischke
 3. **Arrange for repair work to the see saw when the weather improves**
Refer to item 8 a, Community Hall Trustees - Arrange for repair work to the see saw when the weather improves.
6. **Planning**
Mrs. McCash reported on the following items.
- a) **Applications**
- i) **Gregorys Barn, Gregorys Farm (3/18/0940FUL)**
Incorporation of Groom's Cottage into existing Gregory's Barn
New internal opening to link buildings. New ground floor window and door openings and alterations to fenestration
Mrs. McCash said that she had e-mailed all Parish Councillors with the plans for this application and the listed buildings application at the same site. Parish Councillors agreed a 'no comment' response.
Action: J. Allsop
 - ii) **Gregorys Barn, Gregorys Farm (3/18/0941/LBC) – Listed building**
incorporation of Groom's Cottage into existing Gregory's Barn (curtilage listed)
New internal opening to link buildings. New ground floor window and door openings and alterations to fenestration
Refer to the above item.

iii) 21 Lammas Road (3/18/0691/HH)

Single-storey front extension to extend garage and create open porch with changing roof files

Mr. Knight said that he had spoken to the applicants at 21 Lammas Road but had been unable to contact the neighbours. Mr. Knight agreed to put a copy of the protocol letter through the doors of 20 and 22 Lammas Road.

Parish Councillors have all been e-mailed a copy of this application and agreed a no comment response.

Action: J. Allsop

iv) 27 Lammas Road (3/18/0948/HH)

Single-storey side extension

Mr. Smith agreed to visit the residents and report back to Parish Councillors re a response the Parish Council's response to East Herts Council.

Action: M. Smith

b) Decisions

i) Sycamore, 1 Motts Close (3/18/0473/HH)

Single storey rear extension

- East Herts Council – granted

ii) 119f High Street

Retrospective change of use from A1 (Post Office/Bakery) to A3 (Café/Restaurant)

- East Herts Council – granted

iii) 1 Homeleigh, Whempstead Road, Whempstead (3/18/0585/HH)

Single-storey side ground extension and 2-storey ground and first floor extension. All uPVC windows to be replaced with aluminium framed windows.

- East Herts Council – granted

c) Withdrawn

i) 23 Lammas Road (3/17/(3/18/0595/HH)

Erection of two-storey and single-storey rear extensions, following demolition of existing extensions. New rear dormer window.

- Application withdrawn by Applicant/Agent

7. Specific items

a) Co-option of a Parish Councillor

The Clerk has received two formal applications for co-option, which have been e-mailed to all Parish Councillors. This morning she received a text message from another parishioner indicating their interest, however the deadline date had expired the night before.

Mr. Smith and Mr. Meischke will meet the two applicants within the next week and contact Parish Councillors accordingly. The intention is for the Parish Council to co-opt their new Parish Councillor at the June Parish Council meeting.

Action: M. Smith/J. Meischke

b) Station Road update

Mr. Stock has been in contact with Farid Tilavi (HCC) who has informed him that the contractor has agreed to remove the existing two speed-cushions and replace them with new ones (of the same type). This work will be done in the near future together with some resurfacing work and the correction of minor defects outstanding.

The Police have done some speed-monitoring in Station Road which suggests that there has been a reduction in the speed of traffic since the implementation of the current scheme.

[*Note that Mrs. Stanley also reported that during her meeting with HCC concerning the High Street Farid had mentioned Station Road and that:*

- *nothing further can be done about the size and shape of the speed-cushions but HCC are getting the contractors to reinstall them because they are not the material that was specified*
- *they will also be resurfacing the section of road between Glebe Close and Hazeldell.*
- *permits have been applied for and it is hoped that the work will be carried out in mid-June*
- *the Police speed checks done before and after the implementation of the speed-cushions and table show a reduction of between 5 to 6 mph.]*

Although we have eventually been successful in achieving substantial improvements to Station Road, Mr. Stock felt that because there currently appears to be a continuing lack of will on the part of HCC to address our concerns outstanding re pedestrian safety in the vicinity of the railway station we should now remove the subject of Station Road as an on-going Agenda-item. We will however continue to monitor the situation and address any issues as they arise. This was agreed by all present.

It was suggested that an item be put in the Parish News re the completion of the Station Road scheme.

Action D. Stock

c) Traffic along High Street, including the mini roundabouts

Following the meeting in February, Mrs. Stanley, Mr. Smith, Mrs. Dinmin and Mrs. McCash held a follow up meeting today with representatives from HCC, including Farid Tilavi, regarding High Street issues.

HCC had subsequently designed a scheme for the provision of an 18 metre bolt hole with double yellow lines along the stretch of road near Crumbs and the installation of bollards to prevent traffic mounting the curb and driving along the pavement outside the Memorial Hall. The design had been considered by HCC's safety auditors who had been unable to recommend it as the accident statistics were low in this area and it was considered that on-street parking was an effective speed restriction measure. HCC were unwilling to proceed with the bolt hole without the support of their safety team. An area had been identified near the War Memorial Hall where the footpath was wide enough to accommodate a bollard, within the statutory guidelines and HCC agreed to take this forward, when the remedial work was carried out on the speed cushions in Station Road.

Parish Councillors present at the meeting had raised the issue of additional signage for the restricted parking zone and HCC agreed to look at this issue. The Parish Council would consider asking the Abel Smith Estate if they would allow additional signage to be attached to their property within the restricted parking zone.

Whilst Parish Councillors were disappointed at the overall outcome, it was accepted that there was little more that could be done at the current time. Enforcement of the parking restrictions was still problematic, partly as a result of the limited resources available EHDC to provide enforcement officers.

HCC had also considered the Great Innings roundabout and agreed that it would be possible to relocate the roundabout to improve the sight lines but the cost of such a scheme would be in the region of £80,000 which HCC was unable to fund.

The Parish Council was concerned about the effect that further development in the village would have on these problem areas. It was therefore suggested that mention might be made in the Neighbourhood Plan of the need to improve both the Great Innings junction and the High Street, possibly from future S106 'Transport issues' monies. Mrs. Hammon agreed take this forward for consideration by the NP committee.

d) Neighbourhood plan – progress report

Mrs. Hammon said that about 100 people attended the Neighbourhood Plan meeting held at the school on 1st May, including representatives from the Woodhall Estate and Fairview New Homes. Mehron Kirk, one of the Steering Group members, produced a map of the village that showed where there were currently buildings and green space. These took the rough form of three quarters of a circle. The map showed the logic of filling in the open areas in the fourth quarter in the northwest part of the area with controlled, limited development on both the Stevenage Road and Walkern Road sites. Further maps showed how the new area could be well connected into the village with paths and also retain the rural feel with open green spaces within the developed areas. The Steering Group explained, at the public meeting, the policies that they had presented to the Parish Council at its April meeting and these formed the basis for discussion.

There were a few comments about not building on Green Belt and some concern was shown that new green spaces could attract anti-social behaviour. However, the general consensus was approval for the policies and significant support for the overall plan as regards how to design future development and connect it into the village.

There was also a public exhibition by the Woodhall Estate on 13th and 14th May. The Woodhall Estate has met with the Steering Group prior to 1st May and presented their proposals to build 126 houses on their land at the Stevenage end of the High Street. In light of the overall housing needs of the parish, the Steering Group has proposed that only 60 houses would be appropriate on that site, with another 60 on the Walkern Road site. The Steering Group were surprised to see that at the Woodhall Estate public exhibition, no modifications had been made to their proposals for 126 dwellings and they had not addressed the Steering Group's concerns for development on the higher ground.

There was concern from the Steering Group and members of the public who attending the Neighbourhood plan meeting, about Woodhall Estate's proposals for a football pitch and car parking off the Datchworth Road on the (completely undeveloped) west side of the railway line. It was agreed that such a step would create a material risk that this land might be considered suitable for further development in the future.

Members of the Steering Group will be meeting with Claire Syme (EHDC) on 12th June to update her on their progress. Mrs. Hammon said that they had also been contacted by Ruth Grey (HCC) about the development of the Station Road depot site. The Steering Group has envisaged around 15 dwellings on that plot, with access through Moorymead Close rather than creating an additional entrance off Station Road. This development is seen as an infill, continuing the pattern of development in Hazeldell and linking in with Moorymead.

The Steering Group have asked two professional candidates to quote for writing the Watton-at-Stone Neighbourhood Plan.

e) Renovation Red K6 kiosk that houses the defibrillator

Mark Blacktin has submitted a quotation to repair and repaint the telephone box that houses the defibrillator.

It was agreed to obtain two more quotations.

Action: J. Allsop

f) New website

Mr. Stock said that now that the new website is live our main work is all but done. However we need to monitor and develop the whole content to ensure that it remains current (the Clerk is already ensuring that this is happening with the News section). In particular he would like to see the addition of more photographs in the Gallery section to give a better feel for the nature of our village, both past and present. To this end he has taken further photographs himself and suggested that we invite others to do the same.

Two parties to be approached re the possibility of providing additional photographs for the Gallery.

Action: D. Stock

He said that the subject of the New Website shall now be removed from the Specific Items section of our Agenda and covered under the Website/Facebook heading of Routine Reports.

g) Data Protection

Mr. Smith said that he and the Clerk had been looking at the new Data Protection Act regulations, which comes into force on 25th May. Mr. Meischke said that he had also been looking into this matter.

It was agreed that a small group of Parish Councillors should meeting to discuss what the Parish Council needs to do to conform to the new Data Protection regulations. Mr. Smith, Mr. Meischke, Mr. Stock and the Clerk agreed to meet accordingly and begin by compiling an audit of data held.

Action: M. Smith/J. Meischke/ D. Stock/J. Allsop

h) Ferreting Licenses

In May 2017, the Parish Council issued the following ferreting licenses

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

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

Action: J. Allsop

i) License across Cottage site

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

Action: M. Smith/J. Allsop

j) New benches for sportsfield - Ted Brown Memorial seat & Harry's bench (memorial seat)

Mr. Smith said that Rosemary Brown has chosen the Glasdon Elmwood seat as her husband, Ted, memorial seat. Mr. Smith said he had discussed the location with Rosemary and they had agreed it needed to be kept away for the areas that need grass cutting and suggested it is installed overlooking the tennis court. This was agreed by Parish Councillors.

The Glasdon list price for the seat with engraved plaque is £653.14 plus VAT. Rosemary will refund the Parish Council the net value of the seat. The Clerk to order the seat accordingly.

Action: J. Allsop

After discussion it was agreed to repair Harry's bench rather than replace it as only the front slat needs replacing. Mr. Smith to source the materials and arrange for the repair to be done.

Action: M. Smith

Mrs. Lois Jones, Harry's mother, had offered to pay £100 towards the cost of a new seat. Mrs. Dinnin to write to Mrs. Jones informing her that the Parish Council would be repairing the seat and would pay for the repair work.

Action: C. Dinnin

k) Non-requirement of Deed of Waiver for sportsfield re 'All weather practice pitch' for cricket

Mr. Smith said that Alex Porter (of Bidwells) has informed him that because the "all weather practice pitch" for cricket is not a building the Diocesan Board do not require a Deed of Waiver to be drawn up for the sportsfield.

• Hole in the sportsfield hedge

The residents of the Old Coach House, whose hedge abounds the sportsfield, have made an opening in the hedge allowing them access onto the field. However, in the process they have removed/damaged the wire netting that prevent ball going through the hedge.

Mr. Smith agreed to write to the owners of the Old Coach house asking them to repair the cricket fence and advise them that practice nets are due to be installed adjacent to the hedge.

Action: M. Smith

8. Sub-Committees

Budget & Finance

Mrs. McCash reported on the following items.

- **Monthly accounts**

Watton-at-Stone Parish Council

Petty Cash – Receipts		Petty cash - Payments	
None		Blue Tac	<u>1.47</u>
Cheques issued			
OMG Trading Ltd	50% Deposit - Cricket runs -shock pad, double bay cage & nets		3,889.50
Mark Stewart	Beanebytes - website design - final payment of quotation		600.00
Concord Trophies	Presentation award to Denis Filer for services to PC		40.95
Mark Stewart	Beanebytes additional work agreed to website		300.00
David Payne	grass cutting and strimming around Sportsfield and hall		105.00
Mark Blacktin	install 3 litterbins and relocate one notice board and install 1 new board		185.00
Adam Welch	Work to willow tree on the Lammas		175.00
Wages and salaries	April 2017		1238.04
OMG Trading Ltd	Final 50% - Cricket runs -shock pad, double bay cage & nets		3,889.50
Stuart McCash	Internal audit for the year ended 31st March 2018		230.00
Frank Cooper & Son	grass cutting on 20th and 27th April 2018		141.60
			<u>10,794.59</u>
Cheques received			
East Herts District Council	Precept ½ year payment		<u>17727.50</u>
			<u>17727.50</u>

Watton-at-Stone Community Hall

Petty Cash – Receipts		Petty Cash -Payments	
Carla Beach – (4 weeks)	126.00	None	
Tony Silvestri – Pavilion (3 weeks)	30.00		
Floodlighting from 21.03.18 TO 30.04.18	95.00		
Felicitas Dixon – Main Hall and Pavilion	22.00		
Jackie Inzani – Main Hall and Pavilion	72.00		
Forever Active - April	<u>345.00</u>		
	<u>690.00</u>		
Cheques issued			
D. P. Electrics	To replace Floodlighting time clock		150.00
James Turner	Repair leaky toilet with concealed cistern		102.67
Sports Courts	Deposit payment for new fencing for the double tennis court		2,470.80
Affinity Water	Water charges 26 th September 2017 to 26 th March 2018		103.26
McCash and Hay	Annual audit - year ended 31st March 2018		150.00
Wages	April 2018		439.64
			<u>3,416.37</u>
Cheques received			
Nicola Hayward	Pavilion hire		40.00
Tumble Tots	Main Hall hire		164.00
Badminton Club	Main Hall hire		147.50
Antonia Smith	Main Hall, Pavilion and kitchen		140.00
Stevenage Community Trust	Grant for Archery equipment		500.00
Louise Bater	Pavilion hire		136.80
Tumble Tots	Main Hall hire		<u>160.00</u>
			<u>1288.30</u>

Parish Councillors agreed the payments.

- **Internal Audit of the Parish Council accounts for the year ended 31st March 2018**

Stuart McCash had completed the internal audit of the Parish Council accounts for the year ended 31st March 2018 with a clean bill of health.

All Parish Councillors were e-mailed the Annual Return document (partially complete) which showed the figures in section two, accounting statement 2017/18, together with the annual internal audit report 2017/18, duly signed by Stuart McCash.

• **Annual Return of the Parish Council accounts for the year ended 31st March 2018**

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

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

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

The Clerk will send the completed Annual Return and relevant documentation to PKF Littlejohn (official auditors) by 11th June 2018. **Action: J. Allsop**

• **Audit of the Community Hall accounts for the year ended 31st March 2018**

All Parish Councillors were e-mailed a copy of the audited Community Hall accounts for the year ended 31st March 2018. Parish Councillors approved the audited Community Hall accounts and Mr. Smith signed two copies of the accounts.

The Clerk to give one signed copy of the accounts to McCash and Hay. **Action: J. Allsop**

• **Parish Council and Community Hall insurance renewal due on 1st June 2018**

On 1st June 2016, the Parish Council entered into a 3-year policy agreement (LTA) with Aon. However, Aon have decided that they no longer wish to provide insurance cover to Parish Councils and have passed their work over to BHIB insurance who have agreed to honour our LTA which expires on 31st May 2019. The renewal paperwork has been received from BHIB insurance, however, the CCTV cover was missing from schedule. The Clerk contacted BHIB insurance who agreed to send her a revised schedule, but this is still outstanding.

The Clerk to chase BHIB insurance and on receipt e-mailed the revised schedule to Mrs. McCash for inspection and subsequent forwarding it to all Parish Councillors so they can approve the renewal.

Action: H. McCash/J. Allsop

- **SLCC – Clerk’s salary awards for 2018/19**

The Clerk left the meeting while this item was discussed.

Mrs. McCash said that NALC and SLCC have agreed A 2% pay awards for Clerks for the year 2018/19. Parish Councillors agreed that the Clerk’s salary should be increased accordingly. The increase to be backdated to 1st April 2018.

The Clerk returned to the meeting.

Community Hall Trustees

Mr. Meischke reported on the following item.

- **Arrange for repair work to the see saw when the weather improves**

Mr. Meischke said that now the weather has improved he would try and do the repair works sometime this week.

Action: J. Meischke

- **BT line in and Wi-Fi Broadband**

Mr. Meischke said that he had not had time to investigate the cost of installing broadband at the Community Hall.

Action: J. Meischke

- **Outside toilet door lock**

Mr. Meischke said that he thought that there was a problem with the outside toilet timer lock. However, it has turned out that the Tennis Club have been unlocking the toilets and failed to reset the timer lock, leaving the door unlocked.

- **Archery equipment grant**

Mr. Meischke said that to enable the Green Dragon Archery Club to use the Community Hall for Archery Coaching and for them to be insured by Archery GB the venue has to be Registered as an official Archery GB Range. To comply with registration they have had a risk assessment carried out, at no cost to the Community Hall, and the hall is now registered with Archery GB. This allows any Archery GB member (not only Green Dragon Bowmen) to hire the Community Hall Range for Archery as it is an approved and registered Range. The Certificate is on display on the Notice board.

The Forever Active archery are covered under the EHDC regulations that require the Coach to have insurance which Mr. Meischke has.

Mr. Meischke said he applied to Stevenage Community Trust for a grant of £1,070 towards Archery equipment for the Community Hall and was successful in receiving a £500 grant. He had presumed that Stevenage Community Trust would either grant the full amount or nothing at all.

Forever Active currently hire the equipment from the Green Dragon Archery Club at £7.50 per session. When Forever Active comes to an end, the Community Hall could either continue to hire Archery equipment or purchase their own. Mr. Meischke asked Parish Councillors if they would be willing to grant £570 from the New Homes Bonus funds, which together with the £500 grant already received from Stevenage Community Trust, would enable the purchase of all the Archery equipment required. He said that Archery equipment holds its value well and if there is not a village Archery group at the Community Hall, the Green Dragon Archery group will hire the equipment when using the Community Hall facilities. Parish Councillors present agreed the £570 New Homes Bonus grant.

Mr. Meischke to arrange for the purchase of the Archery equipment. The Clerk to arrange for £570 of funds to be transferred into the Community Hall account.

Action: J. Meischke/J. Allsop

- **Football use of sportsfield**

Mr. Meischke said that the senior Football team have hardly used the field this year and the sportsfield could be used to accommodate several junior pitches instead. Mrs. Dinnin said that the Ladies Football Club play on the full pitch and the men’s team are trying to improve interest.

Mr. Knight said that the senior Football Club have every intension to continue playing and the Sports and Social Club are paying the charges to the Parish Council for its use.

Recreation and Amenities Sub-Committee

Mr. Knight reported on the following items.

- **Tennis Courts**

Mr. Knight said that he had accepted Sports Courts quotation to rewire the double tennis courts and he and Mr. Smith had met with Chris Rolph to discuss the details of the project and the reinstatement work required to the concrete between the new and old courts. A deposit payment has been made to Sports Court and work is scheduled to start on 17th September, to minimise disruption to the activities of tennis players.

- **Sportsfield**

- **Goal mouth repair**

The goal mouth areas are looking good and Mr. Smith said that he only needs to apply some fertiliser to these areas.

Action: M. Smith

- **Cricket nets**

Work on the Cricket nets project will commence in June. The caging and matting has been ordered and paid for by the Parish Council. A donation is expected from the Cricket Club.

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **P3 grant**

Refer to item 5 b, Review of Actions - Chase Tom Goldsmith (HCC Rights of Way Officer) re P3 grant application for 2018/19.

- **Allotments**

Mrs. Dinnin said that she and Mr. Smith attended the Allotment and Garden Association's AGM held on 8th May and Carole Moore was elected as the new Chairperson.

The map on the allotments needs updating because it shows some divided plots as full plots and this has caused confusion among the new tenants. The new number posts also need installing. Mrs. Dinnin and Mr. Smith to arrange to both this items to be accomplished. **Action: C. Dinnin/M. Smith**

- **Oak tree by tennis Court**

Refer to item 5 b, Review of Actions - Show Mrs. Dinnin the damaged oak tree branch by the tennis courts.

New Homes Bonus Sub-Committee

This item to be deleted from future agendas as it will reported on under Budget and Finance Sub-Committee.

Action: J. Allsop

b) Routine Reports

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

Mr. Smith and Mr. Meischke to do the emergency escape lighting tests and manual alarm call testing directly before this meeting.

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.

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

Nothing adverse to report.

iv) **Health and Safety for Community Hall**

Nothing adverse to report.

v) **Monthly village-report**

Mr. Knight completed the report on 14th May and said that the village was generally looking very good.

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

- **Sportsfield** – hole in hedge adjacent to cricket shed. Refer to item 7 k, Specific items- Non-requirement of Deed of Waiver for sportsfield re 'All weather practice pitch' for cricket.
- **Defibrillator** – Mr. Knight said that he could not see indicator in the defibrillator. Mr. Meischke said that both he and Mr. Smith have the access code for the defibrillator box and councillors doing the monthly village report can ask them for the code to gain access.
- **War memorial gravel** – needs weeding. Mrs. Dinnin to inspect and act as required.

Action: C. Dinnin

vi) **Weekly sportsfield**

Nothing adverse to report.

vii) **Website/Facebook**

None.

viii) **Highway and Lighting faults**

None.

ix) **Dog fouling reports**

A member of public phoned in to report a dog fouling outside the building site between 8 and 10 School Lane. The young man said that he was certain it had been done by a Labrador that was walking up the lane with what looked like a man and women. He said that the fouling was very fresh, and he was sure that it had just been done, although he did not witness it.

x) Police reports

The police did not provide the Parish Council with their monthly report.

Mr. Meischke said that he had been informed that there are out of date Police posters on our notice boards with incorrect phone numbers and officer details.

Mrs. McCash to ask the Police for three new notices.

Action: H. McCash

9. Correspondence received**Aerial Maps**

Mr. Smith said that we received an e-mail dated 11th May) from Jamie Clark (Head of the PSMA Secretariat, Department for Business, Energy and industry Strategy) stating that our organisation is eligible to join the Aerial Photography Great Britain Agreement (APGB), with free access to aerial photography and height data. Unless we object by 18th May 2018, the Parish Council's contact details will be passed to GB Consortium for the sole purpose of registering our organisation for the APGB Agreement to allow us access to the aerial photography. Parish Councillors agreed that they would like access to this material. No further action is required at this time

10. Village organisations

None.

11. Items for Parish News

The following items were identified for inclusion in the June 2018 issues of the Parish News.

- Annual reports and accounts
- Launch of the new Watton-at-Stone website
- Installation of defibrillator
- Station road update
- Photographs of the village

Action: M. Smith/J. Allsop

The meeting closed at 2143.

The date for the next Parish Council meeting is Tuesday 19th June 2018.