

Minutes of the meeting of the Watton-at-Stone Parish Council held in the Community Hall on Tuesday 19th June 2018

Present:	Mr. John Meischke (Vice-Chairman)	Mrs. Christine Dinnin
	Mr. Ian Knight	Mrs. Margaret Stanley
	Dr. Emma Waltham	Mr. Steve Block (after 1917)
	Mrs. Jane Allsop (Clerk)	
Public:	None.	
Police:	None.	

1. Apologies for absence

Apologies for absence: Mr. Mike Smith (Chairman), Mrs. Catherine Hammon, Mrs. Helen McCash and Mr. David Stock.

2. Co-option

Two applications were received to fill the Parish Council Vacancy before the deadline date of Monday 14th May 2018. One further application was discounted as it was received after that date.

All Parish Councillors were e-mailed copies of the applications from the following applicants.

- Mr. Stephen Block
- Ms. Victoria Nightingale

Mr. Smith, Mr. Meischke and Mrs. Dinnin met with both applicants and e-mailed all Parish Councillors their comments. Parish Councillors agreed via e-mail that Mr. Block was the most suitable candidate and Parish Councillors present at this meeting endorsed his co-option.

The Clerk to notify East Herts Council accordingly.

Action: J. Allsop

Mr. Meischke said that Victoria Nightingale was happy to act as a consultant to the Trustees and help with items such as market research for improving Community Hall hiring. She has agreed to meet with Dr. Waltham to discuss these options and will be invited to attend part of the next Trustees meeting.

Mr. Block was then invited to join Parish Councillors and duly signed the Declaration of Acceptance of Office, so he could take part in the meeting.

3. Public Participation

None.

4. Chairman’s/Clerk’s Report

Mr. Meischke had three additional items for discussion.

- Street lighting - refer to item 7, Specific items - Parish Council owned Street lighting.
- School lane hedge - refer to item 8 a, Environment Sub-Committee –School lane hedge.
- Cricket nets notice - refer to item 8 a, Recreation and Amenities Sub-Committee – Cricket nets.

5. Declaration of Interests

None.

6. Minutes of the last meeting

a) Acceptance

• Minutes of the Parish Council meeting held on Tuesday 15th May 2018

Parish Councillors agreed that the minutes be approved.

b) Review of actions

1. Liaise with David Payne re monitoring dog-fouling on the sportsfield

Mr. Meischke said that David Payne is happy to monitor dog-fouling on the sportsfield.

Mr. Meischke and Mrs. Dinnin met with David Payne earlier this evening to go through the jobs that he does on the sportsfield. The grass cutting and strimming jobs that he has been doing on a weekly basis has now been reduced to once a fortnight unless advised to the contrary. Mrs. Dinnin has drawn up a revised schedule of work for David Payne, which the Clerk agreed to type up.

Action: J. Allsop

2. Repair Harry’s bench

Mrs. Dinnin said she had written to Harry’s mother, Mrs. Lois Jones, advising her that the Parish Council have repaired the bench and in return she had received a lovely thank you letter.

Mrs. Dinnin confirmed that Mr. Smith had completed the repair work required.

3. **Write to the owners of the Old Coach house re damage to cricket fence**

This action point is outstanding

Mr. Meischke said that he spoke to the contractors just before the cricket net runs were completed and they told him that they had not had any adverse comments about the installation.

c) **Action points resolved**

1. Give Mr. Meischke contact details for David Payne
2. **Inspect re leaf debris in the gutter at Station Road and take action as required** – refer to item 5 d 4.
3. Forward Open Spaces images to the Clerk
4. Ask David Payne to weed kill around Community Hall building to be weed killed
5. Write to Planning Department re Gregor's Barn (3/18/0940/FUL & (3/18/0940/FUL)
6. Write to Planning Department re 21 Lammas Road (3/18/0691/HH)
7. Visit residents re 27 Lammas Road (3/18/0948/HH)
8. Meet with applicants who applied to become a Parish Councillor
9. Write Station Road article for inclusion in the Parish News
10. Obtain quotations for the renovation of the Red K6 phone box
11. Approach two parties re photographs for the Gallery
12. Meet to discuss Data Protection regulations
13. Contact current ferreting licensees re renewing their licenses
14. Issue license for temporary access across the land known as the "Old Cottage Site"
15. Order Memorial bench from Glasdon UK
16. Write to Mrs. Lois Jones re Harry's bench
17. Send completed Annual Return and relevant documentation to PKF Littlejohn
18. Give McCash and Hay a signed copy of the Community Hall audited accounts
19. Chase BHIB re revised insurance renewal & e-mail councillors for approval
20. Arrange for repair work to the see-saw
21. Investigate the cost of broadband for the Community Hall
22. Purchase archery equipment
23. Transfer New Homes Bonus grant to Community Hall for archery equipment
24. Apply fertiliser to goal mouth areas
25. Renew map on the allotments and install number posts
26. Deleted New Homes Bonus Sub-Committee from the monthly agenda
27. Inspect gravel around the War Memorial and take action as required
28. Ask the Police for three new notices showing officer names and contact details
29. Write articles for Parish News

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

1. **Arrange for War Memorial to have a clean before sealing the stonework:** outstanding.
Action: M. Smith
2. **On receipt, e-mail all Parish Councillors the kitchen estimate**
Refer to item 8 a, Community Hall Trustees - Kitchen estimate.
3. **Arrange for repair work to the see saw**
Refer to item 8 a, Community Hall Trustees - Arrange for repair work to the see saw.
4. **Inspect bottom of Station Road re leaf debris in the gutters and take action as required**
Mrs. Dinnin said that she had inspected the leaf debris today, which was minimal. It was agreed to place this item on the October agenda.
Agenda: 10/2018

7. **Planning**

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

a) **Applications**

i) **21 Hockerill (3/18/1096/HH)**

Demolish and rebuild to slightly larger footprint of single storey rear extension with pitch roof

Mrs. McCash had asked Mr. Stock to visit the neighbours of the property involved in this application. He did so and discussed the plans with the resident of at 19 Hockerill. The application would result in an upgrade to the site and an improved visual impact on the neighbour. The resident of No 19 is therefore content with the plans and has informed the applicant accordingly. Mr. Stock suggested to Mrs. McCash that, in accordance with our Planning Protocol, a 'No comment' response to this application be sent once it has been agreed by at least 2 other Parish Councillors. The Clerk then wrote to the planning department accordingly.

ii) **2 Motts Close (3/18/1134/HH)**

Construction of two storey front extension

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

b) Decisions**i) 82 High Street (3/18/0644/LBC) - Listed building and conservations**

The proposed works included refurbishing the left-hand side toilets to the same specification as the previously refurbished right-hand side toilets
- East Herts Council – granted

8. Specific items**• Parish Council owned street lighting**

Mr. Meischke said that Mark Burrows e-mailed on 14th June, as follows.

“I have now reviewed the results of the structural tests, and happy to report there are no existing columns that require replacement, therefore, there will now only be a requirement for the existing lanterns to be changed to LED (and the CMS) at an estimated cost of £7200.00 (24 units x £300.00).

The final estimate will be subject to an on-site survey by Ringway, but that shouldn't have an impact on the current estimate.”

The Clerk said that 'CMS', stands for Central Management System, which allows the health of the lights to be monitored at a central control centre and any faults attended too. It also allows the lighting intensity to be changed remotely.

The figure of £7,200 plus the initial inspection cost of £375 is the same as presented to the Parish Council at its April 2018. Parish Councillors present at the meeting agreed that Mark Burrows be asked to instruct Ringway to carry out an on-site survey.
Action: J. Allsop

a) Station Road update

Mrs. Stanley said that she had not received any updates from HCC re either Station Road or the High Street.

As Parish Councillors are aware, the contractor who installed the two speed-cushions have now replaced them with new ones (of the same type) together with some resurfacing work and the correction of minor defects outstanding. Mrs. Stanley said one can only assume that this work has been done properly and that the correct materials have now been used.

b) Traffic along High Street

Mrs. Stanley said that Farid Tilavi (HCC) had indicated that they would try and install the bollard on the High Street, near the entrance to the War Memorial Hall, while the High Street defect works were being implemented. This however has not been the case. She said she would now be e-mailing Farid Tilavi for an update on the bollard installation.
Action: M. Stanley

c) Neighbourhood plan – progress report

Dr. Waltham said that the Steering Group had a meeting on Friday 15th June, with consultant Jacqueline Veader, who will be helping write the Watton-at-Stone Neighbourhood Plan. Ms. Veader has estimated the cost, however now that she has met with the Steering Group she will be able to produce a quotation. She was complimentary that the Steering Group had got so far along with their Neighbourhood Plan without external help. She is also working with Stansted Abbots and Hertford Heath parishes, who, like Watton-at-Stone, are surrounded by Green Belt. The Steering Group had asked several consultants to quote for writing our Neighbourhood Plan and Ms. Veader was the only person who had availability. She is well qualified and comes recommended.

Dr. Waltham said that because we are a complex plan, Watton-at-Stone is entitled to have access to a higher level of funding and could claim up to £18,000 to fund completion of the plan. The steering group will be applying for funding for Ms. Veader's work and the costs involved in the next public consultation.

After the next consultation all comments submitted by members of the public will be looked at by the East Herts Council's Planning Inspector. Funding will be required to put a Neighbourhood Plan presentation pack together.

Ms. Veader will be doing evidence gap analysis based on the material the Steering Group have provided which will be incorporated in her write up.

Once the grant is approved and received it will take at least five months to reach at public consultation stage. There will then be further consultation and a review by an inspector before East Herts Council can organise the referendum. This should all work with the timing of the emerging District plan.

The comments on the District Plan from the inspector were due back at the end of April 2018, however due to the amount of public comments the report is now expected at the end of June. The earliest the District Plan

could be adopted is now probably in October and Watton-at-Stone would not want their plan emerging before they know the changes made to the District Plan.

Changes are also expected to the NPPF (National Planning Policy Framework) in the summer and it may turn out as a result of that Neighbourhood Plans are given the power to release Green Belt land themselves.

As report at the May Parish Council meeting, 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. The Steering Group will write to the Woodhall Estate to seek clarification.

The Steering Group also met with George Pavey in June, who is the NP liaison at EHDC.

Dr. Waltham asked the Clerk to find out how many houses have been built in the village since 2017.

Action: J. Allsop

It is understood that Fairview has extended its option to buy the Green Belt land on Walkern Road. The section of land identified is a larger site than original outlined in the SLAA and therefore could reduce the housing density.

Ruth Gray (HCC) contacted the Steering Group about the development of the Station Road depot site. The Steering Group has envisaged around 15 dwellings on that plot. This development is seen as an infill, continuing the pattern of development in Hazeldell and linking in with Moorymead Close. The Steering Group will meet with Ms. Gray in August.

Dr. Waltham said that East Herts District Council currently have 6.2 years' worth available for housing allocations and therefore there is no pressure on Green Belt release in Watton-at-Stone for some time to come.

Mr. Meischke asked Dr. Waltham to thank the Steering Group for all the hard work they are putting in to compile the Neighbourhood Plan.

Mrs. Stanley said that Dane End have managed to get the proposals for a Lagoon quashed and the site owners are now proposing building 40 houses on this farm site.

Mr. Meischke said that the face of Towns are changing with the introduction of internet shopping and out of town shopping complexes. We could see the empty town shops being changed into living accommodation which would reduce the need for development in the rural areas.

d) Renovation Red K6 kiosk that houses the defibrillator

The Clerk wrote to Bob Adams and Peter Phillips asking them to quote for renovating the red kiosk.

Peter Phillips has e-mailed to say that he is not interested in quoting and no response has been received from Bob Adams.

Parish Councillors agreed that we should try to get other quotations before the next meeting.

Action: J. Allsop

This item to be deferred until the July Parish Council meeting.

Agenda: 07/2018

e) Litter collection

After Rosemary Brown had complained about the number of bottles and cans she was having to put in the littepick bin each week, the Clerk ordered her a blue recycle bin from East Herts District Council. However, delivery is unlikely before mid-July as they are currently out of stock.

f) Data Protection

All Parish Councillors were e-mailed the Data Protection Policy put together by Mrs. Stock, Mr. Meischke and Mr. Smith.

Mrs. Stanley agreed to read the document and give any comments before the next meeting. **Action: M Stanley**

It was agreed to defer approval of the Data Protection Policy to the July Parish Council meeting.

Agenda: 07/2018

g) Library

Due to Mike Freeman being unwell, Mrs. Dinnin and Mr. Meischke have taken over the library responsibilities with Mrs. Dinnin organising the weekly rotas. Mr. Meischke said that he had spoken to Mr. Freeman about certain aspects of the library, such as the removal of all hardback books and cookery books from the library. It was also agreed to contact all the library volunteers so that a long-term strategy can be agreed to keep the library open.

Action: C. Dinnin

9. Sub-Committees

Budget & Finance

In the absence of Mrs. McCash, Mrs. Stanley reported on the following item.

- **Monthly accounts**

Mrs. Stanley highlighted some of the transactions listed below.

Watton-at-Stone Parish Council

Petty Cash – Receipts		Petty cash - Payments	
None		Lock for Clerk owned filing drawers	<u>9.18</u>
		Postage – PKF audit papers	<u>2.11</u>
			<u>11.29</u>
Cheques issued			
Allotment and Garden	Public liability insurance		79.20
Frank Cooper & Son	line marking for the		168.00
CPRE	Annual Membership		36.00
Wages and salaries	June 2018		1270.74
BHIB	Annual insurance premium		1,425.82
David Payne	grass cutting and strimming around Sportsfield and hall		207.00
Frank Cooper & Son	grass cutting in May 2018		<u>283.20</u>
			<u>3,469.96</u>
Cheques received			
None			

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 30.04.18 to 25.05.18	40.00		
Felicitas Dixon – Main Hall and Pavilion	22.00		
Lydia Smith – Pavilion	40.00		
Forever Active - May	396.00		
David Stock – Main Hall	<u>20.00</u>		
	<u>674.00</u>		
Cheques issued			
Wages	June 2018		402.57
CVS for Broxbourne and	Two-year membership		<u>30.00</u>
			<u>432.57</u>
Cheques received			
Claire Whitby	Main Hall and Pavilion hire		52.50
Antonia Smith	Hire of the Community Hall		120.00
Jono Forde			37.50
Tumble Tots	Main Hall and Pavilion hire		160.00
Shotokan Karate	Main Hall		209.95
Paula Sutton	Main Hall		205.20
			<u>785.15</u>

Parish Councillors agreed the payments.

Community Hall Trustees

Mr. Meischke reported on the following item.

- **Arrange for repair work to the see saw**

Mr. Meischke said he had repaired the see-saw.

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

Mr. Meischke said that obtained prices for an internet connection for the Community Hall as follows

- BT installation fee of £115 £36 monthly charge for superfast broadband
- Plus Net no installation fee £30 monthly charge for superfast broadband

Mr. Meischke said that we need to find out if there is a minimum contract time and this is something that Victoria Nightingale could do for the Trustees.

- **Archery equipment grant**
The archery equipment for the Community Hall is now on order from the Archery Company.
- **Kitchen estimate**
Mr. Meischke said that he is receipt of three estimates for installing new cupboards in the kitchen. These estimates range between £5,500 and £7,000.
He said that before he presents the estimates to the Parish Council he wanted the Trustees to discuss them in detail. **Action: Trustees**
- **Trustees meeting date**
Mr. Meischke to arrange a meeting of the Trustees. **Action: J. Meischke**
- **Fire inspection**
Mr. Meischke said that Herts Fire Protection have carried out the annual inspection of the fire equipment. One new fire extinguisher was required.

Recreation and Amenities Sub-Committee

Mr. Knight reported on the following items.

- **Sportsfield Goal post sockets**
One of the goal post sockets at the far end of the field got badly damaged, most probably by the grass cutting machinery because it was proud of the surrounding grass area. The socket installers, J Hart & Son, who were on site installing the Cricket Nets, have cut off the damaged section and resolved the problem. Some of the goal post socket caps are missing and will need to be replaced.
Whilst on site, J. Hart and Son also removed the zig-zag steps by the tennis courts. Their charge for doing both jobs was £70.
- **Cricket nets**
The Cricket nets installation is now complete and the disrupted grassed areas have been re-seeded and some areas having turfed, the latter was donated by Bob Spinks.
It was agreed that the Cricket Club could put up a notice on the Cricket Shed, which reads as follows
Please
No Spikes or Studs on matting
Thank you
The Clerk to instruct 1st Call signs to make up the notice in Dibond. **Action: J. Allsop**

Environment Sub-Committee

Mrs. Dinnin reported on the following items.

- **War Memorial garden**
Mrs. Dinnin said that Adam Welch had tidied up the War Memorial garden and cut the hedges and weed killed where necessary.
Mrs. Dinnin and Mr. Stock to purchase the additional plants required for the War Memorial garden and Adam Welch will then carry-out the planting. **Action: C. Dinnin/D. Stock**
- **Allotments**
The plot numbers have now been installed and Mr. Smith has produced a new diagram of the allotments which will need to be enlarged and put up on the allotment site.
Adam Welch has quoted £90 to trim 4 allotments plots and £70 to cut back greenery at the entrance of the allotments and near the kissing gate at the far end of the site. Parish Councillors approved Adam Welch’s quotation.
Mrs. Dinnin to contact Adam Welch accordingly. **Action: C. Dinnin**
- **Lammas**
The Lammas and Watton Green have both been cut by Blue Bury Contractors with just the ditch at Watton Green that needs strimming.
Mrs. Dinnin said that the riverbank along the Lammas needs cutting back. The growth is so high that the river is no longer visible from the footpath. It was agreed to ask Blue Bury Contractors to do this, but that the strimming of this area should be added to Adam Welch’s regular contract to cut every couple of months.
Parish Councillors agreed that the stretch of river along the Lammas is a village asset.

- **School lane hedge**

The hedge along School Lane at its boundary with sportsfield needs the nettles and brambles trimmed back to prevent walkers getting stung. Adam Welch has quoted £90 for doing the work. Parish Councillors agreed to accept Adam Welch's quotation.

Mrs. Dinnin to contact Adam Welch accordingly.

Action: C. Dinnin

b) Routine Reports

i) Emergency escape lighting tests and manual alarm call tests

Mr. Meischke to do the emergency escape lighting and manual alarm call tests with Mr. Block before their Archery session on Thursday 21st June.

Action: J. Meischke/S. Block

ii) Gas and electricity meter readings

The Clerk e-mails 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

In the absence of Mrs. McCash, Mr. Meischke reported on the monthly village-report.

Mrs. McCash completed the report on 18th and 19th June and highlighted the main points for Mr. Meischke to report on.

- **Sportsfield**

- **Large swings** – safety surface worn. Mr. Meischke said that the Parish Council is aware of the problem.
- **General comments** – around the two picnic benches on the children's area, grass very long. Six dogs on the field, none on leads!
- **Allotment** – hedge overgrown – refer to item 8a, Environment Sub-Committee – Allotment.
- **Dog bin** - located at the School Lane end of Church Walk is damaged.

Report damage to East Herts District Council.

Action: J. Allsop

- **Defibrillator** – at the May Parish Council meeting Mr. Knight said that he could not see the battery indicator through the viewing glass on the defibrillator. Mrs. McCash also reported that she could not see the indicator.

vi) 6-monthly check

Mr. Meischke and Mr. Block to carry-out the 6-monthly check in July together with the monthly village report.

Action: J. Meischke/ S. Block

vii) Weekly sportsfield

Nothing adverse to report.

Mr. Meischke said that both David Payne and Rosemary Brown would be reporting any adverse issues that arise on the sportsfield.

viii) Website/Facebook

The following items was identified for uploading to both the website and Facebook.

- Co-option of a New Parish Councillor.

Action: J. Allsop

ix) Highway and Lighting faults

Mrs. Stanley reported that someone had been removing the dog fouling bags from the litter bin at the Beaneside and outside the Grey House and leaving them on the pavement.

Mr. Meischke reminded Parish Councillors that it is permissible to put dog waste in the litterbins provided they are wrapped up properly. It was agreed to advise the public accordingly with notices on the Parish Council website, Facebook page and in the Parish News.

Action: J. Allsop

The Clerk to report again, on the highways faults website, the holes in the road at both High Street mini-roundabouts (namely: Station Road/High Street and Great Innings/High Street roundabouts).

Action: J. Allsop

x) Dog fouling reports

Nothing to report.

xi) Police reports

Sergeant Duncan Wallace's police report, dated 19th June, has been e-mailed to all Parish Councillors except for Mr. Block. The Clerk to e-mail Mr. Block accordingly.

Action: J. Allsop

10. Correspondence received**a) E-mail from Jane Boddy re Hall hire**

Jane Boddy e-mailed on 6th June to advise that David Boddy has decided to retire and will hold his last Jujitsu session at the Community Hall on Thursday 28th June.

He will try and take their jigsaw mats away from the hall as soon as they can after their last session.

Note: David Boddy removed his jigsaw mats from the internal storeroom on the night of his last session.

b) Sweet/crisp dispensing machines

Mr. Meischke said he had received an e-mail from Tubzbrands.co.uk offering a free sweets and crisps dispenser. The company work on a basis that any profit is shared between themselves and the organisation they provide the dispenser too. It was agreed not to pursue this further.

11. Village organisations**• River Beane Restoration Association**

Mr. Knight said that Steve Block is one of the River Beane Restoration Association's diversity monitors and takes samples from the river on a regular basis.

Mr. Block said that the river quality is improving with more diverse life within in it.

12. Items for Parish News

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

- Co-option of a Parish Councillor.

Action: J. Allsop

The meeting closed at 21:03.

The date for the next Parish Council meeting is Tuesday 17th July 2018.